

ARVIN COMMUNITY SERVICES DISTRICT

309 CAMPUS DR. • ARVIN, CALIFORNIA 93203
Phone (661) 854-2127 • Fax (661) 854-8230

REGULAR MEETING AGENDA OF THE ARVIN COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS Monday, May 20, 2019 6:00 P.M.

Call Meeting to Order

Board President Gallardo

Roll Call:

Rafael Gallardo	President
Maria Alvarez	Vice President
Cynthia Moran	Board Director
Robert Rodriguez	Board Director
Aurelio Reyna	Board Director

Raul Barraza, Jr.	General Manager
Alan Peake	District Counsel
Dee Jaspar	District Engineer

This meeting is held in accordance with the Brown Act. Individuals may address the Board on any matter listed on this agenda, excluding closed session. Members of the public desiring to address the Board must request recognition from the Board President. Presentation by members of the public is limited to two minutes each per agenda item.

Flag Salute: Board and audience salute flag.

1. Public Comment:

This portion of the meeting is set aside for members of the public to address any matter not on this agenda and over which the Board has jurisdiction. Comments are limited to 2 minutes for each person and 15 minutes on each subject.

2. Consent Calendar

The Consent Calendar consists of items that in staff's opinion are routine and non-controversial. These items are approved in one motion unless a Board Member or member of the public removes a particular item.

- a. Approval of Regular Meeting May 6, 2019
- b. Accounts Payable for May 2019

Motion: _____

Director _____, seconded Director _____

Roll Call: BD Rodriguez__ BD Reyna __ BD Moran__ VP Alvarez__ BP Gallardo__

3. Board to discuss and take action re: Approval of Writing-off delinquent accounts for 2015 - \$2290.14 and 2016 - \$2934.37

Motion: _____
Director _____, seconded Director _____
Roll Call: BD Rodriguez__ BD Reyna __ BD Moran__ VP Alvarez__ BP Gallardo__

4. Board to discuss and take action re: Approve agreement with H.P. Sears for Accounts Receivable recovery services

Motion: _____
Director _____, seconded Director _____
Roll Call: BD Rodriguez__ BD Reyna __ BD Moran__ VP Alvarez__ BP Gallardo__

5. Board to discuss and take action re: Approval for District to Update Billing Software

Motion: _____
Director _____, seconded Director _____
Roll Call: BD Rodriguez__ BD Reyna __ BD Moran__ VP Alvarez__ BP Gallardo__

6. Presentation of Monthly District Operations for April 2019

7. Staff Comments:

- a. General Manager
- b. Legal Counsel
- c. District Engineer

8. Board Member Comments:

This portion of the meeting is set aside to provide the Board with an opportunity to bring any new matters to the attention of the District. However, while no action can be taken on any matter discussed during this portion of the meeting, a Board Member may request that a subject be placed on an upcoming agenda. This portion of the meeting also allows the Board to get a brief update on any matter addressed at a previous meeting.

- a. Director Rodriguez
- b. Director Reyna
- c. Director Moran
- d. Vice President Alvarez
- e. President Gallardo

Motion to move into Closed Session

Director _____, seconded Director _____
Roll Call: BD Rodriguez__ BD Reyna __ BD Moran__ VP Alvarez__ BP Gallardo__

9. Closed Session

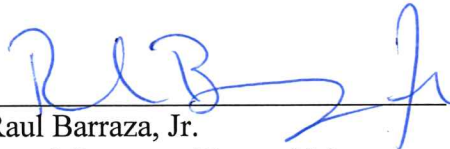
**A. Conference with Labor Negotiators: General Manager and District Counsel:
Employee Organization: Laborers International Union of North America 777
Gov't Code 54957.6**

Report from Closed Session:

10. Adjournment:

Motion: _____
Director _____, seconded Director _____
Roll Call: BD Rodriguez__ BD Reyna __ BD Moran__ VP Alvarez__ BP Gallardo__

I hereby certify under perjury under the laws of the State of California that the foregoing agenda was posted on the Arvin Community Services office window not less than 72 hours prior to the meeting dated May 20, 2019.



