

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

Monday, November 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"/> Damian Martinez, 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"/> Cynthia Mancha, 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 PM

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:

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, November 10, 2025.
- b. Current Demands #48530 through #48761.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUEs:

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

a. PUBLIC HEARING: Discussion/Related Action to Adopt RESOLUTION #25-33

Adoptizing Certain Findings and Approving a Financing Agreement for Implementing Energy Efficiency Modifications and Solutions Previously Approved to be Installed by SiteLogIQ

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 Plant Foreman - Josh Osuna

e. Wastewater Plant Supervisor - Frank Cornejo

f. Public Works Supervisor - 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, November 21, 2025.

THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE CITY COUNCIL

Monday, November 10, 2025

MEETING DATE:		11/24/25
ITEM NUMBER		1 a
Approvals	CITY MANAGER	
	FINANCE MANAGER	
	CITY ATTORNEY	

The Regular Meeting of the Holtville City Council was held on Monday, November 10, 2025, at 5:00 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 Damian Martinez, 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 6:06 PM.

PLEDGE OF ALLEGIANCE: *Mr. Munger 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, November 7, 2025.

EXECUTIVE SESSION ANNOUNCEMENTS:

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

GENERAL PUBLIC COMMENTS:

Sarina Guerra, founder of People's Press, introduced the Council to her business, a community-centered, slow news source in the Imperial Valley that has operated without funding since October of 2024.

Justin Orsino, Journalist for People's Press, shared with the Council a project in the works for the publication, a community event to be held in Brawley. The event will highlight culture, arts, and sports, and People's Press will be seeking sponsorship to fund it.

Mallorie Kellum (647 Chestnut Avenue) expressed concern over public trash bins that are overfilled and inquired if more trash bins could be placed in public spaces to remedy this issue.

1. CITY COUNCIL CONSENT AGENDA:

- a. Approval of the Minutes from the Regular Meeting of Monday, October 27, 2025.
- b. Current Demands #48666 through #48719

A motion was made by Mr. Munger and seconded by Mr. Pacheco 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 COMMUNIQUE:

Ms. Rios reported that the Veterans Day Parade is this Saturday and Clean Up Day is next week.

Mr. Wells reported that Ms. Mancha has quickly immersed herself as the City Planner. He provided updates on current projects and meetings he has attended.

Mr. Walker had nothing to report.

Mrs. Ramirez reported that she is in anticipation of the parade and thanked Mr. Munger for his service in service in honor of the Marine's Birthday.

Mr. Anderson shared that he followed his routine of dropping off his ballot at City Hall on Election Day.

Mr. Pacheco wanted to congratulate the HHS Football on their achievement as IV Champions.

Mr. Munger appreciated sentiments expressed for his service and the Marines. He wanted to take a moment to acknowledge the Birthday of the Marines as well.

Mr. Morris also thanked Mr. Munger for his service, as well as those named on the Memorial in Holt Park.

Ms. Sinclair reported that she will be volunteering with the American Legion for the Veterans Breakfast. She will attend an ICTC meeting on the 20th.

Mayor Goodsell reported that Holtville's projects being reviewed by SCAG are still in consideration for funding. He went to Palm Desert last week for CalCog and has meetings coming up for ICTC and ALUC. As announcer for HHS Football, he shared that a wonderful season came to a bittersweet end.

2. UNFINISHED BUSINESS: None

3. NEW BUSINESS:

- a. Discussion/Related Action to Adopt RESOLUTION #25-31** Requesting the Appropriation of Additional Fiscal Year 2024-25 Funds Allocated from the State of California's Citizen Option Services for Public Safety ("COPS") Program to Provide for Front Line Police

Nick Wells, City Manager

Mr. Wells explained that this item is a procedural task that is presented once or twice a year and is necessary for capturing State funding for public safety. This requested appropriation is the secondary funding as an adjustment to initial funding based on population size.

A motion was made by Mr. Anderson 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. PUBLIC HEARING: Discussion/Related Action to Adopt RESOLUTION #25-32**
Adopting Certain Findings and Authorizing an Energy Services Contract with SitelogiQ

Nick Wells, City Manager

A Public Hearing was opened by Mayor Goodsell at 6:30 PM

Josh Steeber provided a brief recapitulation of the proposed cost saving program that would be implemented as a result of the authorization of a contract between the City of Holtville and Sitelogiq.

The Public Hearing was closed at 6:37 PM.

A motion was made by Mr. Munger and seconded by Mr. Pacheco 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***
- c. Police Chief - *Damian Martinez***
- d. Water/Wastewater Consultant - *Frank Cornejo***
- e. Public Works Supervisor - *Alex Chavez***

6. Items for Future Meetings:

7. ADJOURNMENT: *There being no further business to come before the Council, Mayor Goodsell adjourned the meeting at 6:46 PM.*

