BOARD OF DIRECTORS REGULAR MEETING AGENDA

Monday, December 16, 2024 at 3:00 PM

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

NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT WILL HOLD ITS REGULAR MEETING(S) ON THE DATE LISTED ABOVE. THE BOARD WILL MEET IN PERSON AT 66575 SECOND STREET, DESERT HOT SPRINGS.

THE PUBLIC IS PERMITTED TO ATTEND THIS MEETING IN PERSON OR VIRTUALLY USING THE ZOOM LINK BELOW.

JOIN ZOOM MEETING:

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

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **SWEARING IN OF BOARD MEMBERS**
4. **ROLL CALL**
5. **ANNOUNCEMENT AND VERIFICATION OF REMOTE MEETING PARTICIPATION PURSUANT TO AB 2449 OR GC 54953(b)**
6. **RULES OF PROCEDURE**
7. **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.*

PRESENTATIONS

8. **2025 MSWD CONSERVATION AND GROUNDWATER PROTECTION CALENDAR CONTEST WINNERS**

9. GOVERNMENT FINANCE OFFERS ASSOCIATION (GFOA) AWARD PRESENTATION

EMPLOYEE RECOGNITION

10. HUMAN RESOURCES REPORT

ACTION ITEMS

11. RESOLUTION 2024-29 ~ UPDATING AND AMENDING ADMINISTRATIVE CODE TITLE 3 - PERSONNEL

It is recommended that the Board adopt Resolution #2024-29, updating and amending title 3 - Personnel of the District's Administrative Code.

12. BOARD ACCEPTANCE OF COST PROPOSAL FOR ACCESS CONTROL SYSTEM OF THE NANCY WRIGHT REGIONAL WASTEWATER RECLAMATION FACILITY

It is recommended that the General Manager be authorized to execute a contract with HCI Systems, Inc., for Access Control Systems, Inc., in the amount of $89,581.00 for the Nancy Wright Regional Water Reclamation Facility and authorize the General Manager to do all things necessary to complete the project.

13. APPROVE CHANGE ORDER NO. 1 WITH L.O. LYNCH QUALITY WELLS & PUMPS, INC., FOR ON-CALL WELL AND BOOSTER MAINTENANCE AND REPAIR SERVICES

It is recommended that the General Manager be authorized to approve Change Order No. 1 with L.O. Lynch Quality Wells & Pumps, Inc. for the On-Call Well and Booster Maintenance and Repair Services contract. The change order would increase the contract amount by $355,990, from $150,000 to a not-to-exceed amount of $505,990, and authorize the General Manager to do all things necessary to complete the project.

14. AWARD OF CONTRACT AGREEMENT WITH MDN WATER MANAGEMENT SERVICES INC. FOR ADMINISTRATIVE AND WATER MANAGEMENT SERVICES

It is recommended to authorize the General Manager to enter into a contract agreement with MDN Water Management Services Inc. for Administrative and Water Management Services for one year, starting January 1, 2025, and ending December 31, 2025.

15. ANNUAL REPORT OF CAPACITY FEES AND RELATED CAPITAL EXPENDITURES

It is recommended that the Board of Directors accept the annual report of capacity fees and related expenditures as submitted.

16. MSWD LEGISLATIVE PLATFORM FOR 2025-2026

It is recommended that the Board acknowledge receipt of the Legislative Platform for 2025-2026.

17. PUBLIC RELATIONS COMMITTEE REPORT AND RECOMMENDATION FOR ACTION

It is recommended to consider the recommendation from the Public Relations Committee and deny any further action or billing adjustments for 66626 12th Street (Caroline Ortel).

18. ELECTION OF MSWD BOARD OFFICERS FOR 2025
It is recommended that a President and Vice President be nominated and elected for the 2025 year.

DISCUSSION ITEMS

19. CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE

20. GROUNDWATER PROTECTION PROGRAM UPDATE

21. HEXAVALENT CHROMIUM COMPLIANCE PLAN 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.

22. APPROVAL OF MINUTES
It is recommended to approve the minutes as follows:

November 14, 2024 - Study Session Minutes
November 18, 2024 - Board Meeting Minutes

23. REGISTER OF DEMANDS
The register of demands totaling $2,560,383.45

24. 2025 BOARD OF DIRECTORS MEETING SCHEDULE

25. BOARD COMPENSATION
It is recommended to consider Board compensation for the following meetings:
AWWA 2025 Webinar Subscription (20+ webinars), All Board Members

REPORTS

26. DIRECTOR'S REPORTS

27. GENERAL MANAGER'S REPORT
Included in this report are the following oral reports:
A. Finance Report
B. Public Affairs Report

COMMENTS

28. DISTRICT COUNSEL COMMENTS

29. DIRECTOR COMMENTS & REQUESTS
A. Director General Comments

B. Director Requests for Future Agenda Items
C. Director Requests for Future Meetings

CLOSED SESSION

30. CONFERENCE WITH LEGAL COUNSEL REGARDING POTENTIAL INITIATION OF LITIGATION
pursuant to Government Code Section 54956.9(d)(4) Two potential cases.

31. REPORT ON ACTION TAKEN DURING CLOSED SESSION

32. ADJOURN

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 WWW.MSWD.ORG/MEETINGS. NOTE: THE PROCEEDINGS MAY BE AUDIO AND VIDEO RECORDED.

CERTIFICATION OF POSTING

I certify that on or before December 13, 2024, 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).



Dori Petee
Executive Assistant

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETINGS

MEETING DATE(S): DECEMBER 9 & 16, 2024

FROM: ORIANA HOFFERT-HUMAN RESOURCES MANAGER

HUMAN RESOURCES REPORT

PERSONNEL ACTIVITY FOR THE PERIOD NOVEMBER 1-30, 2024

NEW HIRES

ANNIVERSARIES

Amanda Lucas	Contract Analyst	8 Years

PROMOTIONS

CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

Andy Grunnet	Wastewater Treatment Plant Operator Grade 5 Certification

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETING**

MEETING DATE(S): **DECEMBER 9 & 16, 2024**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION NO. 2024-29 – AMENDING THE CODIFIED MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS TITLE 3 – PERSONNEL

STAFF RECOMMENDATION

Adopt Resolution No. 2024-29 updating the codified Mission Springs Water District (MSWD) Personnel Rules and Regulations, Title 3 - Personnel.

SUMMARY

The MSWD Personnel Rules and Regulations, Title 3 - Personnel (aka Employee Handbook) provide guidance and information related to the District's employment policies, procedures, and benefits in a written format.

The MSWD Personnel Rules and Regulations was most recently updated in September 2024, when the MSWD Board of Directors (Board) adopted Resolution No. 2024- 24 updating Title 3 -Personnel.

In order to ensure that the District is in full compliance with laws implemented by state and federal agencies, the District regularly reviews and revises the Personnel Rules and Regulations. The revised Personnel Rules and Regulations include updates to existing policies to clarify policy language and to comply with new laws which will became effective January 2025.

Exhibit "A" outlines currently proposed amendments to the MSWD Personnel Rules and Regulations.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no cost associated with updating the Administrative Code. This action is consistent with Strategic Plan Smart Goal 7 -workforce excellence.

ATTACHMENTS

Resolution No. 2024-29
Exhibit "A" Revisions to Personnel Rules and Regulations

FINANCIAL DATA		
Cost Associated with this action:		$0
Current FY cost:		$0
Future FY cost:		$0
Is it covered in the current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, the year needed:		N/A
All previous contracts, including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:		N/A
BID/Job#		N/A
Current BID/Job balance		$0
Balance remaining if approved:		$0

RESOLUTION NO. 2024-29

A RESOLUTION TO THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT AMENDING THE CODIFIED MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS TITLE 3 - PERSONNEL

WHEREAS, the Board of Directors of the Mission Springs Water District ("Board of Directors") has previously codified as Title 3 - Personnel certain policies, procedures, practices and standards regarding the relationship, rights, privileges, obligations, and duties of the Mission Springs Water District ("District") and its employees; and

WHEREAS, it is right and proper for the Board of Directors to review and update the provisions of Title 3 to help ensure that the District's policies , procedures, practices and standards are in conformity with changing laws and regulations, as well as to enhance the District's policies, procedures, practices, and standards to help promote a positive and productive workplace;

THEREFORE, BE IT RESOLVED by the Board of Directors that Title 3 - Personnel, as shown in Exhibit A to this Resolution, is hereby amended and adopted, with these adopted changes deemed in full force and effect on January 1, 2025. Such modifications are adopted on an urgency basis to help ensure and support the District's compliance with statutory and regulatory changes made effective as of that date.

BE IT ALSO RESOLVED by the Board of Directors that the General Manager is directed to carry out those steps reasonable or necessary to inform all employees of the adopted changes to Title 3 - Personnel, and to ensure the ability of the District to enforce these changes as of January 1, 2025.

ADOPTED this ___ day of December, 2024, by the following vote:
Ayes:
Noes:
Abstain:

_____
Ivan Sewell
President of Mission Springs Water District
and its Board of Directors

ATTEST:

_____
Brian Macy
Secretary of Mission Springs Water District
and its Board of Directors

Resolution No. 2024-29

Exhibit A

Below represents the changes made to the codified Mission Springs Water District Personnel Rules and Regulations Title 3 – Personnel.

Section 3.01.010 - Rule 1.B.1. Non-Discrimination; Fair and Equal Employment Opportunity

The District prohibits unlawful discrimination based on any characteristic protected by law, or any two or more legally protected characteristics. Protected characteristics are race (including hair texture, protective hairstyles, and other traits historically associated with race), color, religion and religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making, gender, gender identity (including transgender identity), gender expression (including transgender expression or because an individual has transitioned or is (or is perceived to be) transitioning to live as the gender with which they identify, sex stereotyping, national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act, if applicable), the use of marijuana off the job and away from the workplace, military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a victim of a violent crime or abuse, or of a family member who has been the victim of a violent crime or abuse, as a member of a jury, as an individual convicted of certain crimes not properly considered in determining disqualifying job qualifications, ~~a victim of domestic violence, sexual assault or stalking,~~ enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the National Labor Relations Act or California Fair Pay Act, requesting a reasonable accommodation on a protected basis such as a disability or sincerely-held religious belief, practice, or observance, or any other characteristic protected by local, state, or federal laws. The District is an Equal Opportunity Employer and fully complies with applicable laws, rules and regulations including but not limited to Title VII, Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991; the Americans with Disabilities Act (42 U.S.C. Section 12101, et seq.); and the California Fair Employment and Housing Act (Government Code Section 12920, et seq.).

Section 3.01.090 - Rule 9.A.2. Dress and Grooming Standards

Inappropriate dress includes but is not limited to, casual or souvenir T-shirts or sweatshirts, tank tops, warm up or jogging ensembles/exercise wear, shorts, spandex-like skintight leggings or tight-fitting pants, ripped, faded, bleached, or revealing clothing. Clothing that is excessively tight, short, or otherwise revealing is also considered inappropriate and shall not be worn to work. Extreme hairstyles, not otherwise protected by law, facial and torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours; ~~visible excessive~~ tattoos and similar body art using inappropriate language, or containing violent, sexual, or other pictures inconsistent with our business standards must be covered during business hours. Footwear such as sandals that would not ordinarily be worn with professional clothing (e.g., gladiator sandals), thongs, and slippers are considered unacceptable.

Section 3.03.010 - Rule 15.K.1. Provisional Appointment

In the absence of individuals willing to accept appointments from appropriate employment lists, a provisional appointment may be made by the General Manager of a person meeting the minimum training and experience qualifications for the position. Such appointment may be made during the period of suspension, demotion, ~~or~~ discharge or resignation of an employee; and such vacancy may be filled by the General Manager subject to the provisions of these Rules. A provisional employee may be removed at any time without prior notice or cause, and without any right of appeal. No provisional appointment shall exceed nine hundred sixty (960) hours. Employees appointed on a provisional basis shall not be entitled to a preference in hiring or a right to a regular position.

Section 3.03.040 - Rule 18.C. Employee Orientation

Employee Orientation. All new employees and newly promoted employees will be given an employee orientation to their new job duties and the policies, in keeping with our Injury and Illness Prevention Plan and associated policy, procedures and operation of the department that is appropriate to their positions. It is the department supervisor's responsibility to provide orientation to those new employees or newly promoted employees under their supervision. The orientation shall consist of training in job duties and responsibilities, these Rules, the employee handbook, and the mission, policies, procedures and operation of the employee's department.

Section 3.04.020 - Rule 23.C. Part-Time Employees

Temporary part-time employees regularly assigned to work twenty-seven (27) hours a week or less are not entitled to holiday pay.

Section 3.04.050 – Rule 26 Sick Leave

26.B. Leave Usage

Additionally, employees may use sick days available to them each year to care for a "designated person" so long as the employee identifies that person at the time of requesting sick leave. The "designated person" may ~~does not have to~~ be related to the employee by blood or otherwise have an association with the employee that is the equivalent of a family relationship.

Employees may only identify or change ~~care for~~ a “designated person” once every ~~per~~ 12-month period.

26.E.6.k. Sick Leave Use – General Rules and Procedures

~~Any employee who is receiving Paid Family Leave benefits during a sick leave must exhaust up to 2 weeks of his/her accrued vacation benefits. Employees, at their discretion, may use any accrued but unused sick time.~~

Section 3.05.010 - Rule 29.A.1. Performance Evaluations

Probationary Employees/New Appointments. ~~At six (6) months and/or~~ Prior to the end of the initial ~~probationary~~ introductory period, the employee is eligible to receive, but is not guaranteed, a performance evaluation.

Section 3.05.040 - Rule 32.B.1. Filing of Complaint

Employees should file written complaints with the Human Resources Department or any supervisor or manager as soon as possible after the events that give rise to the employee's work-related concerns. The written complaint should set forth in detail the bases for the employee's complaint. Failure to timely file a complaint may result in an inability to properly investigate the matter due to faded memories, lost documentation, or loss of access to individuals, which may negate or limit the District’s ability to make a finding that conduct complained of occurred or occurred in a manner contrary to our policies or law. We therefore require all employees to file complaints of alleged misconduct within 48 hours, but as soon as reasonably possible, so that we can carry out our important functions.

Section 3.06.010 - Rule 33.A. Policy Against Harassment, Discrimination and Retaliation

~~Purpose of Policy The District is committed to providing a work environment (whether the workplace consists of the District’s offices or some remote work location that is away from the District’s premises) free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), reproductive health decision-making, sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation, national origin (including language use restrictions and possession of a driver’s license to establish the right to work in the United States), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having those characteristics. The District strongly disapproves of and will not tolerate harassment of applicants, employees, unpaid interns, or volunteers by managers, supervisors, or co-workers. Similarly, the District will not tolerate harassment by its employees of non-employees with whom the District employees have a~~

~~business, service, or professional relationship. The District also will attempt to protect employees from harassment by non-employees in the workplace.~~

The District is committed to providing a work environment free of unlawful harassment, discrimination, and/or retaliation. It is everyone's personal duty and responsibility to prevent, and to immediately report all incidents of harassment, retaliation, or discrimination to their supervisor, Department Manager, or Human Resources.

In keeping with this commitment, the District maintains a strict policy prohibiting unlawful harassment, retaliation, and discrimination of any kind, including harassment and discrimination based on one or more protected characteristics such as race, religious creed (including religious dress and grooming practices), color, sex, gender, perceived sex or gender, gender identity, gender expression, national origin or ancestry, pregnancy, childbirth or related medical conditions, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information, citizenship status, uniform service member, veteran status, status as a victim of a violent crime or abuse, or of a family member who has been the victim of a violent crime or abuse, as a member of a jury, as an individual convicted of certain crimes not properly considered in determining disqualifying job qualifications, or any other joint or severally recognized basis protected by federal, state, or local law or ordinance or regulation. The District also prohibits unlawful harassment, retaliation, and discrimination based on the perception that someone has any of those characteristics, or is related to someone who has, or is perceived as having any of those characteristics. The District's anti-harassment and anti-discrimination policy applies to all of its Board Members and employees, including supervisory and non-supervisory employees, as well as its customers, vendors, guests, and others with whom we conduct business, whether in person, by telephone/text, online, or through social media or similar platforms.

The District is committed to prohibiting retaliation against employees, vendors, or customers who report or participate in an investigation of alleged unlawful harassment, retaliation, discrimination, or other violations of law or Standards in our workplace. No employee may retaliate against a person who files a complaint or participates in our investigation even if you believe the reporting or participating employee may not be accurate in their view that a violation of policy, law, or regulation occurred.

Section 3.06.070 - Rule 39.G. Approved List of Eligible Certifications for Field Employees:

Added new position:

Wastewater Treatment Plant Operator III	Grade IV Wastewater Treatment Plant Operator Certificate Grade III Collections System Maintenance Certificate.

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **DECEMBER 9 & 16, 2024**

FROM: **ERIC WECK P.E., ENGINEERING MANAGER**

FOR: ACTION _X___ DIRECTION ____ INFORMATION ____

BOARD ACCEPTANCE OF COST PROPOSAL FOR ACCESS CONTROL SYSTEM OF THE NANCY WRIGHT REGIONAL WASTEWATER RECLAMATION FACILITY

STAFF RECOMMENDATION

Authorize the General Manager to execute a contract with HCI Systems, Inc. for the Access Control System in the amount of $89,581.00 plus a 10% contingency (total $98,539.10) for the Nancy Wright Regional Wastewater Reclamation Facility and authorize the General Manager to do all things necessary to complete the project.

SUMMARY

On October 18 2021, the Board of Directors awarded the construction of the Nancy Wright Regional Wastewater Reclamation Facility (NWRWRF) to J.F. Shea, Inc. Between the Board approval of the construction contract and the present time, the NWRWRF has been under construction and is nearing completion. The final portion of work involves the installation of access control systems (electronic locks) at the facility. In October 2024, MSWD reached out to HCI Systems (HCI) to complete the access control portion of the overall project. The quote provided by HCI Systems equates to $89,581.00, and is reimbursable under the funding agreement for the grant with the State Water Board.

FINANCIAL DATA		
Cost Associated with this action:	$98,539.10	
Current FY cost:	$98,539.10	
Future FY cost:	$0	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	FY24/25	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	301-Wastewater	
BID/Job#	11424	
Current BID/Job balance	$1,621,454	
Balance remaining if approved:	$1,522,915	

ANALYSIS

When the NWRWRF was scoped and advertised for construction, the scope of work included a lump sum amount for site security and access control for the new facility. At the time, MSWD was undecided on the type of access control system to be implemented, and ultimately settled on using JF Shea's subcontractor Baker to procure and install the access control system. On October 19, 2023, a Contract Change Order was approved that allowed Baker to procure and install the access control systems. However, Baker was unable to secure the access control system since Baker was not a licensed distributor for the materials for the region and unable to become one in time. As a result, MSWD reached out to HCI Systems for a quote because HCI was a recommended service provider by Motorola/Avigilon, the manufacturer of the security camera system, and they were familiar with the project as they helped develop the plan for the camera and access control systems.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

This action is consistent with Strategic Plan Smart Goal 4.3, Maintain and renew assets while facilitating strategic Capital Improvements. The costs for the installation of the access control system is reimbursable through the State Water Board grant. The quote received from HCI Systems was $89,581.00.

ATTACHMENTS

Cost Proposal from HCI Systems, Inc.

HCI Systems Inc.
CA State Contractors License #905493, DIR# 1000000046
Ontario ● San Diego ● Irvine ● Pasadena ● Fresno ● Pleasanton ● Sacramento
(877) 331-2084 | www.hcisystems.net

Mission Springs Water Treatment Plant

PROPOSED SYSTEMS

ACCESS CONTROL SYSTEM

DATE SUBMITTED:
October 28, 2024

PREPARED FOR:
Mission Springs Water District
Kurt Kettenacker
66575 Second Street
Desert Hot Springs, CA 92240
760.329.6448 Ext. 92240

PREPARED BY:
HCI Systems Inc.
Jason Beardsley
1354 S. Parkside Place
Ontario, 91761
909.957.3322

kketteneacker@mswd.org jbeardsley@hcisystems.net

LOW-VOLTAGE SYSTEMS

HCI Systems Inc. proposes to install the system(s) as described below.

This proposal is based on: **DESIGN / BUILD**

		Dated
Drawings Section Through:	**Addenda:**	**01/00/00**
Spec Section Through:	**Addenda:**	**01/00/00**

SCOPE OF WORK

GENERAL INCLUSIONS

This proposal **includes Prevailing Wage labor rates** per specification. **PLA or PSA labor agreements will not be signed.**

Applicable taxes and freight**.**

This proposal is **valid for (30) days** from the date of this proposal.

The Prices quoted herein are subject to increase due to any material and/or labor escalations. A 30 day written notice of an increase shall be provided to the Customer prior to the implementation of any increase. Notwithstanding anything to the contrary, Customer understands and agrees that we are not responsible or liable for any supply chain, shipping, material, or any parts and/or equipment manufacturing delays. We will keep customer reasonably informed of such delays should they occur.

GENERAL EXCLUSIONS

No work shall commence until Customer signs this proposal indicating acceptance of terms.

Any and all **Demo** work.

Any and all **Parking** fees.

Any and all Grounding and Bonding systems.

Any and all Ground boxes and Combo boxes.

Any and all Specialty back box mounting.

Any and all Painting, patching, access hatches, fire or sound caulking and fire stopping.

Lifts and Podium type ladders. Access to any raceway, conduit, junction box or device that cannot be safely reached from a 12 foot ladder shall be furnished by others. This **includes** throughout installation, testing and the contract warranty period.

System control panel cabinets, annunciator cabinets and power supply cabinets shall be provided but not installed. Installation by the Electrical Contractor.

120VAC power, fire-rated backboards, trenching, backfill, outdoor or underground raceway, fire caulking, penetrations through rated-structure, X-ray or sonar of slabs or coring.

Any and all BIM Modeling (**backgrounds must be provided in AutoCAD or DXF format** for shop drawings)

Any and all asbestos containment and/or abatement.

ACCESS CONTROL SYSTEM SPECIFIC

HCI to furnish and install access control componenets listed below. Control Panel and Power Supplies will be installed in curent location of control panel and network rack. Salto Gateways and Nodes will be installed throughout the facility for the Salto Wireless Locks to work. Salto Wireless Locks will replace current door lever sets on noted doors.

All equipment racks, specialty enclosures network switches, POE switches and patch panels are **excluded**.

Typical POE Switch to be provided by Client. Coordination required for port & Jack assignments.

Typical Uninterrupted Power Supply (UPS) or circuits are recommended for all security related equipment. UPS to be **provided by others**.

Any Rack Space required for use of security related equipment to be **provided by others**.

Any existing Database must be provided in SQL Format, HCI will complete the database for a working system on this project.

All new Databases must be provided in Excel or SQL Format prior to installation of server.

Troubleshooting hardware/software firewalls on customer provided computers/servers is **excluded**.

Configuring security polices on customer provided switches/firewalls/routers is **excluded**.

Applying patches and firmware updates on customer provided computers/servers/switches/routers is **excluded**.

Configuring or installing anti-virus or malware software on customer provided servers/switches/routers is **excluded**.

VPN connections site-to-site or machine-to-machine configuration or troubleshooting is **excluded**.

The following is a list of system components to be furnished based on the bid documents and the items listed above:

ACCESS CONTROL SYSTEM

QTY	DESCRIPTION
1	AC-SW-32R-VM-6-P ACCESS CONTROL MANAGER VIRTUAL 6
CONTROLLERS / ENC TOTAL CONTROLLERS:	
1	AC-SALTO ENCODER-DESFIRE
1	AC-SALTO-PROACCESS SPACE
2	AC-LSP-FPO75-B100C8D8E2SL1 POWER SUPPLY
2	WRDB0M4BXS4 2.0 CARD READER - BLE DESFIRE/MIFARE - ANSI - BLACK - MULLION
1	SPAONLINE SOFTWARE - PROACCESS SPACE ONLINE - REQUIRED - TIER 2 OF 6
1	GATEWAYB3CUS WIRELESS GATEWAY FOR BLUENET WIRELESS SYSTEMS -
3	RFNODE3 BLUENET RF NODE KIT - NEEDS TO BE CONNECTED TO ONE GATEWAY -
2	XS4 2.0 CONTROLLER - EHTERNET - TRANSLUCENT HOUSING - SUPPORTS UP TO 2 CARD REAL
1	XS4 MORTISE BODY W/ DEADBOLT L/R - UNIT DOORS
1	AM650A00IMB48 XS4 ORIGINAL PLUS LOCK W/ NO DEADBOLT - COMMON AREA DOORS
1	LA1T0570A21IM8RH XS4 MORTISE BODY W/ NO DEADBOLT L/R - COMMON AREA DOORS
14	AM650A00IMBH8 XS4 ORIGINAL PLUS LOCK - HALF ESCUTCHEON
14	PBF110045IM SALTO PANIC BAR

The following is a list of system components to be furnished based on the bid documents and the items listed above:

SPEC SECTION	SYSTEM		
0	ACCESS CONTROL SYSTEM	$	89,581
	TOTAL ALL SYSTEMS:	**$**	**89,581**

General Conditions and Clarifications

Invoicing will be submitted on a monthly basis based on percent of work completed. Payments are due within 30 days after submission of an invoice. Overdue payments shall bear interest at the rate of 1.5% per month from the date on which payment is due until paid.

If any arbitration or action at law or equity shall be brought on account of this Agreement or to enforce or interpret any of its provisions, the prevailing party shall be entitled to recover from the other party its actual attorneys' fees, which shall be made a part of any award or judgment rendered.

This proposal is based on the published project schedule at bid time. Any changes or delays to the project schedule not within the Contractors control will be subject to additional charges.

The liability for any work requested by Customer to be performed, prior to the Contractor obtaining plan check approval, shall be the sole responsibility of Customer/company requesting said work. Such requests must be made in writing.

This proposal **includes** electronic copies in PDF of submittals and drawings only, unless otherwise specified in specifications. If Customer requires hardcopy of drawings it shall be subject to additional cost.

Any changes to the project beyond the bid documents for any reason whatsoever outside of the Contractor's control, whether caused by Owner revisions or construction modifications, are subject to Change Order.

The Contractor shall have the right to terminate this Agreement for any reason, with or without cause, and at any time upon providing a 30-days written notice to Customer. In such event, the Contractor shall provide a credit to Customer for work not performed and such credit shall be the sole and exclusive remedy to Customer.

By issuing a contract to the Contractor to perform the work proposed herein, Customer hereby agrees that this proposal and all items contained within is made part of and incorporated in said contract issued for the performance of this work.

This proposal is based on the Contractor's standard insurance coverage. Any requests for additional coverage beyond the Contractor's standard limits shall be subject to additional charges unless specifically included above. Copies of Contractor's standard insurance coverage are available upon request.

A bond is not provided for this project. If a bond is required by the Customer, it shall be requested by Customer in writing prior to the issuance of a contract. The additional cost of said bond shall be added to the price quoted herein. **The Contractor's current Bond Rate is 1.5%.**

The Contractor will not accept any deduction or back charge without a valid reasonable written notice to the Contractor. The Contractor must provide written acceptance to the back charge or deduction.

If Customer requires special wording for Waiver Of Subrogation Certificate, Customer shall request in writing such Certificate from the Contractor and Customer agrees to add and pay $300 to the proposed cost herein.

The Contractor will not be bound to any labor agreements unless the Contractor independently executes such agreements.

The person executing this Agreement on behalf of Customer represents and warrants that they are authorized to do so by Customer to bind Customer to all terms herein. As a further inducement to the Contractor to enter into this Agreement, the person executing this Agreement agrees to guarantee the performance of Customer herein and to be personally liable for any payments not made by Customer.

The Parties acknowledge that this Agreement is the result of good faith negotiations between the Parties through their respective counsel. Any statute or rule of construction that any ambiguity is to be resolved against the Party that caused such an ambiguity shall not be employed in the interpretation or enforcement of this Agreement.

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one and the same instrument. In addition, the Parties agree that facsimile and/or electronic signatures shall be acceptable to evidence the Parties' assent to this Agreement and are deemed equivalent to original "wet ink" signatures for all purposes under this Agreement.

Company: Mission Springs Water District

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Respectfully Submitted By:

Jason Beardsley

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETINGS

MEETING DATE(S): DECEMBER 9 & 16, 2024

FROM: DANNY FRIEND – DIRECTOR OF OPERATIONS

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

APPROVE CHANGE ORDER NO. 1 WITH L.O. LYNCH QUALITY WELLS & PUMPS, INC., FOR ON-CALL WELL AND BOOSTER MAINTENANCE AND REPAIR SERVICES

STAFF RECOMMENDATION

Authorize the General Manager to approve Change Order No. 1 with L.O. Lynch Quality Wells & Pumps, Inc. for the On-Call Well and Booster Maintenance and Repair Services contract. The change order would increase the contract amount by $355,990.00, from $150,000.00 to a not to exceed amount of $505,990.00 and authorize the General Manager to do all things necessary to complete the project.

SUMMARY

The District currently has three contractors under on-call contracts for well and booster maintenance and repair services. These contracts cover routine and preventative maintenance and repairs for our wells, boosters, pumps, and motors. L.O. Lynch Quality Wells & Pumps, Inc. (L.O. Lynch) provided the lowest bid for the rehabilitation of Well 35. These necessary repairs exceed the original contract amount.

ANALYSIS

At the February 22, 2022, Board Meeting, L.O. Lynch was awarded a contract for well and booster maintenance and repair services. Change Order No. 1 increases the contract amount, enabling staff to complete the rehabilitation work at Well 35 and continue using L.O. Lynch for other well and booster repairs throughout the contract term. The bid amounts received from our on-call well contractors are as follows:

- L.O. Lynch: $355,990.00
- Southwest Pump: $455,511.00
- Legend Pump: $1,657,280.00

FINANCIAL DATA		
Cost Associated with this action:	$355,990	
Current FY cost:	$0.00	
Future FY cost:	$150,000	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:		
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	201 Water	
BID/Job#	11741	
Current BID/Job balance	$ 2,670,651.94	
Balance remaining if approved:	$ 2,314,661.94	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract is included within various approved operating and capital budgets. The expenses for this change order will be covered by capital job number 11741. This action aligns with Strategic Plan Goal 4.3 – Maintain and renew assets while facilitating strategic Capital Improvements.

ATTACHMENTS

Change Order No. 1 and Work Plan
Orig. Contract with RFP Scope of Work

CHANGE ORDER

Change Order No. 1

Date: December 16, 2024

Agreement Date: July 15, 2024

Sheet: 1 of 2

Owner: **MISSION SPRINGS WATER DISTRICT**

Project Description: **On-Call Well and Booster Maintenance and Repair Services**

Contractor: **LO Lynch Quality Wells & Pumps Inc.**

The following changes are hereby made to the Contract:

This change order will increase the amount of the Contract Agreement from a Not to Exceed amount of $150,000.00 to a Not to Exceed amount of $505,990.00.

JUSTIFICATION

Conduct aggressive chemical rehab, perform well redevelopment, focused intake pumping, and flowmeter spinner survey of Well 35 per the attached work plan from Kyle Groundwater, Inc. and bid schedule.

CHANGE TO CONTRACT PRICE

Original Contract Price	$150,000.00
Current Contract Price adjusted by Previous Change Order(s)	$ 0.00
Contract Price due to this Change Order	$ 355,990.00
New Contract Price including this Change Order	$ 505,990.00

CHANGE TO CONTRACT TIME

Contract Time will be increased	0 Calendar Days
Date for Completion of all Work	June 30, 2025

APPROVALS REQUIRED

To be effective, this Change Order must be approved by the Owner if it changes the scope or objective of the Project, or as may otherwise be required by the Contract Documents.

