

AGENDA
REGULAR MEETING of THE HOLTVILLE CITY COUNCIL
121 WEST FIFTH STREET - HOLTVILLE, CALIFORNIA

Monday, March 24, 2025

- | | | |
|--|--|--|
| <input type="checkbox"/> Mike Goodsell, Mayor | <input type="checkbox"/> George Morris, City Treasurer | <input type="checkbox"/> Alex Silva, Fire Chief |
| <input type="checkbox"/> Michael Pacheco, Mayor Pro Tem | <input type="checkbox"/> Nick Wells, City Manager | <input type="checkbox"/> Joe Conkey, Police Chief |
| <input type="checkbox"/> Murray Anderson, Council Member | <input type="checkbox"/> Chandler Sinclair, Finance Supervisor | <input type="checkbox"/> Jack Holt, City Engineer |
| <input type="checkbox"/> John Munger, Council Member | <input type="checkbox"/> Steve Walker, City Attorney | <input type="checkbox"/> George Galvan, City Planner |
| <input type="checkbox"/> Vanessa Ramirez, Council Member | <input type="checkbox"/> Yvette Rios, City Clerk | <input type="checkbox"/> |

THIS IS A PUBLIC MEETING

The Holtville City Council values your input if there is an issue on which you wish to be heard, for both items listed on the agenda and for items of general concern. The Mayor reserves the right to place a limit on each person's comments. Any public comments must include the individual's name and address for the record. Personal attacks on individuals and/or comments which are slanderous or which may invade an individual's personal privacy are not permitted.

CITY COUNCIL

MEETING CONVENED - 5:30

CLOSED SESSION PUBLIC COMMENTS: This is the time for the public to address the City Council on any item appearing on the Closed Session agenda for this meeting.

ADJOURN TO CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation

Evaluation Criteria

RECONVENE OPEN SESSION - 6:00 PM

PLEDGE of ALLEGIANCE:

INVOCATION:

CITY CLERK RE: Verification of Posting of the Agenda

EXECUTIVE SESSION ANNOUNCEMENTS:

PROCLAMATION:

*Autism Awareness Month
Gloria Brambila - Mother, Volunteer Advocate*

PRESENTATION:

*SitelogiQ
Josh Steeber, Local Government Relations Executive*

GENERAL PUBLIC COMMENTS: The public may address the City Council on any item that DOES NOT appear on the agenda for this meeting within the purview of the City Council.

1. CONSENT AGENDA:

The items on the Consent Agenda are to be approved without comment. Should any Council Member or member of the public wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the NEW Business agenda.

- a. Approval of the Minutes from the Regular Meeting of Monday, March 10, 2025.
- b. Current Demands #47829 through #47866.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:**2. UNFINISHED BUSINESS:** *None***3. NEW BUSINESS:**

- a. **Discussion/Related Action to Adopt RESOLUTION #25-09** Authorizing an Expenditure of Sewer Enterprise Funds for Replacement of Biolac Aeration Diffuser Membranes at the Wastewater Treatment Plant
Nick Wells, City Manager

- b. **Discussion/Related Action** Authorizing Staff to Apply for the Imperial Irrigation District (IID)'s Public Green Space Grant Program to Plant Trees in Holtville
Nick Wells, City Manager

4. INFORMATION ONLY: *None***5. STAFF REPORTS**

- a. **City Manager Report - Nick Wells**
- b. ~~Finance Supervisor - Chandler Sinclair~~ *Not submitted*
- c. Fire Chief - Alex Silva
- d. ~~Water/Wastewater Supervisor - Frank Cornejo~~ *Not submitted*
- e. Public Works Foreman - Alex Chavez

6. Items for Future Meetings:**7. ADJOURNMENT:**

I, Yvette Rios, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall and on the City of Holtville's website (www.Holtville.ca.gov) on Friday, March 21, 2025.

**THE MINUTES OF THE REGULAR MEETING OF
THE HOLTVILLE CITY COUNCIL**

Monday, March 10, 2025

MEETING DATE:	<u>3/24/25</u>
ITEM NUMBER	<u>1 a</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The Regular Meeting of the Holtville City Council was held on Monday, March 10, 2025, at 5:30 pm in the Civic Center. Mayor Mike Goodsell was present, as were Council Members Murray Anderson, John Munger, Mike Pacheco, and Vanessa Ramirez. Also present were Police Chief Joe Conkey, City Treasurer George Morris, City Attorney Steve Walker, City Manager Nick Wells, and City Clerk Yvette Rios.

CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:

The Closed Session meeting was called to order at 5:30 PM. by Mayor Mike Goodsell.

CONFERENCE WITH LABOR NEGOTIATORS:

(Government Code Section 54957.6)

Agency Negotiator: City Manager/City Attorney

No Reportable Action Taken

PUBLIC EMPLOYMENT:

(Government Code Section 54957)

City Manager Evaluation

Evaluation Criteria

CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:

Mayor Goodsell called the Open Session meeting to order at 6:05 PM.

PLEDGE OF ALLEGIANCE: *Mr. Pacheco led the Pledge of Allegiance.*

INVOCATION: *The Invocation was given by Mr. Goodsell.*

CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:

City Clerk Yvette Rios verified that the agenda was duly posted on Friday, March 7, 2025.

EXECUTIVE SESSION ANNOUNCEMENTS:

Mr. Walker reported that there was no reportable action from the Closed Session.

GENERAL PUBLIC COMMENTS:

Debbie Fjelsted (721 Fig Avenue) came to bring attention to the vintage street lamps around Holt Park. She reported that the cover of the lamp in front of the Holtville Chamber building is leaning. Ms. Fjelsted explained that a different lamp in the park was in a similar state and the lamp cover fell off and broke. To preserve the historical lamps and prevent any hazards, she proposed that the cover be tightened.

Christine Lowry (876 Ash Avenue) wished to voice concerns over the effect of high winds in her neighborhood. She reported that a vacant dirt lot near her street has an abundance of brush and tumbleweeds that blow into the street and the yards of residents. The tumbleweeds are very large and she believes they are a fire hazard. She wondered if the Council could compel the property owner to clear the lot of tumbleweeds. Mayor Goodsell informed her that the vacant lot is in the County's jurisdiction. and recommended that she speak with her local rep, Division 5 Supervisor, John Hawk.

1. CITY COUNCIL CONSENT AGENDA:

- a. Approval of the Minutes from the Regular Meeting of Monday, February 24, 2025.
- b. Current Demands #47775 through #47828

A motion was made by Mr. Pacheco and seconded by Mr. Anderson to approve the Consent Agenda as presented. The motion passed in the form of a roll call vote.

AYES: Anderson, Munger, Pacheco, Ramirez, Goodsell

NOES: None

ABSENT: None

ABSTAIN: None

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

Ms. Rios reported that there is a Farmers Market next Thursday and a Planning Commission meeting on Monday.

Mr. Wells reported that he has been working extensively on accounting duties in preparation of the audit. He has attended meetings for the Streets Maintenance and West Ninth Street projects. Sidewalk pavement will start soon along West Ninth Street. He attended the IC Fair and will go again on Friday.

Mr. Walker reported that he celebrated his birthday recently, which he shares with Mr. Wells.

Mrs. Ramirez reported that she attended the IC Fair, where her sons both won awards for projects.

Mr. Anderson participated in the IC Fair with the InnerCare booth, allowing him the opportunity to network with elected officials such as US Senator Adam Schiff. He took the opportunity to bring awareness to the need for funding for the Public Safety Building. He will be attending the State of the County Address on Thursday.

Mr. Pacheco reported that he will also attend the State of the County Address on Thursday and asked Mr. Wells a question regarding the progress of the Pine Crossing Apartments.

Mr. Munger will also attend the State of the County Address on Thursday

Mr. Morris had nothing to report.

Chief Conkey summarized criminal activity statistics for past month and outlined notable incidents. He announced that this past Friday he was promoted to Lieutenant and will hold a meeting tomorrow regarding his replacement for Sargeant/Police Chief. He was congratulated by the Council.

Mayor Goodsell reported that he attended a groundbreaking with ICTC for an Intermodal Transportation Center in Calexico. He will attend a SCAG meeting next week and the State of the County Address on Thursday. He wanted to congratulate the HFD for their successful efforts in saving the structures in the large residential fire the week prior.