Mike Goodsell, Mayor

Yvette Rios, City Clerk

MEETING DATE:		<u>11/24/25</u>
ITEM NUMBER		<u>1 b</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	Approval	
								CITY MANAGER	
								FINANCE MANAGER	
								CITY ATTORNEY	
48530									
11/10/2025	48530	AURORA MORENO	FINAL BILL	11-00000-39620	47.04-	47.04-	V FINAL UTILITY BILL	VOID	
Total 48530:						47.04-			
48720									
11/13/2025	48720	8x8, INC.	5290106	10-14020-4425	53.81	53.81	TELEPHONE	ADMIN	
11/13/2025	48720	8x8, INC.	5290106	10-12003-4425	53.81	53.81	TELEPHONE		
11/13/2025	48720	8x8, INC.	5290106	10-12001-4425	53.81	53.81	TELEPHONE		
11/13/2025	48720	8x8, INC.	5290106	11-31510-44250	53.82	53.82	TELEPHONE		
11/13/2025	48720	8x8, INC.	5290106	12-31620-4425	53.82	53.82	TELEPHONE		
Total 48720:						269.07			
48721									
11/13/2025	48721	ACE HARDWARE	F44754	10-31150-44200	32.31	32.31	GLOVES	PW	
11/13/2025	48721	ACE HARDWARE	F45267	10-31150-44200	44.68	44.68	CLEANING SUPPLIES		
11/13/2025	48721	ACE HARDWARE	F45366	11-31530-44200	49.54	49.54	HOLE SAW		
11/13/2025	48721	ACE HARDWARE	F45852	10-31150-44200	226.24	226.24	GRASS		
11/13/2025	48721	ACE HARDWARE	GRASS	10-31150-44200	150.83	150.83	GRASS		
11/13/2025	48721	ACE HARDWARE	F44837	11-31520-44200	35.54	35.54	HOSE, WEED KILLER		
11/13/2025	48721	ACE HARDWARE	F44337	11-31520-44200	44.10	44.10	POLY ROPE		
11/13/2025	48721	ACE HARDWARE	F44241	11-31520-44200	103.44	103.44	BATTERIES, WEED KILLE		
11/13/2025	48721	ACE HARDWARE	F44334	10-31152-44200	8.61	8.61	SPRAY HEAD POPUP		
11/13/2025	48721	ACE HARDWARE	F44320	10-31152-44200	10.30	10.30	ELBOW, RISER, ADAPTE		
11/13/2025	48721	ACE HARDWARE	F45641	10-31140-44200	11.48	11.48	GATOR SUPPLIES		
11/13/2025	48721	ACE HARDWARE	F45641	10-31150-44200	11.49	11.49	GATOR SUPPLIES		
11/13/2025	48721	ACE HARDWARE	F45552	10-31150-44200	325.10	325.10	GRASS, ADAPTERS		
11/13/2025	48721	ACE HARDWARE	F45549	10-31150-44200	80.80	80.80	GRASS		
11/13/2025	48721	ACE HARDWARE	F45375	10-31150-44200	12.05	12.05	CLEANING SUPPLIES		
11/13/2025	48721	ACE HARDWARE	F45968	10-31150-44200	31.22	31.22	SPRAY PAINT		
11/13/2025	48721	ACE HARDWARE	F45937	10-31150-44200	17.22	17.22	SPRAY PAINT		
11/13/2025	48721	ACE HARDWARE	F45865	10-31150-44200	.16	.16	SCREWS, WASHERS		
Total 48721:						1,195.11			
48722									
11/13/2025	48722	AURORA MORENO	FINAL BILL	11-00000-39620	47.04	47.04	FINAL UTILITY BILL	UTILITIES	
Total 48722:						47.04			
48723									
11/13/2025	48723	AUTO ZONE COM	0564815629	10-22080-4420	6.45	6.45	SPARK PLUG	FIRE DEPT	
11/13/2025	48723	AUTO ZONE COM	0564815469	10-22080-4420	253.04	253.04	BATTERY		
11/13/2025	48723	AUTO ZONE COM	0564817166	10-22080-4420	53.45	53.45	ANTIFREEZE, SHINE PR		
11/13/2025	48723	AUTO ZONE COM	0564816547	10-22080-4420	78.90	78.90	FOG LIGHT		
11/13/2025	48723	AUTO ZONE COM	0564817014	10-22080-4420	98.17	98.17	ANTIFREEZE, MOTOR OI		
11/13/2025	48723	AUTO ZONE COM	0564817206	10-22080-4420	33.44	33.44	MOTHERS POWER CON		
Total 48723:						523.45			
48724									
11/13/2025	48724	BABCOCK LABORA	CK50267-22	11-31520-44301	19.81	19.81	ALUMINUM	PW	
11/13/2025	48724	BABCOCK LABORA	LK50009-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS		
11/13/2025	48724	BABCOCK LABORA	CK50243-22	12-31610-4430	183.32	183.32	BIOCHEMICAL OXYGEN		
11/13/2025	48724	BABCOCK LABORA	CJ51328-227	11-31520-44301	39.62	39.62	ALUMINUM		
11/13/2025	48724	BABCOCK LABORA	CJ51329-227	11-31520-44301	178.35	178.35	TOTAL ORGANIC CARBO		
11/13/2025	48724	BABCOCK LABORA	CJ51664-227	11-31520-44301	19.81	19.81	ALUMINUM		
11/13/2025	48724	BABCOCK LABORA	LK50003-227	12-31610-4430	33.44	33.44	E.COLI LAB ANALYSIS		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
Total 48724:						507.79		
48725								
11/13/2025	48725	BLANC IMAGE PR	VET PARAD	10-13050-4430	750.00	750.00	PA SYSTEM FOR VET PA	FARMER MKT
Total 48725:						750.00		
48726								
11/13/2025	48726	BLU BULK TRANS	#9746 NOV 2	10-31158-44200	40.20	40.20	PW WATER	PW
Total 48726:						40.20		
48727								
11/13/2025	48727	BUREAU VERITAS	RI 25049763	10-12003-4430	27,464.08	27,464.08	FARM HOUSING COMME	ADMIN
Total 48727:						27,464.08		
48728								
11/13/2025	48728	CALIBER	61883	10-17030-4420	331.24	331.24	WALK THE TRAIL SHIRTS	FARMER MKT
Total 48728:						331.24		
48729								
11/13/2025	48729	CASELLE, INC.	INV-12650	10-14020-4520	1,974.00	1,974.00	CONTRACT SUPPORT A	ADMIN
Total 48729:						1,974.00		
48730								
11/13/2025	48730	COUNTY OF SAN	26HOLTFDN	10-22080-4433	671.00	671.00	FIRE DEPT RADIOS	PW FIRE DEPT
11/13/2025	48730	COUNTY OF SAN	26HOLTFDN	12-31620-4433	15.25	15.25	PW RADIOS	
11/13/2025	48730	COUNTY OF SAN	26HOLTFDN	11-31510-44330	15.25	15.25	PW RADIOS	
Total 48730:						701.50		
48731								
11/13/2025	48731	CR&R INCORPORA	OCTOBER 2	13-31710-4430	28,071.82	28,071.82	ADJUSTED GROSS	ADMIN
11/13/2025	48731	CR&R INCORPORA	OCTOBER 2	10-00000-3145	3,368.62-	3,368.62-	FRANCHISE FEES	
11/13/2025	48731	CR&R INCORPORA	OCTOBER 2	13-00000-3849	1,684.31-	1,684.31-	ABA 939	
11/13/2025	48731	CR&R INCORPORA	OCTOBER 2	10-00000-3848	1,403.59-	1,403.59-	VEHICLE IMPACT FEE	
Total 48731:						21,615.30		
48732								
11/13/2025	48732	DRAGON'S EXTER	89255100	10-31158-44300	250.00	250.00	MONTHLY PEST	PW
Total 48732:						250.00		
48733								
11/13/2025	48733	EMPIRE SOUTHW	EMPS71612	10-31150-44200	85.99	85.99	KEYS	PW
Total 48733:						85.99		
48734								
11/13/2025	48734	EMPLOYMENT DE	L178631684	10-22080-4250	421.00	421.00	UNEMPLOYMENT BENEF	ADMIN
Total 48734:						421.00		
48735								
11/13/2025	48735	HALEY DOWSEY	VET PARAD	10-13050-4430	25.60	25.60	VETERANS PARADE 2025	VOID

