

*Salton Community Services District*

**SPECIAL MEETING *Agenda***

**September 27, 2023**

**Closed Session 1:00 p.m.**

**Open Session 2:00 p.m.**

**1209 Van Buren Ave.**

**Salton City, CA 92275**

**[www.saltoncsd.ca.gov](http://www.saltoncsd.ca.gov)**

**BOARD OF DIRECTORS:**

Michelle Gilmore, President  
Michael Friese, Vice President  
Manuel Ramos, Director  
Lidia A. Sierra, Director  
Dale Johnson, Director

**STAFF:**

Emmanuel Ramos, Interim General  
Manager  
Thania Garcia, Board Secretary  
Christina Sutton, Finance Officer  
Oracio Lemus, Field Foreman  
Stephen Prager, Park Supervisor

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

**2. ROLL CALL:**

**3. PUBLIC COMMENTS:**

Pursuant to California Government Code Section 54954.3, the public has the right to address the board regarding any closed session items listed on the **closed session agenda** prior to the board adjourning into closed session. Anyone who wishes to address the Board, please come to the microphone. Public comments are limited to (3) minutes for each person.

**4. CLOSED SESSION ITEMS:**

A. CONFERENCE WITH LEGAL COUNSEL-Existing Litigation Pursuant to Government Code Section 54956.9(d)(1) Roxana Chavez v. Salton Services Community District, et al. Imperial County Superior Court Case No.: ECU002702

B. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: JALYNDA ELLEN ALEXANDER, Petitioner, vs. SALTON COMMUNITY SERVICES DISTRICT Respondent, Immanuel Ramos; Manuel Henry Ramos Real Parties in Interest. (Imperial County Superior Court Case # ECU003061)

C. Conference with Labor Negotiators (Government Code § 54957.6) District designated representatives: Emmanuel Ramos, Christina Sutton, Robert Patterson and Lena Wade Employee organization: Laborer’s’ International Union of North America Local No. 1184.

D. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (One case: Demand for Health Benefits by employee Steven Prager)

E. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: SALTON COMMUNITY SERVICES DISTRICT, a California special district, Plaintiff, vs. MITCHELL EDWARD MANSFIELD, an individual; and DOES 1-50, inclusive (Imperial County Superior Court Case # ECU002875

**5. OPEN SESSION: 2:00 pm**

**6. PLEDGE OF ALLEGIANCE: Michelle Gilmore, President**

**7. ANNOUNCEMENT OF CLOSED SESSION ACTIONS:**

**9. 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.

**10. BOARD MEMBER COMMENTS:**

**11. 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 Meeting of August 30, 2023. [pg.5]
- B. Approve demands for the month of August 2023. [pg.11]
- C. Approval of Slovak Baron Empey Murphy & Pinkney LLP, Attorney at Law. Demand in the amount of (\$38,925.58) for August.

**12. REPORTS:**

- A. Interim General Manager's report [pg.21]
- B. Finance Officer's report
- C. Field Foreman's report [pg.30]
- D. Park Supervisor's report [pg.32]

**13. MEMBERS OF THE BOARD REPORTS: STANDING COMMITTEE:**

- A. Architectural Committee Report

**14. UNFINISHED BUSINESS:**

**15. NEW BUSINESS:**

- A. Discussion and Approval for Office Space Lease Agreement ICBHS. [pg40]
- B. Discussion and Approval of the Total Compensation Study RFP. [pg.49]
- C. Discussion and Approval for the Request for Additional Services Agreement (Request No. 1), Distress to Salton Community Services District Headquarters, 1209 Van Buren Avenue, Thermal, California. [pg.59]
- D. Discussion and Approval of the Board to rescind the contract with Conserve Land Care.
- E. Discussion and Approval of the Board to select Imperial County Public Works to assist District with Desert Shores Soccer Park.

**F. RESOLUTION NO. 2023-09-27-01** Cal OES. [pg.60]

**G. RESOLUTION NO. 2023-09-27-02** THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ALLOWING ONLINE PURCHASES THROUGH EBAY AND AMAZON UNDER LIMITED CIRCUMSTANCES. [pg.64]

**H. RESOLUTION NO. 2023-09-27-03** THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT TO TRANSFER OWNERSHIP OF ONE SALTON COMMUNITY SERVICES DISTRICT VEHICLE BETWEEN THE SEWER MAINTENANCE DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT. [pg.67]

**17. ADJOURNMENT:**

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**Sonia Thania Garcia, Secretary of the Board**

Upon written request, this agenda will be made in 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*

**SPECIAL MEETING *Minutes***

**August 30, 2023**

**Closed Session 12:00 p.m.**

**Open Session 2:00 p.m.**

**1209 Van Buren Ave.**

**Salton City, CA 92275**

**[www.saltoncsd.ca.gov](http://www.saltoncsd.ca.gov)**

**BOARD OF DIRECTORS:**

Michelle Gilmore, President  
Michael Friese, Vice President  
Manuel Ramos, Director  
Lidia A. Sierra, Director  
Dale Johnson, Director

**STAFF:**

Emmanuel Ramos, Interim General  
Manager  
Thania Garcia, Board Secretary  
Christina Sutton, Finance Officer  
Oracio Lemus, Leadman  
Stephen Prager, Park Supervisor

**1. CALL TO ORDER:                      12:00 pm**

**2. ROLL CALL:**

**3. PUBLIC COMMENTS:**

Pursuant to California Government Code Section 54954.3, the public has the right to address the board regarding any closed session items listed on the **closed session agenda** prior to the board adjourning into closed session. Anyone who wishes to address the Board, please come to the microphone. Public comments are limited to (3) minutes for each person.

**No Comments**

**4. CLOSED SESSION ITEMS:**

- A. Notice of Filing of Discrimination Complaint: Civil Rights Department, State of California, Business, Consumer Services and Housing Agency David Dale vs. Salton Community Services District (Ms. Lydia A. Sierra) (Case Number: 202210-18578217; EEOC Number: 37A-2023-01476)
  
- B. CONFERENCE WITH LEGAL COUNSEL-Existing Litigation Pursuant to Government Code Section 54956.9(d)(1) Roxana Chavez v. Salton Services Community District, et al. Imperial County Superior Court Case No.: ECU002702

C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: JALYNDA ELLEN ALEXANDER, Petitioner, vs. SALTON COMMUNITY SERVICES DISTRICT Respondent, Immanuel Ramos; Manuel Henry Ramos Real Parties in Interest. (Imperial County Superior Court Case # ECU003061)

D. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION  
(Paragraph (1) of subdivision (d) of Section 54956.9) Name of case:  
SALTON COMMUNITY SERVICES DISTRICT, a California special district, Plaintiff, vs. MITCHELL EDWARD MANSFIELD, an individual; and DOES 1-50, inclusive (Imperial County Superior Court Case # ECU002875.

E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: (Interim General Manager)

5. **OPEN SESSION: 2:00 pm**

6. **PLEDGE OF ALLEGIANCE: Michelle Gilmore, President**

7. **ANNOUNCEMENT OF CLOSED SESSION ACTIONS:**

A. **Notice of Filing of Discrimination Complaint: Civil Rights Department, State of California, Business, Consumer Services and Housing Agency David Dale vs. Salton Community Services District (Ms. Lydia A. Sierra) (Case Number: 202210-18578217; EEOC Number: 37A-2023-01476).**

**The Board voted to approve the settlement offered by David Dale. It would require the District to do two things: 1. Pay \$25,000.00 to Mr. Dale for his lost wages and so forth. 2. Adopt a policy that racist comments by anyone will result in a ten-minute adjournment and the clearing of the meeting room during that time. The settlement was approved unanimously by the four Directors who were present.**

B. **CONFERENCE WITH LEGAL COUNSEL-Existing Litigation Pursuant to Government Code Section 54956.9(d)(1) Roxana Chavez v. Salton Services Community District, et al. Imperial County Superior Court Case No.: ECU002702**

- **NO REPORTABLE ACTION**

**C. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: JALYNDA ELLEN ALEXANDER, Petitioner, vs. SALTON COMMUNITY SERVICES DISTRICT Respondent, Immanuel Ramos; Manuel Henry Ramos Real Parties in Interest. (Imperial County Superior Court Case # ECU003061)**

- **The Board took a Vote as to whether to provide a defense to Emmanuel Ramos, Manuel Henry Ramos, and Michelle Gilmore. Those individuals recused themselves from the meeting for obvious reasons. That they have financial interest indemnified or defended by the district. There were only three board members present who were Director Johnson, Director Sierra, Director Friese. Director Friese voted to defend, Director Sierra voted not to defend, and Director Johnson voted to defend. Failed to the lack of a majority.**

**D. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of case: SALTON COMMUNITY SERVICES DISTRICT, a California special district, Plaintiff, vs. MITCHELL EDWARD MANSFIELD, an individual; and DOES 1-50, inclusive (Imperial County Superior Court Case # ECU002875.**

- **NO REPORTABLE ACTION.**

**E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: (Interim General Manager)**

- **NO REPORTABLE ACTION.**

**9. 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.

**John Connelly: I just want to know about the trees going out to the homes that Lidia is involved with.**

**10. BOARD MEMBER COMMENTS:**

**President Gilmore- No Comment**

**Vice President Friese- He expressed his concern about LAFCO's threat to dissolve the District. Gave an example of another district that was dissolved and annexed into a similar district. Explained that if SCSD were to be dissolved, it is possible it might not be part of Imperial County but instead annexed to another district that handles wastewater, for example, Seely County Water District or Heber Public Utility District.**

**Director Ramos- No Comment**

**Director Sierra- No Comment**

**Director Johnson- No comment**

**11. 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 Meeting of July 19, 2023.  
Vice President Friese motioned to approve the July 19, 2023, Minutes with the changes mentioned. Director Ramos seconded the motion.**

**Roll Call:**

**Michelle Gilmore Yes Lidia Sierra Yes  
Michael Friese Yes Dale Johnson Yes  
Manuel Ramos Yes**

**Motion Passes 5-0**

- B. Approve the Minutes for the Special Meeting of July 27, 2023.  
Vice President Friese motioned to approve the July 27, 2023, Minutes with the change mentioned. Director Ramos seconded the motion.**

**Roll Call:**

**Michelle Gilmore Yes Lidia Sierra Yes  
Michael Friese Yes Dale Johnson Yes  
Manuel Ramos Yes**

**Motion Passes 5-0**

- C. Approve the Minutes for the Special Meeting of August 2, 2023.
- D. Approve demands for the month of July 2023.  
**Vice President Friese motioned to approve items C and D. Director Ramos seconded the motion.**

**Roll Call:**

**Michelle Gilmore Yes Lidia Sierra Yes  
Michael Friese Yes Dale Johnson Yes  
Manuel Ramos Yes**

**Motion Passes 5-0**

- E. Approval of Slovak Baron Empey Murphy & Pinkney LLP, Attorney at Law. Demand in the amount of **(\$12,778.00)** for July.  
**Vice President Friese motioned to approve item E. Director Ramos seconded the motion.**

**Roll Call:**

**Michelle Gilmore Yes Lidia Sierra No  
Michael Friese Yes Dale Johnson Yes  
Manuel Ramos Yes**

**Motion Passes 4-1**

**12. REPORTS:**

- A. Interim General Manager's report
- B. Finance Officer's report
- C. Field Foreman's report
- D. Park Supervisor's report

**13. MEMBERS OF THE BOARD REPORTS: STANDING COMMITTEE:**

- A. Architectural Committee Report

**14. UNFINISHED BUSINESS:**

**15. NEW BUSINESS:**

- A. Discussion re: Behavioral Health MOU with Salton Community Services District  
**Only discussion no vote.**

B. Discussion and Approval of the Proposal for the Desert Shores Community Park for the Soccer Park Project Phase 1.

**Director Johnson motioned to approve the Proposal for the Desert Shores Community Park for the Soccer Park Project Phase 1. Director Ramos seconded the motion.**

**Roll Call:**

**Michelle Gilmore Yes      Lidia Sierra Yes  
Michael Friese Yes        Dale Johnson Yes  
Manuel Ramos Yes**

**Motion Passes 5-0**

C. Discussion and Approval of the amended contract for Phase 1 Desert Shore Park Grass Project.

**Vice President Friese motioned to Approve the Amended Contract for Phase 1 Desert Shores Park Grass Project. Director Ramos seconded the motion.**

**Roll Call:**

**Michelle Gilmore Yes      Lidia Sierra Yes  
Michael Friese Yes        Dale Johnson Yes  
Manuel Ramos Yes**

**Motion Passes 5-0**

D. RESOLUTION NO 2023-08-30-01 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ADOPTING A RECORDS RETENTION POLICY.

**Vice President Friese motioned to approve Resolution No. 2023-08-30-01. Director Johnson seconded the motion.**

**Roll Call:**

**Michelle Gilmore Yes      Lidia Sierra Yes  
Michael Friese Yes        Dale Johnson Yes  
Manuel Ramos Yes**

**Motion Passes 5-0**

**17. ADJOURNMENT:**

**Adjournment at 3:48 pm**

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**Michelle Gilmore, President of the Board**

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**Sonia Thania Garcia, Secretary of the Board**

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# Salton Community Services District

## Transaction Report

August 2023

| DATE   | TRANSACTION TYPE | NUM      | NAME                                | MEMO/DESCRIPTION  | ACCOUNT                               | SPLIT   | AMOUNT             |
|--|------------------|----------|-------------------------------------|---|---------------------------------------|---|--------------------|
| <b>6-1300 Supplies Expense - GF</b>                    |                  |          |                                     |   |                                       |   |                    |
| 08/01/2023   | Vendor Credit    |          | Home Depot                          | Vender Credit   | 6-1300 Supplies Expense - GF          | 2-2202 Accounts Payable:Accounts Payable - SM | -94.39             |
| <b>Total for 6-1300 Supplies Expense - GF</b>          |                  |          |                                     |   |                                       |   | <b>\$ -94.39</b>   |
| <b>6-1500 Professional Services Exp - GF</b>           |                  |          |                                     |   |                                       |   |                    |
| 08/18/2023   | Bill             | 0096674  | Rick Engineering Company            | Professional Services from July 1, 2023 - July 28, 2023 Project C19331-000 Service Area Plan Update | 6-1500 Professional Services Exp - GF | 2-2202 Accounts Payable:Accounts Payable - SM | 552.50             |
| <b>Total for 6-1500 Professional Services Exp - GF</b> |                  |          |                                     |   |                                       |   | <b>\$552.50</b>    |
| <b>6-1501 GF Auditing Expense</b>                      |                  |          |                                     |   |                                       |   |                    |
| 08/31/2023   | Bill             | 0823-46  | O'Connor & Company                  | Auditing Service Through 08/31/2023   | 6-1501 GF Auditing Expense            | 2-2202 Accounts Payable:Accounts Payable - SM | 1,300.00           |
| 08/31/2023   | Bill             | 0823-42  | O'Connor & Company                  | Auditing Service Through 08/31/2023   | 6-1501 GF Auditing Expense            | 2-2202 Accounts Payable:Accounts Payable - SM | 1,825.00           |
| <b>Total for 6-1501 GF Auditing Expense</b>            |                  |          |                                     |   |                                       |   | <b>\$3,125.00</b>  |
| <b>6-1502 Accounting Services - GF</b>                 |                  |          |                                     |   |                                       |   |                    |
| 08/31/2023   | Bill             | 114034   | The Pun Group                       | Accounting Firm work preformed April - June 2023  | 6-1502 Accounting Services - GF       | 2-2202 Accounts Payable:Accounts Payable - SM | 7,958.75           |
| <b>Total for 6-1502 Accounting Services - GF</b>       |                  |          |                                     |   |                                       |   | <b>\$7,958.75</b>  |
| <b>6-1504 GF Engineering Service Expense</b>           |                  |          |                                     |   |                                       |   |                    |
| 08/31/2023   | Bill             | 116088H  | Petra Geosciences Inc.              | Retainer Invoice for Geotechnical Report of District Office Building Project: 23-210                | 6-1504 GF Engineering Service Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 1,891.75           |
| <b>Total for 6-1504 GF Engineering Service Expense</b> |                  |          |                                     |   |                                       |   | <b>\$1,891.75</b>  |
| <b>6-1802 Admin Fees Due to SM - GF</b>                |                  |          |                                     |   |                                       |   |                    |
| 08/08/2023   | Journal Entry    | CS080823 |                                     | FY 23-24 to date 10% Wages  | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | -2,132.23          |
| 08/09/2023   | Journal Entry    | CS081023 |                                     | Pay Period: 07/31/2023 to: 08/06/2023   | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | 1,163.11           |
| 08/15/2023   | Journal Entry    | CS081723 |                                     | FY 23-24 to date 10% Wages  | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | -1,050.94          |
| 08/16/2023   | Journal Entry    | CS081723 |                                     | Pay Period: 08/07/2023 to: 08/13/2023   | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | 1,050.94           |
| 08/16/2023   | Journal Entry    | CS081623 |                                     | 7% Admin Fee From Imperial County GF Check  | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | 2.96               |
| 08/22/2023   | Journal Entry    | CS082223 |                                     | FY 23-24 to date 10% Wages  | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | -1,084.42          |
| 08/23/2023   | Journal Entry    | CS082423 |                                     | Pay Period: 08/14/2023 to: 08/20/2023   | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | 1,081.46           |
| 08/30/2023   | Journal Entry    | CS083123 |                                     | Pay Period: 08/21/2023 to: 08/27/2023   | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | 1,103.86           |
| 08/31/2023   | Journal Entry    | Cs083123 |                                     | FY 23-24 to date 10% Wages  | 6-1802 Admin Fees Due to SM - GF      | -Split-                                       | -134.74            |
| <b>Total for 6-1802 Admin Fees Due to SM - GF</b>      |                  |          |                                     |   |                                       |   | <b>\$0.00</b>      |
| <b>6-1849 AD other miscellaneous expense</b>           |                  |          |                                     |   |                                       |   |                    |
| 08/02/2023   | Bill             |          | Vista Prints                        | Business cards for VP Friese  | 6-1849 AD other miscellaneous expense | 2-2202 Accounts Payable:Accounts Payable - SM | 44.17              |
| 08/08/2023   | Bill             |          | Imperial County Clerk Recorder      | 26 Certified Copies of District Deed Restrictions (CC'R's)  | 6-1849 AD other miscellaneous expense | 2-2202 Accounts Payable:Accounts Payable - SM | 222.00             |
| <b>Total for 6-1849 AD other miscellaneous expense</b> |                  |          |                                     |   |                                       |   | <b>\$266.17</b>    |
| <b>6-2003 Street Light Expense - ND</b>                |                  |          |                                     |   |                                       |   |                    |
| 08/08/2023   | Bill             |          | IID                                 | SC Street Lights Electrical Service Expense 07/06/2023-08/03/2023 Account# 50007900                 | 6-2003 Street Light Expense - ND      | 2-2202 Accounts Payable:Accounts Payable - SM | 2,326.46           |
| <b>Total for 6-2003 Street Light Expense - ND</b>      |                  |          |                                     |   |                                       |   | <b>\$2,326.46</b>  |
| <b>6-2301 District Legal Expense - ND</b>              |                  |          |                                     |   |                                       |   |                    |
| 08/31/2023   | Bill             | 81898    | Slovak Baron Empey Murphy & Pinkney | Legal Services Through 08/31/2023   | 6-2301 District Legal Expense - ND    | 2-2202 Accounts Payable:Accounts Payable - SM | 693.00             |
| 08/31/2023   | Bill             | 81896    | Slovak Baron Empey Murphy & Pinkney | Legal Services Through 08/31/2023   | 6-2301 District Legal Expense - ND    | 2-2202 Accounts Payable:Accounts Payable - SM | 7,381.31           |
| 08/31/2023   | Bill             | 81897    | Slovak Baron Empey Murphy & Pinkney | Legal Services Through 08/31/2023   | 6-2301 District Legal Expense - ND    | 2-2202 Accounts Payable:Accounts Payable - SM | 11,388.47          |
| <b>Total for 6-2301 District Legal Expense - ND</b>    |                  |          |                                     |   |                                       |   | <b>\$19,462.78</b> |
| <b>6-3201 GF telephone expense</b>                     |                  |          |                                     |   |                                       |   |                    |
| 08/28/2023   | Bill             | 280788   | Cytracom                            | District Office Monthly Phone Service Bill  | 6-3201 GF telephone expense           | 2-2202 Accounts Payable:Accounts Payable - SM | 12.14              |
| <b>Total for 6-3201 GF telephone expense</b>           |                  |          |                                     |   |                                       |   | <b>\$12.14</b>     |
| <b>6-3203 FD electric service expense</b>              |                  |          |                                     |   |                                       |   |                    |
| 08/04/2023   | Bill             |          | IID                                 | Fire Department House Electrical Service 07/01/2023-08/01/2023 Account# 50696333                    | 6-3203 FD electric service expense    | 2-2202 Accounts Payable:Accounts              | 621.72             |