Requested by: _____ Date: _____
Mission Springs Water District
Danny Friend, Director of Operations

Recommended by: _____ Date: _____
Mission Springs Water District
Danny Friend, Director of Operations

Approved by: _____ Date: _____
Mission Springs Water District
Brian E. Macy, PE - General Manager

Accepted by: _____ Date: _____
LO Lynch Quality Wells & Pumps Inc.
Emil Worm - President

October 28, 2024

Mr. Danny Friend,
Director of Operations
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

Subject: **Mission Springs Water District Well 35**
Phase II – Diagnostics, Rehabilitation, Redevelopment, and Testing

Dear Danny:

This letter presents our assessment of Mission Springs Water District (MSWD) Well 35, located approximately 315 feet north of Promenade Drive and Karen Avenue, in Desert Hot Springs, California (see Figure 1). The goal of this document is to present results and interpretation of diagnostic surveys conducted in February and March 2024, provide conclusions and recommendations for next steps, and develop a detailed plan for subsequent phases of the work. It is our understanding that the well was constructed in 2007, and subsequently equipped to serve as a source of construction water to the adjacent development. Further, that motor was removed in 2008, and that the well has been idle since that time. On August 18, 2024, KYLE Groundwater Inc., (KGI) issued a work plan detailing preliminary well diagnostics to be performed. Based on this work plan, Legend Pump & Well Service, Inc., of San Bernardino, California, removed and disposed of the existing well pump, and conducted downhole video and Electro-Magnetic Defecto-Scope (EMDS) surveys to investigate the condition of the well casing.

Background

Based on the records provided (see Attachment A), MSWD Well 35 was drilled and constructed to a reported total depth of approximately 1,040 feet below ground surface (bgs) in 2007 using the reverse circulation rotary drilling method. The blank well casing consists of 14-inch inside diameter (ID) by 5/16-inch wall thickness low carbon steel extending from ground surface to approximately 725 feet bgs, and 1,020 to 1,040 feet bgs (see Figure 2). The well screen consists of 14-inch ID low carbon steel with 0.090-inch Ful-Flo louvered openings extending from approximately 725 to 1,020 feet bgs (see Figure 2). The water level in the well was reported to occur at a depth of 596 feet bgs at time of construction (i.e., July 2007). The instantaneous pumping rate recorded at the time of construction was 2,041 gallons per minute (gpm) with an associated specific capacity of approximately 24 gpm per foot.

Downhole Video Survey - March 14, 2024

Water Well Redevelopers, Inc., performed a downhole video survey of Well 35 on March 14, 2024. At the time that survey was conducted, the static water level was observed at a depth of approximately 595 feet bgs. The blank well casing above the static water level was observed to be in relatively good condition, exhibiting minor levels of general pitting and corrosion, increasing slightly with increasing depth (see Figure 3 below). Below water, the blank well casing was observed to be impacted by minor to moderate mineral scale, becoming thicker with increasing depth, and with the occurrence of scattered nodules. The louvered well screen exhibits dramatically increased mineral scale, and bacteriological growth, although the majority of louvered openings appear to be mostly open throughout the entire well screen interval (see Figures 4 and 5 below). Scattered nodules were observed mostly upon the blank sections of well screen between screen sections. The video survey ends in accumulated fill at a depth of approximately 1,026 feet bgs, 14 feet above the reported total depth of the well at 1,040 feet bgs (see Figure 6 below). A copy of the downhole video survey report is provided in Attachment B.

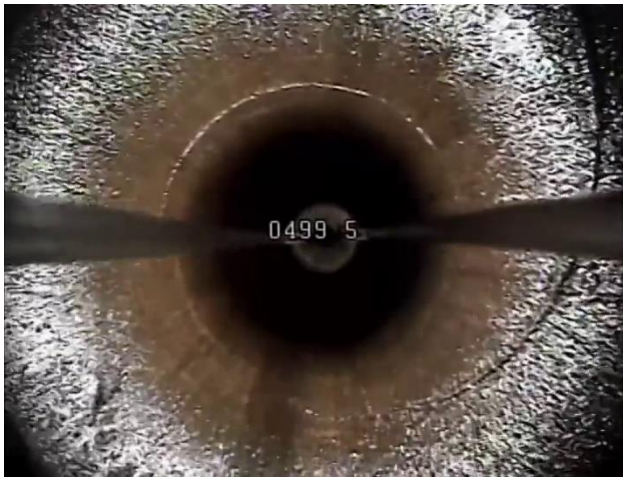


Figure 3 – Minor pitting and corrosion of blank well casing.



Figure 4 – Encrusting and biological material on louvered openings.



Figure 5 – Encrusting and biological material on louvered openings.



Figure 6 – Accumulated fill in well sump.

Electro-Magnetic Defecto-Scope (EMDS) Surveys

Results of the EMDS survey suggest that the well is in generally good condition, with average metal loss ranging from between 1.5 to 12.0 percent. There are no areas of metal loss that could be considered of significant concern in terms of structural integrity and remaining useful well life. A copy of the EMDS survey report is included in Attachment C.

Groundwater Quality

Groundwater samples were collected from Well 35 on December 12, 2023, as part of the Coachella Valley Salt and Nutrient Management Plan (SNMP) monitoring program. Analytical results indicated a total dissolved solids (TDS) concentration of 390 milligrams per liter (mg/L), a nitrate concentration below laboratory detection limits, a hexavalent chromium concentration of 1.9 micrograms per liter (µg/L), and a uranium concentration of 10 picocuries per liter (pCi/L). Of greatest concern is the uranium concentration in both Wells 34 and 35, as this these concentrations will impact blending capacity within the system. A copy of the laboratory analytical report is included in Attachment D.

Permitting Constraints

Based on the well driller's log, Well 35 was reportedly constructed with sanitary and inner annular seals to a depth of 100 feet bgs, and with the appropriate annular thickness (see Figure 2). These seals satisfy the minimum depth of 50 feet bgs required for municipal drinking water supply wells by the State Water Resources Control Board Division of Drinking Water (DDW).

It should be noted that Well 35 does not fully comply with the California Code of Regulations (CCR) control zone requirement, which states that the area surrounding a municipal water supply well must be under the control of the well owner to a radius of at least 50 feet. The control zone for Well 35 extends approximately 25 feet beyond the western property boundary, and approximately 8 feet beyond the northern property boundary. As such, it is recommended that MSWD open an early dialogue with DDW and the County of Riverside Department of Environmental Health to verify that this will not present any problems in obtaining a Domestic Water Supply Permit Amendment necessary to operate the well.

DDW and the County of Riverside Department of Environmental Health require that certain minimum distances be maintained between a potable water supply well and specific activities and infrastructure which may present a sanitary hazard. The most common setback requirements include the following:

- Sanitary Sewer Line or Lateral: 50 feet
- Sewer Manhole: 100 feet
- Sewer Manhole: 50 feet
- Storm Drain or Drainage Channel: 50 feet

- Petroleum Transmission Mains: 500 feet
- Dwelling: 25 feet

All setbacks currently appear to be met for Well 35, although it will be important to closely coordinate with the adjacent development such that potentially contaminating activities, or infrastructure that may result in setback violations, are appropriately located.

Well 35 is not located within a Special Flood Hazard Area as mapped by the Federal Emergency Management Agency (FEMA) as the well is located within Zone X "Other Flood Areas", an area defined as having 0.2% annual chance flood, 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile, and areas protected by levees from 1% annual chance flood.

Construction Constraints

Well 35 is located in an area that offers more than adequate work area to allow well rehabilitation and redevelopment activities to take place and is proximal to an existing source of construction water adjacent to Karen Avenue, approximately 175 feet northeast of the well (see Figure 7).

It is assumed that discharge of waste water associated with rehabilitation, redevelopment, and testing of the well will be to the drainage swale located approximately 2,800 feet west of Well 35. It is anticipated that temporary conveyance piping will be routed south of the well site to the corner of Karen Avenue and Promenade Drive, and then west along Promenade Drive to the point where the drainage extends beneath the roadway (see Figure 7). A traffic-rated road crossing will be necessary to span an existing access point to the housing development (see Figure 7). Energy dissipation and erosion control will be required to prevent scouring of the swale bottom during discharge. It is assumed that discharges will be regulated under MSWD's existing National Pollution Discharge Elimination System (NPDES) Statewide General Permit for Drinking Water System Discharges to Waters of the United States (Order WQ 2014-0194-DWQ; General Order No. CAG14001). As such, it will be necessary to employ one or more temporary holding tanks, connected in series, to allow for settlement of entrained solid material and neutralization of chemical solutions extracted from the well, prior to discharge.

Findings and Conclusions

The following findings and conclusions were reached based on the results of this assessment:

- The well was constructed with 100-foot deep sanitary and annular cement seals of adequate annular thickness, satisfying the minimum regulatory requirement of 50 feet.
- The reported instantaneous pumping rate at the time of construction for Well 35 (i.e., 2007) was approximately 2,041 gpm with a specific capacity of approximately 24 gpm/foot, indicative of high aquifer transmissivity and production potential in this area.

- The March 2024 downhole video survey of Well 35 indicated the following major points:
    - There is minor pitting and corrosion of the mild steel blank well casing above the static water level at 595 feet bgs, and increasing with increasing depth.
    - The blank well casing below the static water level exhibits minor to moderate mineral scale and bacterial growth.
    - The louvered well screen exhibits dramatically increased mineral scale and bacterial growth throughout the entire length of well screen, although the majority of louvered openings appear to be mostly open.
    - There is 14 feet of accumulated fill material present in the bottom of the well.
- The EMDS survey suggests the well to be in generally very good condition, despite being unequipped and inactive for a period of 16 years.
- Uranium was reported at a concentration of 10 pCi/L in December 2023, elevated but below the California primary maximum contaminant level (MCL) of 20 pCi/L.
- The well does not fully comply with the DDW 50-foot control zone requirement, although this is not anticipated to be a significant issue provided early communication on this issue is initiated with the regulating agencies and property developer.
- The well currently meets all sanitary setbacks, including appropriate setbacks from sewer lines and manholes located along Karen Avenue.
- The well is proximal to a source of construction water.
- The well will require extensive temporary conveyance piping, and one road crossing, to reach the designated discharge point at the drainage swale to the west.

Recommendations

Based on the findings and conclusions of this evaluation, it is our opinion that Well 35 is in generally good condition, although it will be necessary to resolve the potential 50-foot control zone violation and verify setbacks with the surrounding development. Early dialogue should be opened with DDW regarding the possibility of permitting the well for future operation.

Permitting issues aside, it is feasible that Well 35 could be returned to service should current production potential and groundwater quality be deemed acceptable. As such, it is recommended that the well undergo a full well rehabilitation and redevelopment program including mechanical and chemical cleaning of the well casing and screen, initial and final well redevelopment, and aquifer testing, including flow and water quality profiling to assess uranium distribution throughout the well.

Execution

The Contractor shall provide all labor, materials, and equipment necessary to perform the work specified. The Contractor shall provide personnel experienced with carrying out any and all specified procedures in a manner that is both safe and efficient, ensures a quality work product, and results in defensible data collection. All work shall be completed in strict accordance with this work plan unless otherwise indicated by the Owner (MSWD) and/or the Owner's Representative (KGI).

1.1 Mobilization, Demobilization, and Site Clean Up

This task shall encompass mobilization and demobilization of labor, equipment, and materials to the project site, complying with applicable permits, providing for disposal of materials, providing temporary facilities, providing temporary power, providing site security, site cleanup, and any other labor, equipment, and materials necessary with fulfilling requirements as specified herein. The Contractor shall install temporary chain-link fencing around the work site such that the site is fully secured from entry.

1.2 Waste Water Discharge

The Contractor shall provide temporary discharge piping and booster pumps (as necessary) of sufficient diameter and length to convey water from the well to a location approved by the Owner. At least one (1) temporary traffic-rated road crossing will be necessary to discharge from Well 35 to the drainage swale located west of the well site. All temporary piping shall be assembled in a manner that will protect against leaks and generation of nuisance water. Industry-standard best management practices (BMPs) shall be provided by the Contractor at the site and discharge point to protect against accidental spills, erosion, and mobilization of sediment. Temporary holding tanks, of sufficient volume and number to allow settlement of entrained solids and neutralization of chemical solutions extracted from the well, will be required. Energy dissipation and erosion control shall be employed to prevent scouring at the point of discharge. The Contractor shall be responsible for all requirements of the Owner's NPDES permit, and shall schedule and coordinate all discharges with the Owner.

1.3 Mechanical Cleaning

A mechanical cleaning procedure should be implemented to loosen and dislodge clogging, encrusting and/or bio-fouling materials present within the well. The recommended process to be used is brushing using 14.25-inch outside diameter (OD) nylon brushes. The equipment to be used to perform the brushing operation shall be a rig equipped with a variable-speed continuously rotating arm capable of a minimum of 6 feet of vertical movement within the well for every revolution of the arm. The brush shall be moved vigorously across 5-foot intervals of well casing and screen, beginning at the bottom of the well and progressing upward to the static water level. Mechanical cleaning shall be employed throughout the entire length of the well but will primarily focus on the louvered well screen intervals. The amount of time spent brushing the wetted portion of well casing and screen shall be 10 minutes per 5-foot interval

(i.e. approximately 15 hours for 445 feet of wetted well casing and screen). Care should be taken during the cleaning operation to ensure that the integrity of the casing is not compromised.

1.4 Removal of Debris from Bottom of Well

Upon completion of mechanical cleaning, preliminary and final well redevelopment, and well testing, the Contractor shall measure the depth of well. As deemed necessary by the Owner's Representative, the Contractor shall remove any accumulated material from the well sump by bailing and/or pumping.

1.5 Post-Cleaning Downhole Video Survey

A dual-cam downhole color video survey shall be conducted upon completion of mechanical cleaning to assess the effectiveness of the cleaning process and the condition of the well casing beneath encrusting materials. The video surveyor, Pacific Surveys LLC, or approved equal, shall conduct the dual-cam color downhole survey in such a manner that it is suitable for visual inspection of the well casing and screen. The Contractor will add clean potable water to the well at least one (1) day prior to conducting the video survey in an effort to improve the clarity of the water column. The completed video survey will be provided digitally along with a 1-page video survey summary report in printed and electronic (i.e., PDF) format. Copies of the video survey and summary report will be provided to the Owner's Representative.

1.6 Preliminary Development

Following mechanical cleaning, and removal of material from the well sump, the Contractor shall perform a single (1) pass of focused intake pumping throughout the entire length of well screen. The focused intake pumping tool shall consist of two (2) rubber disks spaced 10 feet apart at either end of a perforated section of pipe with sufficient open area to allow effective pumping to take place. The diameter of the rubber disks shall be no greater than ¼-inch smaller than the inside diameter of the well casing and screen. The swab tool shall be deployed within the well upon pipe within the screened section(s) of the well, and shall be designed such that initial development by simultaneous swabbing and pumping can occur. The focused intake pump shall achieve a constant instantaneous minimum pumping rate of 900 gpm, although the actual flow rate applied during preliminary development is anticipated to be no greater than 500 gpm. Flow rates shall be controlled using a variable frequency drive (VFD) tailored to meet anticipated pumping dynamics. The focused intake pump shall be sealed within a pump chamber in-line with the swab tool and discharge pipe, and shall be fitted with a check valve above the pump to prevent backflow of material into the swab tool upon cessation of pumping. The Contractor shall provide aboveground support equipment that shall be of sufficient size and strength to allow suspension of the entire focused intake pump, swab, and discharge assembly, and allow swabbing to occur over 30-foot sections of well screen while simultaneously pumping. The Contractor shall provide a generator of sufficient output to drive the pump at the desired flow rate and under the anticipated pumping conditions.

1.7 Phase I Chemical Treatment

Once the single pass of focused intake pumping has been performed, the well shall undergo Phase I chemical treatment with a dispersant polymer (i.e., Nu-Well 220) to break down and mobilize fine sands, clays, drilling fluid additives, and bacterial material present within the gravel pack and near-well zone. A non-ionic surfactant (i.e., Nu-Well 400) shall be simultaneously utilized to serve as a wetting agent to improve penetration and cleanup of hard deposits and bacterial material. All chemicals shall be NSF Standard-60 certified. The Contractor shall provide proof of NSF-60 certification and SDS for all chemical products used. The Contractor shall be responsible for providing proper spill containment for all chemicals stored on site. The Contractor shall provide and utilize proper PPE and adhere to all safety protocols recommended by the chemical manufacturer for handling, transportation, and use.

The Contractor must contact and consult with the chemical manufacturers and Owner's Representative prior to implementation of the chemical program to discuss approved chemical mixing and application procedures. Based on the total treatment volume of approximately 7,400 gallons (i.e., 1.5 x the total calculated volume of water in the original well and gravel envelope), the following chemical volumes shall be utilized, unless otherwise recommended by the manufacturer and/or Owner's Representative.

Product	Amount
Nu-Well 220 Polymer Dispersant (1 gal per 300 gal)	25 gal
Nu-Well 400 Non-Ionic Surfactant (1 gal per 1,000 gal)	8 gal

The chemicals shall be delivered to the site in newly purchased, sealed, 5-gallon containers. The chemical shall be evenly distributed into the well by injection through tremie pipe connected to a dual-swab tool. The Contractor shall place the chemical starting from the top of the well screen and working downward. Under no circumstances shall the Contractor pour the chemical into the well from the ground surface or through any ancillary tubing (e.g. gravel feed or sounding tubes). Small batches will be introduced to the well screen at minimum intervals of 60 feet. Once the chemical has been placed throughout the well screen, the well shall be vigorously brushed or swabbed for at least two (2) hours to fully disperse the chemical throughout the well and near-well zone. The chemical mixture shall be allowed to remain undisturbed in the well for a minimum period of 24 hours.

1.8 Phase II Chemical Treatment

Following Phase I chemical treatment, the well shall undergo Phase II chemical treatment to remove mineral precipitates and biological material from the well and near-well zone. The chemical treatment process shall include utilization of HCT Well-Klean Pre-Blend and sodium bicarbonate chemical products. All chemicals must be NSF Standard-60 certified. The Contractor shall provide proof of NSF-60 certification and accompanying SDS for all chemical products used, and shall be responsible for providing proper spill containment for all chemicals stored on site. The Contractor shall provide and utilize all necessary safety equipment and PPE, including, but not limited to, hard hat, safety vest,

respirators, latex gloves, rubber boots, Tyvek coveralls, goggles, steel-toe boots, and pressurized eyewash and shower stations. The Contractor shall also provide a HASP and SPP prior to mobilization of any chemical to the well site. The Contractor shall utilize only qualified employees experienced at working with the specified chemicals. The Contractor shall ensure that all equipment that will come in contact with acids will consist of non-reactive and acid-resistant components, including but not limited to, mixing tanks, transfer pumps, agitators, conveyance hoses and piping, holding tanks, and cables. Chemicals stored on site overnight shall be secured and protected from tampering to the satisfaction of the Owner and Owner's Representative.

The Contractor must contact and consult with the chemical manufacturers prior to implementation of the chemical program to discuss approved chemical mixing and application procedures. Based on the total treatment volume of approximately 7,400 gallons (i.e., 1.5 x the total calculated volume of water in the well), the Contractor shall utilize the following chemical volumes unless otherwise recommended by the manufacturer and/or Owner's representative.

Product	Amount
Freshwater Used for Chemical Mixing	7,400 gallons
HCT Well-Klean Pre-Blend (5.0%)	370 gallons

The Well-Klean Pre-Blend shall be delivered to the site in 300-gallon totes, unless approved otherwise by the Owner's Representative. The chemicals and freshwater shall be mixed in batches within a 5,000-gallon aboveground tank, unless approved otherwise by the Owner's Representative. The mixture shall be evenly distributed into the well by injection through open-ended tremie pipe. Small batches will be introduced to the well screen at intervals determined by the Owner's Representative. Once the chemical has been placed throughout the well screen, the well shall be vigorously brushed or swabbed for at least four (4) hours, or as otherwise directed by the Owner's Representative, to fully disperse the chemical throughout the well and near-well zone. Chemical distribution shall begin at the bottom of the well and progress upward to the static water level. Application of Phase II chemicals shall be continuous and complete within a single 12-hour period, after which no further work shall take place within the well and the well shall be allowed to rest for a period of 24 hours. Care should be taken during the chemical cleaning operation to ensure that the integrity of the casing is not compromised.

Following 24-hours of soak time, the Contractor shall neutralize the residual downhole chemicals at the surface using sodium bicarbonate. The Contractor shall remove Phase II chemicals from the well via focused intake pumping and convey the acidified water to one or more temporary holding tanks of sufficient capacity to safely store the chemical before neutralization. Acidified water shall be neutralized within the above ground holding tanks using sodium bicarbonate until electrical conductivity and pH reach ambient levels, and until visual turbidity is absent before being discharged to the designated discharge point identified by the Owner. Approximately 185 lbs. of sodium bicarbonate is estimated for proper neutralization, although the Contractor will be responsible for determining the actual amount necessary. A significant reserve of sodium bicarbonate shall be retained on site at all times to be used for

aboveground neutralization in the event of a chemical spill. The solution shall meet all requirements stipulated by the Owner prior to disposal.

1.9 Initial Redevelopment by Focused Intake Pumping

Initial redevelopment of the well and near-well zone will be accomplished by swabbing and focused intake pumping (see methodology in Section 1.6) throughout the entire length of well screen. Focused-swabbing will dislodge loosened material from the gravel envelope and near-well zone, and simultaneous pumping will mobilize materials and bring them to the ground surface. Vigorous swabbing shall begin at the top of the well screen interval and proceed downward in approximately 10-foot intervals.

The Contractor shall spend a minimum of 15 minutes per 10-foot interval of well screen during each pass of the well screen. A minimum of two (2) passes through the entire well screen shall be required (i.e., a total of approximately 15 hours). Additional time may be recommended by the Owner's Representative based on the volume of material removed from the well during initial passes. The Contractor shall provide at least two (2) Imhoff cones to properly quantify material removed from the well. The Imhoff cones shall be newly purchased, clean, and in working order. The Imhoff cones used shall be of a type that have 0.1-mL resolution between the zero and 0.5 mL measurement interval. The Contractor shall provide working water quality meters for measurement of pH, electrical conductivity, total dissolved solids, temperature, and turbidity. The Contractor shall be required to measure and record the volume of material removed from each 10-foot interval of well screen. An acceptable sand concentration should be less than 0.1 mL per 10-foot interval as measured with an Imhoff cone.

Upon completion of redevelopment by focused intake pumping, the Contractor shall measure the depth of well. As deemed necessary by the Owner's Representative, the Contractor shall remove any accumulated material from the well sump by pumping with the focused intake tool.

1.10 Final Redevelopment by Pumping and Surging

A line-shaft turbine test pump should be installed immediately after completion of redevelopment by focused intake pumping. The pump and prime mover should have a capacity of approximately 2,000 gpm against a total head of 690 feet, with the pump intake set at a depth of approximately 710 feet bgs. Pump installation shall accommodate installation of Schedule-80 PVC tubing to a depth of 720 feet to allow for flow profiling and depth-specific groundwater sampling (see Section 1.11). A metering device should be installed on the discharge pipe and should have an instantaneous read in gallons per minute and a totalizer in gallons. A port suitable for collection of groundwater samples during testing shall be installed on the discharge line. Additionally, a "Rossum" centrifugal sand tester should be installed in the discharge line to monitor and measure sand production during redevelopment pumping. It is imperative that the sand tester be installed in accordance with manufacturer's guidelines as accurate quantification of entrained sand is deemed critical to this project. Tests for sand content and specific capacity should be performed periodically throughout this phase to track the redevelopment progress, and to ensure that the well is

thoroughly redeveloped and stabilized before beginning the aquifer pumping tests. The Contractor shall submit a well testing equipment plan to the Owner's Representative at least 72-hours prior to installation. It is recommended that final redevelopment by pumping and surging be at least 32 hours in duration for thorough redevelopment.

At the beginning of final redevelopment, the initial pumping rate shall be restricted to less than 300 gpm. As the discharge clears, the pumping rate shall be gradually increased until the maximum pumping rate is achieved without breaking suction or dewatering the aquifer. Once the maximum discharge rate is achieved, the pumping rate should be lowered to a rate agreed upon by the Owner's representative. At this time, the well shall be surged by stopping the pump and allowing the water in the pump column to surge back through the pump bowls and into the well screen. The surging process should begin at low discharge rates and be repeated at progressively higher rates until the maximum discharge rate is achieved without dewatering the aquifer or breaking suction. The cycle of pumping and surging shall be repeated until the discharge water is clear of sand and silt, there is no further significant increase in specific capacity, sand content is within acceptable limits (i.e., less than 2 mg/L over the first five minutes following pump startup), and an average sand production does not exceed 5 mg/L for any two-hour cycle.

Pumping data shall be sufficient for the Owner or Owner's representative to prepare a specific drawdown chart from which to monitor the progress of well redevelopment. The following parameters shall be recorded throughout well redevelopment at the beginning and end of 20-minute pumping cycles:

- Time of readings, measured to the nearest minute.
- Instantaneous flow rate, to the nearest 10 gpm.
- Flowmeter totalizer reading, measured to the smallest possible unit.
- Pumping water level, measured to the nearest 0.01 foot.
- Drawdown, measured to the nearest 0.01 foot.
- Specific capacity, measured to the nearest 0.1 gpm/foot.
- Sand production, measured to the nearest 0.01 ml.
- Turbidity, measured to the nearest NTU.
- Any observations of unusual or changed conditions (odor, air, color, turbidity, etc.).

1.11 Post-Rehabilitation Well Testing

All water generated during well testing shall be conveyed via temporary discharge piping to the designated discharge location identified herein. Well testing shall consist of an 8-hour step drawdown test, a 72-hour constant rate drawdown test, and an 8-hour recovery test. The step drawdown test will determine specific capacity and well efficiency relationships, and will consist of pumping at four (4) differing pumping rates starting with the lowest and working up to the highest. The constant rate drawdown and recovery test will be conducted to determine short- and long-term pumping dynamics at the anticipated design rate.

The Owner's Representative will determine the instantaneous flow rates to be used during testing and will provide them to the Contractor within 24 hours of testing.
During testing, the time of pump startup, pump shutdown, and all interim measurements shall be made with reasonable accuracy (±0.5 minutes). Static water levels will be collected both before and after well testing following an amount of time deemed necessary for stable readings as determined by the Owner's Representative. Any irregular event occurring during the well testing, such as a pump failure or restart, should be noted and time recorded. These irregular events will determine the validity of the well testing. Testing deemed to be invalid by the Owner's representative due to mechanical failure shall be repeated at the Contractor's expense. The Contractor shall measure and record the following parameters prior to well capacity testing.

- Day and date.
- Time of readings, measured to the nearest minute.
- Beginning reading on the flowmeter totalizer reading.
- Static water level measured every five (5) minutes for 30 minutes immediately prior to testing, measured to the nearest 0.01 foot.

During well testing, the time of pump startup, pump shutdown, and all interim measurements shall be made with reasonable accuracy (±0.5 minutes). Static water levels will be collected both before and after well testing following an amount of time deemed necessary for stable readings as determined by the Owner's representative. Any irregular event occurring during well testing should be noted and time recorded, such as a pump failure or restart. These irregular events will determine the validity of the well testing. Testing deemed to be invalid by the Owner's representative due to mechanical failure shall be repeated at the Contractor's expense.

The Contractor shall measure and record the following parameters during well testing, or as otherwise directed by the Owner's Representative.

- Time of readings, measured to the nearest minute.
- Instantaneous flow rate, to the nearest 10 gpm.
- Flowmeter totalizer reading, measured to the smallest possible unit.
- Pumping water level, measured to the nearest 0.01 foot.
- Drawdown, measured to the nearest 0.01 foot.
- Specific capacity, measured to the nearest 0.1 gpm/foot.
- Sand production, measured to the nearest 0.01 ml.
- Turbidity, measured to the nearest NTU.
- Any observations of unusual or changed conditions (odor, air, color, turbidity, etc.).
- The time and nature of any adjustments to flow rate, unplanned interruptions in pumping, and any other conditions that may affect the outcome of the testing.

Elapsed time, pumping water levels, totalizer readings to calculate instantaneous pumping rates, and sand measurements shall be measured and recorded according to the following schedule:

Elapsed Time Since Pumping Started or Stopped [minutes]	Time Interval between Measurements [minutes]
0 – 10	2
10 – 30	5
30 – 60	10
60 – 120	15
120 – 720	30
>720	60

During the 72-hour constant rate pumping test, time-series water quality samples will be collected by the Owner's Representative according to the sampling schedule shown in the table below. Time-series samples will be submitted to Clinical Laboratories of San Bernardino, Inc., of Grand Terrace, California (Clinical), for analysis of uranium with a standard turn-around-time (TAT) request. Toward the end of the constant rate test (i.e., at an elapsed time of approximately 70 hours), samples will be collected by the Owner's Representative for Title 22 analysis (see Table 1). These samples will be submitted to Clinical under chain-of-custody protocol with a standard TAT request.

Time-Series Sampling Schedule (Elapsed Time)
5 min
1 hour
6 hours
12 hours
24 hours
48 hours
72 hours

Following 72 hours of pumping, and once the well has reached a steady state condition, a flowmeter spinner survey will be conducted to characterize the flow contribution of each well screen interval. The spinner survey shall be conducted by Pacific Surveys using a 1.6875-inch by 24-inch long flowmeter tool, and shall consist of at least three dynamic tests conducted throughout the screened portions of the well at differing line speeds (in feet per second), unless otherwise approved by Owner's Representative. The record for each test shall indicate either meter speed or percentage of total meter speed with depth.

Following completion of the flowmeter survey, depth-specific groundwater sampling will be performed using a depth-specific fluid sampling device. The sampling device shall be comprised of a 1.38-inch diameter by 64-inch long stainless steel cylinder with a minimum 500-mL capacity sampling chamber. For each sampling event, the sampling chamber shall be placed under a vacuum, lowered to the desired

sampling depth, and opened from the surface, allowing the chamber to fill with groundwater from the specified depth. The device shall be retrieved, and samples collected from a built-in sampling port. Following sample collection, the sampling chamber shall be decontaminated using an environmental detergent and rinsed with deionized water. Groundwater samples shall be collected from every 20 feet of well screen interval, beginning at 990 feet bgs (i.e., thirteen [13] samples), with each sample being representative of the cumulative water quality contribution of the well screen below. Additionally, a sample will be collected at the ground surface as representative of the bulk water quality produced from the well. All samples will be submitted to Clinical for analysis of uranium with a standard TAT request. Results of the flowmeter survey and depth-specific sampling will be utilized to perform dynamic mass profiling for uranium, and to determine if water quality improvement by well modification is feasible.

Upon completion of well testing, the Contractor shall measure the depth of well. As deemed necessary by the Owner's Representative, the Contractor shall remove any accumulated material from the well sump by pumping with the focused intake tool.

1.12 Post-Rehabilitation Downhole Video Survey

A dual-cam downhole color video survey shall be conducted upon completion of rehabilitation and redevelopment to serve as a record of the condition of the well. The video surveyor, Pacific Surveys LLC, or approved equal, shall conduct the dual-cam color downhole survey in such a manner that it is suitable for visual inspection of the well casing and screen. The Contractor will add clean potable water to the well at least one (1) day prior to conducting the video survey in an effort to improve the clarity of the water column. The completed video survey will be provided digitally along with a 1-page video survey summary report in printed and electronic (i.e., PDF) format. Copies of the video survey and summary report will be provided to the Owner's Representative.

