



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION AGENDA

Thursday, May 12, 2022 at 3:00 PM

Via Teleconference – No Live Attendance

NOTICE IS HEREBY GIVEN MISSION SPRINGS WATER DISTRICT BOARD MEETINGS WILL BE CONDUCTED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20 AND CALIFORNIA'S ASSEMBLY BILL 361 IN AN EFFORT TO PROTECT THE PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS). THE PUBLIC MAY ATTEND AND PARTICIPATE TELEPHONICALLY AS THERE WILL BE NO PUBLIC LOCATION FOR ATTENDING IN PERSON. THE AUDIO/VIDEO RECORDING OF THESE MEETINGS MAY BE POSTED TO THE MSWD WEBPAGE FOLLOWING THE MEETING.

THE PUBLIC MAY SUBMIT ANY COMMENTS ADDRESSING ITEMS BELOW BY EMAILING [DPETEE@MSWD.ORG](mailto:DPETEE@MSWD.ORG) PRIOR TO THE START OF THE MEETING OR GIVE REAL TIME COMMENTS BY ATTENDING THE MEETING VIRTUALLY OR TELEPHONICALLY.

JOIN ZOOM MEETING:

<https://us02web.zoom.us/j/8220655340?from=addon>

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

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### ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. RULES OF PROCEDURE

5. PUBLIC INPUT

*This is the opportunity for members of the public to address the Board on matters within the Board's jurisdiction. **Please limit comments to three (3) minutes or less.** State law prohibits the Board from discussing or taking action on any item not listed on the agenda.*

### EMPLOYEE RECOGNITION

6. HUMAN RESOURCES REPORT

### ACTION ITEMS

- 7. RESOLUTION 2022-07 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD MAY 24, 2022 – JUNE 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

It is recommended to approve Resolution 2022-07, continuing teleconferencing meetings for the period of May 24, 2022 - June 22, 2022.

- 8. PROFESSIONAL ENGINEERING SERVICES CONTRACT FOR TKE ENGINEERING, INC.**

It is recommended to authorize the General Manager to execute an agreement with TKE Engineering, Inc., on an as-needed basis for a period of one year at a not-to-exceed amount of \$250,000.00

- 9. FIRST AMENDMENT TO CONTRACT AGREEMENT WITH B-81 PAVING, INC. FOR PAVEMENT REPAIRS FOR WATER AND SEWER PROJECTS FOR 2021-2022**

It is recommended to authorize the General Manager to amend the contract agreement with B-81 Inc., titled Pavement Repairs for Water and Sewer Projects for 2021-2022. The amendment would increase the contract amount \$50,000 from \$150,000 to a not to exceed amount of \$200,000.00 and authorize the General Manager to do all things necessary to complete the project.

### DISCUSSION ITEMS

- 10. MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

- 11. CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE**

### CONSENT AGENDA

*Consent agenda items are expected to be routine and non-controversial, to be acted upon by the Board at one time, without discussion. If a member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.*

- 12. APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

April 14, 2022 - Study Session

April 18, 2022 - Board Meeting

- 13. REGISTER OF DEMANDS**

The register of demands totaling \$1,492,447.99

### REPORTS

- 14. DIRECTOR'S REPORTS**

**15. GENERAL MANAGER'S REPORT**

- A. Financial Report
- B. Public Affairs Report

**COMMENTS****16. DISTRICT COUNSEL COMMENTS****17. DIRECTOR COMMENTS****CLOSED SESSION****18. CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION**

pursuant to Government Code Section 54956.9(d)(1)  
One Case: Case No. RIC 2003782  
(George Padilla and Sharon Moreno vs. Mission Springs Water District)

**19. CONFERENCE WITH LEGAL COUNSEL REGARDING SIGNIFICANT EXPOSURE TO LITIGATION**

pursuant to Government Code Section 54956.9(d)(2) and/or (3)  
(One potential case related to a threat of litigation by Coachillin Holdings, LLC)

**20. CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION**

pursuant to Government Code Section 54956.9(d)(1)  
One Case: Case No. PSC 1600676  
(Mission Springs Water District vs. Desert Water Agency)

**21. CONFERENCE WITH LEGAL COUNSEL REGARDING PENDING LITIGATION**

pursuant to Government Code Section 54956.9(d)(1)  
One Case: (MSWD vs. Master Meter)

**22. REPORT ON ACTION TAKEN DURING CLOSED SESSION****23. ADJOURN**

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*If you need special assistance to participate in this meeting, please contact the Executive Assistant at (760) 660-4403 at least 48 working hours prior to the meeting.*

**ANY DISCLOSABLE PUBLIC RECORDS RELATED TO AN OPEN SESSION ITEM ON A REGULAR MEETING AGENDA AND DISTRIBUTED BY MISSION SPRINGS WATER DISTRICT TO ALL OR A MAJORITY OF THE BOARD OF DIRECTORS LESS THAN 72 HOURS PRIOR TO THAT MEETING ARE AVAILABLE FOR PUBLIC INSPECTION AT THE DISTRICT OFFICE, 66575 SECOND STREET, DESERT HOT SPRINGS, CALIFORNIA DURING NORMAL BUSINESS HOURS AND MAY ALSO BE AVAILABLE ON THE DISTRICT'S WEBSITE AT <https://www.mswd.org/board.aspx>. NOTE: THE PROCEEDINGS MAY BE AUDIO AND VIDEO RECORDED.**

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**CERTIFICATION OF POSTING**

I certify that on or before May 9, 2022, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 72 hours in advance of the meeting (Government Code Section 54954.2).



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Arden Wallum  
Secretary of the Board of Directors



# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** MAY 12 & 16, 2022

**FROM:** ORIANA HOFFERT-HUMAN  
RESOURCES MANAGER



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## HUMAN RESOURCES REPORT

### PERSONNEL ACTIVITY FOR THE PERIOD APRIL 1-30, 2022

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#### NEW HIRES

None

#### ANNIVERSARIES

Jason Weekley	Field Operations Technician II	2 Years
Ann Rogers	Customer Service Representative I	6 Years
Robert Lopez	Purchasing and Warehouse Specialist	16 Years
David Pena	Field Service Representative II	17 Years
Nancy Mezquita	Customer Service Representative III	30 Years

#### PROMOTIONS

None

#### CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

David Weaver                      Grade II Wastewater Treatment Plant Operator certification

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING(S)  
**MEETING DATE(S):** MAY 12 & 16, 2022  
**FROM:** LEGAL COUNSEL



**FOR:** ACTION  X  DIRECTION      INFORMATION    

## RESOLUTION 2022-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD OF MAY 24, 2022 THROUGH JUNE 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

### STAFF RECOMMENDATION

It is recommended to approve Resolution 2022-07, continuing abbreviated teleconferencing procedures for meetings of legislative bodies of the District, on a month to month basis, for the period of May 24, 2022 through June 22, 2022.

### SUMMARY

AB 361 was signed by the Governor on September 16, 2021. The primary purpose of California Assembly Bill 361 (Rivas) is to allow California public agencies to continue holding public meetings remotely, using abbreviated teleconferencing procedures, during the COVID-19 state of emergency. Since the enactment of Governor Gavin Newsom's Executive Order N-29-20, local legislative bodies in California have been able to hold public meetings by "teleconference" (a term which includes videoconferencing) without complying with all the following Brown Act requirements for teleconference meetings such as:

- Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.
- Each teleconference location be accessible to the public.
- Members of the public may address the legislative body at each teleconference conference location.
- Agendas posted at all teleconference locations.
- At least one member of the legislative body be physically present at the location specified in the notice of the meeting. (Gov't Code section 54953.)

Since the enactment of Executive Order N-29-20, local legislative bodies were able to continue the public's business while safeguarding members of the local body and the public from exposure to COVID-19. Governor Newsom issued Executive Order N-08-21, which, among other things, rescinded Executive Order N-29-20 and set a date of October 1, 2021, for public agencies to transition back to public meetings held in full compliance with the Brown Act.

AB 361 allows continued remote public meetings during a state of emergency using abbreviated teleconferencing procedures. AB 361 was signed by the Governor on September 16, 2021.

As you are aware, the State of California has recently been lifting many COVID related restrictions. Recently posted on the California Department of Public Health's (CDPH) website is the following:

*Please upload all pertinent attachments using the Municode Meetings ADD ITEM function.*

- Effective March 1, 2022 , the requirement that unvaccinated individuals mask in indoor public settings will move to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking.
- Universal masking shall remain required in specified high-risk settings.
- After March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate. CDPH strongly recommends that individuals in these settings continue to mask in indoor settings when the universal masking requirement lifts.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

The current masking requirements in California are:

Masks are required for all individuals in the following indoor settings, regardless of vaccination status.

- Indoors in K-12 schools, childcare (through March 11, 2022)
- On public transit and in transportation hubs
- Emergency shelters and cooling and heating centers
- Healthcare settings
- State and local correctional facilities and detention centers
- Homeless shelters
- Long Term Care Settings & Adult and Senior Care Facilities

#### **Impact on AB 361-- Brown Act--Abbreviated Teleconferencing Procedures**

As you may recall, the primary purpose of California Assembly Bill 361 was to allow for California public agencies to continue holding public meetings remotely, using abbreviated teleconferencing procedures, during the COVID-19 state of emergency. **At this time, California remains in a COVID-19 state of emergency.** CDPH's updated guidance does not directly impact the ability of agencies to hold public meetings via abbreviated teleconferencing procedures pursuant to AB 361. AB 361 allows California agencies to hold meetings under the relaxed teleconference rules when the Governor has declared a State of Emergency, and either:

- a. State or local officials recommend or impose social distancing measures, or
- b. The agency finds that meeting in person would threaten the safety of meeting attendees.

Given the foregoing, public agencies may elect to continue to adopt the monthly resolutions to allow remote teleconference meetings using abbreviated teleconferencing procedures.

#### **FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION**

None

#### **ATTACHMENTS**

Resolution 2022-07

**RESOLUTION NO. 2022-07****A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD MAY 24, 2022 – JUNE 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

**WHEREAS**, the Mission Springs Water District (the “District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§ 54950 – 54963) (the “Brown Act”), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, the Board of Directors previously adopted Resolution No. 2022-03 on March 21, 2022, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with Government Code section 54953(b)(3); and

**WHEREAS**, as a condition of extending the use of the provisions found in Government Code section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

**WHEREAS**, emergency conditions persist in the District, specifically, on March 4, 2020, the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; despite sustained efforts the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS**, on February 28, 2022, the California Department of Public Health website was updated and strongly recommends that all persons, regardless of vaccine status, continue indoor masking; and

**WHEREAS**, given the continued heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space would pose an unnecessary and immediate risk to the attendees; and

**WHEREAS**, the Board of Directors does hereby find that the ongoing risk posed by the highly transmissible COVID-19 virus will continue to cause conditions of peril to the safety of persons within the District which are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and the Board of Directors desires to proclaim a local emergency and ratify the proclamation of a state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of the District shall continue to conduct their meetings without compliance with Government Code section 54953(b)(3), as authorized by Government Code section 54953(e), and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in Government Code section 54953(e)(2); and

**WHEREAS**, all meeting agendas stating meeting dates, times and the manner in which the public may attend and offer public comment by call-in option or internet-based service option shall be posted, at a minimum, on the District's website and at the District's main office.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Recitals.**

The recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2. Affirmation that Local Emergency Persists.**

The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and the ongoing risk posed by the highly transmissible COVID-19 virus has caused, and will continue to cause, conditions of peril to the safety of persons within the District; furthermore, the guidance of Riverside County Public Health recommends physical distancing and face coverings.

**Section 3. Re-ratification of Governor's Proclamation of a State of Emergency.**

The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

**Section 4. Remote Teleconference Meetings.**

The President of the Board of Directors, the District’s General Manager, and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

**Section 5. Effective Date.**

This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) May 23, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with Government Code section 54953(b)(3).

**Section 6. Certification.**

The Secretary of the Board of Directors shall certify as to the adoption of this Resolution and shall cause the same to be processed in the manner required by law.

PASSED, ADOPTED, AND APPROVED, this \_\_\_\_ day of May 2022, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

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Russ Martin  
 President of Mission Springs Water District  
 and its Board of Directors

ATTEST:

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Arden Wallum  
 Secretary of Mission Springs Water District  
 and its Board of Directors

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING  
**MEETING**

**DATE(S):** MAY 12 & 16, 2022

**FROM:** Brian Macy – Assistant General Manager

**FOR:** ACTION  X  DIRECTION      INFORMATION    



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## PROFESSIONAL GENERAL ENGINEERING SERVICES CONTRACT RENEWAL FOR TKE ENGINEERING, INC.

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### STAFF RECOMMENDATION

Approve the scope of work and proposed agreement and authorize the General Manager to renew an agreement with TKE Engineering, Inc. on an as-needed basis for a period of one year at a not to exceed amount of \$250,000.

### SUMMARY

The District continues to use outside engineering consultant(s) on an as-needed basis to assist staff with District project and construction management, development projects, plan and document review, special projects, and with future planning of District facilities.

### ANALYSIS

Staff issued a Request for Qualifications/Proposal for Professional General Engineering Services in April 2020; TKE Engineering was one of the four respondents. Renewing this contract with TKE Engineering will allow staff to continue to utilize their professional engineering services, as required, on a time and materials basis. This practice helps to accomplish the customary engineering services the District needs to continue to provide. TKE’s services include plan review, consultation, and review of planning documents, preparing agreements and general engineering services. Outside consultants also bring with them a variety of skilled services they have available in-house, which if duplicated at the District would be a substantial cost.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for services is not anticipated to exceed \$250,000 per year. As of May 3, 2022, the line-item operating expense for TKE for this fiscal year is \$59,000 of the approved budget amount of \$90,000. Other approved costs have been charged to capital job numbers such as the RWRF, CVRWMG, SGMA, UWMP, AQMD Solar, SNMP, Well 42, HWWTP Chopper Pumps, HWWTP Tertiary Effluent Filters, GQPP Area H & I, Regional Conveyance Trunk Sewer, Well 22 Rehabilitation, and the Water and Wastewater Master Plans Update projects, which are outside the current line item. Total amount paid this fiscal year averages around \$25,500/month for line item and capital costs combined. Staff will monitor and manage the use of the consultant to maintain acceptable levels of cost based on the needs presented.

### ATTACHMENTS

TKE Engineering, Inc. Agreement for Professional General Engineering Services

**Agreement for Professional Services  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240  
Telephone (760) 329-6448 - FAX (760) 329-2482**

**For your protection, make sure that you read and understand all provisions before signing. The terms on Pages 2 - 6 are incorporated in this document and will constitute a part of the agreement between the parties when signed.**

**TO: TKE Engineering, Inc.  
2305 Chicago Ave.  
Riverside, CA 92507**

**DATE: June 1, 2022**

**CONTRACT DIR #**

**TITLE: Professional General Engineering Services 2022-23**

The undersigned Consultant agrees to furnish the following:

**All Work/Services per the attached Exhibit A – Technical Proposal and in accordance with Exhibit B – Rate Schedule 2021-2022 as provided by TKE Engineering, Inc., and per Exhibit C – Term, Early Termination & Notice**

Contract price \$: Not to Exceed \$250,000.00

Term: One (1) year from the effective Agreement DATE above

Instructions: Sign and return the originals. Upon acceptance by Mission Springs Water District, a copy will be signed by its authorized representative(s) and promptly returned to you. Insert the names of your authorized representative(s) below.

Accepted:  
Mission Springs Water District

Consultant:  
TKE Engineering, Inc.  
(Business Name)

By: Arden Wallum  
Title General Manager

By: Steve Ledbetter  
Title Vice President

Other authorized representative(s):  
Brian Macy  
Assistant General Manager

Other authorized representative(s):  
Michael Thornton  
President

Eric Weck  
Engineering Manager

Terry Renner  
Senior Vice President



Consultant agrees with the Mission Springs Water District that:

- a. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers from all claims and demands of all persons that arise out of, pertain to, or relate to the Consultant's negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the work hereunder, and shall not tender such claims to Mission Springs Water District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.
- b. Other than in the performance of professional services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees and authorized volunteers from all claims and demands of all persons arising out the performance of the work or furnishing of materials; including but not limited to, claims by the Consultant or Consultant's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of Mission Springs Water District, its directors, officers, employees, or authorized volunteers.
- c. By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.
- d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-:VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.
- e. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing

**Coverage** – Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)

2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)

**Limit** – The consultant shall maintain limits no less than the following

1. General liability - coverage of not less than two million (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage; (\$4,000,000 general and products-completed operations aggregate (if used)).
2. Auto liability - One million dollars \$1,000,000 for bodily injury and property damage each accident limit.
3. Workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable).

**Required Provisions –**

- The general liability coverage shall give Mission Springs Water District, its directors, officers, employees (collectively the District), and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or **both** CG 20 10 plus CG 20 37 if a later editions is used) specifically naming the Mission Springs Water District, its directors, officers, employees, or authorized volunteers; or using the language that states "as required by written contract."
  - The general liability coverage is to state or be endorsed (with as broad as ISO endorsement CG 20 01 04 13) to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by Mission Springs Water District, its directors, officers, employees, or authorized volunteers shall not contribute to it".
  - Coverage is to be placed with a carrier with an A.M. Best rating of no less than A:VII, or equivalent, or as otherwise approved by Mission Springs Water District.
  - The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.
  - In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.
- f. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.
  - g. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."
  - h. Payment, unless otherwise specified on Page 1, is to be within thirty (30) days after acceptance by Mission Springs Water District.

- i. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state and federal regulations and statutes including but not limited to Cal/OSHA requirements.
- j. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.
- k. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.
- l. Consultant hereby assigns to Mission Springs Water District all ownership and any and all intellectual property rights to the Written Products that are not otherwise vested in Mission Springs Water District pursuant to section above.
- m. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement
- n. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees, and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.
- o. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative
- p. Consultant shall not maintain, commit, or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement

- q. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.
- r. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.
- s. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.
- t. No Third Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.
- u. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.
- v. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.
- w. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.
- x. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.
- y. The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be the Superior Court of Riverside County, California.
- z. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

- aa. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.
- bb. Consultant will act hereunder as an independent contractor. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.
- cc. Each of the signatories herein, hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.
- dd. Pursuant to Section 1770, and following, of the California Labor Code, the consultant shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the office of the Owner, which copies shall be made available to any interested party on request. The consultant shall post a copy of such determination at each job site.

This project is subject to the State of California "Prevailing Wage Rates".

This project is subject to the requirements of California Labor Code Section 1720 et seq. requiring the payment of prevailing wages, the training of apprentices and compliance with other applicable requirements. In accordance with provisions of Section 1773 of the Labor Code, the Director of the Department of Industrial Relations has ascertained the general prevailing rate of wages and employer payments for health and welfare, pension, vacation, and similar purposes applicable to the craft, classification, or type of workers employed on the work. The wage determinations shall be included in the bid specifications. All pertinent wage determinations shall be posted on the jobsite. If federal funding is included in the project, the higher of the State and Federal wage rates shall be used.

Pursuant to SB854, no contractor or subcontractor may work on a public works project unless registered with DIR for contracts awarded on/after April 1, 2015. General Contractors shall ensure all subcontractors executing work under the contract are DIR registered. All public works contractors and subcontractors to furnish Certified Payrolls and related records to the Agency's representative and shall also furnish electronic certified payroll records directly to the Labor Commissioner using the DLSE's online portal.

# REQUEST FOR PROPOSAL

## On-Call Professional General Engineering Services



for:

**Mission Springs Water District**  
 66575 Second Street  
 Desert Hot Springs, CA 92240



**April 30, 2020**

Prepared by:



2305 Chicago Avenue  
 Riverside, California 92507  
 ( 9 5 1 ) 6 8 0 - 0 4 4 0

WWW.TKEengineering.COM

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## CONTACT INFORMATION

**Prepared for:**



**Mission Springs Water  
District**

66575 Second Street  
Desert Hot Springs, CA 92240  
**Contact:** Luiz Santos, Associate Engineer  
**Phone:** (760) 329-6448 Ext. 125  
**Email:** lsantos@mswd.org

**Prepared by:**



**TKE Engineering, Inc.**

2305 Chicago Avenue  
Riverside, CA 92507  
**Contact:** Steve Ledbetter, P.E., Vice President  
**Phone:** (951) 680-0440  
**Email:** [sledbetter@tkeengineering.com](mailto:sledbetter@tkeengineering.com)



T K E E N G I N E E R I N G , I N C .

April 30, 2020  
 Mr. Luiz Santos  
 Associate Engineer  
**Mission Springs Water District**  
 66575 2nd Street  
 Desert Hot Springs, CA 92240

**Subject: On-Call Professional General Engineering Services**

Dear Mr. Santos

Thank you for the opportunity to present this material outlining TKE Engineering, Inc.'s (TKE's) qualifications. Enclosed herein is a comprehensive proposal depicting our qualifications and abilities to provide turnkey professional general engineering services to Mission Springs Water District (MSWD) for as needed planning, design and construction of water and sewer systems.

**A. Consultant Identification** - TKE, a California Corporation, is located less than 15 minutes from the MSWD service area at 2305 Chicago Avenue, Riverside, California 92507 and can be reached by phone at (951) 680-0440. TKE has a longstanding partnership with MSWD assisting with water resource management and capital project development and implementation. TKE currently provides the City of Highland, Hesperia, Fontana, Adelanto, Calimesa, Riverside County Flood Control and Water Conservation District and the City of San Bernardino Municipal Water Department, with On-Call Engineering Services and is highly qualified to perform the services necessary for project delivery. TKE is enthusiastic about the opportunity to continue to assist MSWD in improving the water and sewer system infrastructure within the community.

TKE is committed to providing high quality, efficient services to meet all of the MSWD's needs. TKE's Project Manager will be in contact with MSWD staff biweekly to ensure that we are progressing on schedule and are within our allocated budget. It is this personal touch and contact that define our "local service" approach. We consider ourselves community builders and take ownership of projects assigned to TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all projects on schedule.

**B. Project Team** – TKE is a full service, multi-disciplinary consulting firm, licensed in California and offering in-house delivery of planning, grant acquisition and administration, preliminary design, final design, topographic surveying, mapping, right-of-way engineering, legal and plat preparation, utility research, coordination and relocations services, bid assistance, construction management, inspection, plan checking, and construction staking services for wastewater systems, water systems, recycled water systems, transportation, street widening, pavement rehabilitation, sidewalk, parking lots, traffic signal, striping, grading, storm drain, detention/retention basins, and park improvement projects. Our wide variety of services and expertise allows us to complete nearly all services in-house.

TKE's has developed an excellent working relationship with numerous subconsultants for geotechnical, structural and environmental services. TKE will work with MSWD on an as needed basis to bring on subconsultants in accordance with any DBE requirements set forth by each project's funding source. Our years of experience working with numerous grant funding sources allows our team to seamlessly provide MSWD a full range of project services no matter what type of project is required.

Our experience in the region with MSWD, the City of Highland, Hesperia, Fontana, Adelanto, Calimesa, Riverside County Flood Control and Water Conservation District and the City of San Bernardino Municipal Water Department, numerous accomplishments as well as management skills will help maintain continuity in



the delivery of the MSWD's upcoming projects and makes TKE an excellent fit to continue providing services to MSWD. TKE takes a team approach to all projects and emphasizes the importance of constant communication between all members of the team, from the client to the consultants.

**C. Addenda** – TKE acknowledges receipt and incorporation of Addendum No. 1 dated April 23, 2020 related to the bid opening procedure.

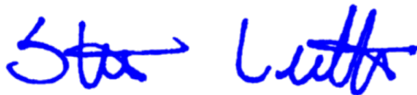
**D. Contact Person** – Steven W. Ledbetter, P.E., TKE's Vice President, will be the contact person during the proposal evaluation period. Mr. Ledbetter works from TKE's only office location located at 2305 Chicago Avenue, Riverside, California 92507 and can be reached by phone at (951) 680-0440 or by email at [sledbetter@tkeengineering.com](mailto:sledbetter@tkeengineering.com).

**E. Proposal Validity** – TKE's proposal shall remain valid for a period of 90 days from the date of submittal.

**F. Authorization** – TKE's proposal is signed by a principal of the firm who is authorized to bind TKE to the terms of the proposal and the firm is comprised of civil engineers and land surveyors fully licensed by the State of California.

Thank you for your consideration. If you have any questions, please call me at (951) 680-0440 or e-mail me at [sledbetter@tkeengineering.com](mailto:sledbetter@tkeengineering.com).

Sincerely,



Steven W. Ledbetter, P.E.  
Vice President  
TKE Engineering, Inc.

## SECTION B: BACKGROUND AND UNDERSTANDING OF SCOPE OF SERVICES

### BACKGROUND

TKE is a full-service, local, multi-disciplinary firm with a wide range of experience in water, sewer, recycled water and public works improvement projects. TKE employs a team of 41 engineers, construction managers, surveyors, inspectors, drafters, and administration support staff. TKE is a certified small business in the state of California. More than 90% of TKE's core staff has been with us for ten years or more, creating an extremely cohesive team. TKE is a California corporation founded in 2000, and in the last twenty years has developed into one of Southern California's premier full-service consulting engineering firms.

TKE is a firm capable of managing and delivering municipal water and sewer consulting engineering services. We specialize in project management, design and construction administration of all types of public works projects including water, wastewater and recycled water, street widening, pavement restoration, street enhancements, roundabouts, pedestrian and bike enhancements, traffic signal modifications, signing and striping, storm drain, flood control basins, parks, and other public works maintenance projects.

As described in our proposal, TKE has a vast amount of pipeline, storage, delivery and treatment design experience, having designed over 100 miles of pipe, numerous reservoirs, lift stations, pumps and treatment systems over the past 20 years. We specialize in the successful completion of projects with tight budgetary and scheduling constraints. TKE's broad range of successful services includes turnkey program and project management and delivery for a diverse array of pipeline design projects, including large and small diameter CML& C, WSP, DIP, and PVC for water and/or recycled water projects, and PVC, RCP and VCP for wastewater projects. TKE vast experience includes every aspect of water and sewer system construction.

TKE currently provides engineering services for several water districts and municipalities and is extremely familiar with the requirements to successfully complete all of the water and sewer services listed in this RFP. TKE's broad range of successful services includes turnkey programs, grant funding management, and delivery for a diverse array of projects. A brief list of on-call municipal clients together with projects that TKE has successfully completed is presented in our proposal. MSWD will benefit from our broad range of experience through our intimate understanding of the common pitfalls for each project variation and our past history of successfully overcoming these challenges.

In addition, TKE's experience includes a comprehensive understanding of the MSWD standard plans for sewer and water, American Water Works Association (AWWA), Standard Specifications for Public Works Construction (Green Book), project scheduling programs (including critical path methodology relating to interagency and interdepartmental coordination), and Caltrans Local Assistance project processing. Finally, TKE's extensive funding administration experience will also greatly benefit MSWD. TKE routinely provides grant writing and administration services for numerous Districts, Agencies, and Cities throughout Southern California.

MSWD will benefit greatly by continuing the vision, leadership, and dedication to community exhibited by TKE's project team. TKE's numerous accomplishments and management skills will help maintain continuity in the delivery of the services. In particular, Steven Ledbetter, TKE's Vice President, project manager, and primary contact, is a registered civil engineer licensed in the State of California. Mr. Ledbetter has a vast amount of similar experience which extends from project planning to design and bidding through construction. His excellent project and construction management skills will provide a great benefit to MSWD. Additionally, his experience with "cutting edge" creative engineering techniques focused on cost control, ensure that projects provide the maximum value for the public's investment. Some of Mr. Ledbetter's key strengths are communication, organization, and issue resolution. Mr. Ledbetter's effective communication skills ensure that all stakeholders are constantly advised of project progress. His proactive organizational program effectively manages his schedule, documents action items with required follow-up, and continuous budget and schedule reviews will anticipate needs for future action items. Lastly, Mr. Ledbetter's 'can do' approach to all project issues always results in resolution. Mr. Ledbetter prides himself in maintaining a professional working relationship with each stakeholder regardless of conflict. His perseverance and vast knowledge and experience of issues will resolve challenges while protecting MSWD's interests. MSWD will find that Mr. Ledbetter's team approach provides the 'best working partnership' to meet the District's engineering needs.

Supporting Mr. Ledbetter will be TKE's key personnel, including Michael Thornton, Terry Renner, Zuzanna Rand, Mike Heath, and Ron Musser. Each of these employees will remain in-place throughout the term of the contract. There will not be any changes in personnel during the contract duration without MSWD's approval.

TKE is committed to assisting MSWD in achieving its goal of delivering public infrastructure. To deliver public infrastructure MSWD desires to partner with consultants to develop comprehensive projects, prepare cost effective designs, complete regulatory and CEQA compliance processing, comply with funding resource requirements, and deliver projects within budget and on schedule. TKE is committed to completing all project tasks working closely with MSWD project management. The projects that MSWD endeavors to complete will include significant challenges and requires the consultant with the 'right' experience. Challenges include, but are not limited to, coordination and permit acquisition from Caltrans, flood control, US Army Corps of Engineers, and utilities. TKE has completed similar projects requiring such permitting and is highly qualified to provide all of the services that MSWD will require for successful project completion.

TKE is committed to providing high quality, efficient services to meet all of the MSWD's needs. If desired, we will meet with MSWD staff regularly to discuss requirements and scheduling needs. In addition, we will be in contact with project stakeholders as often as required to keep projects proceeding efficiently, on schedule and within allocated budgets. It is this personal touch and contact that define our 'local service' approach.

Our broad array of services and in-house team provide MSWD a trusted consultant to turn to in any challenge, no matter how simple or complex. We pride ourselves in the management and completion of special, atypical projects and thrive on challenging budgets and deadlines. It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationships with our client base, and it is these qualities that make us 'the right fit' for MSWD. Understanding that all aspects of the project are important, our team brings TKE management level professionals to projects ensuring that every aspect receives full and comprehensive consideration.

All of TKE's resources will be committed to the MSWD's needs as they arise. We encourage MSWD to verify our performance with our professional references provided in the proposal.

TKE's management team and staff are fundamentally committed to creating value in each task that we perform. As such, we have created a professional culture wherein each

member of our staff constantly strives for increased efficiency, ultimately allowing us to provide highly professional services at competitive rates. This culture of constant value creation and increased efficiencies ensures that the services contracted to, and provided by TKE, will always mean good stewardship of resources.

## *UNDERSTANDING SCOPE OF SERVICES*

Due to the broad range of the required scope of services, TKE has presented our understanding of a few key services for anticipated projects in the following paragraphs:

### *Engineering Design Services*

For design projects, TKE will provide the following services to deliver a complete, bid ready design package (i.e. plans, specifications, and engineer's estimate):

- Oversee and ensure that all measures of the specific project's scope of services are completed in a timely and professional manner with an emphasis on providing MSWD with a high-quality project.
- Prepare and maintain a project schedule identifying the critical path for expeditious project completion.
- Provide progress reports monthly or as deemed required.
- Conduct and attend design kick-off meeting with all stakeholders.
- Schedule and conduct Project Development Team (PDT) meetings and other necessary meetings; prepare agendas and minutes; and distribute to all applicable entities (not just attendees) within three (3) working days.
- Obtain, review, and analyze available records.
- Complete design surveying to obtain topographic mapping for the project.
- Prepare base construction drawings.
- Prepare preliminary design, typically consisting of selecting preferred alignments and identifying critical project constraints.
- Identify the environmental impacts associated with the project. Prepare an exemption or engage our environmental subconsultant to

- prepare the appropriate level of environmental analysis.
- Coordinate with our geotechnical subconsultant and prepare a full geotechnical evaluation for the project.
- Meet with MSWD staff to discuss the project and receive comments.
- Prepare 60% design drawings, with both plan and profile views, draft specifications, and preliminary engineer's estimate.
- Submit drawings to utility and other agencies that may have facilities affected by the project for review.
- TKE will prepare and process any required permit applications.
- Coordinate with MSWD to complete any utility verifications at critical interfaces.
- 60% design review meeting with MSWD staff to receive comments and review other project requirements (i.e. environmental, geotechnical, utility conflicts, permitting, etc.).
- Prepare 90% design drawings, specifications, and engineer's estimate.
- 90% design review meeting with MSWD staff to receive comments.
- Prepare 100% design drawings, specifications, and engineer's estimate.
- After final review by MSWD staff, TKE will prepare and submit final bid documents to MSWD.
- Resubmit final drawings to all agencies/utilities having underground facilities in the project area requesting that they verify their facilities are shown correctly and we will advise them of the project construction schedule.
- Assist MSWD with project bidding, including attending pre-bid field walk and responding to RFIs, as required.

### Engineering Support Services

Throughout the contract term, TKE will provide the following services in support of MSWD's Engineering Department:

- Prepare and maintain a project schedule identifying the critical path for expeditious project completion.
- Conduct and attend design kick-off meeting with all stakeholders.
- Schedule and conduct Project Development Team (PDT) meetings and other necessary meetings; prepare agendas and minutes; and distribute to all applicable

- entities (not just attendees) within three (3) working days.
- Schedule, facilitate, and attend public meetings, as necessary.
- Provide progress reports monthly or as deemed required.
- Compose all correspondences to keep the project on schedule.
- Check all contracts documents to ensure compliance with the MSWD standards and funding requirements, as required.
- Prepare all submittals in accordance agency requirements, as required.
- Prepare reimbursement requests and invoices to funding agencies, as required.
- Prepare agreements and Purchase Orders.
- Coordinate with and prepare inter-agency agreements.
- Coordinate with funding agencies and prepare reports, update funding reports, and grant applications as necessary for project funding.
- Prepare project update write-ups.
- Prepare project estimates and budgets.
- Issue all necessary Notices to Proceed (NTP).
- Review and process all invoices (MSWD staff will approve).
- Compose Requests for Proposal (RFP), Notices Inviting Proposals (NIP), and Scopes of Services to retain other related design services, construction, such as Design Review, Surveying, Inspection, Geotechnical, Material Testing, etc.; coordinate and schedule these services; and review proposals as necessary.
- Maintain all project files in accordance with MSWD format.
- Facilitate, coordinate, and oversee the ongoing daily actions required to completely provide the full level of intended service and ensure that the project meets all applicable Federal, State, and local requirements.
- Oversee and ensure that all measures of the specific project's scope of services are completed in a timely and professional manner

with an emphasis on providing MSWD with a high-quality project.

- Act as a liaison between MSWD and all project stakeholders on order to accomplish the full project services intended by MSWD.
- Ensure that all appropriate communication, correspondence, and reports are completed on an ongoing basis in a timely manner to the satisfaction of the MSWD.
- Prepare MSWD Board of Directors staff reports, presentations, and associated documentation.
- Utility correspondence letters and e-mails.
- Federal, State and local correspondence.

### Water Supply Assessment Services

When performing a water supply assessment and similar planning documents, TKE will provide: Prepare and maintain a project schedule identifying the critical path for expeditious project completion

- Conduct and attend design kick-off meeting with all stakeholders
- Review current legislative requirements and recently passed updates related to urban water management plans (UWMP), water supply assessments/verifications (WAS/V), etc.
- Clarify and establish plan goals and project description
- Identify project needs
- Analyze proposed project demands and impacts to MSWD's system
- Verify consistency with the most recent approved water supply planning document (i.e. UWMP, groundwater management plan, SGMA annual report, etc.)
- Develop the project WSA/V to address the information above and include water demand projections consistent with project description to meet the requirements of SB 610/SB 221
- Submit the draft WSA/V will to MSWD, developer, and others for review and comment.
- After receiving comments, prepare the final WAS/V.
- Ensure plan is completed in the required time frame.

### Grant Writing and Administration Services

Our project team has extensive experience with not only grant writing and management, but our approach in delivering

successful grant applications. TKE understands we will be responsible for providing the following grant related services to MSWD:

- Conduct funding research to identify grant resources including but not limited to federal, state, and local agencies as well as private foundations/organizations that fund municipalities.
- Review MSWD's capital improvements projects, master plans, strategic plan, and growth impacts to develop a comprehensive list of potential projects and work with MSWD staff to prioritize the list of projects.
- Identify funding streams and match to projects based on need, funding availability, schedule, and budget, including our Go/No-Go analysis.
- On a regular basis provide MSWD with a summary of potential funding opportunities relevant to the needs of MSWD.
- Compose grant proposals on behalf of MSWD, including the preparation of a budget, coordinate preparation of exhibits such as concept plans, and compile demographic data and any other necessary items for grant applications.
- Assist MSWD in meeting with the Funding Agency to explain the project and get feedback on how the project will fit with the funding program. Insight is gained on what key project elements and benefits the Funding Agency is looking for.
- TKE will assist MSWD staff in engaging the Board to work with Federal, State, Regional, and Local agencies for project support. For certain funding opportunities, TKE has assembled upwards of 20 support letters to better highlight the project's need, impact in the community, and public/legislative backing.
- Develop comprehensive understanding of grant program scoring.
- Prepare a technical analysis for projects aimed at identifying and highlighting economic benefits and sustainability improvements. These are key scoring elements in all grant application.



- Prepare grant applications, including work plans, budgets, scheduled, and project benefits, with focus on hitting grant scoring metrics.
- Prepare a Long-Range Funding Application Program, identifying funding opportunities early will provide MSWD with an understanding of future Capital Improvements Projects planning and staffing needs.
- Reach, inform and involve constituents and stakeholders of planning proposals, projects and programs
- TKE will serve as the main point of contact between MSWD and Funding Agency. We will administer the grant on behalf of MSWD.
- Provide Grant Administration and Reporting, as required.
- Ensure compliance with Funding Agency Rules and Regulations (e.g. Right-of-Way Acquisition Processes, Environmental Compliance Documentation)

## SECTION C: PERSONNEL QUALIFICATIONS

### BIOGRAPHIES

#### **Michael P. Thornton, P.E., P.L.S., M.S. – Principal in Charge**

##### Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering

Masters of Science – California State University, Long Beach, Civil Engineering

##### Experience

34 Years

##### Credentials

California Professional Civil Engineer #44226

California Professional Land Surveyor #6867

Mr. Michael P. Thornton, President, will ultimately be responsible for all services provided by TKE.

Mr. Thornton has over 34 years of experience as a civil engineer. He has worked on a variety of public works engineering projects including water system improvements, wastewater system improvements, and recycled water system improvements, street improvements, park improvements, bike trail improvements and drainage improvements, projects. Mr. Thornton has been responsible for all project aspects including funding administration, planning, evaluating, and designing these projects and has provided construction engineering and surveying services for these same projects.

In addition to project related experience, Mr. Thornton has provided consulting engineering services to various communities as its City/District Engineer. City/District Engineering duties include, public staff management, land development processing, CIP development, including budgets and funding sources, regulatory agency coordination and permitting, public presentations, CEQA compliance processing, and responses to public inquiries.

#### **Steven W. Ledbetter, P.E. – Project Manager**

##### Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering (Environmental)

##### Experience

19 Years

##### Credentials

California Professional Civil Engineer #84044

Mr. Ledbetter has over 19 years of professional experience in the civil engineering industry. He has handled various

critical and challenging projects from planning through design and implementation; all while ensuring that a quality product which meets specifications is delivered on schedule. He has a well-rounded background with experience in preparation and analysis of street and utility improvement plans and specifications, potable and non-potable water, wastewater, and drainage; utility master planning including computer modeling, analysis, and report preparation; water supply planning including feasibility studies, urban water management plans, water supply assessments, and verifications; storm water compliance reporting including water quality management plans and, storm water pollution prevention plans, permitting and grant writing for various State and Federal agencies.

Mr. Ledbetter has provided On-Call services listed herein to MSWD directly over the last 4-years and indirectly over the last 10 years. He has significant knowledge of MSWD and the Coachella Valley

Mr. Ledbetter's greatest attribute is his ability to deliver projects and his vast experience ensures success again and again. He also understands the importance of working as a team member. Mr. Ledbetter understands that he will be given direction from MSWD staff and fully understands the need to maintain proper protocol while providing services. He further understands that his role will be to implement a design that meets the needs of the MSWD while maintaining the project budget.

#### **Terry M. Renner, P.E., Q.S.D. – Project Manager**

##### Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering

##### Experience

20 Years

##### Credentials

California Professional Civil Engineer #69984

California Qualified SWPPP Developer #24329

Arizona Professional Civil Engineer #55194

Mr. Terry Renner will be responsible for all day to day management of the services provided by TKE.

Mr. Renner has over 20 years of project and construction management experience for all types of public works, civil engineering, and surveying

projects. He has extensive experience in the design and construction of public works improvement projects, including water systems, recycled water systems, street widening, pavement rehabilitation, traffic signal, drainage systems, sewer systems, ADA enhancements, and pedestrian enhancement improvements projects.

As a project manager, Mr. Renner has been responsible for design production, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

### **Zuzanna Rand, P.E., M.S. – Project Engineer**

#### Education

Master's Degree in Environmental and Water/Wastewater Engineering – University of Zielona Góra, Poland

#### Experience

26 Years

#### Credentials

California Professional Civil Engineer #65967

Ms. Rand has over 26 years experience with master planning, engineering, design, construction, and operation of water, recycled water, and wastewater infrastructure projects, ranging in construction cost up to \$34 million. She specializes in engineering and operation of water and wastewater treatment plants, water distribution and wastewater collection systems. Ms. Rand has performed or managed and overseen projects involving feasibility studies (FS), preliminary design report (PDR), final design, construction support, and start-up of wastewater treatment plants, wastewater collection systems, pump stations, water and recycled water storage and distribution facilities.

### **Michael Heath, P.E. – Project Engineer**

#### Education

Bachelor of Science – Cal State University Long Beach, Civil Engineering

#### Experience

21 Years

#### Credentials

California Professional Civil Engineer #63401

Mr. Heath has over 21 years of experience in staff augmentation, design and preparation of construction documents for street improvements, water and sewer improvements, pavement rehabilitation, storm drain infrastructure, grading and demolition, and right-of-way

engineering. He has provided engineering design for capital improvement program (CIP) projects, staff augmentation, development review, and plan checking services for several municipalities and agencies in the counties of San Bernardino, Riverside, Orange, Los Angeles, and San Diego, California. His experience includes storm drain master plans, hydrology and hydraulic studies, and sewer master plans. Many of his projects have involved pavement rehabilitation, asphalt overlay, curb and gutter replacement, water, sewer and recycled water pipelines, storm drain infrastructure, landscaped medians, signing and striping, signal modifications, traffic improvements, and accessibility pathways in accordance with the American with Disabilities Act (ADA).

### **Ronald A. Musser, P.L.S. – Senior Surveyor**

#### Education

Riverside Community College

#### Experience

52 Years

#### Credentials

California Professional Land Surveyor #4230

Mr. Musser has over 52 years of experience in performing field and office surveying and plan checking services for public and private projects including water, wastewater, recycled water, drainage, roadway and highway projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects and map checking over the past 13 years. In addition, he has prepared records of survey, parcel maps, tract maps, lot line adjustments, right-of-way acquisition, easement acquisition, and lot mergers in San Bernardino County, Riverside County, Los Angeles County, Orange County, and San Diego County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys. Mr. Musser currently provides on-call survey and map checking services to the City's of Upland, Hesperia, Wildomar, Azusa, Pico Rivera, Highland, and Calimesa.