# Salton Community Services District

## Transaction Report

August 2023

| DATE  | TRANSACTION TYPE | NUM         | NAME                  | MEMO/DESCRIPTION  | ACCOUNT  | SPLIT   | AMOUNT            |
|---|------------------|-------------|-----------------------|---|--|---|-------------------|
|   |                  |             |                       |   |  |   | Payable - SM      |
| <b>Total for 6-3203 FD electric service expense</b>     |                  |             |                       |   |  |   | <b>\$621.72</b>   |
| 6-3207 GF technical expense                             |                  |             |                       |   |  |   |                   |
| 08/01/2023  | Bill             |             | Interconnect Networks | Tech Support Monthly Bill/Expenses  | 6-3207 GF technical expense  | 2-2202 Accounts Payable:Accounts Payable - SM | 97.88             |
| <b>Total for 6-3207 GF technical expense</b>            |                  |             |                       |   |  |   | <b>\$97.88</b>    |
| 6-4101 PW Wages Expense                                 |                  |             |                       |   |  |   |                   |
| 08/10/2023  | Journal Entry    | TPG08062023 |                       | Payroll accrual 8/06/23   | 6-4101 PW Wages Expense  | -Split-                                       | 958.72            |
| 08/17/2023  | Journal Entry    | TPG081323   |                       | Payroll accrual 8/13/23   | 6-4101 PW Wages Expense  | -Split-                                       | 1,198.40          |
| 08/20/2023  | Journal Entry    | TPG082023   |                       | Payroll accrual 8/20/23   | 6-4101 PW Wages Expense  | -Split-                                       | 1,744.26          |
| 08/27/2023  | Journal Entry    | TPG082723   |                       | Payroll accrual 8/27/23   | 6-4101 PW Wages Expense  | -Split-                                       | 2,088.80          |
| <b>Total for 6-4101 PW Wages Expense</b>                |                  |             |                       |   |  |   | <b>\$5,990.18</b> |
| 6-4105 PW retirees health benefits exp                  |                  |             |                       |   |  |   |                   |
| 08/01/2023  | Check            | 0383        | Fair, Clarence R.     | Retiree Health Benefit for the Month of September 2023  | 6-4105 PW retirees health benefits exp                             | 1-1211 Cash in Banks:General Fund             | 374.76            |
| <b>Total for 6-4105 PW retirees health benefits exp</b> |                  |             |                       |   |  |   | <b>\$374.76</b>   |
| 6-4720 PW fuel and oil expense                          |                  |             |                       |   |  |   |                   |
| 08/15/2023  | Bill             | 0757219     | SC Fuels              | Fuel Card Expense-GF  | 6-4720 PW fuel and oil expense                                     | 2-2202 Accounts Payable:Accounts Payable - SM | 158.73            |
| 08/31/2023  | Bill             | 0764191     | SC Fuels              | Fuel Card Expense-GF  | 6-4720 PW fuel and oil expense                                     | 2-2202 Accounts Payable:Accounts Payable - SM | 279.64            |
| <b>Total for 6-4720 PW fuel and oil expense</b>         |                  |             |                       |   |  |   | <b>\$438.37</b>   |
| 6-5103 SC Park electric service exp                     |                  |             |                       |   |  |   |                   |
| 08/04/2023  | Bill             |             | IID                   | Electrical Expense<br>07/01/2023-08/01/2023 Account# 50007986   | 6-5103 SC Park electric service exp                                | 2-2202 Accounts Payable:Accounts Payable - SM | 70.76             |
| <b>Total for 6-5103 SC Park electric service exp</b>    |                  |             |                       |   |  |   | <b>\$70.76</b>    |
| 6-5105 SC Park supplies expense                         |                  |             |                       |   |  |   |                   |
| 08/30/2023  | Bill             |             | Home Depot            | Janitorial Products for SC Park   | 6-5105 SC Park supplies expense                                    | 2-2202 Accounts Payable:Accounts Payable - SM | 22.20             |
| <b>Total for 6-5105 SC Park supplies expense</b>        |                  |             |                       |   |  |   | <b>\$22.20</b>    |
| 6-5303 DS Park electric service exp                     |                  |             |                       |   |  |   |                   |
| 08/04/2023  | Bill             |             | IID                   | Desert Shores Park Electrical Expense<br>07/01/2023-08/01/2023 Account# 50356177  | 6-5303 DS Park electric service exp                                | 2-2202 Accounts Payable:Accounts Payable - SM | 222.25            |
| <b>Total for 6-5303 DS Park electric service exp</b>    |                  |             |                       |   |  |   | <b>\$222.25</b>   |
| 6-5305 DS Park supplies expense                         |                  |             |                       |   |  |   |                   |
| 08/30/2023  | Bill             |             | Home Depot            | Janitorial Products for DS Park   | 6-5305 DS Park supplies expense                                    | 2-2202 Accounts Payable:Accounts Payable - SM | 22.20             |
| <b>Total for 6-5305 DS Park supplies expense</b>        |                  |             |                       |   |  |   | <b>\$22.20</b>    |
| 6-5307 DS Park improvement expense                      |                  |             |                       |   |  |   |                   |
| 6-5308 DS Park Tree Irrigation Expense                  |                  |             |                       |   |  |   |                   |
| 08/14/2023  | Vendor Credit    |             | Home Depot            | Returned Defective Irrigation Valves  | 6-5308 DS Park improvement expense:DS Park Tree Irrigation Expense | 2-2202 Accounts Payable:Accounts Payable - SM | -344.64           |
| 08/30/2023  | Bill             |             | Home Depot            | Repair Parts for Irrigation Valves  | 6-5308 DS Park improvement expense:DS Park Tree Irrigation Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 137.62            |
| 08/30/2023  | Bill             |             | Home Depot            | Wiring & Lumber for irrigation manifold & Timer Enclosure   | 6-5308 DS Park improvement expense:DS Park Tree Irrigation Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 92.96             |
| 08/30/2023  | Bill             |             | Home Depot            | Material & Timer Enclosure  | 6-5308 DS Park improvement expense:DS Park Tree Irrigation Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 52.20             |
| <b>Total for 6-5308 DS Park Tree Irrigation Expense</b> |                  |             |                       |   |  |   | <b>\$ -61.86</b>  |
| <b>Total for 6-5307 DS Park improvement expense</b>     |                  |             |                       |   |  |   | <b>\$ -61.86</b>  |
| 6-5403 Office Electrical Expense                        |                  |             |                       |   |  |   |                   |
| 08/04/2023  | Bill             |             | IID                   | Electrical Service Expense suite 1,2, 4, 5<br>07/01/2023-08/01/2023<br>Account# 50638778 Suite 2<br>Account# 50638757 Suite 4<br>Account# 50782673 Suite 3<br>Account# 50638777 Suite 1 | 6-5403 Office Electrical Expense                                   | 2-2202 Accounts Payable:Accounts Payable - SM | 1,912.40          |
| <b>Total for 6-5403 Office Electrical Expense</b>       |                  |             |                       |   |  |   | <b>\$1,912.40</b> |
| 6-5503 Other Electrical Expense                         |                  |             |                       |   |  |   |                   |
| 08/04/2023  | Bill             |             | IID                   | DS Drive Entrance Lights  | 6-5503 Other Electrical Expense                                    | 2-2202 Accounts                               | 12.34             |

# Salton Community Services District

## Transaction Report

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| DATE   | TRANSACTION TYPE | NUM         | NAME                                   | MEMO/DESCRIPTION   | ACCOUNT                               | SPLIT   | AMOUNT             |
|--|------------------|-------------|--|--|---------------------------------------|---|--------------------|
|  |                  |             |  | 07/01/2023-08/01/2023 Account# 50039659  |                                       | Payable:Accounts Payable - SM                 |                    |
| 08/04/2023   | Bill             |             | IID                                    | SC Entrance Lights Electrical Service Expense<br>07/01/2023-08/01/2023 Account# 50053794 | 6-5503 Other Electrical Expense       | 2-2202 Accounts Payable:Accounts Payable - SM | 12.34              |
| 08/04/2023   | Bill             |             | IID                                    | Duplex Electrical Expense<br>07/01/2023-08/01/2023 Account# 50778496                     | 6-5503 Other Electrical Expense       | 2-2202 Accounts Payable:Accounts Payable - SM | 295.62             |
| <b>Total for 6-5503 Other Electrical Expense</b>       |                  |             |  |  |                                       |   | <b>\$320.30</b>    |
| 6-6101 SM maint. crew wages expense                    |                  |             |  |  |                                       |   |                    |
| 08/10/2023   | Journal Entry    | TPG08062023 |  | Payroll accrual 8/06/23  | 6-6101 SM maint. crew wages expense   | -Split-                                       | 8,754.91           |
| 08/17/2023   | Journal Entry    | TPG081323   |  | Payroll accrual 8/13/23  | 6-6101 SM maint. crew wages expense   | -Split-                                       | 8,078.50           |
| 08/20/2023   | Journal Entry    | TPG082023   |  | Payroll accrual 8/20/23  | 6-6101 SM maint. crew wages expense   | -Split-                                       | 7,802.11           |
| 08/27/2023   | Journal Entry    | TPG082723   |  | Payroll accrual 8/27/23  | 6-6101 SM maint. crew wages expense   | -Split-                                       | 7,731.68           |
| <b>Total for 6-6101 SM maint. crew wages expense</b>   |                  |             |  |  |                                       |   | <b>\$32,367.20</b> |
| 6-6102 SM employer expense                             |                  |             |  |  |                                       |   |                    |
| 08/10/2023   | Journal Entry    | TPG08062023 |  | Payroll accrual 8/06/23  | 6-6102 SM employer expense            | -Split-                                       | 1,304.94           |
| 08/17/2023   | Journal Entry    | TPG081323   |  | Payroll accrual 8/13/23  | 6-6102 SM employer expense            | -Split-                                       | 1,171.61           |
| 08/20/2023   | Journal Entry    | TPG082023   |  | Payroll accrual 8/20/23  | 6-6102 SM employer expense            | -Split-                                       | 1,182.92           |
| 08/27/2023   | Journal Entry    | TPG082723   |  | Payroll accrual 8/27/23  | 6-6102 SM employer expense            | -Split-                                       | 1,248.02           |
| <b>Total for 6-6102 SM employer expense</b>            |                  |             |  |  |                                       |   | <b>\$4,907.49</b>  |
| 6-6104 SM health benefits expense                      |                  |             |  |  |                                       |   |                    |
| 08/01/2023   | Bill             |             | Laborers Health & Welfare Trust So. CA | July Health Insurance  | 6-6104 SM health benefits expense     | 2-2202 Accounts Payable:Accounts Payable - SM | 9,011.68           |
| <b>Total for 6-6104 SM health benefits expense</b>     |                  |             |  |  |                                       |   | <b>\$9,011.68</b>  |
| 6-6105 Sm retiree health benefits exp                  |                  |             |  |  |                                       |   |                    |
| 08/01/2023   | Check            | 0574        | Freeman, Mr. Blake                     | Retiree Health Benefit for the Month of September 2023                                   | 6-6105 Sm retiree health benefits exp | 1-1212 Cash in Banks:Sewer Maintenance        | 375.00             |
| 08/01/2023   | Check            | 0572        | Fair, Gloria L.                        | Retiree Health Benefit for the Month of September 2023                                   | 6-6105 Sm retiree health benefits exp | 1-1212 Cash in Banks:Sewer Maintenance        | 350.08             |
| 08/01/2023   | Check            | 0575        | Reagles, Rosa Mesoraca                 | Retiree Health Benefit for the Month of September 2023                                   | 6-6105 Sm retiree health benefits exp | 1-1212 Cash in Banks:Sewer Maintenance        | 459.60             |
| 08/01/2023   | Check            | 0573        | Thompson, Janice                       | Retiree Health Benefit for the Month of September 2023                                   | 6-6105 Sm retiree health benefits exp | 1-1212 Cash in Banks:Sewer Maintenance        | 209.41             |
| 08/01/2023   | Check            | 0576        | Robert Dunning                         | Retiree Health Benefit for the Month of September 2023                                   | 6-6105 Sm retiree health benefits exp | 1-1212 Cash in Banks:Sewer Maintenance        | 500.00             |
| <b>Total for 6-6105 Sm retiree health benefits exp</b> |                  |             |  |  |                                       |   | <b>\$1,894.09</b>  |
| 6-6109 SM clerical office wages exp                    |                  |             |  |  |                                       |   |                    |
| 08/10/2023   | Journal Entry    | TPG08062023 |  | Payroll accrual 8/06/23  | 6-6109 SM clerical office wages exp   | -Split-                                       | 3,126.01           |
| 08/17/2023   | Journal Entry    | TPG081323   |  | Payroll accrual 8/13/23  | 6-6109 SM clerical office wages exp   | -Split-                                       | 2,439.60           |
| 08/20/2023   | Journal Entry    | TPG082023   |  | Payroll accrual 8/20/23  | 6-6109 SM clerical office wages exp   | -Split-                                       | 2,439.60           |
| 08/27/2023   | Journal Entry    | TPG082723   |  | Payroll accrual 8/27/23  | 6-6109 SM clerical office wages exp   | -Split-                                       | 2,439.60           |
| <b>Total for 6-6109 SM clerical office wages exp</b>   |                  |             |  |  |                                       |   | <b>\$10,444.81</b> |
| 6-6110 SM administration. (GM) wages                   |                  |             |  |  |                                       |   |                    |
| 08/10/2023   | Journal Entry    | TPG08062023 |  | Payroll accrual 8/06/23  | 6-6110 SM administration. (GM) wages  | -Split-                                       | 2,115.39           |
| 08/17/2023   | Journal Entry    | TPG081323   |  | Payroll accrual 8/13/23  | 6-6110 SM administration. (GM) wages  | -Split-                                       | 2,115.39           |
| 08/20/2023   | Journal Entry    | TPG082023   |  | Payroll accrual 8/20/23  | 6-6110 SM administration. (GM) wages  | -Split-                                       | 2,115.39           |
| 08/27/2023   | Journal Entry    | TPG082723   |  | Payroll accrual 8/27/23  | 6-6110 SM administration. (GM) wages  | -Split-                                       | 2,115.39           |
| <b>Total for 6-6110 SM administration. (GM) wages</b>  |                  |             |  |  |                                       |   | <b>\$8,461.56</b>  |
| 6-6113 SM Directors' Compensation exp                  |                  |             |  |  |                                       |   |                    |
| 08/10/2023   | Journal Entry    | TPG08062023 |  | Payroll accrual 8/06/23  | 6-6113 SM Directors' Compensation exp | -Split-                                       | 300.00             |
| <b>Total for 6-6113 SM Directors' Compensation exp</b> |                  |             |  |  |                                       |   | <b>\$300.00</b>    |
| 6-6204 SM safety supplies expense                      |                  |             |  |  |                                       |   |                    |
| 08/01/2023   | Bill             |             | Walmart                                | EZ-UP Shades for crew and Water Coolers for Crew   | 6-6204 SM safety supplies expense     | 2-2202 Accounts Payable:Accounts Payable - SM | 327.38             |
| <b>Total for 6-6204 SM safety supplies expense</b>     |                  |             |  |  |                                       |   | <b>\$327.38</b>    |

