

HOME GARDENS SANITARY DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

May 28, 2024

The Regular Meeting of the Board of Directors of the Home Gardens Sanitary District was called to order by the President, Efrain Barajas, at 7:35 p.m. at the office of the District, 13538 Magnolia Ave., Corona, CA 92879.

Directors present were: Barajas, Garrison, Samson Runion, Serrato and Cacho. Also present were: Alan Burns, District Counsel; Tracey LaBonte, General Manager and Tania Duarte, Administrative Assistant.

Minutes of the regular meeting of April 23, 2024 were presented for approval. Motion was made by Director Cacho, seconded by Director Samson Runion and unanimously carried to approve the minutes as presented.

Expenditures for the month of May 2024 were presented and discussed. Motion was made by Director Garrison, seconded by Director Serrato and unanimously carried to approve the expenditures as presented.

Manager LaBonte presented the Budget Efficiency and Income/Revenue reports. Discussion followed.

Staff Report:

1. On May 7th Eydee went to balance the cash drawer and post payments and was \$100.00 short in cash. Staff let General Manager LaBonte know on May 8th after returning from a couple of days off. General Manager LaBonte viewed the cameras including a large transaction that was performed on May 7th, but the camera is a little far away to show many details. The \$100.00 shortage remains. General Manager LaBonte spoke with Sam Tokatly, the District's IT Consultant and he agreed to install another camera to be able to see all transactions done in the front reception area.
2. On May 9th Houston & Harris came out to re-video the lateral to determine if the lateral is in fact offset. It was determined that the lateral is offset at a joint before it connects to the main. General Manager LaBonte called TK Construction to get an estimate to fix the lateral.
3. The week of May 20th General Manager LaBonte spoke to Daisy Vasquez of the Riverside County Code Enforcement regarding the property that was razed at 13801 Magnolia Avenue. Officer Vasquez stated that they are requiring the contractor that they

hired to plug the sewer lateral but that it has not been done. She would like the District to write up specifications of what is required so she can go to her Supervisor. They will then reach out to the contractor to cap the lateral the correct way. District Engineer Sims is working on the letter with the specifications of the proper way to cap the lateral.

WRCRWA Committee Report:

WRCRWA Regular Meeting of the Board of Directors

April 25, 2024

4A. Award a Design Contract in the Amount of \$288,726 to Dudek Engineers for the WRCRWA Solids Dryer Conveyor Replacement Design Services (RFP-WRC23-001)

The recent expansion of the WRCRWA Treatment Plant included the installation of a solar drying facility. Dewatered solids are delivered to the solar dryer via a screw conveyor system. Over the past several years, climate conditions, poor dewatering cake solids, and maintenance requirements have impacted dry solids concentrations at the discharge end of the dryer, especially during cooler months. As such, overload and failure of the discharge conveyance system has

been experienced. Replacement of the discharge conveyance system to increase its capacity and potentially match the feed conveyance is desired.

The WRCRWA Solar Dryer Conveyor Replacement Design Services project will require the selected consultant to review the previous design, plans, and specifications, perform preliminary design activities and prepare a pre-design memorandum, perform detailed design, prepare plans, technical specifications and bid documents for public bidding, and provide bid and construction support services.

This is sufficiently covered by the Fiscal Year 2023-2024 Board adopted Capital Budget.

The Board of Directors awarded a Design Contract in the amount of \$288,726 to Dudek Engineers for the WRCRWA Solids Dryer Conveyor Replacement Design Services (RFP-WRC23-001).

4B. Consider Authorizing the Administrator to Issue a Purchase Order in the amount of \$357,000 to Andritz Separation Inc. for a D5LNC Centrifuge Rotating Assembly and Other Spare Parts

Dewatering sludge is a critical component of biosolids management. WRCRWA is equipped with three Andritz centrifuges (originally

installed in 2016 during the plant expansion). Over the past few years, the centrifuges at WRCRWA Treatment Plant have experienced numerous failures resulting in decreased operating cycles. Limited dewatering capacity jeopardizes the treatment plant's ability to maintain regulatory compliance. Staff recommend purchasing a complete rotating assembly to expedite centrifuge repairs as well as increasing spare parts on hand to expedite mission critical repairs in a timely manner.