## PRESENT WORKLOAD

Below is a summary of current workloads our project managers are currently engaged in:

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Steven Ledbetter Project Manager	On-Call General Engineering Services <sup>[1]</sup>	Mission Springs Water District	70%
	West Valley Water Reclamation Program	Mission Springs Water District	10%
	On-Call Water Resource Management	City of Upland	5%
	Calimesa Creek	City of Calimesa	5%
	<b>Proposed Project Availability<sup>[2]</sup>:</b>		<b>10%</b>

[1] This includes all MSWD projects Mr. Ledbetter is currently engaged in, except the West Valley Water Reclamation Program (e.g. Well 42, Terrace Reservoirs, Desert Willows Waterline, SGMA, IRWM, 2020 UWMP, etc.).

[2] If selected, Mr. Ledbetter will continue his current project manager role with MSWD (80%+ of Workload) and continue serving as the client liaison for TKE.

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Terry Renner Project Manager	On-Call Construction Management and Inspection <sup>[1]</sup>	Mission Springs Water District	10%
	Civic Center Park and Amphitheater	City of Moreno Valley	25%
	Jurupa Hills Lift Station	Rubidoux Community Services District	15%
	Article III Sidewalk Improvement Project	City of Highland	15%
	<b>Proposed Project Availability:</b>		<b>35%</b>

[1] This includes both MSWD construction projects Mr. Renner is currently engaged in, AMI Meter Replacement Project and North Indian Canyon Sewer Project.

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Zuzanna Rand Project Manager	GQPP Areas H&I Design	Mission Springs Water District	10%
	Regional Conveyance Line	Mission Springs Water District	5%
	Vista Reservoir No. 2	Mission Springs Water District	10%
	Holly Drive Reservoir	San Antonio Water Company	15%
	Forebay Pump Station	Yuima Municipal Water District	25%
	<b>Proposed Project Availability:</b>		<b>35%</b>

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Mike Heath Project Manager	On-Call General Engineering Services	County of Riverside Transportation and Land management Agency	50%
	Bill Barber Community Park	City of Irvine	5%
	On-Call General Engineering Services	City of Calimesa	15%
	County Line Road LPP	City of Calimesa	5%
	<b>Proposed Project Availability:</b>		<b>25%</b>

<u>Name/Role</u>	<u>Current Work</u>		<u>% Commitment</u>
Ron Musser Senior Surveyor	GQPP Areas H&I Design	Mission Springs Water District	5%
	Civic Center Park and Amphitheater	City of Moreno Valley	15%
	Pacific Street Pavement Rehabilitation	City of Highland	25%
	On-Call Plan Checking	City of Hesperia	15%
	<b>Proposed Project Availability:</b>		<b>40%</b>

Additional information regarding completed projects and similar services by the TKE Team, please refer to project references in Section D and individual resumes in Appendix A. Further, please refer to Section E for additional description on how TKE plans to respond to meet the changing needs of MSWD.

## SECTION D: EXPERIENCE AND REFERENCES

### TKE ENGINEERING INC. AT A GLANCE



#### City/District Engineer

City Engineer in 6 Cities/Districts



#### Staff Augmentation

TKE currently provides Staff Augmentation in 10 Cities / Counties / Districts



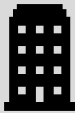
#### On-Call Contracts

TKE currently provides Engineering and project Support Services Development Plan Checking and Map Services for more than 30 Cities / Counties / Districts throughout Southern California



#### Size of Organization

41 Professional Engineers, Project Managers, Plan Checkers, Inspectors, Designers, Traffic Engineering Specialist, Construction Managers, Surveyors, and Support Staff



#### Location of Office

TKE Engineering, Inc.  
2305 Chicago Avenue  
Riverside, CA 92507



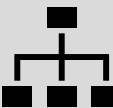
#### Years in Business

TKE has conducted business for the past 20 years and has 20 years of experience in providing engineering support services for water and sewer improvement Projects for public clients.



#### Company Structure

TKE is a California Corporation founded in June 2000. TKE is not a subsidiary. California Business License Number: 00109901



#### Firm Owners

Michael P. Thornton, P.E., P.L.S., M.S.  
– President  
Terry Renner, P.E., Q.S.D. –  
Senior Vice President  
Steven Ledbetter, P.E. Vice President



#### Mission Springs Water District's Point of Contact

Steven Ledbetter, P.E. – Vice President  
2305 Chicago Avenue  
Riverside, CA 92507  
Phone: (951) 680-0440  
Email: sledbetter@tkeengineering.com

## EXPERIENCE

TKE was established with the goal of providing turnkey services for Municipal Agencies in order to benefit our community. As a result of the focus of a firm on this mission, TKE has earned a reputation for thoroughness, rapid turnaround, cost efficiency, and overall quality of work. We are a highly motivated, dynamic firm with the goal of being your preferred consultant.

TKE has provided numerous municipalities and agencies throughout Southern California with consulting services and staffing for every facet of Public Works. In addition, we have worked on multi-million dollar regional mega projects for a variety of government agencies. TKE recognizes the importance of providing quality design documents and construction management based on a client's need and workload. Our flexible support and qualified staff enables our clients to serve their constituents in a cost effective and efficient manner. TKE proudly serves municipal agencies:

#### Project Management

TKE provides effective project management services to a variety of clients. We have successfully delivered extensive and highly visible water, wastewater, street improvement, traffic improvement, drainage improvement, and facility improvement projects for the County of Riverside and San Bernardino, Cities of Coachella, Highland, Colton, Corona, Upland, Fontana, Rialto, Redlands, Glendora, El Monte, South El Monte, Banning, Calimesa, Moreno Valley, Hesperia, Yucaipa, Wildomar, Lake Elsinore, and Riverside and for the Municipal Agencies East Valley Water District, San Bernardino Water Department, Rubidoux Community Services District, Mission Springs Water District, Three Valleys Municipal Water District, Monte Vista Water District, and Maywood Mutual Water Company. TKE's approach has consistently allowed our partner agencies to fulfill

• • •  
Our diverse experience from planning to construction management and our wide variety of projects provides our team with an intimate knowledge and expertise of common pitfalls and how to successfully overcome them for any project type  
• • •

their missions of delivering the best value for the public's investment.



TKE's management approach includes:

- 1) Monthly Progress Reports – TKE documents project progress for all project assigned to TKE by a comprehensive project management summary. The summary includes project name and related number, description of progress, budget status, schedule compliance, and anticipated upcoming accomplishments.
- 2) Communication – Communications with agencies' staff is another important component to effective project management. In addition to the monthly progress reports, TKE meets with clients as needed to ensure the projects are proceeding as anticipated. We document each discussion or meeting with notes and electronically mail them to the project team within three days of the meeting/conference indicating action items and a schedule for completion of these items.
- 3) Record Keeping – TKE keeps records in an organized filing system both in hard copy and electronic forms. This organized filing system allows TKE to access records immediately should they be needed.
- 4) Meetings – TKE meets with project stakeholders as needed including the public, permitting agencies, utilities, etc. We meet with them at the project's onset and throughout the course of project development to ensure all stakeholder project needs are considered in the project design. All meeting preparation (Staff Reports, agendas, exhibits, slide shows, etc.) will be prepared by TKE for each meeting. Again, meetings will be documented. TKE has provided numerous similar presentations to Council's (closed sessions, council meetings, community meetings, etc.).
- 5) Team Meetings – Team meetings include all parties that have any interest in the project development. In particular, MSWD's Engineering Departments will be a

close working partner with TKE in project development and environmental compliance for capital projects.

TKE has managed publicly funded design projects throughout our history. The breadth of experience and technical skill of our staff enable us to manage a wide variety of projects, ranging from major infrastructure to the restoration and rehabilitation of significant historical structures. We ensure that all work is completed in accordance with funding contract specifications, terms, conditions, state and federal laws and regulations, and client policy.



Our management portfolio includes:

- 1) Wastewater System Projects
- 2) Water System Projects
- 3) Recycled Water System Projects
- 4) Street Projects
- 5) Traffic Signal and Striping Projects
- 6) Facilities Projects
- 7) Signing and Striping
- 8) Major Infrastructure Projects
- 9) Reconstruction and Rehabilitation

### Civil Engineering

TKE regularly provides design services on a wide variety of public works improvement projects. TKE's Civil Engineering projects have included:

- 1) Sanitary Sewer Infrastructure Planning and Design
- 2) Sanitary Sewer Force Main and Lift Stations
- 3) Potable and Recycled Water Infrastructure Planning and Design
- 4) Water System Reservoirs and Pumping Facilities
- 5) Floodplain Analysis and Mapping

- 6) Local Streets and Road Design
- 7) Street Widening
- 8) Traffic Signal Design
- 9) Traffic Studies and Warrant Analysis
- 10) Traffic Impact Studies
- 11) Pavement Rehabilitation
- 12) Pavement Management Systems
- 13) Grading Studies, Design and Earthwork Analysis
- 14) Capital Improvement Programs (CIPs)
- 15) Neighborhood Improvement Preservation
- 16) Hydrologic Studies / Hydraulic Design
- 17) Storm Water Pollution Prevention Plans (SWPPP)
- 18) Sediment and Erosion Control Facilities
- 19) Hydromodification Studies / Water Quality Management Plans (WQMPs)
- 20) Storm Drainage Infrastructure Planning and Design
- 21) Water Supply Assessments & Verifications



### Surveying, Mapping, and Right-of-Way Engineering

TKE provides Land Analysis services for many projects: Our Surveying and Mapping experts provide these services:

- 1) Transportation Improvements
- 2) Water / Wastewater System Improvements
- 3) Land and Real Estate Evaluations
- 4) Grade Separations
- 5) Street Widening
- 6) Construction Layout/Staking
- 7) Right-Of-Way Engineering

- 8) Boundary Surveys
- 9) Construction Surveys
- 10) Design Surveys
- 11) Legal Description Surveys
- 12) Aerial Mapping
- 13) A.L.T.A. Surveys
- 14) Topographic Surveys
- 15) Control Surveys
- 16) Easement Surveys

### Staff Augmentation, Plan Check, and Inspection

TKE provides experienced, highly qualified staff with significant technical expertise and strong public relations skills for staff augmentation, plan checking and inspection. TKE is fully capable of providing staff on a full-time, part-time, on-call or interim project basis. Please refer to our project team, together with our corporate resumes to verify our team's technical ability to deliver these services.

TKE has provided similar services to those requested here for a number of different agencies. TKE understands that each jurisdiction has its own development and capital improvement standards that were developed to meet the needs of that particular community. TKE has a thorough understanding of these standards together with the needs of the community needs. For each project that TKE is assigned, TKE will verify compliance with all applicable standards. Furthermore, with our extensive experience in other jurisdictions, TKE will be able to recommend improvements to these standards to ensure expedited project delivery and enhanced public infrastructure.



Our inspection portfolio includes:

- 1) Daily review and documentation of construction activities (daily reports and digital photo of significant issues and milestones)



- 2) Monitor Contractor's daily labor force for compliance with state & federal labor laws.
- 3) Field verification of traffic control procedures and consistency with approved Traffic Control Plan
- 4) Coordinate with agencies and different stakeholders to ensure smooth progress of construction activities
- 5) Monitor project schedule
- 6) Verify quantities and assuring quality control
- 7) Field observations of construction activities
- 8) Maintain complete and accurate project records compliant with Caltrans manual
- 9) Review and recommend approval/disapproval of monthly progress pay estimates
- 10) Verify NPDES and SWPPP compliance
- 11) Prepare weekly statement of working days
- 12) Review RFI's, change orders and progress payments
- 13) Coordinate punch list and as-built plans
- 14) Ensure that materials and completed work comply with plans specifications and design criteria
- 15) Implement security procedures
- 16) Issue notices for safety concerns and violations
- 17) Coordinate with survey, material testing and other construction consultants
- 18) Review and ensure compliance with control documents, submittals, RFI's, change orders, and work change directives
- 19) Compliance with Caltrans encroachment permit requirements, if required
- 20) Preparation of punch list
- 21) Coordinate project closeouts activities which include staff report, Notice of Completion, release of retention, warranty walk, and archiving documents.

### Grant Writing / Funds Management

TKE's Grant Writing/Funds Management team enables our municipal and agency partners of any size to find potential funding sources and to prepare competitive funding applications. Additionally, after funds are awarded to a partner, TKE ensures compliance with state and federal funding requirements. In the past few years, TKE has obtained millions of dollars in funding for our public works projects and transportation improvements.

Our grant writing services are enhanced by integration with engineering services to facilitate and integrate project design. This expedites project start up and completion and ensures compliance with funding requirements.

This service is so valued by our clients that our Funding Specialist is supported by several staff members including a Planning Specialist, Transportation Specialist and an Administrative Analyst.

TKE has assisted clients secure funding from the following programs:

- 1) State Water Resources Control Board
  - a. Drinking Water State Revolving Fund Program
  - b. Clean Water State Revolving Fund Program
  - c. Groundwater Grant Program
  - d. Small Communities Wastewater Grant Program
- 2) Department of Water Resources
  - a. Proposition 40 Grant Program
  - b. Proposition 1E, Proposition 84, Proposition 1, and Proposition 63 Grant Programs
    - i. Integrated Regional Water Management
    - ii. Stormwater Flood Management Program
    - iii. Sustainable Groundwater Management
  - c. Infrastructure Rehabilitation Grant



## *PAST EXPERIENCE*

TKE continues to provide numerous municipalities and agencies with Engineering and project support consulting design and construction management services and staffing for every facet of engineering and public works projects. In addition, we have worked on a wide variety of projects, ranging from multi-million dollar regional mega projects to minor replacement projects for a variety of government agencies. TKE recognizes the importance of staffing based on a client's need and workload. Our flexible support and qualified staff enables our clients to serve their constituents in a cost effective and efficient manner.

A few examples of similar services provided by TKE are the Rubidoux Community Services District, Mission Springs Water District, San Bernardino Municipal Water District, City of Upland, City of Fontana, City of Highland, and City of Hesperia. Each are discussed below:

**Rubidoux Community Services District** – TKE is currently providing on-call design and construction management services to the Rubidoux Community Services District (RCS D) various water and wastewater infrastructure projects. The projects include distribution and transmission water pipelines, gravity and force main sewers and lift stations.

**Mission Springs Water District** – TKE is currently serving Mission Springs Water District (MSWD) as its District Engineer. In addition, TKE is providing on-call construction management and inspection services on various capital improvements projects.

**San Bernardino Municipal Water Department** – TKE is currently serving as the San Bernardino Municipal Water Department's (SBMWD) on-call plan check and inspection engineering consultant. TKE is responsible for all plan checking and inspection services on numerous developer improvement projects to ensure the plans are developed and constructed to SBMWD, City of San Bernardino, Health Department and all other regulatory agency standards. TKE is currently and has been providing plan check and inspection services to SBMWD since 2005 for more than 46 pipeline projects totaling more than 100,000 linear feet of pipeline installation.

**City of Upland** – TKE served the City of Upland as its interim City Engineer for approximately 2 years and is currently serving as its Interim Public Works director. TKE continues to be responsible for all engineering & public works activities performed by City staff including development services and CIP implementation. TKE has been providing plan and map checking services to the City since 2000. Additionally, TKE is providing on-call water

resource management services to the City, including coordination and participation with regional agencies (i.e. Chino Basin Watermaster, Inland Empire Utilities Agency, and Cucamonga basin Watermaster).

**City of Fontana** – TKE currently provides on-call civil engineering, construction assistance and inspection services to the City of Fontana Public Works and Engineering Departments for various Public Works Capital Improvements Projects. TKE has been providing on-call civil engineering, construction management and construction inspection services to the City for the past eighteen years, including street improvements, wastewater improvements, storm drain improvements and traffic signal projects.

**City of Highland** – TKE provides on-call civil engineering, construction and project management, grant writing, and inspection services to the City of Highland for Capital Improvement project coordination, planning and implementation. TKE is assisting the City Engineer with more than \$7 million in Capital Improvements projects for the current fiscal year. While providing these services to the City, TKE provided project management services, prepared numerous grant applications, performed plan checking on Capital Improvement projects, represented the City with other agencies at numerous meeting, represented engineering with the City's council and other public meetings, managed engineering budgets and project schedules, prepared and acquired right-of-way, managed funding programs, provided construction management and inspection services, provided public relations and various related work.

**City of Hesperia** – TKE serves the City of Hesperia as its City Engineer. TKE is responsible for all engineering activities performed by City staff including design, survey, plan check, traffic engineering, grant assistance, development services, CIP development and its implementation.

Contact information for each of these clients is presented later in this section.

## *ADDITIONAL RESOURCES*

TKE may engage sub-consultants to aid in completing the proposed scope of work. TKE has a long history of successfully partnering with the sub-consultants presented below to deliver capital projects:

## LOR Geotechnical Group, Inc.

LOR is a multi-disciplinary geotechnical, engineering, and consulting firm providing sound solutions and innovative strategies in the geotechnical, geologic, environmental, and construction inspection fields for their clients since 1988.

LOR has a multi-disciplinary staff of highly qualified and experienced licensed professionals who hold registrations in the State of California. LOR's principals are directly involved in the implementation and completion of its professional services. All of the field and laboratory personnel that will work on MSWD projects have been employed by the firm for over 10-years. Their engineers, geologists, and technical support personnel are committed to serving MSWD with personal, timely, and technically superior service. We believe that you will find our understanding of our duties for this contract to be unsurpassed and our individual and combined experience will assure you that we will deliver what is expected. LOR should have the ability to provide the anticipated geotechnical engineering and materials testing services in-house, without the use of subcontractors.

LOR provides a comprehensive organization of qualified personnel to support the technical need of MSWD's projects. LOR is Small Business Certified. Their laboratory is currently approved by the California Department of Transportation (Caltrans). Our field and laboratory personnel are Caltrans, International Code Council (ICC), American Concrete Institute (ACI), and American Construction Institute Association (ACIA) certified. Our organizational chart and resumes of the key personnel are also provided within this proposal.

Over the past five years they have provided on-call geotechnical testing and inspection services to the following Public Works and Capital Projects Departments: City of Big Bear Lake, Indio, Moreno Valley, Perris, Riverside, Santa Monica, Yucaipa, and we have also provided our services to the Counties of Riverside and San Bernardino.

A thorough understanding of site conditions is crucial to the success of any project. LOR has implemented a Quality Assurance Program (QAP) that has aided in this firm's quality of work and minimizing the errors as much possible throughout our long history. In the event an error may occur, our clients will be notified immediately and a plan to fix the error will be determined immediately to minimize the impact to the project. In their history LOR has provided a similar scope of services for numerous agencies.

For their Preliminary Geotechnical Investigation Reports they have experienced engineers and geologists that use proven site investigation techniques to accurately

characterize the surface and subsurface environment. State of the art equipment is used to explore and sample the soil, rock, and groundwater conditions. In-place soil testing is performed in order to accurately evaluate the site conditions. Their fully equipped laboratory provides proven testing methods to evaluate the mechanical properties of the soil. All laboratory and field data are processed through computerized geotechnical integration programs.

Their geotechnical engineers evaluate the proposed projects with respect to the site conditions and provide recommendations to optimize project development. Recommendations are provided to guide site selection and preparation, foundation design, pavement design, slope construction, erosion control, and general site grading.

LOR has provided geotechnical engineering services for over three thousand projects within southern California, many of which lie within the Coachella Valley. Among the types of geotechnical engineering services provided are: pavement rehabilitation design including complete removal and replacement, inlay/overlay, pulverization, asphalt recycling, subgrade stabilization, specialized design to minimize section thickness without minimizing the integrity of the section, slope stability analysis, liquefaction analysis, pipeline excavation and construction design, and best management practice storm water infiltration testing and design.

## Tom Dodson and Associates

TDA incorporated in 1983, is an environmental consulting and regulatory compliance firm. Tom Dodson (President) is involved in day-to-day operation of the firm and is also involved in each project undertaken by TDA. This approach provides the company owner with knowledge and input into each project, thus ensuring that each project receives the firm's high standard for product quality.

A common theme of all TDA projects is compliance with environmental requirements while meeting project schedules. TDA works with clients to meet schedules and identify reasonable and ethical environmental requirements. For every project, TDA has found there is a mutually acceptable balance between development goals and the need to protect the environment. TDA strives to define this balance for clients and regulators and present workable solutions that both parties can accept as



the basis for implementation of projects. With over 40 years of collective experience in environmental problem-solving, TDA has been remarkably successful in meeting client and environmental objectives.

TDA is capable of providing a full range of environmental and regulatory compliance services. This includes an in-house biological staff capable of providing biological resources evaluations, as well as, revegetation and habitat restoration capabilities. TDA professionals bring more than 40 years of environmental and regulatory compliance experience to each assignment. TDA conducts environmental and regulatory compliance work for more than 100 firms and agencies with a single goal which is to make each project succeed for both the client and the environment.

TDA has provided planning and environmental consulting services for various water, hazardous waste management, biological evaluations, and base reuse projects. TDA has also prepared the environmental compliance documents needed for such projects. These documents have ranged from Initial Studies and Negative Declarations to full Environmental Impact Reports (EIRs) that meet California Environmental Quality Act (CEQA) requirements. In addition, TDA has prepared environmental documents for projects on federal land that meet the requirements of the National Environmental Policy Act (NEPA).

Over the years TDA has worked with MSWD on numerous water and wastewater projects. Work performed was for CEQA and State Water Board State Revolving Fund (SRF) projects. The most notable recent project with MSWD was for the “West valley Water Reclamation Facility” TDA worked with both TKE and MSWD to publish an Initial Study and Environmental Impact Report (IS/EIR). The IS/EIR was approved by the MSWD Board and TKE submitted it as a CEQA Plus package to the State Water Board for an SRF loan to fund the proposed reclamation facility.

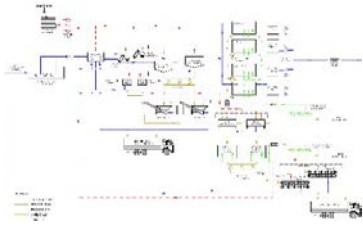
## REFERENCES

Please see below for a small, but representative list of agencies who have and continue to request TKE assist them in delivering valuable projects to their communities. We respectfully request that you verify our qualifications with the listed references.

AGENCY	CONTACT NAME	PHONE NUMBER AND EMAIL ADDRESS	DATES SERVICES PROVIDED
<b>CITY OF HESPERIA</b> 9700 SEVENTH AVENUE HESPERIA, CA 92345	MR. MICHAEL BLAY ASSISTANT CITY MANAGER	PHONE: (760) 947-1901 FAX: (760) 240-7262 MBLAY@CITYOFHESPERIA.US	2016 – PRESENT
<b>MISSION SPRINGS WATER DISTRICT</b> 66575 2ND STREET DESERT HOT SPRINGS, CA 92240	MR. ARDEN WALLUM GENERAL MANAGER	PHONE: (760) 329-5169 FAX: (760) 660-4403 AWALLUM@MSWD.ORG	2001 – PRESENT
<b>SAN BERNARDINO MUNICIPAL WATER DISTRICT</b> 1350 S E STREET SAN BERNARDINO, CA 92408	MR. TED BRUNSON WATER UTILITY DIRECTOR	PHONE: (909) 684-7580 TED.BRUNSON@SBMWD.ORG	2003 – PRESENT
<b>RUBIDOUX COMMUNITY SERVICES DISTRICT</b> 3590 RUBIDOUX BLVD., RUBIDOUX, CA 92509	MR. JEFF SIMS ASSISTANT GENERAL MANAGER	PHONE: (951) 684-7580 JSIMS@RCSD.ORG	2001 – PRESENT
<b>CITY OF HIGHLAND</b> 27215 BASELINE HIGHLAND, CA 92346	CARLOS ZAMANO ASSISTANT PUBLIC WORKS DIRECTOR	PHONE: (909) 864-6861 FAX: (909) 862-3180 CZAMANO@CITYOFHIGHLAND.ORG	2014 – PRESENT
<b>CITY OF FONTANA</b> PUBLIC WORKS DEPARTMENT 16489 ORANGE WAY FONTANA, CA 92335	MR. CHUCK HAYS DIRECTOR OF PUBLIC WORKS	PHONE: (909) 350-6530 FAX: (909) 350-6755 CHAYS@FONTANA.ORG	2000 – PRESENT
<b>SAN ANTONIO WATER COMPANY</b> 139 N EUCLID AVENUE UPLAND, CA 91786	MR. BRIAN LEE GENERAL MANAGER	PHONE: (909) 982-4107 BLEE@SAWATERCO.COM	2006 – PRESENT
<b>CITY OF CALIMESA</b> 908 PARK AVENUE CALIMESA, CA 92320	MS. BONNIE JOHNSON CITY MANAGER	PHONE: (909) 795-9801 FAX: (909)795-4399 BJOHNSON@CITYOFCALIMESA.NET	2012 – PRESENT

## PROJECT SPECIFIC EXPERIENCE

Please find project specific experiences on the following project.



### West Valley Water Reclamation Facility Desert Hot Springs, CA

**Client Contact**  
Mr. Arden Wallum  
Mission Springs Water District  
760.329.5169  
awallum@mswd.org

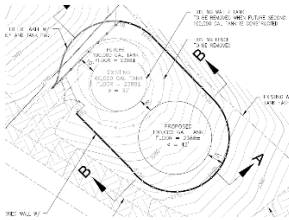
**Project Cost**  
\$28.0 Million

**Completion Date**  
Current

**Project Team**  
Michael P. Thornton, P.E., L.S.  
Terry Renner, P.E., Q.S.D.  
Steven Ledbetter, P.E.  
Zuzzana Rand, P.E.  
Ron Musser, L.S.

**Description:** Mission Springs Water District (MSWD) retained TKE to prepare a preliminary engineering analysis that evaluated expanding an existing WWTP or building a new regional WWTP. Ultimately, MSWD selected to proceed with a new regional WWTP, the West Valley Water Reclamation Facility (WVWRF). Thereafter, TKE was retained to be the program manager for the for the development of the WVWRF and associated projects. As program manager, TKE is responsible for coordinating the design, hydrogeological analysis, environmental compliance processing, and construction of the WVWRF, a new Regional Conveyance Trunk Sewer to deliver wastewater to the new WWTP, and the M-2 Collection System to connect 695 parcels to the sewer system. In addition, TKE is in charge of grant funding and permit acquisition. The project includes coordination with the State Water Resource Control Board, Regional Water Quality Control Board, Air Quality Management District, other agencies, and other consultants.

**Services:** Preliminary engineering, benefit-cost analysis, project planning and scoping, Board report preparation and presentations, prepare grant funding applications and management, preparation of wastewater flow projection report, technical report and design review, prepare RFPs, environmental compliance services, prepare right-of-way acquisition documents, provided program/project management, regulatory and stakeholder meetings and presentations, perform construction management and inspection.



### Holly Drive 120,000 Gallon Reservoirs Upland, CA

**Client Contact**  
Mr. Brian Lee  
General Manager  
San Antonio Water Company  
(909) 982-4107  
blee@sawaterco.com

**Project Cost**  
\$850,000

**Completion Date**  
Current

**Project Team**  
Terry Renner, P.E., Q.S.D.  
Zuzanna Rand, P.E.  
Ron Musser, P.L.S.

**Description:** TKE is preparing plans and specifications for San Antonio Water Company's to construct two new 120,000-gallon welded steel water storage reservoirs at the Holly Drive Tank Site. This project includes extensive earthwork and retaining walls of up to 20' in height to accommodate the proposed reservoirs and the demolition of an existing 60,000-gallon reservoir. Additionally, TKE is managing all CEQA and permit compliance efforts for the project.

**Services:** Services include records research, conventional topographic surveying, coordination with agencies, preliminary design, property acquisition, cost estimating, preparation of construction plans and specifications, bidding services, construction management, inspection and construction staking.



## Regional Conveyance Trunk Sewer

*Desert Hot Springs, CA*

**Client Contact**

Mr. Arden Wallum  
Mission Springs Water District  
760.329.5169  
awallum@mswd.org

**Project Cost**  
\$3.3 Million

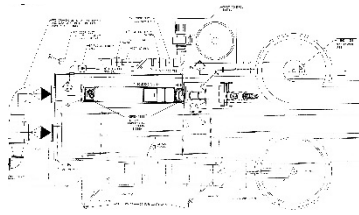
**Completion Date**  
Current

**Project Team**

Michael P. Thornton, P.E., L.S.  
Terry Renner, P.E., Q.S.D.  
Zuzanna Rand, P.E.  
Steven Ledbetter, P.E.  
Mike Heath, P.E.  
Ron Musser, L.S.

**Description:** Mission Springs Water District (MSWD) retained TKE to conduct a preliminary engineering analysis that will evaluate potential service areas, trunk sewer alignments, wastewater flow rates, lift station capacity analysis, and other preliminary design criteria needed to identify the preferred alignment of the Regional Conveyance Trunk Sewer and potential flow diversions to the West Valley Water Reclamation Facility (WVWRF). TKE is also responsible for final design and contract documents for the preferred Regional Conveyance Trunk Sewer alignment from the intersection of Dillon Road and Avenida Manzana to the WVWRF. The project includes coordination with developers, other agencies, Regional Water Quality Control Board, and other consultants.

**Services:** Services include Preliminary Engineering, Opinion of Probable Cost, Planning System Alternatives, Sewer Hydraulic Modeling Analysis, Design, Topographic Surveying, and Preparation of Plans, Specifications, and Estimates



## Horton Wastewater Treatment Plant Odor Control System

*Desert Hot Springs, CA*

**Client Contact**

Mr. Arden Wallum  
Mission Springs Water District  
760.329.5169  
awallum@mswd.org

**Project Cost**  
\$225,000

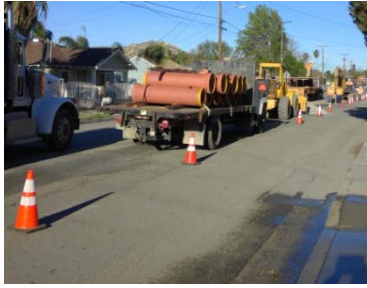
**Completion Date**  
December 2019

**Project Team**

Steven Ledbetter, P.E.  
Zuzanna Rand, P.E.  
Brad Enscoe

**Description:** TKE prepared updates to plans, specifications, and estimates for the construction of an odor control system for the District's existing Horton Wastewater Treatment Plant. The proposed vapor phase odor control system will service the influent pump station and headworks facilities. The project will significantly reduce odor emissions to neighboring residential developments. The project includes coordination with the Regional Water Quality Control Board, Air Quality Management District, other agencies, vendors, and consultants.

**Services:** Services include records research, coordination with agencies, vendors, and consultants, design, cost estimating, technical and benefit cost analysis, regulatory agency coordination, permitting, bidding, construction management, construction staking, and inspection.



## Tilton Avenue Sewer Improvements

Jurupa Valley, CA

**Client Contact**

Mr. Steven Appel  
Rubidoux Community Services  
District  
951.684.7580  
\$1.0 Million

**Completion Date**

May 2017

**Project Team**

Terry Renner, P.E., Q.S.D.  
Michael P. Thornton, P.E., L.S.  
Steven Ledbetter, P.E.  
Ron Musser, L.S.  
Stephen Biscotti

**Description:** The Tilton Street Sewer Improvements Project is located in the City of Jurupa Valley on Tilton Avenue between approximately 800 feet east of Riverview Drive and Rubidoux Boulevard. This project consisted of the construction of 1,900 linear feet of 12” vitrified clay sewer pipe, manholes, laterals, diversion manholes to abandon the existing undersized 10” sewer and connections to existing sewer manholes. Proposed waste water system improvements provide relief for the existing 10” sewer which has insufficient capacity to convey current and proposed development flows.

**Services:** Services include design, permitting, surveying, construction administration, construction inspection, coordination with agencies and consultants, and construction staking.



## Baseline Gardens Consolidation

San Bernardino, CA

**Client Contact**

Mr. Eliseo Ochoa  
East Valley Water District  
(909)888-8986  
eochoa@eastvalley.org

**Project Cost**

\$3.2 Million

**Completion Date**

September 2014

**Project Team**

Michael P. Thornton, P.E., L.S.  
Terry Renner, P.E., Q.S.D.  
Ron Musser, L.S.  
Stephen Biscotti

**Description:** The Baseline Gardens Consolidation Project is located in the City and Unincorporated Area of San Bernardino County north of Baseline Road. Proposed improvements provided replacement of all existing water main, service laterals and meters and appurtenances for the previously owned Baseline Gardens Mutual Water system which was consolidated by East Valley Water District with State Revolving Fund grant funding. TKE provided construction management and inspection services for approximately 18,000 linear feet of water system replacement improvements and 480 service laterals including, pipeline, valves, fire hydrants, meters and appurtenances.

**Services:** Services included construction management, inspection, utility coordination and permitting.





## I-15 Sewer and Water Improvement Project

Hesperia, CA

### **Client Contact**

Mr. Michael Blay  
City of Hesperia  
Ph: (760) 947-1901  
mblay@cityofhesperia.us

### **Project Cost**

\$6.5 Million

### **Completion Date**

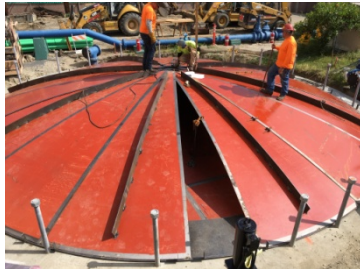
September 2019

### **Project Team**

Michael P. Thornton, P.E., L.S.  
Terry Renner, P.E., Q.S.D.  
Mike Heath, P.E.  
Ron Musser, L.S.  
Zuzanna Rand, P.E., M.S.

**Description:** The Interstate 15 (I-15) freeway sewer and water improvement project is located in the City of Hesperia between the Rancho Road Interchange and the Union Pacific Railroad crossing. The I-15 Sewer portion of the project will extend sewer service to provide adjacent to I-15. The project includes an underground crossing of the I-15 freeway, a lift station, and a force main that will be converted to a local bridge that extends over the Union Pacific Railroad. The I-15 water system includes pipeline and construction of a hydropneumatics pump station.

**Services:** Services included construction management, inspection, utility coordination and permitting.



## 0.5 MG Reservoir and Manganese Treatment Plant

Huntington Park, CA

### **Client Contact**

Mr. Sergio Palos  
Maywood Mutual Water Company  
No. 1  
(323) 791-1043

### **Project Cost**

\$4.3 Million

### **Completion Date**

August 2016

### **Project Team**

Terry Renner, P.E., Q.S.D.  
Zuzanna Rand, P.E.  
Ron Musser, L.S.  
Stephen Biscotti

**Description:** The 0.5 MG Reservoir and Manganese Treatment Plant is located in the City of Huntington Park at the corporate yard of Maywood Mutual Water Company No. 1. The project consists of the demolition and reconstruction of a 35-foot wide by 70-foot tall steel reservoir and the installation of a 1,500 gpm manganese filtration plant. The project includes site improvements and 45-foot deep caissons for structural foundation supports.

**Services:** Services include records research, conventional topographic surveying, permitting, coordination with agencies, preliminary design, cost estimating, preparation of construction plans and specifications, bidding services, SRF grant management, construction administration, construction inspection, construction staking, and as-built verification.



## Belt Filter Press

Mission Springs Water District, CA

**Client Contact**  
Mr. Arden Wallum  
Mission Springs Water District  
(760) 329-5169

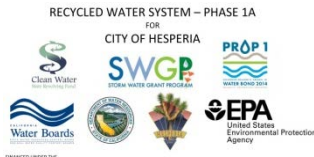
**Project Cost**  
\$80 Thousand

**Completion Date**  
June 2013

**Project Team**  
Michael P. Thornton, P.E., L.S.  
Terry Renner, P.E.  
Ron Musser, L.S.  
Steven Ledbetter, E.I.T.

**Description:** TKE prepared plans, specifications, and estimates for the construction of a belt filter press at the Horton Waste Water Treatment Plant in the City of Desert Hot Springs. The belt filter press was design as a skid mounted system and installed on 3-foot high structural support walls. The belt filter press was surrounded by a steel grated walkway with angle iron supports and access stairs.

**Services:** Services include records research, coordination with agencies, cost estimating, topographic survey, design, and bidding and construction assistance.



## Recycled Water Pipeline

City of Hesperia, CA

**Client Contact**  
Mr. Michael Blay  
City of Hesperia  
9700 Seventh Avenue  
Hesperia, CA 92345  
(760) 947-1901

**Project Cost**  
\$16 Million

**Completion Date**  
December 2018

**Project Team**  
Michael P. Thornton, P.E., L.S.  
Terry Renner, P.E., Q.S.D.  
Steven Ledbetter, P.E.  
Ron Musser, L.S.  
Stephen Biscotti

**Description:** TKE prepared engineering construction documents for the City of Hesperia for construction of 8 miles of recycled water pipelines ranging for 16" to 8" in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.

**Services:** Services include records research, planning, system modeling, hydraulic analysis, hydraulic modeling, report and cost estimate preparation, construction document preparation, utility coordination, right-of-way acquisition, cost estimation, construction assistance, inspection and grant fund management assistance.

## SECTION E: FIRM RESOURCES

### *FIRM STAFFING AND KEY PERSONNEL*

TKE has assembled an elite team of professionals to partner with MSWD to provide professional engineering consulting services. TKE's management team came together out of the collective belief of longtime practitioners that there needed to be, in the civil engineering and land surveying consultant's marketplace, a company that brought modern management techniques and new ways of thinking to the business of consulting services for engineering projects. Our management team is 100% accountable and responsible for TKE's work product and actively seeks feedback and suggestions on our services.

TKE has two unique advantages associated with the experience of TKE's project team. One benefit of TKE's project team is our extremely low internal turnover rate. As a result of our rigorous interview and testing procedures, coupled with our extremely high employee satisfaction rates, TKE staff has years of experience working together. The close relationships each of our staff members have with one another provide MSWD with an extremely well rounded and experienced team. As such, TKE's project team experience directly correlates with TKE's firm experience described below.

The second benefit of TKE's project team is our internal training procedures. TKE has strived to develop techniques that reach outside the box and develop well rounded individuals committed to providing high quality, efficient services to meet all of our clients' needs. TKE constantly trains our staff on every facet of engineering design and construction to provide a level of knowledge that can identify problems in every phase of a project, from planning through construction.

It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationships with our client base. Understanding that all aspects of civil engineering are important to ensure MSWD's interests are protected and project schedules are met, our team brings TKE management level professionals to projects ensuring that every aspect receives full and comprehensive consideration. It is this personal touch and contact that define our 'local service' approach. We consider ourselves community builders and take ownership of services requested from TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all services on schedule and within specified budget. TKE genuinely cares about what are clients have

to say and our reputation in the industry and is committed to responding to our clients' needs as they arise.

Below is a summary of education, experience, and credentials of key personnel proposed to perform the work in any upcoming projects, professional resumes for each of our team members are also presented in this section of our proposal.

### *NUMBER OF STAFF AND CAPACITY*

As shown in the organization chart below, personnel that will be primarily working on projects assigned to TKE include:

Mr. Michael Thornton, P.E., P.L.S. – President and Principal in Charge

Mr. Terry Renner, P.E., Q.S.D. – Senior Vice President and Project Manager

Mr. Steven Ledbetter, P.E. – Vice President and Project Manager

Ms. Zuzanna Rand, P.E., M.S. – Project Engineer

Mr. Michael Heath, P.E., – Project Engineer

Mr. Ron Musser, P.L.S. – Senior Surveyor

• • •  
TKE's principal project manager has provided services to MSWD beginning in 2004 and has worked directly with MSWD in a similar capacity for the past 4 years providing him a superior knowledge of MSWD's service area.  
• • •

However, TKE can pull from any of our 41 members shown within our support staff section on the organizational chart, if the workload requires.

TKE has extensive experience with an excellent reputation in the provision of on-call engineering services for numerous municipal agencies. Throughout our history, we have provided municipal, land development, design, and construction engineering support services for water, sewer and recycled water projects for municipal agencies, including Water Districts, Cities, and Community Service Districts. We have successfully completed complex and challenging projects for a variety of municipal agencies who have



continued to request that we partner with them in delivering value to their communities.

TKE currently provides similar services to numerous other clients; however, as can be verified by our references, TKE effectively meets the needs of our clients. TKE will respond to the MSWD's needs as they arise. The MSWD is and will continue to be an important client and will be given the utmost attention.

TKE's commitment will ensure that all of the District's needs are met. We strongly encourage the District to verify our performance history with our references. Because of TKE's proactive management approach, TKE rarely experiences 'crisis' project delivery needs. When requested by our clients, TKE adds resources, commits extended work hours, develops an efficient implementation plan, and other efforts as needed to successfully complete our projects.

## ***LABOR RESOURCES***

### ***Resources***

TKE has strived to develop techniques that reach outside the box and develop well rounded individuals committed to providing high quality, efficient services to meet all our clients' needs. TKE trains our staff on every facet of engineering design to provide a level of knowledge that can identify problems in every phase of the project during design. It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationships with our client base. Understanding that all aspects of civil engineering are important to ensure MSWD's interests are protected, our team brings TKE management level professionals to projects ensuring that every aspect receives full and comprehensive consideration. It is this personal touch and contact that define our 'local service' approach. We consider ourselves community builders and take ownership of services requested from TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all services on schedule and within specified budget. TKE is committed to responding to our clients' needs as they arise.

TKE is aware of MSWD's need to complete projects on schedule. We are committed to providing services as requested in the RFQ to ensure all projects are completed on schedule. TKE's proactive management approach ensures we rarely experience 'crisis' project delivery needs. When requested by a client, TKE will add resources, commit extended work hours, develop an efficient implementation plan and other efforts as

needed to bring the project back on schedule at no charge to MSWD.

### ***Workload***

TKE currently provides similar services to other clients; however, as can be verified by our references, TKE effectively meets the needs of our clients. If selected, TKE is committed to meeting all MSWD's needs. TKE's local service approach ensures that MSWD's needs will be met and TKE will constantly exceed MSWD's expectations. TKE maintains state of the art conferencing and communications equipment. We are fully capable of hosting multi-participant meetings including video conferencing. TKE, with its current clients, already utilizes similar tools including clients' ability to view host computer screens for document development and review.

### ***Availability to Perform Work***

TKE is committed to completing all the services required for the duration of the contract and any extensions approved by MSWD. TKE will always hold MSWD as a priority client. As such, resources needed to complete the required tasks will be provided.

TKE has extensive experience with an excellent reputation in the provision of on-call design services for municipal agencies. Throughout our history, we have provided municipal, land development, design, and construction engineering support services for agencies. We have successfully completed complex and challenging projects for a variety of municipal agencies who have continued to request that we partner with them in delivering value to their communities.

### ***Changes in Personnel***

TKE recognizes that changes in project managers may sometimes be required; however, TKE will only proposed such a change at the written consent of MSWD's Director of Engineering and Operations.