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

a. Discussion/Related Action to Adopt RESOLUTION #25-07 Declaring Surplus the City Property at the Southwest Corner of Fourth Street and Chestnut Avenue (APN- 045-633-022-000)

Nick Wells, City Manager

Mr. Wells explained that the City possesses a sliver of property at Fourth and Chestnut that must be declared as surplus prior to selling. The property was donated to the City in 2023 and has little to no value and does not afford space for a structure, being that the parcel is too narrow. The property owner of the neighboring lot has made a cash offer to the City with plans to add a structure to the property. The proposed action to declare the lot as surplus will lead to an eventual sale, resulting in income to the General Fund.

A motion was made by Mr. Pacheco and seconded by Mrs. Ramirez to approve the action as presented. The motion passed in the form of a roll call vote.

AYES: *Anderson, Munger, Pacheco, Ramirez, Goodsell*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

b. Discussion/Related Action to Adopt RESOLUTION #25-08 Approving the
City of Holtville Draft 2024 General Plan Annual Progress Report

George Galvan City Planner

Francisco Barba, Associate Planner, came in place of Mr. Galvan. Mr. Barba provided a PowerPoint presentation with a detailed outline of progress for all sections of the City's General Plan. He explained that at the recent Planning Commission meeting in February, the Commission passed Resolution PC 25-01, recommending the approval of the 2024 General Plan Annual Progress Report to the Council. The Council unanimously agreed to adopt the draft 2024 General Plan Annual Progress Report.

A motion was made by Mr. Pacheco and seconded by Mr. Goodsell to approve the action as presented. The motion passed in the form of a roll call vote.

AYES: *Anderson, Munger, Pacheco, Ramirez, Goodsell*

NOES: *None*

ABSENT: *None*

ABSTAIN: *None*

4. INFORMATION ONLY: *None*

5. STAFF REPORTS:

a. **City Manager Report - Nick Wells**

b. ~~Finance Supervisor - Chandler Sinclair~~ *Not submitted*

c. **Police Chief - Joe Conkey**

d. **Water/Wastewater Consultant - Frank Cornejo**

e. **Public Works Supervisor - Alex Chavez**

6. Items for Future Meetings: *Presentation from SitelogiQ*

7. ADJOURNMENT: *There being no further business to come before the Council, Mayor Goodsell adjourned the meeting at 7:00 PM.*

Mike Goodsell, Mayor

Yvette Rios, City Clerk

Approvals

CITY MANAGER
FINANCE MANAGER
CITY ATTORNEY

Report Criteria:

Report type: GL detail
Check.Type = {<->} "Adjustment"

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
47829								
03/11/2025	47829	8x8, INC.	4877967	12-31620-4425	54.06	54.06	TELEPHONE	ADMIN
03/11/2025	47829	8x8, INC.	4877967	11-31510-44250	54.06	54.06	TELEPHONE	
03/11/2025	47829	8x8, INC.	4877967	10-14020-4425	54.05	54.05	TELEPHONE	
03/11/2025	47829	8x8, INC.	4877967	10-12001-4425	54.05	54.05	TELEPHONE	
03/11/2025	47829	8x8, INC.	4877967	10-12003-4425	54.05	54.05	TELEPHONE	
Total 47829:						270.27		
47830								
03/11/2025	47830	A1 GOLF CARS	6362	10-22080-4430	440.00	440.00	BATTERY REPAIR	FIRE DEPT
Total 47830:						440.00		
47831								
03/11/2025	47831	ACE HARDWARE	E97057	10-22080-4420	81.86	81.86	EXTENSION CORD	PW FIRE DEPT
03/11/2025	47831	ACE HARDWARE	E97711	10-22080-4420	12.90	12.90	VELCRO	
03/11/2025	47831	ACE HARDWARE	E97860	10-22080-4420	24.09	24.09	BOTTLED WATER	
03/11/2025	47831	ACE HARDWARE	E97913	10-22080-4420	76.32	76.32	PVC PIPES	
03/11/2025	47831	ACE HARDWARE	E98134	10-22080-4420	86.15	86.15	BATTERY	
03/11/2025	47831	ACE HARDWARE	E98317	10-22080-4420	96.95	96.95	BATTERY	
03/11/2025	47831	ACE HARDWARE	E98384	10-22080-4416	8.61	8.61	PACKING TAPE	
03/11/2025	47831	ACE HARDWARE	E98392	10-22080-4421	29.08	29.08	PICK UP TOOL	
03/11/2025	47831	ACE HARDWARE	E98649	10-22080-4420	46.30	46.30	BATTERIES, FLAGS	
03/11/2025	47831	ACE HARDWARE	E99063	10-22080-4420	60.32	60.32	GLOVES	
03/11/2025	47831	ACE HARDWARE	E99398	10-22080-4420	26.48	26.48	KITHCEN BAGS	
03/11/2025	47831	ACE HARDWARE	E99700	10-22080-4420	19.34	19.34	KEYS	
03/11/2025	47831	ACE HARDWARE	E99753	10-22080-4420	7.71	7.71	ID TAG RINGS	
03/11/2025	47831	ACE HARDWARE	F00011	10-31158-44200	175.09	175.09	GOVEE LIGHTS	
03/11/2025	47831	ACE HARDWARE	F00811	10-21070-4420	50.63	50.63	DOG FOOD FOR POUND	
03/11/2025	47831	ACE HARDWARE	F00868	10-31140-44200	1.75	1.75	BOLTS, NUTS, WASHERS	
03/11/2025	47831	ACE HARDWARE	F00988	10-31150-44200	96.91	96.91	SPRINKLER SUPPLIES	
03/11/2025	47831	ACE HARDWARE	F01052	10-31150-44200	77.48	77.48	COUPLING, PVC	
03/11/2025	47831	ACE HARDWARE	F01208	10-31140-44200	64.61	64.61	PADLOCKS	
03/11/2025	47831	ACE HARDWARE	F01397	11-31520-44200	21.52	21.52	SCREWS, WG KILLER	
03/11/2025	47831	ACE HARDWARE	F01430	10-31150-44200	110.77	110.77	SHOVELS, NOZZLE, COUPLERS	
03/11/2025	47831	ACE HARDWARE	F01649	10-31150-44200	46.28	46.28	WIRE CONN, ELBOW PVC	
03/11/2025	47831	ACE HARDWARE	F02244	10-31140-44200	13.05	13.05	SCREW NUTS GREASE	
03/11/2025	47831	ACE HARDWARE	F02393	10-31150-44200	152.37	152.37	SHADE, BERMUDA	
03/11/2025	47831	ACE HARDWARE	F02400	10-31150-44200	17.22	17.22	FUSE CART	
03/11/2025	47831	ACE HARDWARE	F02405	10-31150-44200	25.85	25.85	LINE PRO	
03/11/2025	47831	ACE HARDWARE	F02409	10-31150-44200	14.00	14.00	LED PAR	
03/11/2025	47831	ACE HARDWARE	F02555	10-31140-44200	9.69	9.69	CLOTHESLN CTN	
03/11/2025	47831	ACE HARDWARE	F02603	10-31140-44200	58.62	58.62	BATTERIES	
03/11/2025	47831	ACE HARDWARE	F02660	10-31150-44200	46.32	46.32	SPRINKLER SPIKE	
03/11/2025	47831	ACE HARDWARE	F02692	10-31150-44200	26.93	26.93	GEAR DRIVE SPIKE	
03/11/2025	47831	ACE HARDWARE	F02790	10-31150-44200	93.05	93.05	COUPLERS, PLUGS	
03/11/2025	47831	ACE HARDWARE	F02793	10-31150-44200	23.69	23.69	VALVE BOX ROUND	
03/11/2025	47831	ACE HARDWARE	F02804	10-31140-44200	48.48	48.48	SCRUB PAD	
03/11/2025	47831	ACE HARDWARE	F02805	10-31150-44200	39.86	39.86	AUTOCUT	
03/11/2025	47831	ACE HARDWARE	F02824	10-31150-44200	10.76	10.76	PAINT THINNER	
03/11/2025	47831	ACE HARDWARE	F02875	10-31150-44200	24.13	24.13	PVC PIPES, SAW	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 47831:						1,825.17		
47832								
03/11/2025	47832	ACME SAFETY & SUP	167160-00	10-22080-4420	194.85	194.85	BANNERS	FIRE DEPT
03/11/2025	47832	ACME SAFETY & SUP	167507-00	10-22080-4420	138.56	138.56	REFLECTOR	
Total 47832:						333.41		
47833								
03/11/2025	47833	AFLAC	038673	10-00000-2023	17.17	17.17	INSURANCE PREMIUM	ADMIN
03/11/2025	47833	AFLAC	038673	10-00000-2024	8.08	8.08	INSURANCE PREMIUM	
03/11/2025	47833	AFLAC	186927	10-00000-2024	8.08	8.08	INSURANCE PREMIUM	
03/11/2025	47833	AFLAC	186927	10-00000-2023	17.17	17.17	INSURANCE PREMIUM	
Total 47833:						50.50		
47834								
03/11/2025	47834	AUTO ZONE COMME	0564802672	10-22080-4420	167.92	167.92	DURALAST BATTERY	PW FIRE DEPT
03/11/2025	47834	AUTO ZONE COMME	0564802672	10-22080-4420	166.22-	166.22-	DURALAST BATTERY	
03/11/2025	47834	AUTO ZONE COMME	0564807338	10-22080-4420	83.04	83.04	CLEANING SUPPLIES	
03/11/2025	47834	AUTO ZONE COMME	5648035836	10-31140-44280	3.22	3.22	NYLON RIVETS	
Total 47834:						87.96		
47835								
03/11/2025	47835	BABCOCK & SONS, I	CB51396-22	12-31610-4430	19.81	19.81	COPPER	PW
03/11/2025	47835	BABCOCK & SONS, I	CB51397-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMAN	
03/11/2025	47835	BABCOCK & SONS, I	CB51408-22	12-31610-4430	39.64	39.64	TOTAL HARDNESS PACKAGE	
03/11/2025	47835	BABCOCK & SONS, I	CB51606-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
03/11/2025	47835	BABCOCK & SONS, I	CB51608-22	11-31520-44301	19.81	19.81	ALUMINUM LAB ANALYSIS	
03/11/2025	47835	BABCOCK & SONS, I	CC50091-22	11-31520-44301	761.79	761.79	HALOACEITC ACIDS	
03/11/2025	47835	BABCOCK & SONS, I	CC50166-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN DEMAN	
03/11/2025	47835	BABCOCK & SONS, I	LB50047-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
03/11/2025	47835	BABCOCK & SONS, I	LB50058-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS	
Total 47835:						1,294.38		
47836								
03/11/2025	47836	BOUNDTREE	85653780	10-22080-4420	1,196.31	1,196.31	MEDICAL SUPPLIES	FIRE DEPT
Total 47836:						1,196.31		
47837								
03/11/2025	47837	CORE & MAIN LP	W469799	11-31510-44200	4,618.98	4,618.98	PVC SUPPLIES, MACRO HP	PW
Total 47837:						4,618.98		
47838								
03/11/2025	47838	COUNTY MOTOR PA	317261	10-31150-44200	251.97	251.97	BATTERY	PW
03/11/2025	47838	COUNTY MOTOR PA	317327	10-31140-44200	10.23	10.23	COUPLERS	
Total 47838:						262.20		
47839								
03/11/2025	47839	COUNTY OF SAN DIE	25HOLTFDN	10-22080-4433	649.00	649.00	FIRE DEPT RADIOS	FIRE DEPT