1.13 Well Disinfection

The well shall be disinfected within 72 hours following rehabilitation and redevelopment to mitigate bacterial growth. The Contractor shall first adjust the pH of the water column within the well to 5.5 to 6.0 units through the addition of Nu-Well 410 chlorine enhancer, or approved equal, applied through tremie pipe and mixed with a bailer or other approved method. Liquid sodium hypochlorite disinfectant shall then be evenly distributed throughout the well and near-well zone. The Contractor shall place the disinfectant starting from the top of the well screen and working downward. Under no circumstances shall the Contractor pour the disinfectant into the well from the ground surface or through any ancillary tubing (e.g. gravel feed or sounding tubes). Small batches will be introduced to the well screen via tremie pipe at minimum intervals of 60 feet. Once the disinfectant has been placed throughout the well screen, the well shall be vigorously brushed or swabbed for at least two (2) hours to fully disperse the chemical throughout the well and near-well zone. The Contractor must achieve a minimum concentration of 200 mg/L Cl_2 to be confirmed by the Contractor using test strips or other equivalent, as approved by the Owner or Owner's Representative. The Contractor shall take extreme care, as adding chlorinated water with a depressed pH can result in the formation of dangerous chlorine gas. All disinfection solutions

shall be NSF-60 certified and should be added to the well according to the manufacturer's guidelines and using the recommended volumes provided in the following table:

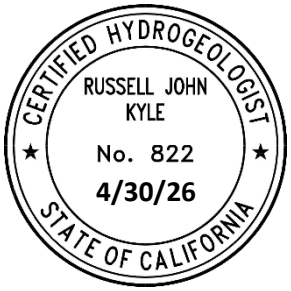
Product	Amount
Nu-Well 410 Chlorine Enhancer (~0.6 gal per 1,000 gal of Water in Well)	4 gal
12.5% Sodium Hypochlorite (~1.6 gal per 1,000 gallons of Water in Well)	12 gal

1.14 Demobilization and Site Cleanup

Upon completion of the work, the Contractor shall demobilize and remove all equipment, unused materials, operating supplies, debris, refuse, waste materials, facilities, and all other miscellaneous items resulting from or used during execution of the work. The Contractor shall restore all areas impacted by construction activities to as near as possible to original condition to the satisfaction of the Owner. Any facilities removed, temporarily relocated, or damaged, shall be repaired and/or restored to original condition upon completion of the work, unless otherwise indicated by the Owner. The well head and ancillary tubing shall be capped by welding circular pieces of like steel to each opening, with solid and continuous weld beads around the entire circumference.

Sincerely,

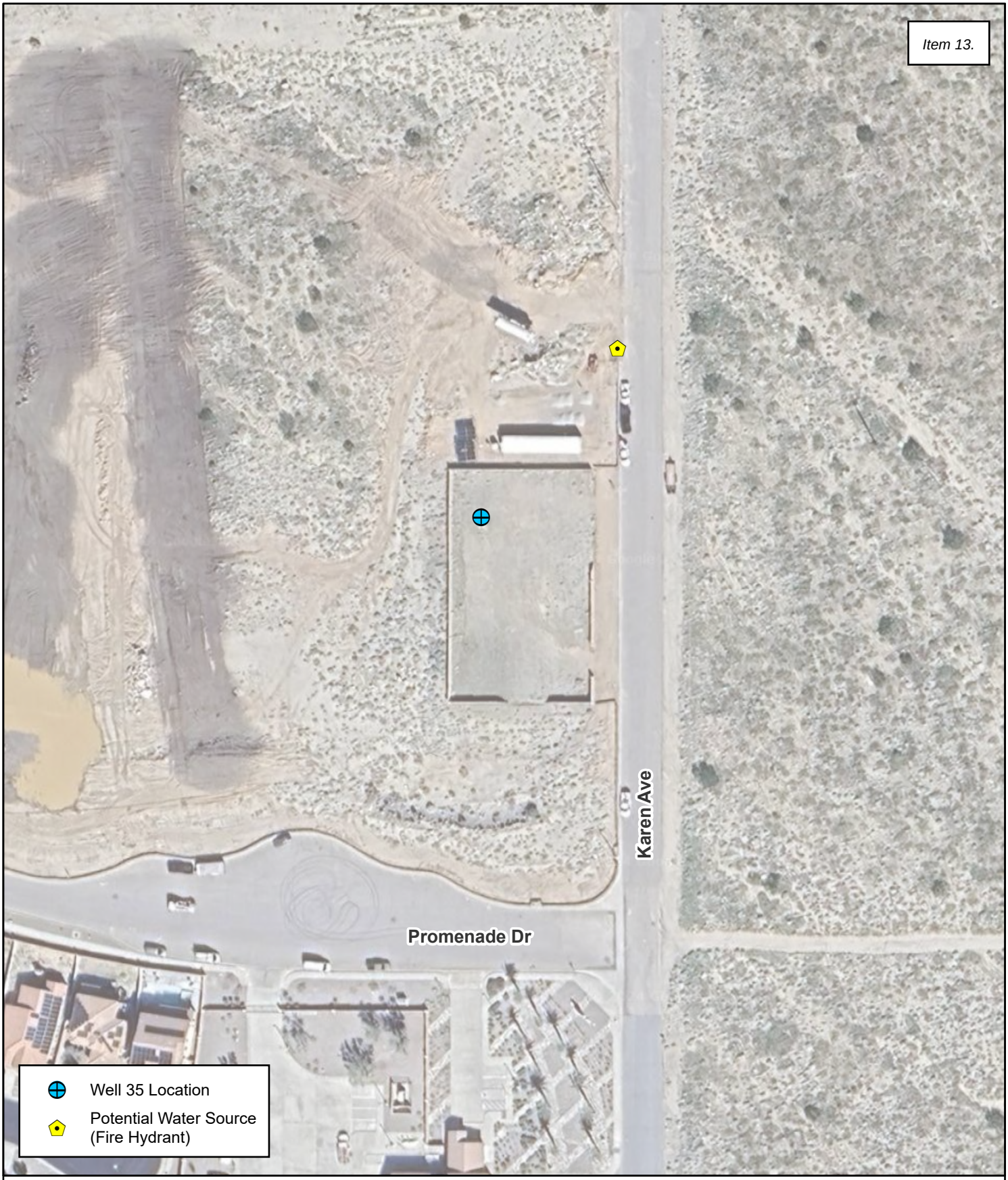




Russell John Kyle, PG, CHG
President / Principal Hydrogeologist

Enclosures

FIGURES



GENERAL LOCATION MAP

WELL 35
PHASE II - DIAGNOSTICS, REHABILITATION, REDEVELOPMENT, AND TESTING
MISSION SPRINGS WATER DISTRICT
DESERT HOT SPRINGS, CALIFORNIA
APRIL 2024

N

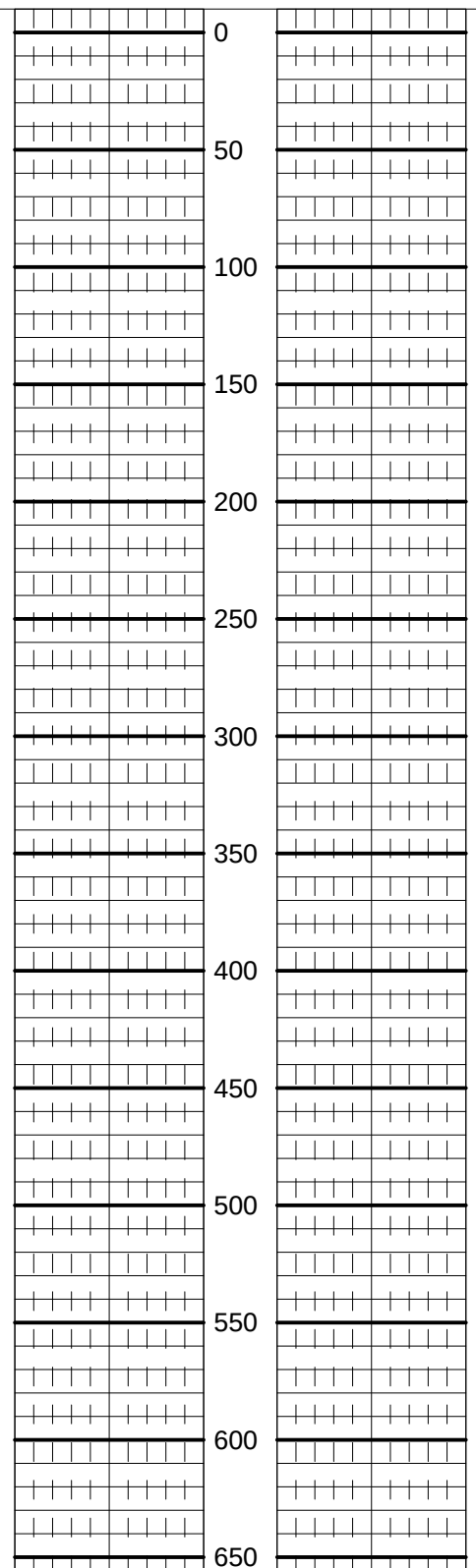
0 50 100

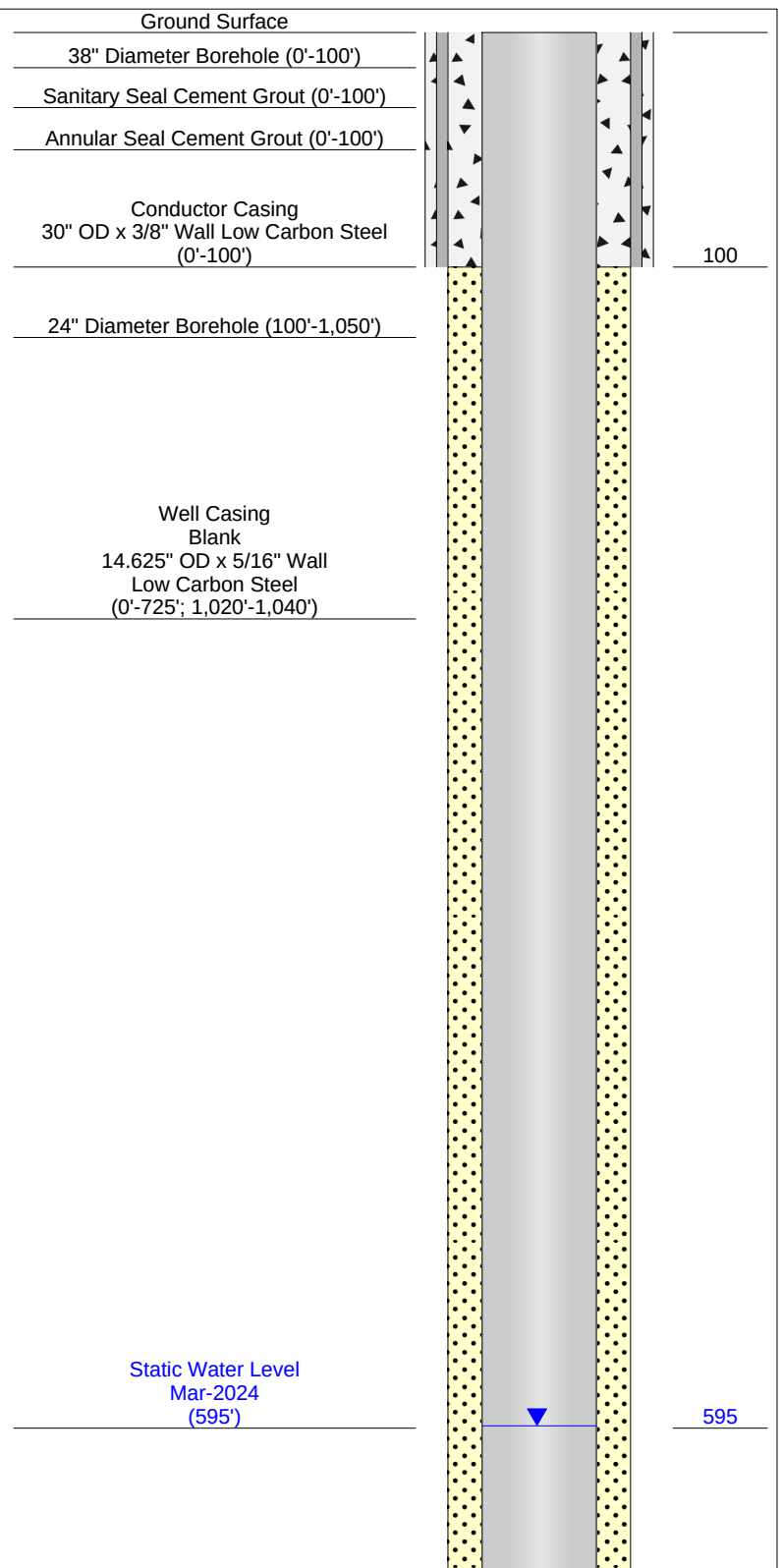
Feet

KYLE Groundwater

PROJECT NO.	FIGURE
3034.002	1

Lithology (Well Drillers Report)	Interpreted USCS Field Classification
sand, gravel and rocks	N/A
coarse sand, gravel, and cobbles	SP
coarse to fine sand, gravel and rocks	SP
coarse to fine sand, gravel, cobbles and rocks	SP
sand, gravel, brown clay	GP
sand, gravel, cobbles and rocks	GP
gravel, coarse sand and brown clay	SP
sand and gravel	GP
sand and brown clay	SP
sand, gravel, cobbles and rocks	GP
sand, cobbles and brown clay	SP
sand, gravel, cobbles and rocks	SP





AS-BUILT PROFILE - MISSION SPRINGS WATER DISTRICT WELL 35

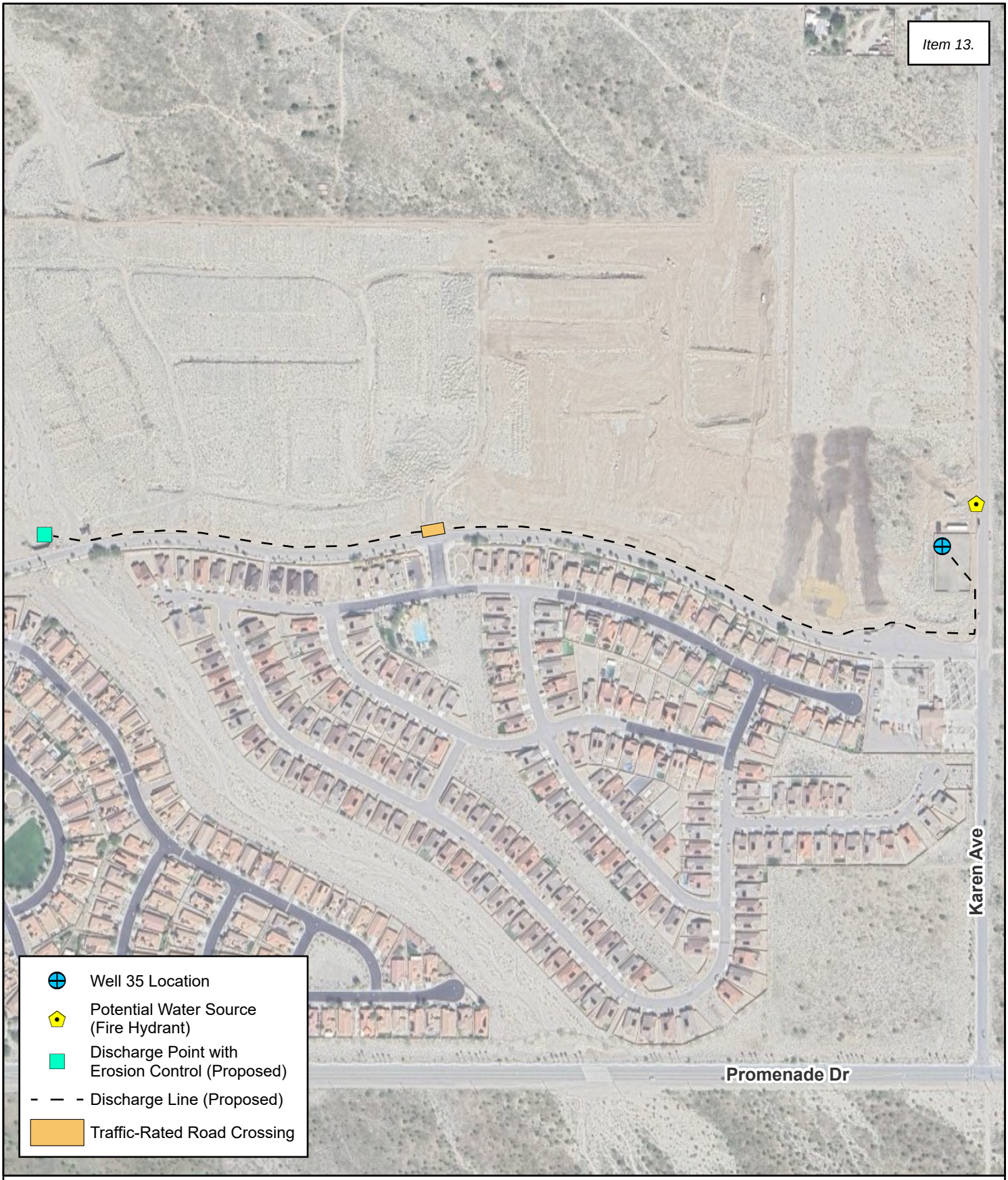
WELL 35
PHASE II - DIAGNOSTICS, REHABILITATION, REDEVELOPMENT, AND TESTING
MISSION SPRINGS WATER DISTRICT
DESERT HOT SPRINGS, CALIFORNIA
APRIL 2024

STEEL TYPE: Low Carbon Steel
PERFORATION TYPE/SIZE: Ful-Flo Louvered / 0.090 in
SCREEN INTERVALS (ft bgs): 725-1,020
BLANK INTERVALS (ft bgs): 0-725; 1,020-1,040
CONSTRUCTION YEAR: 2007

DRAWN BY: K.MAKAR
APPROVED BY: R.KYLE

KYLE Groundwater

PROJECT NO.	FIGURE
3034.001	2



DISCHARGE LOCATION MAP

WELL 35
PHASE II - DIAGNOSTICS, REHABILITATION, REDEVELOPMENT, AND TESTING
MISSION SPRINGS WATER DISTRICT
DESERT HOT SPRINGS, CALIFORNIA
APRIL 2024

N

0 200 400
Feet

KYLE Groundwater

PROJECT NO.	FIGURE
3034.002	7

TABLES

Table 1

Required Water Quality Analytical Suite
Title 22 - Completed Well Water Quality
Mission Springs Water District Well 35

Constituent	Units	MRL
General Physical Properties		
Color	color unit	3
Odor	odor unit	1
Turbidity	NTU	0.02
General Chemical Analyses		
Aggressive Index	-	-
Alkalinity, Total (as calcium carbonate)	mg/L	3
Bicarbonate	mg/L	3
Carbonate	mg/L	3
Chloride	mg/L	1
Fluoride	mg/L	0.1
Hydroxide	mg/L	3
Langlier Index at Source Temperature	-	-
MBAS/Surfactants	mg/L	0.05
Nitrate (as N)	mg/L	0.2
Nitrite (as N)	mg/L	0.1
Perchlorate	µg/L	0.1
pH	pH unit	-
Specific Conductance	µmhos/cm	1
Sulfate	mg/L	0.5
Sulfide, Total	mg/L	0.25
Total Filterable Residue / Total Dissolved Solids	mg/L	20
Total Hardness	mg/L	3
Metals		
Aluminum	µg/L	50
Antimony	µg/L	6
Arsenic	µg/L	2
Barium	µg/L	100
Beryllium	µg/L	1
Boron	µg/L	100
Cadmium	µg/L	1
Calcium	mg/L	1
Chromium, Total	µg/L	1
Chromium, Hexavalent	µg/L	0.02
Copper	µg/L	10
Cyanide	mg/L	0.1
Fluoride	mg/L	0.1
Iron	µg/L	20
Lead	µg/L	5
Magnesium	mg/L	1
Manganese	µg/L	10
Mercury	µg/L	1
Nickel	µg/L	10

Table 1

Required Water Quality Analytical Suite
Title 22 - Completed Well Water Quality
Mission Springs Water District Well 35

Constituent	Units	MRL
Potassium	mg/L	1
Selenium	µg/L	5
Silica (Total)	mg/L	1
Silver	µg/L	10
Sodium	mg/L	1
Thallium	µg/L	1
Vanadium	µg/L	3
Zinc	µg/L	10
Volatile and Semi-Volatile Organics		
1,4-dioxane (EPA 522)	µg/L	0.5
Carbamate Pesticides (EPA 531)	µg/L	varies
Chlorinated Herbicides (EPA 515.4)	µg/L	varies
Chlorinated Pesticides and PCBs (EPA 508)	µg/L	varies
DBCP and EDB (EPA 504.1)	µg/L	varies
DEHP, DEHA, Benzo(a)Pyrene (EPA 525.2)	µg/L	varies
Dioxin (EPA 1613)	µg/L	0.000005
Diquat (EPA 549.1)	µg/L	4
Endothall (EPA 548.1)	µg/L	45
Glyphosate (EPA 547)	µg/L	25
MTBE (EPA 524.2)	µg/L	0.5
Nitrogen and Phosphorous Pesticides (EPA 525.2)	µg/L	varies
Thiobencarb (EPA 525.2)	µg/L	0.1
Volatile Organic Compounds (EPA 524.2)	µg/L	varies
Radioactivity		
Gross Alpha	pCi/L	3
Gross Beta	pCi/L	3
Radium 226	pCi/L	1
Radium 228	pCi/L	1
Radon	pCi/L	10
Uranium	pCi/L	1
Additional Analyses		
1,2,3-Trichloropropane (1,2,3-TCP)	µg/L	0.005
Asbestos	MFL	0.2
PFAS (EPA Method 533)		
11-Chloroeicosafluoro-3-oxaundecane-1-sulfonic acid (11Cl-PF3OUdS)	µg/L	0.005
1H,1H, 2H, 2H-Perfluorodecane sulfonic acid (8:2FTS)	µg/L	0.005
1H,1H, 2H, 2H-Perfluorohexane sulfonic acid (4:2FTS)	µg/L	0.003
1H,1H, 2H, 2H-Perfluorooctane sulfonic acid (6:2FTS)	µg/L	0.005
4,8-Dioxa-3H-perfluorononanoic acid (ADONA)	µg/L	0.003
9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic acid (9Cl-PF3ONS)	µg/L	0.002
Hexafluoropropylene oxide dimer acid (HFPO-DA)(GenX)	µg/L	0.005
Nonafluoro-3,6-dioxaheptanoic acid (NFDHA)	µg/L	0.02
Perfluoro(2-ethoxyethane)sulfonic acid (PFEESA)	µg/L	0.003

Table 1

Required Water Quality Analytical Suite
Title 22 - Completed Well Water Quality
Mission Springs Water District Well 35

Constituent	Units	MRL
Perfluoro-3-methoxypropanoic acid (PFMPA)	µg/L	0.004
Perfluoro-4-methoxybutanoic acid (PFMBA)	µg/L	0.003
Perfluorobutanesulfonic acid (PFBS)	µg/L	0.003
Perfluorobutanoic acid (PFBA)	µg/L	0.005
Perfluorodecanoic acid (PFDA)	µg/L	0.003
Perfluorododecanoic acid (PFDoA)	µg/L	0.003
Perfluoroheptanesulfonic acid (PFHpS)	µg/L	0.003
Perfluoroheptanoic acid (PFHpA)	µg/L	0.003
Perfluorohexanesulfonic acid (PFHxS)	µg/L	0.003
Perfluorohexanoic acid (PFHxA)	µg/L	0.003
Perfluorononanoic acid (PFNA)	µg/L	0.004
Perfluorooctanesulfonic acid (PFOS)	µg/L	0.004
Perfluorooctanoic acid (PFOA)	µg/L	0.004
Perfluoropentanesulfonic acid (PFPeS)	µg/L	0.004
Perfluoropentanoic acid (PFPeA)	µg/L	0.003
Perfluoroundecanoic acid (PFUnA)	µg/L	0.002
PFAS (EPA Method 537.1)		
N-ethyl perfluorooctanesulfonamidoacetic acid (NEtFOSAA)	µg/L	0.005
N-methyl perfluorooctanesulfonamidoacetic acid (NMeFOSAA)	µg/L	0.006
Perfluorotetradecanoic acid (PFTA)	µg/L	0.008
Perfluorotridecanoic acid (PFTrDA)	µg/L	0.007

NTU: nephelometric turbidity units
mg/L: milligrams per liter
µg/L: micrograms per liter
µmhos/cm: micromhos per centimeter
pCi/L: picocuries per liter
MFL: million fibers per liter

ATTACHMENT A

Well Completion Report

Mission Springs Water District Well 35

KYLE Groundwater

*The free Adobe Reader may be used to view and complete this form. However, software must be purchased to complete, save, and reuse a saved form.

File Original with DWR

State of California

Well Completion Report

Refer to Instruction Pamphlet

No. e053400

Page 1 of 1

Owner's Well Number 2

Date Work Began 01/12/2007 Date Work Ended 4/10/2007

Local Permit Agency Riverside County Department of Environmental Health

Permit Number 06-32204 Permit Date 12/20/06

DWR Use Only – Do Not Fill In

State Well Number/Site Number

N W

Latitude Longitude

APN/TRS/Other

Geologic Log

Orientation ◉ Vertical ○ Horizontal ○ Angle Specify

Drilling Method Reverse Circulation Rotary Drilling Fluid Bentonite mud

Depth from Surface Feet	to Feet	Description Describe material, grain size, color, etc
0	35	Sand, gravel and rocks.
35	215	Coarse sand, gravel, and cobbles.
215	280	Coarse to fine sand, gravel and rocks.
280	370	Coarse to fine sand, gravel, cobbles and rocks.
370	390	Sand, gravel, brown clay.
390	610	Sand, gravel, cobbles and rocks.
610	655	Gravel, coarse sand and brown clay.
655	680	Sand and gravel.
680	685	Sand and brown clay.
685	755	Sand, gravel, cobbles and rocks.
755	775	Sand, cobbles and brown clay.
775	1,050	Sand, gravel, cobbles and rocks.

Total Depth of Boring 1050 Feet

Total Depth of Completed Well 1040 Feet

Well Owner

Name D.R. Horton

Mailing Address 11870 Pierce Street Ste. 250

City Riverside State CA Zip 92505

Well Location

Address West side of Karen Ave. between Scenic Dr and Pierson

City Desert Hot Springs County Riverside

Latitude Deg. Min. Sec. N Longitude Deg. Min. Sec. W

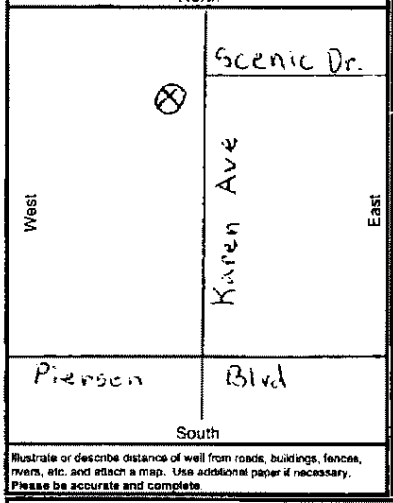
Datum Decimal Lat. Decimal Long.

APN Book 667 Page 290 Parcel 083

Township 2 S Range 4 E Section 28

Location Sketch

(Sketch must be drawn by hand after form is printed.)



Illustrate or describe distance of well from roads, buildings, fences, rivers, etc. and attach a map. Use additional paper if necessary. Please be accurate and complete

Activity

◉ New Well
○ Modification/Repair
○ Deepen
○ Other
○ Destroy
Describe procedures and materials under "GEOLOGIC LOG"

Planned Uses

◉ Water Supply
☐ Domestic ☐ Public
☐ Irrigation ☑ Industrial
○ Cathodic Protection
○ Dewatering
○ Heat Exchange
○ Injection
○ Monitoring
○ Remediation
○ Sparging
○ Test Well
○ Vapor Extraction
○ Other

Water Level and Yield of Completed Well

Depth to first water 440 (Feet below surface)

Depth to Static Water Level 440 (Feet) Date Measured 01/28/2007

Estimated Yield * 1,000 (GPM) Test Type Constant Rate

Test Length 24.0 (Hours) Total Drawdown 30 (Feet)

*May not be representative of a well's long term yield.

Casings

Depth from Surface Feet	to Feet	Borehole Diameter (Inches)	Type	Material	Wall Thickness (Inches)	Outside Diameter (Inches)	Screen Type	Slot Size if Any (Inches)
0	100	38	Conductor	Low Carbon Steel	.375	30		
0	725	24	Blank	Low Carbon Steel	.312	14.625		
725	1,020	24	Screen	Low Carbon Steel	.312	14.625	Louver	0.090
1,020	1,040	24	Blank	Low Carbon Steel	.312	14.625		

Annular Material

Depth from Surface Feet	to Feet	Fill	Description
0	100	Cement	
0	100	Cement	
100	1,050	Filter Pack	4x12 Tacna

Attachments

☐ Geologic Log
☐ Well Construction Diagram
☐ Geophysical Log(s)
☐ Soil/Water Chemical Analyses
☐ Other

Attach additional information, if it exists.

Certification Statement

I, the undersigned, certify that this report is complete and accurate to the best of my knowledge and belief

Name Layne Christensen Company
Person, Firm or Corporation

11001 Etiwanda Avenue Fontana CA 92337
Address City State Zip

Signed [signature] 4-17-2007
C-57 Licensed Water Well Contractor Date Signed

510011
C-57 License Number

DWR 188 REV. 1/2006

IF ADDITIONAL SPACE IS NEEDED, USE NEXT CONSECUTIVELY NUMBERED FORM

ATTACHMENT B

14-Mar-24 Downhole Video Survey Report

Mission Springs Water District Well 35

KYLE Groundwater

WATER WELL VIDEO REPORT

35

Mission Springs

Water Well Redevelpoers Inc

4800 Via Del Corral Yorba Linda, CA. 92

Phone: 174-392-5609 Web: waterwellredevelopers.com

Client:	**Mission Springs Water District**	Survey Date:	**March 14, 2024**
Address:	**66575 2nd st**	Invoice No.: **31246**	Run: **2**
City:	**Desert Hot Springs, CA 92240**	P.O.: **23169**	Van: **1**
County:		Operator:	**Jason**
Requested By:	**Legend**	Type Camera:	
Copy To:	**Legend, Mission Springs**	Latitude: **33° 57' 57.5"**	Longitude: **116° 33' 46.6"**
Reason For Survey:	**Specific**	Section:	TWP: Range:
Location:	**11037 Karen Ave, Desert Hot Springs, Ca 92240**		
Field:			
Other Information:			

CASING INFORMATION

Louvers
726.6-1025.6 Ft.

Well Depth
1025.6 Ft.

S.W.L
594.7 Ft.