### ***FIRM STABILITY***

TKE's organizational structure has steadily grown since our inception twenty years ago, which provides us with a solid foundation and ensures successful completion of any MSWD project. In TKE's twenty years of business, not a single TKE project has gone through litigation. TKE has an annual gross revenue of more than \$4 million and there are no financial conditions that may impede TKE's ability to provide services or complete the services as outlined in the RFQ. No conditions or organizational conflicts of interest exists that will affect

the ability of TKE to perform the required duties as described in this proposal.

## *COMMITMENT TO SERVICE*

### *MSWD Coordination and Public Meetings*

TKE's project staff will be available for meetings at MSWD as much as requested and as needed. Meeting with staff, developers, other consultants, and regulatory agencies will be vital to ensuring expedited project completion. Our Project Manager will be available as needed to address issues as they arise. Appropriate TKE staff will manage their schedule to meet MSWD's needs and will manage other projects as required to ensure timely MSWD needs are met.

In addition, the TKE staff will be available to attend all public meetings as requested by MSWD staff. Meetings include, but are not limited to, Board, Council, Commission, and Committee meetings. Further, TKE will attend public meetings such as project scoping meetings, construction information, and workshops, again as requested by MSWD staff.

### *Work Quality and Cost Controls*

TKE takes pride in its reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work, and believes that a high level of quality is needed on all services provided by TKE. Key components of the program include check lists, field reviews, and discussion with Client staff. High quality services yield ease of project oversight, smoother processing, minimal delays in the bidding phase, healthy number of bidders, consistent bids, minimized construction support cost, absence of design-related change orders, and reduced claims and dispute resolution costs.

TKE believes that the most successful quality assurance program is one that is applied inherently throughout the entire process. This program requires not only formal procedures for checking, but encourages the conscientious effort of experienced people to always "think quality" in every task performed throughout the design process. This program has become a natural element in all aspects of TKE's management activities and will guide all services provided by TKE.

Effective QA/QC includes assignment of experienced staff, continuity of staffing, project-specific work plan, schedule compliance, comprehensive field review and compilation of site data, established design procedures, established detailing standards, established checking procedures, including independent in-house QA/QC review, dual (independent) quantity estimates, and

review by constructability expert. The QA/QC program is in place to ensure that services provided by TKE continues to exceed the standards of our clients and that we will deliver the projects on schedule and within budget.

Regarding cost controls, TKE's Project Manager will provide monthly progress reports documenting project progress for all projects assigned to TKE using a comprehensive project management summary. The summary includes project name and related number, description of progress, budget status, schedule compliance, and anticipated upcoming accomplishments.

## TEAM ORGANIZATION

**Mission Springs Water District**



**Danny Friend**  
*Director of Engineering & Operations*

**Michael P. Thornton, P.E., P.L.S., MS**  
*Principal in Charge*

**Steven Ledbetter, P.E.**  
*Project Manager*  
*Water / Wastewater Design*  
*Pipeline Design*  
*Treatment Design*  
*Cost Estimating*  
*Project / Utility Coordination*  
*Water Resource Planning and Management*

**Zuzanna Rand, P.E., M.S.**  
*Project Manager*  
*Water / Wastewater Design*  
*Reservoirs*  
*Booster/Lift Stations*  
*Reports / Studies*

**Mike Heath, P.E.**  
*Project Manager*  
*Water / Wastewater Design*  
*Pipeline Design*  
*Street / Drainage Design*  
*Cost Estimating*  
*Project / Utility*

**Terry Renner, P.E., Q.S.D.**  
*Project Manager*  
*Water / Wastewater Design*  
*Pipeline Design*  
*Storage/ Delivery Design*  
*Street / Drainage Design*  
*Cost Estimating*

**Ron Musser, P.L.S**  
*Senior Surveyor*  
*Topographic Survey*  
*Mapping*  
*Right-of-Way Engineering*  
*Construction Staking*

### TKE Engineering, Inc. Support Staff

**Michael Thornton, P.E., P.L.S.** – *Principal-in-Charge*  
**David Kinzle** – *Project Manager*  
**Steve Dukett** – *Managing Director Development Services*  
**Dennis Donahue, P.E., P.L.S., Q.S.D.** – *Senior PC Engineer*  
**Steve Nix, P.E., P.L.S.** – *Senior Engineer*  
**Mycal Balta** – *Survey*  
**Patrick Palafox** – *Senior Public Works Inspector*  
**Stephen Biscotti** – *Senior Public Works Inspector*  
**Kristine Macalma, EIT** – *Associate Engineer*  
**Yesenia Diaz** – *Associate Engineer*  
**Alex Estepa** – *Associate Engineer*  
**Jose Hernandez** – *Associate Engineer*  
**Jayden Renner** – *Engineering Technician*  
**Candice Velasco** – *Marketing Manager*  
**Diana Rodriguez** – *Clerical*  
**Tracey McLoughlin** – *Clerical*  
**Claire Thornton** – *Clerical*

**Robert Doss, P.E.** - *Project Manager*  
**Octavio Parada** – *Project Manager*  
**Kathleen Robles** – *Project Manager*  
**Michelle Arellano, P.E.** – *Senior Plan Check Engineer*  
**Brian Wolfe, P.E.** – *Senior Engineer*  
**Brett Enscoe** – *Survey*  
**George Garcia** – *Senior Public Works Inspector*  
**Brad Enscoe** - *Senior Public Works Inspector*  
**Marvin Lara, EIT** – *Associate Engineer*  
**Jose Martinez** – *Associate Engineer*  
**Juan Diaz** – *Associate Engineer*  
**Chance Renner** – *Assistant Engineer*  
**Nyasha Burnatte** – *Engineering Technician*  
**Michelle Sells** – *Accounting/Office Manager*  
**Deana Vilches** – *Clerical*  
**Cassandra Gutierrez** – *Clerical*

# Appendix 'A'



## Resumes



## Mr. Michael Thornton, P.E., P.L.S., M.S.

### *Project Role*

Project Manager and  
Principal-in-Charge

### *Education*

MS, Civil Engineering,  
California State  
University, Long Beach

BS, Civil Engineering,  
California State  
Polytechnic University,  
Pomona

### *Registration*

Registered Civil Engineer,  
PE #44226 (CA)

Professional Land  
Surveyor, LS# 6867 (CA)

### *Affiliations*

American Society of Civil  
Engineers

American Water Works  
Association

California Rural Water  
Association

American Public Works  
Association

American Council of  
Engineering Companies

Mr. Thornton, TKE's President, is in charge of all TKE projects. He has over 35 years of experience in engineering, consulting, planning, design, land surveying and construction management for public works projects. He has worked on a variety of public works engineering projects including water and wastewater improvements, street improvements, park improvements, bike trail improvements, drainage improvements, and reclaimed water system improvements projects. Mr. Thornton has been providing on-call water and wastewater consulting services to the Cities of Fontana and Upland and Mission Springs Water District. He has been responsible for managing including funding administration, planning, evaluating, and designing these projects and has provided construction engineering and surveying services for many of these same projects.

### *Related Experience*

- *Mission Springs Water District* - Mr. Thornton was serving Mission Springs Water District and its District Engineer for a period of 8 years. He worked with staff to manage more than \$20 million in water and wastewater improvement projects. Services included budget development and management, management of other consultants and presentations to their board of directors.
- *Interstate 15 (I-15) freeway sewer and water improvement project City of Hesperia* - Mr. Thornton was the Principle in Charge for the Interstate 15 freeway sewer and water improvement project which is located in the City of Hesperia between the Rancho Road Interchange and the Union Pacific Railroad crossing. The I-15 Sewer portion of the project extended the sewer service to provide adjacent to I-15. The project includes an underground crossing of the I-15 freeway, a lift station, and a force main that will be converted to a local bridge that extends over the Union Pacific Railroad. The I-15 water system includes pipeline and construction of a hydropneumatics pump station
- *Recycled Water Pipeline Project, City of Hesperia, CA* – Mr. Thornton was the Principal in Charge for this project which consists of construction of 8 miles of recycled water pipelines ranging for 16” to 8” in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.
- *Fontana City Wide Water/Wastewater Engineering, City of Fontana, CA* – Mr. Thornton provided the City of Fontana with water and wastewater consulting engineering services to improve water supply reliability and increase wastewater service area for the residents of the City of Fontana. The components include, water rate review, recycle water direct reuse and recharge, enhanced storm water capture and recharge, imported water development, exchange water agreements and sewer analysis. Mr. Thornton has performed extensive research, preliminary design and coordination with agencies to assist in the elimination of high maintenance basins and sewer lift stations, development of storm water and recharge basins, sewer service and recycled water service to residents, businesses and City facilities throughout the City of Fontana.
- *Upland Basin, City of Upland, CA*-Mr. Thornton provided project and construction management services for the 1300 acre-foot flood control and aquifer recharge basin project that included DSOD jurisdictional facilities, inlet and outlet facilities, permitting with the US Army Corps of Engineers California Department of Fish and game, and related work. The project included

preparation of basin, street improvements, storm drain, spillway, and structural detail construction documents (drawings, specifications, and estimates), hydrology and hydraulic analyses, environmental compliance, storm water pollution prevention plan preparation, right-of-way acquisition, aerial mapping, and related civil engineering services.

- *San Bernardino Avenue Trunk Sewer, City of Fontana, CA* - Mr. Thornton provided project management, design and construction management services for approximately 19,500 linear feet of 48-inch and smaller vitrified clay and reinforced concrete pipe sewer, two siphons, including bore and jacked pipe and casings, and numerous diversion gates for flow diversion. The facility was constructed to convey 25 million gallons of wastewater to a proposed lift station, which will convey the water to IEUA's regional plant number 4.
- *1158 Zone Recycled Water Program, Fontana, CA* – Mr. Thornton prepared preliminary engineering reports that identified potential users, amounts each user is projected to use, alignment alternatives to provide service, environmental compliance documents (amendment to Program EIR), cost estimates, and funding application and processing with the State of California's State Water Resources Control Board. In addition, TKE is providing design engineering services for the construction of the pipeline system that includes approximately 35,800 lineal feet of recycled water pipeline ranging from 6-inch to 20-inch and related appurtenances.
- *Sewer Master Plan Update, City of El Monte, CA* – Mr. Thornton is Principal in charge for this Sewer Master Plan Update for the City of El Monte. This study includes approximately 9.67 square miles in an area located northwest of the Interstate 10 and 605 Freeways. The project services included meetings, records research, coordination with stakeholders and agencies, area map exhibit preparation, flow generation calculations, model preparation, flow monitoring, cost estimating, capital improvement programming and report preparation.
- *Southwest Sewer Analysis, City of Fontana, CA* – Mr. Thornton is Principal in charge for this Sewer Analysis for the Southwest Fontana area. This study includes approximately 6,700 acres in an area bounded by Foothill Boulevard to the north, Citrus Avenue to the east, Jurupa Avenue to the south and Etiwanda Avenue to the west. The project services included meetings, records research, coordination with stakeholders and agencies, area map exhibit preparation, flow generation calculations, model preparation, flow monitoring, cost estimating and report preparation.
- *2013 Water Master Plan Update, City of Coachella, CA* – Mr. Thornton served as the Principal-in-Charge for this project to prepare an update to the City's previous 2007 Water Master Plan (WMP). The WMP evaluated the City's existing water system and planned the facilities to meet increase future water demands. The evaluation included future planned development projects and the City's most current General Plan Update report. The update report provided land use and population projections. The WMP forecasted out to the year 2035 and a capital improvement plan (CIP) was developed out of the findings and recommendations in the WMP. The project included significant coordination with the City and the future La Entrada Development team. The project services include research, coordination with agencies, hydraulic calculations, model preparation, preliminary engineering, cost estimating, exhibit preparation, CIP development and presentation to City Management Staff.





## Mr. Terry Renner, P.E., Q.S.D.

### **Project Role** Project Manager

### **Education**

BS, Civil Engineering,  
California State  
Polytechnic University,  
Pomona

### **Continuing Education**

Caltrans SWPPP Certified  
QSP/QSD Training

### **Registration**

Registered Civil  
Engineer,  
PE# 69984 (CA)  
  
Professional Civil  
Engineer #55194 (AZ)  
  
Qualified SWPPP  
Developer and  
Practitioner #24329

### **Affiliations**

Riverside-San Bernardino  
Counties Branch,  
American Society of Civil  
Engineers  
  
American Public Works  
Association  
  
American Council of  
Engineering Companies  
of California

Mr. Renner is the Senior Vice President of TKE and has 20 years of experience in civil engineering infrastructure projects, including water and sewer improvements, drainage improvements, transportation improvements, facilities improvements and recreation improvements. He has managed numerous projects and has delivered projects for East Valley Water District, the City of San Bernardino Municipal Water Department, Elsinore Valley Municipal Water District, Eastern Municipal Water District, Mission Springs Water District, Rubidoux Community Services District, Maywood Mutual Water Company No. 1, and the cities of Fontana, Upland, Riverside, Redlands, Rialto, Calimesa, El Monte and Corona. As a project manager, Mr. Renner has been responsible for design production, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. As a construction manager, Mr. Renner has been responsible for construction coordination and scheduling, utility relocation coordination, public relations, submittal review, supervising a staff of inspectors and subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

### **Related Experience**

- *Baseline Gardens Consolidation Project, East Valley Water District, San Bernardino, CA* – Mr. Renner provided project and construction management services for the Baseline Gardens Consolidation Project which is located in the City and Unincorporated Area of San Bernardino County north of Baseline Road. Proposed improvements provided replacement of all existing water main, service laterals and meters and appurtenances for the previously owned Baseline Gardens Mutual Water system which was consolidated by East Valley Water District with State grant funding. TKE provided construction management and inspection services for approximately 18,000 linear feet of water system replacement improvements and 480 service laterals including, pipeline, valves, fire hydrants, meters and appurtenances.
- *2017-18 Annual Water Replacement Program, City of Hesperia, CA* – Mr. Renner was the Project Manager for this project which consists of replacement of 42,600 linear feet of 4” aging pipelines with 8-inch pipe and related appurtenances. Typical pipeline appurtenances for the project include, control valves, fire hydrants, air vacuum release valves, blowoffs, and water service piping to construct to the existing water meters which will remain. In addition, the project includes over 60 connections to existing water mains.
- *Recycled Water Pipeline Project, City of Hesperia, CA* – Mr. Renner was the Project Manager for this project which consists of construction of 8 miles of recycled water pipelines ranging for 16” to 8” in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.
- *Pacific Avenue 16” and 12” Water Pipeline Improvements Project, City of Jurupa Valley, CA* – Mr. Renner was the Project and Construction Manager for this project which consists of 5,525 linear feet of 16” and 12” ductile iron and polyvinyl chloride pipe, including connection to existing system, construction of new water system infrastructure, bore and jack with 24” steel casing, meter connections, appurtenances and demolition and abandonment of required existing facilities.



- *“I” Street Pipeline – City of San Bernardino, CA* – Mr. Renner is Project Manager of this project, which consists of the construction of 2,300' of 16" and 3,700' of 20" ductile iron pipe. The project included hanging the pipe beneath a flood control bridge crossing of the Devil's Creek and BNSF permitting for bore and jack crossing of railroad at Rialto Street, along with coordination with other agencies.
- *1158 Zone Recycled Water Program, City of Fontana, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which TKE prepared preliminary engineering report, utility permitting, plans, specifications, and estimates for the construction of approximately 50,000 linear feet of recycled water mains ranging from 6" to 24" in diameter. The project included San Bernardino County Flood Control District bridge crossings, DWR pipeline crossings and Southern California Edison easement crossings. TKE prepared a preliminary engineering report that identified potential users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. TKE also assisted with a funding application and processing of the application with the State of California State Water Resource Control Board.
- *1720 Zone West Transmission Main Pipeline – City of San Bernardino, CA* - Mr. Renner was Project Manager for this project which consisted of the construction of 14,500' of 36" cement mortar lined and coated steel pipe, Metropolitan Water District and San Gabriel Valley Water district encroachment permits, San Bernardino County Flood Control District, US Army Corp of Engineers, and Department of Fish and Game permitting for pipeline bore and jack crossing of Devil's Creek Diversion Channel/Cable Creek, BNSF permitting for bore and jack crossing of railroad at Palm Avenue, and coordination with other agencies for tie-ins to the proposed reservoir site.
- *Bellevue and Vine Streets Alley Main Replacement Project, City of San Bernardino, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which provided construction of 2,400 linear feet of 8-inch ductile iron pipeline and appurtenances and 132 water services along Vine Street and Bellevue Street. The project included removal of all water meters from the rear side of the properties and construction of new meters on the street frontage.
- *College Pipeline - City of San Bernardino, CA* - Mr. Renner was Project Manager for this project. This project consisted of the construction of 2,500' of 24" and 36" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, coordination with San Bernardino County Flood Control and BNSF Railroad for a railroad crossing encroachment permit, and coordination with other agencies for tie-ins to the proposed booster station.
- *In-Line Well Booster Pump and Chlorination Injection Replacement Project, City of Huntington Park, CA* – Mr. Renner was the Project Manager, Design Engineer and Construction Manger for this project, which TKE prepared plans, specifications, and estimates for the construction of in-line booster pumps for the installation of a manganese filtration plant capable of flowrates up to 1500 gpm in the City of Huntington Park. The redundant booster pumps are required to boost the water from well pump #4 through the filtration system and into the 70-foot tall welded steel reservoirs. The project included replacement of all well head piping and pump to waste discharge lines as well as the replacement of the existing chlorine chemical feed pumps with a vacuum chemical feed system to prevent chemical injectors from routine maintenance problems.
- *Jurupa Street Recycled Water Main Project, Ontario Municipal Utilities Company, City of Ontario, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which TKE prepared design, utility coordination, utility verification, plans, specifications, estimates and coordination with local businesses for the construction of approximately 4,700 linear feet of 8" recycled water main and related appurtenances. The project constructed an infill recycled water main to connect a previously constructed recycle water main which was currently serving potable water to the existing recycled water system.
- *Manganese Treatment Facility and 0.5 MG Reservoir Project, City of Huntington Park, CA* – Mr. Renner was the Project Manager, Design Engineer and Construction Manger for this project, which TKE prepared plans, specifications, and estimates for the construction of a grant funded 70-foot tall

welded steel reservoir replacement project and a fully redundant manganese filtration plant capable of flowrates up to 1500 gpm in the City of Huntington Park. The project included the removal of a structurally deficient steel reservoir and construction of the proposed welded steel reservoir including a ring footing with 45-foot deep 3-foot diameter caissons to combat liquefaction issues. The reservoir removal and replacement is located within fifteen feet of an existing 70-foot tall 2 million gallon steel reservoir to be protected during construction

- *Ogden Reservoir Pipeline - City of San Bernardino, CA* – Mr. Renner was Project Manager for this project. This project consisted of the construction of 7,385' of 36" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, transit analysis, coordination with Caltrans to tie into a proposed waterline and Department of Water Resources for encroachment permits, and coordination with other agencies for tie-ins to the proposed booster station and reservoir site.
- *Holly Drive Reservoirs - San Antonio Water Company* – Mr. Renner served as Project Manager for this project to construct two new 120,000-gallon welded steel water storage reservoirs at the Holly Drive Tank Site. This project includes extensive earthwork and retaining walls of up to 20' in height to accommodate the proposed reservoirs and the demolition of an existing 60,000-gallon reservoir. Additionally, TKE is managing all CEQA and permit compliance efforts for the project.
- *Holt Boulevard Sewer Improvements, City of Ontario, CA* – Mr. Renner served as Project Manager for this project evaluating existing conditions of Holt Boulevard Trunk Sewer and developed recommendations to repair the partially constructed sewer system. The trunk sewer contains numerous construction deficiencies including sags of as much as 10-inches, slipped joints, unsuitable bedding, failed trenches, and failed compaction. TKE designed removal and replacement sections along with Cured In Place Pipe (CIPP) slip lined sections within the 25-foot deep sewer system. The system includes both 24" and 30" diameter VCP sewer pipe and is very flat with slopes of 0.0012 feet per foot. Services included records research, coordination with agencies, preliminary analysis report, hydraulic calculations, cost estimating, topographic survey, design, forensic engineering, permitting, and bidding and construction support services.



## Mr. Steven W. Ledbetter, P.E.

### ***Project Role***

Project Manager

### ***Education***

BS, Civil Engineering  
(Environmental),  
California State  
Polytechnic  
University, Pomona

### ***Registration***

Registered Civil  
Engineer,  
PE# 84044 (CA),

### ***Affiliations***

Riverside-San  
Bernardino Counties  
Branch, American  
Society of Civil  
Engineers

Mr. Ledbetter has over 19 years of professional experience in the civil engineering industry. He has handled various critical and challenging projects from planning through design and implementation; all while ensuring that projects are executed as per specification in the stipulated time with quality. He has a well-rounded background with experience in: preparation and analysis of street and utility improvement plans and specifications including potable and non-potable water, wastewater, and drainage; utility master planning including computer modeling, analysis, and report preparation; water resource planning and management including feasibility studies, urban water management planning, water supply assessments and verifications, integrated regional water management planning, and groundwater management planning; storm water compliance reporting including water quality management plans and storm water pollution prevention plans and; and grant writing and administration for various State and Federal agency programs.

### ***Related Project Experience***

- *Mission Springs Water District, Desert Hot Springs, CA* - Mr. Ledbetter is currently serving Mission Springs Water District as its District Engineer. He is working with staff to manage more than \$30 million in water and wastewater improvement projects. In addition, Mr. Ledbetter supports the District in several regional water resource planning elements, including Integrated Regional Water Management and Sustainable Groundwater Management. Services include budget development and management, technical analysis, capital project planning and delivery, management of other consultants, and presentations to their board of directors.
- *West Valley Water Reclamation Program, Mission Springs Water District, CA* – Mr. Ledbetter is providing program management services for the development and construction of the District’s West Valley Water Reclamation Program (WVWRP). The WVWRP includes planning, design, and construction of a regional wastewater treatment plant, interceptor conveyance system, and local wastewater collection systems. Mr. Ledbetter is managing the completion of the WVWRP, including: participation and management of funding acquisition; staff, board, consultant, funding agencies, and public coordination and communications; assessment district formation; State Revolving Fund (SRF) and grant application processing; State invoicing and reporting; environmental compliance processing; preliminary engineering preparation; plans, specifications, and cost estimates (PS&E) preparation; bidding and construction; and all related services to successfully complete the WVWRP.
- *Chino Basin Watermaster, Rancho Cucamonga, CA* – Mr. Ledbetter serves as the City of Upland’s representative on administrative and water resource matters at Chino Basin Watermaster. Mr. Ledbetter represents the City at pool and committee meetings and technical workshops ensuring the City’s interests are protected. Mr. Ledbetter is currently overseeing the development of a Storage Management Plan, Optimum Basin Management Plan, and Safe Yield Recalculation, amongst other items. Mr. Ledbetter routinely meets with the City to discuss current issues, provide input, and receive direction on all Watermaster items.
- *Canyon Creek Resort Water Supply Assessment, Norco, CA* - The proposed Canyon Creek Resort development includes 551 dwelling units of low and medium density residential, hotel lodging, and

213 acres of open space within the eastern portion of the City of Norco. The development has an estimated water demand of 448 acre-feet per year. As project manager, Mr. Ledbetter is providing an assessment of the projects water demand and water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years.

- *Well 42 Design and Construction, Desert Hot Springs, CA* - Mr. Ledbetter is providing project and construction management services for the design and construction of Well 42. The project includes the preparation of plans, specifications, and estimates, and provided construction management and inspection services for the construction of a new potable water production well capable of flowrates up to 2,000 gpm in the City of Desert Hot Springs. The new production well will replace an existing production well that was placed on standby due to uranium contamination. The project includes well drilling and development, equipping the well, well building, and drainage and site improvements. The project is funded, in part, by a Proposition 84 Integrated Regional Water Management grant. Services include grant administration, records research, coordination with agencies and consultants, cost estimating, environmental coordination, permitting, bidding, construction management, construction staking, and inspection.
- *Vista Del Agua Water Supply Assessment, City of Coachella, CA* – The proposed Vista Del Agua development includes 1,640 single family and multi-family residential units on 275 acres of vacant land within the northern sections of the City of Coachella with an estimated water demand of 1,317 acre-feet per year. In accordance with SB 610, TKE provided an assessment of water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years. Mr. Ledbetter was the project manager, providing the following services: records research, Project specific water demand analysis, City wide water supply and demand analysis, report preparation, and community meetings.
- *DHS 109 Industrial Park Water Supply Assessment and Water Supply Verification, Desert Hot Springs, CA* – The proposed DHS 109 Industrial Park development includes a total of 1,284,180 square feet of industrial floor area on 110 acres in the City of Desert Hot Springs with an estimated water demand of 910 acre-feet per year. As project manager, Mr. Ledbetter provided an assessment of the projects water demand and water supplies available to serve the development over a 20-year period, including normal, single dry, and multiple dry water years. In addition, Mr. Ledbetter provided verification that adequate water supplies exist to serve the project.
- *Groundwater Quality Protection Program Areas H and I Sewer Project, Desert Hot Springs, CA* - Mr. Ledbetter is the project manager for the preparation of bidding documents for two areas in MSWD’s Groundwater Quality Protection Program (GQPP), a septic to sewer conversion program. The Project includes approximately 25,000 linear feet of 8” vitrified clay pipe sewer improvements, including 676 4” service laterals. Once complete, MSWD will abate approximately 465 existing septic tanks that are impacting groundwater quality. The project includes records research, conventional topographic surveying, coordination with agencies, hydraulic calculations, preliminary design, cost estimating, geotechnical investigation, environmental coordination, preparation of construction plans and specifications, permit acquisition, and grant funding administration.
- *Coachella Valley Regional Water Management Group (CVRWMG)* – Beginning in 2016 and continuing through today, Mr. Ledbetter represent Mission Springs Water District (District) at technical coordination and public outreach meetings related to the Integrated Regional Water Resource Management Program in the Coachella Valley. His responsibilities included representing the District at the meetings, review of technical memorandums and other project deliverables, assistance with grant funding applications, grant administration, and presentations to the District’s board of directors and public. While representing the District at these meetings, Mr. Ledbetter was responsible for review of the 2018 Coachella Valley Integrated Regional Water Management and Storm Water Resource Plan update.
- *Horton Wastewater Treatment Plant Odor Control, Desert Hot Springs, CA* - Mr. Ledbetter is the project manager for the preparation of plans, specifications, and estimates for the construction of an

odor control system for the District's existing Horton Wastewater Treatment Plant. The proposed vapor phase odor control system will service the influent pump station and headworks facilities. The project will significantly reduce odor emissions to neighboring residential developments. The project includes coordination with the Regional Water Quality Control Board, Air Quality Management District, other agencies, vendors, and consultants. Services include records research, coordination with agencies, vendors, and consultants, design, cost estimating, technical and benefit cost analysis, regulatory agency coordination, permitting, bidding, construction management, construction staking, and inspection.

- *Well 33 Solar Project, Mission Springs Water District, CA* – Mr. Ledbetter is providing project and construction management services for the development and construction of a 1.0 megawatt solar photovoltaic system in the City of Desert Hot Springs. When complete, the project will offset approximately 25-percent of the District's energy consumption. In addition, Mr. Ledbetter assisted with the preparation of a grant application for the District through AQMD, a regional governmental agency responsible for meeting air quality health standards. The District was successful in achieving \$3.3 million in funding for the renewable energy project. TKE provided the following services: grant preparation and administration, funding and consultant agreement preparation, preparation of bid documents, design-build contractor procurement, design review, SCE interconnection coordination, construction administration, and coordination with District staff and Board, consultants, funding agencies, and public.
- *"I" Street Water Main, San Bernardino Municipal Water Department, CA* – Mr. Ledbetter provided design engineering services for the project that included 7,200 linear feet of 16" and 20" pipe and related appurtenances; permitting with both San Bernardino County Flood Control District and Burlington Northern Santa Fe; crossing an existing bridge over a flood control channel by hanging pipe between existing girders; crossing a railway using jack and bore; and connections newly constructed transmission main and stub-outs for future expansions.
- *Calimesa Creek Storm Drain and Basin Improvements, City of Calimesa, CA* – Mr. Ledbetter is serving as the Project Manager for the Calimesa Creek Storm Drainage Improvements Project, located in the City of Calimesa along County Line Road between the Interstate 10 Freeway and 5th Street. The proposed project is planned to provide 100-Year flood protection to the City's Downtown Business District. In addition, the project will provide groundwater recharge of storm water, environmental restoration and enhancement, and increased protection to existing developments. The project will include environmental assessment and processing, preliminary engineering and project scoping, design, right-of-way acquisition, EPA funding coordination and management, and additional drainage system improvements.
- *Vulcan Basin, City of Fontana, CA* – Mr. Ledbetter provided preliminary civil design services for a flood control and aquifer recharge basin project. The project consisted of a 2,000 acre-foot retention and detention basin utilizing an abandoned formerly mined pit including 900,000 cubic-yards of earthwork, inlet, outlet, and spillway facilities, 7,100 linear feet of 24" recycled waterline and appurtenances, 21,800 linear feet of 144" to 48" reinforced concrete pipe storm drain. On behalf of the City, TKE successfully prepared a grant application for Proposition 1E funding. The project included hydrology and hydraulic analyses, preliminary basin sizing and grading plans, cost estimates, environmental compliance, land and right-of-way acquisition, aerial mapping, and related civil engineering services.





## Ms. Zuzanna Rand, P.E., M.S.

### **Project Role**

Project Engineer

### **Education**

Master's Degree in Environmental and Water/Wastewater Engineering – University of Zielona Góra, Poland

### **Registration**

Registered Civil Engineer, PE# 65967 (CA)

### **Affiliations**

Riverside-San Bernardino Counties Branch, American Society of Civil Engineers  
 American Public Works Association  
 American Council of Engineering Companies of California

Ms. Rand has over 24 years experience with master planning, engineering, design, construction, and operation of water, recycled water, and wastewater infrastructure projects, ranging in construction cost up to \$34 million. She specializes in Engineering and Operation of Water and Wastewater Treatment Plants, Water Distribution and Wastewater Collection System. Ms. Rand has performed or managed and overseen projects involving Feasibility Studies (FS), preliminary design report (PDR), final design, construction support, and start-up of wastewater treatment plants, wastewater collection systems, pump stations, water and recycled water storage and distribution facilities as well as flood control and drainage infrastructures. She has performed or directed the preparation of complex technical and environmental studies, master planning, hydraulic calculations, GIS base hydraulic modeling analysis construction engineering support, approval and permit acquisitions, troubleshooting, and other related work pertaining to water, recycled water and wastewater facilities. She has actively coordinated construction projects, participated in the startup and commissioning. She was extensively involved in the providing the engineering support for the preparation of EIR and NPDES discharge permits within the limits of Santa Ana, Lahontan, Colorado and San Francisco Bay Regional Water Quality Control Boards. Ms. Rand participated in numerous short and long-term planning processes in developing of master plans and expansion of water, recycled water and wastewater facilities.

### **Related Experience**

- *Interstate 15 (I-15) Freeway Sewer and Water Improvement Project City of Hesperia* - Ms. Rand was responsible for the project management for the Interstate 15 Freeway Sewer and Water Improvement project which is located in the City of Hesperia between the Rancho Road Interchange and the Union Pacific Railroad crossing. The I-15 Sewer portion of the project extended the sewer service to provide adjacent to I-15. The project includes an underground crossing of the I-15 freeway, a lift station, and a force main that will be converted to a local bridge that extends over the Union Pacific Railroad. The I-15 water system includes pipeline and construction of a hydropneumatics pump station
- *Horton Wastewater Treatment Plant Odor Control, Desert Hot Springs, CA* – Ms. Rand. was the project engineer for the preparation of plans, specifications, and estimates for the construction of an odor control system for the District's existing Horton Wastewater Treatment Plant. The proposed vapor phase odor control system will service the influent pump station and headworks facilities. The project will significantly reduce odor emissions to neighboring residential developments. The project includes coordination with the Regional Water Quality Control Board, Air Quality Management District, other agencies, vendors, and consultants. Services include records research, coordination with agencies, vendors, and consultants, design, cost estimating, technical and benefit cost analysis, regulatory agency coordination, permitting, bidding, construction management, construction staking, and inspection.
- *Horton Wastewater Treatment Plant Tertiary Filtration System, Desert Hot Springs, CA* – Ms. Rand is the project manager for the preparation of Preliminary Design Report, and estimates for the construction of a Title 22 tertiary treatment facility for the District's existing Horton Wastewater Treatment Plant. The report defined the feasibility and cost effectiveness to alleviate existing and future secondary effluent disposal deficiencies at the Horton Wastewater Treatment Plant. To address the issues at hand, the level of treatment will be limited to the installation of tertiary filters to reduce suspended solids prior to disposal. In addition, the report evaluated the ability to use the proposed tertiary filters along with disinfection facilities to meet Title 22 recycled water standards in the future.



The project included coordination with the MSWD and vendors. In addition, the services include records research, identification of appropriate design parameters (flow and mass loading), assessment of existing disposal deficiencies the secondary effluent, development of alternatives for the tertiary treatment facilities for interim and ultimate conditions, hydraulic analysis, cost estimating, technical and benefit cost analysis.

- *Holly Drive Reservoir San Antonio Water Company City of, CA* – As Lead Project Engineer, Ms. Rand was responsible for planning, design, construction, startup and commissioning of the four 120,000-gallon capacity portable water steel Reservoir. Services included all civil, mechanical, structural, electrical design, construction support services, preparation of preliminary and final design plans, specifications, property acquisition, cost estimates, final contract documents for the construction of the steel tank. Due to site constraint, the preliminary design analyzed various types of reservoirs and method of construction before the 142-foot diameter above ground steel tank was chosen. The project also involved: the site grading, drainage issues, geotechnical conditions, site access and improvements, overflow piping and overflow structure, inlet/outlet piping configurations, yard and street piping and valving, flex tend expansion joints, altitude control valve, telemetry and instrumentation, corrosion protection, disinfection and connection to the District potable water system.
- *Ontario Municipal Utilities Company, City of Ontario, CA* – Ms. Rand reviewed and evaluated master plans, planning studies, complex engineering reports, plans and specifications for variety of capital improvements projects, consult with other department and provide recommendations for appropriate corrective actions as necessary. She developed recommendations, conceptual scope of work and provide justifications for expansion, improvements, rehabilitation and/or replacement of water, recycled water or wastewater facilities, GIS base hydraulic modeling analysis using Innovyze (InfoWater/ InfoSewer) Software. She prepared and/or participated in development of requests for proposal of feasibility studies, PDR(s) and final design. She developed RFP for Feasibility Study of the Archibald Sanitary Sewer Diversion Project. The goal of this Feasibility Study was to establish necessary improvements to the Archibald Sewer Trunk Main in order to accept an additional wastewater flows from a future development. The study will provide analysis of the feasibility, necessity, and timing of the proposed Project Scope and clearly define how and where the growth will impact the Archibald Sewer system. The service area includes residential, commercial, industrial and institutional developments. She also developed RFP for Feasibility Study of North Vineyard Sewer Trunk Main. The primary purpose of this Feasibility Study was to establish necessary mitigation measures and improvements to the 3,700 feet of North Vineyard Sewer Trunk Main (south of Holt Blvd) in order to alleviate existing and future collection system deficiencies. Alignment alternatives shall be evaluated in logical manner considering all relevant factors such as the technical feasibility, constructability, permitting, traffic control, property acquisition, schedule and environmental and economic considerations.
- *San Timoteo Sewer System (STSS), City of Beaumont, CA* – Ms. Rand was Lead Project Engineer responsible for planning, PDR, final design and construction of the \$16 million STSS project, which included three (3) sewer lift stations, total of 6 miles of 8-inch, 10-inch, 12-inch, and 14-inch diameter dual force mains, and 30-inch diameter gravity sewer. The construction of the project has been completed in three phases and included the followings: (1) One (1) mgd LOV Lift Station with three 88 HP submersible pumps (TDH of 188 ft) with dual, 12,960 feet long PVC force mains; (2) Three (3) mgd UOV Lift Station with four submersible pumps (250 hp @ 240 feet TDH and 100 hp pumps @ 204 feet TDH) with 6,900 feet of 12-inch diameter force main; and (3) 4.5 mgd BM Lift Station with four pumps (150 hp pumps @ 230 feet TDH and 250 hp pumps @ 242 feet TDH). Each pump station and force mains were equipped with air/vacuum release and pressure release valves, magnetic flow meters and SCADA monitoring systems. The hydraulic modeling analysis were performed using Bentley Sewer Software. Portions of this project encountered San Timeteo Creek, Union Pacific Railroad and Freeway 60 crossings. Directional drilling was used for the creek and railroad crossings and jack and bore method was used to cross the freeway. Longitudinal encroachment permit was also obtained to install around 1.5 miles of dual force main and sewer main in the Caltrans and Union Pacific Rail Road right-of-way. This project required extensive coordination with state agencies for various environmental clearance and permits, coordination with utility companies for relocation of facilities

(e.g. 30-inch diameter high pressure Sempra gas pipeline) and with property owners, land acquisition and preparation of documents for Right of Way Dedications, address the traffic control measures, construction cost estimates, grading, erosion control, SWPPP, WQMP, BMPs & compliance, construction engineering support etc. Permit requirements included Santa Ana Regional Water Quality Control Board, Riverside County Flood Control District, U. S. Army Corps of Engineers, California Department of Fish and Game and County of Riverside.

- *Wastewater Pump Stations, City of Beaumont, CA* – As a Project Manager/Lead Project Engineer, Ms. Rand was responsible for planning, PDR, the design, surge analysis, construction support and start-up of the following sewer lift stations. Each pump station and force mains were equipped with air/vacuum release and pressure release valves, magnetic flow meters, a stand-by diesel generator for emergency power outages and SCADA monitoring systems. These projects required extensive coordination with state agencies for various environmental clearance and permits, coordination with utility companies and property owners to relocate the existing utilities, land acquisition and preparation of documents for Right of Way Dedications. Permit requirements included Santa Ana Regional Water Quality Control Board, Riverside County Flood Control District, U. S. Army Corps of Engineers, California Department of Fish and Game and County of Riverside and Caltrans. The examples of these lift stations are as follow:
  - *Four Seasons Lift Station (FSLs)*: The Four Seasons Lift Station was designed to accept the wastewater flows in Highland Springs from the K. Hovnanian’s Four Seasons land development. The construction of this lift station took place in 2005, completed with three submersible pumps (one stand-by) with a capacity of 365 gpm/ 02.41 mgd of peak flow for pump #1 and 1,675 gpm/ 2.41 mgd of peak flow for pump #2. This station was designed for an average flow of 1.32 mgd and 2.36 mgd of peak flow. A stand-by diesel generator for emergency power outages is also onsite with a horse power of 160 and a pump capacity of 1,675gpm. The station was designed to provide service to approximately 567 acres with an ultimate design to accept the flow from 4,000 residential homes.
  - *Seneca Springs Lift Station (SSLs)*: The Seneca Springs Lift Station; The construction of this lift station took place in 2005, complete with three submersible pumps (one stand-by) with a capacity of 450 gpm/ 1.30 mgd of peak flow for both pump # 1 and pump #2. This station was designed for an average flow of 0.66 mgd and 1.37 mgd. A stand-by diesel generator for emergency power outages is also onsite with a horse power of 20 and a pump capacity of 450 gpm. The station provides service to approximately 337 acres with an ultimate design to accept flow from 2,000 residential homes.
  - *Noble Creek Lift Station (NCLS)*: The Noble Creek Lift Station: The construction of this lift station took place in 2001, complete with two submersible pumps (one stand-by) with a capacity of 1,875 gpm/ 2.7 mgd of peak flow. This station was designed for an average flow of 1.5 mgd and 2.7 mgd of peak flow. A stand-by diesel generator for emergency power outages is also onsite with a horse power of 60 and a pump capacity of 1,865gpm. The total length of 12” diameter force mains is 1,900 feet. The station provides service to approximately 516 acres with an ultimate design to accept flow from 4,700 residential homes.



## Mr. Michael L. Heath, P.E.

**Project Role**  
Project Manager

Mike Heath has over 21 years of experience in design and preparation of construction documents for water and sewer improvements, as well as transportation and right-of-way engineering. He has provided engineering design for capital improvement program (CIP) projects, staff augmentation, development review, and plan checking services for several municipalities and agencies in the counties of San Bernardino, Riverside, Orange, Los Angeles, and San Diego, California. His experience includes sewer master plans, storm drain master plans, pipelines, lift stations, hydrology and hydraulic studies. Many of his water and sewer projects have also involved pavement rehabilitation, asphalt overlay, curb and gutter replacement, storm drain infrastructure, landscaped medians, signing and striping, signal modifications, traffic improvements, and accessibility pathways in accordance with the American with Disabilities Act (ADA).

**Education**  
B.S., Civil Engineering,  
Cal State University at  
Long Beach

**Related Experience**

**Registration**  
Registered Civil Engineer,  
PE# 63401 (CA)

- *City of Hesperia On-Call Engineering Services* – Mr. Heath provides on-call civil engineering services to the City, for CIP design projects. While providing these services to the City, he has represented the City with other agencies at numerous meetings, managed engineering budgets and project schedules, retained subconsultants to prepare various elements for the improvement design projects, managed funding programs, and various related work.
- *2017-18 Annual Water Replacement Program, City of Hesperia, CA* – Mr. Heath was a Project Engineer for this project which consists of replacement of 42,600 linear feet of 4” aging pipelines with 8-inch pipe and related appurtenances. Typical pipeline appurtenances for the project include, control valves, fire hydrants, air vacuum release valves, blowoffs, and water service piping to construct to the existing water meters which will remain. In addition, the project includes over 60 connections to existing water mains.
- *Recycled Water Pipeline Project, City of Hesperia, CA* – Mr. Heath was a Project Engineer for this project which consists of construction of 8 miles of recycled water pipelines ranging for 16” to 8” in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.
- *Pacific Avenue 16” and 12” Water Pipeline Improvements Project, City of Jurupa Valley, CA* – Mr. Heath was a Project Engineer for this project which consists of 5,525 linear feet of 16” and 12” ductile iron and polyvinyl chloride pipe, including connection to existing system, construction of new water system infrastructure, bore and jack with 24” steel casing, meter connections, appurtenances and demolition and abandonment of required existing facilities.
- *Program Management for Water and Sewer CIP, City of Pomona, CA* - Mr. Heath served as the assistant program manager and project manager responsible for the City of Pomona's \$60 million water and sewer CIP contract. Services included preparing request for proposals (RFP) for design, construction management, field inspection, review of the submitted proposals, and preparation of the city council staff reports with recommendations for selection of the consultant services. The city had identified 75 separate projects, including water mainlines, fire flow upgrades, treatment plant improvements, water well installations, sanitary sewer mainlines, booster pumps, and

**Affiliations**  
American Society of Civil  
Engineers  
  
American Public Works  
Association

construction of a one-million-gallon reservoir. In addition to the construction projects, the program included a number of studies related to future programs.