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
03/11/2025	47839	COUNTY OF SAN DIE	25HOLTFDN	11-31510-44330	14.75	14.75	PUBLIC WORKS RADIOS	
03/11/2025	47839	COUNTY OF SAN DIE	25HOLTFDN	12-31620-4433	14.75	14.75	PUBLIC WORKS RADIOS	
Total 47839:						678.50		
47840								
03/11/2025	47840	CR&R INCORPORATE	FEBRUARY	13-31710-4430	25,674.19	25,674.19	GROSS RECEIPTS	ADMIN
03/11/2025	47840	CR&R INCORPORATE	FEBRUARY	10-00000-3145	3,080.90-	3,080.90-	FRANCHISE FEES	
03/11/2025	47840	CR&R INCORPORATE	FEBRUARY	13-00000-3849	1,540.45-	1,540.45-	ABA 939	
03/11/2025	47840	CR&R INCORPORATE	FEBRUARY	10-00000-3848	1,283.71-	1,283.71-	VEHICLE IMPACT FEE	
Total 47840:						19,769.13		
47841								
03/11/2025	47841	DEPT OF TRANSPOR	SL250233	10-31140-44240	143.22	143.22	SIGNALS AND LIGHTING	PW
Total 47841:						143.22		
47842								
03/11/2025	47842	DESERT VALLEY PO	3065	11-31520-44300	540.00	540.00	WTP REPAIRS	PW
Total 47842:						540.00		
47843								
03/11/2025	47843	DRAGON'S EXTERMI	89247697	10-31158-44300	250.00	250.00	MONTHLY PEST	PW
Total 47843:						250.00		
47844								
03/11/2025	47844	FERNANDO RUIZ, IN	169758	10-31140-43150	87.50	87.50	SAFETY SERVICES	PW
03/11/2025	47844	FERNANDO RUIZ, IN	169758	10-31150-43150	87.50	87.50	SAFETY SERVICES	
03/11/2025	47844	FERNANDO RUIZ, IN	169758	11-31510-43150	87.50	87.50	SAFETY SERVICES	
03/11/2025	47844	FERNANDO RUIZ, IN	169758	12-31620-4315	87.50	87.50	SAFETY SERVICES	
03/11/2025	47844	FERNANDO RUIZ, IN	169758	11-31520-43150	87.50	87.50	SAFETY SERVICES	
03/11/2025	47844	FERNANDO RUIZ, IN	169758	12-31610-4315	87.50	87.50	SAFETY SERVICES	
Total 47844:						525.00		
47845								
03/11/2025	47845	HARTFORD	4817763732	10-11011-42310	51.05	51.05	INSURANCE PREMIUM	ADMIN
03/11/2025	47845	HARTFORD	4817763732	10-12001-4231	39.12	39.12	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	10-14020-4231	26.08	26.08	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	10-12003-4231	26.16	26.16	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	10-22080-4231	58.68	58.68	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	10-31140-42310	19.82	19.82	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	10-21070-4231	4.90	4.90	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	10-31150-42310	2.93	2.93	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	11-31530-42310	3.92	3.92	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	11-31510-42310	81.18	81.18	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	11-31520-42310	19.56	19.56	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	12-31610-4231	77.52	77.52	INSURANCE PREMIUM	
03/11/2025	47845	HARTFORD	4817763732	12-31620-4231	94.95	94.95	INSURANCE PREMIUM	
Total 47845:						505.87		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
47846								
03/11/2025	47846	HOLTVILLE TRIBUNE	0101851	23-80025-4422	409.50	409.50	TRSTLE BRIDGE LEGAL AD	ADMIN
Total 47846:						409.50		
47847								
03/11/2025	47847	HUMANA	296346500	10-13010-4225	78.03	78.03	INSURANCE PREMIUM	ADMIN
03/11/2025	47847	HUMANA	296346500	10-12001-4225	199.57	199.57	INSURANCE PREMIUM	
03/11/2025	47847	HUMANA	296346500	10-14020-4225	104.04	104.04	INSURANCE PREMIUM	
03/11/2025	47847	HUMANA	296346500	10-22080-4225	156.06	156.06	INSURANCE PREMIUM	
03/11/2025	47847	HUMANA	296346500	10-12003-4225	121.54	121.54	INSURANCE PREMIUM	
03/11/2025	47847	HUMANA	296346500	10-31140-42250	35.11	35.11	INSURANCE PREMIUM	
03/11/2025	47847	HUMANA	296346500	11-31530-42250	27.31	27.31	INSURANCE PREMIUM	
03/11/2025	47847	HUMANA	296346500	11-31510-42250	176.50	176.50	INSURANCE PREMIUM	
03/11/2025	47847	HUMANA	296346500	12-31610-4225	78.04	78.04	INSURANCE PREMIUM	
03/11/2025	47847	HUMANA	296346500	12-31620-4225	168.75	168.75	INSURANCE PREMIUM	
Total 47847:						1,144.95		
47848								
03/11/2025	47848	I.C. SHERIFF'S DEPT	02282025-1	10-21050-4430	8,255.84	8,255.84	DISPATCH SERVICES	ADMIN
03/11/2025	47848	I.C. SHERIFF'S DEPT	02282025-1	10-21040-4430	80,485.41	80,485.41	SHERIFF SERVICES	
Total 47848:						88,741.25		
47849								
03/11/2025	47849	IMPERIAL PRINTERS	25-313	10-14020-4416	70.04	70.04	BUSINESS CARDS	ADMIN
03/11/2025	47849	IMPERIAL PRINTERS	25-554	10-14020-4416	26.55	26.55	NAMEPLATE	
Total 47849:						96.59		
47850								
03/11/2025	47850	IV WATER SPECIALIS	22525	11-31520-44300	2,325.00	2,325.00	MONTHLY WATER AND WASTE	PW
03/11/2025	47850	IV WATER SPECIALIS	22525	12-31610-4430	2,325.00	2,325.00	MONTHLY WATER AND WASTE	
Total 47850:						4,650.00		
47851								
03/11/2025	47851	KIMBALL MIDWEST	102971669	10-31140-44200	331.76	331.76	FLANGES	PW
Total 47851:						331.76		
47852								
03/11/2025	47852	L.N. CURTIS & SONS	INV914770	10-22080-4420	355.03	355.03	FIRE DEPT EQUIPMENT	FIRE DEPT
Total 47852:						355.03		
47853								
03/11/2025	47853	LEAF	17881130	10-22080-4525	8.53	8.53	PRINTER LEASE	FIRE DEPT
Total 47853:						8.53		
47854								
03/11/2025	47854	MISSIONSQUARE	6310859	10-00000-2026	2,054.15	2,054.15	INSURANCE PREMIUM	ADMIN
03/11/2025	47854	MISSIONSQUARE	6310859	10-00000-2027	480.20	480.20	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	10-12001-4240	672.00	672.00	INSURANCE PREMIUM	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
03/11/2025	47854	MISSIONSQUARE	6310859	10-14020-4240	255.04	255.04	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	10-22080-4240	351.81	351.81	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	10-12003-4240	199.44	199.44	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	10-31140-42400	122.11	122.11	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	11-31530-42400	32.78	32.78	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	11-31510-42400	469.95	469.95	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	11-31520-42400	399.12	399.12	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	12-31610-4240	466.24	466.24	INSURANCE PREMIUM	
03/11/2025	47854	MISSIONSQUARE	6310859	12-31620-4240	529.00	529.00	INSURANCE PREMIUM	
Total 47854:						6,031.84		
47855								
03/11/2025	47855	MISSIONSQUARE	6748681	10-00000-2029	800.00	800.00	CITY MANAGER RETIREMENT	ADMIN
Total 47855:						800.00		
47856								
03/11/2025	47856	ODP BUSINESS SOL	4019349330	10-22080-4416	146.58	146.58	TONER, FRAME	FIRE DEPT
Total 47856:						146.58		
47857								
03/11/2025	47857	PEOPLEREADY,INC.	29043684	10-31150-41400	931.20	931.20	TEMP WORKER PARKS	PW
03/11/2025	47857	PEOPLEREADY,INC.	29043685	12-31610-4140	873.00	873.00	TEMP WORKER WWTP	
03/11/2025	47857	PEOPLEREADY,INC.	29053166	10-31150-41400	1,164.00	1,164.00	TEMP WORKER PARKS	
03/11/2025	47857	PEOPLEREADY,INC.	29053167	12-31610-4140	523.80	523.80	TEMP WORKER WWTP	
Total 47857:						3,492.00		
47858								
03/11/2025	47858	PURCHASE POWER (#9843 FEB 2	10-14020-4430		89.74	89.74	POSTAGE	ADMIN
03/11/2025	47858	PURCHASE POWER (#9843 FEB 2	11-31510-44300		89.74	89.74	POSTAGE	
03/11/2025	47858	PURCHASE POWER (#9843 FEB 2	12-31620-4430		89.75	89.75	POSTAGE	
Total 47858:						269.23		
47859								
03/11/2025	47859	QUILL CORPORATIO	42962845	10-11011-44160	23.36	23.36	OFFICE SUPPLIES	ADMIN
03/11/2025	47859	QUILL CORPORATIO	42962845	11-31510-44160	193.80	193.80	OFFICE SUPPLIES	PW
03/11/2025	47859	QUILL CORPORATIO	42962845	12-31620-4416	193.80	193.80	OFFICE SUPPLIES	
03/11/2025	47859	QUILL CORPORATIO	42962845	10-14020-4416	39.80	39.80	OFFICE SUPPLIES	
03/11/2025	47859	QUILL CORPORATIO	42964288	11-31510-44160	79.19	79.19	TONER CARTRIDGES	
03/11/2025	47859	QUILL CORPORATIO	42964288	12-31620-4416	79.19	79.19	TONER CARTRIDGES	
03/11/2025	47859	QUILL CORPORATIO	42966244	10-13010-4416	17.88	17.88	CALENDAR	
Total 47859:						627.02		
47860								
03/11/2025	47860	REDDY ICE	1060421602	10-22080-4420	130.11	130.11	ICE	FIRE DEPT
Total 47860:						130.11		
47861								
03/11/2025	47861	RICK'S GROUP DIES	31097	10-22080-4428	291.47	291.47	FITTING REPAIRS	FIRE DEPT
03/11/2025	47861	RICK'S GROUP DIES	31131	10-22080-4428	3,886.84	3,886.84	REPAIRED LIGHTS	


Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
03/11/2025	47861	RICK'S GROUP DIES	31173	10-22080-4428	2,326.10	2,326.10	TRUCK REPAIRS	
03/11/2025	47861	RICK'S GROUP DIES	31201	10-22080-4428	400.00	400.00	VALVE REPAIRS	
Total 47861:						6,904.41		
47862								
03/11/2025	47862	TARGETSOLUTIONS	INV110280	10-22080-4313	209.97	209.97	TRAINIG PLATFORM	FIRE DEPT
Total 47862:						209.97		
47863								
03/11/2025	47863	TROJAN TECHNOLO	200/33554	12-31610-4784	73,341.12	73,341.12	UV REPLACEMENT UV3PLUS	PW
Total 47863:						73,341.12		
47864								
03/11/2025	47864	UNDERGROUND SER	220250331	10-31140-44300	43.30	43.30	DIG ALERT FEES	PW
Total 47864:						43.30		
47865								
03/11/2025	47865	VISION SERVICE PLA	822317641	10-13010-4225	12.51	12.51	INSURANCE PREMIUM	ADMIN
03/11/2025	47865	VISION SERVICE PLA	822317641	10-12001-4225	40.45	40.45	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	10-14020-4225	29.19	29.19	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	10-12003-4225	20.43	20.43	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	10-22080-4225	37.53	37.53	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	10-21070-4225	3.13	3.13	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	10-31140-42250	9.63	9.63	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	10-31150-42250	1.88	1.88	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	11-31530-42250	2.50	2.50	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	11-31510-42250	39.29	39.29	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	11-31520-42250	32.53	32.53	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	12-31610-4225	32.94	32.94	INSURANCE PREMIUM	
03/11/2025	47865	VISION SERVICE PLA	822317641	12-31620-4225	42.40	42.40	INSURANCE PREMIUM	
Total 47865:						304.41		
47866								
03/11/2025	47866	VISUAL EDGE IT, INC.	24AR234799	10-22080-4416	3.62	3.62	PRINTER	FIRE DEPT
03/11/2025	47866	VISUAL EDGE IT, INC.	24AR242916	10-22080-4416	4.86	4.86	PRINTER	
Total 47866:						8.48		
Grand Totals:						220,836.98		

Report Criteria:

Report type: GL detail

Check.Type = {<->} "Adjustment"

City of Holtville
REPORT TO CITY COUNCIL

MEETING DATE:	<u>03/24/25</u>
ITEM NUMBER	<u>3 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 18th, 2025

FROM: Frank Cornejo - Waterworks Supervisor

SUBJECT: **Proposal for Biolac Membrane Replacement
Holtville Wastewater Treatment Plant**

BACKGROUND:

The purpose of this report is to inform council of the urgent need to replace the aeration diffuser membranes in the Biolac oxidation basin at City wastewater treatment plant.

The membranes have an expected service life of 3-4 years, were last replaced in 2021. As they age/deteriorate, fine bubble diffusion diminishes, resulting in loss of oxygen transfer and aeration efficiency.

