



**REGULAR MEETING OF THE
PLANNING COMMISSION
AND CITY COUNCIL OF THE
CITY OF WESTMORLAND**

**WEDNESDAY, JULY 17, 2024
6:00 PM**

**City Council Chambers
355 South Center Street
Westmorland, CA 92281**

Mayor's Message

This is a public meeting. You may be heard on an agenda item before the Council takes action on the item upon being recognized by the mayor. During the oral communications portion of the agenda, you may address the Council on items that do not appear on the agenda that are within the subject matter jurisdiction of the Council. Personal attacks on individuals, slanderous comments, or comments, which may invade an individual's privacy, are prohibited. The mayor reserves the right to limit the speaker's time. Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting City Hall at (760) 344-3411. Please note that 48 hours advance notice will be necessary to honor your request.

Brown Act AB 361:

Location: Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor

Xavier Mendez- Mayor Pro- Tem

Ana Beltran- Council Member

Justina Cruz- Council Member

Ray Gutierrez- Council Member

Call to Order:

Pledge of Allegiance & Invocation:

Roll Call:

Oral Communication-Public Comment: Now is the time for any member of the public to speak to the Council. Please step to the podium and state your name and address for the record. Three (3) minute maximum time.

Staff Reports Non-Action Items:

Fire Department – Chief Sergio Cruz

Police Department – Chief Lynn Mara

City Manager- Laura Fischer

Public Works Director - Ramiro Barajas

Consent Agenda: Approve the Consent Agenda Items 1-2.

1. Approval of Meeting Minutes from July 3, 2024
2. Approval of City Warrant List.

Regular Business:

1. Discussion & Action to authorize staff to advertise the water plant filter replacement projects for bid (designed by Dudek)- Joel Hamby, Streets Director.
2. Discussion & Action to authorize additional cost for the design of the water distribution piping replacement project (designed by BJ Engineering)- Joel Hamby, Streets Director.
3. Discussion & Action to declare certain items as surplus and authorize the auctioning of WPD (Westmorland Police Department) and Public Works surplus vehicles - Chief Lynn Mara, Police Chief and Ramiro Barajas, Public Works Director
4. Discussion & Action to approve adjusting journal entries as prepared and recommended by City accountant and auditor – Laura Fischer, Manager
5. Discussion & Action to authorize the write off of certain discontinued accounts as recommended by City accountant and auditor – Laura Fischer, Manager

Closed Session:

- Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation (Gov't. Code §54957(b)(1).)
- Conference with legal Counsel Pending Litigation (Gov't. Code §54956.9 (d) (1))

Adjournment: Next regular scheduled meeting September 4, 2024.

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cityclerk@cityofwestmorland.net



CITY OF WESTMORLAND CITY COUNCIL REPORT

DATE: July 17, 2024
FROM: Laura Fischer
SUBJECT: **Staff Report – Part-Time Manager**

Finance:

Audits. We have received the drafts of the four years of audits and our accountant and I have reviewed them. We have returned them to the auditor for their final adjustments and management review. They anticipate they will be ready for Council at the last meeting in August or first meeting in September.

HOME Monitoring. The Raney and Associates team has completed the HOME monitoring audit and report. They have submitted the report and findings to HCD for their files. We are current with this reporting requirement.

Water Projects:

Filter Project. Mr. Hamby has two items on the agenda for this project.

Water Plant Improvement Project SRF – Tanks and TTHM Removal System. Staff continues to meet and reviewed outstanding tasks.

Hours worked. Payroll is due Monday after Council. However as you know I am out of town and working from the road. I have very few hours as of July 11th. I worked on the aging report and adjusting journal entries report and personnel issues for a total of 3.5 hours.