- *Interstate 15 (I-15) freeway sewer and water improvement project City of Hesperia* - Mr. Heath was responsible for project engineer for the Interstate 15 freeway sewer and water improvement project which is located in the City of Hesperia between the Ranchero Road Interchange and the Union Pacific Railroad crossing. The I-15 Sewer portion of the project extended the sewer service to provide adjacent to I-15. The project includes an underground crossing of the I-15 freeway, a lift station, and a force main that will be converted to a local bridge that extends over the Union Pacific Railroad. The I-15 water system includes pipeline and construction of a hydropneumatics pump station
- *Quail Valley Subarea 9A Sewer Improvements, Eastern Municipal Water District, Menifee, CA* - Mr. Heath serves as the ongoing staff engineer responsible for preliminary field investigation and engineering for the preliminary design report and preliminary plans for a gravity sewer system in Subarea 9A to replace the failing septic systems in said subarea of Quail Valley. Atkins completed the Quail Valley Master Sewer Improvements Alternatives Study in 2005 to evaluate feasible options for sewerage the community and eliminating the septic systems in the area due to health hazards and water quality violations in downstream Canyon Lake. As part of the master study, Atkins divided the area into nine manageable subareas of similar lot sizes and residential layout. Subarea 9 became the first project subarea to be sewerage because it is the largest and located closest to Canyon Lake. Subarea 9 was then divided into three sewer subbasins based on the topography of the subarea. Grant funding obtained by the District will provide enough funds for Phase 1 of the project which will include roughly 230 lots of Subbasin A of Subarea 9. The scope of the project includes detailed investigation of geotechnical conditions, development of base maps, alignment alternatives to minimize use of lift stations, confirmation of feasible connection points to existing systems or use of future development for connection points, preparing 30% to 50% plans, specifications and estimates (PS&E), identification of right-of-way acquisition requirements, detailed on lot septic system inventory, and assessment of the issues associated with installing new sewer laterals to homes. *Duration: 2014-2015*
- *Program Management for Water and Sewer CIP, City of Pomona, CA* - Mr. Heath served as the assistant program manager and project manager responsible for the City of Pomona's \$60 million water and sewer CIP contract. Services included preparing request for proposals (RFP) for design, construction management, field inspection, review of the submitted proposals, and preparation of the city council staff reports with recommendations for selection of the consultant services. The city had identified 75 separate projects, including water mainlines, fire flow upgrades, treatment plant improvements, water well installations, sanitary sewer mainlines, booster pumps, and construction of a one-million-gallon reservoir. In addition to the construction projects, the program included a number of studies related to future programs. *Duration: 2008-2011*
- *Recycled Water System, Phase 1A, City of Hesperia, CA* - Mr. Heath served as the project engineer responsible for coordinating and leading the design and preparation of construction documents for the construction of 8 miles of 18-inch, 16-inch, 12-inch, and 8-inch polyvinyl chloride recycled water pipeline. The pipeline initially will serve the Hesperia Golf Course, Hesperia Community Park, Hesperia High School, Sultana High School, and other Hesperia Unified School District facilities along the alignment as the Victor Valley Wastewater Reclamation Plants are completed and additional reclaimed water is available. This project consists of the preparation of full Construction documents including plans, technical specifications, construction cost estimates (PS&E), construction support services, and inspection services for the design and construction of the recycled water pipeline.



## Mr. Ron Musser, P.L.S.

### **Project Role**

Director of Survey

### **Registration**

Professional Land Surveyor, LS# 4230 (CA),

### **Affiliations**

American Council of Engineering Companies of California

Mr. Musser has over 50 years of experience in performing field and office surveying services for public and private projects including roadway and highway projects. Prior to joining TKE Engineering, Inc., Mr. Musser worked as a Partner in an engineering and surveying firm and supervised the mapping department providing mapping and calculations support for the firm's projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects over the past 8 years. In addition, he has prepared records of survey, parcel maps and tract maps in San Bernardino County, Riverside County, San Diego County, Orange County and Los Angeles County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys.

### **Related Experience**

- *Groundwater Quality Protection Program Areas H & I Sewer Project, Desert Hot Springs, CA* – Mr. Musser served as the Project Surveyor for this project. The project consisted of preparation of bidding documents for two areas in MSWD's Groundwater Quality Protection Program (GQPP), a septic to sewer conversion program. The Project includes approximately 25,000 linear feet of 8" vitrified clay pipe sewer improvements, including 676 4" service laterals. Once complete, MSWD will abate approximately 465 existing septic tanks that are impacting groundwater quality. The project includes records research, conventional topographic surveying, coordination with agencies, hydraulic calculations, preliminary design, cost estimating, geotechnical investigation, environmental coordination, preparation of construction plans and specifications, permit acquisition, and grant funding administration.
- *Regional Conveyance Trunk Sewer Mission Springs Water District, CA* Mr. Musser was the Project Surveyor for this project. The project consisted of conducting a preliminary engineering analysis that evaluated potential service areas, trunk sewer alignments, wastewater flow rates, lift station capacity analysis, and other preliminary design criteria needed to identify the preferred alignment of the Regional Conveyance Trunk Sewer and potential flow diversions to the West Valley Water Reclamation Facility (WVWRF). TKE is also responsible for final design and contract documents for the preferred Regional Conveyance Trunk Sewer alignment from the intersection of Dillon Road and Avenida Manzana to the WVWRF. The project includes coordination with developers, other agencies, Regional Water Quality Control Board, and other consultants.
- *"I" Street Pipeline – City of San Bernardino, CA* – Mr. Musser is Project Surveyor of this project, which consists of the construction of 2,300' of 16" and 3,700' of 20" ductile iron pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, San Bernardino County Flood Control District permitting for pipeline hanging under "I" Street bridge crossing of the Lytle Creek Channel, and SANBAG permitting for bore and jack crossing of railroad at Rialto Avenue. Proposed water system improvements provide a transmission main from the newly constructed pipelines in 2<sup>nd</sup> Street, Mill Street and Inland Center Drive for adequate water system conveyance
- *1158 Zone Recycled Water Program, City of Fontana, CA* – Mr. Musser served as the Project Surveyor for this project, which TKE prepared preliminary engineering report, utility permitting, plans, specifications, and estimates for the construction of approximately 50,000 linear feet of recycled water mains ranging from 6" to 24" in diameter. The project included San Bernardino County Flood Control District bridge crossings, DWR pipeline crossings and



Southern California Edison easement crossings. TKE prepared a preliminary engineering report that identified potential users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. TKE also assisted with a funding application and processing of the application with the State of California State Water Resource Control Board.

- *1720 Zone West Transmission Main Pipeline – City of San Bernardino, CA* – Mr. Musser served as Project Surveyor for this project. This project consisted of the construction of 14,500' of 36" cement mortar lined and coated steel pipe, including restrained length calculations, joint specifications, system appurtenances, connections to the existing system, Metropolitan Water District and San Gabriel Valley Water district encroachment permits, San Bernardino County Flood Control District, US Army Corp of Engineers, and Department of Fish and Game permitting for pipeline bore and jack crossing of Devil's Creek Diversion Channel/Cable Creek, BNSF permitting for bore and jack crossing of railroad at Palm Avenue, and coordination with other agencies for tie-ins to the proposed reservoir site. Proposed water system improvements provided a transmission main from the Palm Avenue Reservoir to the newly constructed Ogden Reservoir for adequate water system conveyance.
- *Fontana City Wide Water/Wastewater Engineering, City of Fontana, CA* – Mr. Musser served as Project Surveyor on this project to improve water supply reliability and increase wastewater service area for the residents of the City of Fontana. The components include, recycle water direct reuse and recharge, enhanced storm water capture and recharge, imported water development, exchange water agreements and sewer analysis. TKE has performed extensive research, preliminary design and coordination with agencies to assist in the elimination of high maintenance basins and sewer lift stations, development of storm water and recharge basins, sewer service and recycled water service to residents, businesses and City facilities throughout the City of Fontana.
- *Jurupa Street Recycled Water Main Project, Ontario Municipal Utilities Company, City of Ontario, CA* – Mr. Musser was the Project Surveyor for this project, which TKE prepared design, utility coordination, utility verification, plans, specifications, estimates and coordination with local businesses for the construction of approximately 4,700 linear feet of 8" recycled water main and related appurtenances. The project constructed an infill recycled water main to connect a previously constructed recycle water main which was currently serving potable water to the existing recycled water system.
- *San Bernardino Avenue Trunk Sewer, City of Fontana, CA* - This project consisted of approximately 19,500 linear feet of 48-inch and smaller vitrified clay and reinforced concrete pipe sewer, two siphons, including bore and jacked pipe and casings, and numerous diversion gates for flow diversion. The trunk sewer was constructed on San Bernardino Avenue between Cypress Avenue and Mulberry Avenue. The facility was constructed to convey 25 million gallons of wastewater to a proposed lift station, which will convey the water to IEUA's regional plant number 4. TKE provided project and construction management and inspection services. In addition, TKE provided construction staking and topographic surveying throughout the completion of the project.
- *San Bernardino Avenue/Etiwanda Avenue Force Main, Inland Empire Utilities Agency, City of Fontana, CA* – Mr. Musser served as Project Surveyor for this project, which provided 8,360 linear feet of 24-inch and 30-inch parallel DIP force mains and PVC electrical and fiber optic conduits.
- *Upland Basin, City of Upland, CA*- Mr. Musser provided topographic design survey, aerial target placement, ALTA survey, Parcel Map preparation and construction staking for the 1300 acre-foot flood control and aquifer recharge basin project that included DSOD jurisdictional facilities, inlet and outlet facilities, and related work. The project included preparation of basin, street improvements, storm drain, spillway, and structural detail construction documents (drawings, specifications, and estimates), hydrology and hydraulic analyses, environmental compliance, storm water pollution prevention plan preparation, right-of-way acquisition, aerial mapping, and related civil engineering services.



# Appendix 'B'



## Addenda

## MISSION SPRINGS WATER DISTRICT

### ADDENDUM NO. 1 TO THE REQUEST FOR QUALIFICATIONS FOR ON-CALL PROFESSIONAL GENERAL ENGINEERING SERVICES

April 23, 2020

**ADDENDUM NO. 1** – Consultants are hereby advised that the Request for Proposals for the above referenced project are hereby amended in the following manner and the following manner only:

#### NOTICE TO CONSULTANTS

##### **GENERAL:**

All provisions of this Addendum No. 1 are hereby incorporated into the Request for Proposals and consultants shall account for all provisions pursuant to this Addendum No. 1 in submitting their proposals. Each Consultant shall account for all provisions pursuant to this Addendum No. 1 in submitting their bid proposals.

##### **PROPOSAL SUBMITTAL METHOD:**

In response to Federal, State and County Orders, MSWD is changing the method of proposal submittal as follows:

1. ALL proposals must be submitted via the Project's Portal in Planet Bids. MSWD will not accept any hand delivered or mailed submittals. Proposal submittal packages must be uploaded and submitted via Planet Bids on or before **Thursday, April 30, 2020 by 2:00 p.m.**

##### **COVID-19 GATHERING RESTRICTIONS:**

On Monday, April 6, 2020 Riverside County Health Officer, Dr. Cameron Kaiser issued the Amended Order for all gatherings in Riverside County. Effective immediately through May 15, 2020, all businesses, with the exception of those listed in Section 2 of the attached order, are to adhere to the following:

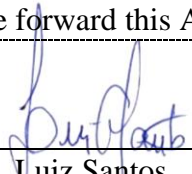
##### **CA Health and Safety Code § 120295: County Ordinance 533 and 556:**

***All public or private "gatherings", as defined in section 2 below, within the jurisdiction of the Public Health Officer of the County of Riverside are prohibited, regardless of venue or size.***

To ensure the public health safety of you and the well-being of MSWD staff, your employees, and the community, MSWD is exercising this order seriously. Additionally, MSWD offices are closed to the public until further notice.

-----  
If you have given the Request for Proposal to someone else, please forward this Addendum.  
-----

Dated Sign: April 23, 2020

By: \_\_\_\_\_  
  
Luiz Santos

Title: Associate Engineer



Prepared by:



TKE Engineering, Inc.  
2305 Chicago Ave.  
Riverside, CA, 92507



# RATE SCHEDULE

## 2022-2023

	<b><u>HOURLY RATE</u></b>
Principal in Charge .....	\$145.00
Project Manager/Construction Manager/Licensed Surveyor .....	\$140.00
Senior Engineer/Project Engineer (PE)/Senior Plan Checker.....	\$135.00
Associate Engineer .....	\$125.00
Assistant Engineer/Plan Checker/Designer .....	\$120.00
AutoCAD Technician.....	\$110.00
Engineering Technician.....	\$ 90.00
Clerical .....	\$ 85.00
Forensic Engineering .....	\$190.00
Expert Witness Testimony .....	\$320.00
<b><u>SURVEYING SERVICES</u></b>	
2-Man Survey Crew (Prevailing Wage).....	\$240.00
<b><u>CONSTRUCTION SERVICES</u></b>	
Senior Construction Inspector (Prevailing Wage) .....	\$120.00
Construction Inspector (Prevailing Wage) .....	\$110.00
<b><u>REIMBURSABLE COSTS</u></b>	
In-house Reproduction .....	Cost
Printing and Materials .....	Cost + 10%
Express Mail/Courier/Next Day Service ..	Cost + 10%
Special Subconsultant Services ..	Cost + 10%

**Term, Early Termination & Notice**  
**Professional General Engineering Services for 2022-23**

**A. Term of Agreement**

This professional services agreement shall be effective upon approval by the parties thereof and shall expire one (1) year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between the District and TKE Engineering, Inc. for Professional General Engineering Services for 2022-23 in force prior to the effective date of this agreement.

**B. Early Termination of Agreement**

This agreement may be terminated at any time upon a thirty (30) day written Notice from either party, and without fault or claim for damages by either party.

**C. Notice**

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and TKE Engineering, Inc.

**OWNER**

Attn: Eric Weck  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240  
eweck@mswd.org

**CONSULTANT**

Attn: Steve Ledbetter  
TKE Engineering, Inc.  
2305 Chicago Ave.  
Riverside, CA 92507  
sledbetter@tkeengineering.com



# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** MAY 12 & 16, 2022

**FROM:** BRIAN MACY – ASSISTANT GENERAL MANAGER

**FOR:** ACTION  X  DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_




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## FIRST AMENDMENT TO CONTRACT AGREEMENT WITH B-81 PAVING, INC. FOR PAVEMENT REPAIRS FOR WATER AND SEWER PROJECTS FOR 2021-2022

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### STAFF RECOMMENDATION

Authorize the General Manager to amend the contract agreement with B-81 Paving Inc., titled Pavement Repairs for Water and Sewer Projects for 2021-2022. The amendment would increase the contract amount \$50,000 from \$150,000 to a not to exceed amount of \$200,000.00 and authorize the General Manager to do all things necessary to complete the project.

### SUMMARY

MSWD makes approximately 100 repairs each year to water mains, water services, valves, blow-offs, air-vacs, and sewer lines within the District's service area. After repairs are made, District staff installs temporary asphalt patches in place of the sections of pavement that were removed until a permanent patch is completed. Under this contract, B-81 Paving Inc. provides the permanent patches as well as other paving and concrete repairs.

### ANALYSIS

At the June 21, 2021 Board meeting, B-81 Paving, Inc. was awarded a \$150,000 contract to perform permanent pavement resoration for water and sewer repairs. To date, B-81 Paving, Inc. has completed \$150,000 of paving and repair work. The additional \$50,000 will be used to complete current pavement repairs, concrete pads at our production sites, and anticipated pavement repairs through the remainder of FY 2021-2022.

	Patches Completed	Patches Remaining	Completed through 6/30/2022
<b>Total # of Patches</b>	94	93; as of 5/2/2022	10
<b>Square Feet (SF)</b>	Approx. 20,000 SF	Approx. 20,000 SF	Approx. 2,000 SF
<b>Other (Production)</b>	N/A	N/A	Three Concrete Pads

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract will be covered by the approved operating budget for FY 2021-2022.

### ATTACHMENTS

Contract Amendment

**AMENDMENT TO  
Contract for Construction Agreement  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240  
Telephone 760-329-6448 – FAX 760-329-2482**

TO: B-81 Paving, Inc.  
2609 Ramsey St.  
Banning, CA 92220

DATE: \_\_\_\_\_

PROJECT DIR#: 208241

**FIRST AMENDMENT TO CONTRACT AGREEMENT**

1. This amendment (the "Amendment") is hereby made by Mission Springs Water District and B-81 Paving, Inc., parties to an agreement for **Pavement Repairs for Water and Sewer Projects for 2021-2022** (the "Agreement"), dated July 1, 2021.
2. In exchange for the promises herein and other good and valuable consideration, the sufficiency of which both parties acknowledged, it is mutually agreed by and between the undersigned contracting parties that the Agreement is amended as follows:

**The Amendment will increase the amount of the Agreement from a Not to Exceed amount of \$150,000.00 to a Not to Exceed amount of \$200,000.00.**

3. Except as set forth in this Amendment, the Agreement is unchanged and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement the terms of this amendment will prevail.

Instructions: Sign and return via email. Upon acceptance by Mission Springs Water District, an executed copy will be returned to you for your records. Insert the names of your authorized representative(s) below.

**Accepted:**

**Consultant:**

\_\_\_\_\_  
Mission Springs Water District

\_\_\_\_\_  
B-81 Paving, Inc.  
(Business Name)

By: \_\_\_\_\_  
Arden Wallum

By: \_\_\_\_\_  
Berto Bedolla

Title General Manager

Title President

Other authorized representative(s):

Other authorized representative(s):

\_\_\_\_\_  
Brian Macy  
Assistant General Manager

\_\_\_\_\_  
Jeff Nutter  
Maintenance Superintendent



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, April 14, 2022, at 3:00 PM

Via Teleconference – No Live Attendance

### CALL TO ORDER

President Martin called the meeting to order at 3:00 PM

### ROLL CALL

**BOARD MEMBERS PRESENT:** President Russ Martin, Vice President Nancy Wright, Director Randy Duncan, Director Steve Grasha

**BOARD MEMBERS ABSENT:** Director Ivan Sewell (Excused)

**STAFF MEMBERS PRESENT:** Amanda Lucas, Arturo Ceja, Bryan Hendry, Jeanie Baver, Lisa Pelton, Marion Champion, Oriana Hoffert, Arden Wallum, Brian Macy, Dori Petee

### RULES OF PROCEDURE

**Rules of Procedure were ready by General Counsel, John Pinkney.**

*First all noticed meetings are conducted using Rosenberg’s Rules of Order as procedural guidance. Directors should refrain from responding directly to public comment at meetings of the Board. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No persons shall be allowed to speak who is not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once upon any one subject until every other member on the Board, wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item.”*

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

### HUMAN RESOURCES REPORT

Report will be fully acknowledged on Monday

### ACTION ITEMS

**RESOLUTION 2022-05 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT, PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21 AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD OF APRIL 23, 2022 THROUGH MAY 23, 2022.**

It is recommended to approve Resolution 2022-05, continuing teleconference meetings for the period of April 23, 2022 through May 23, 2022.

Monthly routine item to reauthorize teleconference meetings for 30 days.

**PUBLIC HEARING (MONDAY, 4/18/2022) RESOLUTION 2022-06 - TO COLLECT SEWER FEES ON TAX ROLL**

It is recommended to adopt Resolution 2022-06, electing to collect sewer user fees on the tax roll under California Health and Safety Code Section 5470 et. seq.

Yearly routine item to add sewer fees to the tax roll. Arturo Ceja noted that the letters to customers (residential only) notifying them of prepayment opportunities are going out. Approximately 9,300 letters are being mailed.

**FIRST AMENDMENT TO THE COMPRESSED NATURAL GAS VEHICLE FUELING STATION LICENSING AND CNG SALES AGREEMENT WITH CLEAN ENERGY**

It is recommended to authorize the General Manager to execute a first amendment to the Compressed Natural Gas Vehicle Fueling Station Licensing and CNG Sales Agreement between Mission Springs Water District (MSWD or District) and Clean Energy (CE) for the CNG Fueling Station located at 14501 Park Lane, Desert Hot Springs.

This fueling station has been located at this location for two decades. This contract amendment is for the operations and use of the natural gas station on Park Lane. Contract expired in November of 2021; this amendment is a one-year amendment with the option to automatically renew each year for a total of five years. This amendment has been negotiated so that MSWD is collecting a monthly rent making this a revenue generator. Monthly rent to the District will be \$2,000 with a 3% annual escalator starting November 2023.

**AWARD OF CONTRACT FOR ENGINEERING SERVICES DURING CONSTRUCTION OF THE REGIONAL WATER RECLAMATION FACILITY PROJECT**

It is recommended to authorize the General Manager to award a contract for the engineering services during construction of the Regional Water Reclamation Facility Project to AECOM Technical Services, Inc., in the amount of \$463,048.00.

General Manager Wallum opened and Erik Weck, Engineering Manager, presented. Having engineering services available during the construction of the Regional Plant is important in that it will allow the engineer of record, AECOM, to be a part of the construction team and provide the following: processing submittals for equipment and related items, reviewing and responding to Requests for Information, preparing revised drawings and specifications, reviewing and responding to contract changes, and attending coordination meetings. Typically, for large and complex projects such as this one, staff contracts with the Engineer of Record. Due to the large and complex nature of the RWRF, the services required are much greater in scope and reach. In addition, there are aspects of the design and equipment operation that the Engineer of Record is required to evaluate to ensure the design intent is maintained through construction. The proposed contract will be structured on a time and materials basis to limit costs to only services provided.

**2021-22 NEW METER INSTALLATION CAPITAL BUDGET AUGMENTATION**

It is recommended to authorize the General Manager to increase the FY 2021-22 Capital Budget for new meters and new service installation costs in the amount of \$220,000 and augment the Capital Improvement Job No. 11709 to \$390,000.00

Mr. Wallum stated this is the result of very good news. There is growth and development, and we need to increase our inventory in order to accommodate.

**DISCUSSION ITEMS****MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

Presentation will take place on Monday.

**CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE**

Assistant General Manager presented. New renderings are expected in the month of May for additional review.

**CONSENT AGENDA**

*Consent agenda items are expected to be routine and non-controversial, to be acted upon by the Board at one time, without discussion. If a member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.*

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

March 3, 2022 - Special Meeting Workshop

March 9, 2022 - Closed Session

March 17, 2022 - Study Session

March 21, 2022 - Board Meeting

Vice President Wright noted the Closed Session occurred on March 9, 2022, and not on March 8, 2022, as printed on the agenda. The correction was made. President Martin instructed the Board to review the minutes over the weekend.

**REGISTER OF DEMANDS**

The register of demands totaling \$2,494,740.35

Director Grasha asked for explanation on the Rotary Big Heart Event.

**CORRESPONDENCE****THANK YOU LETTER FROM THE HEART TO HEART TEAM****THANK YOU CARD FROM MISSION LAKES COUNTRY CLUB****REPORTS****DIRECTOR'S REPORTS**

Vice President Wright reported she attended the following events: 3/30 CA Special Districts Assoc Meet the DA Event, 3/24 Water 101, 3/25 Air Museum Fundraising Event, 3/26, DHS Little League Opening Day, 3/31 DHS Rotary Big Heart Awards, 4/14 CVAG CVCC and E&E Meetings.

Director Duncan reported he attended the following events: 3/1 DWA Board Meeting, 3/8 CVWD Board Meeting, 3/15 DWA Board Meeting, 3/22 CVWD Board Meeting, 4/5 DWA

Director Grasha reported he attended the following event: PS Masonic Event

**GENERAL MANAGER'S REPORT**

Assistant General Manager Macy reported on Chrome VI standards.

Arturo Ceja gave the financial report for the period ending February 28, 2022.

Marion Champion gave the Public Affairs Report.

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

No closed session today

**DIRECTOR COMMENTS**

Director Grasha commented his support for the new building expired when the interest rates rose and claimed the District could no longer afford this project.

Vice President Wright asked a question about construction water. She also noted the District is in very good shape and the public is aware of the blatant lies told and who they are told by.

Director Duncan began with agreement on her statements about the state of the District and the blatant lies told. He also noted he has not one but two personal stalkers, he will elaborate on Monday.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 4:22 PM

Respectfully,

---

Arden Wallum  
Secretary of the Board of Directors





## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, April 18, 2022, at 3:00 PM

Via Teleconference – No Live Attendance

### CALL TO ORDER

President Martin called the meeting to order at 3:00 PM

### PLEDGE OF ALLEGIANCE

Led by President Martin, Invocation led by Vice President Wright

### ROLL CALL

**BOARD MEMBERS PRESENT:** President Russ Martin, Vice President Nancy Wright, Director Randy Duncan, Director Ivan Sewell, Director Steve Grasha

**STAFF MEMBERS PRESENT:** Arden Wallum, Brian Macy, Marion Champion, Danny Friend, Lee Boyer, Chad Finch, Bryan Hendry, Lisa Pelton, Jeff Nutter, Amanda Lucas, April Scott, Bassam Alzamar, Dori Petee, Kurt Kettenacker, Don Mathein, Adam Wagner, Daniel Padilla, Alex Serrano.

### RULES OF PROCEDURE

**Rules of Procedure were ready by General Counsel, John Pinkney.**

*First all noticed meetings are conducted using Rosenberg’s Rules of Order as procedural guidance. Directors should refrain from responding directly to public comment at meetings of the Board. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No persons shall be allowed to speak who is not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once upon any one subject until every other member on the Board, wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item.”*

### PUBLIC INPUT

Pamela Edmonson asked a question; she would like to know if there is ample sewage space for all of the development happening in Desert Hot Springs. Staff will reach out to Ms. Edmonson to address her question.

### EMPLOYEE RECOGNITION

#### HUMAN RESOURCES REPORT

The Board acknowledged the following employees:

#### NEW HIRES

Adam Wagner	Water Production Operator I
Daniel Padilla	Wastewater Production Operator II
Alex Serrano	Water Production Operator I

**ANNIVERSARIES**

Lisa Pelton	Customer Service Rep II	19 Years
Don Mathein	Field Operations Supervisor	26 Years

**ACTION ITEMS**

**RESOLUTION 2022-05 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT, PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21 AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD OF APRIL 23, 2022 THROUGH MAY 23, 2022.**

The Board approved Resolution 2022-05, continuing teleconference meetings for the period of April 23, 2022 through May 23, 2022.

**Motion made by Vice President Wright, Seconded by Director Sewell.**

**Voting Yea:** President Martin, Vice President Wright, Director Duncan, Director Sewell, Director Grasha

**PUBLIC HEARING (MONDAY, 4/18/2022) RESOLUTION 2022-06 - TO COLLECT SEWER FEES ON TAX ROLL**

The Board adopted Resolution 2022-06, electing to collect sewer user fees on the tax roll under California Health and Safety Code Section 5470 et. seq.

**Motion made by Director Sewell, Seconded by Director Duncan.**

**Voting Yea:** President Martin, Vice President Wright, Director Duncan, Director Sewell, Director Grasha

**FIRST AMENDMENT TO THE COMPRESSED NATURAL GAS VEHICLE FUELING STATION LICENSING AND CNG SALES AGREEMENT WITH CLEAN ENERGY**

The Board authorized the General Manager to execute a first amendment to the Compressed Natural Gas Vehicle Fueling Station Licensing and CNG Sales Agreement between Mission Springs Water District (MSWD or District) and Clean Energy (CE) for the CNG Fueling Station located at 14501 Park Lane, Desert Hot Springs.

**Motion made by Vice President Wright, Seconded by Director Duncan.**

**Voting Yea:** President Martin, Vice President Wright, Director Duncan, Director Sewell, Director Grasha

**AWARD OF CONTRACT FOR ENGINEERING SERVICES DURING CONSTRUCTION OF THE REGIONAL WATER RECLAMATION FACILITY PROJECT**

The Board authorized the General Manager to award a contract for the engineering services during construction of the Regional Water Reclamation Facility Project to AECOM Technical Services, Inc., in the amount of \$463,048.00.

**Motion made by Director Duncan, Seconded by Director Sewell.**

**Voting Yea:** President Martin, Vice President Wright, Director Duncan, Director Sewell, Director Grasha

**2021-22 NEW METER INSTALLATION CAPITAL BUDGET AUGMENTATION**

The Board authorized the General Manager to increase the FY 2021-22 Capital Budget for new meters and new service installation costs in the amount of \$220,000 and augment the Capital Improvement Job No. 11709 to \$390,000.00

**Motion made by Vice President Wright, Seconded by Director Grasha.**

**Voting Yea:** President Martin, Vice President Wright, Director Duncan, Director Sewell, Director Grasha

**DISCUSSION ITEMS****MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

Steve Ledbetter presented an update to the Board. He noted the project construction management team continues to work through the pre-construction administration items, including processing submittals and RFI's and gearing up to construction. Experiencing some delays but working through. In addition, the biologist completed the pre-construction biological survey's, two separate surveys were completed: presence of burrowing owls and desert tortoise as well as a bird nesting survey.

Construction began on the plant on April 4, 2022, mass grading will begin next week. In addition, there is a separate contract with Yellow Jacket Drilling to install the three monitoring wells required for this project. Two of the three wells have been completed. SRF and Grant Funding, staff continues to meet with the State Board weekly. The State Board authorized additional Infrastructure Appropriations Funding, right now staff at the State Board is reviewing the final slate of projects.

The state board is already approved \$8 million out of the Groundwater Grant Program and an additional 8 million out of the Small Community Wastewater Program. We were slated to receive the rest of the project finding through an SRF grant.

In August of 2021 the State Board past additional infrastructure appropriations funding and have a focus on septic to sewer projects and wastewater projects, specifically septic to sewer, so understanding that this treatment plant is being built as result of the District success with septic to sewer projects and is needed to complete the remaining septic to sewer areas, that has brought our project to closer to the front line to receive this additional Infrastructure Appropriations. We're still being considered, in addition to the 16 million, for additional grant funding from the Delta.

The loan amount will be determined based on how much additional Infrastructure Appropriations the district receives. Interest rates have gone up from the 0.9% but are still low and in the 1% range according to the State Board.

**CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE**

Nothing further to add.

**CONSENT AGENDA**

**Motion made by Vice President Wright, Seconded by Director Sewell.**

**Voting Yea:** President Martin, Vice President Wright, Director Duncan, Director Sewell, Director Grasha

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

March 3, 2022 - Special Meeting Workshop  
March 9, 2022 - Closed Session  
March 17, 2022 - Study Session  
March 21, 2022 - Board Meeting

**REGISTER OF DEMANDS**

The register of demands totaling \$2,494,740.35

**CORRESPONDENCE**

**THANK YOU LETTER FROM THE HEART TO HEART TEAM & THANK YOU CARD FROM MISSION LAKES COUNTRY CLUB**

**REPORTS****DIRECTOR'S REPORTS**

Director Sewell reported he attended the following events: 3/2 GCVCC Morning Meeting, 3/24 Water 101.

President Martin reported he attended the following events: 3/1 DHS City Council Meeting, 3/2 GCVCC Morning Mixer, 3/3 DVBA Legislative Forum, 3/6 DHS Women's Club Fundraiser, 3/10 BIA Government Affairs Luncheon, 3/15 DHS City Council Meeting, 3/17 DVBA Networking Night, 3/23 Water Alliance Meeting, 3/25 Air Museum Fundraising Dinner, 3/26 DHS Little League Opening Day, 3/29 RivCo Board of Supervisors Meeting, 3/30 CA Special Districts Association Meet the DA Event, 3/31 Rotary Big Heart Awards.

**GENERAL MANAGER'S REPORT**

Nothing further to add.

**COMMENTS****DISTRICT COUNSEL COMMENTS**

No closed session today.

**DIRECTOR COMMENTS**

Director Sewell apologized for missing last week's meeting. He thanked staff for the meeting recordings and postings to YouTube, he was able to watch the meeting recording.

Director Duncan noted he has lived in DHS for over thirty years. Although he has sold his home he still resides in DHS, and he is disappointed to hear that people are complaining he allegedly no longer resides here. He commented on the recent Public Records Request for his home address.

President Martin offered his condolences to Director Sewell and his wife Breanna, who lost her father on Easter Sunday.

**ADJOURN**

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

Respectfully,

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Arden Wallum  
Secretary of the Board of Directors

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
74502	04-14-22	RUHNAU CLARKE ARCHITECTS	MSWD CRITICAL SERVICES MSWD CRITICAL SERVICES CTR	0.00	127,970.00	127,970.00
9998635	04-22-22	WELLS FARGO BANK	AUTO DEP PPE 04.15	118,753.27		118,753.27
9998531	04-08-22	WELLS FARGO BANK	AUTO DEP PPE 04.01	112,311.55		112,311.55
74485	04-14-22	ACWA-JPIA HEALTH BENEFITS AUTH.	MAY 2022 MEDICAL/VISION/EAP	98,136.63		98,136.63
74543	04-28-22	FERGUSON WATERWORKS #1083	METER BOXES AND LIDS NEPTUNE METERS REPLACEMENT READING ANTENNA/BASE	82,656.93		82,656.93
74440	04-08-22	TRYCO GENERAL ENGINEERING	EMERGENCY SEWER REPAIR - ACOMA AVE.	0.00	77,600.00	77,600.00
74570	04-28-22	MICHAEL BAKER INTERNATIONAL, INC.	C&M SERVICES APRIL 3, 2022 C&M SERVICES ENDING 11/28/2021 CONSULTANT SERVICES AND GENERAL ENG WATER MASTER PLAN UPDATE	0.00	76,338.00	76,338.00
74597	04-28-22	TKE ENGINEERING, INC	C&M AND INSPECTION SERVICES FOR FEB 2022 C&M INSPECTION SERVICES FOR FEB 2022 C&M SERVICES JANUARY 2022 CONSULTANT SERVICES FOR FEB 2022 CONSULTANT SERVICES FOR JAN 2022 DESIGN SERVICES FOR FEB 2022 SERVICES FOR JAN 2022	19,545.00	40,287.50	59,832.50
9998532	04-08-22	WELLS FARGO BANK	FED TAX DEP PPE 04.01	50,203.73		50,203.73
9998634	04-22-22	WELLS FARGO BANK	FED TAX DEP PPE 04.15	49,486.08		49,486.08
9998854	04-28-22	SLOVAK BARON EMPY MURPHY & PINKNEY LLP	LEGAL SERVICES	43,262.50		43,262.50
74501	04-14-22	ROGERS,ANDERSON,MALODY & SCOTT, LLP.	AUDIT PROGRESS BILLING #2 - FINAL	34,865.00		34,865.00
74525	04-28-22	CITY OF DESERT HOT SPRINGS	UU TAX - FEB 2022	30,743.33		30,743.33
9998580	04-11-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 03.18	30,265.38		30,265.38
74598	04-28-22	TULE RANCH/MAGAN FARMS	SLUDGE HAULING - MARCH 2022	30,055.13		30,055.13
9998870	04-29-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.15	29,848.53		29,848.53
9998851	04-28-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.15.22	29,484.53		29,484.53
9998851	04-29-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	INCORRECT AMOUNT	-29,484.53		-29,484.53
9998638	04-22-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.01.22	29,416.20		29,416.20
74590	04-28-22	SAVANT SOLUTIONS, INC.	ARCTIC WOLF SETUP + 1YR OF SERVICE	28,214.00		28,214.00
74498	04-14-22	MICHAEL BAKER INTERNATIONAL, INC.	WATER/SEWER MASTER PLAN UPDATE	0.00	27,030.50	27,030.50
74499	04-14-22	NOBEL SYSTEMS INC.	ANNUAL SUBS	21,800.00		21,800.00
74591	04-28-22	SOUTHERN CALIFORNIA EDISON COMPANY	HORTON, DILLON, DC PLANT	19,807.91		19,807.91
74504	04-14-22	WATERSMART SOFTWARE,INC.	CUSTOM INTEGRATION FEE	19,500.00		19,500.00
74472	04-13-22	TKE ENGINEERING, INC	C&M SERVICES JANUARY 2022 CONSULTANT SERVICES FOR JAN 2022 SERVICES FOR JAN 2022	8,790.00	10,630.00	19,420.00
74472	04-13-22	TKE ENGINEERING, INC	BANK FILE INCORRECT AMOUNT	-8,790.00	-10,630.00	-19,420.00
74438	04-08-22	TKE ENGINEERING, INC	CM SERVICES 12.26.21-01.31.22 CM SERVICES FOR JAN 2022 CM SERVICES JAN 2022	0.00	18,350.00	18,350.00
74507	04-28-22	ACWA/JOINT POWERS INSUR AUTH	QTR. 1 ACWA PAYMENT	15,035.17		15,035.17
9998853	04-28-22	WELLS FARGO BANK	AUTO DEP SP.PPE 04.26	14,984.40		14,984.40
9998637	04-22-22	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.15	13,485.74		13,485.74
9998581	04-11-22	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.01	13,167.60		13,167.60
74530	04-28-22	CV STRATEGIES	BIG HEART SPONSORSHIP AD	11,541.25		11,541.25



CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
			FEB 2022 COM SERVICES			
			FEB 2022 SOCIAL MEDIA			
			GENERAL CONSULTING			
			LEGISLATIVE BROCHURE			
			MARCH 2022 BILL INSERTS			
			MARCH 2022 LEGISLATIVE BROCHURE			
			MARCH 2022 SOCIAL MEDIA			
74495	04-14-22	KOFF & ASSOCIATES, INC.	MSWD - CLASS COMP	0.00	10,720.00	10,720.00
74473	04-13-22	UMETECH, INC.	IT SERVICES	10,427.25		10,427.25
74473	04-13-22	UMETECH, INC.	BANK FILE INCORRECT AMOUNT	-10,427.25		-10,427.25
74600	04-28-22	UMETECH, INC.	IT SERVICES	10,427.25		10,427.25
9998639	04-22-22	STATE OF CA EDD	QTR.2 DE9 PAYMENT	8,548.58		8,548.58
9998533	04-08-22	STATE OF CA EDD	STATE TAX PPE 04.01	8,479.32		8,479.32
9998636	04-22-22	STATE OF CA EDD	STATE TAX DEP PPE 04.15	8,461.93		8,461.93
74491	04-14-22	GOUGH SYSTEMS	UNIDATA MAINTENANCE	2,225.00	6,150.00	8,375.00
74441	04-08-22	USA BLUEBOOK	ZENNER HYDRANT METER	3,042.08	4,825.02	7,867.10
74442	04-08-22	VARCO & ROSENBAUM ENVIRONMENTAL	LEGAL CONSULTING	7,590.00		7,590.00
74413	04-08-22	CARL OTTESON'S CERTIFIED BACKFLOW	MARCH MONTHLY BACKFLOW TESTING	7,080.00		7,080.00
74435	04-08-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET REPAIRS	6,443.29		6,443.29
74421	04-08-22	FORSHOCK	GEO SCADA SOFTWARE UPGRADE	0.00	6,400.00	6,400.00
74564	04-28-22	MANPOWER US INC.	FIELD SERVICE TEMP	6,266.88		6,266.88
			FRONT OFFICE TEMP			
74551	04-28-22	INFOSEND INC	MONTHLY BILLING CHARGES	5,925.31		5,925.31
74477	04-13-22	VERIZON WIRELESS	VERIZON CELL PHONE BILL	5,194.53		5,194.53
74477	04-13-22	VERIZON WIRELESS	BANK FILE INCORRECT AMOUNT	-5,194.53		-5,194.53
74604	04-28-22	VERIZON WIRELESS	VERIZON CELL PHONE BILL	5,194.53		5,194.53
74592	04-28-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET AND SERVICE REAPIRS	4,854.79		4,854.79
			FLEET REPAIRS			
			FLEET SERVICE AND REAPIRS			
			FLEET SERVICE AND REPAIRS			
			FLEET SERVICES AND REPAIRS			
74584	04-28-22	RAY LOPEZ ASSOCIATES	LANDSCAPE INFILLS	4,781.14		4,781.14
74531	04-28-22	CYPRESS DENTAL ADMINISTRATORS	MAY 2022 DENTAL	4,191.81		4,191.81
74540	04-28-22	ENVIROGEN TECHNOLOGIES INC	URANIUM TREATMENT FOR WELL 26A	4,149.15		4,149.15
74414	04-08-22	CARPI & CLAY, INC	MARCH FEDERAL ADVOCACY	4,000.00		4,000.00
74580	04-28-22	PHILLIPS, FRACTOR & COMPANY, LLC	LEGAL CONSULTING CLASS ACTION	3,877.50		3,877.50
74542	04-28-22	EXECUTIVE FACILITIES SERVICES, INC.	DESINFECTION SERVICES - APRIL 2022	3,464.58		3,464.58
			JANITORIAL SERVICES - APRIL 2022			
74488	04-14-22	CITIES DIGITAL INC.	LASERFICHE MAINTENANCE	0.00	3,376.44	3,376.44
74432	04-08-22	PROJECT ENERGY SAVERS LLC	PROMO ITEMS	3,280.99		3,280.99
74506	04-14-22	ZACHARY EHLENFELDT	FINANCIAL ASSISTANCE SEWER LOAN	3,200.00		3,200.00
74444	04-08-22	WEST COAST SAND AND GRAVEL INC.	25.64 BASE - CORP YARD	3,028.82		3,028.82
			25.92 TONS COLD MIX ASPHALT - CORP YARD			
74528	04-28-22	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING - CLASS ACTION	2,964.50		2,964.50
74425	04-08-22	MANPOWER US INC.	STAFFING SERVICES	2,886.16		2,886.16
			STAFFING SERVICES - CUST. SERVICE			
74457	04-13-22	INLAND WATER WORKS SUPPLY CO.	BRASS UNION	2,866.32		2,866.32
			HYMAX FLEX COUPLINGS			

