

**HEBER PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS**

1078 Dogwood Rd., Suite 104  
Heber, CA, 92249

**Thursday, July 15, 2021, at 6:00 p.m.**

**MINUTES**

**Members of the public may attend this meeting in person or via the application Zoom.**

*THIS MEETING WILL BE HELD IN PERSON, AND IN ACCORDANCE WITH EXECUTIVE ORDER N-29-20 ISSUED BY CALIFORNIA GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE RALPH M. BROWN ACT (California Government Coe Section 5485950, et Seq.), and the Federal Americans with Disabilities Act.*

**THIS MEETING WILL BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC MAY ATTEND THE BOARD MEETING IN PERSON OR VIA THE APPLICATION, ZOOM UNTIL FURTHER NOTICE. YOU MAY ALSO CALL INTO THE MEETING, FOR AUDIO ONLY PARTICIPATION, BY CALLING (760) 336-1572.**

**ZOOM MEETING INFORMATION:**

**WEBSITE: <https://zoom.us/join>**

**MEETING ID: 796-978-5637**

**CALL IN PHONE NUMBER: (760) 336-1572**

The District recognizes its obligation to provide equal access to those individuals with disabilities. Please contact the District (760-482-2440) two working days prior to the meeting with any special requests for reasonable accommodation.

1. **CALL TO ORDER:**  
The meeting of the Heber Public Utility District Board of Directors was called to order at 6:03pm by President Tabarez.
2. **ROLL CALL:**  
Board of Directors present at the meeting: Director Cardenas, Director Diaz, Director Tabarez, Director Sandoval.  
Director Garcia attended at 6:23pm.  
Also present was General Manager and General Counsel.
3. **PLEDGE OF ALLEGIANCE:**  
The Pledge of Allegiance was led by President Tabarez.
4. **APPROVAL OF AGENDA:**  
The General Manager requested that an item be added to the agenda as an urgent item. This request was denied.

Director Cardenas moved to have a Special Meeting on July 22, 2021 to hear the matter. Motion seconded by Director Sandoval. Motion passed with the following vote: 4/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz

Noes: NONE

Absent: Garcia

**5. PUBLIC COMMENTS: There were no public comments.**

The Board may set time limits on the amount of time any speaker can use to address the Board. Members of the public are allowed to make comments about anything not listed on the agenda. If the comments concern an agenda item, they must wait until that item is up for discussion. If you wish to address the Board, please fill out a "Request to Speak Form" and hand it to the Clerk of the Board and when recognized by the President of the Board, go to the podium and address the Board. The Board can't take action on any item not on the agenda.

**6. CONSENT AGENDA:** Any item on the Consent Agenda may be removed and placed under New Business at the request of any Board Member or member of the Public.

- A. Approve Minutes for the Regular Meeting of June 17, 2021, and of the Special Meeting on June 23, 2021.
- B. Approve Current Demands for June 2021.
- C. Authorize staff to assist the Heber Community Foundation in submitting a grant application to the Imperial Valley Wellness Foundation for grant funds to support healthy activities for Heber community.
- D. Authorize out of state travel for three water and wastewater operators to attend Tri-State Training in Las Vegas, NV on August 9<sup>th</sup> through August 12<sup>th</sup>.
- E. Authorize the General Manager to attend the CSDA Annual Conference in Monterey, CA from August 30<sup>th</sup> through September 2<sup>nd</sup>.

Motion to approve the Consent Agenda was made by Director Cardenas, seconded by Director Sandoval. Motion passed with a vote of: 4/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz

Noes: NONE

Absent: Garcia

**7. REPORTS:**

- A. President and Director's Comments

Director Sandoval reported that he met with a representative from the State Parks program at Correl Basin to discuss the three grant applications

from HPUD. Director Sandoval also commented that he wanted the public to be aware that the Heber Fall Fiesta is sponsored by HPUD.

Director Cardenas said he was on hand to receive the check from IID for the summer water safety program presented by Dippy Duck.

B. Operations Report for June 2021

Information was provided to the Board as agenda backup. No additional information.

C. General Manager's Report

Information was provided to the Board in the agenda backup. No additional information was provided.

D. COVID Relief Grant Fund

Information was provided to the Board in the agenda backup. No additional information was provided.

E. Recreation Update

No additional information was provided

F. Children's Park Improvement Project Update

A report was included in the agenda backup. No additional information was provided.