Respectfully Submitted,
Laura Fischer

MINUTES OF THE



REGULAR MEETING OF THE PLANNING COMMISSION AND CITY COUNCIL OF THE CITY OF WESTMORLAND

WEDNESDAY, JULY 3, 2024

6:00 PM

City Council Chambers
355 South Center Street
Westmorland, CA 92281

Mayor's Message

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Brown Act AB 361:

Location: Westmorland City Hall Council Chambers 355 S Center Street

Judith Rivera- Mayor

Xavier Mendez- Mayor Pro- Tem

Ana Beltran- Council Member

Justina Cruz- Council Member

Ray Gutierrez- Council Member

Call to Order: The meeting was called to order by Mayor Rivera

Pledge of Allegiance & Invocation: The pledge of allegiance was led by Mayor Rivera

Roll Call: Council Members Present:

Present: Mayor Rivera, Council Members Mendez, Gutierrez and Cruz.

Absent: Council Member Beltran was excused absent.

Oral Communication-Public Comment: Now is the time for any member of the public to speak to the Council. Please step to the podium and state your name and address for the record. Three (3) minute maximum time.

1. Christine Q., Petition Representative Prisoners Memorial Hospital- Mr. Christine presented to city council a petition letter in not merging the El Centro Reginal Hospital and PMH asking for council to support the petition opposing to the 8918 Merge.
2. Justina Cruz, Council Member- wanted to let council know that she receives a call thanking the city council for allowing the 8th graders to have their promotional dance in the City's Youth Hall.
3. Presentation of 911 Stair Climb- Ana Beltran, Council Member & ~~Carlos Pitones~~ Edger Quinones. Mr. Quinones presented to council the 911 Stair climb he played a short video with his presentation reminding council that every year they make this walk in memory for those he passed from 911. As well mentioning the current project of the fair ground is working on a veteran memorial in the park, they are now accepting donations or payments for the love ones who served in any rank of military to have a plaque with their name on it.

Planning Committee Department:

1. Discussion & Action Approval on larger Chevron Signage at El Sol Market – Tami Castro, City Hall Supervisor. -
Dropped till further information.

Staff Reports Non-Action Items:

Fire Department – Chief Sergio Cruz- Mr. Cruz reported to council that the fire truck had two tire blowouts, he had contacted his lesion and gave approval to purchase the tires, he had as well mentioned that he met with a representative for a new fire truck giving him a rough idea of a brand-new fir truck would cost him \$700,000.00 for a 2023/2024-year truck.

Police Department – Chief Lynn Mara- Mr. Lynn Mara requested to speak in closed session.

City Manager- Laura Fischer – Ms. Fischer reported he had conference calls with the auditors with the current audits being close to being finalized.

Public Works Director - Ramiro Barajas- Mr. Barajas requested to speak in closed session.

Consent Agenda: Approve the Consent Agenda Items 1-2.

1. Approval of Meeting Minutes from June 18, 2024
2. Approval of City Warrant List.

AYES: (1) Mendez, (2) Gutierrez, Cruz, Rivera

NOS: 0

ABSENT: Beltran

Regular Business: 6:14pm

1. Discussion & Action to cancel Regular Scheduled Meeting(s) in August to “Go Dark”- Christine Pisch, City Clerk. Mrs. Rivera stated that the yearly black out will be in the month of August, if there is an emergency item to be brought to councils’ attention for approval there will be a special scheduled meeting in the month of August.

AYES: (1) Mendez, (2) Gutierrez, Cruz, Rivera

NOS: 0

ABSENT: Beltran

2. Discussion & Action to Approve Out of Class Pay for Police Officer Serving as Field Training Officer- Chief Lynn Mara. Mr. Lynn Mara informed to council that only for the 500 hours of 2 Officers in grand total will be paid with the 5% pay. Ms. Fischer did confirm that the pay is in the budget for the police department. Council approved not exceed the 500 hours of training.

