

MINUTES OF THE



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

WEDNESDAY, SEPTEMBER 18, 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: 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, Beltran, Cruz

Absent: Council Member Gutierrez

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. Ariana Ramirez- Project Food Box Presentation. Ms. Ramirez made a short presentation on the Project Food Box, which is assistance of a free food box to those who are receiving benefits from the county or state Medicare. After her presentation she scheduled a presentation for the senior center and put up a banner to advertise the service on the fence of the Senior Center. Council also approved including informational inserts in the billing for next month.

Planning Commission: 6:08pm

1. Information Only: Potential Development Project - Travel Center located near the Corner of Baughman Road and Highway 78. – Tom Dubose, Developer.
Mr. Dubose brought to the planning commission a planned new travel center to be located at the corner of Baughman Road and HWY 78. He was asking for the commission's support in the process. He did inform the council the land will need to be rezoned but all the legal fees and miscellaneous fees will be paid for by

the developer. The Planning Commission showed interest and support of the new travel center at the location presented.

Staff Reports Non-Action Items: 6:14pm

Fire Department – Sergio Cruz- NOTHING TO REPORT

Police Department – Chief Lynn Mara- Mr. Mara reported the following, Officer Hamby should be done with his hours of training by October 1st, Potential new officer hires in background, His FTO training was push to October in San Bernardino as well as Officer Hamby will be working weekends once he's off his probation training.

City Manager- Laura Fischer – REFER TO STAFF REPORT IN AGENDA She as well added a the following not on her report, disaster relief funding grant that can be used to get equipment for the fire department, has a meeting on the 26th of September, as well a meeting with the county on project planning.

Public Works Director - Ramiro Barajas- Mr. Barajas reported that he was going to reach out to Brandon at Dudek about expediting it for his new software system since theirs is outdated and continuously crashing, as well as a environmental report due soon that he's working on.

Consent Agenda 6:24pm: Approve the Consent Agenda Items 1-2.

1. Approval of Meeting Minutes from September 4, 2024
2. Approval of City Warrant List.

AYES: (1) Beltran, (2) Mendez, Rivera, Cruz
NOS: 0
ABSENT: 1 Gutierrez

Regular Business: 6:24pm

1. Discussion and Action: to adopt Resolution 2024-13 AWARD THE CONSTRUCTION CONTRACT FOR THE WATER TREATMENT PLANT FILTER REPLACEMENT PROJECT TO CORA CONSTRUCTION FOR THE AMOUNT NOT TO EXCEED \$1,916,900 FUNDED BY THE STATE WATER BOARD DROUGHT RELIEF – MR. HAMBY.

Ms. Fischer introduced Brandon Lacap from Dudek the company who's the engineer for the project for the past year, Mr. Lacap gave a short summary on the project recapping with what's been going on over the past year and his recommendation on awarding the Cora Construction the project bid being best fit. City council had thanked Mr. Lacap for the time and dedication he had did to this project.

AYES: (1) Beltran, (2) Mendez, Rivera, Cruz
NOS: 0
ABSENT: 1 Gutierrez

2. Discussion/ Action: to Approve the 4% Rate Increase for Waste Hauling Services According to Franchise Agreement with CR&R- Laura Fischer, Manager.

Ms. Fischer presented to council of the CR&R rate increase of 4%.

AYES: (1) Mendez, (2) Beltran, Rivera, Cruz
NOS: 0
ABSENT: 1 Gutierrez

3. Discussion and Action: to authorize the issuance of a Request for Proposal for a Water and Wastewater Rate Study and Capacity Fee Analysis- Laura Fischer, Manager.

Ms. Fischer informed the council that this is the last year of approved rate adjustments. She recommended that the City submit an Request for Proposal to hire a company to do a rate study and capacity fee analysis.

AYES: (1) Beltran, (2) Mendez, Rivera, Cruz
NOS: 0
ABSENT: 1 Gutierrez

4. Discussion and Action: to approval of 5-year street improvement plan FY 24/29- Joel Hamby, Streets Director.

Mr. Barajas reported to the council the list of streets to be approved for the 5-year improvement plan. The council requested to try to add street lighting to the community where there is no lighting due to every year the lights are pulled from the plans.

AYES: (1) Beltran, (2) Cruz, Rivera, Mendez
NOS: 0
ABSENT: 1 Gutierrez

5. Discussion and Action: to authorize payment of \$2,362.50 to BJ Engineering to complete application to Imperial Irrigation District for encroachment permit to place a water main over/ under the IID's Irrigation spill pipe near 7th and I Street- Joel Hamby, Streets Director.

Mr. Barajas presented to council that this invoice needs to be paid for a permit for the main water line that lies right below the IID pipe on 7th street

AYES: (1) Beltran, (2) Cruz, Rivera, Mendez
NOS: 0
ABSENT: 1 Gutierrez

6. Discussion and Action: to authorize three expenses related to the implementation of Accounting Software in the total amount of \$5,056.00. Microsoft 365 upgrade \$1,056; Conveyor Group for website improvements \$1,600; and Invoice Cloud \$2,400 for customer payment integration. – Laura Fischer, Manager.

Ms. Fischer brought to the council's attention the following invoices that are mandatory to implement the new Billing software from Frey. As well as some work on the city website by Conveyor Group fixing the online agendas and on line bill pay, and the portal for the residents to make payments online.

AYES: (1) Beltran, (2) Cruz, Rivera, Mendez
NOS: 0
ABSENT: 1 Gutierrez

7. Discussion and Action: to authorize the Public Works Director's attendance at the American Water Works Association training in Reno Nevada on October 20 through October 25, 2024, and approve the total expenditure not to exceed \$2,980 from Water Fund travel and training budget. – Ramiro Barajas, PW Director.

Mr. Barajas informed the council of the upcoming training in Reno Nevada in October and requested the council to approve so he keeps his certifications updated and active for his position.

AYES: (1) Beltran, (2) Mendez, Rivera, Cruz
NOS: 0
ABSENT: 1 Gutierrez

8. Information Only: Status report on PER CAPITA Grant Funded Pool Shade and Restroom Improvement project. – Laura Fischer, Manager.

Ms. Fischer informed council on the pool project and meeting with the awarded company A&N Quality on making the restrooms ADA complaint as well as mentioning that Mrs. Nava had stepped down from the project once receiving that information, she had contacted the mayor about taking on this project and pushing through and completing this project grant.

Closed Session: 7:03PM

- 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))

Council Reconvened back to Open Session. The Mayor stated that there was no action taken and nothing to report.

Adjournment: Next regular scheduled meeting October 2, 2024.

ADJOURNMENT AT 7:53PM

AYES: (1) Mendez, (2) Beltran, Rivera, Cruz
NOS: 0
ABSENT: Gutierrez

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cityclerk@cityofwestmorland.net