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
11/13/2025	48735	HALEY DOWSEY	VET PARAD	10-13050-4430	25.60-	25.60-	VETERANS PARADE 2025	
11/13/2025	48735	HALEY DOWSEY	VET PARAD	10-13050-4430	25.60-	25.60-	VETERANS PARADE 2025	
11/13/2025	48735	HALEY DOWSEY	VET PARAD	10-13050-4430	25.60	25.60	VETERANS PARADE 2025	
11/13/2025	48735	HALEY DOWSEY	VET PARAD	10-13050-4420	62.67	62.67	PONCHOS FOR PARADE	
11/13/2025	48735	HALEY DOWSEY	VET PARAD	10-13050-4420	62.67-	62.67-	PONCHOS FOR PARADE	
Total 48735:						.00		
48736								
11/13/2025	48736	HDL COREN & CO	SIN055831	10-14020-4430	750.00	750.00	CONTRACT SERVICES P	ADMIN
Total 48736:						750.00		
48737								
11/13/2025	48737	HOLTVILLE TRIBU	0102055	10-12003-4422	472.50	472.50	LEGAL AD-PLUBLIC HEA	ADMIN
Total 48737:						472.50		
48738								
11/13/2025	48738	HOME DEPOT/GE	2513640	10-31152-44200	89.24	89.24	CHARGER	PW
Total 48738:						89.24		
48739								
11/13/2025	48739	I.C. SHERIFF'S DE	10/31/2025	10-21050-4430	8,503.75	8,503.75	DISPATCH SERVICES	ADMIN
11/13/2025	48739	I.C. SHERIFF'S DE	10/31/2025	10-21040-4430	85,116.26	85,116.26	SHERIFF SERVICES	
Total 48739:						93,620.01		
48740								
11/13/2025	48740	IVECA	07-166	10-22080-4433	24,012.74	24,012.74	IVECA SHARED COSTS 2	FIRE DEPT
Total 48740:						24,012.74		
48741								
11/13/2025	48741	J&S AG SUPPLIES	778086	10-22080-4420	26.84	26.84	GAUGE	FIRE DEPT
Total 48741:						26.84		
48742								
11/13/2025	48742	KIMBALL MIDWES	103787606	10-31140-44210	247.29	247.29	TOOLS	PW
11/13/2025	48742	KIMBALL MIDWES	103787606	10-31150-44210	247.28	247.28	TOOLS	
Total 48742:						494.57		
48743								
11/13/2025	48743	LEAF	19295657	10-22080-4525	166.14	166.14	FIRE DEPT COPIER	FIRE DEPT
Total 48743:						166.14		
48744								
11/13/2025	48744	MACIAS ELECTRIC	001034	11-31520-44300	2,460.00	2,460.00	WTP REPAIRS	PW
11/13/2025	48744	MACIAS ELECTRIC	001039	11-31520-44300	520.00	520.00	WTP PUMP REPAIRS	
Total 48744:						2,980.00		
48745								
11/13/2025	48745	MISSIONSQUARE	6588489	12-31610-4240	605.20	605.20	RETIREMENT	ADMIN
11/13/2025	48745	MISSIONSQUARE	6588489	11-31520-42400	429.20	429.20	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	11-31510-42400	495.25	495.25	RETIREMENT	


Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
11/13/2025	48745	MISSIONSQUARE	6588489	11-31530-42400	31.12	31.12	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-31150-42400	157.72	157.72	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-31140-42400	145.37	145.37	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-21070-4240	42.86	42.86	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-12003-4240	212.48	212.48	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-22080-4240	351.81	351.81	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-14020-4240	268.80	268.80	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-12001-4240	688.72	688.72	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-00000-2027	720.93	720.93	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	10-00000-2026	2,544.73	2,544.73	RETIREMENT	
11/13/2025	48745	MISSIONSQUARE	6588489	12-31620-4240	580.88	580.88	RETIREMENT	
Total 48745:						7,275.07		
48746								
11/13/2025	48746	NAPA AUTO PARTS	321233	10-31150-44200	25.80	25.80	AIR FILTERS	PW FIRE DEPT
11/13/2025	48746	NAPA AUTO PARTS	321233	10-31140-44200	25.80	25.80	AIR FILTERS	
11/13/2025	48746	NAPA AUTO PARTS	321232	10-31140-44200	25.80	25.80	AIR FILTERS	
11/13/2025	48746	NAPA AUTO PARTS	321232	10-31150-44200	25.80	25.80	AIR FILTERS	
11/13/2025	48746	NAPA AUTO PARTS	321185	10-31140-44210	38.78	38.78	PLIERS, SOCKET	
11/13/2025	48746	NAPA AUTO PARTS	321185	10-31150-44210	38.78	38.78	PLIERS, SOCKET	
11/13/2025	48746	NAPA AUTO PARTS	321286	10-22080-4420	11.60	11.60	POLISH	
Total 48746:						192.36		
48747								
11/13/2025	48747	NATIONAL BAND &	339530	10-21070-4420	93.68	93.68	DOG TAGS ACO	PW
Total 48747:						93.68		
48748								
11/13/2025	48748	PEOPLEREADY,IN	29354551	10-31152-41400	436.50	436.50	TEMP WORKER POOL	PW
11/13/2025	48748	PEOPLEREADY,IN	29345755	10-31152-41400	436.50	436.50	TEMP WORKER POOL	
Total 48748:						873.00		
48749								
11/13/2025	48749	PRIMO BRANDS	05K8730277	10-31158-44200	169.26	169.26	PW WATER	PW
Total 48749:						169.26		
48750								
11/13/2025	48750	QUILL CORPORATI	46103133	10-22080-4416	191.77	191.77	TONER/INK	ADMIN PW FIRE DEPT
11/13/2025	48750	QUILL CORPORATI	46103119	10-31158-44200	70.87	70.87	BATTERIES	
11/13/2025	48750	QUILL CORPORATI	46090093	11-31520-44200	172.50	172.50	WEBCAM	
11/13/2025	48750	QUILL CORPORATI	46103189	11-31520-44160	45.24	45.24	PAPER	
11/13/2025	48750	QUILL CORPORATI	46105626	11-31520-44160	325.38	325.38	TONER	
11/13/2025	48750	QUILL CORPORATI	46267483	10-14020-4416	45.78	45.78	TONER, MOUSE	
11/13/2025	48750	QUILL CORPORATI	46267483	11-31510-44160	45.78	45.78	TONER, MOUSE	
11/13/2025	48750	QUILL CORPORATI	46267483	12-31620-4416	45.78	45.78	TONER, MOUSE	
11/13/2025	48750	QUILL CORPORATI	46457867	10-22080-4416	40.92	40.92	FIRE DETP OFFICE SUPP	
11/13/2025	48750	QUILL CORPORATI	46460474	10-22080-4416	85.11	85.11	FOLDERS	
Total 48750:						1,069.13		
48751								
11/13/2025	48751	RDO EQUIPMENT	P9522643	10-31150-44200	127.51	127.51	MOWER REPAIRS	PW
Total 48751:						127.51		