AYES: (1) Mendez, (2) Gutierrez, Cruz, Rivera

NOS: 0

ABSENT: Beltran

Closed Session:

- Public Service Employees Job descriptions and salary scales, as well as Appointment, Employment, or evaluation (Gov't. Code §54957(b)(1).)
- Conference with legal Counsel Pending Litigation (Gov't. Code §54956.9 (d) (1))

City Attorney Mitchell Driskill reported back per the audit purposes that the payment for the month of August will proceed and be paid in the month of July 2024.

Adjournment: Next regular scheduled meeting July 17, 2024.

ADJOURNMENT AT 6:50PM

AYES: (1) Mendez, (2) Gutierrez, Cruz, Rivera

NOS: 0

ABSENT: Beltran

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July 10, 2024

MEMO

TO: COUNCIL AND CITY MANAGER

FROM: JOEL HAMBY, INT. DIR. OF DEV. SERV.

RE: REQUEST TO AUTHORIZE ADVERTISEMENT OF WATER PLANT FILTER REPLACEMENT PROJECT FUNDED UNDER DWR/CITY AGREEMENT 4600015451

In 2021, an application was submitted by the City for a Small Communities Drought Relief grant to replace aging/undersized distribution piping in the City's water distribution system. The City was then notified that the grant funds had been exhausted. However, in November of 2022, DWR sent notification that a grant amount of \$2.928M was being awarded to the City for pipe replacement. During the course of communication with the finance staff of DWR/SCDR, it was learned that the project scope could be changed and replacement of a filter might be eligible to be funded by the SCDR grant. The filter replacement was approved by SCDR/DWR.

An RFP was circulated and the design of the filter replacement project was awarded to Dudek. The Plans, Specifications, and Estimate are now 100% complete and the project is ready to be advertised for bids. The Estimate for the construction is \$2M to \$2.7M plus \$500K for design and construction engineering costs. If the bids are near the lower cost, this would leave about \$400K for pipe replacement. However, SCDR staff has indicated that the agreement will most likely need to be amended. If the bids exceed the funding, the City will likely have to revert to doing the pipe replacement work using the full amount of the grant and seek other funding for the filter replacement using the Plans and Specs that have been prepared.

The proposed/tentative schedule for advertising, bidding, and bid award (if there are no impediments) is as follows:

- July 17, 2024: Council authorization to advertise the project for bids
- July 22, 2024: date that the advertisement appears/is published
- July 31, 2024: pre-bid virtual meeting to advise bidders of project specifics
- August 22, 2024: bid opening at 2 p.m. at City Hall (Thurs.)
- September 12, 2024: submittal of bid award recommendation agenda packet (Thurs.)
- September 18, 2024: Council action to award the project (or otherwise)

Staff Recommendation

Staff recommends that Council authorize staff to publish a Notice Inviting Bids for the replacement of the defunct filter unit at the City's Water Treatment Plant as soon as the Plans and Specs are completed. Upon receiving and reviewing the bids and verifying sufficient funding and DWR/SCDR approval, staff will submit the bid recommendation to Council for approval.

July 10, 2024

MEMO

TO: COUNCIL AND CITY MANAGER

FROM: JOEL HAMBY, INT. DIR. OF DEV. SERV.

RE: REQUEST TO AUTHORIZE ADDITIONAL COST FOR WATER PIPE REPLACEMENT PROJECT FUNDED UNDER DWR/CITY AGREEMENT 4600015451

In 2021, an application was submitted by the City for a Small Communities Drought Relief grant to replace aging/undersized distribution piping in the City's water distribution system. However, the City was allowed to change the project scope to include replacement of the failing filter. Dudek was awarded the contract to design the filter replacement and BJ Engineering was awarded the contract to design the piping replacement project.

The BJ Engineering cost proposal was \$20,000. Dudek also submitted a proposal with a cost of \$70,000. My estimate for that design work was \$50,000. At present, the BJ Engineering costs amount to slightly less than \$14,000—which leaves an approved expenditure amount of about \$6,000 for the design. Plans and Specs are approximately 70% complete at present.