Operations staff noticed recently that dissolved oxygen (D.O.) levels during specific times of the day (morning and afternoon) have dropped below 1 part per million (ppm) for several hours. Ammonia Nitrification plants such as ours must maintain average D.O. levels between 1-3 ppm at all times during aeration. Staff has confirmed that the drops in D.O. levels coincide with the periods of the day when hauled septic waste us from the receiving station is pumped into the treatment plant.

DISCUSSION:

With the summer and warmer seasonal temps arriving soon, which require higher aeration rates, failure to replace the membranes will result in disruption of the nitrification/denitrification cycles, and potential for effluent ammonia noncompliance.

Under the current circumstances, failure to replace the membranes will require the City to discontinue receiving/treating hauled septic waste in order to maintain compliance with NPDES Permit effluent standards.

At present, our facility is the only treatment plant in the Valley that provides this service.

Staff recently contacted a firm (EDI) that specializes in replacing these membranes, and requested a proposal for said services (see attachment).

COST: Supply and Installation of Biolac Diffuser Membranes- \$138,800.

CITY MANAGER RECOMMENDATION:

Approve the proposal provided by EDI for service/replacement of the diffuser membranes, and move forward with this project as soon as possible.

ALTERNATIVES:

- 1 – Approve the resolution as presented.
- 2 – Reject the resolution and discontinue septage waste receiving services.
- 3 – Give staff alternate direction.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 25-09**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL AUTHORIZING AN
EXPENDITURE OF SEWER ENTERPRISE FUNDS FOR REPLACEMENT OF
BIOLAC AERATION DIFFUSER MEMBRANES
AT THE HOLTVILLE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Holtville provides wastewater treatment services to the residents of the City; and

WHEREAS, the City of Holtville's Sewer Enterprise holds over \$3 million in reserves for repairs, maintenance and replacements in relation to ongoing operation of the City's Wastewater Treatment Plant; and

WHEREAS, an off budget expenditure is currently necessary to maintain optimal functionality of the plant, which includes the purchase of aeration diffuser membranes that have met or exceeded their useful life; and

WHEREAS, Environmental Dynamics International, of Columbia, Missouri, has submitted a quote for \$138,800 for replacement of the membranes; and

WHEREAS, staff has deemed that proposal to be reasonable for the work to be completed; and

**NOW, THEREFORE, THE HOLTVILLE CITY COUNCIL DOES HEREBY
RESOLVE, DETERMINE AND AUTHORIZE AS FOLLOWS:**

1. That the City Council does hereby authorize the expenditure of Sewer Enterprise funding for the purchase and installation of the described equipment and directs the City Manager to execute any contract documents necessary for Environmental Dynamics International, of Columbia, Missouri, for the purchase and installation of Biolac aeration diffuser membranes.
2. That the Sewer Enterprise reserve funds are hereby authorized to be expended amount of \$138,800.
3. That the foregoing is true, correct and adopted.

PASSED, APPROVED AND ADOPTED by Holtville City Council at a regular meeting held on this 24th day of March, 2025, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest: _____
Yvette Rios, City Clerk

Mike Goodsell, Mayor

City of Holtville
REPORT TO COUNCIL

MEETING DATE: 03/24/25

ITEM NUMBER 3 b

Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 21, 2025
FROM: Nick Wells, City Manager
SUBJECT: *Authorization for Staff to Apply for the Imperial Irrigation District (IID)'s" Public Green Space Grant Program to Plant Trees in Holtville*

ISSUE:
Shall the City Council authorize staff to proceed with an application for the IID's Public Green Space Grant Program to plant additional trees in Holtville?



Public Green Space Grant

[Learn more](#)

NON RESIDENTIAL

Public Green Space Grants

IID is now accepting applications for its 2025 Public Green Space Grant Program. Cities, counties, special districts, nonprofits, and community organizations are encouraged to apply. This initiative, part of IID's Tree for All program, aims to reduce urban heat, lower temperatures, and beautify local neighborhoods through tree planting. A total of \$525,000 in grant funding is available, with individual awards of up to \$35,000.

- **Grant applications open:** February 26, 2025
- **Application deadline:** May 5, 2025
- **Project completion deadline:** December 5, 2025

Why Urban Trees Matter

Urban greening provides essential benefits, including:

- **Cooling cities** – Tree shading can lower temperatures by up to 40°F.
- **Reducing energy demand** – Shaded areas decrease the need for artificial cooling.
- **Enhancing public spaces** – Green areas promote well-being and quality of life.

In 2024, 18 projects across 40 sites across the Imperial and Coachella valleys, bringing much-needed shade and environmental improvement to communities across the region. Planting trees doesn't just make outdoor spaces more enjoyable—it also helps conserve energy by lowering demand for air conditioning, benefiting both people and the environment.

Grant Eligibility & Application Details

Eligible projects must focus on planting significant shade trees to expand green spaces and strengthen urban forests. Special consideration will be given to projects that enhance parks, recreational spaces, and underserved communities.

While matching funds are not required, applicants that provide cost-sharing contributions will receive bonus points in the review process. Applications will be evaluated by an IID grant review committee.

How to Apply

Interested applicants must complete and submit IID's grant application form.

- **Application Deadline:** May 5, 2025
- **Download the application:** [Tree For All - Public Green Space Grant Application](#)
- **Submit applications via email:** treeforallgrants@iid.com
- **Questions? Call:** 1-760-482-3682

This is a great opportunity to contribute to a greener, cooler future. Apply today and help expand the tree canopy across IID's service area.

Comply with Power Line Clearance Standards and Learn What to Avoid When Planting


Ensure your project complies with safety regulations by reviewing the [Required Minimum Line Clearance Standards at the Power Pole](#). This guidance is crucial for maintaining safe distances from power lines and equipment.

For planting in your proposed green spaces, refer to our list of [Things to Avoid When Planting](#). Proper planning helps prevent future issues with vegetation and infrastructure.

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: March 21, 2025
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>03/24/25</u>
Item Number	<u>5 a</u>
City Manager	
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

ADMINISTRATION

Public Safety Lot/New Construction – Rubio Medina of Irvine, California was engaged in April, 2023, to perform Architecture services to design Phase I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories) of this project. Staff met with Mr. Medina multiple times in early May, wherein iterative documents were discussed and revised. Pursuant to discussions between Council, Chief Silva, the CM and Mr. Medina regarding configuration, direction solidified for constructing a 3-bay apparatus section and a 2-story administration/residence area. Further discussion also clarified the placement of the building on the site and the external motif of the building. Mr. Medina moved forward with subconsultants for plumbing, electrical, HVAC, etc. Due to an increase in the size of the project over that which was called out in the RFP, the architect has approached the City about augmented funding, which may be brought to Council in the future. More solid delineation of cost estimates for the phasing of the project were presented in August and presented to Council for consideration. A status update meeting with Mr. Medina was held via Zoom in late January. Chief Silva and the CM got an update, wherein Medina estimated submission of plans for first plan check to be middle to late February. Chief Silva has continued to meet virtually with the architect and subconsultants on various issues over the past few weeks. ***Mr. Medina informed us that the full set of drawings are imminently going to plan check, potentially next week.***

Staff met with representatives of USDA Rural Development in late 2024 to discuss financing the remaining unfunded portion of the project. Unfortunately, although their website notes capability of disadvantaged communities with populations under 12,000 to apply for 50% grant, 50% loan funding, that program is capped at \$50,000 for grants, so any hope that grant funding may be available is not there. Rates were adjusted on October 1, from 4% down to 3.75%, so the loan payment calculation improved, but not drastically.

Multiple conversations regarding augmented funding have taken place with staff, Council, and various entities. The CM compiled information from various sources and submitted an application for directed Congressional funding to Raul Ruiz's office in early May. The City received word that the project was selected by the Congressman and recommended to the Congressional budget committee. ***Unfortunately, we were notified this week that the Congressman's projects were not funded. Staff will continue to work with the Congressman's office in hopes that funding may be secured in the coming fiscal year.***

Staff continues to pursue additional funding sources. At the 2024 League of Cities Annual Conference, Mayor Anderson, Councilman Goodsell and the CM had multiple conversations with firms and organizations that show promise as potential funding sources. One salient proposal was received on which Council requested further research. A representative of that firm met with staff onsite in January, then spoke with Council at the meeting that evening. The firm, CrisCom Company, was engaged in February to represent the City in pursuing funding. A two-year agreement was approved. We are working to set a kickoff meeting in the next few weeks to identify priorities of the City.