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description	
48752								
11/13/2025	48752	RUBIO MEDINA, A	2304-102025	10-70001-4430	10,671.93	10,671.93	PUBIC SAFETY BUILDING	ADMIN
Total 48752:						10,671.93		
48753								
11/13/2025	48753	SELLERS PETROL	CL47399	11-31530-44270	336.55	336.55	PW FUEL	PW FIRE DEPT
11/13/2025	48753	SELLERS PETROL	CL47399	11-31510-44270	256.65	256.65	PW FUEL	
11/13/2025	48753	SELLERS PETROL	CL47399	10-31150-44270	782.03	782.03	PW FUEL	
11/13/2025	48753	SELLERS PETROL	CL47399	10-21070-4427	572.48	572.48	PW FUEL	
11/13/2025	48753	SELLERS PETROL	CL47399	10-12003-4427	51.10	51.10	PW FUEL	
11/13/2025	48753	SELLERS PETROL	CL47398	10-22080-4427	1,476.84	1,476.84	FIRE DEPT FUEL	
11/13/2025	48753	SELLERS PETROL	CL47399	11-31520-44270	579.81	579.81	PW FUEL	
11/13/2025	48753	SELLERS PETROL	CL47399	12-31610-4427	570.20	570.20	PW FUEL	
11/13/2025	48753	SELLERS PETROL	CL47399	12-31620-4427	169.75	169.75	PW FUEL	
Total 48753:						4,795.41		
48754								
11/13/2025	48754	SERVICE MASTER	35717	10-31158-44300	2,045.60	2,045.60	JANITORIAL SERVICE	PW
Total 48754:						2,045.60		
48755								
11/13/2025	48755	SHI INTERNATION	B20437528	10-31158-45200	3,703.07	3,703.07	FIREWALL UPDATES	ADMIN PW
11/13/2025	48755	SHI INTERNATION	B20437528	11-31520-45200	1,060.69	1,060.69	FIREWALL UPDATES	
11/13/2025	48755	SHI INTERNATION	B20437528	12-31610-4520	1,060.69	1,060.69	FIREWALL UPDATES	
Total 48755:						5,824.45		
48756								
11/13/2025	48756	SHIFT CALENDAR	26305	10-22080-4420	124.43	124.43	CALENDARS	FIRE DEPT
Total 48756:						124.43		
48757								
11/13/2025	48757	SUNBELT RENTAL	174975352-0	10-31140-44200	127.86	127.86	PUMP REPAIRS	PW
11/13/2025	48757	SUNBELT RENTAL	174975352-0	10-31150-44200	127.86	127.86	PUMP REPAIRS	
11/13/2025	48757	SUNBELT RENTAL	174975352-0	11-31510-44200	127.87	127.87	PUMP REPAIRS	
11/13/2025	48757	SUNBELT RENTAL	174975352-0	12-31620-4420	127.86	127.86	PUMP REPAIRS	
Total 48757:						511.45		
48758								
11/13/2025	48758	THE CRISCOM CO	271611	10-11011-44300	4,500.00	4,500.00	ADVOCACY GRANT WRIT	ADMIN
Total 48758:						4,500.00		
48759								
11/13/2025	48759	TROJAN TECHNOL	200/5000752	11-31520-44300	144.00	144.00	SENSOR CALIBRATIONS	PW
Total 48759:						144.00		
48760								
11/13/2025	48760	WALKER & DRISKI	15013	10-16026-4430	278.63	278.63	ATTORNEY FEES	ADMIN
Total 48760:						278.63		
48761								
11/13/2025	48761	HALEY DOWSEY	VET PARAD	10-13050-4430	25.60	25.60	VETERANS PARADE 2025	FARMERS MKT

Check Issue Date	Check Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount	Description
11/13/2025	48761	HALEY DOWSEY	VET PARAD	10-13050-4420	62.67	62.67	PONCHOS FOR PARADE
Total 48761:						88.27	
Grand Totals:						217,524.95	

City of Holtville

REPORT TO COUNCIL

MEETING DATE:	11/24/25
ITEM NUMBER	3 a
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: November 10, 2025

FROM: Nick Wells, City Manager

SUBJECT: **PUBLIC HEARING and Resolution 25-33** *Approving a Financing Agreement To Fund Energy Efficiency Modifications and Solutions Previously Approved to Be Implemented by SitelogiQ*

ISSUE:

Shall the City Council approve Resolution No. 25-33, approving an agreement through EverBank, NA, to fund Energy Efficiency Modifications and Solutions previously approved to be implemented by SitelogiQ?

DISCUSSION:

Over past several years, the State of California has passed various pieces of legislation that requires residents and entities to take measures to adopt clean energy procedures and encourage “greener” buildings, public installations and spaces. The City of Holtville has done minimal activity in moves toward compliance.

Several months ago, staff began discussions with SitelogiQ, an engineering firm that specializes in analyzing energy usage, designing programs to streamline energy usage, while maximizing the ability to procure government funding to install energy-saving devices and alternative sources of electricity. Presentations were given to Council in March, then again in June.

It is hoped that after this phase, there is potential for future utilization of their services in conjunction with the Public Safety complex. It is obviously necessary to make some inroads to energy efficiency in its construction, however, discussion regarding solar car shades and EV car chargers has long been in the mix, one of their areas of specialty. If engaged for the current project, SitelogiQ would be well-positioned to participate in the construction of those types of applications during and after construction of the facility.

SitelogiQ’s initial analysis of the City’s energy usage focused on the Water Plant, Sewer Plant, Chamber of Commerce building and sports field lighting. It produced multiple scenarios that demonstrate substantial potential savings. In each of the potential scenarios, the City would have a nominal initial investment that would quickly turn into savings from lowered IID energy bills. Again, these are preliminary estimates that need more edification.

After the Council authorized a more substantive evaluation of the City’s needs and potential for savings, a more extensive analysis was developed demonstrating potential for substantial savings. A prospectus demonstrating those savings was presented to Council in October and authorization was given to proceed with a project.