Depending on the amount of grant funding remaining for the pipe work after receiving the bid(s) for the filter, the design work left to be completed for the piping will likely exceed the cost proposal amount of \$20,000. If there is only a small amount of grant funding left for the piping after verifying the cost of the filter, the remaining design and project engineering/inspection costs will be relatively small (estimated to be about \$20,000). But if the cost of the filter is more than the available grant funding, then the piping project design will need to be increased, in which case, the additional cost for the design and construction engineering would be higher (estimated to be around \$40,000). BJ Engineering has been invoicing for the project based on their current hourly rates. The City/BJ contract provides for additional work to be done (when Council approves) at their hourly rates. The design and construction engineering costs are covered under the DWR grant.

Request is being made to Council to authorize an additional amount not to exceed \$20,000 (total of \$40,000). If the filter project cost exceeds the grant funding, which would result in needing to increase the size of the piping project, the design and construction engineering amounts for the piping would need to be increased. That will be determined after receiving the filter replacement bids.

Staff Recommendation

Staff requests that Council authorize an additional amount not to exceed \$20,000 (totaling \$40,000) for the design of the pipe replacement project by BJ Engineering (to be charged at their hourly rates per the contract).

WTP Filter Replacement Project Cost Estimate Summary

Client: <u>City of Westmorland</u>	Date: <u>2/26/2024</u>
Project: <u>WTP Filter Replacement Project</u>	Estimator: <u>TD</u>
Submittal: <u>90%</u>	Checker: <u>BL/DG</u>
Cost Index: _____	

Summary of Costs

Specification Division	Total
Division 1 - General Requirements	\$ 211,000
Division 2 - Sitework	\$ 43,500
Division 3 - Concrete	\$ 10,000
Division 4 - Masonry	\$ -
Division 5 - Metals	\$ 143,000
Division 6 - Wood and Plastics	\$ -
Division 7 - Thermal and Moisture Protection	\$ -
Division 8 - Doors, Windows, and Hardware	\$ -
Division 9 - Finishes	\$ -
Division 10 - Specialties	\$ -
Division 11 - Equipment	\$ 1,334,000
Division 12 - Furnishings	\$ -
Division 13 - Special Construction	\$ -
Division 14 - Conveying Systems	\$ -
Division 15 - Mechanical	\$ 22,000
Division 16 - Electrical/Controls	\$ 49,000
Division 17 - Instrumentation	\$ -
Totals	\$ 1,813,000

Project Level Allowance	10%	\$	181,300
Insurance	1.5%	\$	27,195
Overhead/Profit	10%	\$	181,300
Bond	1%	\$	18,130
Escalation to Midpoint (4%/yr x 0.5 yrs)	4%	\$	36,260
Subtotal		\$	445,000
Total		\$	2,258,000

Class 2 Estimate (20%):	-10%	\$2,033,000
	20%	\$2,710,000

<u>Project</u>	WTP Filter Replacement Project	<u>Job No.</u>	15667
<u>Client</u>	City of Westmorland	<u>Estimate by:</u>	DUDEK
<u>Location</u>	Westmorland, CA	<u>Job Status:</u>	90%
<u>Date:</u>	2/26/2024	<u>Notes:</u>	