Annual Financial Audit – the City’s auditors from Moss, Levy, and Hartzheim were onsite recently. The CM has once again had to set aside most other tasks over the past few weeks to prepare for and subsequently respond to issues with the audit, functioning as the lead on this required activity. *Some deficiencies in finance activities were discovered in the process that have required further subsequent work. The CM has continued to function nearly exclusively to rectify these issues over the past few weeks..*

PUBLIC WORKS

TRANSPORTATION PROJECTS

Citywide Pavement Maintenance Project – a Streets Assessment report was prepared by the City Engineer earlier this year reporting the general condition of the over 16 miles of streets maintained by the City. Nearly the entire system is in good condition, requiring maintenance rather than rehabilitation or reconstruction. A recommendation has been made to perform crack sealing and slurry coat to the bulk of the system to prolong life of the system and forestall major work to a future date. At the July Council meeting, direction was given to proceed with preparation of specifications for the project. In October, Council approved moving the project forward with advertisement for construction bidding. Bids were received in early December and the low bidder, American Asphalt South, was approved by Council. A pre-construction meeting was held in late January. Crack sealing work began on Tuesday, 1/28, and continues throughout the City. *Slurry seal began on select blocks on Monday, 3/2, and as of today (Friday, 3/21), that phase of the project will be complete. Striping will begin in a few weeks due to a scheduling issue and last for about 3 or 4 more weeks.*

Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon) – Initial action to proceed with this project was taken in early 2021. A deposit was forwarded to IID to begin design and multiple site visits with staff, the IID and City Engineer took place to discuss issues that needed to be addressed in design. Undergrounding work was scheduled to take place in December 2021, however, delays were discussed in those meetings from the IID side which eventually led to construction work being pushed back.

IID had procured Congressional funding for the project that the City was asked to administer. Late in the process, it was relayed to staff that by taking on administration of the funding, the City would now be responsible for paying the 11.47% matching funds necessary for the grant, which could be in the neighborhood of \$100k. Nevertheless, an agreement was approved with IID to administer the funding in October. The closing financial paperwork with Caltrans remains. The CM met with IID in early March to discuss their upcoming billing for the work done on the project and what amount would be left for the City to recoup for our expenditures. It is evident that IID came in under the construction estimate and there is opportunity for the City to recoup the bulk of its cash outlay for the project.

The City was awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements early in the process. LC Engineering was awarded the contract for design in February, 2024. Delays with the undergrounding project pushed back the start of the sidewalk project, necessitating a time extension. A web conference was held in September to clarify the need to move a portion of the funding for the street project into the current fiscal year. With the undergrounding project complete, staff will prepare an RFP to begin the construction of the curb, gutter and sidewalk, along with the minor pavement necessary to widen the roadway. Staff began discussion with the City Engineer in January to develop the RFP for this project for release in March.

Pine Avenue Sidewalks – Subsequent to the awards of funding for streets projects utilizing Federal Highways dollars through ICTC in early 2022, another year of projects was quickly requested to be added. Holtville submitted a project to capture CMAQ dollars to add sidewalks to either side of Pine Avenue between Fourth and Fifth Streets. Action to approve was taken in October, 2023. Staff began discussion with the City Engineer this week to develop a Design RFP for this project for release in March.

Capital Improvements Project Listing – a meeting was held in November, 2023, with staff, including the City Manager, City Engineer, City Planner and Water/Wastewater Lead Operator to discuss long term capital improvements needed in the City. Water system improvements, sewer system upgrades, streets projects and other issues were discussed and expected to be further explored. A more complete detailing of the discussion will be presented to the Council in the near future. Council has requested that this issue be moved up in the queue and this be addressed shortly.

PARKS

Railroad Trestle Repair – A grant was secured from the California Natural Resources Agency to repair the railroad trestle burned in a river bottom fire several years ago. This is necessary to connect the Trail to east side of the river and eventually the future Wetlands area. After over a decade and a half of being somewhat unsightly and unusable, the trestle will soon be fixed cosmetically and usable for pedestrian and non-motorized traffic. Documentation was finally signed for this grant in late October, 2021. The City Engineer completed the technical specification for the Scope of Work in June 2022 for the RFP. A decision was made to forestall the bid process a bit to allow construction costs to stabilize. Eventually, Kleinfelder, Inc., was selected for Design services in April. A meeting with the design team was held in early May wherein various facets of the project were discussed. Multiple ideas to control costs and stretch the project dollars were decided upon. The decision was made to proceed with the general direction of keeping the original character of the structure, while making concessions to keep costs under control.

A January update meeting between the Design team, the City Planner and the CM revealed that the project had stalled due to a needed topographical study that the consultant thought the City would provide. After discussion, Kleinfelder engaged a local consultant to produce the document and the project is back in motion. Pursuant to a periodic plan check, reprioritization of the elements to be completed vis a vis available funding was amended in May. Kleinfelder provided 90% plans in late September, so this phase nears completion. Included in that plan set were construction estimates. After some analysis, staff will be bringing this to Council to approve advertising and bidding. THG reviewed the plans and sent them back to Kleinfelder for clarification and/or correction. The revised plans were resubmitted and further comments were sent back by THG. 95% plans were received on Monday, 2/10, with some minor adjustments still needed. ***Staff is currently working to procure the final environmental and cultural clearances so that the project can go to bid, likely within the next month.***

Holtville East Trail Link - The City Manager had multiple discussions in recent years about a Trail extension from the Trestle to the Country Club area, then to the UC Research station and eventually to Hwy 111 for easier access to IVC with active transportation funding options. The idea has been well received by SCAG staff and the head of County Public Works. An application for Active Transportation funding was developed in mid-2024 and a grant application was submitted in June to fund design of the project.

Mellinger Alamo River Trail - A grant was awarded in early 2024 to River Partners, a non-profit that deals in habitat restoration, for a project that would include a Wetlands trail spur. RP met with the City Manager and toured the site, then engaged Nicklaus Engineering to design the project. Staff was contacted by NEI in March to discuss design elements. River Partners staff continued to meet with the CM throughout the Spring and early Summer, performing a few physical “scouting” trips to decide the best path for the trail extension. They have done some preliminary exploration and soil sampling and continue to move the project forward. A tentative map was forwarded to the City this week. The original template is aggressive (i.e. “Expensive”), so it is assumed that discussions and concessions will be forthcoming. River Partners presented

a slightly revised plan to the Council in early October to get feedback on the direction of the project. Staff met virtually with River Partners in mid-December, with some minor adjustments to the plans discussed. A regrouping meeting was held in February – we are awaiting a few studies to proceed with the next steps in finalizing design and procuring funding. The City has been working with the Institute for Local Government on support for various projects, so they met with RP in early March to eventually assist with procuring construction grants when the time arises.

BUILDING DEPT - The City has issued **17** building permits in 2025. A list of permits issued by month is available on the City's website at <https://www.holtville.ca.gov/building-planning/building-and-planning/building-department/>

Melon, LLC Housing Project (± 50) – A project has been in the works for some time at the northeast corner of Ninth and Melon, just outside the City limits. After years of confusion regarding the process, the project's ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in moving the project along. DD&E completed CEQA compliance, and a Mitigated Negative Declaration was adopted by the Planning Commission and City Council in late 2020.

The project was presented at the Planning Commission in October 2020 and drew a good deal of public opposition. PC action pushed the project forward with a designation of allowing R-1 or R-2 development, with Council accepting the PC recommendation in November, 2020. The denser R-2 zoning designation would allow up to 8 units per acre or approximately 65 units. The annexation was approved by LAFCo in February, 2021. We await further submission from the project proponent.

Staff spoke with Mr. Hawk multiple times to remind him that there are still several requirements to move his project forward, which he could be doing concurrently with the preparation and construction of the IID and City improvements. He said he will be speaking to his partners. As the undergrounding and street work are imminent, he still needs to produce a site plan, building plans, pull permits, etc. The City's project should now have no bearing on his timeline. This was reiterated to Mr. Hawk again in January and again in July. ***The CM spoke with Mr. Hawk today and he conveyed a desire to sell the project, which is now listed for sale.***

AMG Sunset Rose Senior Apartments (± 33) – In July, 2022, the City was granted HOME funding for this AMG & Associates apartment project, proposed in the area of Third and Grape. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map was approved for the property. A consultant to administer this grant was engaged in May, 2022, and an application for additional subsidized financing was approved by the City in late November.