The bulk of the savings from the proposed measures will be from the installation of solar arrays at both the Water and Wastewater Plants, however, there are multiple buildings that will be retrofitted with LED lighting. Additional LED lighting will also be installed at Samaha Park.

The Energy Services Contract with SitelogiQ was approved at the previous City Council meeting, this public hearing and proposed action on the current agenda is required to approve the financing of the modifications.

FISCAL IMPACT:

It has been established that if the presented assumptions are correct, there will be no cash outlay for the life of the project beyond current and projected expenditure levels for energy consumption. This action commits the City to the financing of the projects, with debt service payments expected to take the place of expenditures currently paying for energy consumption at these sites.

ALTERNATIVES

- 1) Authorize execution of the agreement.***
- 2) Choose not to pursue the project at this time, triggering the breakage fee.***
- 3) Direct staff to work with other vendors to examine this area, also triggering the fee.***
- 4) Give staff alternate direction.***

CITY MANAGER RECOMMENDATION:

The City Manager recommends that the agreement be authorized.

**HOLTVILLE CITY COUNCIL
RESOLUTION NO. 25-33**

**A RESOLUTION OF THE HOLTVILLE CITY COUNCIL APPROVING THE EXECUTION
AND DELIVERY OF AN INSTALLMENT SALE LOAN AGREEMENT AND A PROJECT
FUND ADMINISTRATION AGREEMENT FOR THE PURPOSE OF FINANCING THE
ACQUISITION AND INSTALLATION OF CERTAIN WATER SYSTEM AND
WASTEWATER SYSTEM IMPROVEMENTS, AND APPROVING THE EXECUTION
AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH AND
CERTAIN OTHER MATTERS**

WHEREAS, the City of Holtville (the “City”), a municipal corporation that is governed by a five member City Council (the “City Council”) and duly organized and existing under and pursuant to the laws of the State of California, is authorized to enter into contracts related to the financing of certain improvements, betterments, renovations and expansions of facilities within its water and wastewater systems; and

WHEREAS, the City desires to finance certain energy efficiency improvements to its water system and its wastewater system (the “2025 Project”) through the execution of an installment sale loan agreement whereby the City will finance the 2025 Project, and pay the costs thereof, on an installment basis; and

WHEREAS, the City has received proposals from potential lenders with respect to the financing of the 2025 Project, and has evaluated such proposals together with its municipal advisor and the placement agent; and

WHEREAS, the City has determined that it is in the best interest of the City to enter into an Installment Sale Loan Agreement (the “Installment Sale Loan Agreement”), by and between the City and EverBank, N.A., or a related entity, and to approve certain other documents, to provide for the financing of the 2025 Project; and

WHEREAS, the Installment Sale Loan Agreement is to be secured by installment payments, which will be payable from net revenues of the City’s water enterprise and net revenues of the City’s wastewater enterprise to the extent set forth in the Installment Sale Loan Agreement; and

WHEREAS, in accordance with California Government Code Section 5852.1, the City has obtained and wishes to disclose the information set forth in Exhibit A; and

WHEREAS, EverBank, N.A has proposed financing of the improvements that will require zero outlay of capital in the short term, and no cash infusion beyond current and projected expenditure levels for energy consumption over the useful life of the improvements, in fact demonstrating a significant cash savings over that time; and

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

1. **Approval of Installment Sale Loan Agreement:** The Installment Sale Loan Agreement, in substantially the form presented at this meeting, is hereby approved substantially in the form on file with the City Clerk. The Mayor, the City Manager and the Finance Supervisor (each, an “Authorized Officer”), or the designee thereof, acting alone, is hereby authorized and directed

to execute and deliver such Installment Sale Loan Agreement with such changes, insertions and omissions as may be recommended by the City Attorney or Bond Counsel and approved by the officer or employee executing the same, said execution being conclusive evidence of such approval; provided that: (i) the principal amount payable under the Installment Sale Loan Agreement shall not exceed \$2,120,000, allocated approximately 43.5% to the City's Wastewater Enterprise and 56.5% to the City's Water Enterprise; (ii) the interest rate payable under the Installment Sale Loan Agreement shall not exceed 4.75% per annum, unless as is otherwise set forth in the Installment Sale Loan Agreement as the result of an Event of Taxability or an Event of Default; and (iii) the final maturity of the Installment Sale Loan Agreement shall occur no later than September 1, 2045 (subject to any extensions set forth in the Installment Sale Loan Agreement).

2. **Approval of Project Fund Agreement:** The Project Fund Administration Agreement (the "Project Fund Agreement"), in substantially the form presented at this meeting, is hereby approved substantially in the form on file with the Secretary. Each Authorized Officer, acting alone, is hereby authorized and directed to execute and deliver such Project Fund Agreement with such changes, insertions and omissions as may be recommended by the City Attorney or Bond Counsel and approved by the officer or employee executing the same, said execution being conclusive evidence of such approval.
3. **Application of Proceeds:** The proceeds of the Installment Sale Loan Agreement shall be applied as provided in the Installment Sale Loan Agreement to finance the 2025 Project and as provided for in the Project Fund Agreement.
4. **Approval of Debt Policy:** Pursuant to the requirements of California Government Code section 8855(i), the City Council hereby approves the Debt Issuance and Management Policy presented at this meeting and adopts such policy as applicable to the City, and any of its affiliated entities, going forward.
5. **Good Faith Estimates:** The City Council acknowledges that the good faith estimates required by Section 5821.1 of the California Government Code are attached hereto as Exhibit A and are available to the public at the meeting at which this Resolution is approved.
6. **Other Actions Authorized:** The Authorized Officers, acting singly, be and each of them hereby is authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated by the Installment Sale Loan Agreement, the Project Fund Agreement and this Resolution, and any actions previously taken in connection with such matters is hereby ratified, including, but not limited to, the ratification of a Term Sheet with EverBank, N.A. In the event that any of the Authorized Officers are unavailable to sign any of the agreements described herein, any other member of the City Council may sign such agreement.
7. **Definitions:** Unless otherwise defined herein, all terms which are used herein and not otherwise defined have the meanings that are given to such terms in the Installment Sale Loan Agreement unless the context otherwise clearly requires.
8. **Effective Date:** This Resolution shall become effective immediately upon adoption.
9. **Approval of Recitals:** The City hereby finds and determines that the foregoing recitals are

true and correct and incorporated herein by this reference as though fully set forth at this point.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Yvette Rios, City Clerk

Mike Goodsell, Mayor

EXHIBIT A

GOVERNMENT CODE SECTION 5852.1 DISCLOSURE

The following information consists of estimates that have been provided by Oppenheimer & Co. Inc., the City's placement agent, and has been represented by such party to have been provided in good faith:

- (A) Total amount borrowed: \$2,102,678
- (B) True Interest Cost of the Installment Sale Loan Agreement: 4.75%
- (C) Finance Charge of the Installment Sale Loan Agreement (Sum of all fees/charges paid to third parties): \$80,000
- (D) Net Proceeds of the Installment Sale Loan Agreement to be received (net of finance charges, reserves and capitalized interest, if any): \$1,898,941
- (E) Total Payment Amount through Maturity of the Installment Sale Loan Agreement:
\$3,420,644.68

The foregoing constitute good faith estimates only. The principal amount of the Installment Sale Loan Agreement, the true interest cost of the Installment Sale Loan Agreement, the finance charges thereof, the amount of proceeds received therefrom and total payment amount with respect thereto may differ from such good faith estimates due to:


- (a) the actual date of the execution of the Installment Sale Loan Agreement being different than the date assumed for purposes of such estimates;
- (b) the actual principal amount of Installment Sale Loan Agreement being different from the estimated amount used for purposes of such estimates;
- (c) the actual amortization of the Installment Sale Loan Agreement being different than the amortization assumed for purposes of such estimates;
- (d) the actual market interest rates at the time of sale of the Installment Sale Loan Agreement being different than those estimated for purposes of such estimates;
- (e) other market conditions; or
- (f) alterations in the City's financing plan, or a combination of such factors.

The actual date of execution of the Installment Sale Loan Agreement and the actual principal amount of the Installment Sale Loan Agreement will be determined by the City based on a variety of factors. The actual interest rate borne by the Installment Sale Loan Agreement will depend on market interest rates at the time of sale thereof. The actual amortization of the Installment Sale Loan Agreement will also depend, in part, on market interest rates at the time of sale thereof. Market interest rates are affected by economic and other factors beyond the control of the City.

City of Holtville

REPORT TO COUNCIL

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

Meeting Date	<u>11/24/25</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 approached the City about augmented funding, which was approved by Council. 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, Chief Silva, and the CM was held via Zoom in late January, wherein Medina estimated submission of plans for first plan check to be middle to late February. Chief Silva continued to meet virtually with the architect and subconsultants on various issues over the spring months. The full set of drawings were finally submitted to the plan check firm in late April. This process is expected to be iterative with the architect, with multiple redlines and resubmissions, however, staff expected the entire process to be less than 60 days. However the architect was once again very slow to turn the documents back around to the plan checkers. Staff recently became aware of some information the architect was “waiting on” to move forward and sent that to him. Chief Silva spoke with Mr. Medina in early November and although he continues to want to hold the project up for minor issue like landscaping and color schemes, he has resubmitted the drawings for a second plan review.

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. Although we were notified in March that the Congressman’s projects were not funded, his office subsequently informed staff that the project will be resubmitted in the next round of funding. Staff will continue to work with the Congressman’s office in hopes that the funding will be secured in the coming fiscal year. ***City officials hosted both Congressman Ruiz and Assemblyman Jeff Gonzalez at the Veteran’s Day Parade. We took the opportunity to escort both to the site of the upcoming construction to provide a visualization of the building concept.***

Staff continues to pursue additional funding sources. At the 2024 League of Cities Annual Conference, Councilmen Anderson and Goodsell joined the CM in multiple conversations with firms and organizations that show promise as potential funding sources. One salient proposal was received on which Council requested further research. The contact led to a two-year agreement in February, 2025, with the CrisCom

Company to represent the City in pursuing funding. ***The CM is working with CrisCom on the upcoming budget “asks” for all of our elected representatives.***

In late April, the CM and Mayor Goodsell flew to Sacramento in association with a League of Cities event and had an opportunity to meet with our state legislators regarding directed funding for the project. We were also able to dovetail into ongoing conversations between ICSO and these representatives for funding their own Imperial County project. Budget funding will be tight, due to state shortfalls, but this work, along with assistance from CrisCom, put the City in a very favorable position to capture any potential windfalls. Chuck Jilloian, the President and CEO of CrisCom, addressed the Council at a June meeting, reiterating that our project stands a good chance of getting directed funding. The CM met with a CrisCom representative in August to get an update on the legislative process and discuss additional grant opportunities. It was revealed to our group at the League of Cities Conference that the City’s \$2 million request to Congress made it out of committee and is still on track to be funded if/when a federal budget is passed.

Employee MOU Negotiations – the CM has been working with both the City Council and employee representatives to negotiate a framework for compensation and benefits for the City’s full-time employees. Multiple items were proposed and accepted by both sides throughout the process. The employees accepted a final Council offer prior to the last meeting and an agreement was finalized. Action still must be taken with respect to Fire employees.

Personnel – after discussions with principals at The Holt Group, a decision was made to now utilize Cynthia Mancha as the new primary point person for the City’s Planning functions. Cynthia has extensive experience in Imperial Valley development and served most recently on loan to the City of Brawley overseeing planning functions. Going forward, she will work with the current team at THG to coordinate these activities and projects with the City of Holtville. Ms. Mancha met with the CM and department heads in late October to get a starting picture of “goings on” in the City. She has hit the ground running, moving several projects forward since that time.

Events – *the 12th annual Veteran’s Day Parade was again a success! A bit of rain was not enough to dampen the spirits of the staff, parade participants and the crowd.*

For the upcoming holiday season, here are some dates of note:

- 12/04 – Tree Lighting Ceremony (Holt Park)***
- 12/18 – CofC Christmas in the Park (Holt Park)***
- 12/18 – SitelogiQ Christmas Party (Cambria Hotel)***
- 12/19 – CoH Employee Christmas Party (Site TBD)***

PUBLIC WORKS

TRANSPORTATION PROJECTS

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. There was a bit of a holdup with billing from IID, however, that was provided in July. A reimbursement package has now been provided to Caltrans and we await final determination. A final report will be provided at that time regarding the amount of the grant funds gleaned and the City's level of matching contribution. ***Through efforts of The Holt Group, the remaining amount of over \$134,000 from the undergrounding project has been transferred to the street/sidewalk project. The CM has been working along with the contractor and The Holt Group to add scope to the project in order to utilize the additional funds.***

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 to be released in March, however, clearance to proceed from Caltrans was not issued until late July, so the procurement process has begun. Both Construction and RE/CM were advertised in September. Preferred contractors were selected and approved in late September. ***Construction began on Wednesday, 11/12, a few days ahead of schedule. Unfortunately, multiple rain events halted construction immediately and have not allowed sufficient time to dry out for further activity. Assuming construction is still able to resume next week or immediately after Thanksgiving, Pyramid still expects to be done by the end of the year or very shortly thereafter.***

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. A Task Order for The Holt Group to prepare Design plans was approved in September. Staff met with the City Engineer on some issues for this project in late October.