Item	Item Description	Qty	Unit	Materials \$/Unit	Labor \$/Unit	Total \$/Unit	Total Net Cost \$
Division 1 - General Requirements							\$ 211,000
1	Mobilization, Demobilization, & General Requirements	1	LS				\$ 81,000
2	Clean-up and Disposal	1	LS				\$ 49,000
3	Testing	1	LS				\$ 81,000
Division 2 - Sitework							\$ 43,500
1	Removal and Reinstallation Roof Panels and Seismic Bracing	1	LS				\$ 17,000
2	Demolition of Existing Air Piping per Project Drawings	1	LS				\$ 500
3	Removal and Disposal of Existing Filter Unit No.2	1	LS				\$ 10,000
4	Filter Location No. 2 Cleaning and surface prep	1	LS				\$ 3,000
5	Relocation of Existing Influent and Backwash Piping	1	LS				\$ 5,000
6	Modifications to Temporary Raised Walkways/Catwalks	1	LS				\$ 5,000
7	Removal and Reinstallation of Effluent Piping	1	LS				\$ 3,000
Division 3 - Concrete							\$ 10,000
1	Concrete Housekeeping Pad for New AWC Filter Unit #2	1	LS				\$ 10,000
Division 5 - Metals							\$ 143,000
1	Bird Screen *Additive Bid Item #1	1	LS				\$ 140,000
2	Pipe Supports & Grout Base (x6)	1	LS				\$ 3,000
Division 11 - Equipment							\$ 1,334,000
1	New AWC Filter Unit (including tax and freight)	1	EA	\$ 800,000	\$ 320,000	\$ 1,294,000	\$ 1,294,000
2	Commissioning and Training (Provided by AWC)	1	LS				\$ 37,000
3	1/2" EPDM Pad Under Tank	216	SF	\$ 8	\$ 3	\$ 11	\$ 3,000
Division 15 - Mechanical							\$ 22,000
1	8"x6" Offset Fitting (Fabricated Steel)	1	EA	\$ 6,000	\$ 2,400	\$ 8,400	\$ 8,400
2	6" DI Spacer Flanges or Short Spools	1	EA	\$ 509	\$ 204	\$ 712	\$ 800
3	8" DI Spacer Flanges or Short Spools	1	EA	\$ 751	\$ 300	\$ 1,051	\$ 1,100
4	12" DI Spacer Flanges or Short Spools	1	EA	\$ 1,280	\$ 512	\$ 1,792	\$ 1,800
5	14" DI Spacer Flanges or Short Spools	1	EA	\$ 1,873	\$ 749	\$ 2,622	\$ 2,700
6	20' Stick 4" Welded Steel Sch40 Air Piping	1	EA	\$ 600	\$ 360	\$ 960	\$ 1,000
7	4" Welded Steel Sch40 Fittings	1	LS				\$ 1,000
8	PSV Drainage Piping	1	LS				\$ 5,000
Division 16 - Electrical/Controls							\$ 49,000
1	New Laptop, plus HMI Software (exclusive of programming cost)	1	LS				\$ 10,000
2	Demolition of Existing Filter 2 Electrical	1	LS				\$ 3,600
3	Installation of AWC Control Panel	1	LS				\$ 1,200
4	600V Class Wiring and Raceway	1	LS				\$ 4,000
5	Communication Wiring and Raceway	1	LS				\$ 1,500
6	Ethernet Communication Module for Westech PLC	1	LS				\$ 4,300
7	Submittal Preparation (6 Submittals, 3 Resubmittals)	1	LS				\$ 2,000
8	Testing	1	LS				\$ 1,200
9	120/240V Panelboard Modifications	1	LS				\$ 500
10	Westech PLC Programming/Integration	1	LS				\$ 20,000
Total							\$ 1,813,000

Westmorland Public Works Department Surplus for Auction

	Make and Model	License Plate	Vin Number	Departmental
1	2005 Ford Crown Vic	1173660	2FAHP71W75X119561	Public Works
2				

Westmorland Police Department Surplus Vehicles for Auction:

	Make and Model	License Plate	Vin Number	Departmental
1	1996 Ford 2500 Van	(E)955628	1FBJS31G4THA47398	Westmorland PAL / PD
2	2006 Ford Crown Victoria PI	13414915	2FAHP71V88X150488	PD Unit
3	2011 Ford Crown Victoria PI	1350852	2FABP78V38X115725	PD Unit
4	2007 Ford Crown Victoria	125467298	2FAHP71W37X12	PD Unit

CITY OF WESTMORLAND

City Council Meeting

MEETING DATE: July 17, 2024

FROM: Laura Fischer, Manager

SUBJECT: Approve Necessary Adjusting Journal Entries as Prepared by Accountant and Recommended by the City's Accountant and Auditor.