A pre-submittal meeting was held in early November to discuss necessary aspects to the construction with the project proponent, including offsite improvements. Much of the discussion centered on handling stormwater. Final map and the necessary proposed lot split were approved in late February as well. Since the closing of the financing, several paperwork/compliance issues cropped up that the City was left to work on. This was not the “deal” as originally presented, so staff sought assistance. Staff met with HCD representatives on this project in October. We are hoping they will assist in working with the contractor to get the project running more smoothly.

Start was delayed as construction bids came in significantly over projections. The developer had made a drawdown on funding, however, the ownership group has been somewhat unresponsive as the project sat in limbo for some time. An extension on their CUP was requested and was granted by Planning Commission in May, 2024, then a pre-construction meeting with the developer and City was finally held in January. A foundation was poured and vertical construction is in progress, which the Building Inspector is overseeing.

AMG Pine Crossing Apartments (± 64) – This is a proposed mirror image project across from Fern Crossing complex. The Building Inspector and City Engineer have coordinated with a plan check firm on the plans that were first submitted in June. After a few iterations and resubmissions, the building plans were approved in early October. AMG is still working with The City Engineer and staff on finalizing all site work and off-site plans for utilities and stormwater handling. Dirt work on the project has begun. Staff met with the City Engineer to discuss issues with handling of stormwater for the property multiple times. A property boundary issue has surfaced with the lot to the north that will require examination. A phone conference was held with the developer and staff and discuss some issues regarding requirements of the City, then *the CM has met with the Construction superintendent multiple times this week to finalize City requirements.*

Peri & Sons Ag Labor Housing (66) – this project was introduced to Planning Commission earlier this week. It proposes to construct USDA-approved dormitory style housing for up to 660 H2A Visa Program agriculture laborers working for the applicant firm. PC approved the site plan and density waiver contingent on City Council approval of the land use designation and Conditional Use Permit. A Public Hearing was held at a subsequent City Council meeting and the project was approved. We will now await more definitive site plans and building design for review.

WATER ENTERPRISE

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. A formal Water Rate Study must be completed, which will be brought back for discussion at some point in the future.

MEETINGS & EVENTS RECENTLY ATTENDED :

- 03/10/25 Department Head Meeting *City Hall*
- 03/10/25 Holtville City Council Meeting *City Hall*
- 03/10 - 03/13/25 MLH Auditors Onsite *City Hall*
- 03/11/25 BOOST Assistance Strategy Session
- 03/12/25 ICTC Management/CCMA Meetings *ICTC Offices (EC)*
- 03/14/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 03/17/25 Department Head Meeting *City Hall*
- 03/17/25 Holtville Planning Commission Meeting *City Hall*
- 03/18/25 Meeting w/ AMG Projects Superintendent re: Pine Crossing Water Line *Project Site*
- 03/18/25 Onboarding Meeting with TeamCalifornia *Video Conference*
- 03/20/25 League of Cities Division Dinner *Town Pump (Westmorland)*
- 03/21/25 ILG City Council Training *EC Public Library*
- 03/21/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*

UPCOMING EVENTS :

- 03/24/25 Department Head Meeting *City Hall*
- 03/24/25 Holtville City Council Meeting *City Hall*
- 03/25/25 BOOST Assistance Strategy Session
- 03/28/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 03/31/25 Department Head Meeting *City Hall*
- 04/01/25 CoH Staff Emergency Drill *Citywide*
- 04/03 - 04/06/25 CA FFA Leadership Conference *Sacramento, CA*
- 03/25/25 Alamo River Trail (Wetlands Spur) Check-in Meeting *Web Conference*
- 04/02/25 TeamCalifornia Info Meeting *Web Conference*
- 04/04/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 04/09/25 ICTC Management/CCMA Meetings *ICTC Offices (EC)*
- 04/17/25 Holtville Farmers Market & Street Fair *Holt Park*
- 04/18/25 Good Friday Observed (*City Hall Closed*)
- 04/20/25 Easter Sunday
- 04/21/25 Holtville Planning Commission Meeting *City Hall*
- 04/24/25 USDA Community Facilities Grant Program Intro *Zoom Conference*
- 05/01 - 05/02/25 SCAG Regional Conference & General Assembly *JW Marriott (Palm Desert, CA)*
- 10/08 - 10/10/25 CA League of Cities Annual Conference *Long Beach, CA*
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If you have any questions about any of the items presented, please feel free to contact me directly.

Respectfully submitted,



Nicholas D. Wells, City Manager

City of Holtville
REPORT TO COUNCIL

MEETING DATE:	<i>3/24/25</i>
ITEM NUMBER	<i>5c</i>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: March 11, 2025
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for February 2025

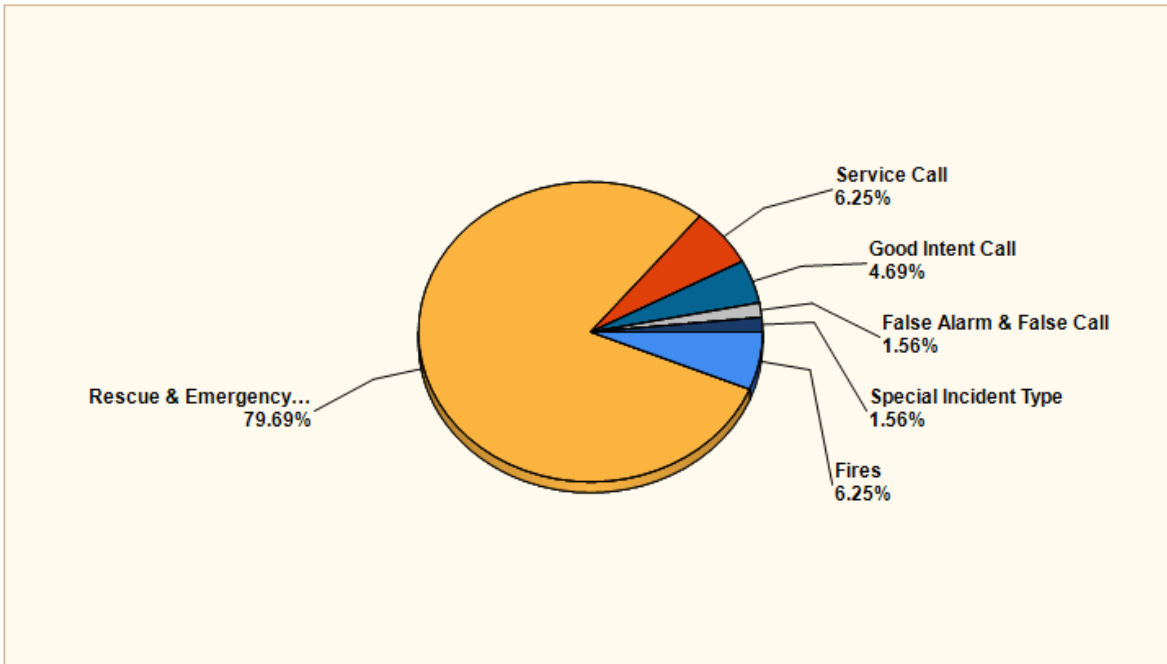
THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

The month of February had a smaller call volume, we participated in the annual Carrot Festival, kudos to the Chamber of Commerce, Yvette Rios, City of Holtville staff and of course my personnel. During the parade and carnival, we had no significant calls. I attended my first Firescope meeting at the Rose Bowl. We had ISO do the 5 year review of the fire department, water distribution and dispatch. **A fire department's ISO rating is a determination by the Insurance Services Office by how well the department is able to serve the community. You're assigned a score between 1 and 10, with lower numbers indicating a better score. High ISO scores can increase home insurance rates in the community.** Staff did a fantastic job prepping for the audit. We should receive our review results soon. The following is the monthly report for the month of February.

