

# **ARVIN COMMUNITY SERVICES DISTRICT**

Regular Meeting Agenda for the Board of Directors  
Tuesday, February 20, 2018

# Agenda

- 1. Public Comment
- 2. Consent Calendar
  - Approve Minutes for:
    - ~~Regular Board Meeting February 5, 2018.~~

# 3. Accounts Payables

**Arvin Community Services District  
Payables for January 2018/February 2018  
Tuesday, February 20, 2018**

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#	Vendor	Amount	Status
1	Advanced Bookkeping & Tax- ( CPA services for Dec-2018)	\$ 5,719.20	paid
2	Aramark- ( uniforms, mats and supplies for office jan2018)	\$ 1,191.58	
3	ARRC- ( cabling labor 2.19.18)	\$ 2,600.00	
4	AT&T- ( well site line 854-2848)	\$ 108.63	
5	AT&T- ( well site line 854-3056)	\$ 106.70	
6	AT&T-( well site line 854-1020)	\$ 112.09	
7	AT&T- ( well site line 854-1030)	\$ 112.09	
8	Autozone- ( 2- val extra strength fluid)	\$ 8.42	paid
9	Barc- ( quarterly shredding services)	\$ 25.00	paid
10	BC- Laboratories- ( samples for Jan 2018)	\$ 5,144.00	paid
11	Bill R. Walker- ( certified public accountant- audit year end June 30, 2017)	\$ 8,500.00	paid
12	Dee Jaspar and Assc- ( General professional services)	\$ -	
13	Ferguson- waterworks- ( 5- lf 3/4 mip x pepj corp, 1- 6x7-1/2 ib rep clmp- 12- lf 3/4 mtr coup)	\$ 619.76	
14	Garcia Powered Electric Inc- (well #13 preventative maint. inspect elec connections for elec through out facility. Wipe down and vacuum electrical panels. Label elec equip)	\$ 900.00	
15	Kimball Midwest- ( extreme glass cleaner)	\$ 24.33	paid
16	MBS- Multi business systems- ( office check order)	\$ 205.76	paid
17	Office Team- ( temp-employee work week-end 02/02/18)	\$ 912.14	paid
18	Pacific Tire- ( backhoe flat repair and service call- vehicle no. 6 flat repairs- vehicle no. 8 cooper tires)	\$ 879.02	
19	PA Security- ( monthly monitoring rate shop services)	\$ 30.00	
20	PA Security- ( monthly monitoring rate office past due invoices)	\$ 75.00	paid
21	PG&E- ( well no. 10 and well no.11 services 01/08/18-02/06/18)	\$ 6,898.43	
22	PG&E- 4472256989-2 ( old shop outdoor lighting area)	\$ 11.35	
23	PG&E- 0892685012-7 ( 224 meyer water well)	\$ 23.07	
24	PG&E- 0564266959-1 ( 709 charles well no. 8)	\$ 932.84	
25	PG&E- 8101018927-2 ( well no. 2)	\$ 137.99	
26	PG&E- 5152797893-9 ( well no. 5)	\$ 137.99	
27	PG&E- 3069482424-1 ( well no. 6)	\$ 8,096.31	
28	PG&E- 3569445887-4 ( storage- booster station)	\$ 371.55	
29	PG&E- 9892684436-0 ( office services)	\$ 383.32	
30	PG&E- 2017685983-1 ( well no. 1)	\$ 39.25	
31	PG&E- 8059352263-6 ( old shop services)	\$ 9.86	
32	PG&E- 4097259099-2 ( old shop out door lighting services)	\$ 11.35	
33	Pitney Bowes- ( service request 1/11/18)	\$ 1,211.57	paid
34	Postmaster- arvin ( late notice Feb-2018)	\$ 426.50	
35	Rabobank- ( office max purchase, instant ink, bookfactory, ferguson)	\$ 320.49	
36	sequoia Equipment Comp- ( case backhoe 590SN)	\$ 1,818.41	paid
37	Tolman & Wiker Insurance Services LLC- ( policy change)	\$ 300.00	paid
38	United Rentals- ( Backhoe lease ffrom 1/18/18-2/15/18)	\$ 1,957.37	paid
39	US Bank- ( lease for main copier)	\$ 195.29	paid
40	WestAir- ( Booster station pressure)	\$ 24.95	
	<b>Total</b>	<b>\$ 50,581.61</b>	

## 4. Board to Discuss and Take Action re: Financial Audit of Fiscal Year ending June 30, 2017

- Review Fiscal Year from July 1, 2016 through June 30, 2017
- Discuss any findings
- Questions for the auditor

# 5. Presentation and Discussion re: District Solar Project

- Discuss the possibilities of the District completing a solar project to minimize the amount paid yearly in electricity.
- Review the amount of energy historically used by the District and how that will impact possible project
- Understand different methods used along with solar to maximize energy efficiency.