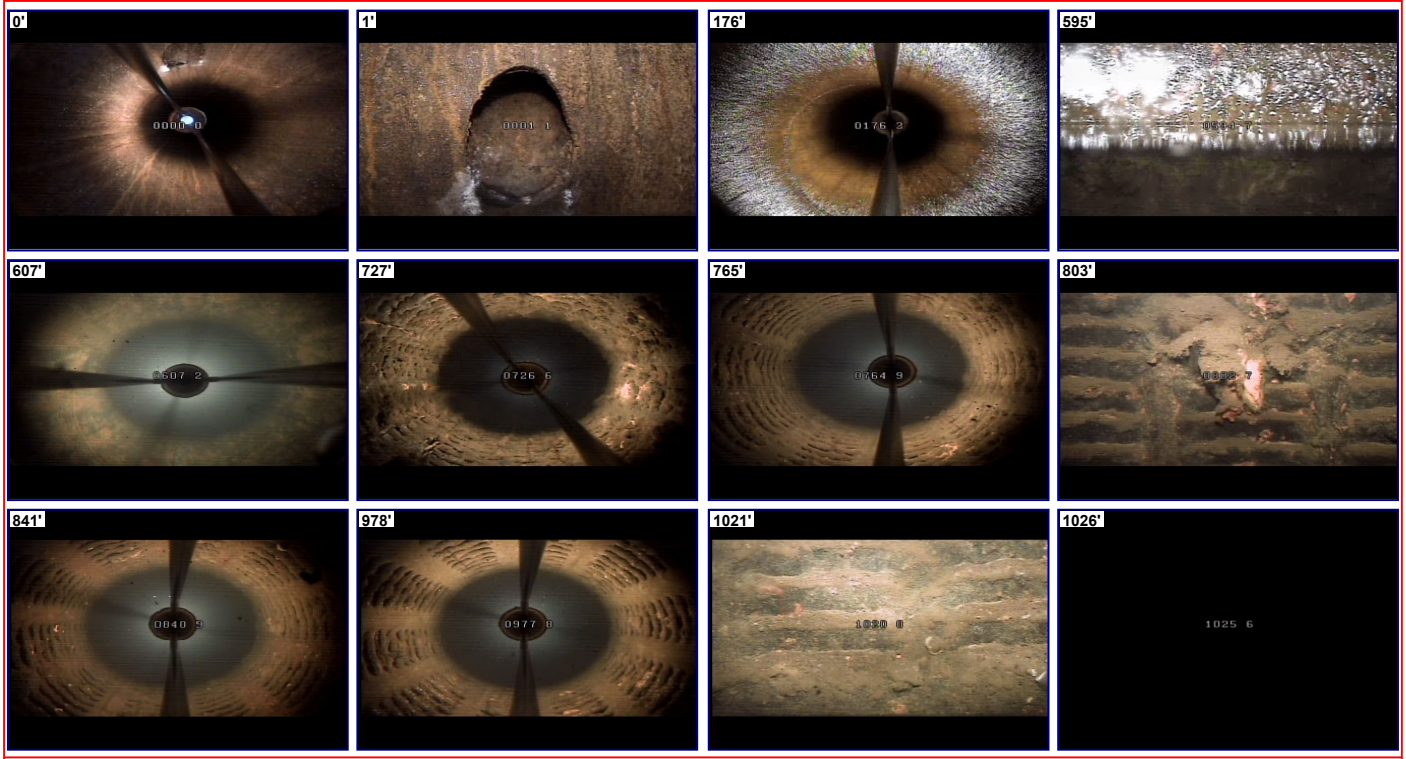
17" O.D. Casing
0-1.2 Ft.
Type: Steel

14" O.D. Casing
1.2-1025.6 Ft.
Type: Steel

Dia. Reference
Measured

Casing Buildup
Heavy

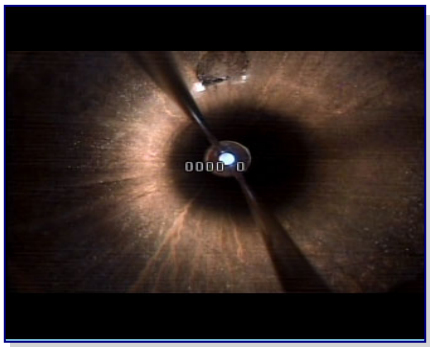
DEPTHS (SideScan)	VIDEO OBSERVATIONS
0.0 Ft.	Video start at ground level
1.1 Ft.	Access pipe
2-550 Ft.	Casing appears clean
594.7 Ft.	Static water level
595.0 Ft.	Water quality fair
607.2 Ft.	Casing appears clean
650.0 Ft.	Appears to be mineral scale
700.0 Ft.	Water quality good
726.6 Ft.	Start of louver perforations, appear plugged
730.0 Ft.	Heavy mineral scale on casing
764.7 Ft.	Perforations appear plugged
802.7 Ft.	Scattered nodules
840.0 Ft.	Perforations appear plugged, lighter mineral scale
860.0 Ft.	Scattered larger nodules
901.0 Ft.	Perforations appear resctricted to plugged
1,020.8 Ft.	End of louver perforations
1,025.6 Ft.	Total well depth



Notes: **Re-video log of Well #35, Survey start at ground level.**

WELLBORE SNAPSHOT(S)

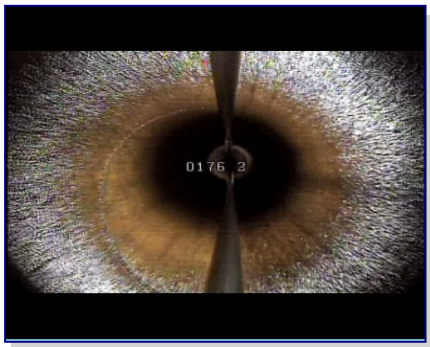
Depth: 0 Feet



Depth: 1 Feet



Depth: 176 Feet



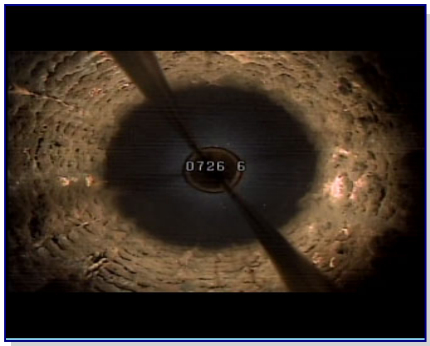
Depth: 595 Feet



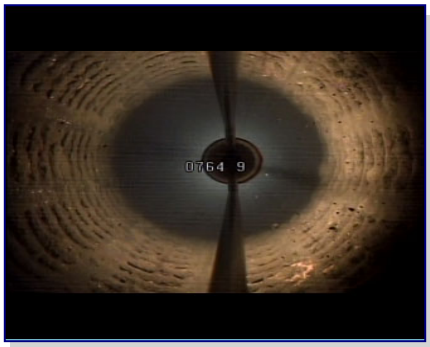
Depth: 607 Feet



Depth: 727 Feet



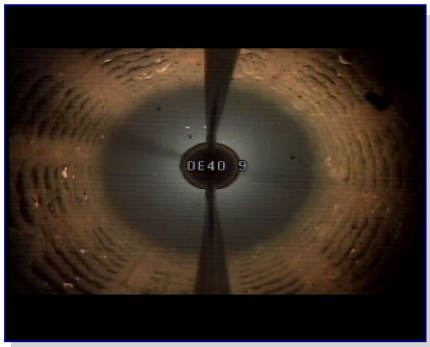
Depth: 765 Feet



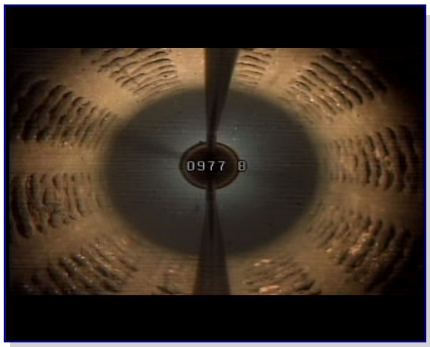
Depth: 803 Feet



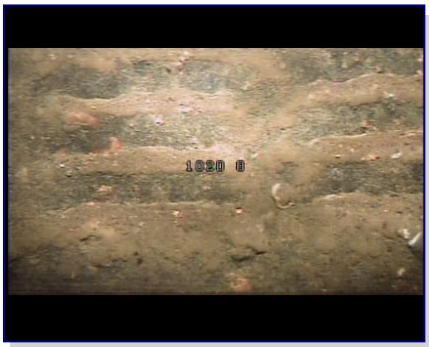
Depth: 841 Feet



Depth: 978 Feet



Depth: 1021 Feet



Depth: 1026 Feet



ATTACHMENT C

Electro-Magnetic Defecto-Scope (EMDS) Survey Report

Mission Springs Water District Well 35

KYLE Groundwater

PACIFIC SURVEYS

CASING INSPECTION LOG
EMT-24

Job No. 32368

Company LEGEND PUMP & WELL SERVICE, INC.

Well MISSION SPRINGS WELL # 35

Field DESERT HOT SPRINGS

County RIVERSIDE State CA

File No.

Location:

11037 - 11099 KAREN AVE
GPS: 33.96584 -116.56314

Other Services:

NONE

Sec. Twp. Rge.

Permanent Datum T.O.C. Elevation
Log Measured From T.O.C. 0' above perm. datum
Drilling Measured From G.L.

Elevation
K.B.
D.F.
G.L.

Date	02/13/2024
Run Number	ONE
Depth Driller	1040'
Depth Logger	1034'
Bottom Logged Interval	1034'
Top Log Interval	0'
Open Hole Size	N/A
Type of Caliper	N/A
Cement Interval	N/A
Max. Recorded Temp.	82.9 F
EMDS Calibration	N/A
Time Well Ready	7:30 AM
Time Logger on Bottom	8:15 AM
Equipment Number	PS-14
Location	LA
Recorded By	E. AFOH
Witnessed By	-------

Perforation Record

Type	Slot Size	From	To
LOUVERS	0.090"	725'	1020'

Perforation Record

Type	Slot Size	Top	From	Bottom	To

	Size	Wall (in)
Casing Record		
Surface String	30.0" OD	0.375"
Production String		
Production String	14.625" OD	0.3125"
Production String		
Liner		

<<< Fold Here >>>

All interpretations are opinions based on inferences from electrical or other measurements and Pacific Surveys cannot and do not guarantee the accuracy or correctness of any interpretation, and we shall not, except in the case of gross or willful negligence on our part, be liable or responsible for any loss, costs, damages, or expenses incurred or sustained by anyone resulting from any interpretation made by any of our officers, agents or employees. These interpretations are also subject to Pacific Surveys' general terms and conditions set out in our current Price Schedule.

Comments

MEASURED 14-INCH ID CASING FROM 1.3 FT FROM TOP OF CASING/SOLE PLATE
ASSUMING U.S STANDARD 8 GAUGE CASING.

Calibration Report

Database File c:\users\rose1\pacific dropbox\field data\other analysis\32368 needs emt processing\32368.db
Dataset Pathname EMT-UP
Dataset Creation Tue Feb 13 08:39:22 2024

Temperature Calibration Report

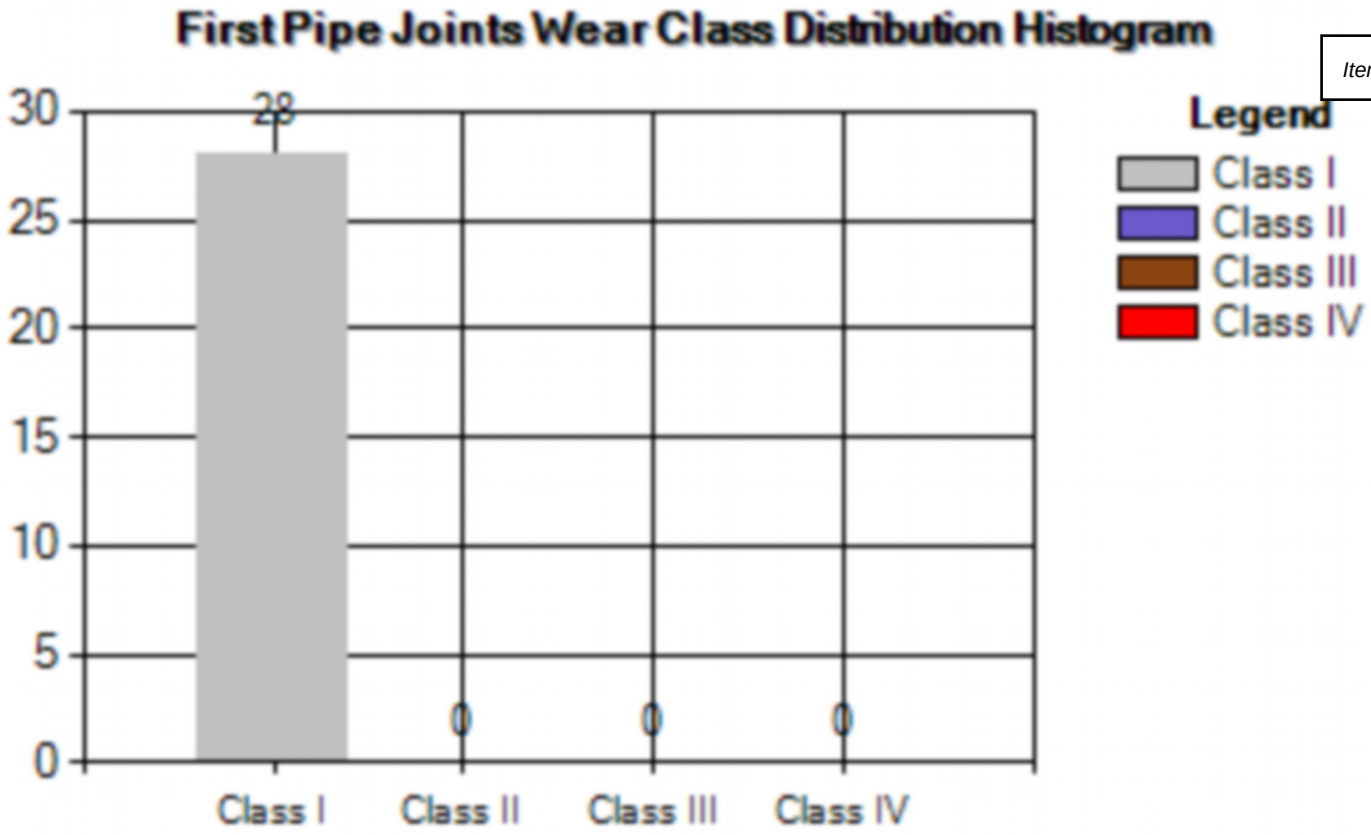
Serial Number: RDT14-1913002
Tool Model: RDT14
Performed: Tue May 12 12:25:29 2020

Point #	Reading		Reference	
1	14019.00	cps	79.56	degF
2	25472.00	cps	150.08	degF
3	35363.00	cps	211.64	degF
4	45528.00	cps	276.62	degF
5	56009.00	cps	346.64	degF
6		cps		degF
7		cps		degF
8		cps		degF
9		cps		degF
10		cps		degF

Table	Description of Report Table Column
Joint No.	Joint name
Top	Joint top depth in depth units
Bottom	Joint bottom depth in depth units
Length	Joint Length in depth units
AvrgIR	Average inside radius in radius units
MaxIR	Maximum inside radius in radius units
MaxIRDepth	Depth of maximum inside radius (maximum inside wear point)
Min. Thick.	Minimal joint wall thickness
Avrg. RW	Average remaining pipe wall thickness in percentages
Min. RW	Minimal remaining pipe wall thickness in percentages
Min.RW Depth	Depth of minimal pipe wall thickness point

Joint No.	Top feet	Bottom feet	Length feet	Avrg. IR in	Max. IR in	Max IR Depth feet	Corrosion Profile 14.625in OD LCS	Min. Thick. in	Avrg. RW %	Min. RW %	Min RW Depth
Joint 1	6.00	23.60	17.60	7.007	7.012	17.00		0.298	97.6	95.5	17.10
Joint 2	23.60	63.80	40.20	7.011	7.015	39.50		0.295	96.2	94.5	34.00
Joint 3	63.80	103.70	39.90	7.010	7.015	81.50		0.284	96.3	91.1	71.40
Joint 4	103.70	143.80	40.10	7.009	7.012	112.70		0.284	95.7	91.1	110.60
Joint 5	143.80	183.90	40.10	7.006	7.010	179.30		0.289	97.0	92.6	180.60
Joint 6	183.90	223.80	39.90	7.007	7.010	222.80		0.290	97.1	92.9	190.60
Joint 7	223.80	264.10	40.30	7.008	7.013	224.80		0.291	96.5	93.2	231.70
Joint 8	264.10	304.10	40.00	7.008	7.012	303.00		0.281	96.3	90.0	270.70
Joint 9	304.10	344.10	40.00	7.007	7.012	311.30		0.279	96.7	89.4	310.90
Joint 10	344.10	384.10	40.00	7.005	7.012	374.70		0.281	97.6	90.0	351.90
Joint 11	384.10	424.10	40.00	7.008	7.012	385.10		0.278	96.1	89.0	391.60
Joint 12	424.10	464.10	40.00	7.009	7.012	463.00		0.278	95.8	89.1	431.70
Joint 13	464.10	504.20	40.10	7.009	7.012	503.00		0.287	95.9	92.0	471.70
Joint 14	504.20	544.30	40.10	7.009	7.012	543.00		0.289	95.8	92.6	543.30
Joint 15	544.30	584.60	40.30	7.010	7.012	568.40		0.288	95.7	92.2	551.70
Joint 16	584.60	624.80	40.20	7.009	7.012	620.80		0.284	95.4	91.1	590.90
Joint 17	624.80	665.10	40.30	7.011	7.013	641.90		0.275	94.8	88.0	664.10
Joint 18	665.10	705.50	40.40	7.011	7.015	683.00		0.280	93.9	89.7	672.80
Joint 19	705.50	730.60	25.10	7.009	7.013	729.50		0.290	95.5	93.1	726.60
Joint 20	730.60	746.00	15.40	7.004	7.010	740.20		0.281	93.6	90.2	732.10
Joint 21	746.00	786.00	40.00	7.005	7.011	753.30		0.282	93.5	90.3	757.20
Joint 22	786.00	826.00	40.00	7.002	7.005	796.60		0.298	97.5	95.4	798.80
Joint 23	826.00	866.10	40.10	7.002	7.006	863.50		0.286	96.4	91.5	857.70
Joint 24	866.10	906.10	40.00	7.002	7.004	887.10		0.297	96.6	95.1	899.80
Joint 25	906.10	946.30	40.20	7.003	7.007	925.20		0.290	95.3	93.0	924.20
Joint 26	946.30	986.10	39.80	7.000	7.003	961.40		0.300	98.2	96.1	953.70
Joint 27	986.10	1026.60	40.50	7.001	7.004	1006.80		0.295	97.7	94.6	1005.20
Joint 28	1026.60	1031.00	4.40	7.002	7.003	1027.70		0.307	99.1	98.5	1027.60

Table	Class	From %	To %	Description	Count	Perc. %
Class 1	Class I	0.0	15.0	VeryLight	28.0	
Class 2	Class II	15.0	25.0	Light	0.0	0.0
Class 3	Class III	25.0	50.0	Moderate	0.0	0.0
Class 4	Class IV	50.0	100.0	Significant	0.0	0.0

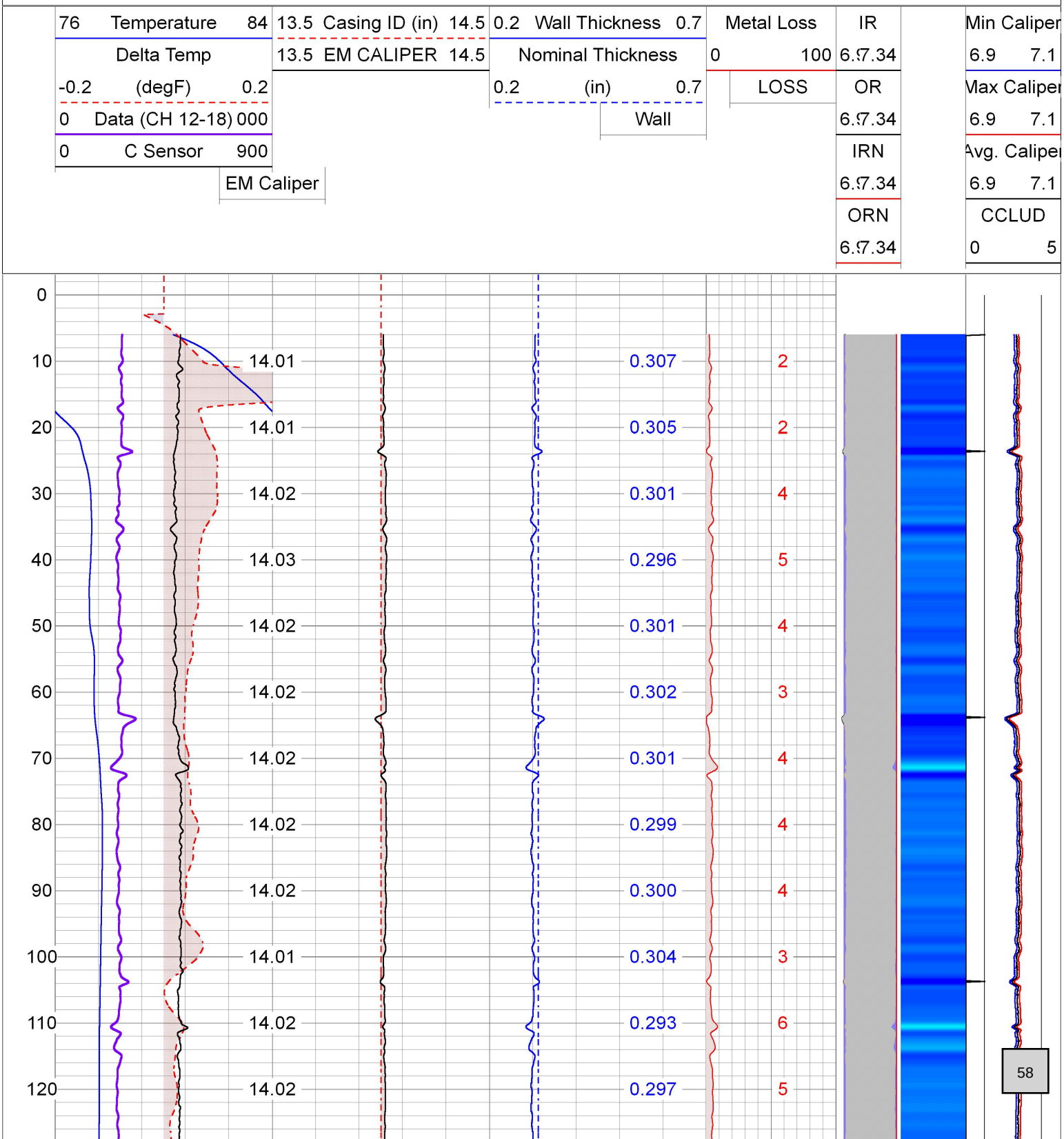

First Pipe Joints Wear Class Distribution Histogram
30
25
20
15
10
5
0
28
0
0
0
Class I
Class II
Class III
Class IV
Legend
Class I
Class II
Class III
Class IV

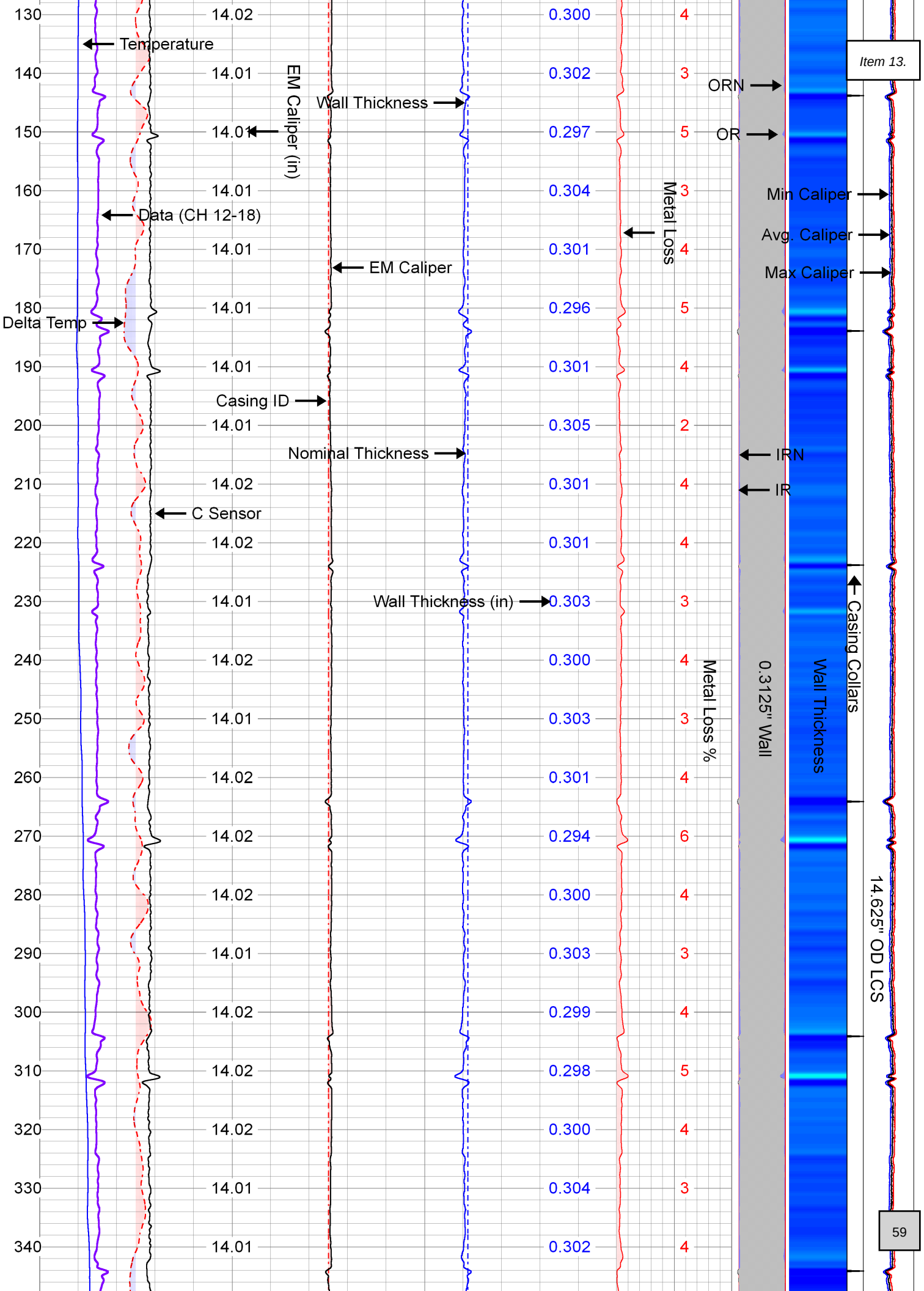
Parameter	Description	Min	Max
MTTAvrg	MTT Thickness Joint Average	0	0
MTTMax	MTT Thickness Joint Maximum	0	100
MTTMin	MTT Thickness Joint Minimum	0	100
MTTMinDepth	Depth Position of MTT Thickness Joint Minimum	0	100000
MTTMaxDepth	Depth Position of MTT Thickness Joint Maximum	0	100000
MTTPercDmg	MTT Joint Maximum Damage Percentage	-100	100
Class	Joint Wall Loss Class	0	10
MetalLossPercAVRG	Metal Loss Percentage Average.	0	100

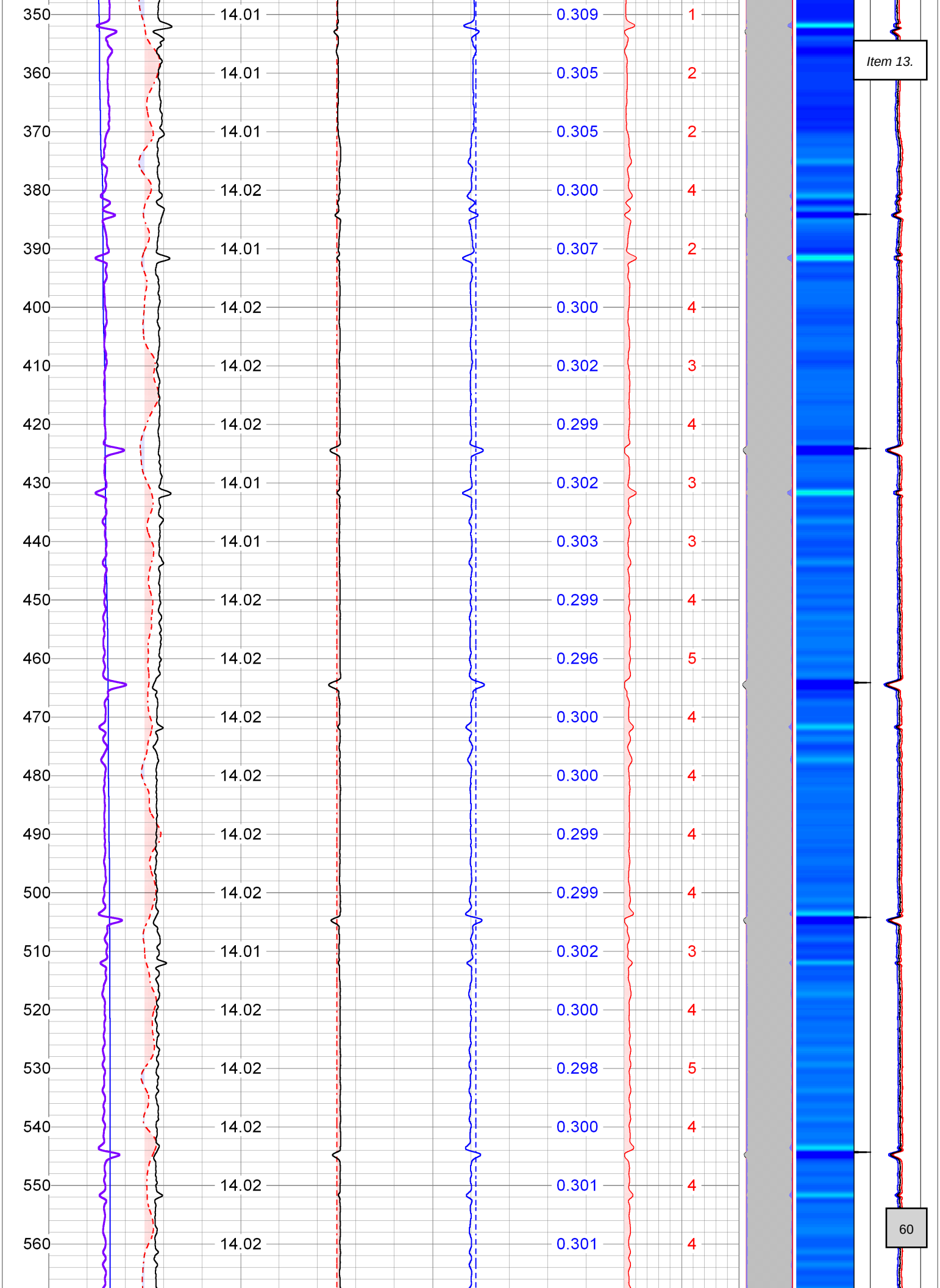
Zones	Top	Bottom	MTTAvrg	MTTMax	MTTMin	MTTMinDepth	MTTMaxDepth	MTTPercDmg	Class	MetalLossPercAVRG
Joint 1	6.0	23.6	0.304	0.308	0.298	17.1	18.4	4.5	1	2.4
Joint 2	23.6	63.8	0.300	0.308	0.295	34.0	35.4	5.5	1	2.7
Joint 3	63.8	103.7	0.300	0.314	0.284	71.4	64.8	8.9	1	3.7
Joint 4	103.7	143.8	0.299	0.305	0.284	110.6	115.0	8.9	1	4.3
Joint 5	143.8	183.9	0.303	0.314	0.289	180.6	151.5	7.4	1	3.0
Joint 6	183.9	223.8	0.303	0.315	0.290	190.6	191.6	7.1	1	3.0
Joint 7	223.8	264.1	0.301	0.304	0.291	231.7	252.1	6.8	1	3.4
Joint 8	264.1	304.1	0.301	0.314	0.281	270.7	271.7	10.1	1	3.7
Joint 9	304.1	344.1	0.302	0.316	0.279	310.9	312.0	10.6	1	3.3
Joint 10	344.1	384.1	0.305	0.321	0.281	351.9	352.9	10.0	1	2.6
Joint 11	384.1	424.1	0.300	0.308	0.278	391.6	390.3	11.0	1	3.9
Joint 12	424.1	464.1	0.299	0.312	0.278	431.7	425.1	10.9	1	4.2
Joint 13	464.1	504.2	0.299	0.316	0.287	471.7	465.1	8.0	1	4.1
Joint 14	504.2	544.3	0.299	0.316	0.289	543.3	505.2	7.4	1	4.2
Joint 15	544.3	584.6	0.299	0.312	0.288	551.7	545.3	7.8	1	4.3
Joint 16	584.6	624.8	0.298	0.307	0.284	590.9	623.0	8.9	1	4.5
Joint 17	624.8	665.1	0.296	0.308	0.275	664.1	625.8	12.0	1	5.1
Joint 18	665.1	705.5	0.293	0.321	0.280	672.8	666.1	10.3	1	6.2
Joint 19	705.5	730.6	0.298	0.304	0.290	726.6	707.8	6.9	1	4.5
Joint 20	730.6	746.0	0.292	0.329	0.281	732.1	745.0	9.8	1	6.9
Joint 21	746.0	786.0	0.292	0.316	0.282	757.2	747.0	9.7	1	6.7
Joint 22	786.0	826.0	0.304	0.326	0.298	798.8	825.0	4.6	1	2.8
Joint 23	826.0	866.1	0.301	0.330	0.286	857.7	827.3	8.5	1	4.0
Joint 24	866.1	906.1	0.302	0.315	0.297	899.8	904.1	4.9	1	3.6
Joint 25	906.1	946.3	0.297	0.321	0.290	924.2	945.3	7.0	1	4.9
Joint 26	946.3	986.1	0.306	0.329	0.300	953.7	947.9	3.9	1	2.4
Joint 27	986.1	1026.6	0.305	0.331	0.295	1005.2	1025.6	5.4	1	2.6
Joint 28	1026.6	1031.0	0.309	0.310	0.307	1027.6	1030.0	1.5	1	0.9