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74457	04-13-22	INLAND WATER WORKS SUPPLY CO.	BANK FILE INCORRECT AMOUNT	-2,866.32		-2,866.32
74552	04-28-22	INLAND WATER WORKS SUPPLY CO.	BRASS UNION	2,866.32		2,866.32
			HYMAX FLEX COUPLINGS			
74536	04-28-22	DESERT SUN PUBLISHING CO	LEGAL ADVERTISING ORDINANCE 2022-01	2,520.00		2,520.00
74560	04-28-22	KAMAN INDUSTRIAL TECHNOLOGIES	GEARBOX REPLACEMENT FOR AUGER	2,432.86		2,432.86
74529	04-28-22	COUNTY OF RIVERSIDE	RIVCO HAZMAT PERMIT/CORP YARD	1,814.00		1,814.00
74585	04-28-22	RDO EQUIPMENT CO.	PDI ON LOADER	1,777.87		1,777.87
PR040822	04-08-22	EMPLOYEES	PAPER PAYROLL CHECKS	1,611.50		1,611.50
74443	04-08-22	WATERLINE TECHNOLOGIES INC.	5 DRUMS REFILLED	1,609.10		1,609.10
			6 DRUMS REFILLED			
74544	04-28-22	GAINFUL VOCATIONAL REHABILITATION INC	ERGO CHAIR & KEYBOARD TRAY R. HUBER	1,578.78		1,578.78
74527	04-28-22	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES FOR SAMPLES - MARCH 2022	1,560.00		1,560.00
			MARCH 2022 BOD TESTING			
74428	04-08-22	NOBEL SYSTEMS INC.	GVO CENSUS LAYERS 2020	1,500.00		1,500.00
74497	04-14-22	MANPOWER US INC.	STAFFING SERVICES	1,381.20		1,381.20
74492	04-14-22	INFOSEND INC	MONTHLY SERVICE	1,362.21		1,362.21
			MONTHLY SERVICE FEE			
74411	04-08-22	ACWA/JOINT POWERS INSURANCE AUTHORITY	ESPOSITO/PATNEAU RESTITUTION	1,200.00		1,200.00
9998633	04-22-22	WELLS FARGO BANK	QTR.3 2021 941 PYMT	1,167.85		1,167.85
74417	04-08-22	DESERT VALLEY DISPOSAL, INC.	MARCH ADMIN BLDG CHARGES	1,138.48		1,138.48
			MARCH CORP YARD CHARGES			
74429	04-08-22	PARKHOUSE TIRE, INC	UNIT 395 TIRES/REPAIRS	993.71		993.71
74426	04-08-22	MATHESON TRI-GAS, INC	BATTERY RESTOCK	915.71		915.71
			CHEMICAL RESISTANT GLOVES - HORTON PLANT			
			CLEAR SAFETY GOGGLES			
			NITRILE DISPOSABLE GLOVES			
74494	04-14-22	JOAN PAGE MCKENNA	TURF REBATE - MCKENNA	810.00		810.00
74503	04-14-22	TACOS LOS CHUBBYS	CATERING FOR 04.20.22 EE EVENT	800.00		800.00
74510	04-28-22	AGUA DULCE 73, LLC	ACCOUNT REFUND 66398 LANTANA LN	770.20		770.20
74509	04-28-22	AGUA DULCE 73, LLC	ACCOUNT REFUND 14492 E AGUA DULCE DR	690.71		690.71
74455	04-13-22	GERARDO CARRILLO	ACCOUNT REFUND WARWICK DR	665.52		665.52
74455	04-13-22	GERARDO CARRILLO	BANK FILE INCORRECT AMOUNT	-665.52		-665.52
74547	04-28-22	GERARDO CARRILLO	ACCOUNT REFUND WARWICK DR	665.52		665.52
74545	04-28-22	GARY FERGUSON	ACCOUNT REFUND TWO BUNCH PALMS TRL & SARITA DR.	655.79		655.79
74415	04-08-22	CASEY DOLAN	DIGITAL AD MGMT	650.00		650.00
74566	04-28-22	MARIA G MORA	ACCOUNT REFUND 11514 W STARCROSS DR	646.04		646.04
74420	04-08-22	FERGUSON WATERWORKS #1083	COMPRESSION CPLG MUEL	632.60		632.60
74464	04-13-22	NAPA AUTO PARTS	REPLACEMENT 7266 BATTERIES	591.25		591.25
74464	04-13-22	NAPA AUTO PARTS	BANK FILE INCORRECT AMOUNT	-591.25		-591.25
74574	04-28-22	NAPA AUTO PARTS	REPLACEMENT 7266 BATTERIES	591.25		591.25
74450	04-13-22	DANGELO COMPANY	GALVANIZED PIPE FITTINGS	586.91		586.91
74450	04-13-22	DANGELO COMPANY	BANK FILE INCORRECT AMOUNT	-586.91		-586.91
74532	04-28-22	DANGELO COMPANY	GALVANIZED PIPE FITTINGS	586.91		586.91
74469	04-13-22	SANDRA MARQUEZ	ACCOUNT REFUND 55607 SAN PIERRE RD	570.16		570.16
74469	04-13-22	SANDRA MARQUEZ	BANK FILE INCORRECT AMOUNT	-570.16		-570.16
74589	04-28-22	SANDRA MARQUEZ	ACCOUNT REFUND 55607 SAN PIERRE RD	570.16		570.16
74452	04-13-22	DESERT PROMOTIONS	MSWD CAPS FOR FIELD STAFF	557.89		557.89
74452	04-13-22	DESERT PROMOTIONS	BANK FILE INCORRECT AMOUNT	-557.89		-557.89

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74537	04-28-22	DESERT PROMOTIONS	MSWD CAPS FOR FIELD STAFF	557.89		557.89
74427	04-08-22	MCMASTER-CARR	PARTS - HORTON PLANT	0.00	538.86	538.86
74423	04-08-22	HOME DEPOT CREDIT SERVICES	HOME DEPOT CC	524.42		524.42
74496	04-14-22	KIRK KILIAN	ACCOUNT REFUND 66359 BUENA VISTA AVE "B"	510.35		510.35
74505	04-14-22	WEST COAST SAFETY SUPPLY	CALIBRATION GAS/O2 SENSORS	501.97		501.97
74458	04-13-22	LEI JIANG	ACCOUNT REFUND 13255 EL RIO LN	493.64		493.64
74458	04-13-22	LEI JIANG	BANK FILE INCORRECT AMOUNT	-493.64		-493.64
74562	04-28-22	LEI JIANG	ACCOUNT REFUND 13255 EL RIO LN	493.64		493.64
74436	04-08-22	STAPLES	OFFICE SUPPLIES	481.52		481.52
74595	04-28-22	TECHNIQUE DATA SYSTEMS,INC.	ANNUAL SERVICE FEE OF CHECK SCANNER	436.00		436.00
74486	04-14-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 04.05.22	427.93		427.93
74437	04-08-22	STATE WATER RES CONTROL BRD	WELL EXTRACTION FEES 2021	400.00		400.00
74461	04-13-22	MARY LEE	ACCOUNT REFUND 66850 TWO BUNCH PALMS TRL	375.74		375.74
74461	04-13-22	MARY LEE	BANK FILE INCORRECT AMOUNT	-375.74		-375.74
74568	04-28-22	MARY LEE	ACCOUNT REFUND 66850 TWO BUNCH PALMS TRL	375.74		375.74
74434	04-08-22	SHERWIN-WILLIAMS	1 GALLON - SAFETY YELLOW PAINT	368.49		368.49
			3 GALLONS - SAFETY YELLOW PAINT			
			CLEAR SEALANT FOR PRODUCTION			
74412	04-08-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	363.93		363.93
74445	04-08-22	XEROX CORPORATION	COPY EQUIPMENT LEASE	343.73		343.73
74474	04-13-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	341.25		341.25
74474	04-13-22	UNDERGROUND SERVICE ALERT	BANK FILE INCORRECT AMOUNT	-341.25		-341.25
74601	04-28-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	341.25		341.25
74454	04-13-22	FERGUSON WATERWORKS #1083	REPLACEMENT READING ANTENNA/BASE	329.89		329.89
74454	04-13-22	FERGUSON WATERWORKS #1083	BANK FILE INCORRECT AMOUNT	-329.89		-329.89
74546	04-28-22	GARY ELLIS	ACCOUNT REFUND 9501 PALM DR	323.02		323.02
74462	04-13-22	MATHESON TRI-GAS, INC	MAPA CHEMICAL RESISTANT GLOVES	307.09		307.09
74462	04-13-22	MATHESON TRI-GAS, INC	BANK FILE INCORRECT AMOUNT	-307.09		-307.09
74569	04-28-22	MATHESON TRI-GAS, INC	MAPA CHEMICAL RESISTANT GLOVES	307.09		307.09
74606	04-28-22	XEROX CORPORATION	COPY LEASE	307.08		307.08
74556	04-28-22	JOE HERNANDEZ	JOE HERNANDEZ - WORK BOOTS	300.00		300.00
74557	04-28-22	JOHN WELLMAN	ACCOUNT REFUND 66088 GRANADA AVE	299.00		299.00
74476	04-13-22	USA BLUEBOOK	4 LITERS PH BUFFER	295.72		295.72
			CREDIT FOR INCORRECT CONTROL CABLES			
			GRUNDFOS CONNECTION KITS			
74476	04-13-22	USA BLUEBOOK	BANK FILE INCORRECT AMOUNT	-295.72		-295.72
74603	04-28-22	USA BLUEBOOK	4 LITERS PH BUFFER	295.72		295.72
			CREDIT FOR INCORRECT CONTROL CABLES			
			GRUNDFOS CONNECTION KITS			
74470	04-13-22	STAPLES	OFFICE SUPPLIES	286.41		286.41
74470	04-13-22	STAPLES	BANK FILE INCORRECT AMOUNT	-286.41		-286.41
74593	04-28-22	STAPLES	OFFICE SUPPLIES	286.41		286.41
74418	04-08-22	DESERT PROMOTIONS	NEW HIRE ADMIN POLOS	278.40		278.40
74578	04-28-22	PARKERS BUILDING SUPPLY	1/2 PVC S X S	276.05		276.05
			DUST BRUSHES			
			MISC. HARDWARE			
			PRODUCTION - GALVANIZED PIPE FITTINGS			
			PRODUCTION BOOSTER/WELL SUPPLIES			

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			SUPPLIES FOR PRODUCTION			
74508	04-28-22	ADAM WAGNER	ADAM WAGNER - WORK BOOTS	260.99		260.99
74490	04-14-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	PREEMPLOYMENT PHYSICALS - JACOB & ALEX	260.00		260.00
74493	04-14-22	INLAND WATER WORKS SUPPLY CO.	BRASS UNION	254.18		254.18
74533	04-28-22	DAVID WEAVER	D. WEAVER REIMB. - WWTP0 CERTIFICATION	235.00		235.00
74478	04-13-22	WAYNE MAY	ACCOUNT REFUND 9560 EKWANOK DR	228.31		228.31
74478	04-13-22	WAYNE MAY	BANK FILE INCORRECT AMOUNT	-228.31		-228.31
74605	04-28-22	WAYNE MAY	ACCOUNT REFUND 9560 EKWANOK DR	228.31		228.31
74583	04-28-22	QUADIENT FINANCE USA, INC.	POSTAGE MACHINE INK	223.04		223.04
74554	04-28-22	JAMES R SMITH	ACCOUNT REFUND 64108 DORAL DR	221.63		221.63
74487	04-14-22	BRINKS INCORPORATED	MONTHLY SERVICE	218.14		218.14
			TRANSPORTATION FEES			
74451	04-13-22	DESERT ELECTRIC SUPPLY	PRODUCTION - WIRE SPOOLS	217.79		217.79
74451	04-13-22	DESERT ELECTRIC SUPPLY	BANK FILE INCORRECT AMOUNT	-217.79		-217.79
74535	04-28-22	DESERT ELECTRIC SUPPLY	PRODUCTION - WIRE SPOOLS	217.79		217.79
74519	04-28-22	CAROL LUND	ACCOUNT REFUND 9390 VISTA DEL VALLE	216.39		216.39
74523	04-28-22	CHAD FINCH	CHAD FINCH - WORK BOOTS	212.05		212.05
74577	04-28-22	PALM SPRINGS PEST CONTROL, INC.	APR. 2022 PEST CONTROL	205.00		205.00
			BAIT SERVICE @ WWTP			
74534	04-28-22	DAVID LARSEN	ACCOUNT REFUND 16545 AVE ATEZADA	204.13		204.13
73335	04-11-22	LOUIS ALEXANDER PEREZ	STALE DATED	-200.00		-200.00
74459	04-13-22	LOUIS ALEXANDER PEREZ	TOILET REBATE	200.00		200.00
74459	04-13-22	LOUIS ALEXANDER PEREZ	BANK FILE INCORRECT AMOUNT	-200.00		-200.00
74563	04-28-22	LOUIS ALEXANDER PEREZ	TOILET REBATE	200.00		200.00
74548	04-28-22	HARVEY SCHWARTZ	ACCOUNT REFUND 66725 GRANADA AVE	192.47		192.47
74416	04-08-22	CWEA	A.GRUNNET CWEA MEMBERSHIP	192.00		192.00
74456	04-13-22	HECTOR GONZALEZ	ACCOUNT REFUND 16040 AVE MIROLA	165.70		165.70
74456	04-13-22	HECTOR GONZALEZ	BANK FILE INCORRECT AMOUNT	-165.70		-165.70
74549	04-28-22	HECTOR GONZALEZ	ACCOUNT REFUND 16040 AVE MIROLA	165.70		165.70
74422	04-08-22	GRAINGER	HOSE REEL FOR PRODUCTION	165.37		165.37
74468	04-13-22	ROBIN WITMER	ACCOUNT REFUND 65132 ROLLING HILLS DR	164.00		164.00
74468	04-13-22	ROBIN WITMER	BANK FILE INCORRECT AMOUNT	-164.00		-164.00
74587	04-28-22	ROBIN WITMER	ACCOUNT REFUND 65132 ROLLING HILLS DR	164.00		164.00
74433	04-08-22	RUSS MARTIN	R. MARTIN MILEAGE REIMBURSEMENT/8	161.46		161.46
74524	04-28-22	CHRIS LONG	ACCOUNT REFUND 13701 EL CAJON DR	161.07		161.07
74513	04-28-22	ANNE REIN	ACCOUNT REFUND 66033 SANTA ROSA RD	151.12		151.12
74559	04-28-22	JUAN CAMPOS	ACCOUNT REFUND 13920 SANTA YSABEL DR	150.06		150.06
74579	04-28-22	PATTON DOOR & GATE	CHECK OPERATION OF FRONT GATE	150.00		150.00
74439	04-08-22	TOPS N BARRICADES, INC	MEN WORKING SIGN REPAIR	149.78		149.78
			SAFETY ORANGE BOMBER JACKET			
74582	04-28-22	PLUMBERS DEPOT INC	FREIGHT FOR GAPVAX HOSE	143.80		143.80
74572	04-28-22	MITZY KEY	ACCOUNT REFUND 8940 SILVER STAR AVE	131.26		131.26
74558	04-28-22	JORGE SANCHEZ	ACCOUNT REFUND 9591 PALM DR	120.53		120.53
74526	04-28-22	CLAUDIA MACHUCA	ACCOUNT REFUND 13788 SUSAN WAY	114.27		114.27
74520	04-28-22	CAROL A MORIN	C. MORIN REIMB. - EE LUNCHEON DECORATIONS	103.79		103.79
74596	04-28-22	TIMOTHY OMASSEY	TOILET REBATE - OMASSEY	100.00		100.00
74489	04-14-22	CWEA	G.CHAMPMAN - CSM GRADE II RENEWAL	96.00		96.00
74567	04-28-22	MARK YOUSSEF	ACCOUNT REFUND 66272 AVE DORADO	82.00		82.00

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74588	04-28-22	SAL GUZMAN	ACCOUNT REFUND 13063 CACTUS DR	82.00		82.00
74521	04-28-22	CASAMAR GROUP, LLC	LABOR COMPLIANCE SERVICE FOR FEB 2022	0.00	80.13	80.13
74467	04-13-22	PARKERS BUILDING SUPPLY	1/2 PVC S X S	79.20		79.20
			DUST BRUSHES			
			PRODUCTION - GALVANIZED PIPE FITTINGS			
74467	04-13-22	PARKERS BUILDING SUPPLY	BANK FILE INCORRECT AMOUNT	-79.20		-79.20
74511	04-28-22	AGUA DULCE 73 LLC/ MARIO GONZALES	ACCOUNT REFUND 14456 E AGUA DULCE DR	77.54		77.54
74424	04-08-22	MAC'S MOBILE AUTOGLASS	UNIT 410 WINDSHIELD REPLACEMENT	75.00		75.00
74571	04-28-22	MIGUEL PATTERSON	ACCOUNT REFUND 62908 N CRESCENT ST	74.16		74.16
74561	04-28-22	LAURIE H ARNOLD	ACCOUNT REFUND 10575 SMOKEWOOD CIR	72.93		72.93
74500	04-14-22	PARKERS BUILDING SUPPLY	NUTS/BOLTS/WASHERS/SCREWS	67.97		67.97
			SIDEWALK REPAIRS			
74368	04-05-22	CESAR SANCHEZ	CHANGE OF ADDRESS	-66.91		-66.91
74449	04-13-22	CESAR SANCHEZ	ACCOUNT REFUND 68285 CALLE BONITA	66.91		66.91
74449	04-13-22	CESAR SANCHEZ	BANK FILE INCORRECT AMOUNT	-66.91		-66.91
74522	04-28-22	CESAR SANCHEZ	ACCOUNT REFUND 68285 CALLE BONITA	66.91		66.91
74538	04-28-22	DONNA MISHELL SCHOONOVER	ACCOUNT REFUND 66846 SAN ARDO RD	65.23		65.23
74553	04-28-22	JACE KAI-LEE DEL ROSARIO	ACCOUNT REFUND 64911 DESERT AIR CT	62.93		62.93
74463	04-13-22	NAHEED KAHN	ACCOUNT REFUND 66824 ESTRELLA AVE	58.64		58.64
74463	04-13-22	NAHEED KAHN	BANK FILE INCORRECT AMOUNT	-58.64		-58.64
74573	04-28-22	NAHEED KAHN	ACCOUNT REFUND 66824 ESTRELLA AVE	58.64		58.64
74518	04-28-22	BRYAN JURGENSON	ACCOUNT REFUND 12516 VIA LORETO	57.64		57.64
74453	04-13-22	ELIZABETH G HARBUR	ACCOUNT REFUND 65565 ACOMA AVE #97	56.37		56.37
74453	04-13-22	ELIZABETH G HARBUR	BANK FILE INCORRECT AMOUNT	-56.37		-56.37
74539	04-28-22	ELIZABETH G HARBUR	ACCOUNT REFUND 65565 ACOMA AVE #97	56.37		56.37
74465	04-13-22	O'REILLY AUTOMOTIVE,INC.	MP GREASE WASH BRUSH	54.88		54.88
74465	04-13-22	O'REILLY AUTOMOTIVE,INC.	BANK FILE INCORRECT AMOUNT	-54.88		-54.88
74575	04-28-22	O'REILLY AUTOMOTIVE,INC.	MP GREASE WASH BRUSH	54.88		54.88
74448	04-13-22	BRANDI HASSELL	ACCOUNT REFUND 11544 W STARCROSS DR	49.62		49.62
74448	04-13-22	BRANDI HASSELL	BANK FILE INCORRECT AMOUNT	-49.62		-49.62
74517	04-28-22	BRANDI HASSELL	ACCOUNT REFUND 11544 W STARCROSS DR	49.62		49.62
74460	04-13-22	MARIA BARAJAS	ACCOUNT REFUND 64185 THOMAS AVE	49.08		49.08
74460	04-13-22	MARIA BARAJAS	BANK FILE INCORRECT AMOUNT	-49.08		-49.08
74565	04-28-22	MARIA BARAJAS	ACCOUNT REFUND 64185 THOMAS AVE	49.08		49.08
74447	04-13-22	AURA FLORES	ACCOUNT REFUND 13430 LA MESA DR	46.79		46.79
74447	04-13-22	AURA FLORES	BANK FILE INCORRECT AMOUNT	-46.79		-46.79
74516	04-28-22	AURA FLORES	ACCOUNT REFUND 13430 LA MESA DR	46.79		46.79
74466	04-13-22	OMAR ALEXIS MORENO MENDOZA	ACCOUNT REFUND 13012 WEST DR	45.69		45.69
74466	04-13-22	OMAR ALEXIS MORENO MENDOZA	BANK FILE INCORRECT AMOUNT	-45.69		-45.69
74576	04-28-22	OMAR ALEXIS MORENO MENDOZA	ACCOUNT REFUND 13012 WEST DR	45.69		45.69
74471	04-13-22	STEPHANIE PLUMACHER	ACCOUNT REFUND 11648 EVENING SKY DR	43.46		43.46
74471	04-13-22	STEPHANIE PLUMACHER	BANK FILE INCORRECT AMOUNT	-43.46		-43.46
74594	04-28-22	STEPHANIE PLUMACHER	ACCOUNT REFUND 11648 EVENING SKY DR	43.46		43.46
74475	04-13-22	USA-FACT INC	NEW EMP. BACKGROUND CHECKS - A.SERRANO/J.MOSQUEDA	40.66		40.66
74475	04-13-22	USA-FACT INC	BANK FILE INCORRECT AMOUNT	-40.66		-40.66
74602	04-28-22	USA-FACT INC	NEW EMP. BACKGROUND CHECKS - A.SERRANO/J.MOSQUEDA	40.66		40.66
74541	04-28-22	ERICK ESTRADA	ACCOUNT REFUND 16375 AVE MERCED	40.47		40.47
74431	04-08-22	PLANIT REPROGRAPHICS	SCANS OF LS PLANS	36.00		36.00





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CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
73335	04-11-22	LOUIS ALEXANDER PEREZ	STALE DATED	-200.00		-200.00
74251	04-05-22	RITA M. HUBER	SHOULD NOT HAVE PAID	-11.52		-11.52
74368	04-05-22	CESAR SANCHEZ	CHANGE OF ADDRESS	-66.91		-66.91
74411	04-08-22	ACWA/JOINT POWERS INSURANCE AUTHORITY	ESPOSITO/PATNEAUDE RESTITUTION	1,200.00		1,200.00
74412	04-08-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	363.93		363.93
74413	04-08-22	CARL OTTESON'S CERTIFIED BACKFLOW	MARCH MONTHLY BACKFLOW TESTING	7,080.00		7,080.00
74414	04-08-22	CARPI & CLAY. INC	MARCH FEDERAL ADVOCACY	4,000.00		4,000.00
74415	04-08-22	CASEY DOLAN	DIGITAL AD MGMT	650.00		650.00
74416	04-08-22	CWEA	A.GRUNNET CWEA MEMBERSHIP	192.00		192.00
74417	04-08-22	DESERT VALLEY DISPOSAL, INC.	MARCH ADMIN BLDG CHARGES	1,138.48		1,138.48
			MARCH CORP YARD CHARGES			
74418	04-08-22	DESERT PROMOTIONS	NEW HIRE ADMIN POLOS	278.40		278.40
74419	04-08-22	FARMER BROS. CO	ADMIN COFFEE FILTERS	9.46		9.46
74420	04-08-22	FERGUSON WATERWORKS #1083	COMPRESSION CPLG MUEL	632.60		632.60
74421	04-08-22	FORSHOCK	GEO SCADA SOFTWARE UPGRADE	0.00	6,400.00	6,400.00
74422	04-08-22	GRAINGER	HOSE REEL FOR PRODUCTION	165.37		165.37
74423	04-08-22	HOME DEPOT CREDIT SERVICES	HOME DEPOT CC	524.42		524.42
74424	04-08-22	MAC'S MOBILE AUTOGLASS	UNIT 410 WINDSHIELD REPLACEMENT	75.00		75.00
74425	04-08-22	MANPOWER US INC.	STAFFING SERVICES	2,886.16		2,886.16
			STAFFING SERVICES - CUST. SERVICE			
74426	04-08-22	MATHESON TRI-GAS, INC	BATTERY RESTOCK	915.71		915.71
			CHEMICAL RESISTANT GLOVES - HORTON PLANT			
			CLEAR SAFETY GOGGLES			
			NITRILE DISPOSABLE GLOVES			
74427	04-08-22	MCMASTER-CARR	PARTS - HORTON PLANT	0.00	538.86	538.86
74428	04-08-22	NOBEL SYSTEMS INC.	GVO CENSUS LAYERS 2020	1,500.00		1,500.00
74429	04-08-22	PARKHOUSE TIRE, INC	UNIT 395 TIRES/REPAIRS	993.71		993.71
74430	04-08-22	PARKERS BUILDING SUPPLY	WIRE BRUSH	23.87		23.87
74431	04-08-22	PLANIT REPROGRAPHICS	SCANS OF LS PLANS	36.00		36.00
74432	04-08-22	PROJECT ENERGY SAVERS LLC	PROMO ITEMS	3,280.99		3,280.99
74433	04-08-22	RUSS MARTIN	R. MARTIN MILEAGE REIMBURSEMENT/8	161.46		161.46
74434	04-08-22	SHERWIN-WILLIAMS	1 GALLON - SAFETY YELLOW PAINT	368.49		368.49
			3 GALLONS - SAFETY YELLOW PAINT			
			CLEAR SEALANT FOR PRODUCTION			
74435	04-08-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET REPAIRS	6,443.29		6,443.29
74436	04-08-22	STAPLES	OFFICE SUPPLIES	481.52		481.52
74437	04-08-22	STATE WATER RES CONTROL BRD	WELL EXTRACTION FEES 2021	400.00		400.00
74438	04-08-22	TKE ENGINEERING, INC	CM SERVICES 12.26.21-01.31.22	0.00	18,350.00	18,350.00
			CM SERVICES FOR JAN 2022			
			CM SERVICES JAN 2022			
74439	04-08-22	TOPS N BARRICADES, INC	MEN WORKING SIGN REPAIR	149.78		149.78
			SAFETY ORANGE BOMBER JACKET			
74440	04-08-22	TRYCO GENERAL ENGINEERING	EMERGENCY SEWER REPAIR - ACOMA AVE.	0.00	77,600.00	77,600.00
74441	04-08-22	USA BLUEBOOK	ZENNER HYDRANT METER	3,042.08	4,825.02	7,867.10
74442	04-08-22	VARCO & ROSENBAUM ENVIRONMENTAL	LEGAL CONSULTING	7,590.00		7,590.00
74443	04-08-22	WATERLINE TECHNOLOGIES INC.	5 DRUMS REFILLED	1,609.10		1,609.10
			6 DRUMS REFILLED			
74444	04-08-22	WEST COAST SAND AND GRAVEL INC.	25.64 BASE - CORP YARD	3,028.82		3,028.82

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			25.92 TONS COLD MIX ASPHALT - CORP YARD			
74445	04-08-22	XEROX CORPORATION	COPY EQUIPMENT LEASE	343.73		343.73
74446	04-13-22	ANTONIO AQUINO	ACCOUNT REFUND 66338 2ND ST	17.81		17.81
74446	04-13-22	ANTONIO AQUINO	BANK FILE INCORRECT AMOUNT	-17.81		-17.81
74447	04-13-22	AURA FLORES	ACCOUNT REFUND 13430 LA MESA DR	46.79		46.79
74447	04-13-22	AURA FLORES	BANK FILE INCORRECT AMOUNT	-46.79		-46.79
74448	04-13-22	BRANDI HASSELL	ACCOUNT REFUND 11544 W STARCROSS DR	49.62		49.62
74448	04-13-22	BRANDI HASSELL	BANK FILE INCORRECT AMOUNT	-49.62		-49.62
74449	04-13-22	CESAR SANCHEZ	ACCOUNT REFUND 68285 CALLE BONITA	66.91		66.91
74449	04-13-22	CESAR SANCHEZ	BANK FILE INCORRECT AMOUNT	-66.91		-66.91
74450	04-13-22	DANGELO COMPANY	GALVANIZED PIPE FITTINGS	586.91		586.91
74450	04-13-22	DANGELO COMPANY	BANK FILE INCORRECT AMOUNT	-586.91		-586.91
74451	04-13-22	DESERT ELECTRIC SUPPLY	PRODUCTION - WIRE SPOOLS	217.79		217.79
74451	04-13-22	DESERT ELECTRIC SUPPLY	BANK FILE INCORRECT AMOUNT	-217.79		-217.79
74452	04-13-22	DESERT PROMOTIONS	MSWD CAPS FOR FIELD STAFF	557.89		557.89
74452	04-13-22	DESERT PROMOTIONS	BANK FILE INCORRECT AMOUNT	-557.89		-557.89
74453	04-13-22	ELIZABETH G HARBUR	ACCOUNT REFUND 65565 ACOMA AVE #97	56.37		56.37
74453	04-13-22	ELIZABETH G HARBUR	BANK FILE INCORRECT AMOUNT	-56.37		-56.37
74454	04-13-22	FERGUSON WATERWORKS #1083	REPLACEMENT READING ANTENNA/BASE	329.89		329.89
74454	04-13-22	FERGUSON WATERWORKS #1083	BANK FILE INCORRECT AMOUNT	-329.89		-329.89
74455	04-13-22	GERARDO CARRILLO	ACCOUNT REFUND WARWICK DR	665.52		665.52
74455	04-13-22	GERARDO CARRILLO	BANK FILE INCORRECT AMOUNT	-665.52		-665.52
74456	04-13-22	HECTOR GONZALEZ	ACCOUNT REFUND 16040 AVE MIROLA	165.70		165.70
74456	04-13-22	HECTOR GONZALEZ	BANK FILE INCORRECT AMOUNT	-165.70		-165.70
74457	04-13-22	INLAND WATER WORKS SUPPLY CO.	BRASS UNION	2,866.32		2,866.32
			HYMAX FLEX COUPLINGS			
74457	04-13-22	INLAND WATER WORKS SUPPLY CO.	BANK FILE INCORRECT AMOUNT	-2,866.32		-2,866.32
74458	04-13-22	LEI JIANG	ACCOUNT REFUND 13255 EL RIO LN	493.64		493.64
74458	04-13-22	LEI JIANG	BANK FILE INCORRECT AMOUNT	-493.64		-493.64
74459	04-13-22	LOUIS ALEXANDER PEREZ	TOILET REBATE	200.00		200.00
74459	04-13-22	LOUIS ALEXANDER PEREZ	BANK FILE INCORRECT AMOUNT	-200.00		-200.00
74460	04-13-22	MARIA BARAJAS	ACCOUNT REFUND 64185 THOMAS AVE	49.08		49.08
74460	04-13-22	MARIA BARAJAS	BANK FILE INCORRECT AMOUNT	-49.08		-49.08
74461	04-13-22	MARY LEE	ACCOUNT REFUND 66850 TWO BUNCH PALMS TRL	375.74		375.74
74461	04-13-22	MARY LEE	BANK FILE INCORRECT AMOUNT	-375.74		-375.74
74462	04-13-22	MATHESON TRI-GAS, INC	MAPA CHEMICAL RESISTANT GLOVES	307.09		307.09
74462	04-13-22	MATHESON TRI-GAS, INC	BANK FILE INCORRECT AMOUNT	-307.09		-307.09
74463	04-13-22	NAHEED KAHN	ACCOUNT REFUND 66824 ESTRELLA AVE	58.64		58.64
74463	04-13-22	NAHEED KAHN	BANK FILE INCORRECT AMOUNT	-58.64		-58.64
74464	04-13-22	NAPA AUTO PARTS	REPLACEMENT 7266 BATTERIES	591.25		591.25
74464	04-13-22	NAPA AUTO PARTS	BANK FILE INCORRECT AMOUNT	-591.25		-591.25
74465	04-13-22	O'REILLY AUTOMOTIVE, INC.	MP GREASE WASH BRUSH	54.88		54.88
74465	04-13-22	O'REILLY AUTOMOTIVE, INC.	BANK FILE INCORRECT AMOUNT	-54.88		-54.88
74466	04-13-22	OMAR ALEXIS MORENO MENDOZA	ACCOUNT REFUND 13012 WEST DR	45.69		45.69
74466	04-13-22	OMAR ALEXIS MORENO MENDOZA	BANK FILE INCORRECT AMOUNT	-45.69		-45.69
74467	04-13-22	PARKERS BUILDING SUPPLY	1/2 PVC S X S	79.20		79.20
			DUST BRUSHES			
			PRODUCTION - GALVANIZED PIPE FITTINGS			

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74467	04-13-22	PARKERS BUILDING SUPPLY	BANK FILE INCORRECT AMOUNT	-79.20		-79.20
74468	04-13-22	ROBIN WITMER	ACCOUNT REFUND 65132 ROLLING HILLS DR	164.00		164.00
74468	04-13-22	ROBIN WITMER	BANK FILE INCORRECT AMOUNT	-164.00		-164.00
74469	04-13-22	SANDRA MARQUEZ	ACCOUNT REFUND 55607 SAN PIERRE RD	570.16		570.16
74469	04-13-22	SANDRA MARQUEZ	BANK FILE INCORRECT AMOUNT	-570.16		-570.16
74470	04-13-22	STAPLES	OFFICE SUPPLIES	286.41		286.41
74470	04-13-22	STAPLES	BANK FILE INCORRECT AMOUNT	-286.41		-286.41
74471	04-13-22	STEPHANIE PLUMACHER	ACCOUNT REFUND 11648 EVENING SKY DR	43.46		43.46
74471	04-13-22	STEPHANIE PLUMACHER	BANK FILE INCORRECT AMOUNT	-43.46		-43.46
74472	04-13-22	TKE ENGINEERING, INC	C&M SERVICES JANUARY 2022	8,790.00	10,630.00	19,420.00
			CONSULTANT SERVICES FOR JAN 2022			
			SERVICES FOR JAN 2022			
74472	04-13-22	TKE ENGINEERING, INC	BANK FILE INCORRECT AMOUNT	-8,790.00	-10,630.00	-19,420.00
74473	04-13-22	UMETECH, INC.	IT SERVICES	10,427.25		10,427.25
74473	04-13-22	UMETECH, INC.	BANK FILE INCORRECT AMOUNT	-10,427.25		-10,427.25
74474	04-13-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	341.25		341.25
74474	04-13-22	UNDERGROUND SERVICE ALERT	BANK FILE INCORRECT AMOUNT	-341.25		-341.25
74475	04-13-22	USA-FACT INC	NEW EMP. BACKGROUND CHECKS - A.SERRANO/J.MOSQUEDA	40.66		40.66
74475	04-13-22	USA-FACT INC	BANK FILE INCORRECT AMOUNT	-40.66		-40.66
74476	04-13-22	USA BLUEBOOK	4 LITERS PH BUFFER	295.72		295.72
			CREDIT FOR INCORRECT CONTROL CABLES			
			GRUNDFOS CONNECTION KITS			
74476	04-13-22	USA BLUEBOOK	BANK FILE INCORRECT AMOUNT	-295.72		-295.72
74477	04-13-22	VERIZON WIRELESS	VERIZON CELL PHONE BILL	5,194.53		5,194.53
74477	04-13-22	VERIZON WIRELESS	BANK FILE INCORRECT AMOUNT	-5,194.53		-5,194.53
74478	04-13-22	WAYNE MAY	ACCOUNT REFUND 9560 EKWANOK DR	228.31		228.31
74478	04-13-22	WAYNE MAY	BANK FILE INCORRECT AMOUNT	-228.31		-228.31
74485	04-14-22	ACWA-JPIA HEALTH BENEFITS AUTH.	MAY 2022 MEDICAL/VISION/EAP	98,136.63		98,136.63
74486	04-14-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 04.05.22	427.93		427.93
74487	04-14-22	BRINKS INCORPORATED	MONTHLY SERVICE	218.14		218.14
			TRANSPORTATION FEES			
74488	04-14-22	CITIES DIGITAL INC.	LASERFICHE MAINTENANCE	0.00	3,376.44	3,376.44
74489	04-14-22	CWEA	G.CHAMPMAN - CSM GRADE II RENEWAL	96.00		96.00
74490	04-14-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	PREEMPLOYMENT PHYSICALS - JACOB & ALEX	260.00		260.00
74491	04-14-22	GOUGH SYSTEMS	UNIDATA MAINTENANCE	2,225.00	6,150.00	8,375.00
74492	04-14-22	INFOSEND INC	MONTHLY SERVICE	1,362.21		1,362.21
			MONTHLY SERVICE FEE			
74493	04-14-22	INLAND WATER WORKS SUPPLY CO.	BRASS UNION	254.18		254.18
74494	04-14-22	JOAN PAGE MCKENNA	TURF REBATE - MCKENNA	810.00		810.00
74495	04-14-22	KOFF & ASSOCIATES, INC.	MSWD - CLASS COMP	0.00	10,720.00	10,720.00
74496	04-14-22	KIRK KILIAN	ACCOUNT REFUND 66359 BUENA VISTA AVE "B"	510.35		510.35
74497	04-14-22	MANPOWER US INC.	STAFFING SERVICES	1,381.20		1,381.20
74498	04-14-22	MICHAEL BAKER INTERNATIONAL, INC.	WATER/SEWER MASTER PLAN UPDATE	0.00	27,030.50	27,030.50
74499	04-14-22	NOBEL SYSTEMS INC.	ANNUAL SUBS	21,800.00		21,800.00
74500	04-14-22	PARKERS BUILDING SUPPLY	NUTS/BOLTS/WASHERS/SCREWS	67.97		67.97
			SIDEWALK REPAIRS			
74501	04-14-22	ROGERS,ANDERSON,MALODY & SCOTT, LLP.	AUDIT PROGRESS BILLING #2 - FINAL	34,865.00		34,865.00
74502	04-14-22	RUHNAU CLARKE ARCHITECTS	MSWD CRITICAL SERVICES	0.00	127,970.00	127,970.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
74503	04-14-22	TACOS LOS CHUBBYS	MSWD CRITICAL SERVICES CTR CATERING FOR 04.20.22 EE EVENT	800.00		800.00
74504	04-14-22	WATERSMART SOFTWARE,INC.	CUSTOM INTEGRATION FEE	19,500.00		19,500.00
74505	04-14-22	WEST COAST SAFETY SUPPLY	CALIBRATION GAS/O2 SENSORS	501.97		501.97
74506	04-14-22	ZACHARY EHLENFELDT	FINANCIAL ASSISTANCE SEWER LOAN	3,200.00		3,200.00
74507	04-28-22	ACWA/JOINT POWERS INSUR AUTH	QTR. 1 ACWA PAYMENT	15,035.17		15,035.17
74508	04-28-22	ADAM WAGNER	ADAM WAGNER - WORK BOOTS	260.99		260.99
74509	04-28-22	AGUA DULCE 73, LLC	ACCOUNT REFUND 14492 E AGUA DULCE DR	690.71		690.71
74510	04-28-22	AGUA DULCE 73, LLC	ACCOUNT REFUND 66398 LANTANA LN	770.20		770.20
74511	04-28-22	AGUA DULCE 73 LLC/ MARIO GONZALES	ACCOUNT REFUND 14456 E AGUA DULCE DR	77.54		77.54
74512	04-28-22	ANDY GRUNNET	A. GRUNNET REIMB. - THREE JAW PULLER TOOL SET	27.18		27.18
74513	04-28-22	ANNE REIN	ACCOUNT REFUND 66033 SANTA ROSA RD	151.12		151.12
74514	04-28-22	ANTONIO PARRA	ACCOUNT REFUND 13443 EL RIO LN	28.73		28.73
74515	04-28-22	ANTONIO AQUINO	ACCOUNT REFUND 66338 2ND ST	17.81		17.81
74516	04-28-22	AURA FLORES	ACCOUNT REFUND 13430 LA MESA DR	46.79		46.79
74517	04-28-22	BRANDI HASSELL	ACCOUNT REFUND 11544 W STARCROSS DR	49.62		49.62
74518	04-28-22	BRYAN JURGENSON	ACCOUNT REFUND 12516 VIA LORETO	57.64		57.64
74519	04-28-22	CAROL LUND	ACCOUNT REFUND 9390 VISTA DEL VALLE	216.39		216.39
74520	04-28-22	CAROL A MORIN	C. MORIN REIMB. - EE LUNCHEON DECORATIONS	103.79		103.79
74521	04-28-22	CASAMAR GROUP, LLC	LABOR COMPLIANCE SERVICE FOR FEB 2022	0.00	80.13	80.13
74522	04-28-22	CESAR SANCHEZ	ACCOUNT REFUND 68285 CALLE BONITA	66.91		66.91
74523	04-28-22	CHAD FINCH	CHAD FINCH - WORK BOOTS	212.05		212.05
74524	04-28-22	CHRIS LONG	ACCOUNT REFUND 13701 EL CAJON DR	161.07		161.07
74525	04-28-22	CITY OF DESERT HOT SPRINGS	UU TAX - FEB 2022	30,743.33		30,743.33
74526	04-28-22	CLAUDIA MACHUCA	ACCOUNT REFUND 13788 SUSAN WAY	114.27		114.27
74527	04-28-22	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES FOR SAMPLES - MARCH 2022	1,560.00		1,560.00
			MARCH 2022 BOD TESTING			
74528	04-28-22	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING - CLASS ACTION	2,964.50		2,964.50
74529	04-28-22	COUNTY OF RIVERSIDE	RIVCO HAZMAT PERMIT/CORP YARD	1,814.00		1,814.00
74530	04-28-22	CV STRATEGIES	BIG HEART SPONSORSHIP AD	11,541.25		11,541.25
			FEB 2022 COM SERVICES			
			FEB 2022 SOCIAL MEDIA			
			GENERAL CONSULTING			
			LEGISLATIVE BROCHURE			
			MARCH 2022 BILL INSERTS			
			MARCH 2022 LEGISLATIVE BROCHURE			
			MARCH 2022 SOCIAL MEDIA			
74531	04-28-22	CYPRESS DENTAL ADMINISTRATORS	MAY 2022 DENTAL	4,191.81		4,191.81
74532	04-28-22	DANGELO COMPANY	GALVANIZED PIPE FITTINGS	586.91		586.91
74533	04-28-22	DAVID WEAVER	D. WEAVER REIMB. - WWTP0 CERTIFICATION	235.00		235.00
74534	04-28-22	DAVID LARSEN	ACCOUNT REFUND 16545 AVE ATEZADA	204.13		204.13
74535	04-28-22	DESERT ELECTRIC SUPPLY	PRODUCTION - WIRE SPOOLS	217.79		217.79
74536	04-28-22	DESERT SUN PUBLISHING CO	LEGAL ADVERTISING ORDINANCE 2022-01	2,520.00		2,520.00
74537	04-28-22	DESERT PROMOTIONS	MSWD CAPS FOR FIELD STAFF	557.89		557.89
74538	04-28-22	DONNA MISHHELL SCHOONOVER	ACCOUNT REFUND 66846 SAN ARDO RD	65.23		65.23
74539	04-28-22	ELIZABETH G HARBUR	ACCOUNT REFUND 65565 ACOMA AVE #97	56.37		56.37
74540	04-28-22	ENVIROGEN TECHNOLOGIES INC	URANIUM TREATMENT FOR WELL 26A	4,149.15		4,149.15
74541	04-28-22	ERICK ESTRADA	ACCOUNT REFUND 16375 AVE MERCED	40.47		40.47