○ **ARVIN COMMUNITY SERVICES DISTRICT  
| ENERGY INFRASTRUCTURE STRATEGY**

**February 20, 2018**

**BARNABAS PATH, CEM**

# AGENDA

- Objective
- Summary of Utilities
- **Leveraging Existing Infrastructure Projects**
- Solar Options
- **Next Steps**
- About **SmartWatt Energy**





# SUMMARY OF UTILITIES

- 12-mo 17-18 | \$293,643
- 12-mo 16-17 | \$418,113
- 17-18 | 3 accounts @ 92.4% of total
- 16-17 | 5 accounts @ 95.6% of total

# SUMMARY OF UTILITIES

	1397-7	2424-1	5983-1	6959-1	7893-9	Totals
<b>17-18</b>	\$ 165,741	\$ 89,142	\$ 492	\$ 16,455	\$ 4,905	<b>\$ 293,643</b>
<b>16-17</b>	\$ 118,509	\$ 86,025	\$ 55,611	\$ 116,385	\$ 23,136	<b>\$ 418,113</b>
<b>2-Year</b>	\$ 284,250	\$ 175,167	\$ 56,104	\$ 132,840	\$ 28,041	
<b>% of 2-yr</b>						
<b>17-18</b>	58.3%	50.9%	0.9%	12.4%	17.5%	
<b>16-17</b>	41.7%	49.1%	99.1%	87.6%	82.5%	
<b>% of Total</b>						
<b>17-18</b>	56.4%	30.4%	0.2%	5.6%	1.7%	
<b>16-17</b>	28.3%	20.6%	13.3%	27.8%	5.5%	



# LEVERAGING EXISTING INFRASTRUCTURE PROJECTS

- Energy infrastructure can be leveraged
  - Bond funds applied to non-energy infrastructure
  - Less Impact on bonding capacity
- **Energy Savings as a KPI**
  - Energy savings do not disappear into the operating budget
  - Energy savings pays for debt service



# LEVERAGING EXISTING INFRASTRUCTURE PROJECTS

- Solar
- Battery Storage
- Pumps & Motors
- Variable Frequency drives
- Field and building lighting
- HVAC systems
- Energy recovery water turbines



# PROJECT SCOPE | Solar

- Acquisition Models
  - Cash
  - Capital Loan
  - Lease, Capital or Operating, Tax-Exempt
  - Power Purchase Agreement (PPA)
- Acquisition Finance Considerations
  - Credit position
  - 5-Year & 10-Year financial position
  - “Rent” or Purchase
  - Internal Rate of Return



# PROJECT SCOPE | Solar

- Acquisition Contractual Considerations
  - Energy Performance Contract
  - CA Government Code 4217.1 – Energy Contracts
  - Reduce, Reuse, Renew
  - Risk Tolerance Considerations
  - Consolidated Design, Engineering, Project Management, Construction Management, Measurement & Verification
  - No change orders
  - Collaborative project development rather than “Zero-Sum” contracting model



## PROJECT SCOPE | To “PPA” Or Not To “PPA”

- No money down
- Typically all-inclusive
- Rate starts at slightly less than current generation rates
- Typically escalated at a fixed – but linked – percentage
- 25 years
- Typically scaled to maximum kW



# PROJECT SCOPE | Why Not To “PPA”

- Can the district borrow funds?
- Will the district be operating more than 10 years?
- Is reducing overall energy consumption a consideration?
- Is flexibility an important variable?
- Is a higher NPV/IRR a finance consideration?





# NEXT STEPS

- Master Service Agreement
- Develop Task Order #01
  - OPTION: Fee-Based or MOU Development Agreement
  - SCOPE: Options provided to staff and board; customer-driven scope of work
- Review and Approve Conceptual Project



# ABOUT SMARTWATT

- **Design/Build Firm:** Product Agnostic
- **Smaller Privately Held Company:**
  - 300+ Employees
  - Lower profit requirements and mark-ups
- **Department of Energy (DOE) Qualified** Energy Service Performance Contractor
- **Self-Perform** Electrical and Controls work
  - 120+ electricians/technicians; reduces subcontractors
- **Local Office:** Placentia, CA

# LOCATIONS



# CUSTOMERS

17,000+ Customers Served



# RELEVANT ENERGY PROJECTS

## Fulton County: \$1.4M



- LED lighting
- Boiler/mechanical system replacements
- Building controls
- Transformers, water conservation, weatherization