Well Equipment	Type	Top (ft)	Bottom (ft)	OD (in)	ID (in)	Weight (lbs/ft)
Conductor	LCS	0	100	30.000	29.250	
Casing	LCS	0	1040	14.625	14.000	47.76
Casing: Ful-Flo Louvers	LCS	725	1020	14.625	14.000	47.76

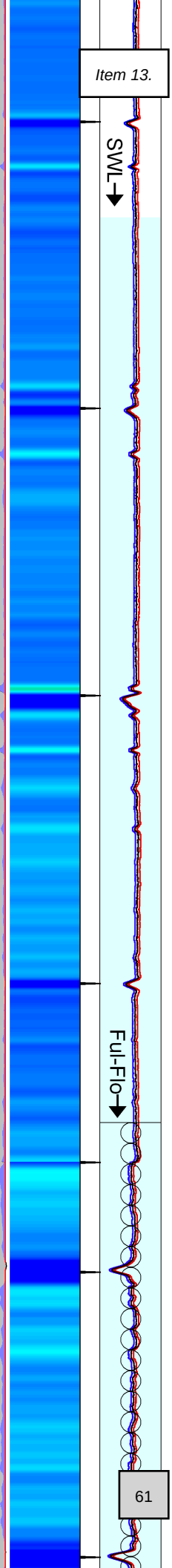
Database File	c:\users\rose1\pacific dropbox\field data\other analysis\32368 needs emt processing\32368.db
Dataset Pathname	32368_mission_spring_water_district_35_
Presentation Format	emt24_analysis
Dataset Creation	Fri Feb 23 07:45:32 2024
Charted by	Depth in Feet scaled 1:240

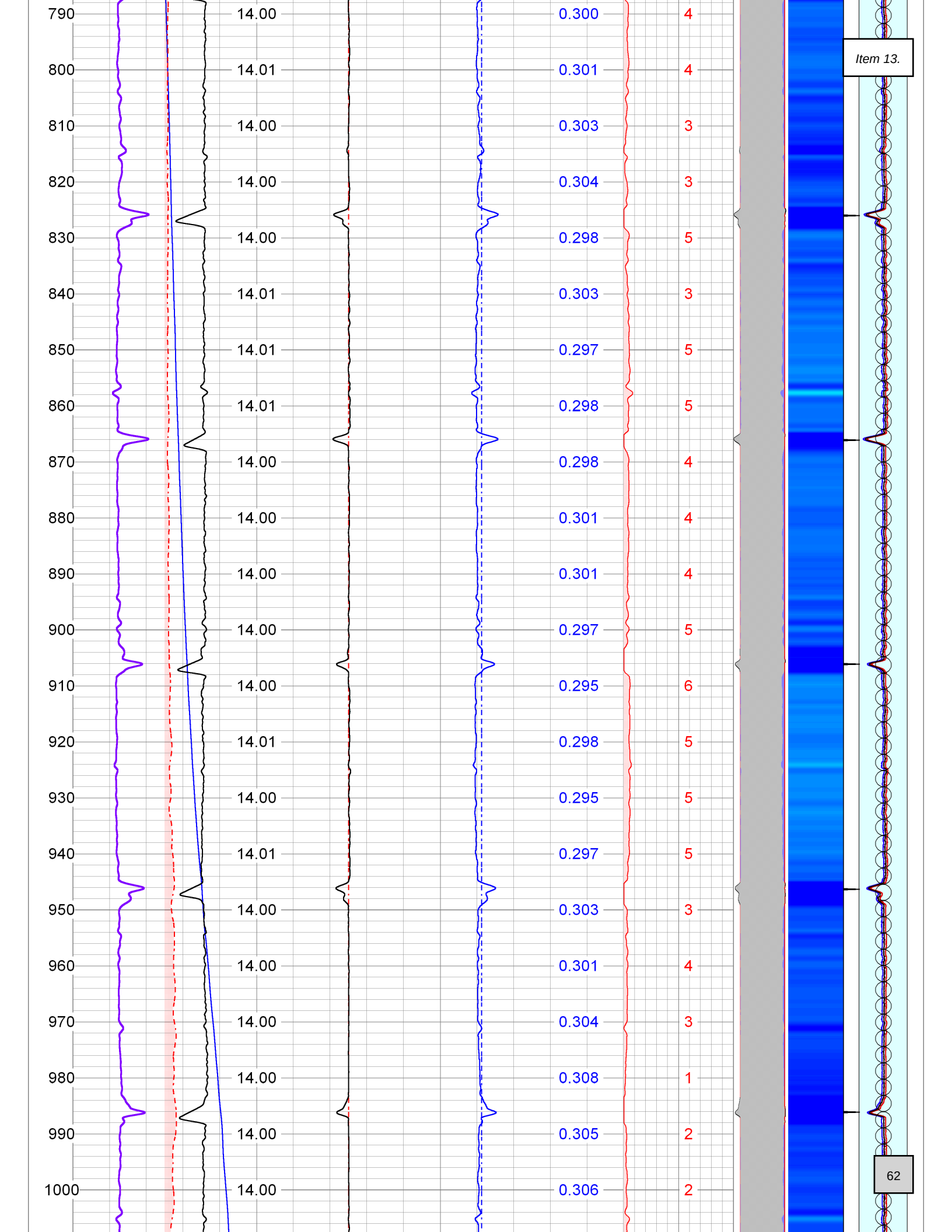


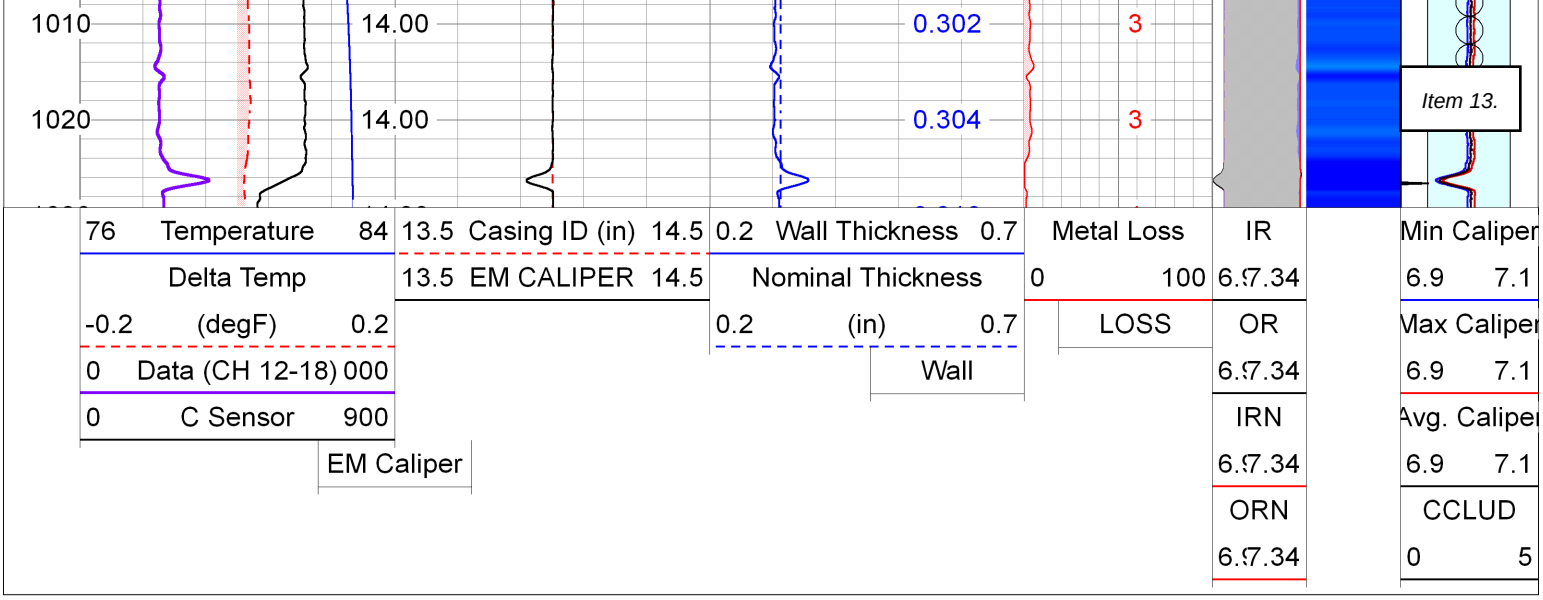

130
140
150
160
170
180
190
200
210
220
230
240
250
260
270
280
290
300
310
320
330
340
14.02
14.01
14.01
14.01
14.01
14.01
14.01
14.01
14.02
14.02
14.01
14.02
14.01
14.02
14.02
14.02
14.01
14.02
14.02
14.01
14.01
0.300
0.302
0.297
0.304
0.301
0.296
0.301
0.305
0.301
0.301
0.303
0.300
0.303
0.301
0.294
0.300
0.303
0.299
0.298
0.300
0.304
0.302
4
3
5
3
4
5
4
2
4
4
3
4
3
4
6
4
3
4
5
4
3
4
Temperature
Data (CH 12-18)
Delta Temp
C Sensor
EM Caliper (in)
Wall Thickness
EM Caliper
Casing ID
Nominal Thickness
Wall Thickness (in)
Metal Loss
Metal Loss %
ORN
OR
Min Caliper
Avg. Caliper
Max Caliper
IRN
IR
Casing Collars
0.3125" Wall
Wall Thickness
14.625" OD LCS


350 14.01 0.309 1
360 14.01 0.305 2
370 14.01 0.305 2
380 14.02 0.300 4
390 14.01 0.307 2
400 14.02 0.300 4
410 14.02 0.302 3
420 14.02 0.299 4
430 14.01 0.302 3
440 14.01 0.303 3
450 14.02 0.299 4
460 14.02 0.296 5
470 14.02 0.300 4
480 14.02 0.300 4
490 14.02 0.299 4
500 14.02 0.299 4
510 14.01 0.302 3
520 14.02 0.300 4
530 14.02 0.298 5
540 14.02 0.300 4
550 14.02 0.301 4
560 14.02 0.301 4
Item 13.
60

570	14.02	0.297	5
580	14.02	0.299	4
590	14.02	0.300	4
600	14.01	0.303	3
610	14.02	0.297	5
620	14.02	0.296	5
630	14.02	0.298	5
640	14.02	0.299	5
650	14.02	0.295	5
660	14.02	0.299	4
670	14.02	0.299	4
680	14.02	0.297	5
690	14.02	0.293	6
700	14.02	0.292	6
710	14.02	0.301	4
720	14.02	0.299	4
730	14.02	0.289	7
740	14.02	0.293	6
750	14.00	0.286	8
760	14.01	0.296	5
770	14.01	0.289	7
780	14.01	0.290	7




790 14.00 0.300 4
800 14.01 0.301 4
810 14.00 0.303 3
820 14.00 0.304 3
830 14.00 0.298 5
840 14.01 0.303 3
850 14.01 0.297 5
860 14.01 0.298 5
870 14.00 0.298 4
880 14.00 0.301 4
890 14.00 0.301 4
900 14.00 0.297 5
910 14.00 0.295 6
920 14.01 0.298 5
930 14.00 0.295 5
940 14.01 0.297 5
950 14.00 0.303 3
960 14.00 0.301 4
970 14.00 0.304 3
980 14.00 0.308 1
990 14.00 0.305 2
1000 14.00 0.306 2


1010
1020
14.00
14.00
0.302
0.304
3
3
Item 13.
76 Temperature 84
Delta Temp
-0.2 (degF) 0.2
0 Data (CH 12-18) 000
0 C Sensor 900
EM Caliper
13.5 Casing ID (in) 14.5
13.5 EM CALIPER 14.5
0.2 Wall Thickness 0.7
Nominal Thickness
0.2 (in) 0.7
Wall
Metal Loss
0 100
LOSS
IR
6.57.34
OR
6.57.34
IRN
6.57.34
ORN
6.57.34
Min Caliper
6.9 7.1
Max Caliper
6.9 7.1
Avg. Caliper
6.9 7.1
CCLUD
0 5

ATTACHMENT D

December 12, 2023, Analytical Laboratory Report

Mission Springs Water District Well 35

KYLE Groundwater

Clinical Laboratory of San Bernardino, Inc.

Celebrating 55 Years of Analytical Service 1967-2022

Mission Springs Water District	Project: Standard Analysis	Work Order: 23L1278
66575 Second St.	Sub Project: SNMP Sampling	Received: 12/13/23 14:50
Desert Hot Springs CA, 92240	Project Manager: Chad Finch	Reported: 01/17/24

Well 35 **23L1278-01 (Drinking Water)** **Sample Date:** 12/12/23 16:00 **Sampler:** Tim Owens

Analyte	Method	Result	Rep. Limit	MCL	Units	Prepared	Analyzed	Batch	Qualifier
General Chemical Analyses									
Alkalinity, Total (as CaCO3)	SM 2320 B	**120**	5.0		mg/L	01/12/24	01/12/24	2402149	HT-01
Bicarbonate (HCO3)	SM 2320 B	**150**	5.0		mg/L	01/12/24	01/12/24	2402149	HT-01
Carbonate (CO3)	SM 2320B	ND	5.0		mg/L	01/12/24	01/12/24	2402149	HT-01
Chloride (Cl)	EPA 300.0	**11**	1.0	500	mg/L	12/13/23	12/13/23	2350123	
Hydroxide (OH)	SM 2320B	ND	5.0		mg/L	01/12/24	01/12/24	2402149	HT-01
Nitrate as N (NO3-N)	EPA 300.0	ND	0.40	10	mg/L	12/13/23	12/13/23	2350123	
Sulfate (SO4)	EPA 300.0	**150**	0.50	500	mg/L	12/13/23	12/13/23	2350123	
Total Filterable Residue/TDS	SM 2540C	**390**	5.0	1000	mg/L	12/18/23	12/19/23	2351005	
Metals									
Calcium (Ca)	EPA 200.7	**61**	1.0		mg/L	12/21/23	12/21/23	2351137	
Chromium (+6)	EPA 218.6	**1.9**	1.0		ug/L	12/12/23	12/22/23	2351025	
Magnesium (Mg)	EPA 200.7	**12**	1.0		mg/L	12/21/23	12/21/23	2351137	
Potassium (K)	EPA 200.7	**7.8**	1.0		mg/L	12/21/23	12/21/23	2351137	
Sodium (Na)	EPA 200.7	**58**	1.0		mg/L	12/21/23	12/21/23	2351137	
Radiochemistry Analyses									
Uranium	EPA 200.8	**10**	1.0	20	pCi/L	12/15/23	12/18/23	2350206	

HT-01 Analysis performed outside of recommended hold time.

ND Analyte NOT DETECTED at or above the reporting limit

Stu Styles
Client Services Manager

Post Office Box 329 San Bernardino, CA 92402 (909) 825-7693 Fax (909) 825-7696 ELAP Number 1088

Clinical Laboratory of San Bernardino, Inc.

Chain of Custo

23L1278

Client	Mission Springs Water District	System Number	Analysis Requested	Comments
Address	66575 Second Street Desert Hot Springs, CA 92240	3310008		
Contact	Chad Finch	Email Address: cfinch@mswd.org		
Phone #	(760) 329-6448 EXT. 129	Mobile# (760) 668-8962		
Project	SNMP Sampling	Reporting Requests:		
Sub Project		( ) State EDT ( ) Test Share ( ) CC's To:_____		
Sampled by	Tim Owens			

Date	Time	Bottle #	Sample Identification	Matrix	Type	Preservatives	Total Chlorine	Free Chlorine	Temp C	TDS	NO3-N	K, Na, Ca, Mg	Cl, SO4	CR6	Uranium		
12/12/23	1600	W28	Well 35	DW	4W	7				X	X	X	X	X	X		

Matrix: DW-Drinking Water, WW-Waste Water, SW-Surface Water *Type-* 1-Routine, 2-Repeat, 3-Replacement, 4-Special, W = Well D = Distribution

Preservatives: (1) Na2S2O3 (2) HCl (3) HNO3 (4) NH4Cl (5) H2SO4 (6) Na2SO3 (7) Cold (8) Other:_____

Relinquished By (Sign)	Print Name / Company	Date / Time	Received By (Sign)	Print Name / Company
	Tim Owens / MSWD	12/13/23		BBLawney C.L.S.B
	BBLawney C.L.S.B	12/13/23 2:15		
		12/13 1450		AIVCL/CLSB

Samples received: (X) *On ice* (X) *Intact* (X) *Custody seals Temp* 9.2 ( ) F (X) C

ELAP #1088

Page 1 *of* 1

REQUEST FOR QUOTE

PHASE II DIAGNOSTICS, REHABILITATION, REDEVELOPMENT, AND TESTING
MISSION SPRINGS WATER DISTRICT (MSWD) WELL 35

CONTRACTOR NAME: L.O. LYNCH QUALITY WELLS & PUMPS INC.

Item No.	Description	Est. Qty.	Unit	Unit Price	Item Total
101	Mobilization, Demobilization, Site Security, and Site Cleanup.	1	LS	$ 60,000.00	$ 60,000.00
102	Compliance with Discharge Requirements, Including Furnish and Install of Temporary Conveyance Piping and Settling Tanks.	1	LS	$ 75,000.00	$ 75,000.00
103	Conduct Mechanical Cleaning with Nylon Brushes.	16	HR	$ 595.00	$ 9,520.00
104	Remove Accumulated Fill and Debris from Well Sump.	1	LS	$ 11,000.00	$ 11,000.00
105	Conduct Post-Brushing Dual-Cam Downhole Video Survey.	1	LS	$ 2,100.00	$ 2,100.00
106	Conduct Preliminary Well Development.	1	LS	$ 24,600.00	$ 24,600.00
107	Conduct Phase I Chemical Treatment with Polymer Dispersant and Non-Ionic Surfactant.	1	LS	$ 12,500.00	$ 12,500.00
108	Conduct Phase II Chemical Treatment with Acid, including Chemical Extraction and Neutralization.	1	LS	$ 43,910.00	$ 43,910.00
109	Perform Initial Redevelopment by Focused Intake Pumping.	16	HR	$ 895.00	$ 14,320.00
110	Perform Final Redevelopment by Pumping and Surging.	32	HR	$ 920.00	$ 29,440.00
111	Perform Well Testing (8-hour step drawdown, 72-hour constant-rate, and 8-hour recovery).	88	HR	$ 425.00	$ 37,400.00
112	Perform Flowmeter Spinner Survey.	1	LS	$ 5,500.00	$ 5,500.00
113	Perform Depth-Specific Groundwater Sampling from 13 Discrete Depths within Well.	13	EA	$ 500.00	$ 6,500.00
114	Provide Laboratory Analysis for Uranium from Samples Collected During Time-Series and Depth-Specific Sampling.	21	EA	$ 120.00	$ 2,520.00
115	Provide for Laboratory Analysis of Title 22 (see Table 1).	1	LS	$ 5,070.00	$ 5,070.00
116	Conduct Post-Rehabilitation Dual-Cam Downhole Video Survey.	1	LS	$ 2,100.00	$ 2,100.00
117	Perform Interim Well Disinfection and Cap Well.	1	LS	$ 14,510.00	$ 14,510.00
TOTAL FOR ITEMS 101 TO 117:					$ 355,990.00

AGREEMENT

DIR PROJECT #: **20240527525**

THIS AGREEMENT made this 15 day of JULY, 2024, by and between the MISSION SPRINGS WATER DISTRICT hereinafter called "Owner", and **L.O. Lynch Quality Wells & Pumps, Inc.** doing business as _____*, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, it is agreed that:

1. The Contractor will commence and complete the construction of **"On-Call Well and Booster Maintenance and Repair Services"**.

2. The Contractor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the Project described herein.

3. The Contractor will commence the Work required by the Contract Documents on or before the date specified to commence Work in the Notice to Proceed and will complete the same by **June 30, 2025,** unless the period for completion is extended otherwise by the Contract Documents.

4. Owner and Contractor have discussed the provisions of Civil Code 1671 and the damages that may be incurred by Owner if the Work is not completed within the time specified in this Agreement. Owner and Contractor hereby represent that at the time of signing this Agreement, it is impracticable and extremely difficult to fix the actual damage that will be incurred by Owner if the Work is not completed within the number of calendar days allowed. Accordingly, Owner and Contractor agree that the sum of $500 per day is a reasonable sum to assess as damages to Owner by reason of the failure of Contractor to complete the Work within the time specified.

5. The Contractor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **$150,000.00** or as shown in the Bid Schedule; subject to additions and deductions, if any, in accordance with said documents.

* Insert "a corporation", "a partnership", or "an individual", as applicable.

Payment shall not be made more often than once every thirty (30) days. Final payment shall be made thirty-five (35) days subsequent to the filing of Notice of Completion. Contractor may upon written request, and at his sole expense after approval by the Board of Directors, deposit substitute securities referenced in Government Code Section 16430, or bank or savings and loan certificates of deposit, as authorized by Public Contract Code Section 22300 in lieu of retention monies withheld to ensure performance.

6. The term "Contract Documents" means and includes the following:
   a. Advertisement for Bids
   b. Information for Bidders
   c. Bid
   d. Bid Bond
   e. Federal Provisions
   f. Agreement
   g. Payment Bond
   h. Contract Performance Bond
   i. Notice of Award
   j. Notice to Proceed
   k. Change Orders
   l. General Conditions
   m. Supplemental General Conditions
   n. Special Conditions and Detailed Technical Provisions and Standard Drawings and Details
   o. Drawings prepared for Mission Springs Water District
   p. Addenda:

      No. _____, dated _____, 2024

      No. _____, dated _____, 2024

      No. _____, dated _____, 2024

7. The Owner will pay to the Contractor in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

   CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, 3132 BRADSHAW ROAD, POST OFFICE BOX 2600, SACRAMENTO, CALIFORNIA 95826.

9. Should any litigation or arbitration be commenced between the parties hereto concerning said project, any provision of this Contract, or the rights and obligations of either in relation thereto, the party, Owner or Contractor, prevailing in such litigation shall be entitled, in

addition to such other relief as may be granted, to a reasonable sum as and for his attorney's fees in such litigation, and costs.

10. Pursuant to Section 1770, and following, of the California Labor Code, the successful bidder 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 successful bidder shall post a copy of such determination at each job site.

11. 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 particular 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.

12. Any sub-tier Contracts resulting from this contract must contain the same contractual language as the original contract.

13. Contractor agrees to and shall indemnify and hold the Owner, its officers, employees and agents free and harmless from all claims, actions, damages and liabilities of whatsoever kind, nature or sort, arising from death, personal injury, property damage or other cause asserted or based upon any negligent act or omission of Contractor, its employees, agents, invitees, or any subcontractor of Contractor relating to or in any way connected with the accomplishment of the work or performance of services under this Agreement. As part hereto of the foregoing indemnity, Contractor agrees to protect and to defend at its own expense, including attorney's fees, Owner and City of Desert Hot Springs, their officers, agents and employees from any and all legal action based upon any negligent acts or omissions of the Contractor.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in three (3) copies each of which shall be deemed an original on the date first above written.

OWNER:

MISSION SPRINGS WATER DISTRICT

By _____

Name Brian E. Macy, P.E.

(Please Type)

Title General Manager

(SEAL)

ATTEST:

_____

Name Dori Petee

(Please Type)

Title Executive Assistant

CONTRACTOR:

L O Lynch Quality Wells & Pumps Inc.

By _____

Name Emil Worm, President

(Please Type)

Address 856 W 7th Street

San Jacinto, CA 92582

Contractor's License No. 740156

CORPORATE CERTIFICATE

I, Kenneth S. Swarthout, certify that I am the _____ Secretary of the Corporation named as CONTRACTOR in the foregoing contract; that Emil Worm, who signed said contract on behalf of the CONTRACTOR was then President of said corporation; and that said contract was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

Kenneth S Swarthout

Kenneth S. Swarthout Sec
L O Lynch Quality Wells
Pumps Inc.

(SEAL)

ATTEST:

_____

Name Mike Nichols
(Please Type)

Title Controller

REQUEST FOR PROPOSALS

FOR

ON-CALL WELL MAINTENANCE AND REPAIR SERVICES

RFP Issue Date: January 5, 2022

Proposal Submittal Due Date:

February 1, 2022 at 2:00 p.m.

Mission Springs Water District
66575 2nd Street
Desert Hot Springs, CA 92240

NOTICE IS HEREBY GIVEN that the Secretary of the MISSION SPRINGS WATER DISTRICT, hereinafter referred to as "MSWD", on behalf of and as authorized by the Board of Directors of MSWD, will receive electronic sealed proposals for the **"On-Call Well Maintenance and Repair Services"** consisting of public works improvements as described below. Proposal's will be received via the Project's Portal in Planet Bids up to the hour of **2:00 p.m. (Pacific Time), February 1, 2022,** and then will be evaluated and announced in the Project's Portal. Said proposal's will thereafter be referred to the Board of Directors for consideration at a meeting of the Board of Directors.

Copies of the Request for Proposals may be examined and obtained by visiting the District's Project's bid portal on the Planet Bids Website at,

https://pbsystem.planetbids.com/portal/39653/portal-home.

MSWD is requesting proposals (Proposals) from qualified contractors (Respondents) for On-Call Well Maintenance and Repair Services.

The purpose of the Proposal is to demonstrate the qualifications, competence, and capacity of the Respondent to perform the work or provide the services described in this RFP. The Proposal should demonstrate the qualifications of the Respondent and of the particular staff to be assigned to this project.

The successful Respondent will be expected to execute a Contract Services Agreement with MSWD included as Attachment A to this RFP without modification of the terms and shall be required to submit insurance certificates and endorsements.

1. INTRODUCTION

1.1 Mission Springs Water District

MSWD was established in 1953 and was formerly known as Desert Hot Springs County Water District. MSWD's water service area consists of 135 square miles including the City of Desert Hot Springs, 10 smaller communities in Riverside County, and communities in the City of Palm Springs. MSWD's water supply source is 100 percent groundwater produced from MSWD-owned and operated wells. MSWD provides water service to approximately 37,600 people in their water service area. MSWD also provides sewer service to approximately 26,000 people in Desert Hot Springs, Desert Crest Country Club, and Dillon Mobile Home Park.

MSWD offices are located in Desert Hot Springs, California. MSWD water supply and distribution system includes three separate and distinct water supply and distribution systems with the largest of the three systems serving the community of Desert Hot Springs; the surrounding communities of West Garnet (located south of Interstate 10 (I-10) and West of Indian Avenue); and North Palm Springs. The two smaller systems, Palm Springs Crest

System and West Palm Springs Village System, are located approximately five miles west of Desert Hot Springs. These two communities are located on the north side of I-10 abutting the Morongo Indian Reservation.

1.2 Project Description

MSWD is seeking proposals from qualified contractors that are interested in providing MSWD with professional well and pump maintenance and repair services. The intent of this RFP is to select one or two experienced contractors to provide well, pump, and motor maintenance and repair services for MSWD's 13 production wells and nine monitoring wells. The contractors may also be requested to perform routine, preventative, and annual maintenance on the wells, pumps, and motors. The contractor shall be a licensed (A) General Engineering Contractor or (C-57) Well Drilling Contractor in the State of California and must maintain an active license throughout the duration of the contract.

The successful contractors shall be able to mobilize within 24 to 48 hours in the case of an emergency and perform all work as requested by MSWD. Some services may include, but are limited to, repair, removal, installation, rehabilitation, or replacement of pumps, well columns, base plates, lube assembly, and other equipment associated with wells, pumps, and motors.

1.3 Project Schedule

The initial term is anticipated to be from March 2022 to June 30, 2023. MSWD will have the option, at its sole discretion, to extend the agreement and negotiate a revised price, if any, for up to three (3) additional one-year terms. If the parties are unable to reach an agreement, MSWD, at its sole discretion, will not move forward with the renewal option and shall re-bid the work.

2. SCOPE OF REQUIRED SERVICES

2.1 Contractor Responsibilities

Contractor shall furnish all labor, equipment, materials, and supervision to provide maintenance services related to MSWD's water wells.

2.2 Intent

The intent of theses specifications is to identify a qualified, experienced contractor to provide well, pump, and motor maintenance and repair services to inspect, remove, replace, repair, and install appurtenances as necessary for well, pump, and motor maintenance and repair services for MSWD's 13 production wells and nine monitoring wells. MSWD's intent is to enter into a contract with one or two Contractors for the provisions of these services on an "on call" or "as needed" time and materials basis. The Contractor may also be requested to perform routine, preventative, and annual maintenance on the water wells, well pumps, and motors.

2.3 Description of Project

This project is to provide maintenance and repair services for MSWD's 13 water wells and nine monitoring wells on an "on call", "as needed", time and material basis. Any and all performance pursuant to this contract(s) shall be on an "on call" or "as needed" basis. Any tasking shall be initiated solely by MSWD. Further, execution of a contract by MSWD does not in any way guarantee that any tasking or request for on-call services will be issued to any party.

With this maintenance and repair services contract, Contractor shall mobilize within 24 hours or as requested by and perform all work as requested by MSWD.

Pump and motor maintenance and repair services may include, but is not limited to, removal, inspection, repair, replacement, and installation, of well pumps and motors, and the furnishing of parts and labor in conjunction with such work.

The Contractor shall have the ability to conduct maintenance to potable water wells including, but not limited to, well columns, base plates, level transmitters, and water and oil lube assemblies.

MSWD may ask the contractor to submit an Annual Preventive Maintenance Schedule, including work to be performed, for MSWD's 13 potable wells and nine monitoring wells.

The contractor shall be a licensed (A) General Engineering Contractor or (C-57) Well Drilling Contractor in the State of California and must maintain an active license throughout the duration of the contract.

2.4 Scope of Work

Although MSWD is attempting to identify the limits and services required, this should not unnecessarily limit the Contractor in the development of a scope it believes is necessary to meet MSWD's goals and objectives.

The contractor shall furnish all material, labor, equipment, and supervision to perform the maintenance and repair as requested by MSWD. The Contractor shall perform such work in a thorough and professional manner.

MSWD's water system consists of 13 potable wells and nine monitoring wells.

