

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 15, 2024

FROM: Jacob Bermudez, Grants Manager

SUBJECT: CalRecycle Grants

Requested Action:

- 1) Approval of the budgets for the CalRecycle grants not to exceed \$95,649.
- 2) Approval of the purchase of a vehicle for the use of office staff in the amount \$21,495
- 3) Approval of the purchase of a vehicle for the use of the parks staff in the amount \$27,015

Background:

In 2022 The Department of Resources Recycling and Recovery (CalRecycle) offered the SB 1383 Local Assistance Grant Program pursuant to Chapter 395, Statutes of 2016. This non-competitive grant program provides one-time funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383 in the amount of \$90 million.

The Heber Public Utility District (HPUD) applied for this funding opportunity and was awarded a total of \$95,649. HPUD staff met with the CalRecycle representative in early July to create a budget for this funding opportunity. The attached budget was approved by our representative and it ready for execution.

Fiscal Impact:

Grant revenues and expenditures are included in HPUD budget for FY 2024-25.

Respectfully,

Jacob Bermudez,
Grants Manager

Budget

SB 1383 Local Assistance Grant Program

Grantee's Name: Heber Public Utility District

Admin Costs: Personnel time for admin including preparing pay requests and reports - Indirect costs are capped at 10%

Description	Dollar Amount
Indirect Cost	\$649.00
Subtotal	\$649.00

Education & Outreach: Costs associated with promotional materials for public education and outreach

Description	Dollar Amount
Outreach and Educational Event	\$10,000.00
Information Pamphlets	\$1,500.00
Subtotal	\$11,500.00

Equipment: Personal protection equipment, and other cost of equipment associated with grant projects

Description	Dollar Amount
Organic Waste Bins	\$8,500.00
Subtotal	\$8,500.00

Expenditure Itemization Grant Total: **\$20,649.00**

Grantee Name: Heber Public Utility District		Award Amount: \$75,000.00
<p>Directions: Before completing the Budget Modification Template, please review the Read Me tab of this workbook which includes examples of costs for each category. Then, complete the Budget Modification Template below by providing detailed information on costs requested for this modification. Itemize each item type intended for purchase separately and include pertinent information (year, make, and model for vehicles; relevant specifications for large equipment; capacity (cubic feet) for refrigeration). Add rows to the table below, as needed, ensuring that formatting carries over to new rows. Please be sure to budget for all awarded funds.</p>		
Indirect Costs		
Expenditure Detail (Include specific details about costs)	Total Funds	
Indirect Costs	\$	6,750.00
Indirect Costs Subtotal:	\$	6,750.00
Indirect Costs Cap (10% of total grant amount)		\$7,500.00
Within Cap:		Yes
Education and Outreach		
Education and Outreach event	\$	10,000.00
Vehicle for Outreach	\$	25,000.00
Vehicle for compost waste	\$	27,000.00
Education and Outreach Subtotal	\$	62,000.00
Equipment (not related to Edible Food Recovery such as PPE, bins, lids, etc.)		
PPE for staff	\$	6,250.00
Equipment Subtotal:	\$	6,250.00
Total Project Funds	\$	75,000.00

3040.2.1 The General Manager may authorize expenditures greater than \$15,000.00 in certain circumstances that require immediate action. The General Manager will immediately report any such expense to the Board of Directors. (Amended Via Resolution 2017-14)

3040.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed by check through the accounts payable procedures. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager, Finance Manager, or Grants Manager prior to payment. Any request for reimbursement without a receipt must be made in writing and signed by the employee or Director requesting reimbursement. The written request shall contain an acceptable explanation for the claimed expense and why there is no receipt and must be approved in writing by the General Manager.

POLICY TITLE: Employment of Outside Contractors and Consultants

POLICY NUMBER: 3042

3042.1 The District may employ outside contractors or consultants for construction or engineering projects, auditing purposes and for other professional services as the need may arise. The District's procedure process is consistent with State and Federal laws.

POLICY TITLE: Utility Service Policy Adopted Via Resolution 2013-12 on 09/19/2013

POLICY NUMBER: Amended 08/20/2015 Attached

POLICY TITLE: Encroachment Permits

POLICY NUMBER: 3070

3070.1 Whenever a property owner desires to install or construct physical improvements - landscaping, fencing, retaining walls, culverts, bridges and/or other structures or improvements - on, above or below the surface of any portion of their land which is encumbered by a district facility or dedicated easement or right of way, they shall, prior to commencement of said installation or construction, apply for and receive an Encroachment Permit from the County of Imperial.

3070.1.1 Plans for said structures or improvements may be required by the General Manager to ensure that the resulting installation adequately accommodates existing district facilities.