## Montgomery County: \$2.5M



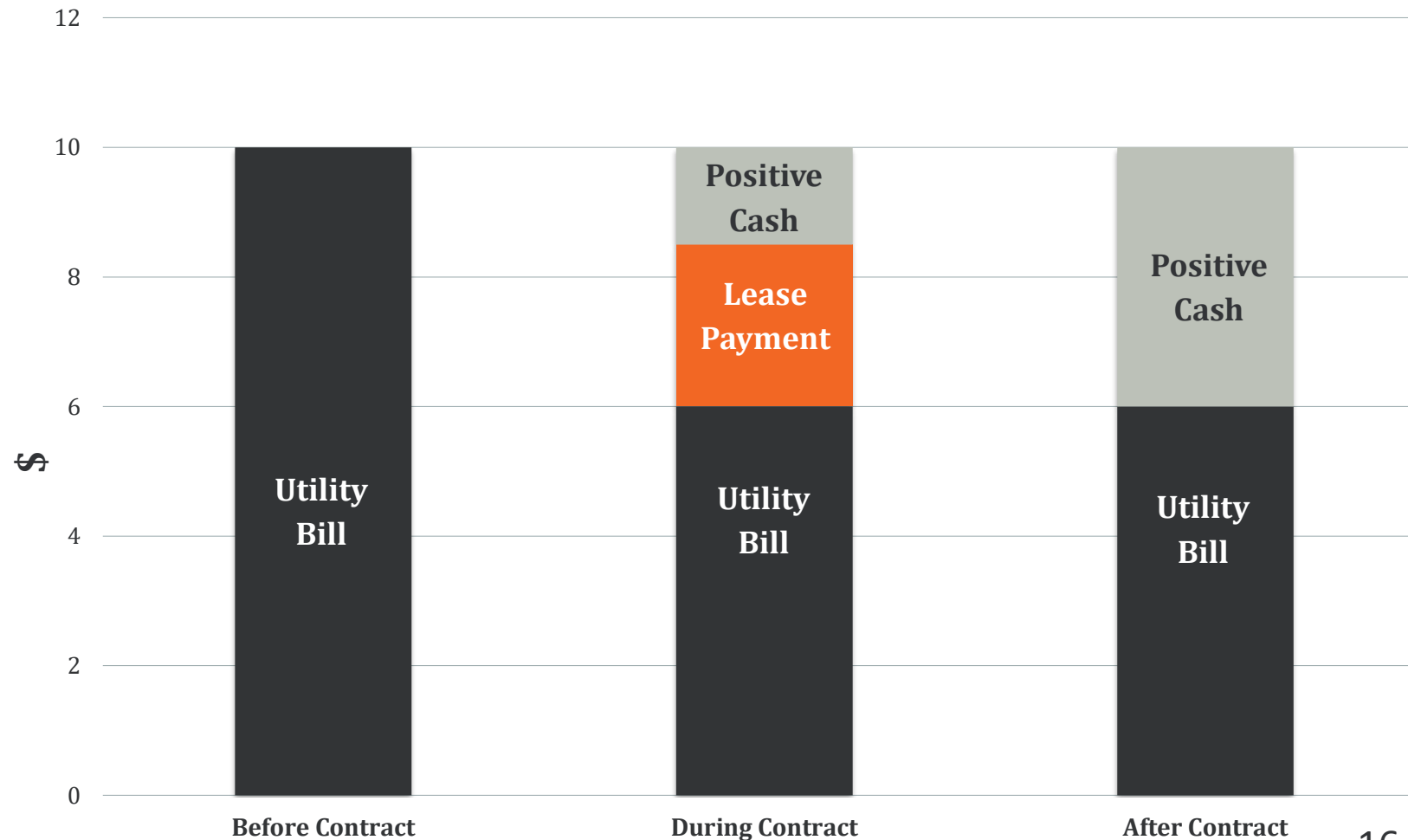
- LED lighting
- Mechanical system replacements
- New central cooling system
- Historical window replacement and weatherization
- Water conservation

## Town of Minden: \$180K



- LED lighting
- IR heating system and boiler replacement
- Building controls

# HOW THE PROJECT IS PAID



The logo for Smartwatt features the word "smartwatt" in a lowercase, sans-serif font. The "smart" portion is in orange, and the "watt" portion is in a muted green. To the left of the text, there is a thin orange line that starts from the top left, goes right, then down, then right again, ending in a small circle that points to the letter 's' in "smart".

smartwatt

BARNABAS PATH, CEM

SMARTWATT ENERGY

[bpath@smartwatt.com](mailto:bpath@smartwatt.com)

+1 714 296 58 05

## 6. Board to Discuss and Take Action re: Contract InfoSend to print and mail bills

- Discuss the possibilities of the District outsourcing our bill printing
- Minimize office staff time spent on printing
- Better presentation of the bill providing