Raul Barraza, Jr.
Board Secretary/General Manager

ARVIN COMMUNITY SERVICES DISTRICT
Payables JAN/FEB 2019
 As of May 17, 2019

4:51 PM
 05/17/19
 Accrual Basis

Type	Date	Num	Name	Memo	Credit
11100 - Checking Accounts					
11101 - Cash -Revenue Fund BOA-80151					
Bill Pmt -Check	05/07/2019	24681	Robert P. Rodriguez	Monthly KGA Board Meeting for April ...	100.00
Bill Pmt -Check	05/07/2019	24682	ARAMARK	164058	685.05
Bill Pmt -Check	05/14/2019	24693	ADS- Advanced Data Storage Inc.	0091309- WO#01290113- 1/04/2019 ...	25.00
Bill Pmt -Check	05/14/2019	24694	Advanced Bookkeeping & Tax Preparation	Client No. 3090	3,679.70
Bill Pmt -Check	05/14/2019	24695	Algani Graphics & Signs	053- 7 fabric canvas pictures for board...	595.00
Bill Pmt -Check	05/14/2019	24696	Badger Daylight Corp	AR00260530 - INVOICE DUE FROM ...	3,261.12
Bill Pmt -Check	05/14/2019	24697	BC Laboratories, Inc		4,297.00
Bill Pmt -Check	05/14/2019	24698	Core & Main LP	Account No. 136095	764.43
Bill Pmt -Check	05/14/2019	24699	Dee Jaspur And Associates, Inc		7,953.19
Bill Pmt -Check	05/14/2019	24700	Eurofins Eaton Analytical, LLC	L0450438- UCMR 4 Sampling	155.00
Bill Pmt -Check	05/14/2019	24701	Ferguson Enterprises, Inc. - 423982	Customer No. 423982	249.66
Bill Pmt -Check	05/14/2019	24702	Ferguson Enterprises, Inc. - 435914	Customer No. 435914	33,436.15
Bill Pmt -Check	05/14/2019	24703	Office Team	Customer No. 001941225	254.70
Bill Pmt -Check	05/14/2019	24704	Rabobank Visa Card	4808 2400 0008 8516	848.72
Bill Pmt -Check	05/14/2019	24705	USA BlueBook	Customer No. 580756	45.95
Bill Pmt -Check	05/14/2019	24706	Wall, Wall & Peake		6,033.12
Bill Pmt -Check	05/15/2019	24707	Core & Main LP	Account No. 136095	99.85
Bill Pmt -Check	05/15/2019	24708	MC Engineering, Inc.	1721- 2017 Water Audit Validation	2,000.00
Bill Pmt -Check	05/15/2019	24709	Office Team	Customer No. 001941225	406.26
Bill Pmt -Check	05/17/2019	24710	PG&E 0020431397-7, WELL 10 & 11	WELL 10 & 11, 0020431397-7	19,848.06
Bill Pmt -Check	05/17/2019	24711	PG&E 0564266959-1, WELL 8	WELL 8, 0564266959	156.07
Bill Pmt -Check	05/17/2019	24712	PG&E 3069482424-1, WELL 6	WELL 6, 3069482424-1	461.09
Bill Pmt -Check	05/17/2019	24713	PG&E 3569445887-4, BOOSTER	BOOSTER, 3569445887-4	778.15
Bill Pmt -Check	05/17/2019	24714	PG&E 4472256989-2, 847 S. DERBY LIGHTING	847 S. Derby Outdoor Lighting, 44722...	12.32
Bill Pmt -Check	05/17/2019	24715	PG&E 9892684436-0, 309 CAMPUS DRIVE	309 Campus Drive, 9892684436-0	433.40
Total 11101 - Cash -Revenue Fund BOA-80151					86,578.99
Total 11100 - Checking Accounts					86,578.99
TOTAL					86,578.99

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS
ARVIN COMMUNITY SERVICES DISTRICT
May 6, 2019

The Board of Directors of the Arvin Community Services District duly met at a Regular Board Meeting held on May 6, 2019 at the hour of 6:00 p.m. at 309 Campus Drive, Arvin, CA 93203.