Anticipated Operating Budget savings in Fiscal Year 2023-2024 that can be utilized to support the expected payment on the proposed purchase order for about \$200,000; thus, no budget amendment or agency contributions are needed for this acquisition during Fiscal Year 2023-2024. The remaining estimated cost of \$157,000 will be included in the upcoming fiscal year 2024-2025 Operating Budget. The Board of Directors approved a Purchase Order in the amount of \$357,000 to Andritz Separation Inc. for a D5LNC Centrifuge Rotating Assembly and Other Spare Parts.

4C. WRCRWA Fiscal Year 2024-2025 Proposed Budget

In the proposed Fiscal Year 2024-2025 Budget, Member Agency contributions will increase in aggregate by \$1,866,014, or 8.4%. The Operating Budget will increase by \$792,024, or 6.5%; the Debt Service

Budget remains the same, and the Capital Budget will increase by \$1,073,990, or 19.1%.

Operating

Increases primarily in Labor, Utilities (SCE), Outside Services and parts for Centrifuge.

Overall fixed rates increased by 12.6% and overall variable rates decreased by 3.7%. HGSD's Operating Contributions, which includes Treatment, Conveyance, and General & Administrative is \$754,954.

Debt Service

No changes in annual debt service for Plant Expansion SRF Loan.

HGSD's SRF Annual Loan payment continues to be \$70,887.

Capital

Pay-go Capital Improvement Projects increased by \$9.32% or \$451,500.

Asset Replacement Reserve funding increased by 79.96% or \$622,490.

HGSD's Capital Contributions equal \$380,071.

HGSD's Total Member Contributions for Fiscal Year 2024-2025 is \$1,205,912

The Executive Committee voted to recommend that the Board of Directors approve the proposed budget as presented for Fiscal Year 2024-2025 in the amount of \$24,076,118.

WRCRWA Regular Meeting of the Board of Directors

May 23, 2024

4A. Budget Increase Approval for the WRCRWA Temescal Siphon Improvement Project by \$130,000 (Specification W-301)

The Temescal Siphon Improvement Project was approved in September 2023, but due to the predicted El Nino weather pattern, construction has been delayed until heavy rains have passed, and risks are minimized to the temporary bypass system. To ensure the successful completion of the project once construction gets underway, additional funds are being requested for daily inspector support costs and to allow for a contingency.

The Board of Directors approved a budget increase in the amount of \$130,000 from \$1,142,000 to \$1,272,000 for the Temescal Siphon Improvements Project.

President Barajas moved back to Item II on the agenda.

Public Comment: None.

Hearing for Delinquent Accounts:

The Meeting was called to public hearing at 7:53 p.m. District Counsel, Alan Burns, presented an overview of the hearing, which was presided over by the President, Efrain Barajas. The hearing was being held pursuant to Health and Safety Code Section 6523.2. No persons notified of this hearing appeared to present evidence of why they should not be disconnected from the public sewer system. The General Manager was called to present the status of the accounts. Manager LaBonte testified that the status of accounts as presented in the attached "Notice of Hearing" was accurate and that all persons on the list had been duly notified of the hearing. Motion was made by Director Serrato, seconded by Director Cacho, and unanimously carried to disconnect those properties in the "Notice of Hearing" from the sewer system on or after June 17, 2024. This hearing concluded at 7:58 p.m.