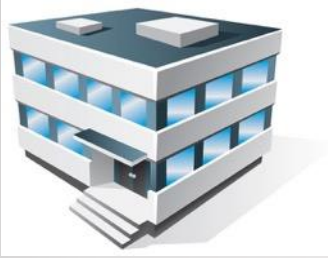
# INFOSEND OVERVIEW



- ❖ **Mission Statement** *“Our goal is to provide the best possible services along with cost-efficiency to our customers in an accurate, reliable, and timely manner - with a personal touch.”*
  
- ❖ *History of 21 years of providing Customer Communication Management to utilities and agencies nationwide*
  
- ❖ **Core Services:**
  - Data Processing & Document Composition
  - Print and Mail
  - E-Presentation
  
- ❖ **Production Environment**
  - High Capacity imaging equipment – Black, Highlight and Full Color output
  - Mail Insertion Equipment Employ DRS – Mail Package Integrity Systems
  
- ❖ **Client Services: Best in Class Support**
  - Client Retention is over 98.5 – InfoSend has never lost a client for service production or service deficiencies
  - Commitment to customer success and satisfaction with error free manufacturing environment (99.9999% accuracy)
  
- ❖ **Process Over 180 Million+ Print and Electronic Presentment Documents a Year across over 400+ Clients**
  
- ❖ **Data Security is of the utmost importance:**
  - SSAE16, SOC 2 Type 2, PCI Compliant, HIPAA Certification






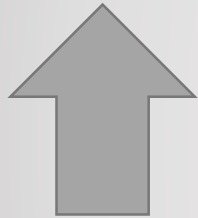
**Established  
in 1996**



Services
Data Processing
Document Composition
Print and Mail
E-Presentation

Production Environment
High Capacity Imaging Equipment
Black, Highlight and Full Color Output
Mail Insertion Equipment Employ DRS
Process Over 180 Million Print and Electronic Presentation documents per year

Verticals
 Utilities
 Public Sector
 Health Sciences

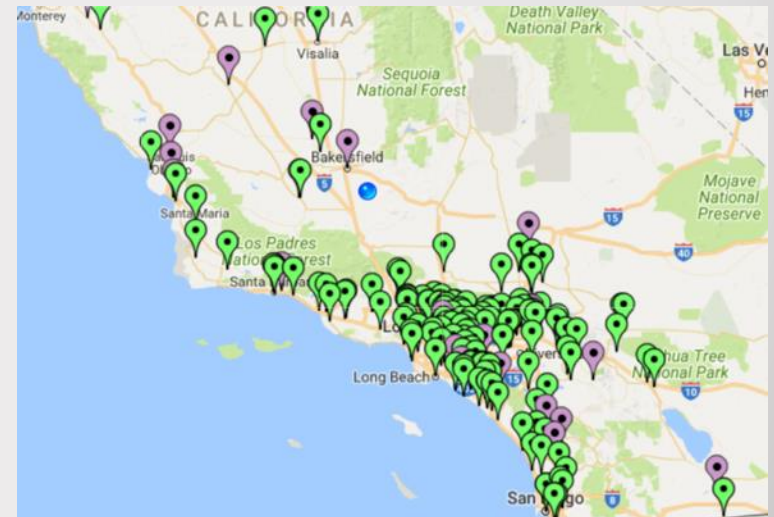


Annual Revenue Growth  
of 15-25% Every year

### InfoSend Locations



**400+ Utility Clients  
Serving 214 utilities in CA**



# LOCATIONS



- **Anaheim, California HQ**
  - 105,000 sq. ft. production facility
  - Large 4.3 Acre Campus
  - Onsite Backup Generator



- **Downers Grove, IL – near Chicago**

- **Carrollton, Texas – near Dallas**



- **No subcontractors!** InfoSend operates each of its production facilities.
- **Cloud Based Disaster Recovery Enhancements**