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| DATE   | TRANSACTION TYPE | NUM       | NAME                         | MEMO/DESCRIPTION   | ACCOUNT                               | SPLIT   | AMOUNT            |
|--|------------------|-----------|------------------------------|--|---------------------------------------|---|-------------------|
| <b>6-6206 SM janitorial supplies expense</b>           |                  |           |                              |  |                                       |   |                   |
| 08/17/2023   | Invoice          | 1466      | Imperial County Free Library | Paper towels and Toilet Paper  | 6-6206 SM janitorial supplies expense | 11000 Accounts Receivable                     | 0.00              |
| <b>Total for 6-6206 SM janitorial supplies expense</b> |                  |           |                              |  |                                       |   | <b>\$0.00</b>     |
| <b>6-6300 SM Bank Charges Expenses</b>                 |                  |           |                              |  |                                       |   |                   |
| 08/15/2023   | Check            | ACH       |                              | Remote Deposit Monthly Fee   | 6-6300 SM Bank Charges Expenses       | 1-1212 Cash in Banks:Sewer Maintenance        | 50.00             |
| 08/31/2023   | Check            | ACH       |                              | Paper Statement Fee  | 6-6300 SM Bank Charges Expenses       | 1-1214 Cash in Banks:Loan Security            | 2.00              |
| <b>Total for 6-6300 SM Bank Charges Expenses</b>       |                  |           |                              |  |                                       |   | <b>\$52.00</b>    |
| <b>6-6301 SM bank wire fee expense</b>                 |                  |           |                              |  |                                       |   |                   |
| 08/15/2023   | Check            | ACH       |                              | Online Wire Module Fee   | 6-6301 SM bank wire fee expense       | 1-1212 Cash in Banks:Sewer Maintenance        | 30.00             |
| <b>Total for 6-6301 SM bank wire fee expense</b>       |                  |           |                              |  |                                       |   | <b>\$30.00</b>    |
| <b>6-6401 SM vehicle maintenance expense</b>           |                  |           |                              |  |                                       |   |                   |
| 08/31/2023   | Bill             | 3564      | Auto Zone                    | Routine Vehicle Service Unit# 4, 5, 2, 9   | 6-6401 SM vehicle maintenance expense | 2-2202 Accounts Payable:Accounts Payable - SM | 194.02            |
| <b>Total for 6-6401 SM vehicle maintenance expense</b> |                  |           |                              |  |                                       |   | <b>\$194.02</b>   |
| <b>6-6402 SM equipment maintenance exp</b>             |                  |           |                              |  |                                       |   |                   |
| 08/04/2023   | Bill             | 176059    | RDO Equipment Co.            | Unit# 79 Filters   | 6-6402 SM equipment maintenance exp   | 2-2202 Accounts Payable:Accounts Payable - SM | 169.82            |
| 08/09/2023   | Deposit          |           | TMG Industrial               | Refund   | 6-6402 SM equipment maintenance exp   | 1-1212 Cash in Banks:Sewer Maintenance        | -949.11           |
| 08/23/2023   | Bill             | 160141778 | Daniels Tire Service         | 2 Tires for Unit# 53   | 6-6402 SM equipment maintenance exp   | 2-2202 Accounts Payable:Accounts Payable - SM | 1,152.20          |
| 08/23/2023   | Bill             | 160141778 | Daniels Tire Service         | 2 tires for Unit# T102   | 6-6402 SM equipment maintenance exp   | 2-2202 Accounts Payable:Accounts Payable - SM | 389.58            |
| 08/30/2023   | Bill             | 2730246   | Gonzalez Appliance           | Service/Repair of Ice Machine at District Shop                                       | 6-6402 SM equipment maintenance exp   | 2-2202 Accounts Payable:Accounts Payable - SM | 880.00            |
| 08/31/2023   | Bill             | 3564      | Auto Zone                    | New Battery for Unit# 100  | 6-6402 SM equipment maintenance exp   | 2-2202 Accounts Payable:Accounts Payable - SM | 185.74            |
| <b>Total for 6-6402 SM equipment maintenance exp</b>   |                  |           |                              |  |                                       |   | <b>\$1,828.23</b> |
| <b>6-6405 SM fuel &amp; oil expense</b>                |                  |           |                              |  |                                       |   |                   |
| 08/15/2023   | Bill             | 0757219   | SC Fuels                     | Fuel Card Expense-SM   | 6-6405 SM fuel & oil expense          | 2-2202 Accounts Payable:Accounts Payable - SM | 1,125.28          |
| 08/31/2023   | Bill             | 0764191   | SC Fuels                     | Fuel Card Expense-SM   | 6-6405 SM fuel & oil expense          | 2-2202 Accounts Payable:Accounts Payable - SM | 1,209.10          |
| <b>Total for 6-6405 SM fuel &amp; oil expense</b>      |                  |           |                              |  |                                       |   | <b>\$2,334.38</b> |
| <b>6-6407 SM shop supplies expense</b>                 |                  |           |                              |  |                                       |   |                   |
| 08/01/2023   | Vendor Credit    |           | Home Depot                   | Vender Credit  | 6-6407 SM shop supplies expense       | 2-2202 Accounts Payable:Accounts Payable - SM | -94.39            |
| 08/31/2023   | Bill             |           | Napa Auto Parts              | Tire Repair Kits, Valve Stems  | 6-6407 SM shop supplies expense       | 2-2202 Accounts Payable:Accounts Payable - SM | 31.26             |
| <b>Total for 6-6407 SM shop supplies expense</b>       |                  |           |                              |  |                                       |   | <b>\$ -63.13</b>  |
| <b>6-6501 SM water service expense</b>                 |                  |           |                              |  |                                       |   |                   |
| 08/16/2023   | Bill             |           | CVWD                         | Construction Meter   | 6-6501 SM water service expense       | 2-2202 Accounts Payable:Accounts Payable - SM | 153.29            |
| <b>Total for 6-6501 SM water service expense</b>       |                  |           |                              |  |                                       |   | <b>\$153.29</b>   |
| <b>6-6502 SM electric service expense</b>              |                  |           |                              |  |                                       |   |                   |
| 08/04/2023   | Bill             |           | IID                          | Station# 13 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50007969   | 6-6502 SM electric service expense    | 2-2202 Accounts Payable:Accounts Payable - SM | 22.93             |
| 08/04/2023   | Bill             |           | IID                          | Station# 12 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50063692   | 6-6502 SM electric service expense    | 2-2202 Accounts Payable:Accounts Payable - SM | 12.34             |
| 08/04/2023   | Bill             |           | IID                          | Station# 22-B Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50391441 | 6-6502 SM electric service expense    | 2-2202 Accounts Payable:Accounts Payable - SM | 340.92            |
| 08/04/2023   | Bill             |           | IID                          | TRC Ponds Monthly Electricity Expense  | 6-6502 SM electric service expense    | 2-2202 Accounts                               | 8,669.52          |

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|---|------------------|------------|------------------|--|------------------------------------|---|--------------------|
|   |                  |            |                  | 07/01/2023-08/01/2023 Account# 50391443  |                                    | Payable:Accounts Payable - SM                 |                    |
| 08/04/2023  | Bill             |            | IID              | Station# 15 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50007959               | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 98.94              |
| 08/04/2023  | Bill             |            | IID              | Station# 21 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50377292               | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 17.53              |
| 08/04/2023  | Bill             |            | IID              | Station# 2 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50008036                | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 144.79             |
| 08/04/2023  | Bill             |            | IID              | Station# 24-480 Volt Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50391442      | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 917.48             |
| 08/04/2023  | Bill             |            | IID              | Station# 6 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50349623                | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 46.98              |
| 08/04/2023  | Bill             |            | IID              | Station# 17-18 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50007941            | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 36.80              |
| 08/04/2023  | Bill             |            | IID              | Station# 19-20 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50007933            | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 66.35              |
| 08/04/2023  | Bill             |            | IID              | Station# 7 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50274645                | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 25.87              |
| 08/04/2023  | Bill             |            | IID              | District Shop Back Bldg Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50857762   | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 22.63              |
| 08/04/2023  | Bill             |            | IID              | District Shop Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 5007893              | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 816.37             |
| 08/04/2023  | Bill             |            | IID              | DS Ponds Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50053804                  | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 2,150.20           |
| 08/04/2023  | Bill             |            | IID              | Station# 10 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50007977               | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 199.19             |
| 08/04/2023  | Bill             |            | IID              | Station# 1 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50008017                | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 14.40              |
| 08/04/2023  | Bill             |            | IID              | Station# 16 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50805317               | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 389.37             |
| 08/04/2023  | Bill             |            | IID              | Station# 23 & Lansing Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50007907     | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 395.06             |
| 08/04/2023  | Bill             |            | IID              | Station# 24-240 Volt STBY Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50007916 | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 14.40              |
| 08/04/2023  | Bill             |            | IID              | Lansing Ponds Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50811216             | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 1,700.96           |
| 08/04/2023  | Bill             |            | IID              | Station# 8 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50053786                | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 85.35              |
| 08/08/2023  | Bill             |            | IID              | Station# 5 Monthly Electricity Expense<br>07/01/2023-08/01/2023 Account# 50007993                | 6-6502 SM electric service expense | 2-2202 Accounts Payable:Accounts Payable - SM | 95.39              |
| <b>Total for 6-6502 SM electric service expense</b> |                  |            |                  |  |                                    |   | <b>\$16,283.77</b> |
| 6-6503 SM telephone expense                         |                  |            |                  |  |                                    |   |                    |
| 08/28/2023  | Bill             | 280788     | Cytracom         | District Office Monthly Phone Service Bill   | 6-6503 SM telephone expense        | 2-2202 Accounts Payable:Accounts Payable - SM | 230.68             |
| <b>Total for 6-6503 SM telephone expense</b>        |                  |            |                  |  |                                    |   | <b>\$230.68</b>    |
| 6-6504 SM cell phone expense                        |                  |            |                  |  |                                    |   |                    |
| 08/08/2023  | Bill             | 9941520595 | Verizon Wireless | On Call Phone<br>07/09-08/08/2023  | 6-6504 SM cell phone expense       | 2-2202 Accounts Payable:Accounts Payable - SM | 63.29              |
| 08/21/2023  | Bill             | 9xuancy2   | Ooma.com         | Station 16 Alert Monitoring phone line service   | 6-6504 SM cell phone expense       | 2-2202 Accounts Payable:Accounts Payable - SM | 34.98              |
| 08/24/2023  | Bill             | bpfcny     | Ooma.com         | Station 24 Alert Monitoring phone line service   | 6-6504 SM cell phone expense       | 2-2202 Accounts Payable:Accounts Payable - SM | 34.98              |

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|---|------------------|-------------------|------------------------------|---|---------------------------------------|---|-------------------|
| 08/25/2023  | Bill             | 9942907863        | Verizon Wireless             | 7/26-8/25/2023 Company Cell phone, Tablet Service Account# 542131140-00001                          | 6-6504 SM cell phone expense          | 2-2202 Accounts Payable:Accounts Payable - SM | 691.51            |
| 08/25/2023  | Bill             | 5mel6k            | Ooma.com                     | Station 22 Alert Monitoring phone line service  | 6-6504 SM cell phone expense          | 2-2202 Accounts Payable:Accounts Payable - SM | 34.98             |
| 08/29/2023  | Bill             | 8mk33rc5l         | Ooma.com                     | Station 2 Alert Monitoring phone line service   | 6-6504 SM cell phone expense          | 2-2202 Accounts Payable:Accounts Payable - SM | 34.98             |
| <b>Total for 6-6504 SM cell phone expense</b>             |                  |                   |                              |   |                                       |   | <b>\$894.72</b>   |
| 6-6505 SM underground alerts expense                      |                  |                   |                              |   |                                       |   |                   |
| 08/01/2023  | Bill             | 720230639         | Underground Service Alert/SC | Monthly Database Maintenance fee  | 6-6505 SM underground alerts expense  | 2-2202 Accounts Payable:Accounts Payable - SM | 10.00             |
| 08/01/2023  | Bill             | 720230639         | Underground Service Alert/SC | 30 new ticket charges   | 6-6505 SM underground alerts expense  | 2-2202 Accounts Payable:Accounts Payable - SM | 52.50             |
| <b>Total for 6-6505 SM underground alerts expense</b>     |                  |                   |                              |   |                                       |   | <b>\$62.50</b>    |
| 6-6712 SM pump station maint expense                      |                  |                   |                              |   |                                       |   |                   |
| 08/25/2023  | Bill             | T354910           | Core and Main LP             | Clamp for Station # 2   | 6-6712 SM pump station maint expense  | 2-2202 Accounts Payable:Accounts Payable - SM | 322.55            |
| <b>Total for 6-6712 SM pump station maint expense</b>     |                  |                   |                              |   |                                       |   | <b>\$322.55</b>   |
| 6-6750 SM lab testing expense                             |                  |                   |                              |   |                                       |   |                   |
| 08/15/2023  | Bill             | CH30853-9867      | Babcock Laboratories, Inc.   | Desert Shores Monthly Pond Sample   | 6-6750 SM lab testing expense         | 2-2202 Accounts Payable:Accounts Payable - SM | 180.83            |
| <b>Total for 6-6750 SM lab testing expense</b>            |                  |                   |                              |   |                                       |   | <b>\$180.83</b>   |
| 6-6752 SM Engineering Service Expense                     |                  |                   |                              |   |                                       |   |                   |
| 08/31/2023  | Bill             | 116088H           | Petra Geosciences Inc.       | Retainer Invoice for Geotechnical Report of District Office Building Project: 23-210                | 6-6752 SM Engineering Service Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 1,891.75          |
| <b>Total for 6-6752 SM Engineering Service Expense</b>    |                  |                   |                              |   |                                       |   | <b>\$1,891.75</b> |
| 6-6760 SM Professional Services Exp                       |                  |                   |                              |   |                                       |   |                   |
| 08/18/2023  | Bill             | 0096674           | Rick Engineering Company     | Professional Services from July 1, 2023 - July 28, 2023 Project C19331-000 Service Area Plan Update | 6-6760 SM Professional Services Exp   | 2-2202 Accounts Payable:Accounts Payable - SM | 552.50            |
| <b>Total for 6-6760 SM Professional Services Exp</b>      |                  |                   |                              |   |                                       |   | <b>\$552.50</b>   |
| 6-6763 Accounting Services - SM                           |                  |                   |                              |   |                                       |   |                   |
| 08/31/2023  | Bill             | 114034            | The Pun Group                | Accounting Firm work preformed April - June 2023  | 6-6763 Accounting Services - SM       | 2-2202 Accounts Payable:Accounts Payable - SM | 7,958.75          |
| <b>Total for 6-6763 Accounting Services - SM</b>          |                  |                   |                              |   |                                       |   | <b>\$7,958.75</b> |
| 6-6802 SM Bldg & Grounds Maintenance                      |                  |                   |                              |   |                                       |   |                   |
| 08/30/2023  | Bill             |                   | Home Depot                   | Material for shop renovation/Table repair   | 6-6802 SM Bldg & Grounds Maintenance  | 2-2202 Accounts Payable:Accounts Payable - SM | 159.51            |
| <b>Total for 6-6802 SM Bldg &amp; Grounds Maintenance</b> |                  |                   |                              |   |                                       |   | <b>\$159.51</b>   |
| 6-6807 SM Office Supplies Expense                         |                  |                   |                              |   |                                       |   |                   |
| 08/28/2023  | Bill             | 34294605/34295155 | Quill.com                    | Black Toner Cartridges  | 6-6807 SM Office Supplies Expense     | 2-2202 Accounts Payable:Accounts Payable - SM | 103.42            |
| 08/28/2023  | Bill             | 34294605/34295155 | Quill.com                    | Office Pens   | 6-6807 SM Office Supplies Expense     | 2-2202 Accounts Payable:Accounts Payable - SM | 22.62             |
| <b>Total for 6-6807 SM Office Supplies Expense</b>        |                  |                   |                              |   |                                       |   | <b>\$126.04</b>   |
| 6-6810 SM/GF Advertising Expense                          |                  |                   |                              |   |                                       |   |                   |
| 08/17/2023  | Bill             | 0005781831        | The Desert Sun               | Notice of Filing Sewer Fees Prop 218  | 6-6810 SM/GF Advertising Expense      | 2-2202 Accounts Payable:Accounts Payable - SM | 627.00            |
| 08/18/2023  | Bill             | sr58727           | PlanIT Print Works           | DS Soccer Park Phase 1 Posting of Bid Package   | 6-6810 SM/GF Advertising Expense      | 2-2202 Accounts Payable:Accounts Payable - SM | 157.00            |
| <b>Total for 6-6810 SM/GF Advertising Expense</b>         |                  |                   |                              |   |                                       |   | <b>\$784.00</b>   |
| 6-6811 SM Loan Interest Expense                           |                  |                   |                              |   |                                       |   |                   |
| 08/01/2023  | Check            | 0571              | Salton Sea Enterprises, LLC. | Loan Interest Payable 2023  | 6-6811 SM Loan Interest Expense       | 1-1212 Cash in Banks:Sewer Maintenance        | 3,042.11          |
| 08/09/2023  | Check            | ACH               | CIT                          | Interest  | 6-6811 SM Loan Interest Expense       | 1-1212 Cash in Banks:Sewer Maintenance        | 488.94            |
| <b>Total for 6-6811 SM Loan Interest Expense</b>          |                  |                   |                              |   |                                       |   | <b>\$3,531.05</b> |