The meeting was called to order by President Gallardo at 6:00 PM

Directors Present: Gallardo, Moran, Reyna, Rodriguez

Directors Absent: Álvarez

Others Present: General Manager/Board Secretary- Raul Barraza, Jr.; Legal Counsel- Alan Peake; District Engineer – Dee Jaspar.

Pledge of allegiance: The Pledge was led by President Gallardo

Agenda Item #1: Public Comment

No public comment.

Agenda Item #2: Consent Calendar

- a. Approval of Regular Minutes April 15, 2019**
- b. Accounts Payable for April 2019**

After reviewing items on the consent calendar and there being no questions, a motion was made by Director Rodriguez to approve all items in the consent calendar and seconded by Director Moran.

AYES: Rodriguez, Reyna, Moran, Gallardo

ABSENT: Álvarez

Agenda Item #3: Board to discuss and take action re: Approval of Resolution 19-02

General manager and legal counsel presented the new will serve policy which would protect the district from bigger projects coming in as well as being able to work with the developers with more flexibility. A new application was also developed to replace the existing one. A motion was made by Director Moran and seconded by Director Rodriguez.

AYES: Rodriguez, Reyna, Moran, Gallardo

ABSENT: Álvarez

Agenda Item #4: Board to discuss and take action re: Resolution 19-03: A Resolution Supporting the Safe and Affordable Drinking Water Fund Proposal which includes SB 200 (Monning) and AB 217 (Garcia)

General Manager presented resolution to the board of directors informing them that these two bills are geared towards helping out water systems that cannot afford to implement treatment and keep their water rates affordable if they are 200% under the poverty line. Both bills look at adding a “tax” to all water users in the State of \$.50 to \$.95. A motion was made by Director Rodriguez and seconded by Director Moran to send a letter of support from the District for both bills.

AYES: Rodriguez, Reyna, Moran, Gallardo

ABSENT: Álvarez

Agenda Item #5: Board to discuss and take action re: Approval of an Amendment of the Budget to incorporate the cost of the Groundbreaking Ceremony for the Arsenic Mitigation Project Phase II

General Manager presented the board with the items necessary for the groundbreaking ceremony. Total cost of items shall not exceed \$2,500 with this a motion was made by Director Rodriguez and seconded by Director Moran.

AYES: Rodriguez, Reyna, Moran, Gallardo

ABSENT: Álvarez

Agenda Item #6: Staff Comments

General Manager: informed directors of meeting at the Rural Communities Water Managers Leadership Institute in Visalia on Saturday April 27th. General Manager would also like to remind the Board of the SGMA Open House taking place on May 14 at the Kern Ag Pavilion from 5:30 p.m. to 7:30 p.m. Depart of Water Resources will be there as well as the State Water Boards. A reminder of the Groundbreaking Ceremony for the Arsenic Mitigation Project Phase II taking place on May 16th. Mr. Barraza also wanted to inform the Directors that the second stakeholders meeting for the GSP will be at the Veterans Hall on May 30th at 8 a.m./1 p.m./5 p.m. and last but not but not least, the executed funding agreement has been received as of May 6th at 4:30 p.m.

Legal Counsel just wanted to inform the board the final funding agreement and inform them that notice to proceed letters can now be sent out to contractors.

District Engineer would like to inform the board that the coating for new tanks at Well No. 13 will be applied at the end of this month.

Agenda Item #10: Board Member Comments

Both Director Rodriguez is happy with how well the District is doing and are glad the projects are finally moving along.

A motion was made by Director Rodriguez to go into closed session and motion was seconded by Director Moran. Motion passed 4 ayes and 0 noes. Time 6:38 p.m.

Agenda Item #11: Closed Session

- a. Conference with Legal Counsel on existing litigation: Arvin CSD v. Dow Chemical and Shell Oil Company Government Code Section 54956.9 (d) (i)**
- b. Conference with Labor Negotiators: General Manager and District Counsel: Employee Organization: Laborers International Union of North America 777 Government Code Section 54957.6**
- c. Performance Evaluation General Manager – Government Code 54957**

Closed session report: Time out of closed session was 8:40 p.m.