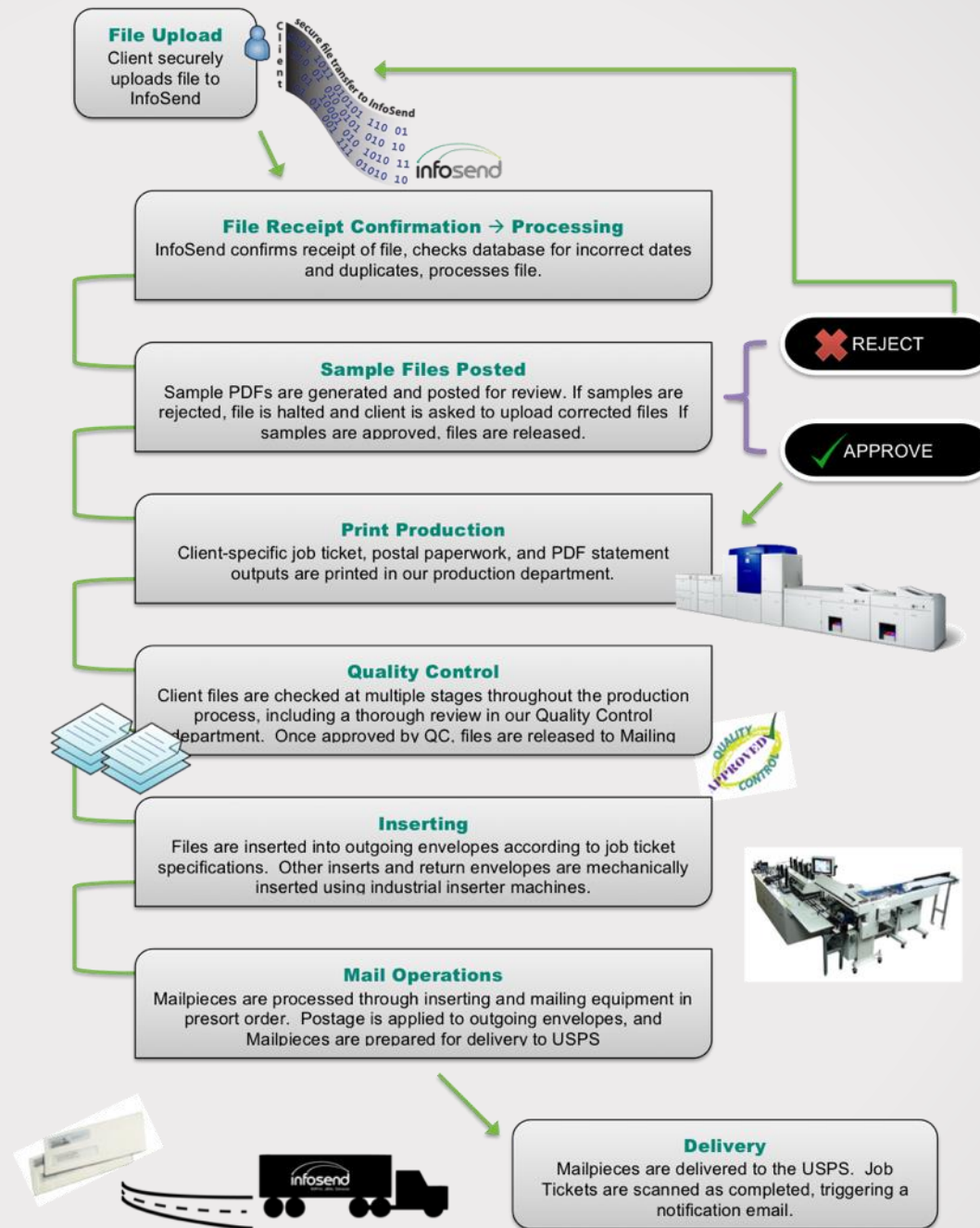
# EQUIPMENT



Type	Printer	QTY	Images per hour
Full Color	Canon Océ JetStream 2200	1	128,820
Full Color	Ricoh Pro VC60000	1	128,820
Full Color	Ricoh Pro C9100	1	6,600
Full Color	Xerox 70 Color Press	1	4,200
Highlight Color	Xerox HLC 155	1	9,300
Highlight Color	Xerox HLC 128	2	7,680
Highlight Color	Xerox HLC 180	5	10,800

Inserter Type	QTY	Insertions per hour
Sensible Technologies/Bell & Howell Intelligent Inserter with Mail Piece Integrity	19	7,500
Pitney Bowes Flowmaster	2	12,000

# DATA PROCESS FLOW



# COST SUMMARY



## InfoSend Pricing - Print and Mail - 2 color

	InfoSend price per piece	Monthly Quantity	Monthly Cost	
statement processing, two color duplex print, mail prep	\$ 0.0840	4,700	\$ 394.80	
white paper stock with perforation - 8.5"x11"	\$ 0.0150	4,700	\$ 70.50	
outgoing double window #10 envelope	\$ 0.0160	4,700	\$ 75.20	
return single window #9 envelope	\$ 0.0140	4,700	\$ 65.80	
<b>total price per mail piece</b>	<b>\$ 0.1290</b>			<b>\$ 606.30</b> InfoSend monthly estimate for two color statements
				<b>\$ 7,275.60</b> InfoSend - Estimated Yearly Total - not including postage