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
74542	04-28-22	EXECUTIVE FACILITIES SERVICES, INC.	DESINFECTON SERVICES - APRIL 2022 JANITORIAL SERVICES - APRIL 2022	3,464.58		3,464.58
74543	04-28-22	FERGUSON WATERWORKS #1083	METER BOXES AND LIDS NEPTUNE METERS REPLACEMENT READING ANTENNA/BASE	82,656.93		82,656.93
74544	04-28-22	GAINFUL VOCATIONAL REHABILITATION INC	ERGO CHAIR & KEYBOARD TRAY R. HUBER	1,578.78		1,578.78
74545	04-28-22	GARY FERGUSON	ACCOUNT REFUND TWO BUNCH PALMS TRL & SARITA DR.	655.79		655.79
74546	04-28-22	GARY ELLIS	ACCOUNT REFUND 9501 PALM DR	323.02		323.02
74547	04-28-22	GERARDO CARRILLO	ACCOUNT REFUND WARWICK DR	665.52		665.52
74548	04-28-22	HARVEY SCHWARTZ	ACCOUNT REFUND 66725 GRANADA AVE	192.47		192.47
74549	04-28-22	HECTOR GONZALEZ	ACCOUNT REFUND 16040 AVE MIROLA	165.70		165.70
74550	04-28-22	IAN HOOLE	ACCOUNT REFUND 65950 ESTRELLA AVE	28.95		28.95
74551	04-28-22	INFOSEND INC	MONTHLY BILLING CHARGES	5,925.31		5,925.31
74552	04-28-22	INLAND WATER WORKS SUPPLY CO.	BRASS UNION HYMAX FLEX COUPLINGS	2,866.32		2,866.32
74553	04-28-22	JACE KAI-LEE DEL ROSARIO	ACCOUNT REFUND 64911 DESERT AIR CT	62.93		62.93
74554	04-28-22	JAMES R SMITH	ACCOUNT REFUND 64108 DORAL DR	221.63		221.63
74555	04-28-22	JESSICA SAMANIEGO	ACCOUNT REFUND 64046 FRANKLIN ST	34.51		34.51
74556	04-28-22	JOE HERNANDEZ	JOE HERNANDEZ - WORK BOOTS	300.00		300.00
74557	04-28-22	JOHN WELLMAN	ACCOUNT REFUND 66088 GRANADA AVE	299.00		299.00
74558	04-28-22	JORGE SANCHEZ	ACCOUNT REFUND 9591 PALM DR	120.53		120.53
74559	04-28-22	JUAN CAMPOS	ACCOUNT REFUND 13920 SANTA YSABEL DR	150.06		150.06
74560	04-28-22	KAMAN INDUSTRIAL TECHNOLOGIES	GEARBOX REPLACEMENT FOR AUGER	2,432.86		2,432.86
74561	04-28-22	LAURIE H ARNOLD	ACCOUNT REFUND 10575 SMOKEWOOD CIR	72.93		72.93
74562	04-28-22	LEI JIANG	ACCOUNT REFUND 13255 EL RIO LN	493.64		493.64
74563	04-28-22	LOUIS ALEXANDER PEREZ	TOILET REBATE	200.00		200.00
74564	04-28-22	MANPOWER US INC.	FIELD SERVICE TEMP FRONT OFFICE TEMP	6,266.88		6,266.88
74565	04-28-22	MARIA BARAJAS	ACCOUNT REFUND 64185 THOMAS AVE	49.08		49.08
74566	04-28-22	MARIA G MORA	ACCOUNT REFUND 11514 W STARCROSS DR	646.04		646.04
74567	04-28-22	MARK YOUSSEF	ACCOUNT REFUND 66272 AVE DORADO	82.00		82.00
74568	04-28-22	MARY LEE	ACCOUNT REFUND 66850 TWO BUNCH PALMS TRL	375.74		375.74
74569	04-28-22	MATHESON TRI-GAS, INC	MAPA CHEMICAL RESISTANT GLOVES	307.09		307.09
74570	04-28-22	MICHAEL BAKER INTERNATIONAL, INC.	C&M SERVICES APRIL 3, 2022 C&M SERVICES ENDING 11/28/2021 CONSULTANT SERVICES AND GENERAL ENG WATER MASTER PLAN UPDATE	0.00	76,338.00	76,338.00
74571	04-28-22	MIGUEL PATTERSON	ACCOUNT REFUND 62908 N CRESCENT ST	74.16		74.16
74572	04-28-22	MITZY KEY	ACCOUNT REFUND 8940 SILVER STAR AVE	131.26		131.26
74573	04-28-22	NAHEED KAHN	ACCOUNT REFUND 66824 ESTRELLA AVE	58.64		58.64
74574	04-28-22	NAPA AUTO PARTS	REPLACEMENT 7266 BATTERIES	591.25		591.25
74575	04-28-22	O'REILLY AUTOMOTIVE, INC.	MP GREASE WASH BRUSH	54.88		54.88
74576	04-28-22	OMAR ALEXIS MORENO MENDOZA	ACCOUNT REFUND 13012 WEST DR	45.69		45.69
74577	04-28-22	PALM SPRINGS PEST CONTROL, INC.	APR. 2022 PEST CONTROL BAIT SERVICE @ WWTP	205.00		205.00
74578	04-28-22	PARKERS BUILDING SUPPLY	1/2 PVC S X S DUST BRUSHES MISC. HARDWARE	276.05		276.05



CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
			PRODUCTION - GALVANIZED PIPE FITTINGS			
			PRODUCTION BOOSTER/WELL SUPPLIES			
			SUPPLIES FOR PRODUCTION			
74579	04-28-22	PATTON DOOR & GATE	CHECK OPERATION OF FRONT GATE	150.00		150.00
74580	04-28-22	PHILLIPS, FRACTOR & COMPANY, LLC	LEGAL CONSULTING CLASS ACTION	3,877.50		3,877.50
74581	04-28-22	PLANIT REPROGRAPHICS	LANDSCAPE PLAN PRINTS	28.00		28.00
74582	04-28-22	PLUMBERS DEPOT INC	FREIGHT FOR GAPVAX HOSE	143.80		143.80
74583	04-28-22	QUADIENT FINANCE USA, INC.	POSTAGE MACHINE INK	223.04		223.04
74584	04-28-22	RAY LOPEZ ASSOCIATES	LANDSCAPE INFILLS	4,781.14		4,781.14
74585	04-28-22	RDO EQUIPMENT CO.	PDI ON LOADER	1,777.87		1,777.87
74586	04-28-22	ROBERTA WILSON	ACCOUNT REFUND 66671 YUCCA DR	2.87		2.87
74587	04-28-22	ROBIN WITMER	ACCOUNT REFUND 65132 ROLLING HILLS DR	164.00		164.00
74588	04-28-22	SAL GUZMAN	ACCOUNT REFUND 13063 CACTUS DR	82.00		82.00
74589	04-28-22	SANDRA MARQUEZ	ACCOUNT REFUND 55607 SAN PIERRE RD	570.16		570.16
74590	04-28-22	SAVANT SOLUTIONS, INC.	ARCTIC WOLF SETUP + 1YR OF SERVICE	28,214.00		28,214.00
74591	04-28-22	SOUTHERN CALIFORNIA EDISON COMPANY	HORTON, DILLON, DC PLANT	19,807.91		19,807.91
74592	04-28-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET AND SERVICE REAPIRS	4,854.79		4,854.79
			FLEET REPAIRS			
			FLEET SERVICE AND REAPIRS			
			FLEET SERVICE AND REPAIRS			
			FLEET SERVICES AND REPAIRS			
74593	04-28-22	STAPLES	OFFICE SUPPLIES	286.41		286.41
74594	04-28-22	STEPHANIE PLUMACHER	ACCOUNT REFUND 11648 EVENING SKY DR	43.46		43.46
74595	04-28-22	TECHNIQUE DATA SYSTEMS, INC.	ANNUAL SERVICE FEE OF CHECK SCANNER	436.00		436.00
74596	04-28-22	TIMOTHY OMASSEY	TOILET REBATE - OMASSEY	100.00		100.00
74597	04-28-22	TKE ENGINEERING, INC	C&M AND INSPECTION SERVICES FOR FEB 2022	19,545.00	40,287.50	59,832.50
			C&M INSPECTION SERVICES FOR FEB 2022			
			C&M SERVICES JANUARY 2022			
			CONSULTANT SERVICES FOR FEB 2022			
			CONSULTANT SERVICES FOR JAN 2022			
			DESIGN SERVICES FOR FEB 2022			
			SERVICES FOR JAN 2022			
74598	04-28-22	TULE RANCH/MAGAN FARMS	SLUDGE HAULING - MARCH 2022	30,055.13		30,055.13
74599	04-28-22	TWT PARTNERS LLC	ACCOUNT REFUND 66560 OCOTILLO RD	35.95		35.95
74600	04-28-22	UMETECH, INC.	IT SERVICES	10,427.25		10,427.25
74601	04-28-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	341.25		341.25
74602	04-28-22	USA-FACT INC	NEW EMP. BACKGROUND CHECKS - A.SERRANO/J.MOSQUEDA	40.66		40.66
74603	04-28-22	USA BLUEBOOK	4 LITERS PH BUFFER	295.72		295.72
			CREDIT FOR INCORRECT CONTROL CABLES			
			GRUNDFOS CONNECTION KITS			
74604	04-28-22	VERIZON WIRELESS	VERIZON CELL PHONE BILL	5,194.53		5,194.53
74605	04-28-22	WAYNE MAY	ACCOUNT REFUND 9560 EKWANOK DR	228.31		228.31
74606	04-28-22	XEROX CORPORATION	COPY LEASE	307.08		307.08
9998531	04-08-22	WELLS FARGO BANK	AUTO DEP PPE 04.01	112,311.55		112,311.55
9998532	04-08-22	WELLS FARGO BANK	FED TAX DEP PPE 04.01	50,203.73		50,203.73
9998533	04-08-22	STATE OF CA EDD	STATE TAX PPE 04.01	8,479.32		8,479.32
9998580	04-11-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 03.18	30,265.38		30,265.38
9998581	04-11-22	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.01	13,167.60		13,167.60





CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL

# AGENDA REPORT

REGULAR BOARD MEETINGS MAY 12 & 16, 2022

## DIRECTOR REPORTS

### DIRECTOR REPORTS

(Per GC 53232.3(d) brief reports on meetings attended for which a daily stipend was claimed)

Date	Event	Attendees
4/5/2022	DWA BOARD MEETNG	DUNCAN
4/5/2022	DHS CITY COUNCIL MEETING	MARTIN
4/6/2022	DVBA NETWORKING NIGHT	MARTIN
4/12/2022	CVWD BOARD MEETING	DUNCAN
4/12/2022	RIVCO BOARD OF SUPERVISORS MEETING	MARTIN
4/19/2022	DWA BOARD MEETING	DUNCAN
4/19/2022	DHS CITY COUNCIL MEETING	MARTIN
4/26/2022	CVWD BOARD MEETING	DUNCAN

### (OTHER) MEETINGS ATTENDED (\*no daily stipend was claimed)

Date	Event	Attendees
4/7/2022	DVBA LEGISLATIVE MEETING	MARTIN
4/14/2022	CVAG~CVCC AND E&E MEETINGS	WRIGHT, MARTIN
4/23/2022	CABOTS EARTH DAY CELEBRATION	MARTIN
4/27/2022	AGUA CALIENTE TRIBAL WATER AUTHORITY MEETING	MARTIN
4/28/2022	WATER 101	WRIGHT, SEWELL



# General Manager's Report May 2022



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## ADMINISTRATION

### Customer Service Department

#### **Disconnections Due to Non-Payment**

After suspending disconnections over the past two years due to the COVID-19 pandemic, MSWD announced it will resume disconnection of past due accounts beginning in April 2022. To avoid disconnection, customers with past due balances were strongly encouraged to contact the District before March 31, 2022, to set up a payment plan and learn about available assistance programs. To assist residential and commercial customers with past due balances related to COVID-19, the District applied for and received funds from the California Water and Wastewater Arrearage Payment Program to cover past due drinking water balances that were accrued between March 4, 2020, and June 15, 2021. With disconnections resumed in April;

- 126 customers to set up payment plan get information for bill assistance
- 107 disconnections as a result of non-payment did occur

#### **Customer Bill Assistance Programs**

As a result of programs MSWD staff has promoted and assisted customer in obtaining, the total assistance has totaled \$1,363,901 since July 1, 2021. More specifically;

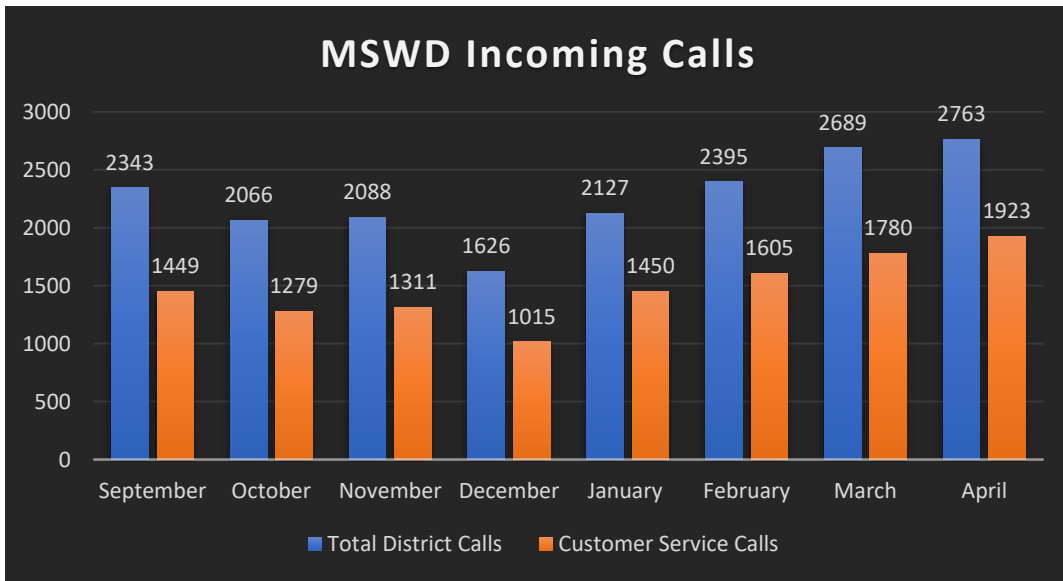
- The United Way Customer Bill Assistance Program continues to be utilized by those customers who have been impacted the most by the COVID-19 pandemic, assisting 161 customers since July 1, 2021.
- United Lift has assisted customers by paying \$93,887 on customer accounts during April 2022.
- Riverside County's CARE Program is launching in May 2022. This program will provide customers with a one-time payment towards their water and/or sewer bill up to \$2,000.00. This program will only run through August 2023.
- California's Water and Wastewater Arrearage Program has assisted customers by providing a one-time payment to eligible accounts totaling \$1,253,914 since January 24, 2022.

#### **Customer Portal Update**

Vertex One/WaterSmart integration continues. The PayNearMe payment portal is in progress as part of the portal integration. Once completed, the District can launch the portal to the public.

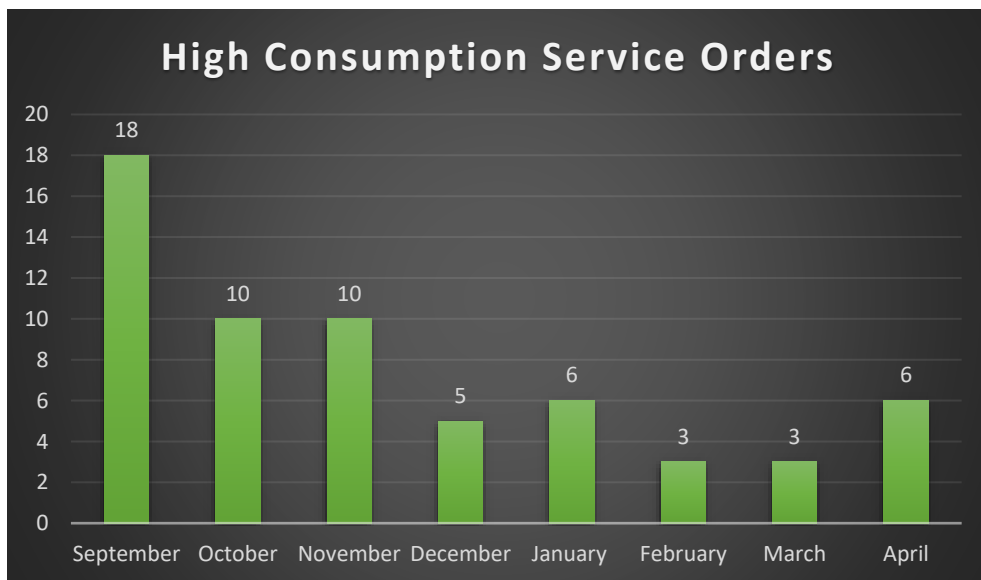
**Calls into the Customer Service Department**

The District is seeing an increase in the number of calls. Most calls are related to delinquency letters received, payment plans, bill assistance information, demand/lien release requests, new property start/stop service, and account balance requests. The chart below represents MSWD incoming calls and those received by the Customer Service staff.



**High Bill Investigation Requests Versus 13,430 Accounts**

Field Customer Service identified 16 high to urgent level leaks via Neptune 360 reports throughout April 2022. The District has been identifying and calling customers when tracking the high consumption alerts.





## Lobby Open by Appointment Only and COVID-19 Response

As part of the COVID-19 response, the MSWD lobby continues to be open by appointment only. The District had seven (7) appointments in April 2022 to assist customers in person. MSWD Customer Service Representatives continue to assist our customers with minimal disruption. Staff continues to find creative ways to assist those customers who may have unique requests including those customers who do not have internet access.

- All Customer Service staff is working in office with distancing
- All Field Service Technicians are working to serve customers in individual trucks
- Applications available on MSWD.org
- Mailing paper applications to customers that are unable or uncomfortable with online processes

## Ways to Pay Bills

MSWD Customer Service continues to provide customers multiple options for bill payment.

- Customers can drop payments (check or money order) in the drop box
- Customers can pay at 7-11 or Walmart in Desert Hot Springs, and must have their bills present
- Payment Portal on MSWD.org
- Customers can call in and pay through the IVR system, or with Customer Service Representative assistance
- Paypal option through Paymentus

**MSWD**  
Mission Springs Water District

# BILL PAY OPTIONS

<p><b>ONLINE</b> MSWD.org/Paperless</p>	<p><b>BY PHONE</b> (760) 329-6448</p>	<p><b>BY MAIL</b> 66575 Second Street Desert Hot Springs, CA 92240</p>	<p><b>IN PERSON</b> Drop off</p>
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**OTHER OPTIONS:** Walmart Pay | PayPal | PayNearMe | YOUR BANK'S E-PAY PROGRAM

## Finance and Accounting Department

The Finance and Accounting Department continues to work with its vendors to complete the yearly and necessary tasks to meet State and Federal reporting requirements and the strategic goals established by the MSWD Board of Directors. Below are project highlights and summaries for April 2022.

### **Current Work Priorities**

- Testing has been completed on a new automatic payment system utilizing the services of Wells Fargo bank. This will result in significant operational efficiencies while giving the district an opportunity to reduce costs as Wells Fargo contacts vendors and enrolls them into a program to accept a commercial credit card as payment.
- The reconciliation of solar credits from SCE as far back as FYE 6/30/2019 has been completed. The data is being analyzed and adjusting entries are being contemplated. Solar credits will be recognized as revenue rather than a decrease in electric utility expense FYE 6/30/2022.
- Continue to work with Administration, Engineering, and Construction & Maintenance on reimbursable jobs. There was only one new reimbursable job in April: City of DHS Fire Station.

### **Budget**

Managers have provided their budget requests for 2023 and those requests have been entered into the budget worksheet. We simplified the Budget Identifiers (BID) by combining like line items and deleting unused BIDs. New BID numbers will be assigned for this year's budget.

Solar energy credits from SCE will be budgeted as a revenue item FYE 6/30/2023.

Budget transfers in April amounted to \$71,704.

### **Payroll**

An internal audit of PERS transactions for fiscal year ending 6/30/21 and the current year through February of 2022 has been completed.

We continue to increase our use automatic workflows which increases efficiency and accuracy. Most recently 95% of all overtime requests and approvals are processed electronically.



## Cash

Total cash receipts for the month of April amounted to \$1,583,237 with \$1,272,431 collected on customer accounts receivable.

Cash disbursements for the month of December amounted to \$1,490,836, with the largest payments going to:

- Various Consultants - \$360,091
- Net Payroll - \$231,065
- Payroll Taxes - \$125,180
- Health & Dental Insurance - \$98,137
- Purchase of Water Meters - \$82,657
- Legal Fees - \$78,128

## Revenues and Expenses

Total operating income and expenses through April 30, 2022, amounted to:

- Operating revenue \$15,083,996
- Operating expense \$13,845,961
- Non-operating income \$2,480,199
- Non-operating expense \$413,304
- Net Income \$3,304,930



## Purchasing Department

Staff continues to source sanitization supplies to ensure wipes, hand sanitizer, and disinfectants are available to all District buildings, and vehicles for the safety of the staff.

Price increases and supply chain issues continue to surface within our industry. Specifically, PVC pipe and fittings, ductile iron pipe and fittings, restraints, hydrants, and valves, as well as many other products, are experiencing significant shortages that could lead to extended lead times. Along with these supply chain problems, pricing continues to escalate. These problems exist with both domestic and import materials. Staff will continue to monitor the situation and perform due diligence in getting all the material that is needed to maintain the water systems.

Staff currently has an order that was placed on October 21, 2021, for 3/4-inch and 1-inch Neptune meters. They were expected to arrive by late January 2022, but unfortunately, were not received until the end of March 2022 due to a delay with the production of the meters. The order containing 160 of the 3/4-inch meters, 60 of the 1-inch meters, and 144 DFW meter boxes has been received and put into stock.



## Innovation and Technology Department

The Innovation and Technology Department (IT) continues to work with staff and vendors to achieve technological enhancement and meet innovation goals established by the MSWD Board of Directors. Below are project highlights and summaries for April 2022.

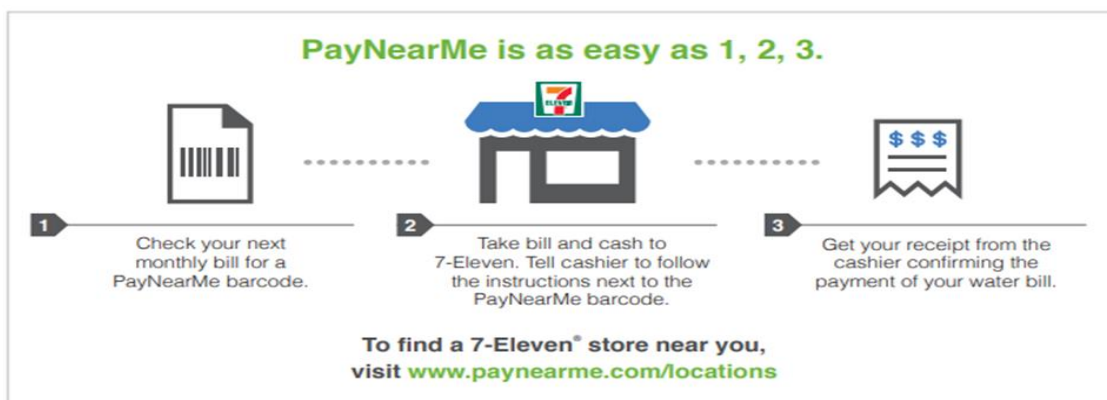
### Technology Improvements

Staff continues to work with security professionals to protect MSWD infrastructure from cyber-attacks and penetrations, and improve efficiencies.

- The District signed the final contract with Arctic Wolf in March 2022 and installed the security measures in April 2022. Arctic Wolf provides 24/7 continuous security monitoring, a system that uses artificial intelligence and a dedicated team to look for security anomalies and assist in taking corrective or proactive action.
- MSWD continues its push toward paperless operations with the expansion of Laserfiche forms which staff are currently using for managing budgets and submitting overtime.
- Staff wireless access points have been upgraded.
- File storage migration into Microsoft SharePoint has continued with Wastewater and Construction & Maintenance crews now able to edit many of their files online.
- Server hardware has been upgraded to better service the more demanding needs of the District's paperless objectives and the upgrade of the financial server.
- Desktop computers and laptop upgrades continue as needed.

### WaterSmart Customer Portal

Staff continues to work with developers from PayNearMe and WaterSmart to integrate online payments via PayNearMe for a seamless customer experience in the WaterSmart portal. Developers from both companies confirm that the District is still on track to go live to the customers in May 2022.





## ENGINEERING AND OPERATIONS

### Engineering Department

Below is a list of Capital Projects and status updates.

#### **Well 42 Project**

Construction is still on-hold due to revisions to the electrical equipment. The District has identified system efficiencies which are being incorporated into the project.

Construction will likely be on-hold for several more weeks while the some of the equipment submittals are processed and the equipment is ordered, fabricated, and delivered to the site for construction and installation. Other electrical items such as the panels shown right have been delivered to the contractor and are awaiting transport to the site for installation.



#### **Well 22 Rehabilitation**

The design consultant, TKE Engineering, has completed the final design package and will be updating the package to so the project can be bid in the month of May. Understanding the supply chain issues which have delayed other projects will delay the electrical panel on this project for up to 8 months, Staff has decided complete the necessary well, pump, and motor maintenance in May to bring the well back into service.

#### **AD-18 – GQPP Sewer Project Areas “H” & “I”**

Staff began the appraisal process for a required sewer easement. Once completed, staff will begin negotiations with the property owner for the proposed easement area for the pipe alignment. The consultant, TKE Engineering, completed the final design plans and specifications.

#### **On-Call General Engineering Services RFP**

MSWD is continuing to use the on-call inspections and plan check contract. Heitec Consulting is currently performing construction inspection and plan check services, and staff is preparing a Request for Proposal for inspection and plan check services for up to the next five (5) years as the Heitec contract ends in June 2022.

### Horton Odor Control Project

Staff in conjunction with the construction manager consultant, Michael Baker International (MBI), have completed a no cost change order extending the contract completion date to June 18, 2022. Current schedule puts the completion beyond that date to July 8, 2022, due to material delivery delays from supply chain issues. A third change order will be issued to move the completion date, and staff and MBI will review potential change order terms. Staff is extending the MBI contract to beyond the contract completion date with no anticipated cost increase.

### Horton Chopper Pumps Project

Staff has contracted with the pump manufacturer, Vaughn's Industrial Repair, to complete the installation of the four influent chopper pumps. Construction began in April 2022. As part of the project, staff cleaned the east influent wet well of the Horton Influent Pump Station for the installation of the new chopper pumps.



The Contractor was able to get the east well completed which included influent pumps 1 and 2. Vaughn's expects to finish the west well in early May. Electrical contractor, On-Power Industries, was onsite to wire up the new chopper pumps.

### Horton Effluent Filtration System

The design consultant, TKE Engineering, is continuing work on the 100% design submittal, specifically adding shade structures, wind break/protection, and maintenance scaffolding system. Staff expects to receive the updated plan set in the coming weeks.

### Backup Generators for Well Sites 27-32 and 37 Projects

Staff is still reviewing the most beneficial locations for fixed and portable generator locations prior to advertising for project bids.

### AD-18 GQPP Sewer Project Area "D3-1"

Due to current construction costs, the project is on-hold, with the intent to repurpose the grant funding to the GQPP Area M2 project in the coming months.



### Water and Wastewater System Comprehensive Master Plan Update

The consultant, Michael Baker International, continued progress on the water and sewer models. Staff and the consultant will meet in May to discuss the proposed Capital Improvement program.

### Regional Water Reclamation Facility

This item has moved from this report to the Board Packet as a monthly update.



## Operations & Maintenance

### **Construction & Maintenance**

Staff completed approximately 323 water line location requests in April 2022. Staff continues to use iPads with the GeoViewer mobile app to streamline and manage line locations.



Staff replaced 15 water services, repaired 28 service line leaks, and four main line leaks in April 2022.

Staff continues to implement maintenance programs, which consist of ground valve exercising, blow-off flushing, air release valves, Cla-Val automatic control valves, and fire hydrant flushing and painting. There were 158 ground valves exercised, 122 fire hydrants flushed, zero air release valve inspected and rebuilt, zero Cla-Val valves inspected, and 29 blow-offs flushed in April 2022.



A total of 52 work orders were processed in April 2022 using the CMMS program.

Staff installed eight new water services in April 2022.

Staff continues performing field fire flow tests for the Engineering Department. 17 fire flow tests were conducted in April 2022.

Staff has been making necessary adjustments in dealing with the current COVID-19 pandemic. Staff continues to keep good constant communication within the department, with other departments, and managers at the District.



## Fleet and Facility Maintenance

All District buildings continue to be cleaned and disinfected each week, Tuesday through Friday, by our janitorial company. Disinfection is completed four times a week and janitorial services are completed twice a week.

Building maintenance continues at District facilities. Staff worked on a few desks making ergonomic adjustments. Staff adjusted AC vents in the Administration Building attempting to balance the AC registers. Repairs were made on AC unit #4 of the Administration Building.

Standby Generator Monthly Maintenance continues at the District. Staff found no issues during the monthly testing of standby generators. This testing ensures the generators are functionally correctly and ready to use when needed.

The District continues to utilize Southern California Fleet Services for contract maintenance and repairs of District vehicles and equipment. Below is a listing of services provided in April 2022:

- Services were completed on units 386, 409, 410 and 419
- Battery was replaced in unit 386
- Repairs have been completed on the skip loader
- Hydraulic line was replaced on unit 367
- Repairs from rodent damaged to unit 406 have been completed
- Recall on unit 421 was completed
- The skip loader had repairs made including a new front bucket, replacement support arms for the rear box scraper (Gannon), a seat and other seals/lube fittings



## Collections

There were no Sanitary Sewer Overflows (SSOs) in the collection system this month. No problems occurred at the Dos Palmas Lift Station and operators conducted daily site visits checking for proper pump operation, ensuring the SCADA system is working properly, and checking site security.



Staff completed 319 sewer line location requests. Staff continues to use iPads with the GeoViewer mobile application to streamline and manage line locations.

Approximately 4.3 miles of sewer mainline was cleaned, which included 86 segments of 8" VCP sewer pipe in AD-3 and AD-1.

Staff assisted with the cleaning of the outfalls from aeration tanks 4 and 5, removing any rags and debris as needed.

### Wastewater Treatment

Staff spent a combined 458-man hours performing routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest Plants. Also, during this timeframe staff spent 155-man hours operating the sludge belt filter press, including filling and removing 13 trailers of sludge from the Horton and Desert Crest Plants.



Staff collected 38 samples and spent 57-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes. Both plants are producing an effluent that meets the District's discharge requirement.



Staff continues to pull the influent pumps a minimum of four times per week, or as needed, including weekend, due to ragging of "flushable wipes." Pumping GPM and Hz are monitored daily to help determine how frequent the pumps need to be pulled.

Six ponds were cleaned and rehabilitated in April 2022. Ponds 4, 5, 6, 7, and 8 were all cleaned this month, and Pond 7 was cleaned twice.

More materials for the odor control project continue to be delivered and are awaiting installation by Atom Engineering. Mobilization and construction are expected to commence in the first week of May 2022.

After replacing three augers on the loadout auger for the belt press in March, staff dealt with the gearbox reducer for the loadout auger seizing up in April. While parts were on order, staff bypassed the auger to continue operation of the belt press. A shoot was created allowing solids to dump into the loader bucket, which then would be loaded into the sludge trailer.

After the replacement parts came in, staff rented a scissor lift help remove and replace the gearbox reducer on the loadout auger. The belt press is now back in normal operation.



Staff submitted a response for the laboratory assessment through Environmental Laboratory Accreditation Program (ELAP). The ELAP are global requirements that all labs conform with to implement a sustainable accreditation program that ensures laboratories generate environmental and public health data of known, consistent, and documented quality. Part of this process requires staff revise the Horton Wastewater Laboratory's Quality Assurance Manual (QAM); Revision 3 is effective 4/7/2022. Revisions include implementing new logs and procedures which contain new calibration checks and procedures, and new logs for balance scale, thermometer, and dissolved oxygen.

Staff continued to conduct a weekly "Wastewater Training" program within the department. These training sessions are intended to get all of the operators on the same page with respect to a standard operating procedure, so that staff is operating equipment more proficiently and are trained in doing so. This training is also to help keep operators safe when conducting maintenance. This month's training included:

- DO Zero O2 Test
- Ladder Storage / Handling
- Company vehicle policy
- Weekly pH

Through continued development in the Desert Hot Springs area, and at the request of new consumers, sanitary services are always being added to the collection system. Following is a summary of new sanitary service connections by month.

New Sanitary Service Connections to Collection System

	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
July	18	8	7	9	51	2
Aug.	20	4	1	8	53	2
Sep.	20	5	2	12	8	11
Oct.	36	9	4	8	12	4
Nov.	29	50	10	9	7	7
Dec.	12	9	3	3	64	1
Jan.	14	21	7	1	16	8
Feb.	7	23	5	1	42	0
Mar.	17	48	1	0	23	5
Apr.	7	18	3	3	15	30
May		17	11	3	20	45
June		21	7	3	6	70
<b>Annual Total</b>	<b>180</b>	<b>233</b>	<b>61</b>	<b>60</b>	<b>317</b>	<b>185</b>

Additional sanitary service connection information is provided in Appendix C.

The following table shows the average daily flow and peak daily flow for the Horton and Desert Crest Plants.

Monthly Wastewater Flows

<b>WASTEWATER FLOW MGD</b>				
2021/22	<b>HORTON PLANT</b>		<b>DESERT CREST</b>	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.987088	2.104457	0.042128	0.058130
Aug.	2.059728	2.224424	0.052436	0.064940
Sep.	2.061448	2.234327	0.049729	0.066370
Oct.	2.081568	2.223453	0.046618	0.051660
Nov.	2.084749	2.213652	0.048180	0.053880
Dec.	2.024843	2.311905	0.051887	0.068500
Jan.	1.984410	2.131439	0.048326	0.054720
Feb.	2.009623	2.139096	0.045334	0.052130
Mar.	2.028970	2.171029	0.045059	0.055840
Apr.	1.980131	2.131250	0.041919	0.046130
May				
June				

Additional wastewater flow information is provided in Appendix C.

## Water Production

Staff collected 45 routine bacteriological (Bac-T) samples, six general physical samples, and uranium samples at Well 26A for analysis in April 2022. Staff works closely with the laboratory when changing sampling dates or taking grab Bac-T samples for any mainline shutdowns. The MSWD Monthly Coliform Monitoring Reports for April 2022 were sent out to the State Water Resources Control Board on May 5, 2022.

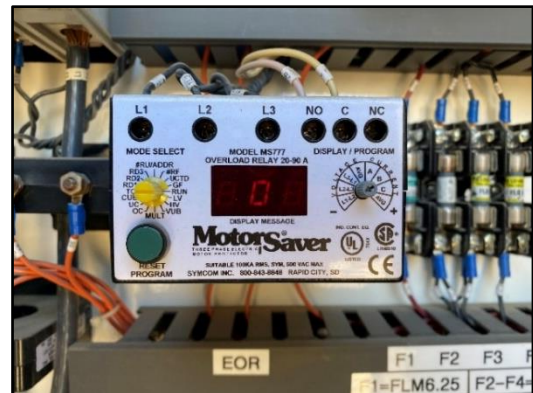


Staff monitors chlorine levels and makes sure that all wells have a sufficient level of chlorine. Weekly chlorine deliveries to all well sites continue and is typically done on Thursdays.

Staff continues to conduct routine chlorine pump maintenance and inspections at all well sites, making necessary adjustments to all chlorine pumps and/or their related equipment, ensuring proper operation and repairing/rebuilding as needed. All chlorinators were functioning properly in April 2022.

There are currently four employees in the Department. Training for the new hires is going well. Soon, they will be put on the on-call rotations.

Staff identified a faulty motor saver at the Valley View booster station. A new motor saver was installed and is operating as intended.



A sanitary survey was conducted for our main public water system between April 5 and April 8, 2022... and it went quite well. MSWD operates three public water systems in total: our main system in Desert Hot Springs and two smaller systems in the Cabazon (ID-E) area. MSWD is still waiting for the final report, but the inspector verbally stated that there were no significant corrections required. The two smaller ID-E systems were done in early 2021. A sanitary survey is a comprehensive review and inspection done every three years to evaluate the adequacy of the water system to provide safe drinking water. The sanitary survey also includes an in-office file review and a physical field visit inspection. This comprehensive evaluation and inspection include items such as sources of supply, any treatment facilities, the distribution system, finished water storage (reservoirs), pumps/pump facilities, monitoring and reporting, system management and



operation, and operator compliance with State requirements. Kudos to our staff for ensuring our water systems stay in compliance with State requirements.

During daily pump run and site checks, staff monitors the system and addresses site vandalism and water theft routinely. Staff continues to do a great job reporting and making repairs as needed.

Staff along with the SCADA contractor, Forshock, is currently working on making SCADA upgrades. There have been some delays, but we anticipate completion of this initial upgrade phase within the first couple weeks of May.

Staff continues to sound groundwater levels for 13 production wells and nine monitoring wells. Staff usually strives to complete the soundings early in the month to proactively identify any abnormalities.



Staff continues to oversee all Production Department sites and make necessary changes. Staff routinely climbs reservoirs and conducts monthly overflow maintenance as needed. Staff also conducts reservoir roof inspections using a drone.



Staff trained new hires on the District's reservoir climbing procedures, teaching them proper and safe methods of climbing.



Staff continues to oversee the landscape maintenance contract for 36 sites throughout the District. Staff identified a couple of locations that had active irrigation line leaks. The contracted landscapers were contacted and repaired the leaks.



Staff performed a controlled overflow of the reservoir at Well 33 to help eliminate the buildup of turbine oil on the surface of the water. This was done on April 28, 2022.

Staff performed the monthly fire pump testing at the Gateway reservoir on April 28, 2022. This test is performed monthly to ensure the fire pump is in good operating condition and works properly when required.



Staff performed a controlled overflow of the reservoir at Well 33 to help eliminate the buildup of turbine oil on the surface of the water on March 31, 2022.

Valley View and Overhill booster sites was found to have leaks on their water lube lines. Both of these sites were repaired.

Staff met with the new on-call well/booster contractors during April 2022. The supervisor took them around each of the well/booster sites that have known maintenance issues/needs, and is waiting for estimates for repairs to before the work.

Staff is working on the installation of the three chlorine buildings that were previously ordered. Installation locations being considered are Wells 27/31, 29, and 33. As part of this upgrade, staff will also connect the chlorinators to our SCADA system for remote monitoring and control. The concrete pads for the building are scheduled to be poured on May 6<sup>th</sup>.

Staff is working on making upgrades to the Low Northridge booster station. These upgrades will help protect the motors from future damages due to electrical spikes, surges, etc.

Staff is beginning to implement thermal imaging on all our electrical panels, motors, and other pumping related equipment. We are hoping to begin trending the health of our equipment to identify future failures before they happen.



Through continued development in the Desert Hot Springs area and at the request of new consumers, water services are always being added. Below is a summary of new water services added each month.

New Service Connections to the Water System

	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
July	18	7	4	5	7	2
August	19	6	10	5	3	2
September	23	18	2	14	4	13
October	33	13	3	21	8	3
November	27	10	16	4	0	7
December	9	2	17	3	3	2
January	14	15	6	3	20	1
February	8	13	8	5	11	1
March	19	16	2	3	6	5
April	6	11	1	3	7	11
May		15	12	5	11	9
June		24	11	2	8	2
<b>Annual Total</b>	<b>176</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>	<b>58</b>
<b>Avg./ Mo.</b>	<b>14.67</b>	<b>12.50</b>	<b>7.67</b>	<b>6.08</b>	<b>7.33</b>	<b>4.83</b>

Additional water service connection information is provided in Appendix C.

As expected, the new water services increase the amount of water needed to be pumped; however, the weather and water conservation continue to be the primary factor in MSWD water production. The following table summarizes the MSWD water production for each month.



Monthly Water Production

	FY 2021/22 AF	Variance from prior year AF	%	FY 2020/21 AF	FY 2019/20 AF	FY 2018/19 AF	FY 2017/18 AF
July	796.57	-61.20	-7.1%	857.77	853.23	857.20	835.87
August	839.93	-45.38	-5.1%	885.31	795.18	806.47	829.93
September	738.65	-46.15	-5.9%	784.80	757.08	689.47	712.40
October	665.18	-90.66	-12.0%	755.84	709.39	709.81	733.86
November	679.85	-10.28	-1.5%	690.13	619.87	631.75	642.41
December	565.48	-22.84	-3.9%	588.32	537.23	502.16	584.24
January	580.28	42.32	7.9%	537.96	553.20	570.20	599.52
February	527.34	31.73	6.4%	495.61	520.85	415.49	512.79
March	601.44	-24.36	-3.9%	625.80	557.73	490.92	536.09
April	624.07	-25.27	-3.9%	649.34	573.02	635.08	644.06
May		0.00	0.0%	723.62	698.99	598.36	697.15
June		0.00	0.0%	761.63	806.02	710.39	688.74
<b>TOTAL</b>	<b>6618.79</b>	<b>-252.09</b>	<b>-3.7%</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>	<b>8017.06</b>

Additional water production information is provided in Appendix C.



## Water Resources

Below is a list of water resources related activities for April 2022:

### **Integrated Regional Management (IRWM)/Coachella Valley Regional Water Management Group (CVRWMG)**

- The CVRWMG met to discuss on-going grant funded projects and upcoming grant opportunities.
- Due to ongoing drought concerns, the CVRWMG agencies are evaluating the need to implement the Water Shortage Contingency Plan Stage 2.
- The CVRWMG also discussed the Annual Water Supply and Demand Assessment reporting, new for this year as part of the Urban Water Management Plan related annual reporting, that is due to DWR on June 1. The agencies are considering a regional approach to the reporting.
- The CVRWMG assembled a letter of support to the Legislature for IRWM Funding in FY 2022-2023
- The CVRWMG has opened the Call for Projects under the IRWM Proposition 1, Round 2 Implementation grant. Project applications are due by May 13<sup>th</sup>.



**Mission Creek Subbasin SGMA and 2022 Alternative Plan Update**

- DWR is currently reviewing the 2022 Alternative Plan Update and will conduct an additional public comment period following preliminary review.
- Staff met with and provided additional information to the USGS for the land subsidence study. The USGS is considering two MSWD owned parcels to install benchmarks to support the study.
- The SWRCB has issued a Hexavalent Chromium (Cr-6) MCL Administrative Draft. Staff and consultant (TKE) attended the public workshops offered by the State Water Board. In addition, staff prepared and submitted a comment letter regarding the proposed Cr-6 MCL.

**San Geronio Pass Subbasin SGMA and 2022 Groundwater Sustainability Plan**

- DWR is currently reviewing the 2022 Groundwater Sustainability Plan and will conduct an additional public comment period following preliminary review.

**Indio Subbasin 2022 Alternative Plan Update**

- DWR is currently reviewing the 2022 Indio Subbasin Water Management Plan Update and will conduct an additional public comment period following preliminary review.

**Salt and Nutrient Management Plan (SNMP)**

- CVWD, on behalf of the SNMP Agencies, submitted the first SNMP Monitoring Annual Report to the Regional Board.
- The CV SNMP Agencies completed interviews with both of the prospective consultants proposing to complete the SNMP Update. The SNMP Agencies anticipate awarding a contract to one of the firms in May.
- Staff continues to coordinate with CVWD on the Technical Support Services grant application with DWR to construct monitoring wells within the Mission Creek and Desert Hot Springs Subbasins.



## PUBLIC AFFAIRS

Below is a list of Public Affairs activities:

### Past Sponsorship Event

#### 2022 Earth Day Celebration at Cabot's Pueblo Museum, Saturday, April 23, 2022

MSWD partnered with Cabot's Pueblo Museum for a FREE Earth Day celebration. More than 130 attendees learned about the inspiring life of Cabot Yerxa and the origins of Desert Hot Springs. In addition, the MSWD booth was busy throughout the day, answering a variety of water-related questions.