- a. Information was provided and by unanimous consent direction was given.
- b. Information was provided and no action was taken.
- c. Information was provided and by unanimous consent direction was given.

Adjournment

Motion was made by Vice President Alvarez and seconded by Director Rodriguez to adjourn meeting at 8:41 p.m.

AYES: Rodriguez, Reyna, Moran, Gallardo


ABSENT: Álvarez

Submitted by:

Attest:

Raul Barraza, Jr.
Board Secretary/General Manager

Rafael Gallardo
Board President



Caselle® Hosted Software & Services Proposal

Arvin Community Services District, CA

May 9, 2019
(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle[®] Hosted Software & Services Proposal
Arvin Community Services District, CA
May 9, 2019

Proposal Summary

Total Software License		Hosted
Total On-site Training	23,500	
On-Site Training Discount	<10,000>	
	<hr/>	
Net Software License		\$13,500
Total Setup		11,700
Total Conversion		10,210
		<hr/>
Total Investment		\$35,410
		<hr/> <hr/>

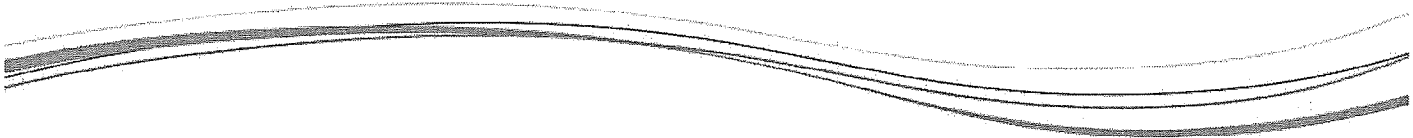
The total purchase price of \$35,410 is required with order. Hosted Maintenance & Support will be \$1,949 per month for three workstations.

I have read and agree to all terms & conditions proposed herein. I understand if Arvin Community Services District is unable to provide data to Caselle in the requested format, additional fees will apply.

Signature

Printed Name & Title

Date



Caselle® Hosted Software & Services Proposal
Arvin Community Services District, CA
May 9, 2019

Proposal Detail

<i>Caselle</i> ® Application Software	License Fees	On-Site Training	Setup	Conversion	Total
General Ledger	Hosted	\$4,000	\$700	\$600	\$5,300
Budgeting	Hosted	Included	-	-	-
Bank Reconciliation	Hosted	Included	-	1,500	1,500
miExcel GL	Hosted	Included	1,000	-	1,000
Accounts Payable	Hosted	1,000	500	80	1,580
Utility Management	Hosted	6,000	1,500	7,730	15,230
Utility Electronic Reading Interface	Hosted	Included	250	-	250
Utility Service Orders	Hosted	1,000	500	-	1,500
Online Mapping	Hosted	-	-	-	Included
Utility Backflow Management	Hosted	1,000	1,500	300	2,800
Cash Receipting	Hosted	1,000	500	-	1,500
Online/Electronic Payments	Hosted	500	2,250	-	2,750
Asset Management	Hosted	1,000	500	-	1,500
Materials Management	Hosted	2,000	500	-	2,500
Caselle Document Management	Hosted	6,000	2,000	-	8,000
Three (3) Concurrent User Licenses	Included	-	-	-	Included
Sub Total	Hosted	\$23,500	\$11,700	\$10,210	\$45,410
Special Consideration Discount	-	(10,000)			(10,000)
Grand Total	Hosted	\$13,500	\$11,700	\$10,210	\$35,410

Notes:

1. The monthly credit card and electronic payment transaction fees will be billed by Xpress Bill Pay.
2. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month), three (3) Concurrent User Licenses, three (3) Advanced Workflow Licenses and the Caselle Integration.
3. History Conversion is available on a per bid basis. Additional fees may apply upon review of existing legacy data.