## InfoSend Pricing - Print and Mail - FULL color

	InfoSend price per piece	Monthly Quantity	Monthly Cost	
statement processing, four color duplex print, mail prep	\$ 0.0990	4,700	\$ 465.30	
white paper stock with perforation - 8.5"x11"	\$ 0.0150	4,700	\$ 70.50	
outgoing double window #10 envelope	\$ 0.0160	4,700	\$ 75.20	
return single window #9 envelope	\$ 0.0140	4,700	\$ 65.80	
<b>total price per mail piece</b>	<b>\$ 0.1440</b>			<b>\$ 676.80</b> InfoSend monthly estimate for full color statements
				<b>\$ 8,121.60</b> InfoSend - Estimated Yearly Total - not including postage


USPS postage estimate using our lowest rate of \$0.375	\$0.375	4,700	\$ 1,762.50	InfoSend - estimated USPS cost
			\$ 21,150.00	InfoSend - Estimated Annual USPS cost
			\$ 70.50	Monthly difference between full color and two color options
			\$ 2,368.80	InfoSend Monthly estimate plus postage estimate – 2 Color
			\$ 2,439.30	InfoSend Monthly estimate plus postage estimate – Full Color
<b>Total Cost - Print and Mail - 2 color</b>			\$ 28,425.60	InfoSend yearly cost estimate plus postage estimate - 2 color
<b>Total Cost - Print and Mail - Full color</b>			\$ 29,271.60	InfoSend yearly cost estimate plus postage estimate - Full color

# District Cost Summary




District Cost of Bill Printing	
Items	Cost
Post Office - Regular Bill	\$ 23,396.31
Post Office - Late Bill	\$ 3,580.69
Regular Bill Paper	\$ 3,260.74
Late Bill Paper	\$ 746.60
Envelopes	\$ 3,186.34
Printer	\$ 1,087.40
Labor	\$ 3,600.00
	<b>Total Yearly \$ 38,858.08</b>
<b>District Cost per Month</b>	<b>\$ 3,238.17</b>

# SAMPLE BILLS




## UTILITY SERVICES STATEMENT

Customer Name	Account Number	Service Address	Statement Date	Due Date
John Doe	999999-99999	1234 First Ave	12/06/2016	12/27/2016




**WATER**  
\$43.64

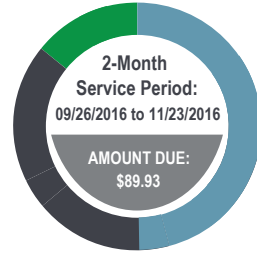


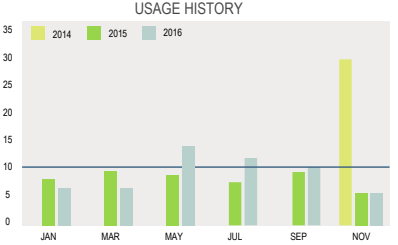
**OUTSIDE AGENCY CHARGES**  
\$34.83

Breakdown of charges on reverse



**SEWER**  
\$11.46





USAGE INFORMATION		
METER #:	METER SIZE: 3/4"	
Days of Service	Current Read	Previous Read
58	20	15
2014 Usage (Units)	2015 Usage (Units)	Current Usage (Units)
29	5	5


1 Unit = 748 gallons

Please fold on perforation before tearing and return bottom portion with your payment.


CURRENT CHARGES	PAST DUE BALANCE	AMOUNT DUE
\$89.93		\$89.93
DUE BY: 12/27/2016	DUE IMMEDIATELY	AMOUNT PAID

Additional Information on Reverse

Please Make Checks Payable and Remit to




JOHN DOE  
1234 E STREET  
TUCSON, AZ 85730-1647




CUCAMONGA VALLEY WATER DISTRICT  
PO BOX 51788  
LOS ANGELES, CA 90051-6088


000030091000023458000000089932




## UTILITY SERVICES STATEMENT

Last Bill	Payments/Credits	Deposits	Adjustments	Balance Forward	New Charges	Amount Due
\$622.86	-\$227.23	\$0.00	\$0.00	\$395.63	\$166.71	\$562.34
Bill Date	Service Period	Due Date				
01/11/17	12/09/16 to 01/10/17	01/31/17				







**SEWER**  
\$72.52  
Phone: 520-724-6609




**WATER**  
\$74.89  
Phone: 520-791-3242



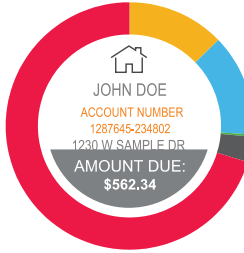
**ENVIRON. SVC.**  
\$1.06  
Phone: 520-791-3171



**PAST DUE BALANCE**  
\$395.63  
Please pay immediately to avoid additional fees

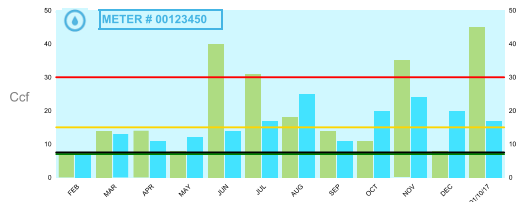


**MISCELLANEOUS**  
\$18.24  
Breakdown of charges on reverse



**Late Notice**

Our records show that a portion of your account is Past Due. Please pay the Balance Forward now to prevent service interruptions or possible penalties. If you have recently paid this amount, please disregard this message.