# Salton Community Services District

## Transaction Report

August 2023

| DATE  | TRANSACTION TYPE | NUM           | NAME                                | MEMO/DESCRIPTION                         | ACCOUNT                                  | SPLIT   | AMOUNT             |
|---|------------------|---------------|-------------------------------------|--|--|---|--------------------|
| <b>6-6831 SM Legal Expense</b>                            |                  |               |                                     |  |  |   |                    |
| 08/31/2023  | Bill             | 81897         | Slovak Baron Empey Murphy & Pinkney | Legal Services Through 08/31/2023        | 6-6831 SM Legal Expense                  | 2-2202 Accounts Payable:Accounts Payable - SM | 11,388.48          |
| 08/31/2023  | Bill             | 81898         | Slovak Baron Empey Murphy & Pinkney | Legal Services Through 08/31/2023        | 6-6831 SM Legal Expense                  | 2-2202 Accounts Payable:Accounts Payable - SM | 693.00             |
| 08/31/2023  | Bill             | 81896         | Slovak Baron Empey Murphy & Pinkney | Legal Services Through 08/31/2023        | 6-6831 SM Legal Expense                  | 2-2202 Accounts Payable:Accounts Payable - SM | 7,381.32           |
| <b>Total for 6-6831 SM Legal Expense</b>                  |                  |               |                                     |  |  |   | <b>\$19,462.80</b> |
| <b>6-6832 SM Auditing Expense</b>                         |                  |               |                                     |  |  |   |                    |
| 08/31/2023  | Bill             | 0823-46       | O'Connor & Company                  | Auditing Service Through 08/31/2023      | 6-6832 SM Auditing Expense               | 2-2202 Accounts Payable:Accounts Payable - SM | 1,300.00           |
| 08/31/2023  | Bill             | 0823-42       | O'Connor & Company                  | Auditing Service Through 08/31/2023      | 6-6832 SM Auditing Expense               | 2-2202 Accounts Payable:Accounts Payable - SM | 1,825.00           |
| <b>Total for 6-6832 SM Auditing Expense</b>               |                  |               |                                     |  |  |   | <b>\$3,125.00</b>  |
| <b>6-6833 SM technical expense</b>                        |                  |               |                                     |  |  |   |                    |
| 08/01/2023  | Bill             |               | Interconnect Networks               | Tech Support Monthly Bill/Expenses       | 6-6833 SM technical expense              | 2-2202 Accounts Payable:Accounts Payable - SM | 1,859.67           |
| <b>Total for 6-6833 SM technical expense</b>              |                  |               |                                     |  |  |   | <b>\$1,859.67</b>  |
| <b>6-6854 SM/GF Copier Lease/Maint. Expense</b>           |                  |               |                                     |  |  |   |                    |
| 08/14/2023  | Bill             | 4643217       | Xerox Financial Services            | Copier Machine Lease-08/03-09/02         | 6-6854 SM/GF Copier Lease/Maint. Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 87.70              |
| 08/14/2023  | Bill             | 4643217       | Xerox Financial Services            | Copier Machine Lease-08/03-09/02         | 6-6854 SM/GF Copier Lease/Maint. Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 87.69              |
| 08/29/2023  | Bill             | 24AR1079080   | Visual Edge IT                      | Monthly Charge for Printing              | 6-6854 SM/GF Copier Lease/Maint. Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 106.89             |
| 08/29/2023  | Bill             | 24AR1079080   | Visual Edge IT                      | Monthly Charge for Printing              | 6-6854 SM/GF Copier Lease/Maint. Expense | 2-2202 Accounts Payable:Accounts Payable - SM | 106.90             |
| <b>Total for 6-6854 SM/GF Copier Lease/Maint. Expense</b> |                  |               |                                     |  |  |   | <b>\$389.18</b>    |
| <b>6-6856 SM Subscriptions Expense</b>                    |                  |               |                                     |  |  |   |                    |
| 08/01/2023  | Bill             | FE8F35D0-0033 | Streamline                          | Website Hosting Bill Aug 1 – Sep 1, 2023 | 6-6856 SM Subscriptions Expense          | 2-2202 Accounts Payable:Accounts Payable - SM | 249.00             |
| 08/22/2023  | Bill             |               | Intuit                              | QuickBooks Monthly Expense               | 6-6856 SM Subscriptions Expense          | 2-2202 Accounts Payable:Accounts Payable - SM | 200.00             |
| <b>Total for 6-6856 SM Subscriptions Expense</b>          |                  |               |                                     |  |  |   | <b>\$449.00</b>    |
| <b>6-6894 SM Payroll Processing Fee Exp.</b>              |                  |               |                                     |  |  |   |                    |
| 08/04/2023  | Check            | ACH           | ADP                                 | Payroll Processing Fee                   | 6-6894 SM Payroll Processing Fee Exp.    | 1-1212 Cash in Banks:Sewer Maintenance        | 69.53              |
| 08/11/2023  | Check            | ACH           | ADP                                 | Payroll Processing Fee                   | 6-6894 SM Payroll Processing Fee Exp.    | 1-1212 Cash in Banks:Sewer Maintenance        | 64.07              |
| 08/18/2023  | Check            | ACH           | ADP                                 | Payroll Processing Fee                   | 6-6894 SM Payroll Processing Fee Exp.    | 1-1212 Cash in Banks:Sewer Maintenance        | 67.71              |
| 08/25/2023  | Check            | ACH           | ADP                                 | Payroll Processing Fee                   | 6-6894 SM Payroll Processing Fee Exp.    | 1-1212 Cash in Banks:Sewer Maintenance        | 58.61              |
| <b>Total for 6-6894 SM Payroll Processing Fee Exp.</b>    |                  |               |                                     |  |  |   | <b>\$259.92</b>    |
| <b>6-6930 SM Tool Purchases Expense</b>                   |                  |               |                                     |  |  |   |                    |
| 08/31/2023  | Bill             |               | Napa Auto Parts                     | 617233 Impact Socket                     | 6-6930 SM Tool Purchases Expense         | 2-2202 Accounts Payable:Accounts Payable - SM | 31.26              |
| <b>Total for 6-6930 SM Tool Purchases Expense</b>         |                  |               |                                     |  |  |   | <b>\$31.26</b>     |
| <b>7-0001 Translation Services</b>                        |                  |               |                                     |  |  |   |                    |
| 08/10/2023  | Bill             | 101           | Esmeralda Lopez-Garcia              | Regular Board Meeting July 19, 2023      | 7-0001 Translation Services              | 2-2202 Accounts Payable:Accounts Payable - SM | 70.00              |
| 08/10/2023  | Bill             | 101           | Esmeralda Lopez-Garcia              | Regular Board Meeting July 19, 2023      | 7-0001 Translation Services              | 2-2202 Accounts Payable:Accounts Payable - SM | 70.00              |
| <b>Total for 7-0001 Translation Services</b>              |                  |               |                                     |  |  |   | <b>\$140.00</b>    |

# Salton Community Services District

## Transaction Report

August 2023

| DATE         | TRANSACTION NUM<br>TYPE | NAME | MEMO/DESCRIPTION | ACCOUNT | SPLIT | AMOUNT              |
|--------------|-------------------------|------|------------------|---------|-------|---------------------|
| <b>TOTAL</b> |                         |      |                  |         |       | <b>\$176,470.80</b> |

# Salton Community Services District

## Profit and Loss

August 2023

|   | GENERAL FUND      | SEWER CONSTRUCTION | SEWER MAINTENANCE | TOTAL             |
|---|-------------------|--------------------|-------------------|-------------------|
| <b>Income</b>                                   |                   |                    |                   |                   |
| 4-1000 Revenue - GF                             |                   |                    |                   | \$0.00            |
| 4-1102 Property Tax - Unsecured - GF            | 42.34             |                    |                   | \$42.34           |
| <b>Total 4-1000 Revenue - GF</b>                | <b>42.34</b>      |                    |                   | <b>\$42.34</b>    |
| 4-1125 Architectural Plan Fees - GF             | 100.00            |                    |                   | \$100.00          |
| 4-1203 Checking Interest Income - GF            | 2.97              |                    |                   | \$2.97            |
| 4-1304 Cell Tower Rent - GF                     | 1,739.20          |                    |                   | \$1,739.20        |
| 4-1307 Burrtec Waste Contract - GF              | 342.76            |                    |                   | \$342.76          |
| 4-1612 FD Utility (rental) Income - GF          | 2,500.00          |                    | 173.99            | \$2,673.99        |
| 4-2107 Admin Fees from GF - SM                  | 2.96              |                    | -2.96             | \$0.00            |
| 4-2203 Checking Interest Income - SM            |                   |                    | 5.06              | \$5.06            |
| 4-2401 Ste.2 Rental Income - SM (ICFL)          |                   |                    | 520.00            | \$520.00          |
| 4-3203 Checking Interest Income - SC            |                   | 0.04               |                   | \$0.04            |
| <b>Total Income</b>                             | <b>\$4,730.23</b> | <b>\$0.04</b>      | <b>\$696.09</b>   | <b>\$5,426.36</b> |
| <b>GROSS PROFIT</b>                             | <b>\$4,730.23</b> | <b>\$0.04</b>      | <b>\$696.09</b>   | <b>\$5,426.36</b> |
| <b>Expenses</b>                                 |                   |                    |                   |                   |
| 6-1300 Supplies Expense - GF                    | -94.39            |                    |                   | \$ -94.39         |
| 6-1500 Professional Services Exp - GF           | 552.50            |                    |                   | \$552.50          |
| 6-1501 GF Auditing Expense                      | 3,125.00          |                    |                   | \$3,125.00        |
| 6-1502 Accounting Services - GF                 | 7,958.75          |                    |                   | \$7,958.75        |
| 6-1504 GF Engineering Service Expense           | 1,891.75          |                    |                   | \$1,891.75        |
| 6-1802 Admin Fees Due to SM - GF                | -4,402.33         |                    | 4,402.33          | \$0.00            |
| 6-1849 AD other miscellaneous expense           | 266.17            |                    |                   | \$266.17          |
| 6-2003 Street Light Expense - ND                | 2,326.46          |                    |                   | \$2,326.46        |
| 6-2301 District Legal Expense - ND              | 19,462.78         |                    |                   | \$19,462.78       |
| 6-3201 GF telephone expense                     | 12.14             |                    |                   | \$12.14           |
| 6-3203 FD electric service expense              | 621.72            |                    |                   | \$621.72          |
| 6-3207 GF technical expense                     | 97.88             |                    |                   | \$97.88           |
| 6-4101 PW Wages Expense                         |                   |                    | 5,990.18          | \$5,990.18        |
| 6-4105 PW retirees health benefits exp          | 374.76            |                    |                   | \$374.76          |
| 6-4720 PW fuel and oil expense                  | 438.37            |                    |                   | \$438.37          |
| 6-5103 SC Park electric service exp             | 70.76             |                    |                   | \$70.76           |
| 6-5105 SC Park supplies expense                 | 22.20             |                    |                   | \$22.20           |
| 6-5303 DS Park electric service exp             | 222.25            |                    |                   | \$222.25          |
| 6-5305 DS Park supplies expense                 | 22.20             |                    |                   | \$22.20           |
| 6-5307 DS Park improvement expense              |                   |                    |                   | \$0.00            |
| 6-5308 DS Park Tree Irrigation Expense          | -61.86            |                    |                   | \$ -61.86         |
| <b>Total 6-5307 DS Park improvement expense</b> | <b>-61.86</b>     |                    |                   | <b>\$ -61.86</b>  |
| 6-5403 Office Electrical Expense                |                   |                    | 1,912.40          | \$1,912.40        |
| 6-5503 Other Electrical Expense                 | 320.30            |                    |                   | \$320.30          |
| 6-6101 SM maint. crew wages expense             |                   |                    | 32,367.20         | \$32,367.20       |
| 6-6102 SM employer expense                      |                   |                    | 4,907.49          | \$4,907.49        |

# Salton Community Services District

## Profit and Loss

August 2023

|  | GENERAL FUND         | SEWER CONSTRUCTION | SEWER MAINTENANCE     | TOTAL                 |
|--|----------------------|--------------------|-----------------------|-----------------------|
| 6-6104 SM health benefits expense        |                      |                    | 9,011.68              | \$9,011.68            |
| 6-6105 Sm retiree health benefits exp    |                      |                    | 1,894.09              | \$1,894.09            |
| 6-6109 SM clerical office wages exp      |                      |                    | 10,444.81             | \$10,444.81           |
| 6-6110 SM administration. (GM) wages     |                      |                    | 8,461.56              | \$8,461.56            |
| 6-6113 SM Directors' Compensation exp    |                      |                    | 300.00                | \$300.00              |
| 6-6204 SM safety supplies expense        |                      |                    | 327.38                | \$327.38              |
| 6-6206 SM janitorial supplies expense    |                      |                    | 0.00                  | \$0.00                |
| 6-6300 SM Bank Charges Expenses          |                      |                    | 52.00                 | \$52.00               |
| 6-6301 SM bank wire fee expense          |                      |                    | 30.00                 | \$30.00               |
| 6-6401 SM vehicle maintenance expense    |                      |                    | 194.02                | \$194.02              |
| 6-6402 SM equipment maintenance exp      |                      |                    | 1,828.23              | \$1,828.23            |
| 6-6405 SM fuel & oil expense             |                      |                    | 2,334.38              | \$2,334.38            |
| 6-6407 SM shop supplies expense          |                      |                    | -63.13                | \$ -63.13             |
| 6-6501 SM water service expense          |                      |                    | 153.29                | \$153.29              |
| 6-6502 SM electric service expense       |                      |                    | 16,283.77             | \$16,283.77           |
| 6-6503 SM telephone expense              |                      |                    | 230.68                | \$230.68              |
| 6-6504 SM cell phone expense             |                      |                    | 894.72                | \$894.72              |
| 6-6505 SM underground alerts expense     |                      |                    | 62.50                 | \$62.50               |
| 6-6712 SM pump station maint expense     |                      |                    | 322.55                | \$322.55              |
| 6-6750 SM lab testing expense            |                      |                    | 180.83                | \$180.83              |
| 6-6752 SM Engineering Service Expense    |                      |                    | 1,891.75              | \$1,891.75            |
| 6-6760 SM Professional Services Exp      |                      |                    | 552.50                | \$552.50              |
| 6-6763 Accounting Services - SM          |                      |                    | 7,958.75              | \$7,958.75            |
| 6-6802 SM Bldg & Grounds Maintenance     |                      |                    | 159.51                | \$159.51              |
| 6-6807 SM Office Supplies Expense        |                      |                    | 126.04                | \$126.04              |
| 6-6810 SM/GF Advertising Expense         | 157.00               |                    | 627.00                | \$784.00              |
| 6-6811 SM Loan Interest Expense          |                      |                    | 3,531.05              | \$3,531.05            |
| 6-6831 SM Legal Expense                  |                      |                    | 19,462.80             | \$19,462.80           |
| 6-6832 SM Auditing Expense               |                      |                    | 3,125.00              | \$3,125.00            |
| 6-6833 SM technical expense              |                      |                    | 1,859.67              | \$1,859.67            |
| 6-6854 SM/GF Copier Lease/Maint. Expense | 194.59               |                    | 194.59                | \$389.18              |
| 6-6856 SM Subscriptions Expense          | 249.00               |                    | 200.00                | \$449.00              |
| 6-6894 SM Payroll Processing Fee Exp.    |                      |                    | 259.92                | \$259.92              |
| 6-6930 SM Tool Purchases Expense         |                      |                    | 31.26                 | \$31.26               |
| 7-0001 Translation Services              | 70.00                |                    | 70.00                 | \$140.00              |
| <b>Total Expenses</b>                    | <b>\$33,898.00</b>   | <b>\$0.00</b>      | <b>\$142,572.80</b>   | <b>\$176,470.80</b>   |
| <b>NET OPERATING INCOME</b>              | <b>\$ -29,167.77</b> | <b>\$0.04</b>      | <b>\$ -141,876.71</b> | <b>\$ -171,044.44</b> |
| <b>NET INCOME</b>                        | <b>\$ -29,167.77</b> | <b>\$0.04</b>      | <b>\$ -141,876.71</b> | <b>\$ -171,044.44</b> |



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

## **Interim General Manager Report** **Report for August 2023**

- The Form 200 was requested by Director Sierra which you will find attached to this packet. Providing you the information and process of the application.
- Due to the Hilary Storm, we had some lines that were impacted in the washes.
- An email from LAFCO was received by the District and Forwarded to the Board of Directors. Inviting them to the LAFCO meeting on October 4, 2023. Discussion of the determination by the Commission on the dissolution of the district pursuant to Resolution #2022-06.
- At this point in time, we have not found a Park Host for Salton City Park. We have it posted online and on the two billboards located in front of the Office and West Shores Market.





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## Colorado River Basin Regional Water Quality Control Board

April 11, 2023

Emmanuel Ramos, Interim General Manager  
Salton Community Services District  
P.O. Box 5268  
Salton City, CA 92275  
[eramos@saltoncsd.ca.gov](mailto:eramos@saltoncsd.ca.gov)

**SUBJECT: INADEQUATE TECHNICAL REPORT, REPORT OF WASTE DISCHARGE, ORDER R7-2012-0035**

**FACILITY: SALTON COMMUNITY SERVICES DISTRICT, LANSING AVENUE WASTEWATER TREATMENT FACILITY, SALTON CITY, IMPERIAL COUNTY, CALIFORNIA**

Dear Mr. Ramos:

The California Regional Water Quality Control Board, Colorado River Basin Region (Regional Water Board) requested that you submit an Application and Report of Waste Discharge (ROWD) to update the Waste Discharge Requirements (WDRs) for Salton Community Services District's Lansing Avenue Wastewater Treatment Facility (Facility) in a letter dated July 22, 2022. The application and ROWD had a due date of August 22, 2022. Previously, the Regional Water Board granted SCSD an extension for the due date to February 24, 2023 in a letter dated December 21, 2022. The application and ROWD was received on January 30, 2023.