Caselle® Hosted Software & Services Proposal
Arvin Community Services District, CA
May 9, 2019

On-site Training

Travel expenses will be invoiced when training is complete and include actual airfare, hotel, and car expenses, plus Caselle's food per diem of \$40.00. These are not included in the total proposal price.

On-site Training Requirements

In order to receive the full benefit and value of our software products, it is imperative that the on-site training be conducted in an organized, professional and uninterrupted manner. To insure this, Caselle Inc. requires the following conditions:

- Training class size will be limited to the number of workstations available in the training area.
- Each training area will have one workstation for each student and one workstation for the instructor or data conversion specialist. Each training workstation must have access to a common network.
- Each training room must have a dedicated printer networked to all the training workstations.
- Training rooms must be set up and completely functional before the first day of training.
- Training rooms should provide an education environment and be free from interruptions or distractions for students. Equipment such as a whiteboard or easel, three-hole punch, and stapler should be available in the training room.
- Key personnel must be available before and after normal working hours to discuss data conversion issues, assist with implementation, or if a "live" run of Accounts Payable, Utility Billing or Payroll etc., is to be done.

Caselle will be in contact with the customer prior to scheduling the training to insure the above conditions can be met. If delays result from the above conditions not being met during on-site training, additional training fees may apply.

Caselle® Hosted Software & Services Proposal
Arvin Community Services District, CA
May 9, 2019

Implementation Services

Data conversion is an involved, sometimes complicated procedure that must be completed with a high level of accuracy and precision. To make this process run smoothly, Caselle requires your assistance in providing the required materials for preliminary data conversion, offering clarification as needed during the conversion process, and supplying updated materials for the final data conversion. ***Please read the following information carefully.***

Gathering Preliminary Data

Assemble the following information and send it to Caselle.

- Complete the **Information Worksheets** during each phase of the conversion.
- Provide **data to be converted**.
 - You may need to clarify the data, as needed, during the conversion process.
 - Caselle will not convert the prior period detail during data conversion unless optional history conversion is specified in the contract.
- Send **printed or PDF reports** to verify account balances at the time data is sent to Caselle for preliminary conversion and again for final data conversion.

Submitting Conversion Data

You will be provided a file layout for each application that will have data conversion. The file layout details the required and/or optional fields that Caselle will need to provide the conversion. The cost of conversion quoted in this proposal is based on your submission of the necessary data in the requested formats. If data cannot be supplied in this format, additional costs will be billed to get your existing data into the desired formats ready for conversion, and could delay any proposed timeline. We may also need file layouts or descriptions of tables and where all of the necessary information is located within your existing data to complete the conversion.

Data Conversion Timeline

The timeline begins when the requested data and all required preliminary information has been received by Caselle. The timeline to complete an accurate data conversion can range from 90 – 120 days. This is dependent upon the condition of the data and the client's willingness to review the preliminary information for accuracy, including information requested in the discovery phase of the conversion.

Scheduling Training

Important! Training will only be scheduled after Caselle has completed the mock conversion and the customer has reviewed and approved the conversion.

After training is scheduled, a representative from the Implementation team will review the remaining steps to ensure a successful implementation, prior to going Live on Caselle.

Caselle® Hosted Software & Services Proposal
Arvin Community Services District, CA
May 9, 2019

Software Setup & Data Conversion

This section contains the items, per directory, that will be setup and converted in each module. Since estimating the exact quantity may be difficult, we will adjust the calculated conversion cost if the actual number of items converted is greater than or less than 25% of the original estimate.

Data conversion requires that data be submitted in the required format. It is the responsibility of the customer to provide data to Caselle. Conversion services to retrieve or modify your data to the required formats are available at an additional cost. These services will be billed at Caselle's current hourly rate and are not included in this proposal.