Cycle - Route	Current Read	Previous Read	Usage (Ccf)
08-06	3051	3034	17
Water Usage	In Gallons	In Ccfs ( 1 Ccf = 748 Gallons )	
Current Usage:	12716	17	
Last Year Usage:	33660	45	

Please fold on perforation before tearing and return bottom portion with your payment.

Service Period	Due Date	Account Number
12/09/16 to 01/10/17	01/31/17	1287645-234802
Optional Open Space/Riparian Donation	Amount Due	Amount Paid
<input type="checkbox"/> \$2.00	\$562.34	\$
<input type="checkbox"/> \$5.00		
<input type="checkbox"/> \$10.00		
<input type="checkbox"/> \$		

Addressee

TUA0111A 5-DIGIT 85745  
7000008993 00.0032.0201 8450/1




JOHN DOE  
1230 W SAMPLE DR  
TUCSON AZ 85745-7117

000123456000708090000000123450



# SAMPLE BILLS



**MISSOULA WATER**  
PO Box 5388 - 1345 W Broadway  
Missoula, MT 59806-5388  
Walk-in Office Hours: M-F 7:30 am - 5:30 pm  
Customer Svc Phone Hours: M-F 8:00am - 5:00 pm  
General inquiries including 24 hour Emergency 406-552-6700  
Payments 866-790-7218  
Visit us at <http://www.ci.missoula.mt.us/water>

Page: 1 / 1

**Account Information**

Account Number: 000000  
Customer Number: 00000  
Customer Name: JOHN SAMPLE  
Service Address: 123 W SAMPLE AVE  
Cycle: M00 Book: 000  
Type of Bill: METERED/FINAL  
Date of Bill: 11/03/2017  
Due Date: 11/22/2017

**Current Charges**

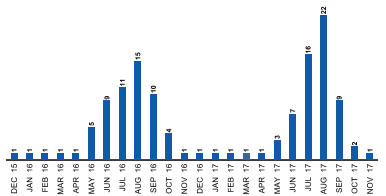
Public Fire Protection Fee \$0.81  
MWC Water Usage Charge (1 CCF \* \$ 1.9156) 1.92  
MWC Service Charge (Basic Charge) 9.63

**Total Current Charges \$12.36**

JOHN SAMPLE  
123 W SAMPLE AVE  
MISSOULA MT 59806-1582

**Special Message**  
Direct Debit is available again!  
To enroll, please submit a signature on our form located on the back of the stub on this bill and provide a voided check.  
Any questions contact us at [waters@ci.missoula.mt.us](mailto:waters@ci.missoula.mt.us)

**Service Information**  
Your Monthly Water Usage



Service From: 10/16/2017 To: 11/03/2017 18 days  
Meter Number 20126100 Meter Size 5/8 x 3/4" Previous Read 191 Current Read 192 Usage\* 1

\*1 unit = 100 Cubic Feet (CCF) 1 CCF = 748.019 Gallons


**Amount Due**

Previous Balance \$56.44  
Past Due Balance\*\* 56.44

Total Current Charges 12.36

**TOTAL AMOUNT DUE \$68.80**

Please return bottom portion along with your payment.



**MISSOULA WATER**  
PO Box 5388 - 1345 W Broadway  
Missoula, MT 59806-5388  
General inquiries including 24 hour Emergency 406-552-6700  
Payments 866-790-7218  
Visit us at <http://www.ci.missoula.mt.us/water>


Account Number: 000000  
Customer Number: 00000  
Service Address: 123 W SAMPLE AVE  
Cycle: M00 Book: 000  
Date of Bill: 11/03/2017  
Due Date: 11/22/2017

**Amount Due \$68.80**


**Amount Enclosed**

To enroll in automatic payments or for changes in mailing address, please check this box and complete the appropriate information on the back of this stub.