Regional Water Board staff have reviewed the Technical Report (Report) submitted with the application/ROWD and find it to be technically inadequate. The Report requests an increase to the disposal capacity from 0.120 million gallons per day (mgd) to 0.185 mgd. While the Report provides a brief description of the operational measures implemented and the surrounding hydrogeological conditions that have changed, there is insufficient justification to support an increased disposal capacity. The Facility has experienced surfacing of wastewater and mounding in the past and the Report lacks an analysis to support that surfacing would not occur with an increased discharge volume.

Further, Order R7-2012-0035 permits the use of five (5) ponds and the Report states there are a total of six (6) ponds, with two (2) in operation. The Report does not include a description of the additional pond, its capacity, its operational condition, or its design specifications.

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EDWARD MUZIK, CHAIR | PAULA RASMUSSEN, EXECUTIVE OFFICER

73-720 Fred Waring Drive, Suite 100, Palm Desert, CA 92260 | [www.waterboards.ca.gov/coloradoriver](http://www.waterboards.ca.gov/coloradoriver)

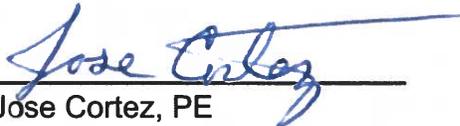
## **ADDITIONAL COMMENTS**

1. The Report states the Facility was originally designed to operate at 0.200 mgd within 6 percolation/evaporation ponds. However, the Facility was originally designed to dispose of 0.120 mgd. The discharge limit was, by request of SCSD increased to 0.200 mgd, however at the increased discharge rate, wastewater began to surface around the perimeter of the ponds. The Regional Water Board revised the discharge limit by returning it to the original design disposal capacity of 0.120 mgd.
2. The Report states that the Facility was experiencing an increase in effluent biochemical oxygen demand (BOD), which were indicative of a lack of dissolved oxygen present in the treatment process. However, the high values were determined to be the result of incorrect sampling methods.
3. The Report states the high BOD in the effluent implies that an increased amount of organic matter was present in the percolation ponds, resulting in poor percolation rates. High BOD could result in poor percolation rates if the BOD concentrations are the result of high total suspended solids (TSS) concentrations. A numerical analysis would need to be performed to determine the effects that increased percolation rates due to decreased BOD and TSS values will have on groundwater mounding and potential surfacing.
4. The Report states that as a result of lower effluent BOD, SCSD has observed that the ponds are percolating at an increased rate. Without groundwater monitoring for depth to groundwater at the disposal location, it is not possible to establish the effects that an increased percolation rate will have on groundwater mounding and potential surfacing. This request for an increased discharge limit should include a proposal to install groundwater monitoring wells to measure depth to groundwater to monitor the effects of increased disposal flow to the ponds.
5. The Report states that the drop in Salton Sea surface water elevation has in-turn lowered the surrounding groundwater elevation. However, without groundwater monitoring for depth to groundwater, this statement cannot be accurately assessed and an increase in disposal capacity cannot be quantified. The hydraulic gradient and groundwater flow velocity should be provided supported by calculation-based analyses to show that horizontal hydraulic conductivity of the soil has the capacity to accommodate the disposal of 0.185 mgd from the disposal area without causing surfacing.
6. The Report also identifies changes in hydrogeological conditions that resulted in improved percolation rates as well as allowing the Facility to operate at a higher efficiency. However, these statements are not justified by calculation-based analyses.

The Regional Water Board requests that you provide the additional information in the Report within 30 days of receipt of this letter.

Please contact the Case Manager Adriana Godinez at (760) 346-6585 ([Adriana.Godinez@waterboards.ca.gov](mailto:Adriana.Godinez@waterboards.ca.gov)) or the Land Disposal Unit Chief, Jose Cortez at (760) 776-8963 ([Jose.Cortez@waterboards.ca.gov](mailto:Jose.Cortez@waterboards.ca.gov)) with any questions about this request.

Sincerely,



Jose Cortez, PE  
Land Disposal Unit Chief  
Colorado River Basin  
Regional Water Quality Control Board

AG/jc

cc: (Via email)  
Robert Dunning, SCSD Chief Plant Operator ([rdunning@saltoncsd.ca.gov](mailto:rdunning@saltoncsd.ca.gov))  
Christopher Murillo, SCSD Comptroller ([cmurillo@saltoncsd.ca.gov](mailto:cmurillo@saltoncsd.ca.gov))  
Oracio Lemus, SCSD Lead Man ([olemus@saltoncsd.ca.gov](mailto:olemus@saltoncsd.ca.gov))  
Christina Sutton ([csutton@saltoncsd.ca.gov](mailto:csutton@saltoncsd.ca.gov))

File: 7A130110011, GT-WDR100035566, SCSD Lansing Avenue WWTF, Order R7-2012-0035



1209 Van Buren Avenue, Suite 1  
POST OFFICE BOX 5268  
SALTON CITY, CALIFORNIA 92275-5268  
TELEPHONE: (760) 394-4446  
FAX: (760) 394-4242  
scsd@saltoncsd.ca.gov

June 19, 2023

Colorado River Basin Region 7  
California Regional Water Quality Control Board  
c/o Jose Cortez, PE, Land Disposal Unit Chief  
73-720 Fred Waring Drive, Suite 100  
Palm Desert, CA 92260

**Subject:** Lansing Avenue Wastewater Treatment Facility  
Order R7-2012-0035 Request for Extension

Dear Mr. Cortez:

On April 11, 2023, the Regional Water Board provided a letter stating that the Salton Community Services District's (SCSD) Technical Report (Report) to update the Waste Discharge Requirements (WDR) for SCSD's Lansing Avenue Wastewater Treatment Facility (Facility) was inadequate.

In the letter, the Regional Water Board requested numerical analysis and groundwater modeling to support SCSD's request to increase Facility's disposal capacity from 0.120 million gallons per day (mgd) to 0.185 mgd.

As such, SCSD is requesting a 6-month extension to allow time to solicit and contract with a hydrogeologist and complete the requested analysis in support of updating the Facilities WDRs.

If you have any questions or require additional information about any of the above, please call me at (760) 394-4446.

Sincerely,

Emmanuel Ramos, Interim General Manager  
Salton Community Services District



1209 Van Buren Avenue, Suite 1  
POST OFFICE BOX 5268  
SALTON CITY, CALIFORNIA 92275-5268  
TELEPHONE: (760) 394-4446  
FAX: (760) 394-4242  
scsd@saltoncsd.ca.gov

June 19, 2023

Colorado River Basin Region 7  
California Regional Water Quality Control Board  
c/o Jose Cortez, PE, Land Disposal Unit Chief  
73-720 Fred Waring Drive, Suite 100  
Palm Desert, CA 92260

**Subject:** Thomas R. Cannell Wastewater Treatment Facility  
Order R7-2018-0013 Request for Extension

Dear Mr. Cortez:

On April 11, 2023, the Regional Water Board provided a letter stating that the Salton Community Services District's (SCSD) Technical Report (Report) to update the Waste Discharge Requirements (WDR) for SCSD's Lansing Avenue Wastewater Treatment Facility (Facility) was inadequate.

In the letter, the Regional Water Board requested numerical analysis and groundwater modeling to support SCSD's request to increase Facility's disposal capacity from 0.185 million gallons per day (mgd) to 0.300 mgd.

As such, SCSD is requesting a 6-month extension to allow time to solicit and contract with a hydrogeologist and complete the requested analysis in support of updating the Facilities WDRs.

If you have any questions or require additional information about any of the above, please call me at (760) 394-4446.

Sincerely,

Emmanuel Ramos, Interim General Manager  
Salton Community Services District



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## Colorado River Basin Regional Water Quality Control Board

July 17, 2023

Emmanuel Ramos, Interim General Manager  
Salton Community Services District  
1209 Van Buren Ave, Suite 1  
Salton City, CA 92274  
[eramos@saltoncsd.ca.gov](mailto:eramos@saltoncsd.ca.gov)

**SUBJECT: RESPONSE TO REQUEST FOR AN EXTENSION TO SUBMIT REPORTS OF WASTE DISCHARGE, ORDERS R7-2012-0035 AND R7-2018-0013**

**FACILITY: SALTON COMMUNITY SERVICES DISTRICT, LANSING AVENUE AND THOMAS R. CANNELL WASTEWATER TREATMENT FACILITIES, SALTON CITY, IMPERIAL COUNTY, CALIFORNIA**

Dear Mr. Ramos:

The California Regional Water Quality Control Board, Colorado River Basin Region (Regional Water Board) requested that you submit an Application and Report of Waste Discharge (ROWD) to update the Waste Discharge Requirements (WDRs) for Salton Community Services District's (SCSD) Lansing Avenue and Thomas R. Cannell Wastewater Treatment Facilities (Facilities) in a letter dated July 22, 2022. The application and ROWD had a due date of August 22, 2022.

Previously, Regional Water Board staff received a request from SCSD dated August 8, 2022 via email to extend the August 22, 2022 due date by four months. SCSD was granted the extension with a deadline of December 22, 2022, to have time to hire a licensed professional engineer. SCSD hired TKE Engineering to prepare the required Section VI of the ROWD and requested additional time for TKE Engineering to complete the ROWD. SCSD was granted the extension with a deadline of February 24, 2023. SCSD then submitted the applications and ROWDs on January 30, 2023, to which Regional Board staff provided comment letters on April 11, 2023, stating their ROWDs were technically inadequate. The extended due date to resubmit the ROWDs with the additional information requested was May 11, 2023.

On June 19, 2023, the Regional Water Board received an extension request of six months to allow time to solicit and contract with a hydrogeologist and complete the requested analysis and groundwater modeling to support SCSD's request to increase

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EDWARD MUZIK, CHAIR | PAULA RASMUSSEN, EXECUTIVE OFFICER

73-720 Fred Waring Drive, Suite 100, Palm Desert, CA 92260 | [www.waterboards.ca.gov/coloradoriver](http://www.waterboards.ca.gov/coloradoriver)

their Facility's disposal capacities (Lansing from 0.120 million gallons per day (mgd) to 0.185 mgd and Thomas R. Cannell from 0.185 mgd to 0.300 mgd).

Regional Water Board staff have reviewed SCSD's request and is hereby granted. The revised due date to submit the applications and ROWDs for both Facilities is **December 19, 2023**

Please contact the Case Manager Adriana Godinez at (760) 346-6585 ([Adriana.Godinez@waterboards.ca.gov](mailto:Adriana.Godinez@waterboards.ca.gov)) or the Land Disposal Program Manager, Jose Cortez at (760) 776-8963 ([Jose.Cortez@waterboards.ca.gov](mailto:Jose.Cortez@waterboards.ca.gov)) with any questions about this request.

Sincerely,

  
\_\_\_\_\_  
Jose Cortez, PE  
Land Disposal Program Manager  
Colorado River Basin  
Regional Water Quality Control Board

AG/jc

Cc: (Via email)  
Emmanuel Ramos, SCSD Chief Plant Operator ([eramos@saltoncsd.ca.gov](mailto:eramos@saltoncsd.ca.gov))  
Christopher Murillo, SCSD Comptroller ([cmurillo@saltoncsd.ca.gov](mailto:cmurillo@saltoncsd.ca.gov))  
Oracio Lemus, SCSD Lead Man ([olemus@saltoncsd.ca.gov](mailto:olemus@saltoncsd.ca.gov))

Files:  
7A130110011, GT-WDR100035566, SCSD Lansing Avenue WWTF, Order R7-2012-0035

7A130117001, GT-WDR100035569, SCSD Thomas R. Cannell WWTF, Order R7-2018-0013



1209 Van Buren  
Post Office Box 5268  
SALTON CITY, CALIFORNIA 92275-5268  
TELEPHONE: (760) 394-4446  
FAX: (760) 394-4242  
scsd@saltoncsd.ca.gov

*Serving the West Shores of the Fabulous Salton Sea*

Employees have continued to perform their daily routine task by:

- Taking hour reading and checking conditions of stations
- Making sure that red high-level light and alarm systems are functioning properly.
- Continue checking and working on the three facility (ponds) TRC, Lansing and Desert Shores. (De-weeding, cleaning aerators, open and closing ponds to direct flow.)
- Dig alert marking to prevent other agencies breaking our sewer line.
- PH and DO reading at ponds
- First week of the month grab samples are sent to the lab

Incident:

With Hurricane Hilary, Lansing and TRC Ponds have sections of fence down and Lansing has a gate down due to the winds.



At Desert Shores a sink hole was created next to a manhole also due to the storm. It was filled with dirt to prevent any hazard.



Station #16 force main had a break, crew manage to remove sewer above ground and contaminated soil transported to Lansing facilities. Force main was repaired and was reported to proper agencies.



Station #19 force main break. Not as bad as station #16. It was found just in time.



## Park report September 2023

Desert Shores park is open and being maintained.

Some grading had to be done due to run off during the storms 3 weeks ago. The issues have been resolved. Tree trimming has been going on with the 20 mature trees.

The 70 new trees have made it through the summer and are showing new growth.( see pictures).

The wind with hurricane Hilary destroyed the shade cover at Desert Shores park. As of the writing of this report I have received one estimate from the 3 I have sent out.

The 3 I have sent out are

1. Shade-n-Net
2. Creative Shade Solutions
3. Willygoat play ground equipment

Shade -n-Net sent an estimate at \$8,300  
Including shipping

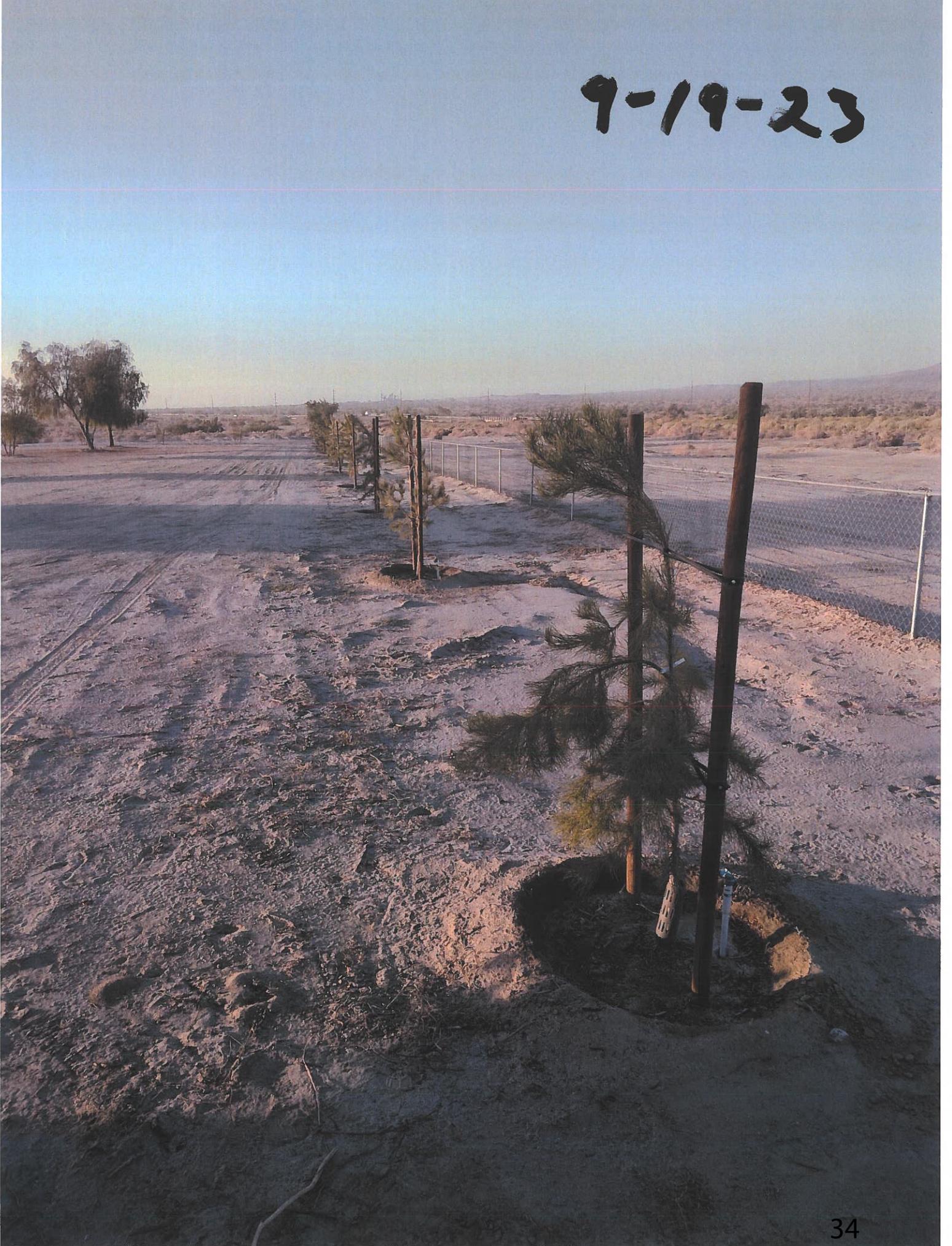
Since the rain , weeding has been a big issue at both parks. We are staying on top of it.

There was a ground breaking ceremony for the grass at Desert Shores Park scheduled for 9/27/23 but was canceled.