3070.1.2 A fee established by the HPUD Board, together with actual county recording costs, shall be charged to cover district administrative and inspection costs, and the cost to record the Encroachment Permit with the County Recorder.

3070.1.3 The form of the Encroachment Permit shall be as designated by the County of Imperial.

POLICY TITLE: Purchasing

POLICY NUMBER: 3080

3080.1 To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500 - vendors will be asked to submit pricing information. District accounts are then awarded to those firms that provide the best prices, discounts, etc. Acquisitions are processed on purchase order forms that list instructions to vendors.

3080.2 Authorized employees may purchase items that are necessary to the operations of the District and that are included in the approved budget. After purchasing any items the receipt or invoice must be submitted to their immediate supervisor for processing for payment.

3080.3 To purchase items costing more than \$1000 quotations will be solicited from vendors and received by telephone, fax or mail prior to processing a purchase order. The General Manager, Finance Manager and Grants Manager must approve purchase orders. Any such purchase order must be signed by one of the three management employees.

- 3080.4 Once approved the employees then purchases the items requested or if it is an emergency then an approval is given by the General Manager to purchase the items immediately. If an item exceeds the spending limit then it is taken to the Board of Directors for approval. The Board will be given three different quotes from vendors. If an item is a specialty item that is not available except from special vendors, there may be fewer than three quotes.
- 3080.4.1 The General Manager may authorize expenditures greater than \$5,000.00 in certain circumstances that require immediate action. The General Manager will immediately report any such expense to the Board of Directors.
- 3080.4.2 For large quantity orders, the district will provide suppliers with a list of items to be purchased. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.
- 3080.5 Vehicles will be purchased through a competitive bidding process.

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 3085

- 3085.1 Sale of Surplus Equipment.
 - 3085.1.1 Board of Directors takes action to declare equipment surplus.
 - 3085.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)
 - 3085.1.3 Sealed bids are opened at the District Offices and the bid may be awarded to the highest bidder by the General Manager or his/her designee.
 - 3085.1.4 Bidders are notified of District's decision(s).
 - 3085.1.5 Junked Certificates may be obtained for vehicles that are sold to protect the District from liability.
 - 3085.1.6 The District may hold an auction for any surplus equipment not sold through a sealed bid process. The auction will follow the same guidelines for declaring equipment surplus. The District will advertise the date and time of the auction, and notify all prospective bidders that if a minimum bid is not made the District retains the right to pull any item from the bid list.
- 3085.2 Sale of Real Estate:
 - 3085.2.1 Board takes action to declare property surplus and authorizes District staff to obtain appraisal.
 - 3085.2.2 Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property prior to advertisement to the general public.)
 - 3085.2.3 If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
 - 3085.2.4 Board takes action at the next regular Board Meeting to accept or reject highest bid.
 - 3085.2.5 Bidders are notified of the Board's action.

POLICY TITLE: Records Retention
POLICY NUMBER: 3090



ford.com

VEHICLE DESCRIPTION

MAVERICK

2024 XL FWD
121" WHEELBASE
2.5L HYBRID ENGINE
AUTO CV TRANSMISSION

EXTERIOR
OXFORD WHITE
INTERIOR
BLACK ONYX-MED DK SLATE TRI

RR B18444

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- CONFIGURABLE DAYTIME RUNNING LAMPS
- DOOR HANDLES - BLACK
- EASY FUEL® CAPLESS FILLER
- FLEXBED™ STORAGE SYSTEM
- GRILLE - BLACK MESH
- HEADLAMPS-LED AUTO HI-BEAM
- HEADLAMPS-LED AUTO ON/OFF
- MANUAL LOCKING TAILGATE
- WIPERS- INTERMITTENT

INTERIOR

- 1-TOUCH DOWN DRIVER WINDOW
- 2ND ROW BENCH FLIP-UP W/ UNDER-SEAT STORAGE
- 4.2" PRODUCTIVITY SCREEN
- CLOTH BENCH REAR SEAT
- MANUAL A/C, SINGLE ZONE
- MAP POCKETS-PASSENGER
- POWER LOCKS AND WINDOWS
- POWERPOINTS - 12V
- ROTARY GEAR SHIFT DIAL W/ SELECTABLE DRIVE MODES
- TILT/TELESCOPE STR COLUMN
- USB A AND C
- VINYL SOFT CONSOLE LID

FUNCTIONAL

- 4-WHEEL ANTILOCK BRAKE SYS
- 8.0" CTR STACK TOUCHSCREEN
- AM/FM STEREO W/6 SPEAKERS
- APPLE CARPLAY™ AND ANDROID AUTO™
- BATTERY SAVER FEATURE
- CRUISE CONTROL
- ELECTRIC PARKING BRAKE
- ELECTRONIC PWR ASST STEER
- FORDPASS™ CONNECT
- PRE-COLLISION ASSIST W/AEB
- REAR VIEW CAMERA
- REMOTE KEYLESS ENTRY
- REMOTE START- FORDPASS APP