2025 Call for Projects – this topic was brought to City Council in late April to approve two projects suggested by staff. Pursuant to conversations at the SCAG Conference, the CM requested that planning staff work up and submit two additional projects by the due date. The 4 projects (Cedar Avenue from Fourth to Fifth, as well as Melon Avenue from Eighth to Ninth, Seventh to Eighth, and Sixth to Seventh) were submitted. ICTC went through the scoring process and the Holtville projects all scored toward the middle of the pack, however, especially given the palatable funding levels, all were proposed to be funded. Word was received in late October that these recommendations were forwarded to the SCAG Transportation Committee. ***Having passed through that body, they will be pushed on to the General Assembly for final determination.***

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. Staff reinitialized discussions and had some preliminary information on the late-April agenda. Discussion will continue on subsequent agendas.

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. Kleinfelder, Inc., was selected for Design services in April, 2024. 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, which included construction estimates. 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 worked to procure the final environmental and cultural clearances so that the project can go to bid. There has been a lack of information from the design engineer lately, so staff has reengaged and *the CM reached out to them to finalize some minor details. We have now been forwarded final plans and the CM has asked THG to take the lead on moving the project forward from here.* They will be coordinating bidding activities and the project should be advertised this 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. A progress meeting this week revealed that a cultural resources report is being produced, after which project costing will continue and scoping can be discussed. A site visit was held in late October with River Partners and IID to discuss issues. The meeting mainly centered on foliage issues, but next steps were discussed and a side discussion with IID regarding upkeep of the Wetlands was fruitful.

BUILDING DEPT - The City has issued **101** 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 has spoken with Mr. Hawk periodically in the past few months and he conveyed a desire to sell the project, which is now listed for sale, however, *the most recent conversation he intimated that he is once again working with a builder to construct the project himself. Stay tuned.*

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.

Start was delayed as construction bids came in significantly over projections. The developer had made a drawdown on funding, however, the ownership group was 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. Construction is in progress, which the Building Inspector is overseeing. Word was recently received that construction is expected to wrap up by early November, however, the project still seems to be a few more weeks away from completion. The new projected completion date is the week of Thanksgiving.

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 to discuss some issues regarding City requirements, then the CM met with the Construction superintendent multiple times in March to finalize City requirements. The design engineer has resubmitted plans for a contested water line and preliminary grading has begun. In late May, final approval of offsite plans was provided, fees were paid, and the grading permit was issued. Site work has ramped up over the past several weeks. Several issues with the underground work (primarily sewer and stormwater) have been addressed in the past few weeks and the progress continues. Visually, the project is taking shape and they continue to work through staff on issues.

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. The contractor met with staff in July to inform the City of upcoming submission and to discuss the potential timeline for approval to move forward with building permits. Plans have been submitted for review and the site is currently being cleared.

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 :

- 11/10/25 Holtville City Council Meeting *City Hall*
- 11/11/25 Veterans Day Observed (*City Hall Closed*) *City Hall*
- 11/12/25 ICTC Management/CCMA Meetings *ICTC Offices*
- 11/13/25 RDA Bond Refinancing Discussion *Web Conference*
- 11/14/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 11/15/25 12th Annual IV Veterans Day Parade *Fifth Street*
- 11/15/25 Holtville Farmers Market & Street Fair *Holt Park*
- 11/15/25 Green & Gold Hall of Fame Banquet *IV Pioneer Museum*
- 11/17/25 Department Head Meeting *City Hall*
- 11/17/25 W Ninth Street Construction Start *Project Site*
- 11/18/25 BOOST Assistance Check-in *Web Conference*
- 11/19/25 Conference w/ City Engineers *The Holt Group Offices (EC)*
- 11/20/25 CA FFA Foundation Board Meeting *Web Conference*
- 11/21/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*

UPCOMING EVENTS :

- 11/24/25 Department Head Meeting *City Hall*
- 11/24/25 Holtville City Council Meeting *City Hall*
- 11/13/25 IV Foreign Trade Zone Meeting *IC Workforce Development (EC)*
- 11/25/25 IVEDC Executive Board Meeting
- 11/25/25 Alamo River Trail (Wetlands Spur) Check-in Meeting *Web Conference*
- 11/26/25 Team CA Monthly Meeting *Web Conference*
- 11/27/25 Thanksgiving Day (*City Hall Closed*)
- 11/28/25 Thanksgiving Observed (*City Hall Closed*)
- 12/01/25 Department Head Meeting *City Hall*
- 12/02/25 BOOST Assistance Check-in *Web Conference*
- 12/04/25 Tree Lighting Ceremony *Holt Park*
- 12/05/25 Holtville Rotary Club Luncheon *St. Paul's Lutheran Church*
- 12/08/25 Department Head Meeting *City Hall*
- 12/08/25 Holtville City Council Reorganization Meeting *City Hall*
- 12/10/25 ICTC Management/CCMA Meetings *City of El Centro*
- 12/15/25 Holtville Planning Commission Meeting *City Hall*
- 12/18/25 Holtville CoFC Christmas in the Park *Holt Park*
- 12/18/25 Sitelogiq Christmas Party *Cambria Hotel (Imperial)*
- 12/19/25 CoH Employee Christmas Party *Site TBD*
- 12/25/25 Christmas Day Observed (*City Hall Closed*)
- 12/26/25 NW Vacation Day (*Out of the Office*)
- 12/31/25 New Years Day (*City Hall Closed*)

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

MEETING DATE:		<u>11/24/25</u>
ITEM NUMBER		<u>5 c</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

City of Holtville
REPORT TO COUNCIL

DATE ISSUED: November 19, 2025
FROM: Alex Silva, Fire Chief
SUBJECT: Monthly Report for October 2025

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

The month of October was extremely busy, we started the month with our 17 annual Walk to School. This year the participation was smaller than previous years, we had a total of 185 kids for our 3 day event. We participated in the water debris strike team, first time I had a strike team in the Imperial Valley. The second week of October was Fire Prevention Week. We attended couple classrooms, Tk and Kinder came to fire station for a tour. The following is the monthly report for October 2025.