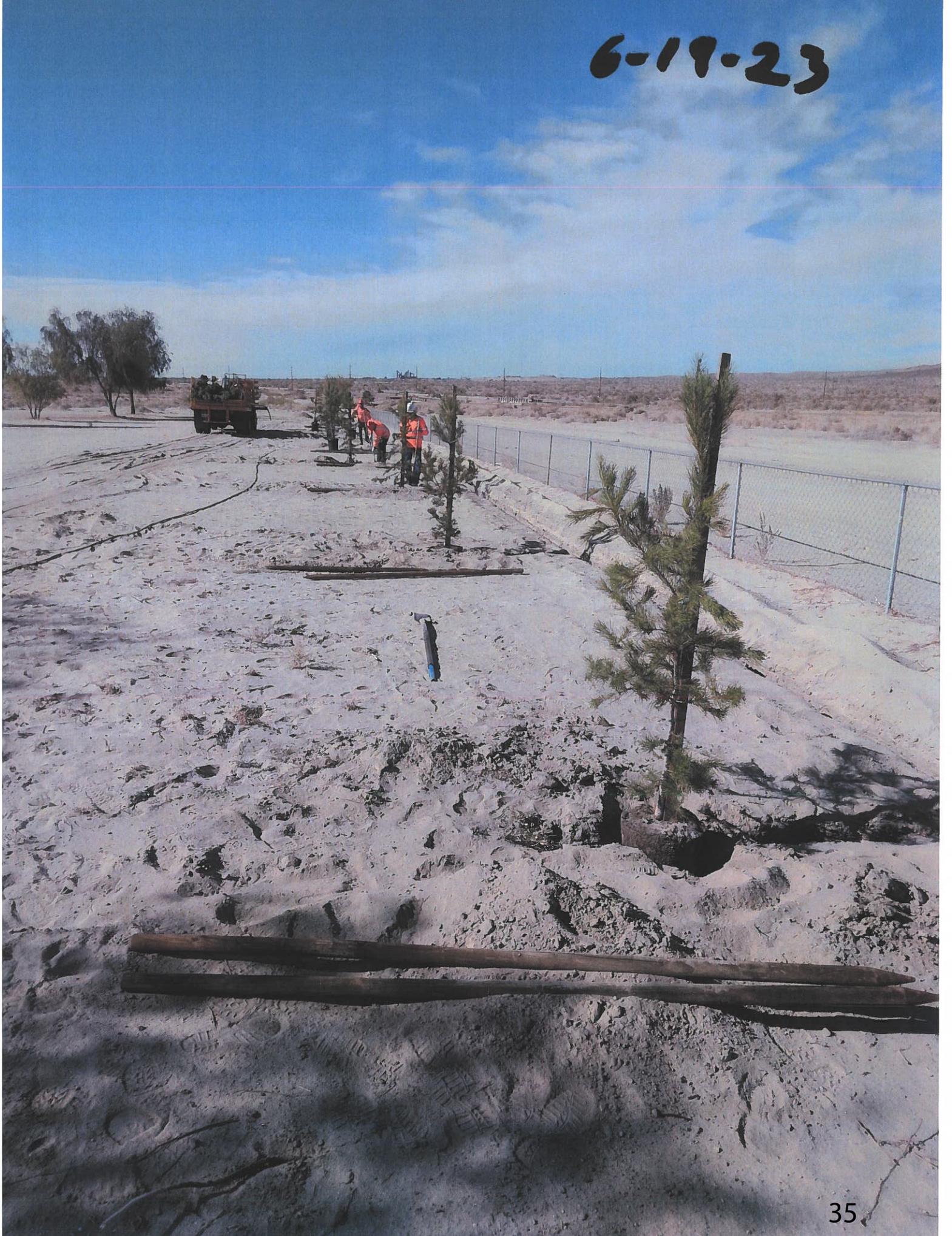
Salton City Park is open and being maintained. Since the rains the pond at the S.C. Park has finally dried up so we can clean up the area for the Lions trunk or treat which will be on Halloween night. 10/31/23. The Lyons club has submitted all the required paper work and a refundable deposit for their event. Thanks to the Lyons club for doing their due diligence.

As of the writing of this report there is still no park host in Salton City.

9-19-23



6-19-23





# Shade 'N Net Proposal/Contractual Agreement

This is a legal agreement once signed. Complete and initial all pages.

|                                 |  |  |  |                                      |  |
|---------------------------------|--|--|--|--------------------------------------|--|
| Purchaser: Steve Prager         |  | City/District: Thermal CA                |  | Remit payment to Manufacturer:       |  |
| Contact: Steve                  |  | Quote #: Replacement fabric              |  | Shade 'N Net                         |  |
| Title:                          |  | PO #:                                    |  | 5711 Washington                      |  |
|                                 |  |  |  | Phoenix, AZ 85043                    |  |
| Sales Rep: Jeff Gloden          |  | Phone: 480-395-4015                      |  | Email: jeff@shade-n-net.com          |  |
| Billing Information             |  | Shipping Information                     |  | Jobsite Information                  |  |
|                                 |  |  |  | Desert Shores Park Thermal, CA 92274 |  |
| Phone: 760-457-8058             |  | Contact:                                 |  | Contact: Same as billing             |  |
| Fax:                            |  | Phone:                                   |  | Phone:                               |  |
| Email: sprager@saltoncsd.ca.gov |  | Fax:                                     |  | Fax:                                 |  |
| Proposal Date: 8-30-23          |  | <input type="checkbox"/> Install         |  |                                      |  |
| Order Date:                     |  | <input checked="" type="checkbox"/> Ship |  |                                      |  |
| Revised Date:                   |  | <input type="checkbox"/> Deliver         |  |                                      |  |

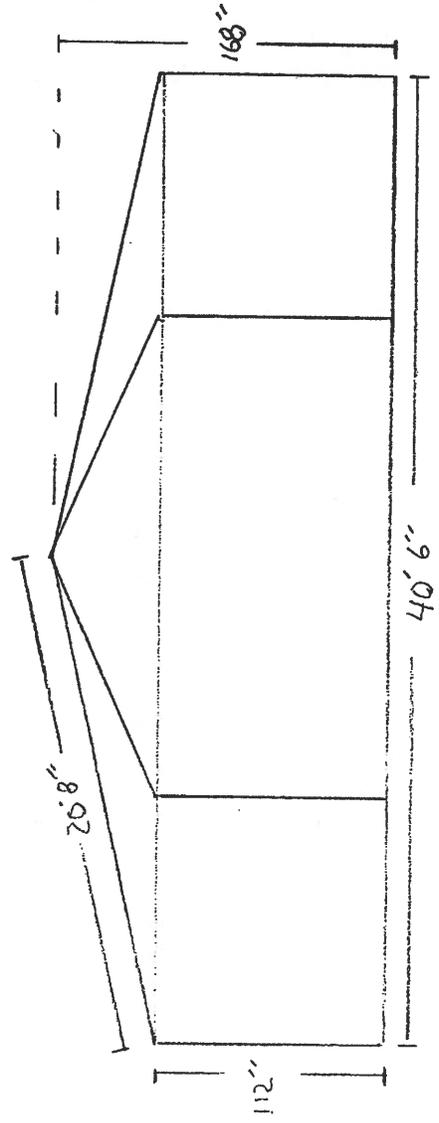
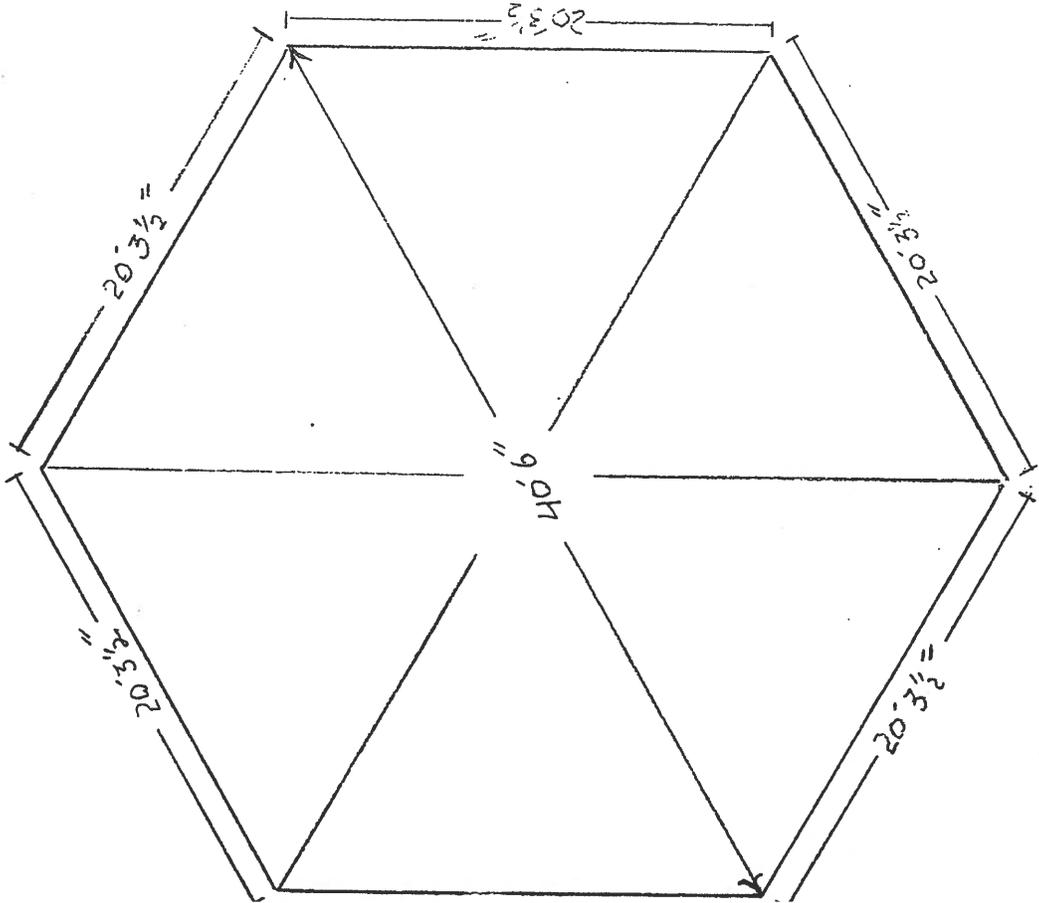
## P R I C I N G

| DESCRIPTION   | PRICE       |
|---|-------------|
| Qty. (1) 40ft Hexagon replacement fabric with new cable and hardware per drawings                   | \$ 8,000.00 |
| Shipping and crating to zip 92274<br>Lead time: 9-11 weeks<br>50% deposit or PO to start production | \$ 300.00   |

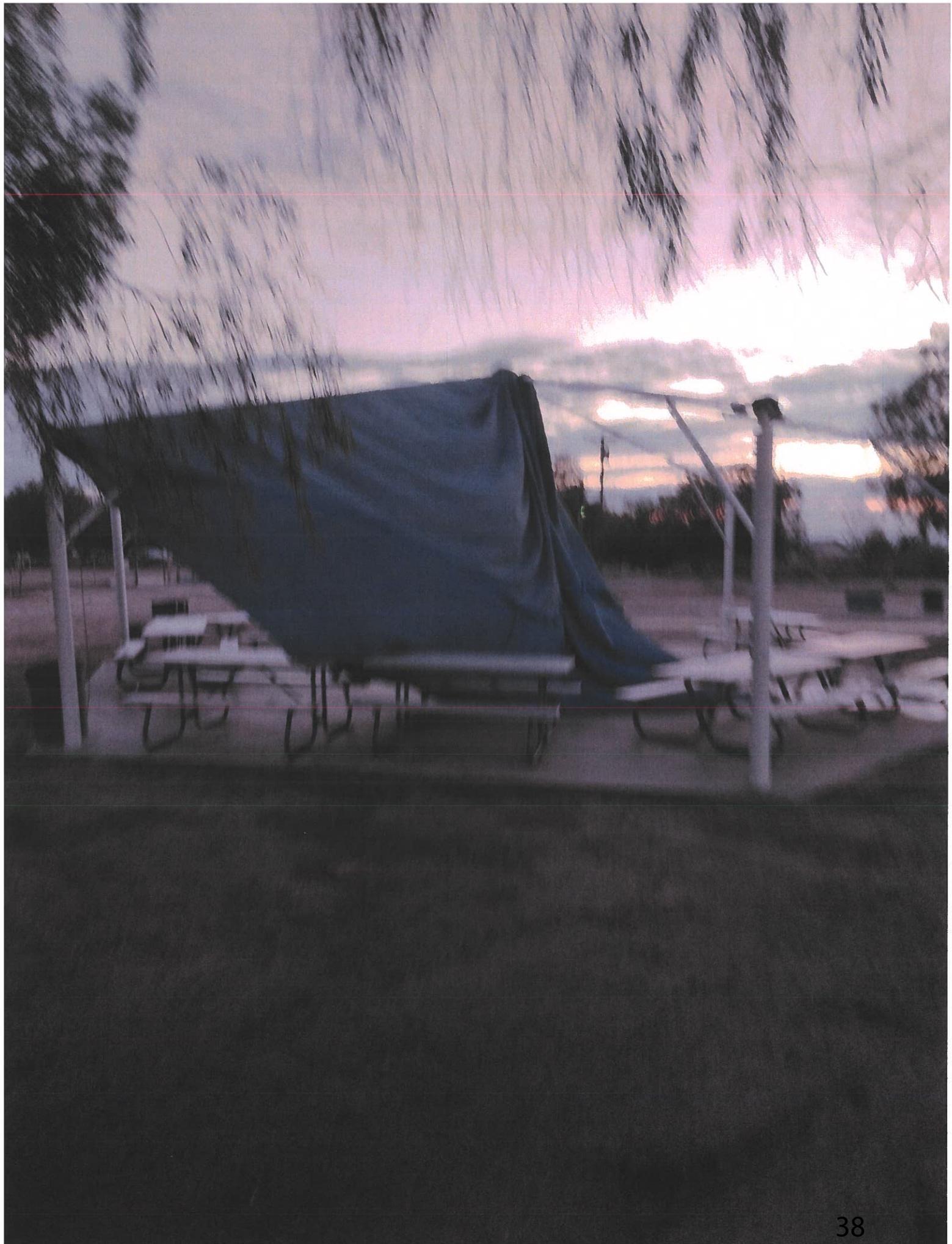
## ACCESSORIES & MISCELLANEOUS

| QTY                                   | ITEM      | DETAILS   | COST               |
|---------------------------------------|-----------|---|--------------------|
|                                       | Structure |   | \$ 8,000.00        |
|                                       |           | <b>PAYMENT TERMS:</b>                             |                    |
|                                       |           | (1) Upon execution of the Agreement (50% Deposit) | \$                 |
|                                       |           | (2) Upon delivery of materials to the jobsite     | \$                 |
|                                       |           | (3) Upon completion of installation               | \$                 |
|                                       |           | (4) Other :                                       |                    |
|                                       | Shipping  |   | \$ 300.00          |
|                                       | Subtotal  |   | \$ 8,300.00        |
|                                       | Sales Tax |   |                    |
| <b>TOTAL PRICE</b>                    |           |   | <b>\$ 8,300.00</b> |
| <b>NOTES:</b>                         |           |   |                    |
| Permit Fees are a direct pass through |           |   |                    |

Desert Shores park shade canopy  
 Salton Community Services District  
 1209 Van Buren, Thermal Ca. 92274  
 Contact Steve Prager (760) 457-8058  
 Office # (760) 394-4446



SCALE:  $\frac{1}{8}" = 1'$





# LEASE AGREEMENT

This Lease Agreement made the 1<sup>st</sup> day of October 2023, by and between Salton Community Services District, at 1209 Van Buren Ave., Thermal, CA 92274, hereinafter referred to as “Lessor”, and Imperial County Behavioral Health Services Department, hereinafter referred to as “Lessee”, collectively referred to herein as the “Parties”, agree as follows:

1. **Description of Leased Premises:** The Lessor agrees to lease to the Lessee the following described 941 square feet (SF) of office space located at 1209 Van Buren Ave., Suite 1 Thermal, CA 92274.

**Additional Description:** Office Space 1 and Office Space 2 located within suite 1

**Additional Provisional Usage:** Adjacent Lobby/Waiting area

Hereinafter known as the “Premises.”

2. **Use of Leased Premises:** The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for the following use and purpose: Client Consultations and Evaluations one (1) day a week (Tuesdays) from 7:00 A.M. to 3:30 P.M.

Any change in use or purpose of the Premises other than as described above shall be upon prior written consent of the Lessor only.

3. **Term of Lease:** The term of this Lease shall be for a period of one (1) year or 12 months commencing on the 1<sup>st</sup> day of October 2023 and expiring at midnight on the 30<sup>st</sup> day of September 2024.
4. **Base Rent:** The net monthly payment shall be Five Hundred Twenty Dollars (\$520.00), payable monthly with the first payment due upon the commencement of the lease and each monthly installment payable thereafter on the 1<sup>st</sup> day of each month. Said net monthly payment is hereinafter referred to as the “Base Rent.” Rent for any period during the term hereon, which is for less than one (1) month shall be a pro-rata portion of the monthly rent.

5. **Renewal:**

- This Lease does not automatically renew, and this lease automatically terminates on the Lease Termination Date. Lessee may be given an opportunity to sign a new or renewal Lease for another Lease Term and remain in the Premises. If Lessee does not sign a new or renewal Lease, Salton Community Services District may lease the Premises to another Lessee. In the event Lessee holds over beyond the expiration or sooner termination of this Lease, holdover penalties shall apply in accordance with the Terms and Conditions. It is hereby expressly agreed that Lessee will give a minimum

of thirty (30) days written notice before expiration of this lease as to Lessee's intention to sign new or renewal.

**6. Expenses: Modified Gross**

- **Modified Gross Tenant's Initials** \_\_\_\_\_ **Landlord's Initials** \_\_\_\_\_

It is the intention of the Parties that this Lease shall be considered a "Modified Gross Lease."

In addition to the Base Rent, the Lessee shall be obligated to pay the following monthly expenses: 5% of electricity bill

Lessor shall pay the following monthly expenses: water, sewer, 95% of electricity bill

The Lessor shall be obligated to maintain the general exterior structure of the Premises, in addition, shall maintain all major systems such as the heating, plumbing, and electrical. The parking area shall be maintained by the Lessor including the removal of any environmental hazards as well as the grounds and lands surrounding the Premises. The Lessor shall maintain at their expense casualty insurance for the Premises against loss by fire which may or may not include any extended coverage. The Lessee will provide and maintain personal liability insurance and property damage insurance as a lessee, at least to the limits of One Million Dollars (\$1,000,000), that will designate the Lessor as an "also named insured" and shall provide the Lessor with a copy of such insurance certification or policy prior to the effective date of this Lease.

