



BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, March 13, 2025 at 3:00 PM

66575 Second St, Desert Hot Springs, CA AND/OR Via Teleconference

CALL TO ORDER

President Sewell called the meeting to order at 3:00 PM.

ROLL CALL

BOARD MEMBERS PRESENT: President Ivan Sewell, Vice President Robert Griffith, Director Russ Martin
Director Ted Mayrhofen

BOARD MEMBERS ABSENT: Director Amber Duff

STAFF MEMBERS PRESENT: Brian Macy, Marion Champion, Danny Friend, Arturo Ceja, Kurt Kettenacker, Arthur Cabrera, Amanda Lucas, Eric Weck, Claudia Lopez, David Barraza, Oriana Hoffert, Dori Petee

PUBLIC INPUT

No public input

PRESENTATIONS

DESERT HOT SPRINGS HIGH SCHOOL REAL ACADEMY INTERNSHIP PROGRAM

Assistant General Manager Marion Champion presented the MSWD Interns.

EMPLOYEE RECOGNITION

HUMAN RESOURCES REPORT

This item will be fully acknowledged on Monday, 3/17

ACTION ITEMS

MISSION CREEK SUBBASIN ANNUAL REPORT FOR WATER YEAR 2023-2024

It is recommended to receive and file the Mission Creek Subbasin Annual Report for Water Year 2023-2024, prepared for the Coachella Valley Water District, Desert Water Agency, and Mission Springs Water District by WSP Environmental & Infrastructure Inc.

This item will be fully acknowledged on Monday, 3/17

AWARD OF TASK ORDER TO TKE ENGINEERING TO PROVIDE PROFESSIONAL SURVEYING FOR THE WELL BENCHMARK SURVEY

It is recommended to authorize the General Manager to negotiate and execute a contract task order with TKE Engineering in the amount of \$12,940.00 to perform a well benchmark survey with a 10% contingency in the amount of \$1,294 for a not-to-exceed contract total amount of \$14,234.00.

Engineering Manager Eric Weck led a discussion on the necessity of a benchmark survey to establish

wellhead elevations, which are crucial for accurate groundwater monitoring and analysis. This work will align the wells with the North American Vertical Datum 1988 system, and the data will be used in the Mission Creek subbasin alternative plan. Staff solicited quotes from three on-call consultants: TK Engineering, Provost and Pritchard, and MSA. The quotes were received on December 2, 2024, and after careful review, the proposal from TKE was found to meet the district's needs due to their experience and familiarity with the district. The cost for this task order is not to exceed \$114,230, including a 10% contingency. Once completed, the survey data will be used for groundwater management and modeling analysis.

Vice President Griffith inquired whether this preparation was for the next alternative plan, due next year or the year after, and General Manager Macy confirmed that it would be included in the annual report. Mr. Macy explained that the driver for this survey is the seismic activity in the valley and the need for consistent data across the Coachella Valley using the latest GPS technology.

AUTHORIZATION FOR PURCHASE OF 2025 VERMEER VX50-800 VACUUM EXCAVATOR FROM RDO EQUIPMENT CO.

It is recommended to authorize the General Manager to approve the purchase of 2025 Vermeer VX50-800 vacuum excavator from RDO Equipment Co. for a not to exceed the amount of \$124,358.84 as approved in the FY2024-25 Capital Budget.

Director of Operations Danny Friend discussed the authorization for the purchase of the 2025 Vermeer VX50-D800 vacuum excavator from RDO Equipment Company. It is recommended to authorize the General Manager to approve the purchase for an amount not to exceed \$124,358.84, as approved in the fiscal year 2024-2025 capital budget. Mr. Friend provided a backstory on the current units owned by the District, highlighting their efficiency and reduced injury rates. The new unit is expected to further enhance operational efficiency. The board also discussed the process of phasing out older units through surplus sales on GovDeals once the new unit is acquired.

CONTRACT AGREEMENT WITH EXECUTIVE FACILITIES SERVICES, INC. FOR ANNUAL JANITORIAL SERVICES FOR FY 2024-2026

It is recommended to authorize the General Manager to approve a contract with Executive Facilities Services, Inc. for Annual Janitorial Services for FY 2024-2026, totaling \$36,808.72, plus an additional 10% contingency, for a total of \$40,489.59. The agreement includes the option to extend services for three additional one-year terms.