MMT1104A  
4000000009 9/1



JOHN SAMPLE  
123 W SAMPLE AVE  
MISSOULA MT 59806-1582



00000000000000000000



Please check on the back for bill message and announcements

**How to reach us**

Email: [utilitybilling@cityofanacortes.org](mailto:utilitybilling@cityofanacortes.org)  
Web: [www.cityofanacortes.org](http://www.cityofanacortes.org)  
Office: 904 6th St, Anacortes WA 98211  
Phone: 360-293-1909

Issued: August 12, 2016  
Service Period: July 2016  
Account Number: 012-3456-00  
DUE DATE: August 31, 2016  
TOTAL DUE: \$67.08

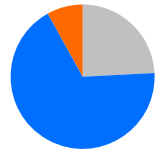
**Summary**

Service Location: 123 CUSTOMER WAY  
Amount of Last Bill \$ 56.09  
Payment(s) Received \$ 56.09  
Current Amount Due \$ 67.08  
On Account Amount \$ 0.00

**Charges Detail**

Refuse - 21 Gallon Refuse Tote Service	1 tote	\$ 7.08
Storm - Residential Storm Drain		\$ 5.00
City Utility Tax 7%		\$ 3.33
Recycling - Recycle Tote Service	1 tote	\$ 9.11
Water - 5/8" x 3/4" Residential		\$ 42.56
<b>Total Current Charges</b>		<b>\$ 67.08</b>

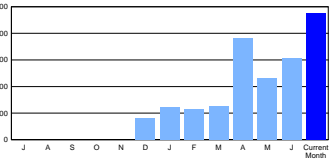
**Cost Distribution**



- Solid Waste, \$16.19, 24%
- Water, \$45.54, 68%
- Storm, \$5.35, 8%
- Sewer, \$0.00, 0%

**Consumption Detail**


Month	CF	Gallons
July	0	0.00
August	0	0.00
September	0	0.00
October	0	0.00
November	0	0.00
December	328	2,453.52
January	493	3,687.76
February	453	3,388.55
March	505	3,777.53
April	1,528	11,429.82
May	928	6,941.67
June	1,227	9,178.27
Current Month	1,904	14,242.40



**Statistics**

Average daily water use: 459.4 gallons  
Average daily total cost: \$ 2.16  
Days in billing cycle: 31

Please detach and return this remittance slip



City of Anacortes  
PO Box 888  
Anacortes, WA 98221


Account Number: 012-3456-00  
DUE DATE: August 31, 2016  
TOTAL DUE: \$67.08  
Amount Enclosed:  By Auto Pay

**\*ES 06082700\***

Check here for autopay sign up and complete reverse side

**www.cityofanacortes.org** to pay online or find payment locations

Mail this coupon and make check payable to City of Anacortes  
INF812A SCH 5-DIGIT 92807  
7000003008 00.0011.0085 2849/1



JOE SAMPLE  
123 CUSTOMER WAY  
ANACORTES WA 98221

CITY OF ANACORTES  
PO BOX 888  
ANACORTES WA 98221

# Financial Analysis



Description of Service	Cost
InfoSend 2 Color plus postage	\$28,425.60
Monthly Average Cost of District	\$38,858.08
Difference	\$10,432.48
Description of Service	Cost
InfoSend Full Color plus postage	\$29,271.60
Monthly Average Cost of District	\$38,858.08
Difference	\$9,586.48

# 7. Board to discuss and take action on Resolution accepting property from City of Arvin and Successor Agency to the Arvin Community for three well sites.

## Resolution 18-02

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ARVIN COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ACCEPT ON THE DISTRICT'S BEHALF ALL INTERESTS IN REAL PROPERTY

WHEREAS, Government Code § 27281 provides that instruments conveying an interest in real property to the District may not be recorded without a Certificate of Acceptance from the District; and

WHEREAS, Government Code § 27281 also provides that the District Board may, by a general Resolution, authorize one or more officers to accept instruments conveying an interest in real property by executing a Certificate of Acceptance; and

WHEREAS, the District Board desires to delegate to the General manager to accept all real property interests on behalf of the District.

NOW, THEREFORE, THE DISTRICT BOARD OF THE ARVIN COMMUNITY SERVICES DISTRICT DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The District General Manager may accept on behalf of the District Board interest in real property so long as such property interest is memorialized in a written document signed by the property owner.

SECTION 2. Prior to the District General Manager accepting any interest in real property, the District's Attorney shall ensure the document or instrument is in a legally acceptable format.

SECTION 3. The District General Manager shall utilize a Certificate of Acceptance in substantially the following form and shall record the Certificate along with the instrument conveying the real property interest with the County Recorder.

# 8. Staff Comments

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

# 9. Board Director Comments

- Board Director Alvarez
- Board Director Rodriguez
- Board Director Moreno
- Vice President Gallardo
  - President Urueta

# 10. Closed Session

- a. Conference with Legal Counsel on Potential Initiation Litigation.
  - Govt code 54956.9 d 4 (Two Cases)

# 11. Adjournment

- Next Meeting Dates:
  - March 5, 2018
  - March 19, 2018