SAFETY/SECURITY

- AIRBAGS - SAFETY CANOPY®
- BELT-MINDER CHIME
- LATCH CHILD SAFETY SYSTEM
- SECURILOCK® ANTI-THEFT SYS
- TIRE PRESSURE MONIT SYS

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 8YR/100,000 HYBRID UNIQUE -COMPONENTS IF EQUIPPED

INCLUDED ON THIS VEHICLE

EQUIPMENT GROUP 100A

OPTIONAL EQUIPMENT/OTHER

- 2.5L HYBRID ENGINE
- AUTO CV TRANSMISSION
- 50 STATE EMISSIONS
- FRONT LICENSE PLATE BRACKET

(MSRP)

1,500.00
NO CHARGE
NO CHARGE
NO CHARGE

PRICE INFORMATION

BASE PRICE	(MSRP)	\$23,920.00
TOTAL OPTIONS/OTHER		1,500.00
TOTAL VEHICLE & OPTIONS/OTHER		25,420.00
DESTINATION & DELIVERY		1,595.00

TOUGH

RAMP ONE	RA5A	RAIL
RAMP TWO		ITEM #: 71-J130 O/T 1

TOTAL MSRP \$27,015.00

Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance.

SPECIAL ORDER
RF181 N RB 2X 435 011737 06 18 24

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

EPA DOT Fuel Economy and Environment

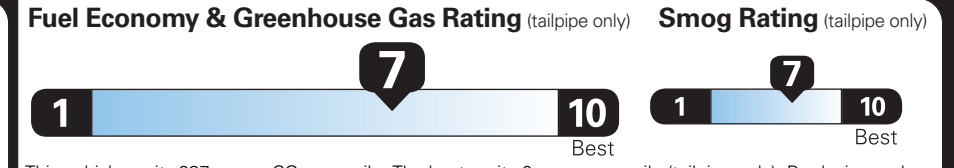
Gasoline Vehicle

Fuel Economy
37 MPG
combined city/hwy city highway
2.7 gallons per 100 miles

Small Pickup Trucks range from 18 to 37 MPG. The best vehicle rates 140 MPGe.

You save \$2,500
in fuel costs over 5 years compared to the average new vehicle.

Annual fuel cost \$1,450



This vehicle emits 237 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions; learn more at fuelconomy.gov.

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$9,750 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$3.60 per gallon. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fuelconomy.gov

Calculate personalized estimates and compare vehicles



GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score ★★★★★
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash Driver Passenger ★★★★★ ★★★★★

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash Front seat Rear seat ★★★★★ ★★★★★

Based on the risk of injury in a side impact.

Rollover ★★★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA). www.safercar.gov or 1-888-327-4236

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WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

FordPass Connect™

Download the FordPass™ app* and you can:

- Access Vehicle Control Features**
- Remotely start, lock and unlock your vehicle.
 - Locate your vehicle and check approximate fuel range.
 - Receive vehicle health alerts.

- Activate 4G LTE Wi-Fi Hotspot**
- New vehicles include a 3-month or 3GB data (whichever comes first) Wi-Fi trial.
 - Connect up to ten Wi-Fi-equipped devices.

*Compatible with select smartphone platforms. FordPass Connect™ service required (see App Terms for more information). Connected service and related feature functionality is subject to compatible AT&T-network availability. Evolving technology/cellular networks may affect functionality and availability, or continued provision of some features, prohibiting them from functioning. Message and data rates may apply. See your local Ford website for our privacy policy.

The FordPass Connect™ modem is active and sending vehicle data (e.g., diagnostics) to Ford. See in-vehicle Settings for connectivity options.



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2024 TRAX 1LS

EXTERIOR: SUMMIT WHITE
INTERIOR: JET BLACK / GRAY WITH BLUE

ECOTEC 1.2L TURBO
TRANSMISSION, 6-SPD AUTOMATIC

Visit us at www.chevy.com

STANDARD EQUIPMENT

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

OWNER BENEFITS

- 3 YEAR/36,000 MILE* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR/60,000 MILE* POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT *WHICHEVER COMES FIRST SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS

PERFORMANCE & MECHANICAL

- STABILITRAK-STABILITY CONTROL SYSTEM W/ TRACTION CONTROL
- POWER STEERING, ELECTRIC
- COMPACT SPARE TIRE

CONNECTIVITY & TECHNOLOGY

- 8" CHEVROLET INFOTAINMENT 3

SYSTEM DIAGONAL COLOR TOUCHSCREEN

- CRUISE CONTROL
- ACTIVE NOISE CANCELLATION
- 3 YEARS REMOTE ACCESS PLAN; ONSTAR & WI-FI DATA CAPABLE SEE ONSTAR.COM FOR TERMS
- HEADLAMP CONTROL, AUTOMATIC ON & OFF
- SIRIUSXM AUDIO WITH SXM TRIAL SUBSCRIPTION
- STEERING WHEEL CONTROLS, AUDIO / PHONE
- AUDIO SYSTEM, 4 SPEAKER

INTERIOR

- GLASS, DEEP-TINTED, REAR WINDOWS AND LIFTGATE
- SEAT ADJUSTER, DRIVER 6-WAY MANUAL
- SEAT, REAR 60/40 SPLIT-FOLDING
- SEAT ADJUSTER, PASSENGER

4-WAY MANUAL

- VISORS, DRIVER/ FRT PASSENGER W/ VANITY MIRRORS
- ARMREST WITH STORAGE FRONT
- POWER WINDOWS WITH EXPRESS DOWN ALL

EXTERIOR

- MOLDINGS, BODY-SIDE, LOWER, EXTRA WIDE, MOLDED IN BLACK
- WIPER, REAR INTERMITTENT
- REAR WINDOW DEFROSTER
- DOOR HANDLES, BODY COLOR
- MIRROR CAPS, MOLDED IN BLACK
- MIRRORS, OUTSIDE POWER-ADJUST MANUAL-FOLDING
- DAYTIME RUNNING LAMPS
- HEADLAMPS, LED
- SPOILER, REAR

SAFETY & SECURITY

- CHEVY SAFETY ASSIST: *FORWARD COLLISION ALERT

- *AUTOMATIC EMERGENCY BRAKING
- *FRONT PEDESTRIAN BRAKING
- *LANE KEEP ASSIST WITH LANE DEPARTURE WARNING
- *FOLLOWING DISTANCE INDICATOR
- *INTELLIBEAM
- THEFT DETERRENT SYSTEM
- REAR VISION CAMERA
- TIRE PRESSURE MONITOR SYSTEM (EXCL SPARE TIRE)

MANUFACTURER'S SUGGESTED RETAIL PRICE

STANDARD VEHICLE PRICE \$20,400.00

OPTIONS & PRICING

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWN)

TOTAL OPTIONS	\$0.00
TOTAL VEHICLE & OPTIONS	\$20,400.00
DESTINATION CHARGE	1,095.00

TOTAL VEHICLE PRICE* \$21,495.00

EPA DOT Fuel Economy and Environment Gasoline Vehicle

TRAX FWD

Fuel Economy

30 MPG combined city/hwy
28 MPG city
32 MPG highway

3.3 gallons per 100 miles

You save \$750 in fuel costs over 5 years compared to the average new vehicle.

Annual fuel cost \$1,800

Fuel Economy & Greenhouse Gas Rating (tailpipe only) 6

Smog Rating (tailpipe only) 7

This vehicle emits 298 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions; learn more at fuelconomy.gov.

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$9,750 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$3.60 per gallon. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fuelconomy.gov
Calculate personalized estimates and compare vehicles

Smartphone QR Code

GOVERNMENT 5-STAR SAFETY RATINGS

This vehicle has not been rated by the government for overall vehicle score, frontal crash, side crash or rollover risk.

Source: National Highway Traffic Safety Administration (NHTSA)
www.safercar.gov or 1-888-327-4236

PARTS CONTENT INFORMATION

FOR VEHICLES IN THIS CARLINE:
U.S./CANADIAN PARTS CONTENT: 2%
MAJOR SOURCES OF FOREIGN PARTS CONTENT: KOREA 48%
CHINA 19%

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE:
FINAL ASSEMBLY POINT: CHANGWON, KY KOREA
COUNTRY OF ORIGIN: ENGINE: MEXICO
TRANSMISSION: KOREA

This label has been applied pursuant to Federal law - Do not remove prior to delivery to the ultimate purchaser. *Includes Manufacturer's Recommended Pre-Delivery Service. Does not include dealer installed options and accessories not listed above, local taxes or license fees.

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 Cancer and Reproductive Harm
www.P65Warnings.ca.gov/
 passenger-vehicle
 SEE OWNER'S MANUAL

ORDER NO CSFN3T SALES CODE E
 SALES MODEL CODE 1TR58
 DEALER NO 62358
 FINAL ASSEMBLY: CHANGWON, KY KOREA

VIN KL77LFE2XRC160768 REISSUE

DEALER TO WHOM DELIVERED
IMPERIAL VALLEY CHEVROLET GMC
 602 WAKE AVENUE
 EL CENTRO, CA 92243-9543