#### Multicultural Children's Day, DHS Library, Saturday, April 30, 2022

MSWD was proud to participate in the DHS Multicultural Children's Day held at the DHS Library. Our MSWD booth was bustling throughout the day. More than 1,000 children and adults passed through the booths enjoying activities and programming from all of the vendors.



### Upcoming Sponsorships / Events

#### MSWD Blood Drive, Wednesday, May 11, July 13, and September 14, 2022.

It's not too late to sign up; MSWD will host the LifeStream bloodmobile once again. You can sign-up for the May 11 Blood Drive by clicking on the link below:

[https://giftoflife.lstream.org/donor/schedules/drive\\_schedule/101525](https://giftoflife.lstream.org/donor/schedules/drive_schedule/101525)

**Regional Water Reclamation Facility Groundbreaking Ceremony, June 10, 2022, at 8 a.m.** Funded primarily by grants and low-interest loans, the Regional Water Reclamation Facility will treat an additional 1.5 million gallons of wastewater per day. The expanded capacity will allow more homes currently using a septic tank system to connect to the treatment system. The facility will also support the addition of tertiary treatment in the future, which would provide recycled water to enhance water conservation efforts.



*If any other events occur throughout the month, they will be communicated either from the Public Affairs team or Dori Petee.*

### Public Outreach

#### **Water 101 – Let's Talk Water!**

We continue to host our Water 101 classes, bringing together community leaders who want to learn more about water. Meetings are held on the fourth Thursday of each month during March, April, May, and June between 6-7 p.m. at the new Desert Hot Springs Library. During the March meeting, staff focused on the water system and water quality. We focused on the wastewater system and the importance of groundwater protection during the April meeting.

#### **DHS High School REAL Program Tour & Video Entry**

On Friday, April 29, MSWD hosted students from the DHS High School REAL Academy (Renewable Energy Academy of Learning) to tour the Allan L. Horton Waste Water Treatment Plant and the Mission Creek Preserve. They videotaped and heard from experts at each location who spoke about the aquifer and the importance of protecting our groundwater. The students will be taking what they learned and creating a short Public Service Video shown at a regional REAL competition at the end of May.



### DHS Clean Up Program Partnership

On April 20, Earth Day, the Desert Hot Springs cleanup committee and MSWD joined forces to help a senior, disabled resident clean up his property. Volunteers removed dead plants, garbage, old pottery, and other items from around his property. MSWD also sponsored an evaporative cooler inspection at home to promote proper Cooler maintenance and water efficiency. The cleanup effort received local media coverage from both KMIR and KESQ.



### MSWD Digital Advertising

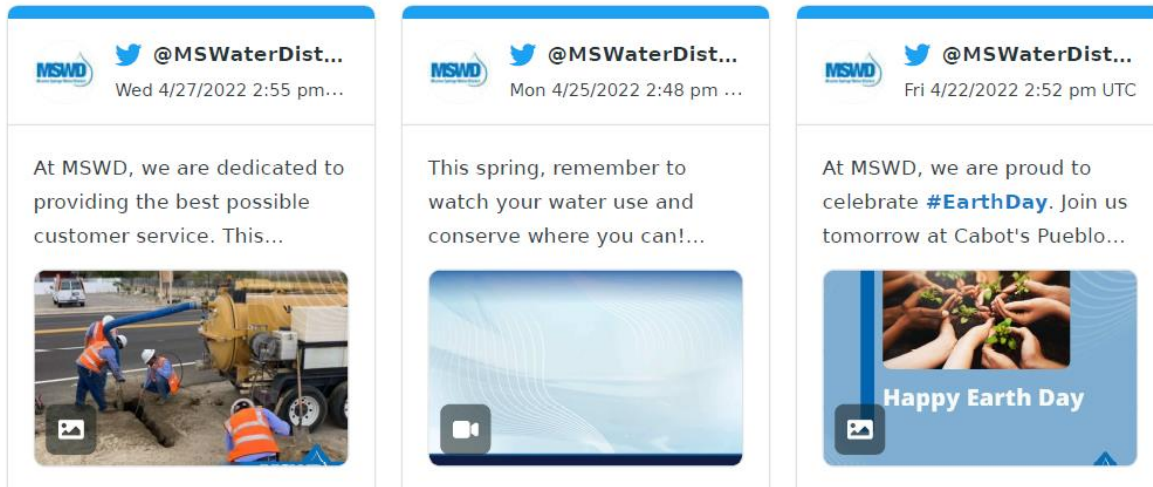
The District featured five Google and Facebook/Instagram ads promoting Bill Assistance (3 versions), Spring Water Conservation, and Water Professions. Together, the three Bill Assistance ads garnered almost 125,000 impressions and approximately 600 clicks. A full report is included in Appendix D.





## Social Media

A copy of the April 2022 social media report can be found in Appendix D. This report highlights activities and posts on the District's social media platforms. Overall, (across all platforms) impressions were down 3.5 percent; however, even with fewer impressions, our engagement increased by 22.6 percent. Following are samples from our Twitter account.



## CV Water Counts

The CV Water Counts Outreach report for April can be found in Appendix D. Visitors to the website increased substantially from the previous month, increasing more than 40 percent from March to more than 2,400 visitors. In addition, the click-thru rate on Google Ads increased from nearly 10 percent to 0.9 percent in April, with the watering restriction Ads generating a large number of clicks in the Spanish language campaign (543). The best performing keywords continue to be rebate-related for Search Ads, with nearly all rebate keywords seeing about a 20 percent click-thru rate. And although down from March, Splash TV on YouTube had more than 8,800 views in April.

Example posts below:



**Rebates & Conservation**

The Public Affairs team continued to promote rebates and conservation throughout our service territory throughout the month.

**Toilet Rebates**

We funded one new toilet rebate in April and have another application pending for eight additional toilets.

**Conservation Kits**

In April, we received two new requests for conservation kits and have distributed 86 since the beginning of the year.

**Turf Rebates**

We funded one turf rebate in April for \$810 and currently have two pending turf rebates totaling \$5,900.

**Water Donations for April 2022**

Date Supplied	Requests Filled	Event or Purpose	# Cases Requested
4/7/2022	Friends of the Library	Book Sale Event	4
4/19/2022	City of DHS	Council/Commission Meetings/Walk-in Guest	25
4/21/2022	VFW Post 1534	PTSD & Suicide Awareness 22 Mile Walk	12
4/23/2022	DHS Women's Club	BBQ	6
4/30/2022	DHS Library	Multicultural Children's Day Festival	15
	<b>Total Cases</b>		<b>62</b>

APPENDIX A – Financial Report

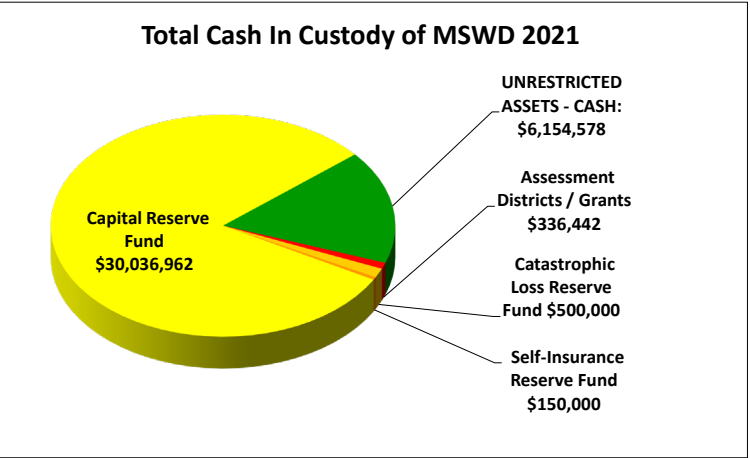
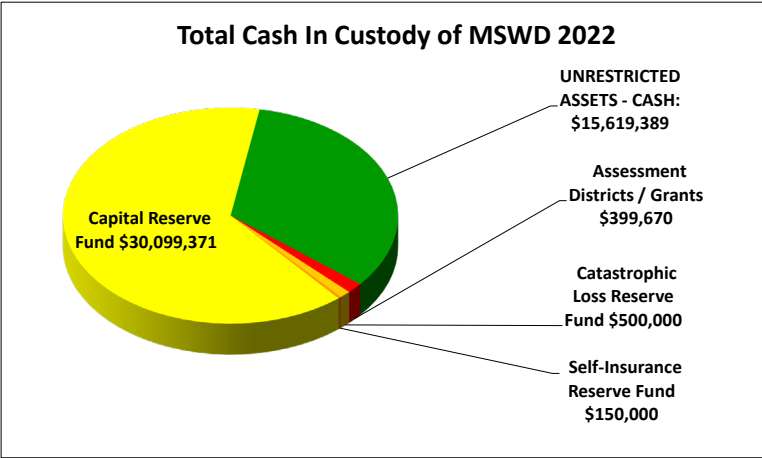


MISSION SPRINGS WATER DISTRICT  
 COMBINED FUNDS  
 DISTRICT SUMMARY  
 JULY 1, 2020 TO MARCH 31, 2022

YEAR TO DATE				JULY 1, 2020 TO MARCH 31, 2021			
ACTUAL	BUDGET	FAVORABLE	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	FAVORABLE
		(UNFAVORABLE)	(UNFAVORABLE)			(UNFAVORABLE)	(UNFAVORABLE)
		VARIANCE	VARIANCE			VARIANCE	VARIANCE
		AMOUNT	PERCENT			AMOUNT	PERCENT
15,083,996	16,827,819	(1,743,823)	-10%	15,932,806	16,377,252	(444,446)	-3%
13,845,961	13,814,588	(31,372)	0%	12,887,278	13,326,822	439,544	3%
1,238,035	3,013,231	(1,775,196)	-59%	3,045,527	3,050,430	(4,902)	0%
				<b>OPERATING REVENUE:</b>			
				<b>OPERATING EXPENSE:</b>			
				<b>NET OPERATING INCOME</b>			
2,480,199	2,135,767	344,432	16%	2,266,392	9,772,145	(7,505,753)	-77%
413,304	587,013	173,709	30%	457,276	598,435	141,159	24%
2,066,895	1,548,754	518,141	33%	1,809,116	9,173,710	(7,364,594)	-80%
				<b>NET NON-OPERATING INCOME</b>			
3,304,930	4,561,985	(1,257,055)	-28%	4,854,643	12,224,140	(7,369,496)	-60%
				<b>NET INCOME</b>			

**OTHER INFORMATION**

	15.56	<b>DEBT SERVICE RATIO</b>	9.52
	0.05%	<b>INVESTMENT RETURN</b>	0.04%
	\$ 39,296,813	<b>CASH - JULY 1</b>	\$ 34,708,247
	\$ 7,471,616	<b>INCREASE/(DECREASE) IN CASH</b>	\$ 2,469,734
	<u>\$ 46,768,429</u>	<b>CASH - END OF PERIOD</b>	<u>\$ 37,177,981</u>
	\$ 15,619,389	<b>UNRESTRICTED CASH</b>	\$ 6,154,578
	\$ 31,149,040	<b>RESTRICTED CASH</b>	\$ 31,023,403
	<u>\$ 46,768,429</u>	<b>CASH IN CUSTODY OF MSWD</b>	<u>\$ 37,177,981</u>
<b>WELLS FARGO</b>	\$ 803,947	<b>RESTRICTED - ASSESSMENT DISTRICTS</b>	\$ 24,581
<b>CALTRUST</b>	\$ 6,402,477	<b>RESTRICTED - SHORT TERM FUND</b>	\$ 6,434,752
<b>CALTRUST</b>	\$ 21,393,487	<b>RESTRICTED - MEDIUM TERM FUND</b>	\$ 22,015,924
<b>CALTRUST</b>	\$ 2,549,130	<b>RESTRICTED - LIQUIDITY FUND</b>	\$ 2,548,146
	<u>\$ 31,149,040</u>	<b>RESTRICTED TOTAL CASH</b>	<u>\$ 31,023,403</u>



APPENDIX B –  
Federal Update from Carpi & Clay

# Mission Springs Water District Federal Update

May 2, 2022

## OMB Issues BIL Buy America Guidance

The White House's Office of Management and Budget (OMB) issued a memo providing guidance to federal agencies regarding implementing the Build America, Buy America title of the Bipartisan Infrastructure Law (BIL). The memo provides implementation guidance to federal agencies on the application of: (1) a "Buy America" preference to federal financial assistance programs for infrastructure; and (2) a transparent process to waive such a preference, when necessary. A federal financial assistance program for infrastructure is any program under which an award may be issued for an infrastructure project, regardless of whether infrastructure is the primary purpose of the award. The term "project" means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States. This guidance applies to all funds made available for infrastructure, whether the funds are provided through BIL or other legislation. The memorandum can be found [HERE](#).

## CEQ Issues NEPA Revisions

The White House's Council on Environmental Quality (CEQ) issued a final rule that amends certain provisions of the implementation regulations for the National Environmental Policy Act (NEPA). Under the new rule, federal agencies must consider the direct, indirect, and cumulative impacts of a proposed action. These impacts include climate change, additional pollution in communities, and land conservation efforts among others. The regulations apply to a wide range of infrastructure works, including oil and gas pipelines, federal mining projects, roads, bridges, and renewable energy projects. More information can be found [HERE](#).

## Federal Agencies Release Equity Action Plans

On April 11<sup>th</sup>, the Biden Administration released Equity Action Plans across all executive agencies. Equity Action Plans were required by Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, signed by the President. Agencies conducted equity assessments of their agency's high-impact services to uncover where systemic barriers to access may exist. From these assessments, agencies developed plans to advance programmatic equity and improve access to programs and services for underserved stakeholders and communities. More information on the Equity Action Plans for the federal agencies can be found [HERE](#).

## Federal Funding Opportunities/Announcements

**DOE Seeks Comments on BIL Funding to Improve Building Codes.** The Department of Energy (DOE) released a Request for Information to collect feedback on the implementation of BIL's \$225 million in funding for improved building codes. This funding will help improve the energy efficiency of building stock through code upgrades that will ensure more efficient and resilient buildings. This funding will also support increased compliance with energy codes in the form of workforce development in advanced technologies, construction practices, and sustained building science. The deadline to submit comments is May 20<sup>th</sup>, and more information can be found [HERE](#).

**EPA Announces \$524 Million Investment to Improve Health of Waterways and Oceans.** The Environmental Protection Agency (EPA) announced a \$542 million investment to reduce pollution and plastic waste in oceans, partly funded through BIL. This funding includes \$350 million in improvements to recycling infrastructure and education, \$132 million for the National Estuary Program in infrastructure improvements to reduce pollutant loadings into freshwater ecosystems and the ocean, and an additional \$60 million to support Mississippi River states, Ohio, and Indiana as they reduce nutrients in waterways to shrink the size of the dead zone in the Gulf of Mexico. More information can be found [HERE](#).

**EPA Announces Request for Applications for \$68 Million in Grant Funding for Environmental Finance Centers.** EPA announced a request for applications for \$68 million in federal funding through the Environmental Finance Center (EFC) Grant Program. EPA encourages non-profit organizations, universities, and other eligible entities to apply to receive funding as a designated EFC in an EPA Region or as a national EFC for EPA Headquarters. A major priority for this program over the next five years is to provide technical support to disadvantaged communities across the country. Selected technical assistance providers will help communities develop and submit project proposals, including State Revolving Fund (SRF) applications for BIL funding. Additionally, the EFCs will support a range of projects focused on solid waste, clean air, toxic substances, drinking water, wastewater, and stormwater. Applications are due June 17<sup>th</sup>, and more information can be found [HERE](#).

## Federal Agency Personnel/Regulatory Announcements

**ASA Final Interim Implementation Guidance on Environmental Justice.** The Office of the Assistant Secretary of the Army for Civil Works (ASA) released its Final Interim Guidance on Environmental Justice. The memo provides interim guidance for the U.S. Army Corps of Engineers Civil Works programs related to environmental justice and the Biden Administration's Justice40 Initiative. This guidance applies to all Civil Works programs and missions except the Regulatory Program. ASA will release separate implementation guidance on environmental justice for the Regulatory Program. The Final Interim Guidance memo can be found [HERE](#).

**CEQ Extends Deadline for Comments on Environmental Justice Screening Tool.** CEQ announced that the deadline for comments on its draft Climate and Economic Justice Screening Tool has been extended until May 25. The tool is being created by the U.S. Digital Service to help the Administration distribute federal funding to disadvantaged communities and is part of the Administration's Justice40 initiative. More information can be found [HERE](#).

**EPA Announces Plan to Protect the Public from Perchlorate in Drinking Water.** EPA announced several actions to ensure public health is protected from perchlorate in drinking water. The agency is partnering with state co-regulators, Tribes, and communities to address perchlorate. Through BIL, EPA is providing \$11.7 billion via the Drinking Water State Revolving Funds supplemental, and \$4 billion in dedicated funding to address emerging contaminants. The agency says it is not drafting a drinking water regulation but will consider new information on health effects and occurrence of perchlorate. EPA's plan does not impact state standards for perchlorate. More information can be found [HERE](#).

**EPA Releases Nutrient Reduction Memo.** EPA released a memo that details plans to accelerate progress in controlling nutrient pollution in US waters by scaling up existing, foundational approaches and more broadly deploying new data assessments, tools, financing approaches, and implementation strategies. EPA plans to integrate the objectives of both the Safe Drinking Water Act and Clean Water Act in a One Water approach to find durable solutions to the challenges and costs associated with reducing nutrient pollution. EPA also foresees incorporating promising innovations, creative partnerships, and unprecedented opportunities to invest in clean and safe water in BIL to accelerate progress in reducing nutrient pollution. More information can be found [HERE](#).

**USDA Announces Plan to Create Subcommittee on Rural Community Economic Development for Equity Commission.** USDA announced its intent to create the Subcommittee on Rural Community Economic Development (RCED) for its Equity Commission. The subcommittee will be charged with providing recommendations on issues and concerns related to rural development, persistent poverty, and underserved communities. The Equity Commission will advise the Secretary of Agriculture by identifying USDA programs, policies, systems, structures, and practices that contribute to barriers to inclusion or access, systemic discrimination, or exacerbate or perpetuate racial, economic, health, and social disparities. The Equity Commission will deliver an interim report and provide actionable recommendations by September 2022. A final report will be generated by the summer of 2023. Nominations for the RCED Committee are due on May 6<sup>th</sup>. More information can be found [HERE](#).

## ## ##

APPENDIX C – Wastewater and Water Production Tables



**WASTEWATER REPORT**

<b>SEWER CONNECTION SUMMARY</b>											
	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	18	8	7	9	51	2	1	139	2	0	0
Aug.	20	4	1	8	53	2	4	214	4	0	2
Sep.	20	5	2	12	8	11	2	90	2	1	0
Oct.	36	9	4	8	12	4	21	65	8	2	1
Nov.	29	50	10	9	7	7	1	52	18	7	3
Dec.	12	9	3	3	64	1	0	86	22	11	2
Jan.	14	21	7	1	16	8	3	27	3	11	1
Feb.	7	23	5	1	42	0	3	5	46	6	1
Mar.	17	48	1	0	23	5	0	31	16	2	1
Apr.	7	18	3	3	15	30	0	8	95	14	3
May		17	11	3	20	45	7	13	98	3	2
June		21	7	3	6	70	4	4	72	2	0
<b>Annual Total</b>	<b>180</b>	<b>233</b>	<b>61</b>	<b>60</b>	<b>317</b>	<b>185</b>	<b>46</b>	<b>734</b>	<b>386</b>	<b>59</b>	<b>16</b>

Connections to Sewer Collection System:

As of June 30, 2021 8467  
 Plus YTD 180  
**Total Sewer Connections = 8647**

<b>WASTEWATER FLOW MGD</b>				
2021/22	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.987088	2.104457	0.042128	0.058130
Aug.	2.059728	2.224424	0.052436	0.064940
Sep.	2.061448	2.234327	0.049729	0.066370
Oct.	2.081568	2.223453	0.046618	0.051660
Nov.	2.084749	2.213652	0.048180	0.053880
Dec.	2.024843	2.311905	0.051887	0.068500
Jan.	1.984410	2.131439	0.048326	0.054720
Feb.	2.009623	2.139096	0.045334	0.052130
Mar.	2.028970	2.171029	0.045059	0.055840
Apr.	1.980131	2.131250	0.041919	0.046130
May				
June				

<b>WASTEWATER FLOW MGD</b>				
2020/21	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	2.069268	2.140825	0.047916	0.079010
Aug.	2.135828	2.274566	0.053795	0.070420
Sep.	2.003417	2.121446	0.046861	0.077790
Oct.	1.964716	2.100928	0.043720	0.049600
Nov.	1.928082	2.082209	0.046171	0.051750
Dec.	1.750513	2.074777	0.044951	0.050380
Jan.	1.846818	2.018006	0.045299	0.050610
Feb.	1.889826	2.253275	0.043718	0.048950
Mar.	1.859783	2.040589	0.043382	0.048920
Apr.	1.897411	2.111914	0.040257	0.060120
May	1.954528	2.151420	0.039293	0.046660
June	2.014604	2.110777	0.038634	0.047440

## WATER REPORT

WATER CONNECTION SUMMARY														
	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09
July	18	7	4	5	7	2	0	0	1	0	0	0	1	2
August	19	6	10	5	3	2	2	0	1	0	0	2	1	2
September	23	18	2	14	4	13	3	0	2	2	0	0	1	0
October	33	13	3	21	8	3	20	0	5	1	1	4	2	1
November	27	10	16	4	0	7	3	0	1	0	1	1	5	1
December	9	2	17	3	3	2	0	0	2	0	0	0	0	2
January	14	15	6	3	20	1	1	2	2	0	0	1	1	9
February	8	13	8	5	11	1	0	1	0	1	0	0	1	2
March	19	16	2	3	6	5	0	12	0	0	4	5	0	4
April	6	11	1	3	7	11	2	7	0	1	4	1	12	2
May		15	12	5	11	9	8	2	0	1	2	0	0	0
June		24	11	2	8	2	10	1	0	0	0	1	1	0
<b>Annual Total</b>	<b>176</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>	<b>58</b>	<b>49</b>	<b>25</b>	<b>14</b>	<b>6</b>	<b>12</b>	<b>15</b>	<b>25</b>	<b>25</b>
<b>Avg./ Mo.</b>	<b>14.67</b>	<b>12.50</b>	<b>7.67</b>	<b>6.08</b>	<b>7.33</b>	<b>4.83</b>	<b>4.08</b>	<b>2.08</b>	<b>1.17</b>	<b>0.50</b>	<b>1.00</b>	<b>1.25</b>	<b>2.08</b>	<b>2.08</b>

**Connections to Water System:**

As of June 30, 2021      13,141  
 Plus YTD                              176  
**Total Water Connections =      13,317**

WATER PRODUCTION														
	FY 2021/22	Variance from prior year		FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14	FY 2012/13	FY 2011/12	FY 2010/11
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	796.57	-61.20	-7.1%	857.77	853.23	857.20	835.87	714.50	659.11	859.00	942.82	911.87	838.49	902.71
August	839.93	-45.38	-5.1%	885.31	795.18	806.47	829.93	808.54	706.62	730.71	828.60	853.85	959.02	964.34
September	738.65	-46.15	-5.9%	784.80	757.08	689.47	712.40	679.54	657.37	800.67	813.20	723.92	826.46	896.27
October	665.18	-90.66	-12.0%	755.84	709.39	709.81	733.86	678.33	575.86	716.30	716.09	788.55	789.71	701.93
November	679.85	-10.28	-1.5%	690.13	619.87	631.75	642.41	601.89	582.22	533.69	557.05	672.3	654.77	709.98
December	565.48	-22.84	-3.9%	588.32	537.23	502.16	584.24	520.63	503.10	590.83	633.09	520.3	575.27	548.09
January	580.28	42.32	7.9%	537.96	553.20	570.20	599.52	465.10	431.38	526.86	582.86	609.45	616.19	545.04
February	527.34	31.73	6.4%	495.61	520.85	415.49	512.79	453.39	483.92	506.49	522.87	507.31	561.24	486.57
March	601.44	-24.36	-3.9%	625.80	557.73	490.92	536.09	549.50	514.05	614.94	603.89	559.02	583.70	575.84
April	624.07	-25.27	-3.9%	649.34	573.02	635.08	644.06	540.56	502.36	622.58	664.05	744.77	645.93	626.37
May		0.00	0.0%	723.62	698.99	598.36	697.15	731.81	601.83	590.28	708.18	786.79	763.12	758.58
June		0.00	0.0%	761.63	806.02	710.39	688.74	732.68	685.93	706.34	812.96	780.86	794.00	839.98
<b>TOTAL</b>	<b>6618.79</b>	<b>-252.09</b>	<b>-3.7%</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>	<b>8017.06</b>	<b>7476.47</b>	<b>6,903.75</b>	<b>7,798.69</b>	<b>8,385.66</b>	<b>8,458.99</b>	<b>8,607.90</b>	<b>8,555.70</b>

APPENDIX D – Public Affairs Information



# MSWD Social Analytics

April 2022

Mission Springs Water District Social Media Analytics

**Included in this Report**

 @MSWaterDistrict

 missionspringswaterdistrict

 Mission Springs Water District

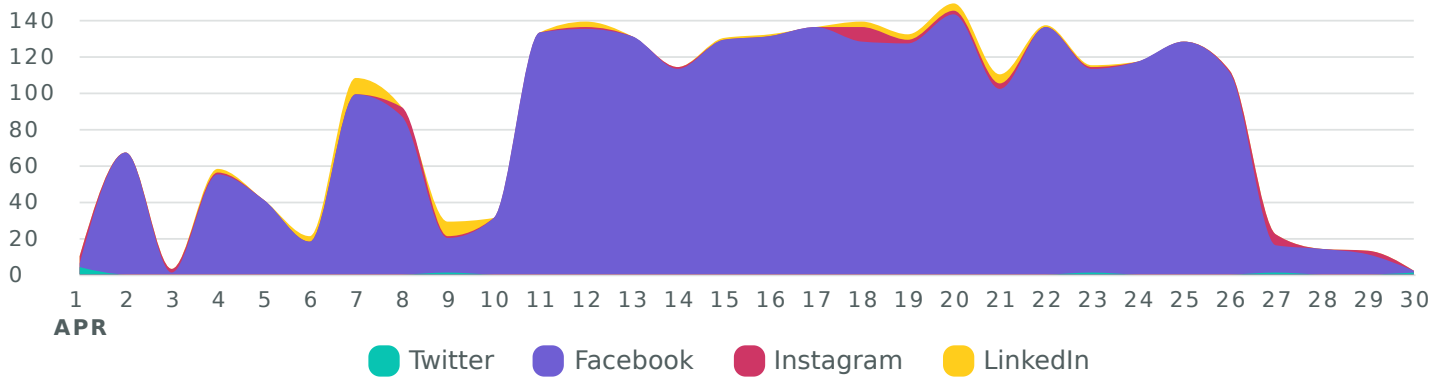
 Mission Springs Water District

## Cross-Network Engagement

See how people are engaging with your posts during the reporting period.

Profile
Reporting Period
All Profiles
All Twitter Post Types

Engagements, by Day



Engagement Metrics	Totals	% Change
<b>Total Engagements</b>	<b>2,565</b>	<b>↗ 22.6%</b>
Twitter Engagements	8	↗ 700%
Facebook Engagements	2,473	↗ 25.5%
Instagram Engagements	40	↘ 56.5%
LinkedIn Engagements	44	↗ 46.7%
<b>Engagement Rate (per Impression)</b>	<b>2.5%</b>	<b>↗ 26.9%</b>



### Cross-Network Performance Summary

View your key profile performance metrics from the reporting period.

-  Profile
-  Reporting Period
-  All Profiles
-  All Twitter Post Types

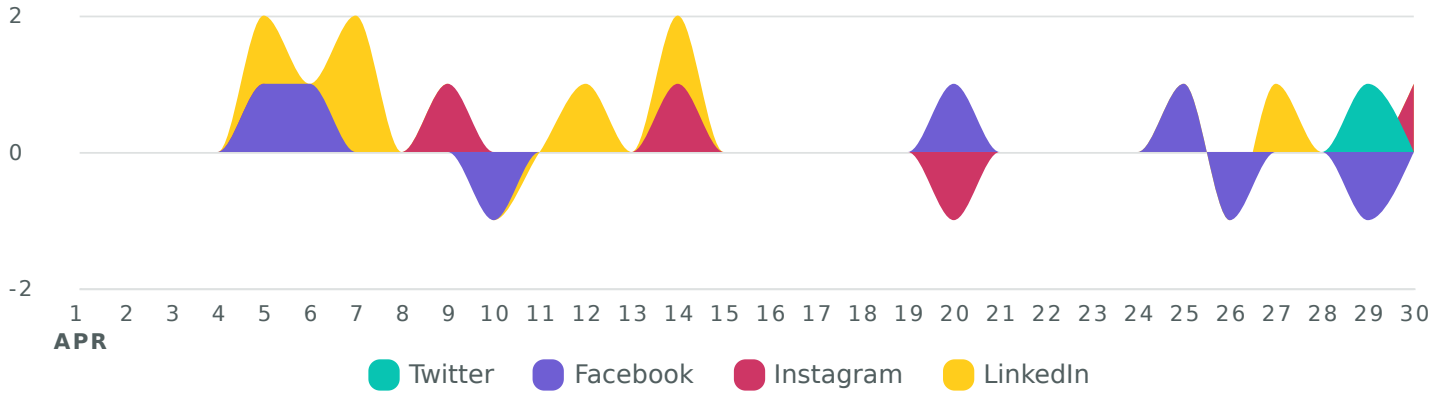
<p>Impressions</p> <p><b>104,402</b> ↘ 3.5%</p>	<p>Engagements</p> <p><b>2,565</b> ↗ 22.6%</p>	<p>Post Link Clicks</p> <p><b>206</b> ↗ 19.8%</p>
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### Cross-Network Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
All Profiles
All Twitter Post Types

Net Audience Growth, by Day



Audience Metrics	Totals	% Change
<b>Total Audience</b>	<b>1,534</b>	<b>↗10.6%</b>
<b>Total Net Audience Growth</b>	<b>10</b>	<b>↘28.6%</b>
Twitter Net Follower Growth	1	↗—
Facebook Net Page Likes	1	↘66.7%
Instagram Net Follower Growth	3	↘25%
LinkedIn Net Follower Growth	5	↘28.6%

### FACEBOOK

## Facebook Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

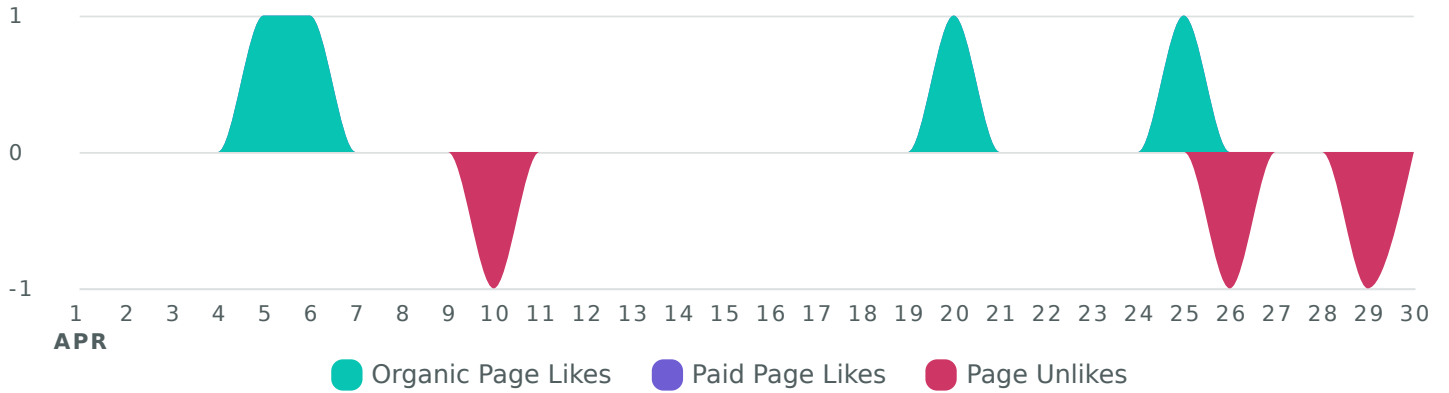
<p>Impressions</p> <p><b>103,460</b> ↘ 2.9%</p>	<p>Engagements</p> <p><b>2,473</b> ↗ 25.5%</p>	<p>Post Link Clicks</p> <p><b>188</b> ↗ 13.9%</p>
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## Facebook Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
Mission Springs Water District

Net Page Likes Breakdown, by Day




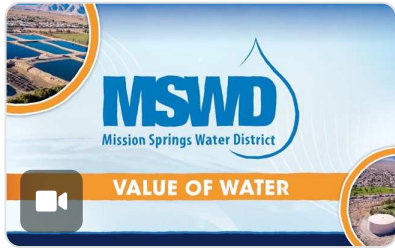

Audience Metrics	Totals	% Change
<b>Fans</b>	<b>1,140</b>	<b>→0%</b>
<b>Net Page Likes</b>	<b>1</b>	<b>↘66.7%</b>
Organic Page Likes	4	↘20%
Paid Page Likes	0	→0%
Page Unlikes	3	↗50%

### Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

📌 Post
📌 Lifetime
📌 Mission Springs Water District


Descending by Lifetime Engagements

Post Preview	Total Engagements
<p><b>Mission Spring...</b> Mon 4/4/2022 8:52 am P...</p> <p>Congratulations to Dori Petee for receiving the Mission Springs Water District Perso...</p> 	<p><b>75</b></p> <p>Reactions: <b>42</b></p> <p>Comments: <b>12</b></p> <p>Shares: <b>2</b></p> <p>Post Link Clicks: <b>—</b></p> <p>Other Post Clicks: <b>19</b></p>
<p><b>Mission Spring...</b> Fri 4/8/2022 10:46 am PDT</p> <p>Here at Mission Springs Water District, we know the value of water and the value of servi...</p> 	<p><b>26</b></p> <p>Reactions: <b>12</b></p> <p>Comments: <b>0</b></p> <p>Shares: <b>0</b></p> <p>Post Link Clicks: <b>—</b></p> <p>Other Post Clicks: <b>14</b></p>
<p><b>Mission Spring...</b> Mon 4/25/2022 8:49 am ...</p> <p>This spring, remember to watcl water use and conserve where can! Check out these helpful ti</p> 	<p><b>22</b></p> <p>Reactions: <b>11</b></p> <p>Comments: <b>0</b></p> <p>Shares: <b>3</b></p> <p>Post Link Clicks: <b>—</b></p> <p>Other Post Clicks: <b>8</b></p>

### INSTAGRAM

### Instagram Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  missionspringswaterdistrict

Impressions <b>381</b> ↘ 63.6%	Engagements <b>40</b> ↘ 56.5%	Profile Actions <b>0</b> ↘ 100%
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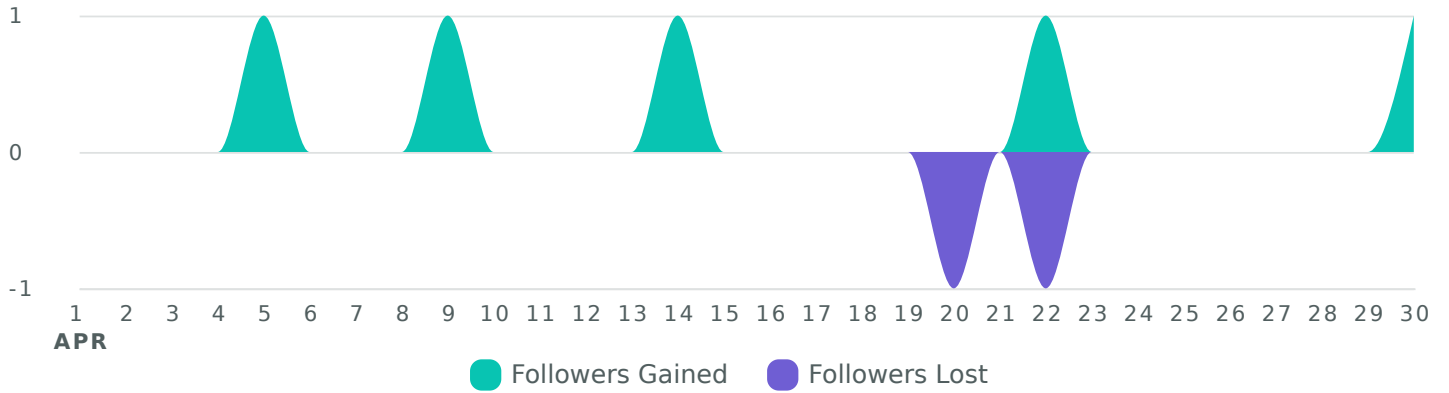


### Instagram Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
missionspringswaterdistrict

Net Follower Growth Breakdown, by Day










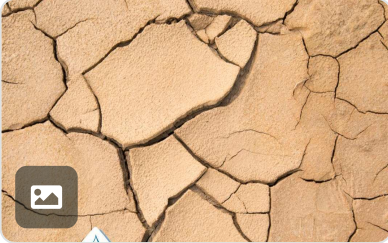

Audience Metrics	Totals	% Change
<b>Followers</b>	<b>219</b>	<b>↗1.4%</b>
<b>Net Follower Growth</b>	<b>3</b>	<b>↘25%</b>
Followers Gained	5	↘16.7%
Followers Lost	2	→0%

### Instagram Top Posts & Stories

Review your top posts and stories published during the selected time period, based on the post or story's lifetime performance.

📌 Post
📌 Lifetime
📷 missionspringswaterdistrict

Descending by Lifetime Engagements

Post	Date	Total Engagements	Likes	Comments	Saves
  <b>missionspring...</b> Sun 4/17/2022 11:08 a...	  <b>missionspring...</b> Tue 4/26/2022 8:08 am ...	  <b>missionspring...</b> Thu 4/21/2022 8:14 am ...			
MSWD recently sponsored the Senior Inspiration Awards and what an incredible evening i... 	As we cope with drought conditions, we need to make conservation a way of life... 	As the drought across California intensifies, we are ready and prepared to meet... 			
<b>Total Engagements</b> <b>12</b>	<b>Total Engagements</b> <b>8</b>	<b>Total Engagements</b> <b>5</b>			
Likes <b>12</b>	Likes <b>8</b>	Likes <b>5</b>			
Comments <b>0</b>	Comments <b>0</b>	Comments <b>0</b>			
Saves <b>0</b>	Saves <b>0</b>	Saves <b>0</b>			

### TWITTER

### Twitter Performance Summary

View your key profile performance metrics from the reporting period.