Director of Operations Danny Friend led a discussion about the contract agreement with Executive Facilities Services Incorporated for annual janitorial services for fiscal year 2024-25, totaling \$36,800.72 plus an additional 10% contingency for a total of \$40,489.59. The agreement includes the option to extend services for three additional one-year terms. Mr. Friend provided background on past contracts with Executive Facilities, noting that they have consistently come in second in bids but have proven reliable when awarded the contract. The board discussed the challenges of the bidding process and the possibility of exploring alternative methods such as qualifications-based requests. Director Martin raised concerns about past unsatisfactory performance from other companies and questioned the

current bidding process. Danny Friend clarified that Executive Facilities has always been a good company to work with and recommended them for the contract. Mr. Friend also recognized MSWD employees who stepped in to perform janitorial duties during the interim period without a janitorial company.

ACCEPTANCE OF THE WELL 34 REHABILITATION PROJECT

It is recommended to accept the Well 34 Rehabilitation Project as complete and authorize the release of retention money held for Legend Pump and Well Services, Inc. in the amount of \$31,668.73, thirty-five (35) days after filing the Notice of Completion.

Engineering Manager Eric Weck discussed the completion of the Well 34 Rehabilitation project. On October 16, 2023, the board approved a contract with Legend Pump and Well Services, Incorporated, to perform necessary rehabilitation work on Well 34, located at the intersection of Karen Road and Mission Lakes Boulevard. The rehabilitation efforts included a well casing survey, chemical and disinfection treatments, motor rehab, and pump upgrade, as well as inspecting and rebuilding the motor for booster pump one. Upon receiving notice from the contractor, staff reviewed the site and equipment installed, confirming that the work met the contract requirements. The project is developer-funded, and both the contract work and staff costs are reimbursable by the developer.

REVIEW AND ADOPT THE UPDATED MSWD STRATEGIC PLAN

It is recommended that the Board adopt the updated Mission Springs Water District Strategic Plan, which builds on the past year's success and provides guidance for the future.

Assistant General Manager Marion Champion led the discussion on the amendments to the Strategic Plan. The plan, initially adopted in March 2024, is designed to guide the district's efforts for the next three to five years. It includes seven key SMART goals that provide a comprehensive framework for future initiatives and continuous improvements. Ms. Champion proposed adding language to strengthen the district's commitment to groundwater protection efforts. This includes a new section, 2.3, under the water supply SMART goal, which outlines the MSWD groundwater quality protection project. The project aims to eliminate pollution sources, reclaim water, protect underground storage capacity, and leverage multiple funding opportunities. Six key success measures were also proposed, including expanding the sewer system, leveraging funding opportunities, communicating the value of septic-to-sewer efforts, participating in community events, and collaborating with partners to secure matching funds. The board discussed and agreed to remove the specific 50% matching fund requirement, allowing for greater flexibility in funding opportunities.

DISCUSSION ITEMS

CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE

GROUNDWATER PROTECTION PROGRAM UPDATE

2024 ANNUAL UPDATE ON VACANCIES

CONSENT AGENDA

APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

- February 4, 2025 - Special Meeting Workshop
- February 13, 2025 - Study Session
- February 18, 2025 - Board Meeting

REGISTER OF DEMANDS

The register of demands totaling \$2,600,995.99

Director Mayrhofen requested the register of demands pages be enlarged to ensure better viewing.

REPORTS

DIRECTOR'S REPORTS

GENERAL MANAGER'S REPORT

Included in this report are the following oral reports:

- A. Finance Report
- B. Public Affairs Report

Assistant General Manager Marion Champion gave the Public Affairs Report.

COMMENTS

DISTRICT COUNSEL COMMENTS

Closed session will take place on Monday

DIRECTOR COMMENTS AND REQUESTS

- 1. General Comments
- 2. Requests for Future Agenda Items
- 3. Requests for Future Meetings

Director Martin reiterated the discussion about BIA should be added to a future agenda for further discussion.

Vice President Griffith noted that we need to review projects that may rely on federal funding.

ADJOURN

With no further business, President Sewell adjourned the meeting at 3:57 PM

Respectfully submitted,



Dori Petee
Executive Assistant