Emergency calls	56
Training hours	164

Cordially submitted



Alex Silva
Fire Chief

Fire Incident Count

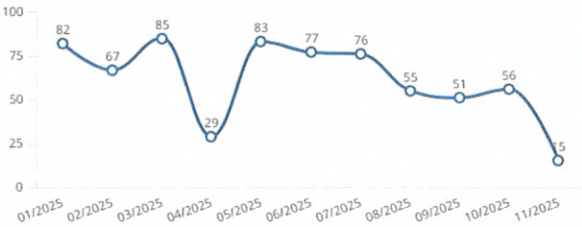
Count of Incidents by month, station, shift, unit and type

Count of Total Incidents

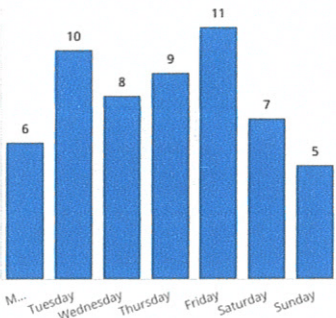
Count of Incidents

56

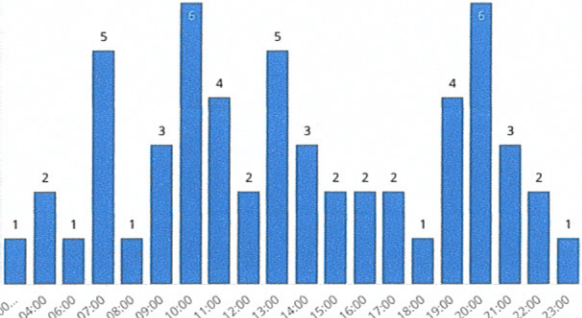
Incident Count by Month (This Year)



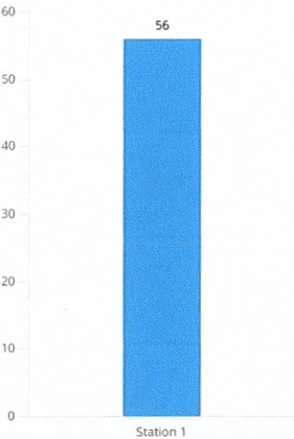
Incident Count by Day of Week



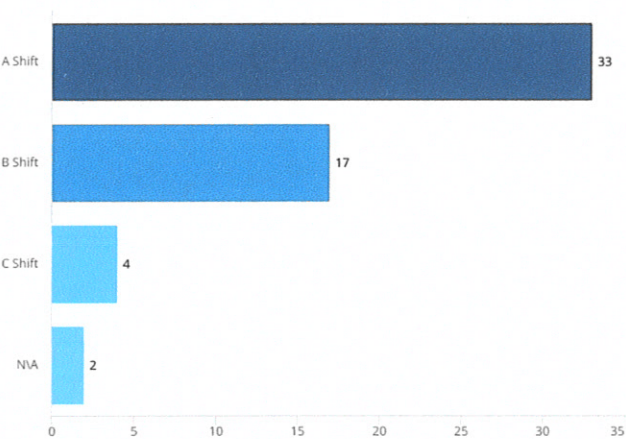
Incident Count by Hour of Day



Incident Count by Station



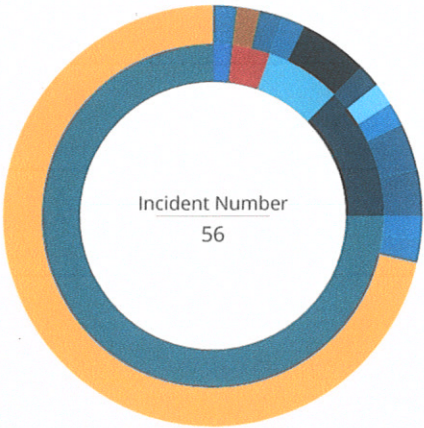
Incident Count by Shift



Count of Incident Responses

Station	Shift	Unit Name	Count of Incidents	
				2025
Station 1	A Shift	QRV36		27
		3601		8
		3611		6
		3691		1
		N/A		1
	B Shift	QRV36		13
		3611		3
		3601		2
	C Shift	QRV36		2
		3611		2
	N/A	QRV36		2
Station 1 Total				56
Grand Total				56

Percent of Incident Responses by Incident Type



City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:	<u>11/24/25</u>
ITEM NUMBER	<u>5 d</u>
Approvals	CITY MANAGER _____
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: November 19, 2025

FROM: Joshua Osuna
Water Treatment Plant Foreman

SUBJECT: Water Treatment Plant Operations & Maintenance Summary

THIS IS INFORMATION PROVIDED TO THE CITY COUNCIL. NO ACTION IS REQUIRED AT THIS TIME FROM THE CITY COUNCIL.

The purpose of this report is to inform council of all operations and maintenance activities carried out at the Water Treatment facilities during the period between 11/6/25 through 11/19/25

WATER TREATMENT PLANT:

- Pump prices have risen so we are working on getting multiple quotes for both repair maintenance work as well as the cost of a brand-new pump
- We got a quote for the price of patching our far west pond. Rain has delayed cleaning.

Respectfully Submitted,



Joshua Osuna
Water Treatment Plant Chief Operator/Foreman
City of Holtville
121 W. 5th Street, Holtville, CA 92250
Cell (760) 756-8086 / City Hall (760) 356-2912
JoshOsuna@holtville.ca.gov



MEETING DATE:		<u>11/24/25</u>
ITEM NUMBER		<u>5 e</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

City of Holtville

REPORT TO CITY COUNCIL

DATE ISSUED: November 18, 2025

FROM: Frank Cornejo
Water/Wastewater Operations Supervisor

SUBJECT: Water / Wastewater Plant Operations & Maintenance Summary

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

The purpose of this report is to inform council of all operations and maintenance activities carried out at the Wastewater treatment facility during the period between 11/04/25 thru 11/18/2025.

WASTEWATER PLANT:

- Staff completed sludge removal operations on drying beds 1-2-3.
- Staff began Class 2 Biosolids disposal operations and arranged for CR&R transport to Yuma County Landfill.

Respectfully Submitted,



Frank Cornejo.
Water/Wastewater Chief Operator/Consultant
IV Water Specialists



Wastewater plant staff loading Class B Biosolids into waste bins for transport and disposal at Yuma County Landfill.

**City of Holtville
REPORT TO COUNCIL**

MEETING DATE:		<u>11/24/25</u>
ITEM NUMBER		<u>5f</u>
Approvals	CITY MANAGER	_____
	FINANCE MANAGER	_____
	CITY ATTORNEY	_____

DATE ISSUED November 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.
- Pumped water out of Apple Court retention basin.
- Set up road closure for the Veterans Day parade.
- Replaced 4 ¾ inch meters.
- Replaced 3 1 inch meters.

Respectfully Submitted,



Alejandro Chavez
Public Works Supervisor
City of Holtville