Emergency calls	64
Training hours	132

Cordially submitted

Alex Silva
Fire Chief



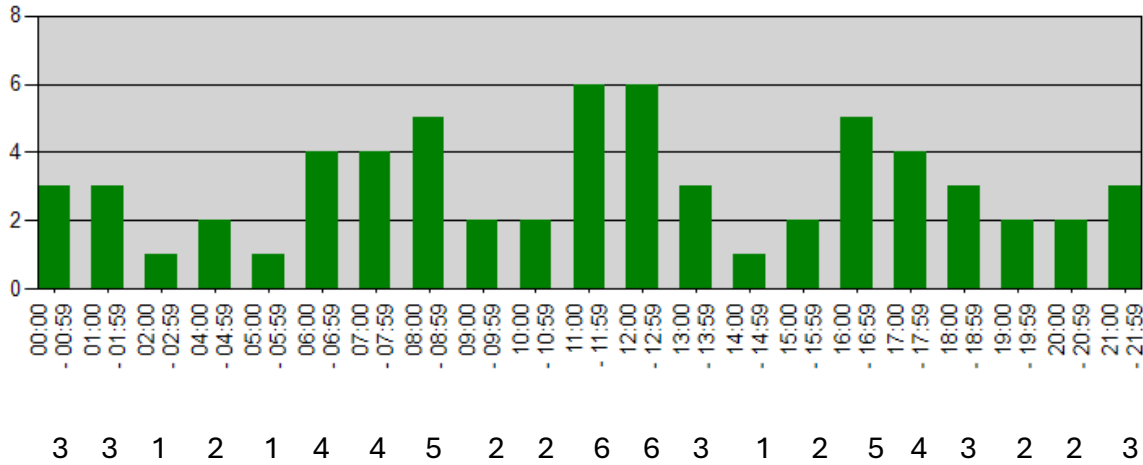
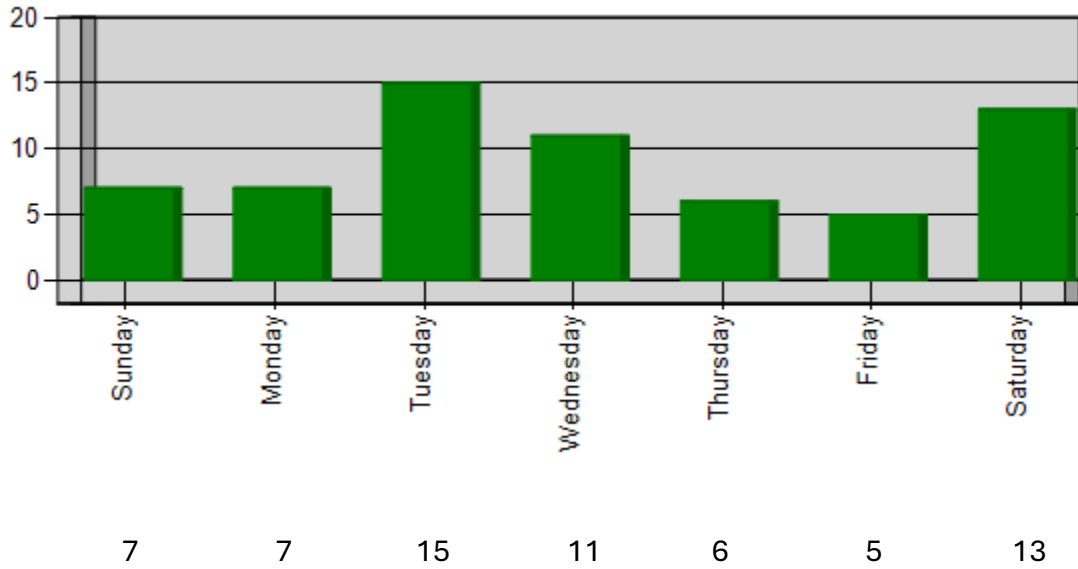
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	6.25%
Rescue & Emergency Medical Service	51	79.69%
Service Call	4	6.25%
Good Intent Call	3	4.69%
False Alarm & False Call	1	1.56%
Special Incident Type	1	1.56%
TOTAL	64	100%

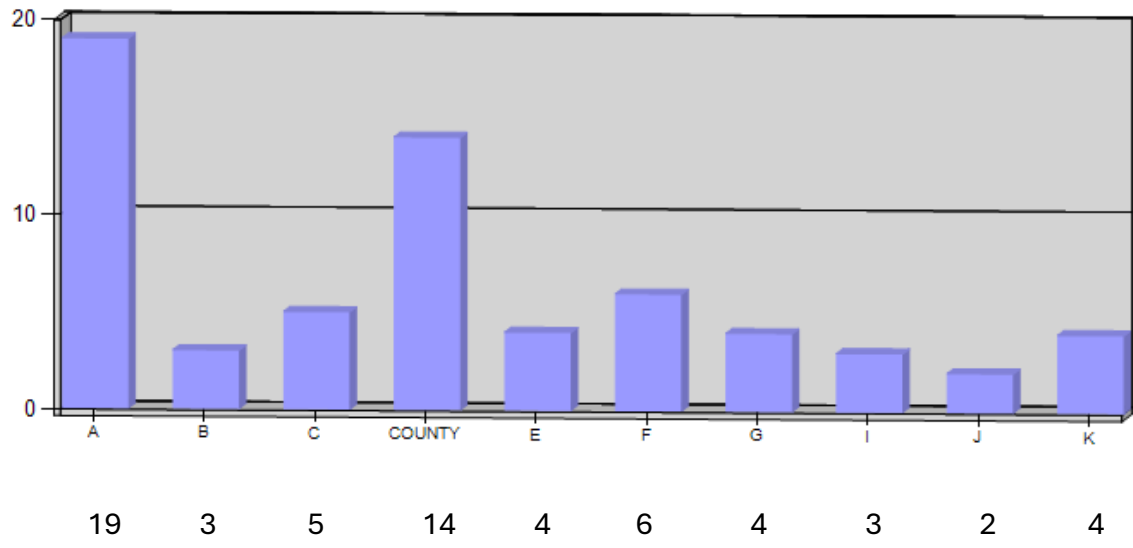
ACTION TAKEN	# INCIDENTS	PERCENTAGE
10 - Fire control or extinguishment, other	1	1.56%
11 - Extinguishment by fire service personnel	2	3.13%
12 - Salvage & overhaul	1	1.56%
14 - Contain fire (wildland)	1	1.56%
22 - Rescue, remove from harm	1	1.56%
31 - Provide first aid & check for injuries	5	7.81%
32 - Provide basic life support (BLS)	45	70.31%
70 - Assistance, other	1	1.56%
73 - Provide manpower	2	3.13%
86 - Investigate	3	4.69%
92 - Standby	1	1.56%
93 - Cancelled en route	2	3.13%

TOTAL: 65

TOTAL INCIDENTS	TOTAL PROPERTY LOSS	TOTAL CONTENT LOSS	TOTAL LOSSES	AVERAGE LOSS
5	\$217,000.00	\$20,000.00	\$237,000.00	\$47,400.00

INCIDENT NUMBER	DATE	Incident Type	PROPERTY LOSS	CONTENT LOSS	TOTAL	% of Total
2025-104	02/07/2025	322 - Motor vehicle accident with injuries	\$40,000.00	\$20,000.00	\$60,000.00	25.32%
2025-108	02/09/2025	322 - Motor vehicle accident with injuries	\$20,000.00	\$0.00	\$20,000.00	8.44%
2025-114	02/12/2025	551 - Assist police or other governmental agency	\$117,000.00	\$0.00	\$117,000.00	49.37%
2025-125	02/15/2025	322 - Motor vehicle accident with injuries	\$20,000.00	\$0.00	\$20,000.00	8.44%
2025-133	02/19/2025	322 - Motor vehicle accident with injuries	\$20,000.00	\$0.00	\$20,000.00	8.44%





**City of Holtville
REPORT TO COUNCIL**

MEETING DATE:	<u>3/24/25</u>
ITEM NUMBER	<u>5e</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED February 21, 2025
FROM: **Public** Works Supervisor
SUBJECT: Bimonthly Report.

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED OF THE CITY COUNCIL.

The purpose of this report is to inform the Council of Public Works activities since the last council meeting.

Public Works has been actively working on or completed the following:

- Cleared sewer plugs at various locations in town.
- Repaired water service line leaks.
- Worked with the Sheriff's Department to clean up graffiti at the park and around town.
- Cleaning up all burnt salt cedars south of the skate park.
- Repaired a 4-inch water break on 4th and Pine Ave.
- Installed a 6-inch valve on 3rd and Chestnut Ave.
- Held vaccination clinic on the corner of 4th and Cedar Ave.
- Installed three 1-inch meters.
- Installed six ¾-inch meters.

Respectfully Submitted,



Alejandro Chavez
Public Works Supervisor
City of Holtville