- Profile
- Reporting Period
- @MSWaterDistrict
- All Twitter Post Types

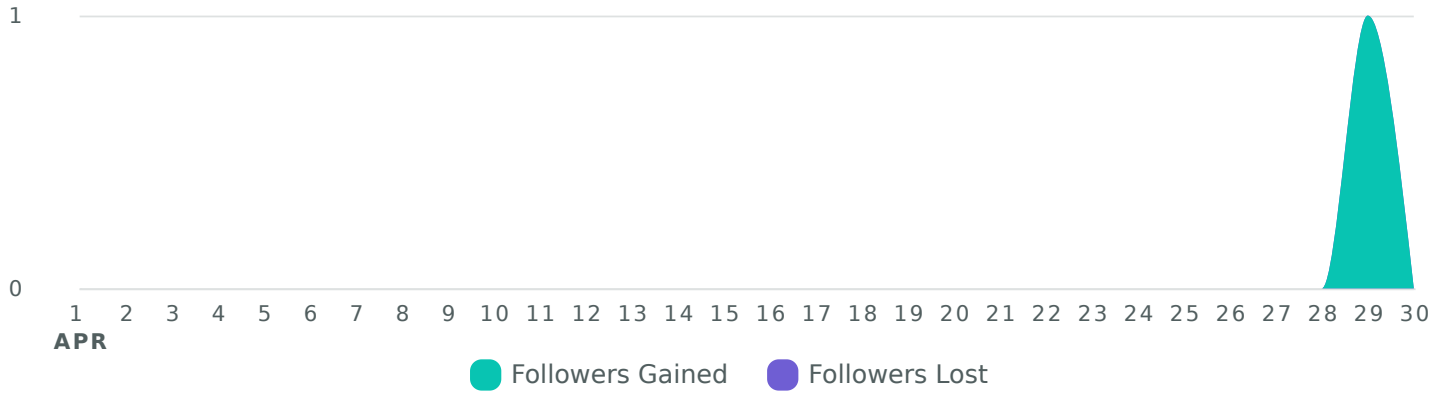
Impressions <b>260</b> ↘ 3.3%	Engagements <b>8</b> ↗ 700%	Post Link Clicks <b>0</b> → 0%
----------------------------------	--------------------------------	-----------------------------------

## Twitter Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
@MSWaterDistrict
All Twitter Post Types

Net Follower Growth Breakdown, by Day









Audience Metrics	Totals	% Change
<b>Followers</b>	<b>80</b>	<b>↗1.3%</b>
<b>Net Follower Growth</b>	<b>1</b>	<b>↗—</b>
Followers Gained	1	↗—
Followers Lost	0	→0%
<b>Following</b>	<b>100</b>	<b>→0%</b>

### Twitter Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
@MSWaterDistrict
All Twitter Post Types

Descending by Lifetime Engagements

Post	Date	Total Engagements																																										
 <p><b>@MSWaterDist...</b> Wed 4/27/2022 2:55 pm...</p> <p>At MSWD, we are dedicated to providing the best possible customer service. This...</p> 	 <p><b>@MSWaterDist...</b> Mon 4/25/2022 2:48 pm ...</p> <p>This spring, remember to watch your water use and conserve where you can!...</p> 	 <p><b>@MSWaterDist...</b> Fri 4/22/2022 2:52 pm UTC</p> <p>At MSWD, we are proud to celebrate <b>#EarthDay</b>. Join us tomorrow at Cabot's Pueblo...</p> 																																										
<table border="1"> <tr><td><b>Total Engagements</b></td><td><b>2</b></td></tr> <tr><td>Likes</td><td><b>1</b></td></tr> <tr><td>Comments</td><td><b>0</b></td></tr> <tr><td>Shares</td><td><b>0</b></td></tr> <tr><td>Post Link Clicks</td><td>—</td></tr> <tr><td>Other Post Clicks</td><td><b>1</b></td></tr> <tr><td>Other Engagements</td><td><b>0</b></td></tr> </table>	<b>Total Engagements</b>	<b>2</b>	Likes	<b>1</b>	Comments	<b>0</b>	Shares	<b>0</b>	Post Link Clicks	—	Other Post Clicks	<b>1</b>	Other Engagements	<b>0</b>	<table border="1"> <tr><td><b>Total Engagements</b></td><td><b>1</b></td></tr> <tr><td>Likes</td><td><b>1</b></td></tr> <tr><td>Comments</td><td><b>0</b></td></tr> <tr><td>Shares</td><td><b>0</b></td></tr> <tr><td>Post Link Clicks</td><td><b>0</b></td></tr> <tr><td>Other Post Clicks</td><td><b>0</b></td></tr> <tr><td>Other Engagements</td><td><b>0</b></td></tr> </table>	<b>Total Engagements</b>	<b>1</b>	Likes	<b>1</b>	Comments	<b>0</b>	Shares	<b>0</b>	Post Link Clicks	<b>0</b>	Other Post Clicks	<b>0</b>	Other Engagements	<b>0</b>	<table border="1"> <tr><td><b>Total Engagements</b></td><td><b>1</b></td></tr> <tr><td>Likes</td><td><b>1</b></td></tr> <tr><td>Comments</td><td><b>0</b></td></tr> <tr><td>Shares</td><td><b>0</b></td></tr> <tr><td>Post Link Clicks</td><td><b>0</b></td></tr> <tr><td>Other Post Clicks</td><td><b>0</b></td></tr> <tr><td>Other Engagements</td><td><b>0</b></td></tr> </table>	<b>Total Engagements</b>	<b>1</b>	Likes	<b>1</b>	Comments	<b>0</b>	Shares	<b>0</b>	Post Link Clicks	<b>0</b>	Other Post Clicks	<b>0</b>	Other Engagements	<b>0</b>
<b>Total Engagements</b>	<b>2</b>																																											
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Post Link Clicks	—																																											
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Likes	<b>1</b>																																											
Comments	<b>0</b>																																											
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Post Link Clicks	<b>0</b>																																											
Other Post Clicks	<b>0</b>																																											
Other Engagements	<b>0</b>																																											

## LINKEDIN

### LinkedIn Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

Impressions <b>301</b> ↗15.3%	Engagements <b>44</b> ↗46.7%	Post Clicks (All) <b>18</b> ↗157.1%
----------------------------------	---------------------------------	--

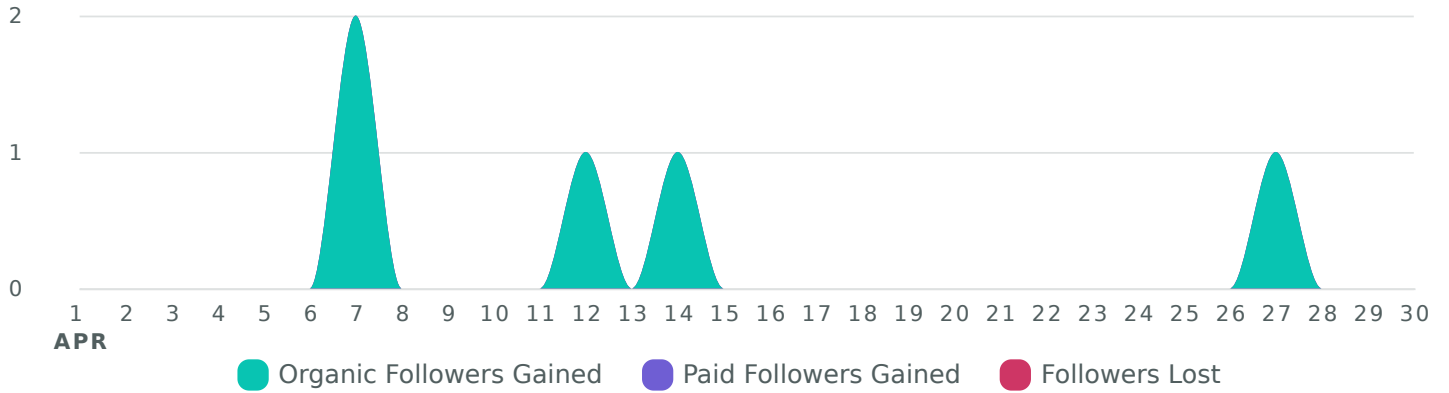


## LinkedIn Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
Mission Springs Water District

Net Follower Growth Breakdown, by Day



Audience Metrics	Totals	% Change
<b>Followers</b>	<b>95</b>	<b>↗5.6%</b>
<b>Net Follower Growth</b>	<b>5</b>	<b>↘28.6%</b>
Organic Followers Gained	5	↘28.6%
Paid Followers Gained	0	→0%
Followers Lost	0	→0%

### LinkedIn Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

🚩 Post
🚩 Lifetime
🌐 Mission Springs Water District

Descending by Lifetime Engagements




**in Mission Spring...**

Tue 4/5/2022 11:37 pm ...

Join the MSWD team! We are looking for a Field Service Representative I to perform...




<b>Total Engagements</b>	<b>13</b>
Reactions	3
Comments	0
Shares	3
Post Link Clicks	7




**in Mission Spring...**

Wed 4/20/2022 5:46 pm...

#DidYouKnow MSWD regularly highlights our work in the field? This week, we're...



<b>Total Engagements</b>	<b>7</b>
Reactions	2
Comments	0
Shares	1
Post Link Clicks	4




**in Mission Spring...**

Tue 4/19/2022 7:15 pm ...

MSWD's rich history is filled with lots of changes over the years, but one thing has ne...

**MSWD History**



<b>Total Engagements</b>	<b>7</b>
Reactions	4
Comments	0
Shares	1
Post Link Clicks	2



# MSWD Digital Marketing and Website Report

Website, Social, and Marketing Performance

**April, 2022**

Casey Dolan

**Casey Dolan Consulting**

# Google Ads Campaigns

 **IMPRESSIONS**  
MSWD

148,613

 **CLICKS**  
MSWD


957

 **CTR**  
MSWD

0.64%

 **GOOGLE ADS CAMPAIGN PERFORMANCE**  
MSWD

Campaign	Impr.	Clicks	CTR
MSWD Disconnection April 2022	116,109	586	0.5%
MSWD Spring Conservation, April 2022	22,827	346	1.52%
MSWD Water Professionals, April 2022	1,035	15	1.45%
Help 2 Others April 2022	8,642	10	0.12%
	148,613	957	0.64%

 **VIDEO PERFORMANCE**  
MSWD

Video	Video views	View rate	Clicks	Video played to 100%	Video played to 75%	Video played to 50%	Video played to 25%
Spring Water Conservation	3,919	17.17%	346	9.23%	11.48%	14.55%	20.91%
MSWD Water Professionals	214	20.68%	15	7.75%	9.15%	12.72%	17.59%
	4,133	17.32%	361	9.15%	11.35%	14.45%	20.72%

# Facebook Ad Campaigns

 **FACEBOOK AD GROUP PERFORMANCE**  
MSWD

Ad preview	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
	MSWD Spring Conservation Video April 2022	57	8,077	2,383	3.39	0



**MSWD Spring Conservation**


MSWD reminds customers, Spring is the best time to replace grass with desert-friendly landscaping. Besides saving time and money, desert landscaping is beautiful.

185 99,764 8,677 11.5 0

Ad preview	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
 <p><b>MSWD - Bill Assistance and Resources</b>  <a href="http://www.mswd.org">www.mswd.org</a>                      Have you fallen behind on your water bills?                      MSWD can help!</p> <p>To help customers impacted by COVID-19, MSWD suspended water shutoffs due to nonpayment almost two years ago; however, the District will be resuming its state-regulated disconnection policy in April.</p> <p>To assist customers with past due balances, MSWD applied for and received grant funding to cover past-due drinking water balances that were accrued between March 4, 2020, and June 15, 2021. These funds have been applied to individual customer accounts; however, some customers may still owe back payments depending upon their individual situation and payment history.</p> <p>Several assistance programs are available to help customers bring their accounts current, including Help2Others, United Lift, and the Community Action Partnership CARES Program.</p> <p>MSWD also offers custom payment plans tailored to the individual needs of each customer.</p>	MSWD Disconnection April 2022	54	44,678	5,872	7.61	0
 <p><b>MSWD - Bill Assistance and Resources</b>  <a href="http://www.mswd.org">www.mswd.org</a>                      MSWD is here to help.</p> <p>Water shutoffs due to nonpayment were halted by MSWD almost two years ago, at the beginning of the COVID-19 pandemic; however, the District will be resuming its state-regulated disconnection policy this April.</p> <p>There are several assistance programs available to help customers bring their accounts current, including Help2Others, United Lift, and the Community Action Partnership CARES Program. MSWD also offers custom payment plans tailored to the individual needs of each customer.</p> <p>Click the link for contact information and details.</p>	MSWD Disconnection April 2022	48	44,634	5,766	7.74	0

185 99,764 8,677 11.5 0

Ad preview	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
 <p><b>MSWD - Water Bill Assistance</b>  <a href="http://www.mswd.org">www.mswd.org</a>                      If you need help paying your water bill, MSWD is here for you. Click to learn more about our bill assistance options.</p>	MSWD Water Bill Assistance April 2022	18	1,828	1,234	1.48	0
 <p><b>MSWD Water Professionals</b>                      Before you turn on your tap and after every flush, know that there are many hardworking employees at MSWD dedicated to protecting your health and our groundwater. It takes a team of dedicated, hard-working individuals to keep our taps flowing and toilets flushing.</p>	MSWD Water Professionals Video April 2022	8	547	454	1.2	0
		185	99,764	8,677	11.5	0

 VIDEO PERFORMANCE  
MSWD

Campaign	Video Plays	Video Plays at 25%	Video Plays at 50%	Video Plays at 75%	Video Plays at 100%	Video Average Play Time	Link Clicks
MSWD Spring Conservation Video April 2022	7,929	21	8	4	5	13s	57
MSWD Water Professionals Video April 2022	538	2	1	0	0	13s	8
	8,467	23	9	4	5	13s	65



# Website Information

**PAGEVIEWS**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

**18,556**

**NEW VISITOR**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

**6,411**

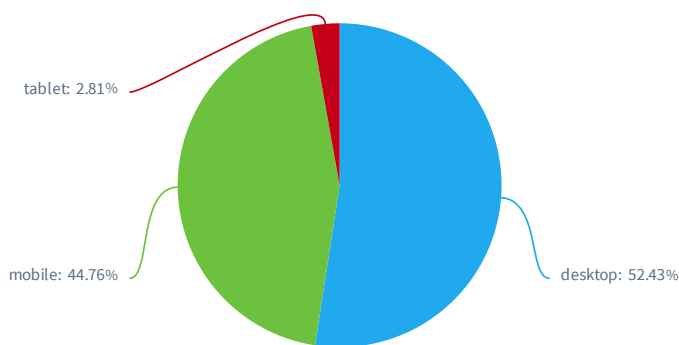
**USERS**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

**2,442**

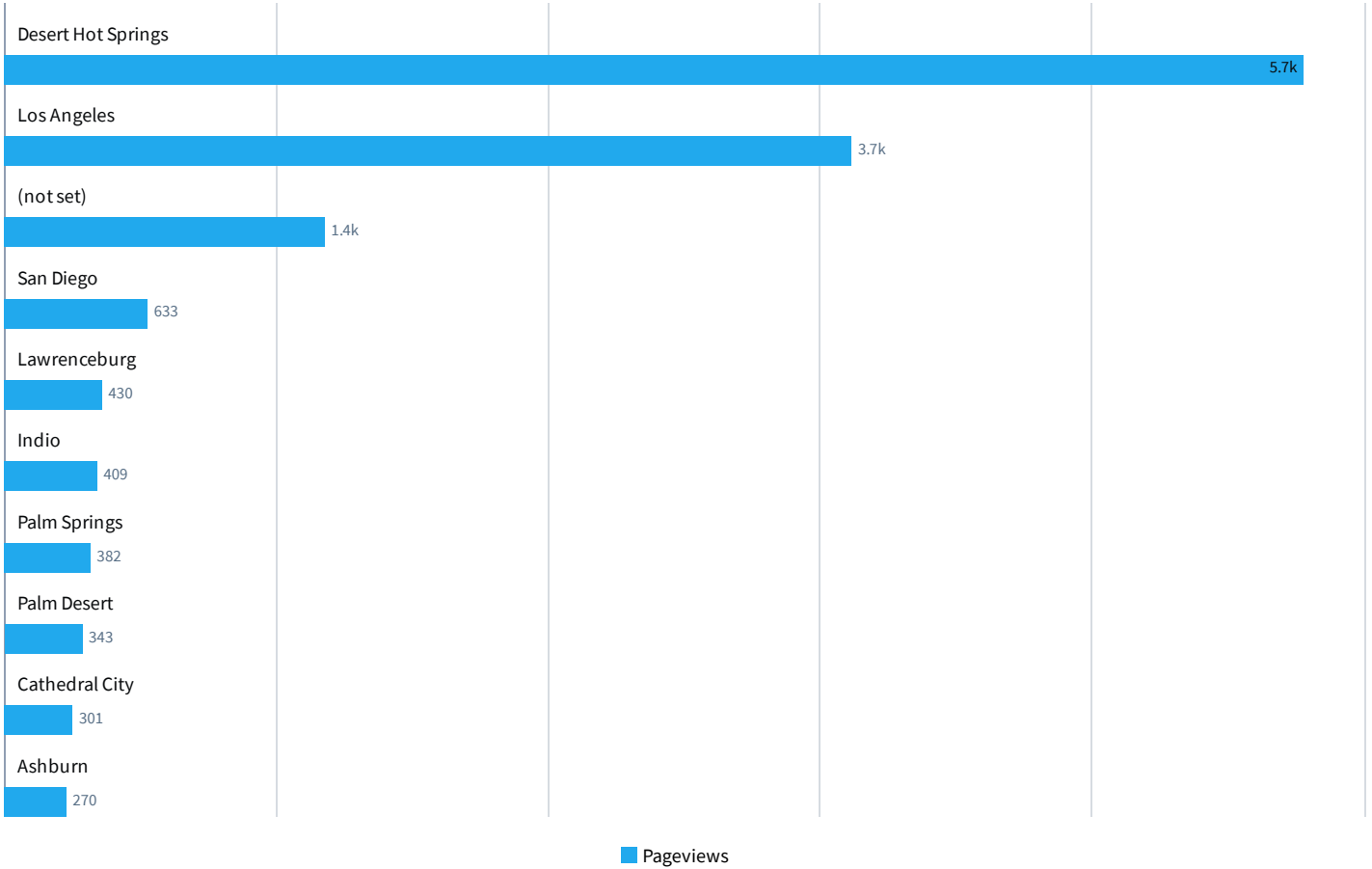
**PAGEVIEWS**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

Page Title	Pageviews
Mission Springs Water District Home Page   Mission Springs Water District CA	6,743
Bill Pay Options   Mission Springs Water District CA	1,759
Bill Assistance and Resources   Mission Springs Water District CA	1,120
Application for Water Service   Mission Springs Water District CA	698
Job Opportunities   Mission Springs Water District CA	695
Start/Stop Water Service   Mission Springs Water District CA	532
Log in   Mission Springs Water District CA	441
Conservation Mission   Mission Springs Water District CA	404
Search   Mission Springs Water District CA	331
Careers   Mission Springs Water District CA	319
	<b>18,556</b>

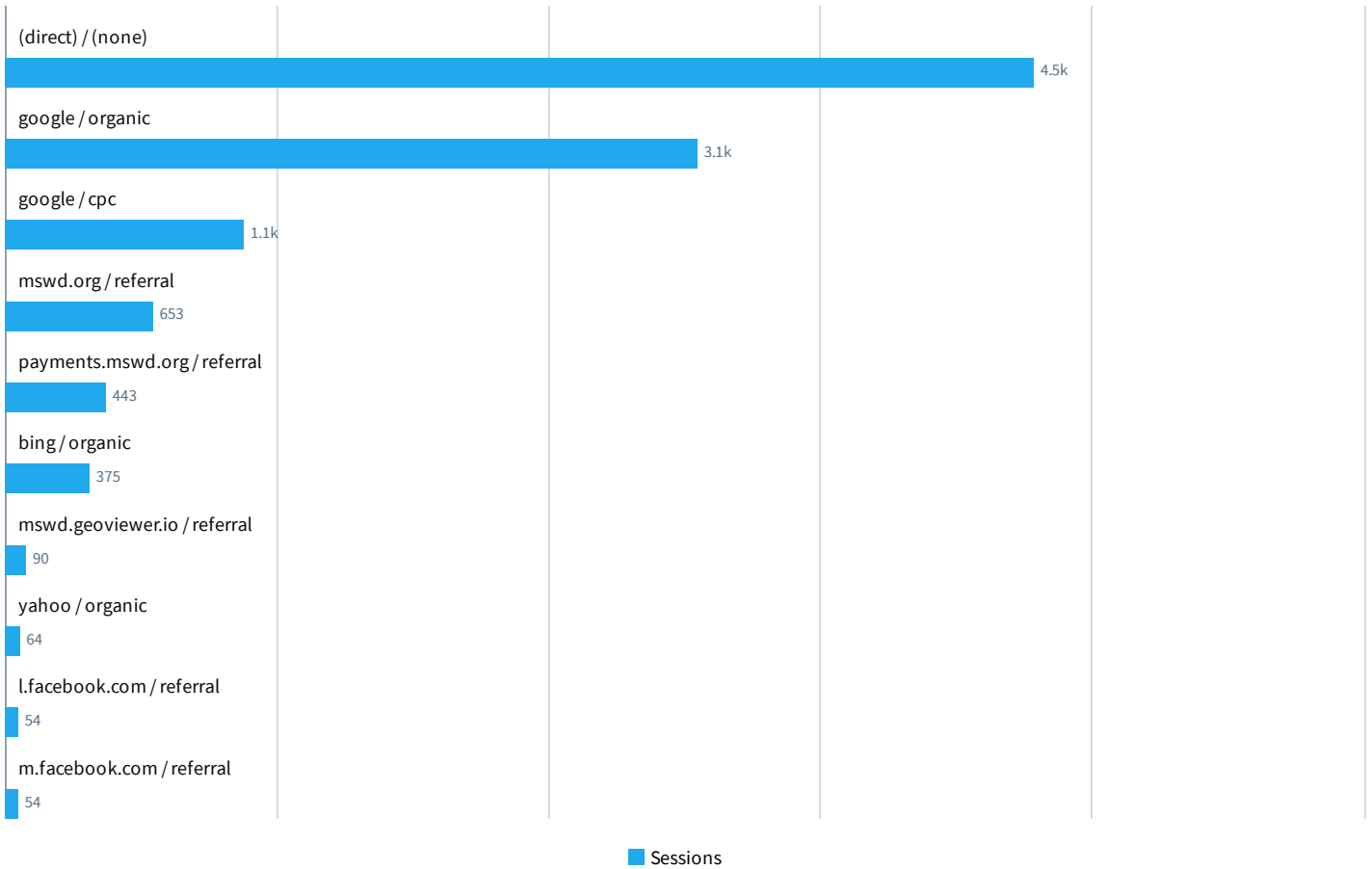
**SESSIONS / DEVICE CATEGORY**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



**PAGEVIEWS BY CITY**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



**USER REFERRERS**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



**AVG. SESSION DURATION**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

1m 28s

**PAGES / SESSION**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

1.74

**BOUNCE RATE**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

39.27%



# CVWC Digital Marketing Report

Website, Social, and Marketing Performance

**April, 2022**

compared to March, 2022

by Hunter | Johnsen

# Google Ads Campaigns

 **DISPLAY AD IMPRESSIONS**  
CV WATER COUNTS

69,518

↓ -7.9%

 **SEARCH AD IMPRESSIONS**  
CV WATER COUNTS

2,215

↓ -10.1%

 **VIDEO IMPRESSIONS**  
CV WATER COUNTS

75,202

↓ -8.4%

 **CLICKS**  
CV WATER COUNTS

1,327

↑ 0.9%

 **CTR**  
CV WATER COUNTS

0.9%


↑ 9.9%

 **GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE**  
CV WATER COUNTS

Apr 1 - 30, 2022    Mar 1 - 31, 2022

Campaign	Clicks	Impr.
CV Water Counts April 2022	408	39,642
	0	0
	↑ ∞%	↑ ∞%
Scrape Dishes	213	24,407
Local Watering Restrictions	195	15,235
CV Water Counts April 2022 SPANISH	543	29,876
	0	0
	↑ ∞%	↑ ∞%
Local Watering Restrictions Spanish	372	18,578
Scrape Dishes Spanish	171	11,298
	951	69,518
	967	75,443
	↓ -1.7%	↓ -7.9%



 **GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE**  
CV WATER COUNTS

Item 15.

Apr 1 - 30, 2022      Mar 1 - 31, 2022

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	75,202	21,747	8,846	136
	82,092	27,343	11,030	160
	↓ -8.4%	↓ -20.5%	↓ -19.8%	↓ -15.0%
CVWC Water Saving Tips YouTube Spanish April 2022	35,394	11,405	4,835	55
CVWC Water Saving Tips English YouTube April 2022	39,808	10,342	4,011	81
CV Water Counts	75,202	21,747	8,846	136
	82,092	27,343	11,030	160
	↓ -8.4%	↓ -20.5%	↓ -19.8%	↓ -15.0%



**GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE**  
CV WATER COUNTS

Apr 1 - 30, 2022      Mar 1 - 31, 2022

Campaign	Clicks	Impr.
CVWC Search Campaign 2022	240	2,215
	188	2,463
	↑ 27.7%	↓ -10.1%
CVWC Search Campaign 2022	240	2,215
	188	2,463
	↑ 27.7%	↓ -10.1%

**KEYWORDS PERFORMANCE**  
CV WATER COUNTS

Account name	Clicks	Impr.	CTR
CV Water Counts	192	1,626	11.81%
water agency	74	811	9.12%
	192	1,675	11.46%




Item 15.

Account name	Clicks	Impr.	CTR
water rebates	53	280	18.93%
water company	32	332	9.64%
grass removal rebate	12	58	20.69%
toilet rebate	10	36	27.78%
washing machine rebate	7	65	10.77%
ways to conserve water	3	34	8.82%
turf removal rebate	1	2	50%
water agency map	0	6	0%
water saving tips	0	2	0%
	192	1,675	11.46%

# Facebook Ad Campaigns

 **FACEBOOK AD PERFORMANCE**  
HUNTER JOHNSEN

Apr 1 - 30, 2022    Mar 1 - 31, 2022

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page engagement
 <p><b>Tips to Save Water</b> cvwatercounts.com</p> <p>Did you know there are more than a hundred ways to save water? And some of them are really easy. Learn more water saving tips by clicking the link.</p>	190	34,905	12,540	2.78	222
	0	0	0	0	0
	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%
	190	34,905	12,540	2.78	222
	251	33,145	14,152	2.34	286
	↓ -24.3%	↑ 5.3%	↓ -11.4%	↑ 18.8%	↓ -22.4%

Item 15.

# Website Information

**PAGEVIEWS**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

**5,096**

↑ 47.6%

**NEW VISITOR**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

**2,419**

↑ 40.5%

**RETURNING USERS**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

**521**

↑ 33.6%

**PAGEVIEWS**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

Apr 1 - 30, 2022    Mar 1 - 31, 2022

Page path	Pageviews	
/	1,878	
	250	↑ 651.2%
/statewide-drought-may-lead-to-local-watering-restrictions/	864	
	0	↑ ∞%
/conservation-tips/	676	
	956	↓ -29.3%
/water-map/	263	
	235	↑ 11.9%
/rebates/	229	
	152	↑ 50.7%
/plant-of-the-month-trailing-lantana-lantana-montevideensis/	119	
	110	↑ 8.2%
/take-the-pledge-to-serve-water-for-your-new-years-resolution/	59	
	60	↓ -1.7%
/two-dozens-vegetables-to-plant-by-mid-october-in-palm-springs-and-the-coachella-valley/	52	
	46	↑ 13.0%
	5,096	
	3,453	↑ 47.6%

166

Item 15.

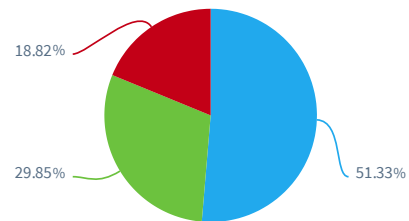
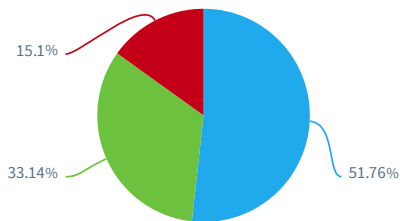
Apr 1 - 30, 2022    Mar 1 - 31, 2022

/about/	50	
	44	
		↑ 13.6%
/toilet-leaks-can-be-very-costly-find-out-if-you-have-a-leak/	43	
	607	
		↓ -92.9%
	5,096	
	3,453	
		↑ 47.6%

**SESSIONS / DEVICE CATEGORY**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

**Apr 1 - 30, 2022**  
Sessions: 3,383    ↑ 36.6%

**Mar 1 - 31, 2022**  
Sessions: 2,476



■ mobile    ■ desktop    ■ tablet

**PAGES / SESSION**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

**1.51**  
↑ 8.0%

**AVG. SESSION DURATION**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

**36s**  
↓ -15.9%

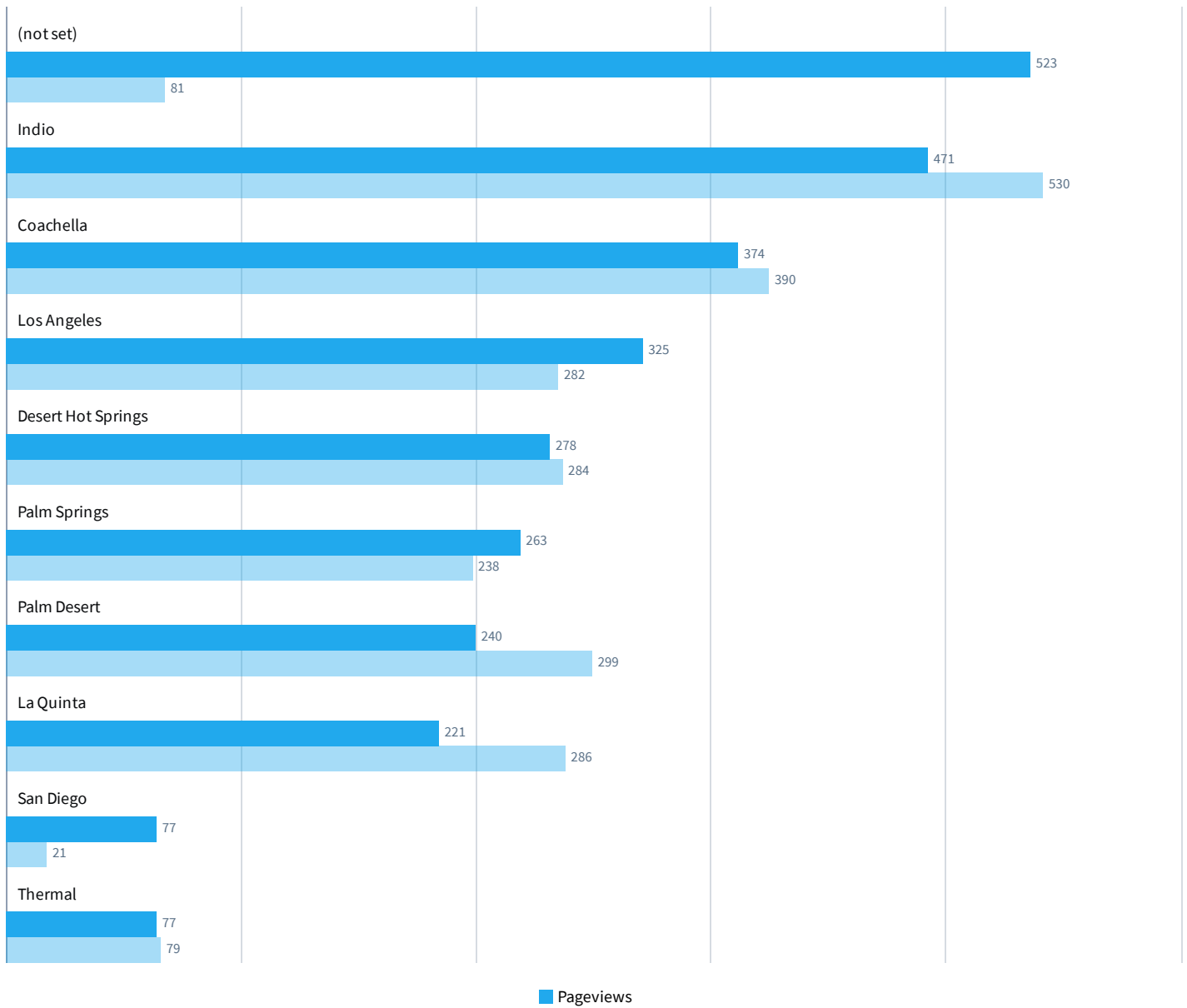
**BOUNCE RATE**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

**63.38%**  
↓ -23.7%

Item 15.

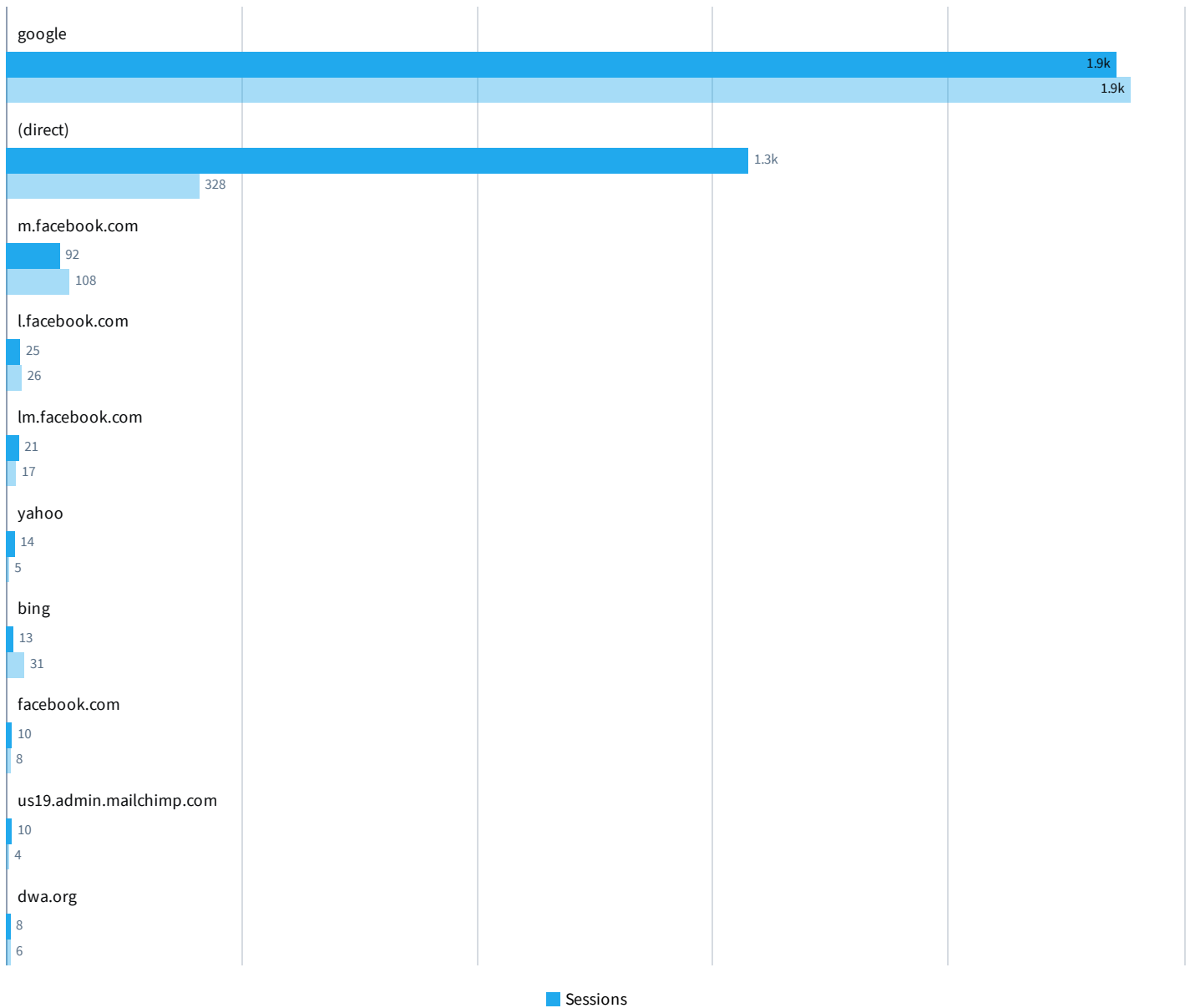
**PAGEVIEWS BY CITY**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

Apr 1 - 30, 2022 compared to Mar 1 - 31, 2022



**USER REFERRERS**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

Apr 1 - 30, 2022 compared to Mar 1 - 31, 2022



**HISTORY**  
PAST 13 MONTH: CV WATER - CV WATER COUNTS - CV WATER COUNTS

Month	Sessions	Users	Pageviews	Pages / session	Avg. session duration	Bounce rate	% new sessions
April 2022	3,383	2,545	5,096	1.51	36s	63.38%	71.5%
March 2022	2,476	1,859	3,453	1.39	42s	83.04%	69.55%
February 2022	2,654	1,912	3,625	1.37	44s	81.2%	67.48%
January 2022	8,388	6,410	10,465	1.25	43s	86.27%	74.61%
December 2021	5,138	4,105	6,353	1.24	37s	87.5%	77.29%
November 2021	6,014	4,869	7,628	1.27	34s	86.51%	79.12%
October 2021	2,133	1,588	2,825	1.32	37s	84.2%	70.46%
<b>Total</b>	<b>43,977</b>	<b>31,487</b>	<b>58,902</b>	<b>1.34</b>	<b>42s</b>	<b>82.47%</b>	<b>71.11%</b>

Item 15.

Month	Sessions	Users	Pageviews	Pages / session	Avg. session duration	Bounce rate	% new sessions
September 2021	2,035	1,501	2,791	1.37	49s	83.59%	70.37%
August 2021	2,090	1,439	2,877	1.38	56s	82.82%	65.17%
July 2021	2,278	1,553	3,216	1.41	56s	83.01%	63.48%
June 2021	2,354	1,575	3,103	1.32	44s	83.56%	62.7%
May 2021	2,394	1,558	3,117	1.3	37s	84.13%	60.44%
April 2021	2,640	1,820	4,353	1.65	48s	71.17%	63.98%
	43,977	31,487	58,902	1.34	42s	82.47%	71.11%



# Organic Search

## TOP KEYWORDS CVWATERCOUNTS.COM/

Query	Impr.	Clicks	CTR	Avg. position
lake cahuilla	2,861	0	0%	5.12
conserve water	2,241	0	0%	9.46
trailing lantana	915	1	0.11%	13.98
lantana ground cover	738	5	0.68%	4.01
water wise	545	0	0%	8.73
cv water	289	1	0.35%	5.53
water pledge	268	0	0%	15.35
desert water agency	213	0	0%	6.46
my water pledge	191	0	0%	7.15
myoma water	153	0	0%	3.43
	8,414	7	0.08%	7.92

## TOP PAGES CVWATERCOUNTS.COM/

Page	Impr.	Clicks	CTR	Avg. position
<a href="https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/">https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/</a>	3,888	1	0.03%	6.76
<a href="https://cvwatercounts.com/take-the-pledge-to-conserve-water-for-your-new-years-resolution/">https://cvwatercounts.com/take-the-pledge-to-conserve-water-for-your-new-years-resolution/</a>	3,566	1	0.03%	8.62
<a href="https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevideensis/">https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevideensis/</a>	3,522	42	1.19%	14.76
<a href="https://cvwatercounts.com/save-water-pledge/">https://cvwatercounts.com/save-water-pledge/</a>	1,180	3	0.25%	6.43
<a href="https://cvwatercounts.com/celebrate-earth-day-by-being-water-wise/">https://cvwatercounts.com/celebrate-earth-day-by-being-water-wise/</a>	853	2	0.23%	9.83
<a href="https://cvwatercounts.com/where-does-the-coachella-valley-water-come-from/">https://cvwatercounts.com/where-does-the-coachella-valley-water-come-from/</a>	817	7	0.86%	15.93
<a href="https://cvwatercounts.com/plant-of-the-month-mexican-bush-sage-salvia-leucantha/">https://cvwatercounts.com/plant-of-the-month-mexican-bush-sage-salvia-leucantha/</a>	733	2	0.27%	36.71
<a href="https://cvwatercounts.com/wp-content/uploads/2019/02/Golf-and-Recycled-Water.pdf">https://cvwatercounts.com/wp-content/uploads/2019/02/Golf-and-Recycled-Water.pdf</a>	712	27	3.79%	21.19
<a href="https://cvwatercounts.com/eco-friendly-car-washes-in-the-coachella-valley/">https://cvwatercounts.com/eco-friendly-car-washes-in-the-coachella-valley/</a>	686	1	0.15%	36.63
<a href="https://cvwatercounts.com/plant-of-the-month-red-yucca-hesperaloe-parviflora/">https://cvwatercounts.com/plant-of-the-month-red-yucca-hesperaloe-parviflora/</a>	509	1	0.2%	44.72
	16,466	87	0.53%	20.16

Item 15.

# Facebook Information

**f** IMPRESSIONS  
CV WATER COUNTS

35,863

↑ 4.4%

**f** REACH  
CV WATER COUNTS

12,947

↓ -9.6%

**f** NEW PAGE LIKES  
CV WATER COUNTS

3

↓ -40.0%

**f** ENGAGED USERS  
CV WATER COUNTS

366

↓ -23.1%

**f** PAGE VIEWS  
CV WATER COUNTS

68

↓ -13.9%




**f** LIFETIME PAGE LIKES  
CV WATER COUNTS

3,970

↓ -0.1%

**f** POSTS  
CV WATER COUNTS

Apr 1 - 30, 2022    Mar 1 - 31, 2022

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <a href="#">Desert Water Agency w...</a>	April 29, 2022	30	1	3%	1	0
		0	0	0%	0	0
		↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%
 <a href="#">When running a bath, ...</a>	April 27, 2022	70	2	3%	2	0
		0	0	0%	0	0
		↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%
 <a href="#">With the recent annou...</a>	April 25, 2022	45	1	2%	1	0
		0	0	0%	0	0
		↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%

709	23	3%	21	1
919	35	4%	30	0
↓ -22.9%	↓ -34.3%	↓ -14.8%	↓ -30.0%	↑ ∞%

Item 15.

Apr 1 - 30, 2022    Mar 1 - 31, 2022



<b>April 22, 2022</b>	30	2	7%	2	0
	0	0	0%	0	0
	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%

Earth Day is April 22 an...



<b>April 21, 2022</b>	22	2	9%	1	0
	0	0	0%	0	0
	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%

Did you know there ar...



<b>April 18, 2022</b>	24	1	4%	1	0
	0	0	0%	0	0
	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%

If you or someone you...



<b>April 16, 2022</b>	99	4	4%	4	0
	0	0	0%	0	0
	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%

This sage is native to C...



<b>April 13, 2022</b>	90	2	2%	2	0
	0	0	0%	0	0
	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%



<b>April 13, 2022</b>	48	1	2%	1	0
	0	0	0%	0	0
	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%

Spring is a great time t...

	709	23	3%	21	1
	919	35	4%	30	0
	↓ -22.9%	↓ -34.3%	↓ -14.8%	↓ -30.0%	↑ ∞%

Item 15.

Apr 1 - 30, 2022    Mar 1 - 31, 2022



Early spring is when po...

April 10, 2022	57	1	2%	1	0
	0	0	0%	0	0

↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%



California is in its third ...

April 8, 2022	25	2	8%	1	1
	0	0	0%	0	0

↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%



At home or while stayi...

April 6, 2022	45	1	2%	1	0
	0	0	0%	0	0

↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%



April is Water Awarene...

April 4, 2022	29	1	3%	1	0
	0	0	0%	0	0

↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%



Tip of the Month: Scra...

April 2, 2022	50	1	2%	1	0
	0	0	0%	0	0

↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%    ↑ ∞%

709	23	3%	21	1
919	35	4%	30	0
↓ -22.9%	↓ -34.3%	↓ -14.8%	↓ -30.0%	↑ ∞%

Item 15.

Apr 1 - 30, 2022      Mar 1 - 31, 2022



[CV Water Counts upda...](#)

April 2, 2022	45	1	2%	1	0
	0	0	0%	0	0
	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%	↑ ∞%
	709	23	3%	21	1
	919	35	4%	30	0
	↓ -22.9%	↓ -34.3%	↓ -14.8%	↓ -30.0%	↑ ∞%

# Instagram Information

 **IMPRESSIONS**  
CV WATER COUNTS

928  
↓ -11.2%




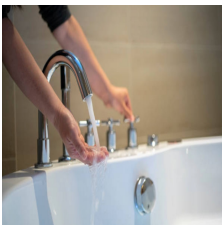
 **LIKES**  
CV WATER COUNTS

9  
↑ 0.0%

 **FOLLOWERS ( TOTAL )**  
CV WATER COUNTS

227  
↑ 0.0%

 **MEDIA PERFORMANCE**  
CV WATER COUNTS

Media	Impr.	Engagement	Reach	Saved	Video views
 <a href="#">Spring is a great time t...</a>	26	4	20	0	0
 <a href="#">Tip of the Month: Scra...</a>	24	2	19	0	0
 <a href="#">At home or while stayi...</a>	19	2	14	0	0
 <a href="#">When running a bath, ...</a>	16	1	15	0	0
	85	9	68	0	0

# Twitter Information

Apr 2022 - 30 days

TWEET HIGHLIGHTS

**Top Tweet** earned 154 impressions

With the recent announcement from the State of California calling on us to do our part and make conservation a way a life, and with April being National Garden Month, this month features not just 1, but 10 ways to conserve water in your home landscape.

[cvwatercounts.com/10-landscaping...](https://cvwatercounts.com/10-landscaping...)

🔄 2   ❤️ 4

[View Tweet activity](#)

[View all Tweet activity](#)

**Top Follower** followed by 8 people



**No-H2O Coachella Valley**

@noh2oCoachella FOLLOWS YOU

No-H2O is going to change the way you see mobile detailing forever. We're better for your schedule and for the environment.

[View profile](#)

**Top media Tweet** earned 89 impressions

Tip of the Month: Scrape Dishes Rather Than Rinsing Them Before Washing  
[pic.twitter.com/PL3CtmXNf4](https://pic.twitter.com/PL3CtmXNf4)



🔄 1   ❤️ 2

[View Tweet activity](#)

[View all Tweet activity](#)

APR 2022 SUMMARY

Tweets **13**   Tweet impressions **1,046**

Profile visits **317**   New followers **-2**

# E-Blast Information

CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Campaign	Send Time	Emails Sent	Total Opens	Open Rate	Industry Open Rate	Total Clicks	Click Rate	Industry Click Rate	Hard Bounces	Unsubscribe Count
CV Water Counts March April 2022	Wednesday, April 6, 2022 5:15 PM	511	543	53.62%	15.68%	115	11.35%	0.76%	5	1
		511	543	53.62%	15.68%	115	11.35%	0.76%	5	1