ISSUE: Shall the City Council approve the necessary adjusting journal entries as prepared and recommended by the City's accountant and auditor?

RECOMMENDATION: Approve necessary adjusting journal entries as prepared by accountant and recommended by the City's accountant and auditor?

FISCAL IMPACT: NONE

DISCUSSION:

Adjusting journal entries are used to record transactions that have occurred but have not yet been appropriately recorded in accordance with the accrual method of accounting. They are recorded in a company's general ledger at the end of an accounting period to abide by the matching and revenue recognition principles.

The most common types of adjusting journal entries are accruals, deferrals, and estimates. They are used for accrual accounting purposes when one accounting period transitions to the next. They are also used to record non-cash transactions such as depreciation of assets. They reconcile differences in the timing of payments and expenses, and correct reconciliation errors

They are important to maintain accuracy in accounting records and ensure a clean cutoff for the period. Adjusting entries are especially important for cities that use the accrual basis of accounting, which records revenue and expenses as they are earned and incurred. Without adjusting entries, ongoing business activity can lead to discrepancies between actual numbers and what has been taken into account, which could result in lost money or fraud.

RECOMMENDATION:

The adjusted journal entries must be approved by an authorized city representative, thus staff recommends approval of the adjusted journal entries as prepared and recommended by the City accountant and auditor. These entries are for FY 2020, FY 2021, FY 2022, and FY 2023.

Respectfully Submitted,

Laura Fischer, Manager

CITY OF WESTMORLAND

REPORT TO CITY COUNCIL

MEETING DATE: July 17, 2024

From: Laura Fischer, Manager

SUBJECT: Authorize staff to write off certain discontinued account balances as recommended by the auditor for FY 2023

ISSUE:

Authorize staff to write off certain discontinued account balances as recommended by the auditor for FY 2023.

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the City Council Authorize staff to write off certain discontinued account balances as recommended by the auditors for FY 2023

FISCAL IMPACT:

Authorizing the write off of inactive accounts will assist the city to more accurately understand and record anticipated revenues. When customers leave the city without paying their water, sewer and trash bills the city continues to keep them on our books as accounts receivable. Many of these accounts are discontinued due to bankruptcy, or death. If there was a deposit made to the account when opened, it has been collected and applied to their account balance.

However, there are some customers that have not paid for a long period and who have left the area and are no longer customers of Westmorland. Keeping these customer accounts on our books as accounts receivable overstates the amount we expect for revenue in water, sewer and trash funds.

We have aging accounts and discontinued accounts on our books that should be written off as uncollectable in the amount of \$22,594.19. This amount is for water, sewer and trash accounts that are discontinued or over one year past due without payments.

BACKGROUND:

Accounts receivable aging is useful in determining the allowance for doubtful accounts. When estimating the amount of bad debt to report on the city's financial statements, the accounts receivable aging report is used to estimate the total amount to be written off.

A list of 20 accounts with a total of \$22,594.17 was prepared by the City's bookkeeper and auditor. It is important to remember that these accounts are not forgiven or forgotten, but

removed from the books as collectable revenue. Should the customer come back to the city for services, they must pay their prior balance before any city service will be provided.

CONCLUSION:

This action is prudent and financially responsible to ensure our revenues in water, sewer and trash funds are not overstated by accounts that are discontinued or over one year past due. As such, it is recommended that Council approve the writing off of accounts in the amount of \$22,594.19.

ALTERNATIVES:

- 1) Do not authorize the payment of the writing off of accounts, which will be noted in the audits.
- 2) Provide alternate direction to staff.

Respectfully Submitted,
Laura Fischer, Manager