On average, MSWD potable water well casings range from 12 inches in diameter to 20 inch in diameter and have depths that range from 400 feet to 1100 feet. Typical static water levels range from 150 feet to 550 feet with pump sets ranging from 150 feet to 800 feet. The pumping capacities of the pumps range from 125 gallons per minute (GPM) to 2,500 GPM. The pumps also range from 75 horsepower (HP) to 600 HP vertical turbine and submersible pumps. All pumps are oil lubricated except for two pumps that are water lubricated. Contractor must have the ability to extract and perform repairs to these pumps, as needed, with the same or

equal to components. Prior to installation of any equipment or materials, contractor shall submit to MSWD specifications and data sheets for approval. All submittals must be approved by MSWD prior to contactor ordering, installing, and using any materials.

MSWD will call the Contractor when a problem with a pump occurs. If on-site repairs are not possible, the Contractor and MSWD will make the determination if the pump needs to be pulled and sent in for inspection. From this inspection, contractor shall present to MSWD a proposal for parts and labor to make all necessary repairs. Any replacement parts or materials must be noted for approval by MSWD. All work sent out for outside service to a third party must also be noted in proposal. Contractor must submit this proposal in writing to MSWD. If MSWD agrees with the terms of the proposal, MSWD will then issue a Notice to Proceed (NTP) in writing for repairs to be made. No repairs shall be made until this NTP is issued to the Contractor.

The Contractor shall have the ability to perform vibration analysis testing, Dynamic Video Monitoring (DVM), and Spinner Logging. The Contractor shall have the ability to analyze the data from these tests to make recommendations to MSWD on well maintenance and repairs needing to be performed. These recommendations must be presented to MSWD in an official report detailing the findings. The recommendations from the Contractor for repairs to wells does not guarantee that the work will be performed or said Contractor will be chosen to perform the work recommended.

Should MSWD require the Contractor to perform scheduled preventive maintenance of the water wells, pumps, and motors, the Contractor will submit a schedule outlining the maintenance to be performed, when each well, pump, and motor will receive maintenance, and the length of time needed to complete the maintenance. The type of maintenance work to be performed as part of the scheduled preventive maintenance will be discussed with MSWD and then communicated in writing to the Contractor prior to any scheduled preventive maintenance occurring. The Contractor(s) will provide a cost estimate to MSWD prior to conducting the agreed upon services and receive approval from MSWD.

2.4.1 Special Equipment, Well Brushes, Bails

The Contractor shall provide a development rig with a spudder or walking beam. The development rig must include either a mechanical or hydraulically operated spudder or walking beam which, will automatically produce a reciprocating surging action in the well with a variable stroke length of 12-inch and not to exceed 36-inch and shall also be capable of a stroke frequency of up to 30 strokes per minute.

The Contractor shall provide nylon brushes for MSWD wire wrapped wells and steel cable wire brushes for MSWD louvered perforated wells, for (steel cable wire brush) brushes shall be installed in the barrel in a spiral design in order for the brush to rotate in the well when moved vertically within the well.

The Contractor shall provide bailers to accommodate well casing size. All bails shall be of proper width and length with a one-way valve at the bottom. This is to create a suction and surging action when moved vertically within the well which will further help with the maintenance and rehabilitation of well.

2.4.2 Deep Well Video Survey

Contractor shall be able to conduct a color video camera survey to the full depth of well after removal of the pump and after brushing and bailing MSWD wells and to record pre- and post-brushing conditions. The survey shall be conducted in the presence of a MSWD Representative.

The Contractor video camera shall have vertical down-hole and horizontal side scan viewing capability. Horizontal side-scan viewing shall be controllable to allow viewing at any angle within a 360-degree rotation.

The Contractor shall inject potable water into the well for a sufficient period of time to perform the video survey and provide greater clarity during the video survey. It will be the Contractor's responsibility to provide a clear picture acceptable to MSWD and its representative.

The Contractor shall provide MSWD with the original DVD, Thumb Drive, or SD Card immediately after the completion of the survey. In addition, a minimum of three (3) still glossy photographs (4 X 6) shall be taken and presented to MSWD representative. The areas to be photographed will be determined by MSWD representative.

2.4.3 Stuck Deep Well Vertical Turbine Pumps

If a deep well vertical turbine pump should become stuck and the extraction is halted, the Contractor shall make sufficient attempts with no less than a 50 ton "A" frame rig, to free the pump. If this is unsuccessful the Contractor shall develop alternative solutions for consideration. MSWD shall approve alternatives as deemed necessary and Contractor shall use reasonable skill in the presence of a MSWD representative, utilizing methods such as the use of air compressors for air lifting and/or hydraulic jacks before abandoning efforts to extract pump.

2.5 Level of Maintenance

All work shall be performed in a manner commensurate with community professional standards and with the ordinary degree of skill and care that would be used by other reasonably competent practitioners of the same discipline under similar circumstances.

Standards and frequencies may be modified from time to time as deemed necessary by MSWD for the proper maintenance and repair of the wells, pumps, and motors.

If, in the judgment of MSWD, the level of maintenance is less than that specified herein, MSWD shall, at its option, in addition to or in lieu of other remedies provided herein, withhold appropriate payment from the Contractor until services are rendered in accordance with specifications set forth within this document and providing no other arrangements have been made between the Contractor and MSWD. Failure to notify of a change and/or failure to perform an item or work on a scheduled day may, at MSWD's sole discretion, result in deduction of payment for that day, week, or month. Payment will be retained for work not performed until such time as the work is performed to MSWD standard.

The Contractor is required to correct deficiencies within the time specified by MSWD. If noted deficient work has not been completed, payment for subject deficiency shall be withheld and shall continue to be withheld until deficiency is corrected, without right to retroactive payments.

All work and general conditions shall be performed in accordance with the current Standard Specifications for Cal-OSHA, Public Works Construction (Green Book), the State Water Resources Control Board Health Guidelines, and the American Water Works Association (AWWA) Standards.

2.6 Workmanship and Supervision

Unless otherwise stated, Contractor shall be responsible to provide all labor and materials to allow for successful Project completion.

MSWD may choose to reimburse the Contractor for materials that need to be procured. These instances shall be analyzed on a case -by -case basis and reimbursement for materials will need to be agreed upon in the Contractor's letter proposal prior to the commencement of work.

Receipts shall be required for reimbursements for materials purchased for projects. MSWD reserves the right to specify what type of material and/or equipment will be purchased per project. All equipment and material purchases shall be preapproved by MSWD. The Contractor shall charge the actual cost of materials to MSWD plus a maximum of 15% for overhead costs associated with procurement of materials.

MSWD reserves the right to purchase materials directly and make them available to the Contractor. In the event MSWD exercises the option to purchase the materials, the following conditions will apply:

- Contractor shall conform to all MSWD practices and procedures.
- All MSWD purchases will be for the sole expressed use of and for MSWD.
- The Contractor shall secure, store, inventory, distribute and control all materials entrusted to the Contractor's representatives.

- All materials and inventories shall be made available to MSWD upon request. The Contractor will reduce the unit cost for each maintenance task by MSWD's actual cost for the materials provided and used.

Contractor represents and warrants to MSWD that he/she has, and will keep in effect at all times during the term of a contract with MSWD, all licenses, permits, professional qualifications, and approvals of whatever nature that are legally required to practice his/her trade.

Maintain all work sites free of hazards to persons and/or property resulting from the Contractor's operations. Any hazardous condition noted by the Contractor, which is not a result of the Contractor's operations, shall be immediately reported to MSWD.

Contractor shall be responsible for removing and cleaning any and all debris that occurs as a result of its operations as a result of services requested in this scope of work.

All work performed under this contract shall be performed in such a manner as to provide maximum safety to the public and where applicable, comply with all safety standards required by CAL-OSHA. MSWD reserves the right to issue restraint or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this contract.

The supervisor or person in charge and on site of any MSWD project shall have a smart phone capable of email.

At all times, the Contractor will ensure at least one English speaking person is on site of any MSWD assigned project.

2.7 Working Hours

Normal working hours shall be between the hours of 7:00 AM and 3:30 PM, Monday through Friday, unless otherwise stated by MSWD for emergency or standby services. The Contractor is subject to being contacted 24 hours a day, 7 days a week, 365 days a year to perform emergency repairs. These representatives for the Contractor shall respond to said emergency within two (2) hours from receiving notification. The Contractor shall notify MSWD immediately of any changes to the Contractor's representation.

2.8 Contractor's Office

The Contractor shall at all times provide MSWD notice of supervisor or person in charge of the project who shall be available throughout the project. The Contractor will provide MSWD with names and telephone numbers of at least two qualified persons available during emergency conditions and who shall be able to mobilize to the site within two hours notice.

Contractor is required to maintain personnel within a two (2) hour response time of the job site. Contractor shall respond to MSWD's request within two (2) hours and must be able to mobilize for all emergencies.

Unless otherwise stated by MSWD, there will be no on-site storage of equipment or materials on MSWD property or at the well sites. Contractor will have full responsibility for maintaining an office and a storage facility. All vehicles and equipment used in conjunction with the work shall be maintained in a neat, clean, orderly manner and shall be in good working order. MSWD may reject any vehicle or piece of equipment and order it removed if deemed unsafe.

2.9 Correspondence

All correspondence shall be addressed to either Field Operations Manager and/or Engineering Manager, Mission Springs Water District, 66575 Second Street, Desert Hot Springs, CA 92240.

2.10 Equipment

All vehicles and equipment used in conjunction with the work shall be maintained in a neat, clean, and orderly manner and shall be in good working order. MSWD may reject vehicles or equipment and order it removed at their discretion.

2.11 Street Closures, Detours, Barricades

Contractor shall be responsible for all traffic control and barricades necessary to perform the scope of work. Warning signs, lights, and devices shall be installed and displayed in compliance with the current edition of the "California Manual on Uniform Traffic Control Devices" (CA MUTCD) and "Work Area Traffic Control Handbook" (WATCHBOOK) for use in performance of work upon highways issued by the State of California, Department of Transportation.

2.12 Permits

The Contractor shall be responsible for obtaining permits where required by federal, state, or local agencies as it pertains to the work being conducted.

2.13 Project Administration

For all services requested, Contractor shall follow protocol established in this agreement. The Contractor shall then provide a letter proposal for services requested by MSWD (hereinafter referred to as the "Letter Proposal"). The Letter Proposal shall include the following:

- A detailed description of the services to be provided by the Contractor
- A detailed description of the services to be provided by an outside third party

- A detailed description of any replacement parts or materials
- The estimated cost, including breakdown, to compete the services
- A work schedule including commencement, project length, and expected completion date

MSWD will evaluate the Letter Proposal to ensure that services and costs proposed are commensurate with the expected level of service and rates/costs as outlined in Attachment C of the RFP. No services shall be provided until MSWD has provided written acceptance of the Letter Proposal. Once authorized to proceed, Contractor shall diligently perform the duties in the approved Letter Proposal in compliance with the proposed work schedule.

The Contractor will meet at least once per year with MSWD for a performance review and assessment of the quality of work performed.

2.14 Underground Excavations

The Contractor shall be responsible for locating all underground utility lines to ensure the safety of his/her work crew and to protect, in place, existing utility equipment before commencing any excavation. Contractor shall contact MSWD and Underground Service Alert (www.digalert.org) or call (811) at least forty-eight (48) hours before commencing any excavation, to locate underground service lines.

2.15 Responsibility for Damages or Injury

MSWD and all officers, employees, and representative thereof shall not be responsible in any manner for any loss or damage to any of the materials or other things used or employed in performing the project, or for injury or death of any person as a result of Contractor's performance of the services required hereunder, or for damage to property from any cause arising from the performance of the project by the Contractor, or its sub-contractors, or its workers, or anyone employed by either of them.

Contractor shall be responsible for any liability imposed by law for injuries to or death of any person or damage to property resulting from defects, obstructions, or from any cause arising from Contractor's work on the project, or the work of any sub-contractor or supplier selected by the Contractor.

3. SCHEDULE OF EVENTS

The following table identifies the estimated dates/time frame for receipt, evaluation, and award of this work. Please note the following key dates when preparing your response to this RFP.

Description	Date
RFP Release	January 5, 2022
Pre-Proposal Requests for Clarification	January 14, 2022
Response to Questions for Clarification	January 19, 2022
Proposal Due Date	February 1, 2022
Anticipated Final Selection	February 2022
Award by Board of Directors	February 2022
Anticipated Execution of Contract	March 2022

4. PROPOSAL REQUIREMENTS

4.1 Proposal Format

Respondent's Proposal shall be clear, accurate, and comprehensive. Excessive or irrelevant materials will not be favorably received. The Proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Respondent.

Proposals shall be submitted electronically through the Planet Bids website. Proposals shall include the following items, organized in the order specified below, and packaged into a single electronic file in ".pdf" format.

a) Table of Contents

b) Cover Letter & Execute Summary
Identify Respondent's legal name, background, and contact person, including corporate office and local office address, city, state, zip code, telephone number, fax number, website address, and email address. Summarize the content of your firm's Proposal in a clear and concise manner.

c) Personnel
Names and specific qualifications, experience, skill set fit, and appropriate licenses held, if applicable, of the primary staff to be assigned to the project.

d) Understanding of the Project
A detailed description of the Respondent's approach to the project (see Scope of Services)

e) References
Provide five (5) references regarding the Respondent's experience and performance performing similar services. Include the following information: (1) Organization contact name, phone number, email address; and (2) Project size and description, if applicable, and description of services.

f) List of Representative Projects
List of representative projects undertaken by Respondent in the last five (5) years demonstrating experience in each category of the project.

g) Billing Schedule and Hourly Rates
Respondent must provide standard company labor rate sheet. Respondent must also complete the billing schedule and hourly rates sheet included as Attachment C to this RFP.

4.2 No Deviations from the RFP

MSWD will not consider any deviation from this RFP. In submitting a Proposal in response to this RFP, Respondent is certifying that it takes no exceptions to this RFP, including but not limited to, the Contract Services Agreement included as Attachment A to this RFP. Respondent is directed to carefully review the proposed Contract Services Agreement, and in particular, the insurance and bond provisions included in Attachment B to this RFP.

4.3 Submittal Instructions

To be considered, MSWD must receive the Proposal through Planet Bids no later than 2:00 PM local time on February 1, 2022.

Proposals must be submitted through Planet Bids for consideration. No other method of submitting Proposals will be accepted. Respondents may not submit bids by fax, email, telephone, or other means. Any Proposals received through any means other than Planet Bids will be returned unopened.

Respondents are solely responsible for the "on time" submission of their electronic Proposal. MSWD will only consider Proposals that have transmitted successfully and have been issued a confirmation number with a time stamped from Planet Bids indicating that the Proposal was submitted successfully. Transmission of Proposals by any other means will not be accepted. Respondents shall be solely responsible for informing themselves with respect to the proper utilization of the online bid management system, for ensuring the capability of their computer system to upload the required documents, and for the stability of their internet service. Failure of the Respondent to successfully submit an electronic Proposal shall be the Respondent's sole risk and no relief will be given for late and/or improperly submitted Proposals.

5. INSURANCE AND BOND REQUIREMENTS

The applicable insurance requirements are described in Attachment B to this RFP. By submitting a Proposal, the Respondent acknowledges that is has reviewed the insurance provisions and takes no exceptions to this language.

Bond requirements are also described in Attachment B to this RFP. By submitting a Proposal, the Respondent acknowledges that is has reviewed the bond requirements and takes no exceptions to this language.

The successful Respondent shall submit all required proof of insurance up to the amount of $200,000 prior to issuance of a Notice to Proceed. If a task order, or multiple task orders, exceed $200,000, MSWD may ask for proof of additional insurance for future task orders.

6. EVALUATION PROCESS

6.1 Evaluation Criteria

Proposals that meet the submittal requirements will be evaluated by MSWD based on the following criteria (in no particular order):

a) Specific qualifications, experience, skill set fit, and appropriate licenses, if applicable, of the primary staff required for the work. (30%)
b) Past performance on on-call and emergency services for similar projects. (40%)
c) Qualifications of the firm. (20%)
d) Billing Schedule and Hourly Rates (10%)

At the conclusion of the Proposal solicitation period, MSWD will review each submission, and then rank the Proposals according to the evaluation criteria. Upon determination of the highest ranked firm, MSWD will endeavor to negotiate a mutually agreeable scope of services and fee with the selected firm. In the event that MSWD is unable to reach an agreement, MSWD will proceed, at its sole discretion, to negotiate with the next firm selected by MSWD.

Respondents should note that the lowest billing schedule and hourly rate is not the sole determining factor in the final selection.

6.2 Interviews

MSWD may, at its discretion, invite a shortlist of Respondents to participate in a panel interview to be held at MSWD. No Respondent shall be entitled to or otherwise guaranteed an interview with MSWD.

6.3 Award of Contract

If awarded, the contract will be awarded to the firm selected on the basis of information provided in the Proposal, the results of MSWD's research and investigation, and if conducted, oral interviews. The shortlist of Respondents selected for interviews will be made on the basis of the criteria set forth in Section 6.1 of this RFP.

MSWD reserves the right to reject all proposals and to contract for services in the manner that most benefits MSWD, including awarding more than one contract if desired.

Any Respondent awarded a contract shall execute the Agreement, included as Attachment A to this RFP, without exception.

7. REQUESTS FOR CLARIFICATIONS

All questions and requests for interpretations or clarifications, either administrative or technical must be submitted in writing to MSWD through Planet Bids by selecting the Q&A Tab. Questions sent directly to MSWD staff will not be addressed and you will be directed to submit your questions online.

All questions properly submitted will be answered in writing through Planet Bids. Verbal statements regarding this RFP by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received through Planet Bids by 5:00 PM local time on January 14, 2022.

8. GENERAL PROVISIONS

Respondent is encouraged to review this RFP carefully in its entirety prior to preparation of its Proposal. MSWD reserves the right to reject any or all Proposals or to select the Proposal most advantageous to MSWD. MSWD reserves the right to verify all information submitted in the Proposal.

8.1 Amendments to RFP

MSWD reserves the right to amend the RFP or issue to all Respondents a Notice of Amendment to answer questions for clarification.

8.2 No Commitment to Award

Issuance of this RFP and receipt of Proposals does not commit MSWD to award a contract. MSWD expressly reserves the right to postpone the Proposal for its own convenience, to accept or reject any or all Proposals received in response to this RFP, to negotiate with more than one Respondent concurrently, or to cancel all or part of this RFP. The award of contract, if made, will be within ninety (90) calendar days from the date of the bid opening. Bidders shall agree that the Bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the date of the bid opening. MSWD hereby reserves the right to reject any and all proposals and to award the contract to the highest qualified bidder.

8.3 Amendments to Proposals

No amendment, addendum, or modification will be accepted after the deadline state herein for receiving Proposals. Respondent may modify or amend its Proposal only if MSWD received the amendment prior to the deadline stated herein for receiving Proposals.

8.4 Non-Responsive Proposals

A Proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the Proposal.

8.5 Late Proposals

MSWD will not be responsible for delinquent Proposals, technical difficulties with Planet Bids, and/or Respondent's inability to submit the Proposal before the closing date and time through Planet Bids.

8.6 Costs for Preparing

MSWD will not compensate any Respondent for the cost of preparing any Proposal, and all materials submitted with the Proposal shall become the property of MSWD. MSWD will retain all Proposals submitted and may use any idea in a Proposal regardless of whether that Proposal is selected.

8.7 Alternative Proposals

Only one final Proposal is to be submitted by each Respondent. Multiple Proposals will result in rejection of all Proposals submitted by the Respondent.

8.8 Public Documents

All Proposals and all evaluation and/or scoring sheet shall be available for public inspection at the conclusion of the selection process.

8.9 No Exceptions

Submission of a Proposal constitutes acceptance by Respondent of the conditions contained in this RFP unless clearly and specifically noted in the Proposal submitted and confirmed in the Contract Services Agreement between MSWD and the Respondent selected.

8.10 Withdrawal

Respondent's authorized representative may withdraw its Proposal only by written request received by the Procurement & Contract Manager before the submittal deadline.

8.11 Contractor Registration

All contractors and subcontractors submitting or included in bids for the Project shall be registered and in good standing with the California Department of Industrial Relations (DIR) in accordance with the requirements of California SB-854.

No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the DIR pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5.

8.12 President's Executive Order

Bidders on this Work will be required to comply with the President's Executive Order No. 11246 (Equal Employment Opportunity Clause) as amended, California Labor Code 1410 et.

seq., California Labor Code 1777.6, and implementary regulations concerning equal opportunity for Apprentices.

8.13 Labor Compliance

This project is subject to the requirements of California Labor Code Section 1770 et seq. requiring the payment of prevailing wages, requiring 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 particular 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.

In accordance with SB854, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In addition, pursuant to the project's Proposition 84 grant requirements, the District has instituted a Labor Compliance Program (LCP) and all contractors who perform work on projects covered by the LCP with this awarding body will be subject to the terms of that LCP. As a condition to receiving progress payments, final payment and payment of retention on any and all projects on which the payment of prevailing wages is required, the contractor agrees to present to the District, along with its request for payment, all applicable and necessary Certified Payrolls Records (CPRs) and other required documents for the time period covering such payment request. The District shall withhold any portion of a payment, including the entire payment amount, until CPR forms and other required LCP documents are properly submitted. In the event that CPR forms do not comply with the requirements of Labor Code Section 1776 et seq., or wage violations are identified by the LCP, the District may continue to hold sufficient funds to cover estimated wages and penalties under the contract. Pursuant to SB854 all public works contractors and subcontractors shall furnish electronic CPRs directly to the Labor Commissioner. The contractors and subcontractors must furnish electronic certified payroll records to the Labor Commissioner using the DIR's online portal: http://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html.

AGENDA STAFF REPORT

MEETING NAME: **BOARD MEETINGS**

MEETING DATE(S): **December 9 & 16, 2024**

FROM: **MARION CHAMPION, ASSISTANT GENERAL MANAGER**

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

AWARD OF CONTRACT AGREEMENT WITH MDN WATER MANAGEMENT SERVICES INC. FOR ADMINISTRATIVE AND WATER MANAGEMENT SERVICES

STAFF RECOMMENDATION

It is recommended to authorize the General Manager to enter into a contract agreement with MDN Water Management Services Inc. for Administrative and Water Management Services for one year, starting January 1, 2025, and ending December 31, 2025.

SUMMARY

MSWD seeks administrative support from experienced parties for administrative and water management services, along with as needed grant management and compliance monitoring services for funding awarded from state and federal agencies. This includes ensuring that all financial and timekeeping records are accurately aligned with the project requirements and providing timely and complete documentation for each disbursement request. Among other administrative duties, the selected firm will work with staff to format content for its Annual Budget Document, ensuring it is in alignment with the standards set by the Government Finance Officers Association (GFOA). The selected firm will be responsible for ensuring the document meets GFOA's stringent requirements and supports the District's goal of achieving financial transparency and excellence in budget presentation.

ANALYSIS

In November 2024, staff advertised a request for qualifications for Administrative and Water Management Services through PlanetBids. The District received two proposals, and MDN Water Management Services Inc. was rated as the best firm to provide these services. Attached is the proposal evaluation summary for both firms and the proposals from each.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

This professional services contract will be covered by FY2024-25 and FY2025-26 operating budgets with a not to exceed cost of $140,000.

FINANCIAL DATA		
Cost Associated with this action:	$140,000	
Current FY cost:	$70,000	
Future FY cost:	$70,000	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	691	
Current BID/Job balance	$70,000.00	
Balance remaining if approved:	-	

ATTACHMENTS

RFQ Evaluation Form

Outsource Execs, LLC Proposal

MDN Water Management Services Inc. Proposal

MDN Water Management Services Inc. Contract

MSWD
Mission Springs Water District

Administrative and Water Management Services
Bid Summary and Tabulation
Bid Date: November 8, 2024

Consultants	Evaluation Panel Scoring			
	Marion C.	Will W.	Arturo C.	Average Score
MDN Water Management Services Inc.	830	785	945	853
Outsource Execs LLC	775	750	665	730

November 08, 2024

MISSION SPRINGS WATER DISTRICT

66575 Second Street

Desert Hot Springs, CA 92240

SUBMIT ONLINE ONLY AT:

https://pbsystem.planetbids.com/portal/39653/bo/bo-search

COVER PAGE

Proposal for Management and Compliance Monitoring Services

Submitted by: Outsource Execs, LLC

82830 Logan Creek, Indio 92201

Authors: Lupe Amith, CEO

Phone: 760-275-1554

Email: OutsourceExecs@gmail.com

Project Time Period: May 2024 – October 2028

Date Submitted: November 22, 2024

Experience and Qualifications

Outsource Execs, LLC is a leading provider of administrative, financial, and compliance solutions for public agencies and municipalities, with a particular focus on California's unique operational and regulatory landscape. Established in 2018 and backed by over 30 years of cumulative expertise, the firm is dedicated to delivering tailored services that meet the specific needs of water districts and other public entities.

Core Services:

- Grant Management and Compliance: Expertise in managing and maintaining compliance for funding programs from agencies such as the State Water Resources Control Board (SWRCB), South Coast Air Quality Management Board (SCAQMB), and Coachella Valley Integrated Water Resources Board (CVIWRB).
- Financial Reporting and Budget Preparation: Oversight of Government Finance Officers Association (GFOA)-compliant annual budgets, consolidated financial reports, and statistical sections that emphasize transparency and accuracy.
- Data Management Solutions: Development and implementation of database systems to streamline production metrics, and regulatory compliance.

Certifications:

- Small Business (Micro) Certified by the California Department of General Services.
- Minority/Woman Business Enterprise Certified by The Supplier Clearinghouse.
- Disadvantaged Business Enterprise Certified by Caltrans.

Commitment to Excellence:

Outsource Execs, LLC is driven by a commitment to transparency, efficiency, and client satisfaction. By leveraging decades of experience and a proven track record, the firm delivers high-quality services that ensure operational success, regulatory compliance, and financial integrity for its clients.

Whether managing complex grant programs, enhancing financial reporting practices, or implementing data-driven solutions, Outsource Execs, LLC is a trusted partner for sustainable, long-term success.

Key Personnel

Resumes of Ms. Ramos Amith and other team members are included in the Appendices. While Outsource Execs, LLC is fully capable of fulfilling the outlined scope in-house, we are prepared to engage subject-matter experts for specialized tasks if required.

Commitment to Excellence

Outsource Execs, LLC is committed to delivering results that align with MSWD's operational goals and compliance requirements. With our demonstrated expertise and local government experience, we are ready to provide seamless, high-quality services for this engagement.

Experience with California Local Municipalities

Outsource Execs, LLC has delivered exceptional results for public entities, including:

1. City of Indio Water Authority
    - Scope: Administered multi-agency grant compliance, reporting, and budget oversight.
    - Outcome: Secured the timely disbursement of millions in grant funds while maintaining 100% compliance with agency requirements.
    - Contact: Human Resources
      Address: 100 Civic Center Mall, Indio, CA 92201
      Phone: 760-391-4000
2. City of Indio
    - Scope: Managed GFOA-compliant Annual Budget Documents and Consolidated Financial Reports.
    - Outcome: Received annual awards/recognitions for financial transparency and improved operational reporting.
    - Contact: Human Resources
      Address: 100 Civic Center Mall, Indio, CA 92201
      Phone: 760-391-4000
3. Desert Healthcare District c/o ACT for MS
    - Scope: Facilitated grant disbursement and compliance for community health initiative, ensuring timely financial reporting and adherence to funding requirements.
    - Outcome: Successfully managed disbursement of $250,000 with zero compliance issues.
    - Contact: Susie Morales, Comptroller
      Address: 73710 Fred Waring Drive, Palm Desert, CA 92260
      Phone: 760-423-9855

Key Personnel Assigned to the Project

1. Lupe Ramos Amith – Project Lead (30 years)

- Role: Ms. Ramos Amith will serve as the primary point of contact and oversee all project activities, including grant compliance, financial reporting, and regulatory documentation. She will ensure that the project meets milestones, adheres to the budget, and aligns with MSWD's strategic objectives.

- Education:
  Associate Degree in Accounting
  Advanced Certification in Non-Profit Management, University of California Riverside

- Qualifications and Experience:
  - Over 30 years of expertise in public sector leadership, grant administration, and inter-governmental relations.
  - Proven success managing grants for the City of Indio and its Water Authority, overseeing strategic programs and compliance for budgets exceeding $115 billion.
  - Extensive experience approving GFOA-compliant financial reports and managing complex regulatory requirements.

2. Jazz Oden – Database Specialist (10 years)

- Role: Miss. Oden will develop and manage data systems critical for regulatory compliance, and operational reporting. She will also lead efforts to design user-friendly tools for tracking metrics and ensuring seamless integration with MSWD's requirements.

- Education:
  - Associate's Degree in Radio Frequency Engineering, University of California, San Diego

- Qualifications and Experience:
  - Expertise in designing databases and developing operational reporting tools.
  - Successfully created custom database solutions for Caltrans District 4 Calmentor Program, streamlining reporting processes and improving compliance tracking by 30%.

3. Michael Flores – Accounting Specialist (10 years)

- Role: Mr. Lopez's expertise will ensure that MSWD's accounting functions are optimized for efficiency, accuracy, and compliance, supporting the District's broader goals of financial transparency and operational excellence. His efforts will facilitate smoother

financial management, regulatory adherence, and enhanced reporting capabilities for MSWD.

- Education:
  - Master's Degree in Business Administration/BS Accounting, PHD Pending

- Qualifications and Experience:
  - Military Veteran, United States Army
  - Demonstrated success in administrative initiatives to drive overall organizational success and performance
  - Utilizes specialized skills developed in the United States military and leadership skills to serve individuals, communities, and organizations.

Organizational Structure

Our team is structured to provide seamless service delivery, with clear lines of authority and well-defined roles to ensure efficiency. Outsource Execs, LLC operates with a streamlined and efficient organizational structure designed to deliver exceptional service and meet client objectives effectively. The company's structure prioritizes clear communication, accountability, and a collaborative approach to ensure successful project outcomes.

Lines of Authority

- The Project Lead will oversee all team activities, ensure the alignment of deliverables with MSWD's needs, and serve as the single point of contact for the District.

- Specialists and analysts will report directly to the Project Lead, ensuring accountability and streamlined communication.

Attributes Distinguishing Outsource Execs, LLC

1. Unique Experience:

With over 30 years of experience serving California public agencies, Outsource Execs, LLC has a deep understanding of the regulatory, financial, and operational challenges faced by water districts.

2. Specialized Expertise:
   - Proven track record in managing multimillion-dollar grants, maintaining compliance with stringent regulatory requirements, and assisting with GFOA-compliant financial reports.

   - Advanced capabilities in designing and implementing database solutions tailored to the unique needs of public agencies.

3. Accessibility and Proximity:

Located just 30 miles from MSWD's headquarters, our team is readily available for on-site meetings and collaboration, ensuring personalized service and efficient project execution.

By leveraging our expertise, structured organizational approach, and commitment to excellence, Outsource Execs, LLC is uniquely positioned to support MSWD's objectives with precision, accountability, and innovation.

Attachment A - Cost Proposal

Not to Exceed Proposal

Outsource Execs, LLC proposes a not-to-exceed total cost of $90,000 per year for the comprehensive scope of services outlined in the RFQ. This cost includes all labor, materials, and administrative resources required to fulfill the deliverables detailed in our proposal, as well as compliance with all regulatory and contractual requirements.

Scope of Services Covered:

The not-to-exceed amount covers the following key components of the project:

1. Grant Management and Compliance Monitoring:
   - Preparation of quarterly disbursement requests and supporting documentation in alignment with State Water Resources Control Board (SWRCB) requirements and other funding agencies.
   - Regular monitoring to ensure adherence to grant terms and conditions, minimizing risks of delays or penalties.
2. Annual Budget and Financial Reporting:
   - Assist with GFOA-compliant Annual Budget Document and Consolidated Financial Report.
   - Strategic formatting and narrative development to enhance transparency and stakeholder engagement.
3. Operational Reporting and Data Management:
   - Enhanced formatting and timely preparation of the monthly General Manager's Report for MSWD's Board of Directors.
   - Development of a database system for tracking and reporting key metrics.