- General Ledger Setup**
- Set up the control table in the General Ledger and Account Masks with the appropriate segments for funds, departments, revenue sources, object codes, and other account classifications.
 - Modify the existing chart of accounts to utilize the advanced reporting features available with Caselle, if needed.
 - Format five standard financial statements:
 - Balance Sheet with Revenue/Expenditures compared to budget
 - Allocation Reconciliation
 - Income Statement (All Funds)
 - Balance Sheet (All Funds)
 - Fund Summary Income Statement

Note: Additional fees may be required to set up additional financial statements.

- Establish all necessary journals for interfaced subsystems to allow the subsystems to update transactions to the General Ledger.
- Create a custom Checklist to document your organization's daily, monthly, and fiscal year-end steps; as well as budget procedures.

- Data Conversion**
- The current year-to-date trial balance and budget will be entered and balanced to your existing system. Caselle will provide supporting reports that document the balance sheet accounts, revenues, and expenditure balance for auditing purposes. A trial balance period will be established and all periods from that period forward will contain detail transaction information, if provided.

300 accounts are included

- Bank Reconciliation Data Conversion**
- Bank reconciliation for the desired cash accounts with outstanding deposits and checks will be established. A bank reconciliation will be completed and balanced to cash for the appropriate beginning period.

3 bank accounts are included

Caselle® Hosted Software & Services Proposal
Arvin Community Services District, CA
May 9, 2019

Accounts Payable Setup

- Establish vendor defaults.
- Format one check form with requested stub detail.
- Create a Checklist to document Accounts Payable procedures, including the printing of 1099's.

Data Conversion

- Each vendor's information will be converted. This information includes the vendor name, street address, mailing address, remittance addresses, city, state, zip code, and 1099 status.
 - Exception: 1099 balances can be established, if provided.

40 vendors are included

Utility Management Setup

- Set up services, taxes, rate tables, and other fees for billing.
- Format one form for each of the following: utility bills, delinquent notices, and shut-off notices.
- Set up default reports for billing, meter proofing, and reviewing customer information.
- Create table lists to generate customer labels, reports for new connects, terminated customers with credit balances, and terminated customers with a zero balance.
- Create a Checklist to document daily, monthly, and billing procedures.
- Additional forms will be billed at the rate of \$100 per form.

Data Conversion

- Each customer's information will be entered and verified. This information depends on what is provided. Information will be converted as is and normally includes the customer number, name, service address, mailing address, city, state, zip code, telephone numbers, meter number, location, balances, and previous reads.
- All appropriate transactions for balancing the billing will be converted.
- Balancing totals, billing totals, receivable by service totals, if provided, will be balanced to the existing system using supporting reports.
- Caselle will provide reports of the converted data for auditing purposes.

3,865 meters or customers are included

Utility Electronic Reading Interface Setup

- Create the appropriate import/export formats and test with the interfaced meter reading equipment.

Service Orders Setup

- Set up the Service Order options (including user, department, and actions).
- Customize Service Order data entry screens.
- Format three Service Order form layouts.
- Set up the Utility Management interface.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.

Caselle[®] Hosted Software & Services Proposal
Arvin Community Services District, CA
May 9, 2019

- Backflow Management Setup**
- Assembly types, approved assembly models, action codes, notification cycles, organization, testers, and a maximum of eight forms will be set up. Forms include:
 - Testers Certification Notice
 - Testing Renewal Notifications
 - Assembly Install Notifications
 - Assembly Failure Notices
- Data Conversion**
- All active backflow assemblies will be attached to the utility location table including all applicable information to start the tracking process.
300 assemblies are included
No historical assembly information will be included.
- Cash Receipting Setup**
- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
 - Set up category and distribution codes.
 - Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
 - Create default reports to assist in daily operation.
 - Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.
- Online/Electronic Payments Setup**
- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
 - Set up Utility Direct Pay.
 - Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.
- Asset Management Setup**
- Establish the default depreciation frequency and method, with the asset number format.
 - Set up departments, classifications, and asset types.
 - Create a Checklist to document procedures, including the asset creation and General Ledger updates.
- Materials Management Setup**
- Create the inventory number mask.
 - Set up the Department, Category, and Location files.
 - Establish inventory levels, turnover, and valuation reports.
 - Create a Checklist to document daily, monthly, and inventory procedures.