**8. NEW BUSINESS: Discussion and Possible Action**

A. Approve and Accept the Energy Audit of the Water Treatment Plant and Wastewater Treatment Plant funded by Clean Water State Revolving Fund Project No. 8485-110 – AESC, Project Consultant

Mr. James Ferro with AESC presented the Energy Audit to the Board for approval and acceptance. Motion to approve and accept the Energy Audit of the Water Treatment Plant and Wastewater Treatment Plant funded by Clean Water State Revolving Fund Project No. 8485-10 was made by Director Sandoval, seconded by Director Cardenas. The motion passed with the following vote: 5/0

Ayes: Sandoval, Cardenas, Tabarez, Diaz, Garcia

Noes: NONE

Absent: NONE

B. Adopt Resolution Number 2021-06 to Adopt the Salary Schedule for Fiscal Year 2021-22 – General Manager

A motion to Adopt Resolution Number 2021-06 to Adopt the Salary Schedule for Fiscal Year 2021-22 was made by Director Cardenas, seconded by Director Sandoval. Motion passed with a vote of: 5/0.

Ayes: Cardenas, Tabarez, Sandoval, Diaz and Garcia

Noes: NONE

Absent: NONE

- C. Modify the Facility Use Policy Number 3750 to Include Recreation Center – General Manager

A motion to modify the Facility Use Policy Number 3750 to include the Recreation Center was made by Director Cardenas, seconded by Director Garcia. Motion passed with a vote of: 5/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

- D. Adopt Resolution 2021-07 to the Modified Fee Schedule – General Manager

A motion adopt Resolution 2021-07 to modify the fee schedule was made by Director Sandoval, seconded by Director Garcia. Motion passed with a vote of: 5/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

- E. Cancel the Regularly Scheduled Board meeting of August 19, 2021 – General Manager

A motion to cancel the regularly scheduled Board meeting of August 19, 2021 was made by Director Cardenas, seconded by Director Garcia. Motion passed with a vote of: 5/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

- F. Approve the Theme and Scope of the Heber Fall Fiesta 2021 – General Manager

A motion to approve the theme and scope of the Heber Fall Fiesta was made by Director Diaz, seconded by Director Sandoval. Motion passed with a vote of: 5/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

**9. OLD BUSINESS: Discussion and Possible Action**

- A. Authorize the General Manager to Execute a Professional Service Agreement to Provide Engineering Services for Engineering, Design, Bidding and Construction Management of the Water Line Replacement Project with The Holt Group – General Manager

A motion to authorize the General Manager to execute a professional service agreement to provide engineering services for engineering, design, bidding and construction management of the water line replacement project with The Holt Group was made by Director Cardenas, seconded by Director Diaz. Motion passed with a vote of: 5/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

- B. Adopt Resolution Number 2021-05 to Adopt the Five-Year Capital Improvement Program Project List (Second Review) – General Manager

A motion to adopt Resolution number 2021-05 to adopt the Five-Year Capital Improvement Program Project List was made by Director Cardenas, seconded by Director Sandoval. Motion passed with a vote of: 5/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

- C. Adopt Resolution Number 2021-04 to Adopt the Reserve Resolution for Fiscal Year 2021-22 (Second Review) – General Manager

A motion to adopt Resolution number 2021-04 to adopt the Reserve Resolution for Fiscal Year 2021-22 was made by Director Sandoval, seconded by Director Diaz. Motion passed with a vote of: 5/0

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

**10. ANNOUNCEMENTS:**

- A. Board of Supervisors meets every Tuesday. You can listen and watch the proceedings <https://imperialcounty.org/bosagendas>.
- B. CSDA newsletter [www.csdanet.net](http://www.csdanet.net)

**11. CLOSED SESSION:**

A motion was made by Director Cardenas and seconded by Director Diaz to move into Closed Session at 7:46pm. Motion passed with the following vote: 5/0.

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

To ensure privacy during Closed Session, we will observe the following procedures:

- A separate, private Zoom meeting for Closed Session will be created.
- Once a motion to move to Closed Session is approved, participants joining Closed Session will exit the public meeting and join the private Closed Session meeting.
- Once Closed Session is complete, participants will leave the private zoom meeting and re-join the public and adjournment.

A. Conference with Legal Counsel – Anticipated Litigation (Government Code Section §54956.9(d)(2).): 1 matter

B. Employee Negotiations – (Government Code Section §54957.6) Natural Resources Technical Association.

A motion was made to move out of Closed Session by Director Cardenas, seconded by Director Garcia. Motion was made at 8:48pm. The motion passed with the following vote: 5/0.

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

**12. ADJOURNMENT:**

Heber Public Utility District General Counsel reported on Closed Session: No Reportable Action was taken. Direction was give to staff.

A motion to Adjourn the Regularly Scheduled Meeting of the Heber Public Utility District was made by Director Cardenas, seconded by Director Garcia. Motion was made at 8:52. Motion passed with the following vote: 5/0.

Ayes: Cardenas, Sandoval, Tabarez, Diaz and Garcia

Noes: NONE

Absent: NONE

Minutes for the Regular Meeting of July 15, 2021 were prepared by Laura Fischer, General Manager.  
Heber Public Utility District is an equal opportunity provider and employer.