Fee Structure and Assumptions:

- The proposed amount is based on an hourly rate structure for project activities, with a blended average rate of $200 per hour for key personnel and specialists.
- Any direct costs, such as local travel, will be included within the annual not-to-exceed limit unless otherwise pre-approved by MSWD.
- The total cost will be invoiced monthly, based on actual hours worked and documented expenses, ensuring transparency and alignment with project progress.

Commitment to Budget Adherence:

Outsource Execs, LLC is committed to adhering to the not-to-exceed limit while maintaining the highest standards of quality and efficiency. If unforeseen circumstances require adjustments to the scope, such modifications will be presented to MSWD for review and approval prior to implementation.

This approach ensures that MSWD benefits from exceptional service delivery without exceeding the proposed budget, providing predictability and cost control over the course of the engagement.

Fee Structure:

Below is a detailed breakdown of our proposed fees for the components of the scope of services outlined in the RFQ. All charges include labor, materials, and resources required to meet project objectives:

SERVICE COMPONENT	HOIURLY RATE
Grant Management and Compliance Monitoring	$250
Annual Budget and Financial Reporting	$250
Data Management and Database Development	$150
ERP and Budget Software Support	$150
Emergency Permitting and Regulatory Compliance	$250
Monthly General Manager (GM) Report Preparation	$200

Other Direct Costs

Additional costs may include travel expenses for offsite meetings or materials required for project deliverables. All such expenses will be pre-approved by MSWD and charged at cost, without markup.

Agreement Compliance:

We have reviewed MSWD's Agreement for Professional Services (Exhibit A) and confirm our acceptance of the terms as presented, with no modifications proposed.

1. Insurance Coverage

Outsource Execs, LLC maintains insurance coverage that meets or exceeds MSWD's requirements:

- Professional Liability: $1,000,000 per claim / $2,000,000 aggregate.
- General Liability: $2,000,000 per occurrence.

- Unowned Automobile Liability: $1,000,000 per occurrence.
- Workers' Compensation: Statutory limits.

2. Regulatory Compliance

Our firm adheres to all applicable federal, state, and local regulations, including but not limited to the California Government Code, labor laws, and environmental requirements.

This fee schedule ensures transparency and flexibility while maintaining alignment with MSWD's strategic and operational goals. Should any adjustments to the scope or fee structure be necessary, we are open to collaboration and further discussion.

Appendices

1. Attachment A: Cost Proposal.
2. Attachment B: Consultant's Qualifications Statement.
3. Attachment C: Disclosure Questionnaire.
4. Supporting Documents:
   - Resumes of key personnel.
   - Capability Statement

Mission Springs Water District



Proposal to Provide:

Administrative and Water Management Services

Submitted by:

MDN Water Management Services Inc.
428 Hammacksville Road
Trenton, KY 42286
(951) 259-2923
mike@mdn-wms.com
www.mdn-wms.com

TABLE OF CONTENTS

TABLE OF CONTENTS 1
EXECUTIVE SUMMARY 2
EXPERIENCE AND QUALIFICATIONS OF THE FIRM 4
Company Background 4
References and Similar Work 5
KEY PERSONNEL/STAFFING 9

EXECUTIVE SUMMARY

November 22, 2024

Marion Champion
Assistant General Manager
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

RE: Proposal to Provide Administrative and Water Management Services

Dear Mrs. Champion,

Thank you for the opportunity to submit our proposal to provide administrative and water management services and support for the Mission Springs Water District (MSWD). We are excited about the opportunity to continue our successful working relationship with MSWD and look forward to continuing to be a part of the team that develops and implements the future vision and direction of MSWD.

With over 25 years of experience covering a broad range of knowledge of the water and wastewater industry, MDN Water Management Services Inc. will continue to be a valued asset to your organization. Continuing to build on our successful working relationship with MSWD over the last three years is very important to us and MDN Water Management Services Inc. is dedicated to the mission, vision, and strategic goals of MSWD.

MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team. We also believe that successful projects and programs are the result of a well-managed and motivated team.

MDN Water Management Services Inc. has all of the necessary skills and experience in-house to perform all the tasks listed in the Scope of Services of this Request for Qualifications and will not require the use of any subconsultants for this work.

I will personally serve as the project manager for this contract, and as the Chief Executive Officer and Principal of MDN Water Management Services Inc., I am fully authorized to legally bind MDN Water Management Services Inc. in agreements with MSWD. This quote remains valid for a period of at least ninety (90) days. Please contact me at 951-259-2923, or via email at mike@mdn-wms.com, if you have any questions or would like to discuss our professional qualifications further. I look forward to continuing our successful working relationship to meet the short- and long-term needs of MSWD.

Sincerely,



Michael D. Nusser
Chief Executive Officer, Principal

MDN Water Management Services Inc.
428 Hammacksville Road
Trenton, KY 42286
951-259-2923
mike@mdn-wms.com
www.mdn-wms.com

EXPERIENCE AND QUALIFICATIONS OF THE FIRM

Company Background

MDN Water Management Services Inc. is a veteran- and employee-owned company founded by Mike Nusser, a former public water agency employee with more than 25 years of experience in managing and administering water- and wastewater-related projects and programs. Mike founded MDN Water Management Services Inc. in 2023 with the goal of continuing and expanding the successful working relationship established with the Mission Springs Water District (MSWD) providing general administrative and water management services and support in achieving MSWD's short- and long-term strategic goals.

Over the last 25 years, Mike has been able to quickly adapt and learn a variety of skill sets while maintaining the highest performance standards within a diverse range of functions, which is clearly illustrated by past successes. These accomplishments are derived from exceptional interpersonal and communication skills, strong attention to detail, and unparalleled work ethic. Mike has been able to leverage past successful experiences in water resources management to provide services and support including, but not limited to, the following:

- General Administration Services
- Technical Writing and Report Writing
- Grant Applications, Management, and Reporting
- Water Resources Management and Reporting
- Data Management, Analysis, and Reporting
- Permitting and Regulatory Compliance
- Financial Management and Reporting

MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team. We also believe that successful projects and programs are the result of a well-managed and motivated team.

MDN Water Management Services Inc. is dedicated to the success of your organization and will pledge to devote our time and efforts to ensuring the success of every project undertaken on your organization's behalf.

MDN Water Management Services Inc. has all of the necessary skills and experience in-house to perform all the tasks listed in the Scope of Services of this Request for Qualifications and will not require the use of any subconsultants for this work.

References and Similar Work

Starting in August 2021 to the present day, staff from MDN Water Management Services Inc. have successfully performed and/or completed the following tasks and projects for the benefit of the Mission Springs Water District (MSWD) working as a temporary employee and consultant.

Mission Springs Water District
Brian Macy, General Manager
66575 Second Street
Desert Hot Springs, CA 92240
760-329-6448
bmacy@mswd.org

Grant Management and Compliance Monitoring Services

West Valley Water Reclamation Program (June 2023-Present)

- Recently assumed lead duties for coordination with the State Water Resources Control Board (SWRCB) regarding past and future reimbursement requests for the Wright Regional Water Reclamation Facility (RWRF), RWRF Conveyance Line, and Area M-2 Septic to Sewer phases of the program.
- Phase 1 – RWRF Construction
    - Reconciled, compiled, and prepared the invoice and timecard backup documentation for quarterly reporting and disbursement requests to the State Water Resources Control Board (SWRCB).
    - Prepared and submitted quarterly reporting and disbursement requests to the SWRCB.
- Phase 3 – RWRF Conveyance Line
    - Reconciled, compiled, and prepared the invoice and timecard backup documentation for quarterly reporting and disbursement requests to the SWRCB.

Advanced Metering Infrastructure (AMI) Implementation Program (October-December 2021)

- Completed reconciliation of the previous quarterly reporting, and prepared and submitted the Final Grant Report to the U.S. Bureau of Reclamation (USBR) for grant close out.

AMI Pilot Program (January-March 2022)

- Completed compilation and analysis of meter reads to create graphs of consumption data for comparison to show the impact to conservation by the AMI Pilot Program for the California Department of Water Resources (DWR).

Heavy Equipment Replacement – Unit 367 (May 2023-Present)

- Successfully prepared and submitted a grant application to the South Coast Air Quality Management District (AQMD) under the 2023 Carl Moyer Program for heavy equipment replacement.
- Currently coordinating and managing the compliance and reporting for the grant.

Recycled Water Program – Phase 1 (October 2024-Present)

- Currently compiling and preparing a grant application for submission to the State Water Resources Control Board (SWRCB) under Proposition 4 for a Recycled Water Program – Phase 1 at the Horton Wastewater Treatment Plant.

Annual Budget Document Creation (March 2022-Present)

- Completed compilation and preparation of the Annual Operating & Capital Budget Documents for Fiscal Years 2023, 2024, and 2025.
- Developed and implemented new formatting and content for continuous improvement to the Annual Operating & Capital Budget Documents to meet the standards set by the Government Finance Officers Association (GFOA).
- Assisted the District in receiving their first ever Distinguished Budget Presentation Award from the GFOA for the Annual Operating & Capital Budget Document for Fiscal Year 2024.
- Assisted the District in receiving their second Distinguished Budget Presentation Award from the GFOA for the Annual Operating & Capital Budget Document for Fiscal Year 2025.

Annual Consolidated Financial Reporting (August 2023-Present)

- Compiled, developed, and implemented a 10-Year Statistical Section for the Annual Consolidated Financial Report for Fiscal Year 2023 to meet the standards set by the GFOA.
- Assisted the District in submitting for their first ever Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the Annual Consolidated Financial Report for Fiscal Year 2023.
- Initiated updates and continuous improvements for the 10-Year Statistical Section for the Annual Consolidated Financial Report for Fiscal Year 2024.

Monthly General Manager Report (August 2021-Present)

- Developed and implemented new formatting and continuous improvements for the monthly General Manager's Report (GM Report).
- Consistently compiled, prepared, and submitted the monthly GM Report for inclusion in the Board of Directors' meeting packet, ensuring timely and accurate delivery for each monthly meeting.

Permitting and Regulator Compliance (December 2023-September 2024)

Tropical Storm Hillary Pipeline Repairs at 13th Avenue, Thomas Avenue, and Mission Lakes Boulevard.

- Successfully coordinated, prepared, and submitted applications and notifications for a Regional General Permit 63 for Repair and Protection Activities in Emergency Situations to the following agencies.
  - U.S. Army Corps of Engineers
  - Regional Water Quality Control Board – Colorado River Region
  - California Department of Fish & Wildlife
  - County of Riverside
- Successfully compiled, prepared, and submitted the Final Completion Reports and notifications for a Regional General Permit 63 for Repair and Protection Activities in Emergency Situations to the following agencies.
  - U.S. Army Corps of Engineers
  - Regional Water Quality Control Board – Colorado River Region
  - California Department of Fish & Wildlife
  - County of Riverside

Data Management and Reporting (November 2023-Present)

Wastewater Treatment & Disposal Compliance

- Currently in the process of developing and implementing a database to streamline the management and reporting of flow and water quality data from the wastewater treatment plants, and level and water quality data from the monitoring wells, for regulatory compliance and reporting to the Regional Water Quality Control Board – Colorado River Region.
- Successfully developed an application that takes a CSV file from Babcock and Clinical Laboratories and creates an Excel file that can be directly uploaded to the database without any manual data entry.
- Currently in the process of developing and implementing a spreadsheet to streamline the process control of the wastewater treatment plants.

Water Production

- Currently in the process of developing and implementing a database to streamline the management and reporting of well construction, groundwater level, groundwater production, and groundwater quality data for the MSWD production and monitoring wells.

ERP and Budget Software Implementation Support (November 2024-Present)

Recently began assisting MSWD staff in the implementation and integration of Enterprise Resource Planning (ERP) and OpenGov budget software platforms to include providing

strategic guidance, managing communication efforts, developing user-friendly training materials, and ensuring consistent messaging to internal stakeholders.

Accounting Data Entry and Analysis (November 2024-Present)

Recently began assisting MSWD staff with accounting data entry and analysis to include payroll timecard entry and analysis.

Other Administrative and Water Management Services

Administrative Code (December 2022-October 2023)

- Reviewed and compiled all of MSWD's ordinances and resolutions from 1953 to present.
- Developed and prepared a draft Administrative Code for legal review and comment.

Sewer Service Agreement (February 2023-Present)

- Developed and prepared a draft Sewer Service Agreement by and between MSWD and Coachella Valley Water District (CVWD) for legal review and comment.
- Continued negotiations with CVWD on behalf of MSWD with regard to the Sewer Service Agreement.

Sustainable Groundwater Management Act (November 2021-March 2022)

- Provided review and comment on the Groundwater Sustainability Plan (GSP) and Annual Reports for the San Gorgonio Pass Subbasin.
- Provided review and comment on the Alternative Plan Update and Annual Reports for the Mission Creek Subbasin.
- Provided review and comment on the Alternative Plan Update and Annual Reports for the Indio Subbasin.

District Website (September 2021-February 2022)

- Developed and implemented a Water Resources Management section for the new MSWD website to include distinct pages for the following District activities:
    - Integrated Regional Water Management Planning (IRWM)
    - Urban Water Management Planning (UWMP)
    - Sustainable Groundwater Management Act (SGMA)
    - Salt and Nutrient Management Planning (SNMP)

KEY PERSONNEL/STAFFING

MDN Water Management Services Inc. is a veteran- and employee-owned company with staff that are fully qualified based on experience and background, which is clearly illustrated by past successes. These accomplishments are derived from exceptional interpersonal and communication skills, strong attention to detail, and unparalleled work ethic. MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team.

All work will be performed by the employee-owners of MDN Water Management Services Inc. as shown below and will not require the utilization of any subconsultants. There is one single-most distinguishing attribute that sets MDN Water Management Services Inc. apart from any other applicant as the most logical and beneficial choice for Mission Springs Water District. Over the last three years, MDN Water Management Services Inc. has been successfully performing every task listed in the Scope of Services of this Request for Qualifications. We look forward to continuing our mutually beneficial relationship with MSWD.



Mike Nusser
Chief Executive Officer, Principal



Role

Mike will personally provide the day-to-day communication and management of all services and support provided to the Mission Springs Water District (MSWD). In addition to being the primary point of contact for MSWD, Mike will also be responsible for delivering quality work products, attending meetings, and continuously working closely with MSWD's management and staff to successfully meet desired goals. Mike has over 25 years of experience as an employee of public water agencies, successfully performing various duties across multiple disciplines.

Professional History

2024-Present: MDN Water Management Services Inc. – CEO, Principal
2007-Present: Mount San Jacinto College – Water Technology Instructor
2021-2024: Mission Springs Water District – Temporary Employee
2017-2020: Coachella Valley Water District – Water Resources Associate
1999-2017: Eastern Municipal Water District – Water Resources Planning Manager
1987-1992: United States Navy – Aviation Storekeeper (Avionics Logistics)

Education

1993-1998: California State University San Bernardino
- Bachelor of Science Degree – Biology
- Minor – Chemistry

1981-1985: John W. North High School, Riverside, CA
- Diploma – General Education
- Varsity Cross County, Wrestling, Track & Field

Skills & Abilities

- Outstanding communication skills, both oral and written
- Superb organization, multi-tasking, and project management skills
- Unparalleled customer service skills
- Expert in Microsoft Word, Excel, and Powerpoint software
- Skillful in ESRI ArcGIS software
- Types 62 words per minute

Katie Nusser
Chief Financial Officer, Secretary



Role
Katie provides the administration and management of MDN Water Management Services Inc. and provides additional general administrative, accounting, and quality assurance and quality control (QA/QC) support on select projects. Katie has over 30 years of experience performing multiple positions in the real estate and property management industries, with proven skills and abilities for outstanding office management.

Professional History
2024-Present: MDN Water Management Services Inc. – CFO, Secretary
2021-2024: BHHS PenFed Realty – Accounting and Maintenance Coordinator
2007-2020: Diane Realty Group – Licensed Realtor/Transaction Coordinator
2002-2007: Coldwell Banker – Office Manager
1993-1999: Realty Executives – Executive Assistant

Education
1983-1987: Woodcrest Christian High School, Riverside, CA
- Diploma – General Education
- Varsity Softball

Leadership
2019: Volunteer of the Year – Perris Union High School District
2014-2020: Cross Country Team Parent – Paloma Valley High School
2013-2017: School Site Council – Paloma Valley High School
2005-2008: PTA President – Moreno Elementary School

Skills & Abilities
- Outstanding organization and management skills
- Superb organization, multi-tasking, and project management skills
- Unparalleled customer service skills
- Skillful in Microsoft Word and Excel

Michael Nusser
Business Analyst



Role

Michael is our newest addition to MDN Water Management Services Inc. with the intent of expanding our day-to-day data entry, data analysis, quality assurance and quality control (QA/QC), and accounting services provided to our clients. Michael has multiple years of experience in data entry and budget analysis in the restaurant industry, and has proven attention to detail skills he will utilize to ensure the most accurate analysis at MDN Water Management Services, Inc.

Professional History

2024-Present: MDN Water Management Services Inc – Business Analyst
2020-2022: On the Border – Manager in Training, Food Server, Bartender

Education

2017-2024: William Jessup University, Rocklin, CA

- Bachelor of Science Degree – Business
- Concentration – Finance & Accounting
- Cross Country and Track & Field

2013-2017: Poloma Valley High School, Menifee, CA

- Diploma – General Education
- Graduated with Honors
- Varsity Cross County and Track & Field

Skills & Abilities

- Outstanding communication skills, both oral and written
- Excellent organization, multi-tasking, and project management skills
- Superior customer service skills
- Skillful in Microsoft Word, Excel, and Powerpoint
- Types 65 words per minute

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 - 7 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **MDN Water Management Services Inc.**
428 Hammacksville Road
Trenton, KY 42286

DATE: January 1, 2025

PROJECT DIR#: N/A

TITLE: **Administrative and Water Management Services**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Proposal and in accordance with Exhibit B – Cost Proposal provided by MDN Water Management Services Inc, and per Exhibit C – Term, Early Termination & Notice

Contract price $: Not to Exceed $140,000.00

Term: One (1) year from the effective date above

Instructions: Sign and return via email. Upon acceptance by Mission Springs Water District, (sometimes referred to herein as "District") a copy will be promptly returned to you. Insert the names of your authorized representative(s) below.

Accepted:	Consultant:
Mission Springs Water District	MDN Water Management Services Inc (Business Name)
By:	By:
Brian E. Macy, PE	Mike Nusser
Title General Manager	Title Chief Executive Officer, Principal
Other authorized representative(s):	Other authorized representative(s):
Marion Champion Assistant General Manager	Katrina Nusser Chief Financial Officer, Secretary
Amanda Lucas Contracts Analyst	

Consultant agrees with the Mission Springs Water District that:

a. Consultant and District agree that District, its directors, officers, employees, and authorized volunteers should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, defense costs, court costs or any other costs arising out of or in any way related to the performance of this Agreement by Consultant or any subconsultant or agent of either as set forth herein. Accordingly, the provisions of this indemnity are intended by the parties to be interpreted and construed to provide the fullest protection possible under the law to District. Consultant acknowledges that District would not enter into this Agreement in the absence of the commitment of Consultant to indemnify and protect District as set forth herein.

b. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold harmless District, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, damages or costs of any kind, whether actual, alleged or threatened, actual attorneys' fees incurred by District, court costs, interest, defense costs, including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of, or in any way attributable actually, allegedly or impliedly, in whole or in part to the performance of this Agreement. Consultant's obligation to defend, indemnify and hold harmless shall include any and all claims, suits, and proceedings in which Consultant (and/or Consultant's agents and/or employees) is alleged to be an employee of District. All obligations under this provision are to be paid by the Consultant as they are incurred by District.

c. Without affecting the rights of District under any provision of this Agreement or this Section, Consultant shall not be required to indemnify and hold harmless District as set forth above for liability attributable solely to the fault of District, provided such fault is determined by agreement between the parties or the findings of a court of competent jurisdiction.

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. The 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. Verification of Coverage – Consultant shall furnish the District with certificates and amendatory endorsements, or copies of the applicable policy language affecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. 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 shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least 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. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if the Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars ($1,000,000) for bodily injury and property damage each accident.

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant 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 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. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

If Claims Made Policies:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Required Provisions –

- **Additional Insured Status:** Mission Springs Water District, its directors, officers, employees, and authorized volunteers or using the language that states "as required by written contract." are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-

insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

- Consultant shall require and verify that all sub-consultants maintain insurance meeting all requirements stated herein, and Consultant shall ensure that Mission Springs Water District its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

- 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.

g. 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.

h. 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)."

i. Payment, unless otherwise specified on Page 1, is to be within thirty (30) days after acceptance by Mission Springs Water District.

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. 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.

k. 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.

l. 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. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

m. District shall hold all intellectual property rights to any data, materials, digital information, and Written Products stored and/or developed pursuant to this agreement. Consultant hereby assigns to Mission Springs Water District all ownership and any and all intellectual property rights to the data, materials, digital information and Written Products that are not otherwise vested in Mission Springs Water District pursuant to section above.

n. 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.

o. 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.

p. 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.

q. Consultant shall not maintain, commit, or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.

r. 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 subconsultants 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 subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. 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.

t. 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.

u. 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.

v. 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.

w. 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.

x. 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.

y. 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.

z. The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, the venue shall be the Superior Court of Riverside County, California.

aa. 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.

bb. 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.

cc. Consultant will act hereunder as an independent consultant. 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.

dd. 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.

ee. Consultant shall be paid at the rates set forth in the Proposal and shall not increase any rate without the prior written consent of the District. Notwithstanding anything in this Agreement to the contrary, total fees and charges paid by the District to the Consultant under this Agreement shall not exceed the contract price specified on Page 1.

1. Consultant shall not be compensated for any Services rendered nor reimbursed for any expenses incurred in excess of those authorized unless approved in advance by the District, in writing.

2. Consultant shall submit to District, on or before the fifteenth (15^{th}) of each month, itemized invoices for the Services rendered in the previous month. The District shall not be obligated to pay any invoice that is submitted more than sixty (60) days after the due date of such invoice. The District shall have the right to review and audit all invoices prior to or after payment to Consultant. This review and audit may include, but not be limited to District's:

    i. Determination that any hourly fee charged is consistent with this Agreement's approved hourly rate schedule;
    ii. Determination that the multiplication of the hours billed times the approved rate schedule dollars is correct;
    iii. Determination that each item charged is the usual, customary, and reasonable charge for the particular item. If the District determines an item charged is greater than usual, customary, or reasonable, or is duplicative, ambiguous, excessive, or inappropriate, District shall either return the bill to Consultant with a request for explanation or adjust the payment accordingly and give notice to Consultant of the adjustment.

3. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days after acceptance by Mission Springs Water District. Should the District dispute any portion of any invoice,

District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

ff. In the event the Consultant performs additional or different services than those described herein without the prior written approval of the Project Manager, Consultant shall not be compensated for such services. Consultant expressly waives any right to be compensated for services and materials not covered by the scope of this Agreement or authorized by the District in writing.

gg. Consultant shall promptly advise the Project Manager as soon as reasonably practicable upon gaining knowledge of a condition, event or accumulation of events which may affect the scope and/or cost of Services. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to writing for review and approval by the District.

hh. Consultant shall perform all services in accordance with the terms and conditions of this agreement and the proposal. In the event that the terms of the proposal conflict with the terms of this agreement or contain additional terms that purport to bind the District, the terms of this agreement shall govern and said additional or conflicting terms shall be of no force or effect.

Mission Springs Water District



Proposal to Provide:

Administrative and Water Management Services

Submitted by:

MDN Water Management Services Inc.
428 Hammacksville Road
Trenton, KY 42286
(951) 259-2923
mike@mdn-wms.com
www.mdn-wms.com

TABLE OF CONTENTS

TABLE OF CONTENTS 1
EXECUTIVE SUMMARY 2
EXPERIENCE AND QUALIFICATIONS OF THE FIRM 4
Company Background 4
References and Similar Work 5
KEY PERSONNEL/STAFFING 9

EXECUTIVE SUMMARY

November 22, 2024

Marion Champion
Assistant General Manager
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

RE: Proposal to Provide Administrative and Water Management Services

Dear Mrs. Champion,

Thank you for the opportunity to submit our proposal to provide administrative and water management services and support for the Mission Springs Water District (MSWD). We are excited about the opportunity to continue our successful working relationship with MSWD and look forward to continuing to be a part of the team that develops and implements the future vision and direction of MSWD.

With over 25 years of experience covering a broad range of knowledge of the water and wastewater industry, MDN Water Management Services Inc. will continue to be a valued asset to your organization. Continuing to build on our successful working relationship with MSWD over the last three years is very important to us and MDN Water Management Services Inc. is dedicated to the mission, vision, and strategic goals of MSWD.

MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team. We also believe that successful projects and programs are the result of a well-managed and motivated team.

MDN Water Management Services Inc. has all of the necessary skills and experience in-house to perform all the tasks listed in the Scope of Services of this Request for Qualifications and will not require the use of any subconsultants for this work.

I will personally serve as the project manager for this contract, and as the Chief Executive Officer and Principal of MDN Water Management Services Inc., I am fully authorized to legally bind MDN Water Management Services Inc. in agreements with MSWD. This quote remains valid for a period of at least ninety (90) days. Please contact me at 951-259-2923, or via email at mike@mdn-wms.com, if you have any questions or would like to discuss our professional qualifications further. I look forward to continuing our successful working relationship to meet the short- and long-term needs of MSWD.

Sincerely,



Michael D. Nusser
Chief Executive Officer, Principal

MDN Water Management Services Inc.
428 Hammacksville Road
Trenton, KY 42286
951-259-2923
mike@mdn-wms.com
www.mdn-wms.com

EXPERIENCE AND QUALIFICATIONS OF THE FIRM

Company Background

MDN Water Management Services Inc. is a veteran- and employee-owned company founded by Mike Nusser, a former public water agency employee with more than 25 years of experience in managing and administering water- and wastewater-related projects and programs. Mike founded MDN Water Management Services Inc. in 2023 with the goal of continuing and expanding the successful working relationship established with the Mission Springs Water District (MSWD) providing general administrative and water management services and support in achieving MSWD's short- and long-term strategic goals.

Over the last 25 years, Mike has been able to quickly adapt and learn a variety of skill sets while maintaining the highest performance standards within a diverse range of functions, which is clearly illustrated by past successes. These accomplishments are derived from exceptional interpersonal and communication skills, strong attention to detail, and unparalleled work ethic. Mike has been able to leverage past successful experiences in water resources management to provide services and support including, but not limited to, the following:

- General Administration Services
- Technical Writing and Report Writing
- Grant Applications, Management, and Reporting
- Water Resources Management and Reporting
- Data Management, Analysis, and Reporting
- Permitting and Regulatory Compliance
- Financial Management and Reporting

MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team. We also believe that successful projects and programs are the result of a well-managed and motivated team.

MDN Water Management Services Inc. is dedicated to the success of your organization and will pledge to devote our time and efforts to ensuring the success of every project undertaken on your organization's behalf.

MDN Water Management Services Inc. has all of the necessary skills and experience in-house to perform all the tasks listed in the Scope of Services of this Request for Qualifications and will not require the use of any subconsultants for this work.

References and Similar Work

Starting in August 2021 to the present day, staff from MDN Water Management Services Inc. have successfully performed and/or completed the following tasks and projects for the benefit of the Mission Springs Water District (MSWD) working as a temporary employee and consultant.

Mission Springs Water District
Brian Macy, General Manager
66575 Second Street
Desert Hot Springs, CA 92240
760-329-6448
bmacy@mswd.org

Grant Management and Compliance Monitoring Services

West Valley Water Reclamation Program (June 2023-Present)

- Recently assumed lead duties for coordination with the State Water Resources Control Board (SWRCB) regarding past and future reimbursement requests for the Wright Regional Water Reclamation Facility (RWRF), RWRF Conveyance Line, and Area M-2 Septic to Sewer phases of the program.
- Phase 1 – RWRF Construction
    - Reconciled, compiled, and prepared the invoice and timecard backup documentation for quarterly reporting and disbursement requests to the State Water Resources Control Board (SWRCB).
    - Prepared and submitted quarterly reporting and disbursement requests to the SWRCB.
- Phase 3 – RWRF Conveyance Line
    - Reconciled, compiled, and prepared the invoice and timecard backup documentation for quarterly reporting and disbursement requests to the SWRCB.

Advanced Metering Infrastructure (AMI) Implementation Program (October-December 2021)

- Completed reconciliation of the previous quarterly reporting, and prepared and submitted the Final Grant Report to the U.S. Bureau of Reclamation (USBR) for grant close out.

AMI Pilot Program (January-March 2022)

- Completed compilation and analysis of meter reads to create graphs of consumption data for comparison to show the impact to conservation by the AMI Pilot Program for the California Department of Water Resources (DWR).

Heavy Equipment Replacement – Unit 367 (May 2023-Present)

- Successfully prepared and submitted a grant application to the South Coast Air Quality Management District (AQMD) under the 2023 Carl Moyer Program for heavy equipment replacement.
- Currently coordinating and managing the compliance and reporting for the grant.

Recycled Water Program – Phase 1 (October 2024-Present)

- Currently compiling and preparing a grant application for submission to the State Water Resources Control Board (SWRCB) under Proposition 4 for a Recycled Water Program – Phase 1 at the Horton Wastewater Treatment Plant.

Annual Budget Document Creation (March 2022-Present)

- Completed compilation and preparation of the Annual Operating & Capital Budget Documents for Fiscal Years 2023, 2024, and 2025.
- Developed and implemented new formatting and content for continuous improvement to the Annual Operating & Capital Budget Documents to meet the standards set by the Government Finance Officers Association (GFOA).
- Assisted the District in receiving their first ever Distinguished Budget Presentation Award from the GFOA for the Annual Operating & Capital Budget Document for Fiscal Year 2024.
- Assisted the District in receiving their second Distinguished Budget Presentation Award from the GFOA for the Annual Operating & Capital Budget Document for Fiscal Year 2025.

Annual Consolidated Financial Reporting (August 2023-Present)

- Compiled, developed, and implemented a 10-Year Statistical Section for the Annual Consolidated Financial Report for Fiscal Year 2023 to meet the standards set by the GFOA.
- Assisted the District in submitting for their first ever Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the Annual Consolidated Financial Report for Fiscal Year 2023.
- Initiated updates and continuous improvements for the 10-Year Statistical Section for the Annual Consolidated Financial Report for Fiscal Year 2024.

Monthly General Manager Report (August 2021-Present)

- Developed and implemented new formatting and continuous improvements for the monthly General Manager's Report (GM Report).
- Consistently compiled, prepared, and submitted the monthly GM Report for inclusion in the Board of Directors' meeting packet, ensuring timely and accurate delivery for each monthly meeting.

Permitting and Regulator Compliance (December 2023-September 2024)

Tropical Storm Hillary Pipeline Repairs at 13th Avenue, Thomas Avenue, and Mission Lakes Boulevard.

- Successfully coordinated, prepared, and submitted applications and notifications for a Regional General Permit 63 for Repair and Protection Activities in Emergency Situations to the following agencies.
  - U.S. Army Corps of Engineers
  - Regional Water Quality Control Board – Colorado River Region
  - California Department of Fish & Wildlife
  - County of Riverside
- Successfully compiled, prepared, and submitted the Final Completion Reports and notifications for a Regional General Permit 63 for Repair and Protection Activities in Emergency Situations to the following agencies.
  - U.S. Army Corps of Engineers
  - Regional Water Quality Control Board – Colorado River Region
  - California Department of Fish & Wildlife
  - County of Riverside

Data Management and Reporting (November 2023-Present)

Wastewater Treatment & Disposal Compliance

- Currently in the process of developing and implementing a database to streamline the management and reporting of flow and water quality data from the wastewater treatment plants, and level and water quality data from the monitoring wells, for regulatory compliance and reporting to the Regional Water Quality Control Board – Colorado River Region.
- Successfully developed an application that takes a CSV file from Babcock and Clinical Laboratories and creates an Excel file that can be directly uploaded to the database without any manual data entry.
- Currently in the process of developing and implementing a spreadsheet to streamline the process control of the wastewater treatment plants.