**7. Leasehold Improvements:** The Lessee agrees that no leasehold improvements, alterations or changes of any nature, (except of those listed on any attached addenda) shall be made to the leasehold premises or the exterior of the building without first obtaining the consent of the Lessor in writing, which consent shall not be unreasonably withheld, and thereafter, any and all leasehold improvements made to the Premises which become affixed or attached to the leasehold Premises shall remain the property of the Lessor at the expiration or termination of this Lease Agreement. Furthermore, any leasehold improvements shall be made only in accordance with applicable federal, state, or local codes, ordinances, or regulations, having due regard for the type of construction of the building housing the subject leasehold Premises. If the Lessee makes any improvements to the Premises the Lessee shall be responsible for payment, except the following \_\_\_\_\_ Nothing in the Lease shall be construed to authorize the Lessee or any other person acting for the Lessee to encumber the rents of the Premises or the interest of the Lessee in the Premises or any person under and through whom the Lessee has acquired its interest in the Premises with a mechanic's lien or any other type of encumbrance. Under no circumstance shall the Lessee be construed to be the agent, employee, or representative of Lessor. In the event a lien is placed against the Premises, through actions of the Lessee, Lessee will promptly pay the same or bond against the same and take steps immediately to have such lien removed. If the Lessee fails to have the Lien removed, the Lessor shall take steps to remove the lien and the Lessee shall pay Lessor for all expenses related to the Lien and removal thereof and shall be in default of this Lease.

- 8. License and Permits:** A copy of any and all local, state, or federal permits acquired by the Lessee which are required for the use of the Premises shall be kept on site at all times and shall be readily accessible and produced to the Lessor and/or their agents or any local, state, or federal officials upon demand.
- 9. Obligations of Lessee:** The Lessee shall be primarily responsible whenever needed for the maintenance and general pickup of the entranceway leading into the Premises, so that this is kept in a neat, safe, and presentable condition. The Lessee shall also be responsible for all minor repairs and maintenance of the leasehold Premises, particularly those items which need immediate attention and which the Lessees, or their employees, can do and perform on their own, including but not limited to, the replacement of light bulbs, as well as the normal repair and cleaning of windows, cleaning of office space and cleaning of toilets, etc., and the Lessee shall properly maintain the Premises in a good, safe, and clean condition. The Lessee shall properly and promptly remove all rubbish and hazardous wastes and see that the same are properly disposed of according to all local, state, or federal laws, rules, regulations, or ordinances.

In the event the structure of the Premises is damaged as a result of any neglect or negligence of Lessee, their employees, agents, business invitees, or any independent contractors serving the Lessee or in any way as a result of Lessee's use and occupancy of the Premises, then the Lessee shall be primarily responsible for seeing that the proper claims are placed with the Lessee's insurance company, or the damaging party's insurance company, and shall furthermore be responsible for seeing that the building is safeguarded with respect to said damage and that all proper notices with respect to said damage, are made in a timely fashion, including notice to the Lessor, and the party or parties causing said damage. Any damage that is not covered by an insurance company will be the liability of the Lessee.

The Lessee shall, during the term of this Lease, and in the renewal thereof, at its sole expense, keep the interior of the Premises in as good a condition and repair as it is at the date of this Lease, reasonable wear and use expected. This obligation would include the obligation to replace any plate glass and mirrors damaged as a result of the neglect or acts of Lessee or guests or invitees. Furthermore, the Lessee shall not knowingly commit nor permit to be committed any act or thing contrary to the rules and regulations prescribed from time to time by any federal, state, or local authorities and shall expressly not be allowed to keep or maintain any hazardous waste materials or contaminates on the Premises. Lessee shall also be responsible for the cost, if any, which would be incurred to bring any contemplated operation and business activity into compliance with any law or regulation of a federal, state, or local authority.

- 10. Insurance:** In the event the Lessee shall fail to obtain insurance required hereunder and fails to maintain the same in force continuously during the term, Lessor may, but shall not be required to, obtain the same and charge the Lessee for same as additional rent. Furthermore, Lessee agrees not to keep upon the Premises any articles or goods which may

be prohibited by the standard form for fire insurance policy, and in the event the insurance rates applicable to fire and extended coverage covering the Premises shall be increased by reason of any use of the Premises made by Lessee, the Lessee shall pay to Lessor, upon demand, such increase in insurance premium as shall be caused by said use or Lessee's proportionate share of any such increase.

**11. Sublet/Assignment:** The Lessee may not transfer or assign this Lease, or any right or interest hereunder or sublet said leased Premises or any part thereof without first obtaining the prior written consent and approval of the Lessor.

**12. Damage to Leased Premises:** In the event the building housing the Premises shall be destroyed or damaged as a result of any fire or other casualty which is not the result of intentional acts or neglect of Lessee and which precluded or adversely affects the Lessee's occupancy of the Premises, this shall terminate the tenancy. The rent already paid shall be refunded on a pro-rata basis.

**13. Default and Possession:** In the event the Lessee shall fail to pay said rent, and expenses as set forth herein, or any part thereof, when the same are due and payable, or shall otherwise be in default of any other terms of said Lease for a period of more than fifteen (15) days, after receiving notice of said default, then the parties hereto expressly agree and covenant that the Lessor may declare the Lease terminated and may immediately re-enter said Premises and take possession of the same together with any of Lessee's personal property, equipment, or fixtures left on the Premises which items may be held by the Lessor as security for the Lessee's eventual payment and/or satisfaction of rental defaults or other defaults of Lessee under the Lease. It is further agreed that if Lessee is in default, that the Lessor shall be entitled to take any and all action to protect its interests in the personal property and equipment, to prevent the unauthorized removal of said property or equipment which threatened action would be deemed to constitute irreparable harm and injury to the Lessor in violation of its security interest in said items of personal property. Furthermore, in the event of default, the Lessor may expressly undertake all reasonable preparations and efforts to release the Premises including, but not limited to, the removal of all inventory, equipment, or leasehold improvements of the Lessee's, at the Lessee's expense, without the need to first procure an order of any court to do so, although obligated in the interim to undertake reasonable steps and procedures to safeguard the value of Lessee's property, including the storage of the same, under reasonable terms and conditions at the Lessee's expense, and, in addition, it is understood that the Lessor may sue the Lessee for any damages or past rents due and owing and may undertake all and additional legal remedies then available.

In the even any legal action has to be instituted to enforce any terms or provisions under the Lease, then the prevailing party in said action shall be entitled to recover a reasonable attorney's fee in addition to all costs of said action.

Rent which is in default for more than Thirty (30) days after due date shall accrue a payment penalty of one of the following:

- Interest at a rate of twenty-six (26) dollars percent (5%) per annum on a daily basis until the amount is paid in full.

In this regard, all delinquent rental payments made shall be applied first toward interest due and the remaining toward delinquent rental payments.

**14. Indemnification:** The Lessee hereby covenants and agrees to indemnify, defend and hold the Lessor harmless from any and all claims or liabilities which may arise from any cause whatsoever as a result of Lessee's use and occupancy of the Premises, and further shall indemnify the Lessor for any losses which the Lessor may suffer in connection with the Lessee's use and occupancy or care, custody and control of the Premises. The Lessee also hereby covenants and agrees to indemnify and hold harmless the Lessor from any and all claims or liabilities which may arise from any latent defects in the subject Premises that the Lessor is not aware of at the signing of the Lease or at any time during the lease term.

**15. Bankruptcy-Insolvency:** The Lessee agrees that in the event all or substantial portion of the Lessee's assets are placed in the hands of a receiver or a Trustee, and such status continues for a period of thirty (30) days, or should the Lessee make an assignment for the benefit of creditors or be adjudicated bankrupt; or should the Lessee institute any proceedings under the bankruptcy act or any amendment thereto, then such Lease or interest in and to the leased Premises shall not become an asset in any such proceedings and, in such event, and in addition to any and all other remedies of the Lessor's hereunder or by law provided, it shall be lawful for the Lessor to declare the term hereof ended and to re-enter the leased office spaces and take possession thereof and all improvements thereon and to remove all persons therefrom and the Lessee shall have no further claim thereon.

**16. Subordination and Attornment:** Upon request of the Lessor, Lessee will subordinate its rights hereunder to the lien of any mortgage now or hereafter in force against the property or any portion thereof, and to all advances made hereafter to be made upon the security thereof, and to any ground or underlying lease of the property provided, however, that in such case the holder of such mortgage, or the Lessor under such Lease shall agree that this Lease shall not be divested or in any way affected by foreclosure, or other default proceedings under said mortgage, obligation secured thereby, or Lease, so long as the Lessee shall not be in default under the terms of this Lease. Lessee agrees that this Lease shall remain in full force and effect notwithstanding any such default proceedings under said mortgage or obligation secured thereby. Lessee shall, in the event of the sale or assignment of Lessor's interest in the building of which the Premises form a part, or in the event of any proceedings brought for the foreclosure of, or in the event of exercise of the power of sale under any mortgage made by Lessor covering the Premises, attorn to the purchaser and recognize such purchaser as Lessor under this Lease.

## **17. Miscellaneous Terms:**

- i.** Usage by Lessee: Lessee shall comply with all rules, regulations, and laws of any governmental authority with respect to use and occupancy. Lessee shall not conduct or permit to be conducted upon the Premises any business or permit any act which is contrary to or in violation of any law, rules, or regulations, and requirements that may be imposed by any authority or any insurance company with which the Premises is insured, nor will the Lessee allow the Premises to be used in any way which will invalidate or be in conflict with any insurance policies applicable to the building. In no event shall explosives or extra hazardous materials be taken onto or retained on the Premises. Furthermore, Lessee shall not install or use any equipment that will cause undue interference with the peaceable and quiet enjoyment of the Premises by other tenants of the building.
- ii.** Signs: Lessee shall not place on any exterior door, wall, or window(s) of the Premises any sign or advertising matter without Lessor's prior written consent and the approval of the Salton Community Services District. Thereafter, Lessee agrees to maintain such sign or advertising matter as first approved by Lessor in good condition and repair. Furthermore, Lessee shall conform to any uniform reasonable sign plan or policy that the Lessor may introduce with respect to the building. Upon vacating the Premises, Lessee agrees to remove all signs and to repair all damages caused or resulting from such removal.
- iii.** Pets: Unless otherwise stated in the Lease Agreement, the only pets that shall be allowed on the Premises are those needed legally due to a disability or handicap.
- iv.** Condition of Premises/Inspection by Lessee: The Lessee has had the opportunity to inspect the Premises and acknowledges with its signature on the lease that the Premises are in good condition and comply in all respects with the requirements of this Lease. Furthermore, the Lessor makes no representation or warranty with respect to the condition of the Premises or its fitness or availability for any particular use, and the Lessor shall not be liable for any latent or patent defect therein. Furthermore, the Lessee represents that Lessee has inspected the Premises and is leasing and will take possession of the Premises with all current fixtures present in their "as is" condition as of the date hereof. Desks, chairs, misc. office furniture. The current condition of the Premises is cracks on the ceilings and walls which remediation is currently underway and may adversely affect operations.
- v.** Right of Entry: It is agreed and understood that the Lessor and its agents shall have the complete and unencumbered right of entry to the Premises at any time or times for purposes of inspecting or showing the Premises and for the purpose of making any necessary repairs to the building or equipment as may be required of the Lessor

under the terms of this Lease or as may be deemed necessary with respect to the inspection, maintenance, or repair of the building.

- 18. Estoppel Certificate:** Lessee at any time and from time to time, upon at least ten (10) days prior written notice by Lessor, shall execute, acknowledge and deliver to Lessor, and/or to any other person, firm or corporation specified by Lessor, a statement certifying that the Lease is unmodified and in full force and effect, or if the Lease has been modified, then that the same is in full force and effect except as modified and stating the modifications, stating the dates to which the fixed rent and additional rent have been paid, and stating whether or not there exists any default by Lessor under this Lease and, if so, specifying each such default.
- 19. Holdover:** Should Lessee remain in possession of the Premises after the cancellation, expiration, or sooner termination of the Lease, or any renewal thereof, without the execution of a new Lease or addendum, such holding over in the absence of a written agreement to the contrary shall be deemed, if Lessor so elects, to have created and be construed to be a tenancy from month to month, terminable upon thirty (30) days' written notice by either party.
- 20. Waiver:** Waiver by Lessor of a default under this Lease shall not constitute a waiver of a subsequent default of any nature.
- 21. Governing Law:** This Lease shall be governed by the laws of the State of California.
- 22. Notices:** Payments and notices shall be addressed to the following:
  - **Lessor:** Salton Community Services District  
P.O. Box 5268 Salton City, CA 92275
  - **Lessee:** Imperial County Behavioral Health Services Department  
2695 S. 4<sup>th</sup> Street 2<sup>nd</sup> Floor Suite B El Centro, CA 92243
- 23. Amendment:** No amendment of this Lease shall be effective unless reduced to writing and subscribed by the parties with all the formality of the original.
- 24. Binding Effect:** This Lease and any amendments thereto shall be binding upon the Lessor and the Lessees and/or their respective successors, heirs, assigns, executors, and administrators.

In Witness Whereof, the parties hereto set their hands and seal this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

**Lessee's Signature**

\_\_\_\_\_

**Printed Name**

\_\_\_\_\_

**Lessor's Signature**

\_\_\_\_\_

**Printed Name**

\_\_\_\_\_

**ACKNOWLEDGMENT OF NOTARY PUBLIC**

STATE OF California

Imperial County, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me appeared \_\_\_\_\_, as **LESSOR** of this Commercial Lease Agreement who provided to me through government issued photo identification to be the above-named person, in my presence executed foregoing instrument and acknowledged that they executed the same as their free act and deed.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_



REQUEST FOR PROPOSAL

FOR

TOTAL COMPENSATION STUDY

Salton Community Services District  
HR Director/Finance Officer  
1209 Van Buren Ave., Ste.# 1  
Thermal, CA 92274

Proposal Issue Date: September 27, 2023  
Due Date: October 18, 2023, 2:00 p.m.

## **Introduction**

The Salton Community Services District invites interested, qualified, professional consulting services to submit written proposals to evaluate, analyze, and prepare a District-wide Total Compensation Study. Our desire is to obtain a consultant with public sector experience in total compensation studies who will assist the District in reviewing the District's compensation, including all benefits and determine the correct market salary for each surveyed position, establish the market value of the employee benefits package, and provide a market analysis of the base and total compensation. In addition, we are seeking a consultant's assistance in determining the appropriate Consumer Price Index or Indexes applicable to the unique environment of Salton City.

This Request for Proposals (RFP) is an invitation by the Salton Community Services District (District) for consultants to submit an offer, which may be subject to subsequent discussion. Submittal of a proposal does not create any right or expectation to a Contract with the District and the District further declares that it will incur no financial obligations for any costs by any firm in preparation of their proposal.

Qualified firms may submit their sealed proposal responses on or before **October 18, 2023, by 2:00 p.m.** to:

Christina R. Sutton  
Human Resources Director/Finance Officer  
Salton Community Services District  
1209 Van Buren Ave. Ste.# 1 P.O. Box 5268  
Salton City, CA 92275

## **Background**

The Salton Community Services District, a public agency established in 1957, provides wastewater collection, treatment, and disposal for the community of Salton City and Desert Shores along with providing two public parks. The community is unique in terms of remote location, tourist economy, low population growth with rising housing costs.

The district currently has 12 employees, 9 of whom are represented by the Local 1184 Laborers, 2 Public Works employees, and 3 Administrative Staff. Currently, the District has 24 lift stations and 3 WWTF which are evaporation/percolation. There are 7 classifications encompassing the 12 employees. Employees advance annually through performance evaluations where they receive anywhere from 1%-7% pay increase. Job descriptions were updated in 2019 and are currently being updated again in anticipation of this Total Compensation Study. The district would like to take a fresh look at all aspects of a new, updated Total Compensation Study, including reaching agreement on the comparable agencies to be utilized. All District work on this Compensation Study will be done by management.

## **Scope of Services**

The district expects ongoing and open communications between Management and the consultant over the course of each phase of this study. All products and recommendations must comply with applicable State and Federal laws and enhance the district's ability to match employee compensation to comparable positions in the labor market, and also to recruit and retain qualified personnel.

The following are the consulting services related to the Total Compensation Study:

1. Conduct a comprehensive survey of external labor market public sector agencies for agreed-upon classifications. This will include a review and market analysis of salary and benefits including but not limited to base salary, employer paid retirement contributions, specialty pay, employer paid insurance contributions for health, dental, vision, life, long-term disability; retirement health savings plan; and leave benefits including holiday, sick leave and vacation.
2. The consultant will review the current job descriptions and compensation system to assure internal equity and external comparability. When comparing with external agencies, a review of the full job description will be performed by the consultant, not relying solely on the classification's title to make the comparison.
3. Consultant will meet with management as many times as needed to gain a full understanding of the district's needs, to discuss consultant's methodology, and to respond to questions regarding the results of the Compensation Study. Such meetings will include identifying the factors to use to determine comparable labor market agencies to survey, and agreement on comparable classifications to be utilized.
4. Complete an internal base salary relationship analysis, including the development of internal relationship guidelines.
5. Present draft results of the survey to the Compensation Study Committee and respond to questions regarding same.
6. Prepare a written report of results and findings, including discussion of methods, techniques, and data used to develop the Base and Total Compensation Study.
7. Meet with management to discuss factors to consider when determining the appropriate Consumer Price Index(es) (CPI) to use for the Salton City community and make a recommendation for the appropriate CPI for future use by the district.
8. Provide instructional information to allow District staff to conduct individual salary audits consistent with study methods until the next study is conducted.
9. Consultant will also present the final report to the Board of Directors.