HGSD Items for Discussion and Consideration:

1. The Board discussed April's Monthly Status Report by G & G Environmental Compliance, Inc.
2. A motion was made by Director Cacho, seconded by Director Serrato, and unanimously carried to approve that President

- Barajas decide and vote for the Special District Selection Committee Run-Off Election for the Special District-Eastern Region Regular Member of the Riverside Local Agency Formation Commission.
3. The Board discussed the inspection by The State Water Resources Control Board.
 4. The Board discussed the audit of the Sewer System Management Plan (SSMP).
 5. A motion was made by Director Garrison, seconded by Director Samson Runion and unanimously carried to approve the Letter Agreement, Adjustment of Conflicting Utility Facilities County of Riverside Public Works Project Harlow Avenue, Grant Street, Indiana Avenue Resurface Project No. D2-0022, C6-0080.
 6. A motion was made by Director Garrison, seconded by Director Serrato, and unanimously carried to approve to engage Smith Marion & Company to audit the District's Pension Fund year ending July 31, 2023.
 7. After consideration for Ngoc Phan request to waive a late fee in the amount of \$15.00, a motion was made by Director Serrato, seconded by Director Samson Runion, and unanimously carried to approve waiving the late fee one time.
 8. A motion was made by Director Garrison, seconded by Director Cacho, and unanimously carried to adopt WRCRWA's proposed budget for fiscal year 2024/2025.

9. A motion was made by Director Garrison, seconded by Director Cacho, and unanimously carried to approve Resolution No. 523 approving and ratifying the budget of the Western Riverside County Regional Wastewater Authority.
10. After discussion of the District's Budget for Fiscal Year 2024/2025, a motion was made by Director Serrato, seconded by Director Cacho, and unanimously carried to approve the Home Gardens Sanitary District Budget for Fiscal Year 2024/2025.
11. AB1234 Ethics Training was postponed until the next meeting.

Closed Session:

1. The Board adjourned to closed session with Manager LaBonte present pursuant to Government Code Section 54957 and 54957.6 to discuss the performance of District staff and possible increase in compensation. Upon a vote of 5-0, the Board directed Manager LaBonte to negotiate with the employees and reconvened to open session. Manager LaBonte announced that she had negotiated and reported that Tania Duarte would be provided a \$1.12 increase to \$29.12 per hour and Eydee Alejo would be provided with a \$.36 increase to \$18.36 per hour.
2. The Board then adjourned to closed session pursuant to Government Code Section 54957 and 54957.6 to discuss the performance and compensation of the District Manager. After hearing from the District Manager, she was excused, and upon a

vote of 5-0 the Board authorized the President to negotiate with the District Manager, and set the matter for an oral report and formal approval at the next Board Meeting (pursuant to Government Code Section 54953(c)(3).)

Directors Comments: None.


There being no further business, President Efrain Barajas adjourned the meeting at 9:06 p.m.



Grady Garrison, Secretary

The foregoing minutes were approved by the Board of Directors of the Home Gardens Sanitary District at the regularly scheduled meeting of said Board June 25, 2024.

Signed:



Efrain Barajas, President



Grady Garrison, Secretary

RESOLUTION NO. 523

A RESOLUTION OF THE HOME GARDENS SANITARY DISTRICT APPROVING AND RATIFYING THE BUDGET OF THE WESTERN RIVERSIDE COUNTY REGIONAL WASTEWATER AUTHORITY

WHEREAS, THE Home Gardens Sanitary District is a member agency of the Joint Powers Agency known as the Western Riverside County Regional Wastewater Authority (hereinafter WRCRWA); and

WHEREAS, WRCRWA has prepared an annual proposed budget but must have unanimous approval of the budget from all member agencies; and

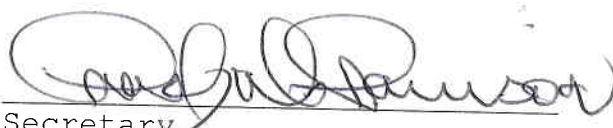
WHEREAS, the Board has reviewed the proposed budget and determined that it provides sufficient detail to constitute an operating outline for contributions and expenditures for the year;

NOW THEREFORE, the Board of Directors for the Home Gardens Sanitary District does hereby resolve that the budget of the WRCRWA for the 2024-2025 fiscal year is hereby approved and the Secretary is authorized to transmit a copy of this resolution to the WRCRWA.

PASSED AND ADOPTED this 28th day of May 2024



President



Secretary