### **Proposed Timetable**

**Proposed timetable is subject to change depending upon the needs of the District.**

| <b>Action Item</b>                           | <b>Target Date</b>                                  |
|--|---|
| Request for Proposal Issued                  | September 27, 2023                                  |
| Due date for Proposal                        | October 18, 2023                                    |
| Evaluation of Proposals Period               | September 27 <sup>th</sup> through October 18, 2023 |
| Interview of Top Proposers                   | October 30, 2023                                    |
| Select Firm Notified                         | November 06, 2023                                   |
| Finalize Professional Agreement              | November 10, 2023                                   |
| Present Recommendation to Board of Directors | November 15, 2023                                   |
| Contract Date                                | November 15, 2023                                   |
| Phase I – Determine Labor Market Agencies    | January 18, 2024                                    |
| Phase II – Determine Comparable Positions    | February 18, 2024                                   |
| Phase III – Present Draft Report             | April 12, 2024                                      |
| Phase IV – Present Final Report              | May 17, 2024  |

The Salton Community Services District will provide the following information to the successful consultant:

- Copies of all existing job descriptions
- Copies of all wage and salary schedules
- Copies of all employee benefits schedules
- Copy of all Memorandums of Understanding
- Copy of the District’s Organizational Chart

### **Submittal Content and Procedures**

The following information should be provided in each proposal and will be utilized in evaluating each proposal submitted. To expedite the evaluation of proposals, submittals must follow this format and should be no more than 30 pages in length.

1. **Cover Letter**

The cover letter should indicate the full name and address of the consulting firm that will perform the services described in the RFP. The Consultant should include the name and contact information for the individual who will serve as project manager, and each team member’s name and contact information. Additionally, the cover letter should outline the firm’s qualifications.

2. **Consultant’s Prior Experience and Qualifications**

Provide examples of the last three (3) completed projects demonstrating the consultant’s experience working with public agencies similar in size, scope, and purpose.

3. **References**

Provide three (3) client references applicable to the scope of services. Include contact names, telephone numbers and email addresses.

4. **Organizational Chart**

Identify all team members and their titles and responsibilities for the project.

5. **Team Member Resumes**

Provide a resume/biography for all team members.

6. **Management Overview and Approach**

Explain the proposed methodology that will be used, and clearly demonstrate understanding of the objectives the project is intended to complete. The Consultant should provide a detailed work plan and timeline indicating how each task under the Scope of Services will be accomplished.

7. **Timeline**

An estimate of time to complete the project, as outlined in this RFP and a proposed timeline of work tasks, with the date of final completion of the project.

8. **Fee Proposal**

Discuss proposed pricing to provide the services in the Scope of Services, all inclusive. Provide a breakdown of the firm's rates, fees, and charges for services, by phase, and for total project, and a proposed payment schedule.

9. **Exceptions/Deviations**

State any exceptions to or deviations from the requirements of this RFP, segregating "technical" exceptions from "contractual" exceptions. Where Proposer wishes to propose alternative approaches to meeting the District's technical or contractual requirements, these should be thoroughly explained. If no contractual exceptions are noted, Proposer will be deemed to have accepted the contract requirements as set.

**Submission Requirements**

For consideration to be given to any proposal submitted pursuant to this RFP, one original and eleven (11) copies of the Proposal must be received on or before **October 18, 2023, by 2:00 p.m.** at the address listed on the cover page of this Request for Proposal. Late proposals will not be accepted, regardless of postmark. No oral, telephone, fax, or email proposals will be considered, although clarifications may be done by phone or email. The District reserves the right to reject any or all proposals submitted.

If it becomes necessary to revise any part of this RFP, addenda will be supplied to all firms receiving this Request for Proposal.

The selected provider will enter into a contract with the Salton Community Services District for consulting services for a term to be mutually agreed upon by the district and selected firm.

## **Evaluation and Selection Process**

The various significant factors that will be considered in the evaluation of proposals are summarized below. The District's final selection will not be dictated by any single factor, including price. The relative importance of these factors involves judgment on the part of the District's Management and will include both objective and subjective analysis. The evaluation criteria listed below are listed in random sequence and are not considered in any rank or order of importance:

1. The Proposer has advanced knowledge of the laws and practices relating to employee classification and compensation within a public entity.
2. The Proposer has a demonstrated track record of success in handling all aspects of employee classification and compensation and at least five years of providing these services to public entities in the State of California.
3. The Proposer shall demonstrate an understanding of the assignment and knowledge of the skills necessary to serve in the role of Compensation Consultant.
4. The Proposer's management approach and methodology will meet the District's expectations.
5. Qualifications of the Consultant and assigned project staff.
6. Proposer's timeline for project completion/proposed schedule.
7. The Proposer complied with the specifications as set forth in the RFP.
8. The Proposer's cost and fees proposal.
9. Proposer will receive outstanding references from comparable clients.

The submitted Proposals will be reviewed by each member of Management. Top Proposers will then be invited to an interview before Management Team, and all prospective proposers will be asked to keep the date listed in the timeline available. No other interview dates will be provided, therefore, if a Proposer is unable to attend the interview on this date, it's proposal may be eliminated from further discussion. The interview will likely consist of a short presentation by the Proposer, after which the Management Team will ask questions related to the firm's proposal and qualifications.

At the conclusion of the evaluation process, the Management Team will recommend to the Board of Directors a Proposer whose proposal is most advantageous to the district.

## **General RFP Conditions**

1. The district reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
2. The District reserves the right to withdraw or cancel this RFP at any time without prior notice and the District makes no representations that any contract will be awarded to any Proposer responding to this RFP.
3. The District reserves the right to postpone proposal openings for its own convenience.
4. Proposals received by the District are public information and must be made available to any person upon request.

5. Submitted proposals are not to be copyrighted.
6. The District reserves the right to seek clarification of information submitted in response to this RFP.
7. The District reserves the right to modify the RFP as it deems necessary.
8. Any material misrepresentations made by the Proposer will void the proposal response and eliminate the Proposer from further consideration.
9. The District shall not, in any event, be liable for any pre-contractual expenses incurred by Proposer in the preparation of its proposal. Proposer shall not include any such expenses as part of its proposal. Pre-contractual expenses are defined as expenses incurred by Proposer in preparing its proposal in response to this RFP; submitting that proposal to the District; attending an evaluation interview with the Compensation Study Committee; negotiating with the District any matter related to this proposal; or any other expenses incurred by Proposer prior to date of award, if any.

**Insurance Requirements**

Proposers shall obtain and maintain during the entire term of the agreement, insurance pertaining to the activities associated with the agreement. Proposers will be required to obtain, at its own cost and expense, all insurance endorsements required below, and shall provide evidence of such insurance and endorsements to the District prior to commencing work.

|                                   |                             |
|-----------------------------------|-----------------------------|
| Workers Compensation Insurance    | Statutory Limits            |
| Automobile Liability              | \$1,000,000 per accident*   |
| Commercial General Liability      | \$1,000,000 per occurrence* |
| Professional Liability            | \$1,000,000 per occurrence* |
| *Combined Single Limit Acceptable |                             |

**Laws of Governance**

The selected Proposer will be required to comply with all existing State and Federal laws, including applicable equal opportunity employment provisions. The Contract shall also be construed and governed in accordance with the laws of the State of California and the District. Consultant shall comply with all federal, state, and local laws, ordinances, and regulations applicable to the work.

**Compensation Study Consultant RFP – Distribution List**

|   |   |
|---|---|
| Koff & Associates<br>2835 Seventh Street<br>Berkeley, CA 94710<br>(510) 658-5633            | Ralph Anderson & Associates<br>5800 Stanford Ranch Road, Suite 410<br>Rocklin, CA 95765<br>(916) 630-4900 |
| CPS HR Consulting<br>2450 Del Paso Road Ste., 160<br>Sacramento, CA 95834<br>(916) 263-3600 | Reward Strategy Group<br>5283 Pearlman way<br>San Diego, CA 92130<br>(858) 259-3800                       |
| Bryce Consulting<br>1024 Iron Point Road, Suite 100<br>Folsom, CA 95630<br>(916) 974-0199   | Regional Government Services Authority<br>P.O. Box 1350<br>Carmel Valley, CA 93924<br>(805) 764-4540      |

September 19, 2023  
J.N. 23-210

**SALTON COMMUNITY SERVICES DISTRICT**

1209 Van Buren Avenue  
Thermal, California 92274

Attention: Ms. Christina Sutton

**Subject: Request for Additional Services Agreement (Request No. 1), Distress to Salton Community Services District Headquarters, 1209 Van Buren Avenue, Thermal, California**

Reference: Proposal for Geotechnical Investigation, Distress to Salton Community Services District Headquarters, 1209 Van Buren Avenue, Thermal, California; proposal by Petra Geosciences, Inc. dated May 15, 2023.

Dear Ms. Sutton:

In accordance with our communication with you, we are submitting this request for additional services authorization. We have been in contact with you during various stages of our investigation. A selective summary of our activities and findings is provided herein to provide you with our current understanding and the postulated mechanism of the formation of the observed distress.

As explained herein, our subsurface exploration was concentrated at some distance outside of the building footprint. To further our understanding of the reasons for the observed distress, we propose to perform additional subsurface explorations within the building and perform related testing and analyses. The purpose of these new activities will be to examine the composition and the structure of the subgrade soils directly below the building. Our additional services are expected to include drilling 3 to 4 hand-augered boreholes to depths of 6 to 10 feet below the slab, performing laboratory tests and further analyses. A brief scope of additional work and cost breakdown is provided in the attached form.

Should you have any questions, please do not hesitate to call.

Respectfully submitted,

**PETRA GEOSCIENCES, INC.**



Dr. Siamak Jafroudi, GE 2024  
President, Senior Principal Engineer

SJ/JC/lv

W:\2020-2025\2023\200\23-210\Accounting\23-210 Amendment No. 1.docx

### **SUMMARY OF ACTIVITIES AND FINDINGS**

- The building is surrounded by decorative paving.
- Subsurface exploration through decorative paving requires time consuming and costly replacement efforts.
- Exploration was performed at four corners of the building some 8-12 feet away from the decorative pavement to reduce the disturbance.
- Near surface soils at south and southwesterly corners consisted of highly plastic silty clays with medium expansion potential.
- Near surface soils at north and northeasterly corners consisted of silty sand that appeared non-expansive.
- If the outside soil stratigraphy can be extended to under the building, the building is constructed on materials with different volume change characteristics.
- An out-of-scope level survey of the entire building shows that the southwesterly corner of the building is about 7 inches higher than the north easterly corner.
- Typical construction tolerance of building levelness should not exceed about 1 ½ to 2 inches.



**REQUEST FOR ADDITIONAL SERVICES AGREEMENT**

|   |                             |  |   |                        |
|---|-----------------------------|--|---|------------------------|
| <b>Request No.: 1</b>                               | <b>Date: Sept. 19, 2023</b> | <b>Client: Salton Community District</b> | <b>Total Approval Budget to Date: \$15,250.00</b> | <b>Job No.: 23-210</b> |
| <b>Site: 1209 Van Buren Avenue, Thermal</b>         |                             |  | <b>Reference: Please See Page 1</b>               |                        |
| <b>Client Project Manager: Ms. Christina Sutton</b> |                             |  | <b>Petra's Project Manager: Jon Cain</b>          |                        |

| <b>PHASE CODE</b>  | <b>DESCRIPTION</b>  | <b>COST</b>        |
|--|---|--------------------|
| 600  | 1. Outside Vendor: Drilling 3 to 4 cores thru slab, hand auger, sample, and patch | \$3,500.00         |
|  | 2. Geologist: Logging boreholes and collecting samples                            | \$1,750.00         |
|  | 3. Laboratory Testing: Moisture, density, expansion index, consolidation.         | \$1,750.00         |
|  | 4. Engineering Analyses   | \$1,250.00         |
| <b>Total Amendment</b>   |   | <b>\$8,250.00</b>  |
| <b>Original Proposal Plus Previous Amendments Amount</b>                       |   | <b>\$15,250.00</b> |
| <b>Total Revised Contract (Current Amendment + Previously Approved Budget)</b> |   | <b>\$23,500.00</b> |

This amendment to the original proposal (dated May 15, 2023) between the parties is subject to the limitation of liability set forth in said proposal, the terms and conditions of which are incorporated herein by this reference as though set forth in full. Effective January 1, 2018, Civil Code section 2782.8 limits a design professional's liability for express indemnity and defense by requiring a finding of the design professional's negligence and then to the comparative fault of the design professional. This pertains to an allocation of defense fees as well.

Respectfully submitted,

**PETRA GEOSCIENCES, INC.**

Dr. Siamak Jafroudi, GE 2024  
 President, Senior Principal Engineer

|  |  |
|--|--|
| <i>Approval of Amendment to Existing Agreement</i> |  |
| <i>Cost Estimate: <u>\$8,250.00</u></i>            |  |
| <i>By:</i> _____                                   |  |
| <i>Date:</i> _____                                 |  |



**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Directors OF THE Salton Community Services District  
 (Governing Body) (Name of Applicant)

THAT General Manager, OR  
 (Title of Authorized Agent)

Finance Officer, OR  
 (Title of Authorized Agent)

\_\_\_\_\_  
 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Salton Community Services District,  
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Salton Community Services District, a public entity established under the  
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_

**Michelle Gilmore, President**

(Name and Title of Governing Body Representative)

**Michael Friese, Vice President**

(Name and Title of Governing Body Representative)

**Manuel Ramos, Director**

(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, **Sonia Thania Garcia**, duly appointed and **Board Secretary** of  
 (Name) (Title)

**Salton Community Services District**, do hereby certify that the above is a true and  
 (Name of Applicant)

correct copy of a resolution passed and approved by the **Board of Directors**  
 (Governing Body)

of the **Salton Community Services District** on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
 (Name of Applicant)

**Board Secretary**

(Signature)

(Title)



### Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

#### **Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



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**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

**RESOLUTION NO. 2023-09-27-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT ALLOWING ONLINE PURCHASES THROUGH EBAY AND AMAZON UNDER LIMITED CIRCUMSTANCES**

WHEREAS, Section 61045 subsection (g) of the Government Code (Government Code) requires the District Board of Directors to adopt a purchasing policy; and

WHEREAS, Section 61063 subsection (a) requires each district to adopt policies and procedures, including bidding regulations, governing the purchasing of supplies and equipment not governed by Article 43 (commencing with Section 20680) of Chapter 1 of Part 3 of the Public Contract Code and each district shall adopt these policies and procedures by rule or regulation pursuant to Article 7 (commencing with Section 54201) of Chapter 5 of Division 2 of Title 5 of the Government Code; and

WHEREAS, the District adopted Resolution No. 2022-02-03 being a Consolidated Fiscal Policy;

WHEREAS, the District can realize savings by purchasing inventory and supplies online provided that such purchases are subject to adequate internal and other controls and wishes to supplement the policies in Resolution No. 2022-02-03;

NOW, THEREFORE, BE IT RESOLVED that the Salton Community Services District adopts the Online Purchasing Policies for Ebay and Amazon purchases only which are attached hereto as Exhibit "A";

RESOLVED FURTHER that the Online Purchasing Policies attached hereto as Exhibit "A" shall be subject to the Consolidated Fiscal Policy of the Salton Community Services District and that in the event of a conflict between the Online Purchasing Policies and the Consolidated Fiscal Policy, the Consolidated Fiscal Policy shall control.

PASSED AND ADOPTED by the Salton Community Services District at a regular meeting held on the 27<sup>th</sup> day of September 2023, by the following vote:

|                                | YES   | NO    |
|--------------------------------|-------|-------|
| Michelle Gilmore, President    | _____ | _____ |
| Michael Friese, Vice President | _____ | _____ |
| Manuel H. Ramos, Director      | _____ | _____ |
| Dale Johnson, Director         | _____ | _____ |
| Lidia Sierra, Director         | _____ | _____ |

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Michelle Gilmore, President of the Board of Directors

ATTEST:

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Sonia Thania Garcia, Secretary of the Board of Directors

## EXHIBIT "A"

Requisition/Purchase order form is completed by Department Supervisor

- Detailed item quantity and price breakdown
- Sales Tax
- Grand Total
- Detailed Summary Description of what the Job is that requires parts order

Form is then brought to the Finance Officer to review,

- Finance Officer assigns the PO# and signs the Requisition/Purchase order form

Form is then taken to the Interim General Manager to review

- Interim General Manager signs the Requisition/Purchase order form

Items are then ordered by the Department Supervisor

- Requisition/Purchase order form is then returned to the Finance Officer with Receipt attached.

**RESOLUTION NO. 2023-09-27-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SALTON COMMUNITY SERVICES DISTRICT TO TRANSFER OWNERSHIP OF ONE SALTON COMMUNITY SERVICES DISTRICT VEHICLE BETWEEN THE SEWER MAINTENANCE DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT**

**WHEREAS**, the Salton Community Services District owns the following one vehicle: (1) 2005 Chevy Avalanche (3GNEK12Z95G204257); and

**WHEREAS**, it is the intent of the Salton Community Services District to transfer the 2005 Chevy Avalanche from the Sewer Maintenance Department to the Public Works Department as the Salton Community Services District has determined that the Public Works Department will best utilize the 2005 Chevy Avalanche; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED AS FOLLOWS:**

**Section 1.** The 2005 Chevy Avalanche (3GNEK12Z95G204257) is hereby removed from the Sewer Maintenance Department fleet and added to the Public Works Department Fleet.

**PASSED, APPROVED, AND ADOPTED** this 27th day of September 2023, by the following vote:

|                                | YES   | NO    |
|--------------------------------|-------|-------|
| Michelle Gilmore, President    | _____ | _____ |
| Michael Friese, Vice President | _____ | _____ |
| Manuel Ramos, Director         | _____ | _____ |
| Lidia Sierra, Director         | _____ | _____ |
| Dale Johnson, Director         | _____ | _____ |

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Michelle Gilmore, President of the Board of Directors

ATTEST:

\_\_\_\_\_  
Sonia Thania Garcia, Secretary to the Board of Directors