Water Production

- Currently in the process of developing and implementing a database to streamline the management and reporting of well construction, groundwater level, groundwater production, and groundwater quality data for the MSWD production and monitoring wells.

ERP and Budget Software Implementation Support (November 2024-Present)

Recently began assisting MSWD staff in the implementation and integration of Enterprise Resource Planning (ERP) and OpenGov budget software platforms to include providing

strategic guidance, managing communication efforts, developing user-friendly training materials, and ensuring consistent messaging to internal stakeholders.

Accounting Data Entry and Analysis (November 2024-Present)

Recently began assisting MSWD staff with accounting data entry and analysis to include payroll timecard entry and analysis.

Other Administrative and Water Management Services

Administrative Code (December 2022-October 2023)

- Reviewed and compiled all of MSWD's ordinances and resolutions from 1953 to present.
- Developed and prepared a draft Administrative Code for legal review and comment.

Sewer Service Agreement (February 2023-Present)

- Developed and prepared a draft Sewer Service Agreement by and between MSWD and Coachella Valley Water District (CVWD) for legal review and comment.
- Continued negotiations with CVWD on behalf of MSWD with regard to the Sewer Service Agreement.

Sustainable Groundwater Management Act (November 2021-March 2022)

- Provided review and comment on the Groundwater Sustainability Plan (GSP) and Annual Reports for the San Gorgonio Pass Subbasin.
- Provided review and comment on the Alternative Plan Update and Annual Reports for the Mission Creek Subbasin.
- Provided review and comment on the Alternative Plan Update and Annual Reports for the Indio Subbasin.

District Website (September 2021-February 2022)

- Developed and implemented a Water Resources Management section for the new MSWD website to include distinct pages for the following District activities:
    - Integrated Regional Water Management Planning (IRWM)
    - Urban Water Management Planning (UWMP)
    - Sustainable Groundwater Management Act (SGMA)
    - Salt and Nutrient Management Planning (SNMP)

KEY PERSONNEL/STAFFING

MDN Water Management Services Inc. is a veteran- and employee-owned company with staff that are fully qualified based on experience and background, which is clearly illustrated by past successes. These accomplishments are derived from exceptional interpersonal and communication skills, strong attention to detail, and unparalleled work ethic. MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team.

All work will be performed by the employee-owners of MDN Water Management Services Inc. as shown below and will not require the utilization of any subconsultants. There is one single-most distinguishing attribute that sets MDN Water Management Services Inc. apart from any other applicant as the most logical and beneficial choice for Mission Springs Water District. Over the last three years, MDN Water Management Services Inc. has been successfully performing every task listed in the Scope of Services of this Request for Qualifications. We look forward to continuing our mutually beneficial relationship with MSWD.



Mike Nusser
Chief Executive Officer, Principal



Role

Mike will personally provide the day-to-day communication and management of all services and support provided to the Mission Springs Water District (MSWD). In addition to being the primary point of contact for MSWD, Mike will also be responsible for delivering quality work products, attending meetings, and continuously working closely with MSWD's management and staff to successfully meet desired goals. Mike has over 25 years of experience as an employee of public water agencies, successfully performing various duties across multiple disciplines.

Professional History

2024-Present: MDN Water Management Services Inc. – CEO, Principal
2007-Present: Mount San Jacinto College – Water Technology Instructor
2021-2024: Mission Springs Water District – Temporary Employee
2017-2020: Coachella Valley Water District – Water Resources Associate
1999-2017: Eastern Municipal Water District – Water Resources Planning Manager
1987-1992: United States Navy – Aviation Storekeeper (Avionics Logistics)

Education

1993-1998: California State University San Bernardino
- Bachelor of Science Degree – Biology
- Minor – Chemistry

1981-1985: John W. North High School, Riverside, CA
- Diploma – General Education
- Varsity Cross County, Wrestling, Track & Field

Skills & Abilities

- Outstanding communication skills, both oral and written
- Superb organization, multi-tasking, and project management skills
- Unparalleled customer service skills
- Expert in Microsoft Word, Excel, and Powerpoint software
- Skillful in ESRI ArcGIS software
- Types 62 words per minute

Katie Nusser
Chief Financial Officer, Secretary



Role

Katie provides the administration and management of MDN Water Management Services Inc. and provides additional general administrative, accounting, and quality assurance and quality control (QA/QC) support on select projects. Katie has over 30 years of experience performing multiple positions in the real estate and property management industries, with proven skills and abilities for outstanding office management.

Professional History

2024-Present: MDN Water Management Services Inc. – CFO, Secretary
2021-2024: BHHS PenFed Realty – Accounting and Maintenance Coordinator
2007-2020: Diane Realty Group – Licensed Realtor/Transaction Coordinator
2002-2007: Coldwell Banker – Office Manager
1993-1999: Realty Executives – Executive Assistant

Education

1983-1987: Woodcrest Christian High School, Riverside, CA

- Diploma – General Education
- Varsity Softball

Leadership

2019: Volunteer of the Year – Perris Union High School District
2014-2020: Cross Country Team Parent – Paloma Valley High School
2013-2017: School Site Council – Paloma Valley High School
2005-2008: PTA President – Moreno Elementary School

Skills & Abilities

- Outstanding organization and management skills
- Superb organization, multi-tasking, and project management skills
- Unparalleled customer service skills
- Skillful in Microsoft Word and Excel

Michael Nusser
Business Analyst



Role

Michael is our newest addition to MDN Water Management Services Inc. with the intent of expanding our day-to-day data entry, data analysis, quality assurance and quality control (QA/QC), and accounting services provided to our clients. Michael has multiple years of experience in data entry and budget analysis in the restaurant industry, and has proven attention to detail skills he will utilize to ensure the most accurate analysis at MDN Water Management Services, Inc.

Professional History

2024-Present: MDN Water Management Services Inc – Business Analyst
2020-2022: On the Border – Manager in Training, Food Server, Bartender

Education

2017-2024: William Jessup University, Rocklin, CA

- Bachelor of Science Degree – Business
- Concentration – Finance & Accounting
- Cross Country and Track & Field

2013-2017: Poloma Valley High School, Menifee, CA

- Diploma – General Education
- Graduated with Honors
- Varsity Cross County and Track & Field

Skills & Abilities

- Outstanding communication skills, both oral and written
- Excellent organization, multi-tasking, and project management skills
- Superior customer service skills
- Skillful in Microsoft Word, Excel, and Powerpoint
- Types 65 words per minute

ATTACHMENT A – COST PROPOSAL

Cost Proposal

All MDN Water Management Services Inc. staff track hours to 15-minute increments so that we can provide a fair and accurate cost for the tasks assigned. All MDN Water Management Services Inc. services and support activities are invoiced on a time and materials basis at a rate of $94.00 per hour as shown in the table below.

FEE SCHEDULE	
Scope of Services	**Hourly Rate**
Grant Management and Compliance Monitoring Services	$94
Annual Budget Document Creation	$94
Annual Consolidated Financial Reporting	$94
Monthly General Manager Report	$94
Permitting and Regulatory Compliance	$94
Data Management and Reporting	$94
ERP and Budget Software Implementation Support	$94
Accounting Data Entry and Analysis	$94
Other General Administrative and Water Management Services as Needed	$94

Any necessary materials, reimbursables, and overhead costs will be invoiced at cost without any markup.

This quote remains valid for a period of at least ninety (90) days.

Acceptance of Proposed Agreement

MDN Water Management Inc. concurs that the District's Agreement for Professional Services is acceptable as is, without modification (RFQ EXHIBIT A).

Acknowledgement of Receipt of Addendum/Addenda

MDN Water Management Inc. acknowledges receipt of the addendum released by email on November 19, 2024, containing Q&A Set 1.

EXHIBIT C

Term, Early Termination & Notice

Administrative and Water Management Services

A. Term of Agreement

This professional services agreement shall be effective upon approval by the parties thereof and shall expire upon one (1) year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between the Mission Springs Water District and MDN Water Management Services Inc for Administrative and Water Management Services 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 MDN Water Management Services. Inc.

OWNER

Attn: Marion Champion
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
mchampion@mswd.org

CONSULTANT

Attn: Mike Nusser
MDN Water Management Services Inc.
428 Hammacksville Road
Trenton, KY 42286
mike@mdn-wms.com

AGENDA STAFF REPORT

MEETING NAME: **BOARD MEETINGS**

MEETING DATE(S): **December 9 & 16, 2024**

FROM: **ARTURO CEJA, DIRECTOR OF FINANCE**

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

ANNUAL REPORT OF CAPACITY FEES AND RELATED CAPITAL EXPENDITURES

STAFF RECOMMENDATION

Receive and file the annual report of capacity fees and related expenditures as submitted.

SUMMARY

In accordance with California Government Code Section 66006 (b), the attached reports have been prepared for your acceptance and to be made available to the public. These reports have been submitted to the Desert Valley Builders Association and the Building Industry Association for review which is done as a courtesy on an annual basis.

ANALYSIS

Since January 1989, the District has collected $24,249,730 of water capacity fees and expended $43,633,796 on qualifying projects. Since 1989, the District has collected $19,906,108 of sewer capacity fees and expended $36,948,451 on qualifying projects.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no fiscal impact associated with this action.

This action is consistent with Strategic Plan Smart Goal 1.2 related to Customer Communications and Goal 3.3 related to Financial Management.

ATTACHMENTS

Connection Fees Summary - Water

Connection Fees Summary - Sewer

FINANCIAL DATA		
Cost Associated with this action:	$0	
Current FY cost:	$0	
Future FY cost:	$0	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A		
FUNDING SOURCES		
Source of funds:	Operating Revenue/Debt	
BID/Job#	N/A	
Current BID/Job balance	N/A	
Balance remaining if approved:	N/A	

MISSION SPRINGS WATER DISTRICT
WATER DISTRICT
CONNECTION FEE SUMMARY

FISCAL YEAR ENDING JUNE 30,	BEGINNING BALANCE	CONNECTION FEES COLLECTED	CAPITAL EXPENDITURES	INTEREST EARNED	ENDING BALANCE
1989	0	291,357	(1,315,290)	0	(1,023,933)
1990	(1,023,933)	707,740	(6,282,023)	0	(6,598,216)
1991	(6,598,216)	535,450	(1,010,898)	0	(7,073,664)
1992	(7,073,664)	659,550	(32,377)	0	(6,446,491)
1993	(6,446,491)	555,839	(3,379,162)	0	(9,269,814)
1994	(9,269,814)	424,693	(17,617)	0	(8,862,738)
1995	(8,862,738)	202,514	(385,684)	0	(9,045,908)
1996	(9,045,908)	205,284	(567,173)	0	(9,407,797)
1997	(9,407,797)	112,318	(372,909)	0	(9,668,388)
1998	(9,668,388)	302,489	(433,919)	0	(9,799,818)
1999	(9,799,818)	82,322	(1,063,006)	0	(10,780,502)
2000	(10,780,502)	148,612	(248,576)	0	(10,880,466)
2001	(10,880,466)	139,917	(98,389)	0	(10,838,938)
2002	(10,838,938)	378,476	(1,664,485)	0	(12,124,947)
2003	(12,124,947)	1,022,171	(1,664,313)	0	(12,767,089)
2004	(12,767,089)	2,483,871	(296,099)	0	(10,579,317)
2005	(10,579,317)	4,631,651	(909,065)	0	(6,856,731)
2006	(6,856,731)	3,557,626	(9,189,925)	0	(12,489,030)
2007	(12,489,030)	1,676,665	(1,339,397)	0	(12,151,762)
2008	(12,151,762)	240,944	(1,404,631)	0	(13,315,449)
2009	(13,315,449)	285,354	(5,211,199)	0	(18,241,294)
2010	(18,241,294)	359,728	(1,782,695)	0	(19,664,261)
2011	(19,664,261)	254,079	(325,142)	0	(19,735,325)
2012	(19,735,325)	142,810	(355,801)	0	(19,948,315)
2013	(19,948,315)	63,904	(681,533)	0	(20,565,944)
2014	(20,565,944)	79,880	(380,002)	0	(20,866,066)
2015	(20,866,066)	182,826	(103,891)	0	(20,787,131)
2016	(20,787,131)	246,430	(81,958)	0	(20,622,659)
2017	(20,622,659)	394,957	0	0	(20,227,702)
2018	(20,227,702)	544,395	0	0	(19,683,307)
2019	(19,683,307)	547,625	(68,552)	0	(19,204,234)
2020	(19,204,234)	515,169	(177,060)	0	(18,866,125)
2021	(18,866,125)	560,063	(758,662)	0	(19,064,724)
2022	(19,064,724)	673,459	(322,206)	0	(18,713,471)
2023	(18,713,471)	680,774	(137,907)	0	(18,170,604)
2024	(18,170,604)	358,788	(1,572,251)	0	(19,384,066)
	TOTALS	24,249,730	(43,633,796)	0	(19,384,066)

MISSION SPRINGS WATER DISTRICT
SEWER DISTRICT
CONNECTION FEE SUMMARY

FISCAL YEAR ENDING JUNE 30,	BEGINNING BALANCE	CONNECTION FEES COLLECTED	CAPITAL EXPENDITURES	INTEREST EARNED	ENDING BALANCE
1989	0	95,555	(97,152)	0	(1,597)
1990	(1,597)	91,230	(209,911)	0	(120,278)
1991	(120,278)	104,902	(14,189)	0	(29,565)
1992	(29,565)	214,062	(374,563)	0	(190,066)
1993	(190,066)	197,322	(1,682,235)	0	(1,674,979)
1994	(1,674,979)	196,760	(48,381)	0	(1,526,600)
1995	(1,526,600)	89,037	(8,175)	0	(1,445,738)
1996	(1,445,738)	189,138	(326,095)	0	(1,582,695)
1997	(1,582,695)	159,024	(671,368)	0	(2,095,039)
1998	(2,095,039)	294,084	(132,602)	0	(1,933,557)
1999	(1,933,557)	248,898	(141,319)	0	(1,825,978)
2000	(1,825,978)	217,838	(156,352)	0	(1,764,492)
2001	(1,764,492)	65,885	(387,494)	0	(2,086,101)
2002	(2,086,101)	848,371	(1,108,307)	0	(2,346,037)
2003	(2,346,037)	594,617	(9,195,293)	0	(10,946,713)
2004	(10,946,713)	2,532,502	(167,116)	0	(8,581,327)
2005	(8,581,327)	2,018,676	(1,437,624)	0	(8,000,275)
2006	(8,000,275)	1,303,777	(10,774,463)	0	(17,470,961)
2007	(17,470,961)	1,873,601	(1,720,261)	0	(17,317,621)
2008	(17,317,621)	1,554,861	(827,701)	0	(16,590,461)
2009	(16,590,461)	65,660	(612,170)	0	(17,136,971)
2010	(17,136,971)	122,030	(76,243)	0	(17,091,184)
2011	(17,091,184)	164,610	(34,850)	0	(16,961,424)
2012	(16,961,424)	61,280	(261,637)	0	(17,161,781)
2013	(17,161,781)	3,161,599	(1,405,790)	0	(15,405,971)
2014	(15,405,971)	717,840	(153,001)	0	(14,841,132)
2015	(14,841,132)	61,350	(265,984)	0	(15,045,766)
2016	(15,045,766)	61,350	(191,977)	0	(15,176,393)
2017	(15,176,393)	1,773,159	(161,475)	0	(13,564,709)
2018	(13,564,709)	176,240	(477,932)	0	(13,866,402)
2019	(13,866,402)	28,590	(1,441,641)	0	(15,279,453)
2020	(15,279,453)	62,170	(705,967)	0	(15,923,249)
2021	(15,923,249)	174,740	(1,013,388)	0	(16,761,897)
2022	(16,761,897)	278,440	(308,422)	0	(16,791,879)
2023	(16,791,879)	65,130	(356,948)	0	(17,083,696)
2024	(17,083,696)	41,780	(427)	0	(17,042,343)
	TOTALS	19,906,108	(36,948,451)	0	(17,042,343)

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **December 9 and December 16**

FROM: **Marion Champion, Assistant General Manager**

FOR: ACTION _X __ DIRECTION ____ INFORMATION ____

ACKNOWLEDGE MSWD LEGISLATIVE PLATFORM FOR 2025-2026

STAFF RECOMMENDATION
Staff recommends the Board acknowledge receipt of the attached Legislative Platform for 2025-2026.

SUMMARY
The legislative platform will help guide staff and district lobbyists when analyzing legislation or administrative actions at the federal and state levels. Maintaining updated legislative priorities provides for directed action and strategy development to address the organization's most critical issues.

ANALYSIS
NA

FISCAL IMPACT
The legislative platform aligns with Strategic Plan Goal No. 1.4.6, which includes cultivating a positive partnership with legislative/regulatory contacts.

ATTACHMENTS
DRAFT 2025-2026 Legislative Platform

FINANCIAL DATA		
Cost Associated with this action:		NA
Current FY cost:		NA
Future FY cost:		-0-
Is it covered in current year budget:	YES ☐	NO ☐
Budget adjustment needed:	YES ☐	NO ☐
If yes, year needed:		NA
All previous contracts including dates, amounts and board approvals are attached or have been made available.		

FUNDING SOURCES	
Source of funds:	NA
BID/Job#	NA
Current BID/Job balance	NA
Balance remaining if approved:	NA

MISSION SPRINGS
WATER DISTRICT





LEGISLATIVE PLATFORM

2025-2026

DRAFT
DEC 2024

WWW.MSWD.ORG

INTRODUCTION

The 2025-2026 Legislative Platform provides a summary of core policy principles to help guide the legislative, regulatory, and administrative advocacy efforts for Mission Springs Water District at the local, regional, state, and national levels of government.

The platform has been developed for the new biennial session of the California Senate and Assembly and the 119th Congress and is consistent with MSWD's mission to provide, protect, and preserve our most valuable resource - water.

While the monthly meetings of the MSWD Board of Directors provide opportunities to receive direction from the Board on policy issues and introduced legislation the platform will guide the General Manager, his designees, and lobbyists so timely action may be taken consistent with the principles outlined in this document.

Developed by the management team and the Board of Directors, this document strives to cover the District's anticipated needs and its positions for the legislative term.

There may be issues that arise that are not addressed in this platform or on which the Board may change its position. It is anticipated that staff will continue to interact with the Board to ensure the iterative process necessary to ensure that the advocacy needs of MSWD are met.

Throughout the year, the Board may also take additional steps to direct staff to oppose or support policy initiatives as they arise.



BILL POSITION DEFINITIONS

The following represents active bill positions MSWD staff may adopt or recommend for consideration by the Board of Directors for adoption.

MSWD staff may adopt a position without a Board of Directors vote if the bill language falls within one of the principles laid out in the latter sections of the platform. Advocacy strategies and activities will be directed toward implementing the Board's policies by advancing MSWD's adopted bill position.

SUPPORT: This position reflects MSWD's unconditional interest in the legislation becoming law. MSWD staff and legislative advocates will work to pass the bill in its present form.

SUPPORT AND SEEK AMENDMENTS: This position reflects a similar level of unconditional support for a bill as the SUPPORT position. However, this position implies that MSWD would prefer specific amendments to be considered to improve the measure. MSWD staff and legislative advocates will communicate and advocate in support of the legislation, even if amendments extended by MSWD are not included in the measure.

SUPPORT IF AMENDED: This affirmative position suggests conditional support for a measure, but only if it is amended to incorporate specific amendments approved by the MSWD Board. Staff and legislative advocates will not support the legislation unless it is amended as requested by MSWD.

WATCH: This position reflects a position on a bill that would not directly affect MSWD at that time. Staff carefully monitors "Watch" bills for further developments and future amendments.

OPPOSE UNLESS AMENDED: This position reflects conditional opposition to a measure unless it is amended to incorporate specific amendments approved by the MSWD Board. Staff and legislative advocates will actively work to defeat the legislation until and unless it is amended as requested by MSWD. If legislation is amended as requested by MSWD, staff and legislative advocates will stop working to defeat the legislation but will not advocate in support of the measure unless further directed by the Board.

OPPOSE: This position reflects MSWD's unconditional interest in defeating the legislation. Accordingly, staff and legislative advocates will work to defeat the measure in its present form and will not pursue amendments to address the measure's shortcomings.

All other bills that are of potential interest or concern to MSWD are monitored by staff and legislative advocates. If any of these measures are amended, they are reevaluated to determine if a formal position should be recommended for Board consideration.

POLICY DIRECTIVES

1. **Maintain local control of water resources and resist additional burdens that may hinder District operations and affordability.**

   The essential principles guiding the District shall be to maintain local control of the water resources that MSWD has managed for the last 70 years. Therefore, efforts made in Sacramento or Washington, DC, to reduce the local control or autonomy of the District and its local groundwater management partners should be strongly opposed.

   The District will aim to make additional regulatory burdens as manageable as possible. MSWD will work with other water districts and water associations to advocate to regulators through a coalition approach where appropriate to emphasize state or region-wide burdens that would affect operations.

2. **Protect MSWD's ability to operate day-to-day business functions efficiently.**

   Other measures that may impede the District's ability to maintain day-to-day business operations, including numerous categories such as employment matters, building codes, and public agency contracting, will also be closely monitored, and generally opposed.

3. **Protect MSWD's groundwater supplies.**

   Residents of the Desert Hot Springs area have long recognized the need to protect our groundwater. This guardianship extends back to the 1970s when AD-1 was successfully formed and the Alan L. Horton, Wastewater Treatment Plant, was constructed.

   All advocacy efforts will focus on the groundwater aquifer's sustainability both now and in the future. MSWD will support actions that preserve or increase the water available by MSWD and its customers to ensure water delivery infrastructure reliability and to preserve MSWD's ability to achieve sustainable groundwater management in the most economical means. Any actions impacting the District's operations or having a negative effect should be monitored and generally opposed.

4. **Support and potentially sponsor efforts to amend state compliance periods for new water quality standards, including monitoring new regulations for various contaminants.**

   When a new maximum contaminant level (MCL) for a drinking water contaminant is adopted by the California State Water Resources Control Board (SWRCB), water agencies are generally mandated to start compliance monitoring within six months of the MCL effective date or beginning in January of the calendar year following the MCL effective date, depending on the nature of the contaminant. The current regulations often do not provide water agencies impacted by a new unavoidable MCL sufficient time to

comply with the regulatory level, thereby placing agencies in a position of noncompliance and triggering a series of consequences to that agency.

It would be beneficial to California water agencies if the State Legislature or SWRCB adopted a fair and reasonable compliance period similar to that of the U.S. Environmental Protection Agency, which provides up to five years for compliance with a new MCL. Staff will continue to monitor and provide comments on new and revised drinking water regulations, including the newly adopted Hexavalent Chromium regulation and emerging regulations related to PFAS, arsenic, and manganese, among others.

5. **Support federal legislation to remove the taxation requirement for conservation rebates issued by water districts.**

Under federal law, the Internal Revenue Service (IRS) does not classify energy efficiency rebates as taxable income. However, the IRS does not classify water conservation rebates in the same manner. As such, the IRS requires that rebates issued by MSWD and other water agencies to customers for removal of turf, replacement of high-volume toilets, or other rebate programs are classified as income and subject to federal tax.

Completing tax forms and explaining the process to customers is lengthy and burdensome and provides a disincentive to customer participation in rebate programs. MSWD will support legislation that would amend the tax code to exempt water conservation rebates from customers' taxable income.

6. **Continue to engage with the State Water Resources Control Board to influence how "Making Conservation a California Way of Life" policies are implemented.**

In 2018, SB 606 (Hertzberg) and AB 1668 (Friedman) were signed into law by Governor Brown. The two laws require a step-down approach to water use throughout the state and across sectors, including residential and commercial outdoor and indoor uses.

In addition, the legislation included specific target dates for reducing water use. In 2022, Governor Newsom signed SB 1157 (Hertzberg) into law, further reducing indoor residential water use standards initially proposed in AB 1668. However, the SWRCB retains the flexibility to implement these laws.

In October 2023, the SWRCB released rulemaking and a framework for making Conservation a Way of Life and managing urban water use. While the SWRCB has stated that they do not want to unfairly burden disadvantaged communities, such as those served by MSWD, we believe the rulemaking unfairly impacts our residents. Therefore, MSWD will continue to engage in the rulemaking process initiated by the SWRCB and will remain focused on how the SWRCB moves to further regulate outdoor and indoor urban water use efficiency.

7. **Strongly support a liability exemption for water and wastewater agencies regarding the designation of PFAS as a hazardous substance under CERCLA.**

   As per- and polyfluoroalkyl substances (PFAS) have gained national attention in the press and the health impacts associated with prolonged contact with subsets of these chemicals are highlighted. There are efforts at both the state and federal level to regulate the class of chemicals.

   PFAS are currently used in firefighting foam, used in industrial processes, and in numerous consumer products treated to repel food, stains, and water. Problematic PFAS are best addressed by removing these chemicals from the supply chain of manufactured products, rather than imposing requirements or potential liability on water and wastewater agencies who do not create or use PFAS. MSWD will support legislative efforts to create an exemption for passive receivers, such as water and wastewater utilities. We will also support legislation that holds manufacturers and users accountable for cleanup efforts.

8. **Continue to oppose a water "tax" or "fee" and monitor how state and/or federal governments will address water affordability through programs like LIHWAP or legislative actions.**

   MSWD supports water affordability programs; however, the District opposes a water tax or administratively burdensome affordability schemes or taxes to implement those programs. The State legislature has been targeting water affordability in the wake of the COVID-19 Pandemic. In 2022, SB 222 (Dodd) would have created a Low-Income Water Rate Assistance Fund. Governor Newsom vetoed this bill due to the current financial and economic outlook. Although good in concept, SB 222 would have created more administrative burdens for MSWD without identifying a recurring funding source for the program.

   MSWD generally supports programs that supplement existing customer assistance programs to assist low-income customers who would leverage existing program processes, such as LIHWAP, to keep administrative costs low and avoid the need for individual water agencies to hire staff. Additionally, eligibility screening should be performed by a third-party administrator and not performed by individual water agencies, as MSWD does not collect personally identifiable information from customers. Finally, funding for these programs should come from a sustainable source without the possibility of creating a water tax or fee for MSWD ratepayers.

9. **Seek external funding for new facilities or facilities improvements and infrastructure.**

   MSWD continues to provide reliable service in the areas of water and wastewater service. The District should maximize opportunities to leverage external funding whenever possible to reduce customer cost burdens associated with the required facilities. Aging and deficient infrastructure is an important issue that has been identified in numerous industry studies. MSWD will encourage lawmakers to make available grant and fund-matching opportunities promoting capital investment and infrastructure improvements to ensure reliable service.

10. **Support and potentially sponsor efforts to streamline federal and state loan and grant processes and policies to reduce delays and remove barriers.**

    Like many communities, Desert Hot Springs and the surrounding areas face income inequality challenges with disadvantaged and underserved communities. Through the efforts of the District, millions of grant dollars have been allocated for system improvements, drought resiliency, and groundwater protection. MSWD will continue to advocate for funding at various levels of government for these communities.

    MSWD will continue to identify and support opportunities, including supporting state legislation and bond measures, that will expedite and expand the deployment and execution funding programs to remove barriers for local partners and the communities they serve.

11. **Seek external funding to implement Advanced Clean Fleet Regulations.**

    Advanced Clean Fleet Regulations require vehicle fleet owners and operators, including all public agencies, to begin purchasing zero-emission vehicles. However, a key issue is allowing flexibility in the purchase of replacements for traditional utility-specialized vehicles that are at the end of their life but are also vital to maintaining reliable service and responding to major foreseeable events. MSWD will continue to identify and support opportunities, including state legislation that will expedite and expand the deployment and execution of funding programs for special districts that serve disadvantaged communities as they navigate and implement the new regulation.

For more information regarding the District's Legislative platform, please contact the Public Affairs office at 760-329-6448 ext. 145 or email us at publicaffairs@mswd.org.

AGENDA STAFF REPORT

MEETING NAME: **BOARD MEETINGS**

MEETING DATE(S): **December 16, 2024**

FROM: **ARTURO CEJA, DIRECTOR OF FINANCE**

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

PUBLIC AFFAIRS COMMITTEE REPORT
AND RECOMMENDATION FOR ACTION

STAFF RECOMMENDATION

Consider recommendation from the Public Affairs Committee and deny any further action or billing adjustments for 66626 12th St, Desert Hot Springs.

SUMMARY

After preparing the bills for the month of September, Customer Service identified high water usage at the property located at 66626 12th St. Customer Carolyn Ortel called the office to have someone go and investigate the high usage on her property and upon arrival, Field Service saw a major leak in the back yard. Ms. Ortel requested that the water be turned off for repairs. After making the repairs, Ms. Ortel called the office back to reconnect the water service. The high usage carried over to the month of October, and after receiving the second bill, Ms. Ortel came to the District to ask that we cancel her bill, claiming we did not provide, protect and preserve our water as stated in our mission.

ANALYSIS

After reviewing the water usage at the property located at 66626 12th St, Customer Service offered Ms. Ortel a bill credit of $78.72 and $106.60 for September and October, respectively. The credits are based on bringing the usage of current water consumption rates down from tier II to tier I. Additionally, a late fee of $37.10 was waived in the month of October, during the time Ms. Ortel began to dispute her bill. On November 4, Ms. Ortel also requested that we place her balance on a 12-monthh payment plan. Ms. Ortel continued to request that all the fees for the two months be cancelled. She filed a District claim and requested a meeting with the Public Affairs Committee.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The total outstanding balance for the disputed account is $617.91. This action is consistent with Strategic Plan Smart Goal 1 related to Customer Communications.

FINANCIAL DATA		
Cost Associated with this action:		$0
Current FY cost:		$0
Future FY cost:		$0
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:		NA
All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A		
FUNDING SOURCES		
Source of funds:		N/A
BID/Job#		N/A
Current BID/Job balance		N/A
Balance remaining if approved:		N/A

ATTACHMENTS

66626 12th St, Timeline Report
Public Relations Committee Minutes for December 10, 2024.
66626 12th St Account History
66626 12th St Account Comments

66626 12th St Timeline.

- **9/12** – Called Customer and left voicemail regarding high usage, there is no email on file or a cell phone number to call for faster notification. Customer is also not signed up for the portal.
- **9/19** – Customer called to turn the water off for repairs, the data Log was prepared.
- **9/20** – Field Service went to the property and noticed the leak, notified customer and water was shut off.
- **9/20** – Water usage between customer call to water being turned off was 13 units at $2.29 = $29.77 used.
- **9/24** – Customer called stating that the leak was repaired, water turned back on, Data Log was done, Field Service made contact with customer and verified customer was satisfied. Customer requested that we leave the ball valve off due to customer being concerned that there was a leak inside the home.
- **9/26** – Customer Service spoke with customer about the account balance and quoted her leak credit amount of $78.72; Customer Service also provided customer with instructions on how to create the water portal account. Credit was applied to the account.
- **9/26** – Customer registered to water portal.
- **10/07** – Customer called back stating that she was dissatisfied with the credit amount provided and wants the entire bill cancelled. She was advised that an additional credit would be applied once the new bill went out.
- **11/01** – Customer came to the office and spoke with Customer Service, she was upset that we did not notify her sooner of the leak and once again stated that she wants the bill cancelled. Additional leak credit of $106.60 was applied to account, and Installment Payment Plan was created. Late fee of $37.10 was also cancelled.
- **11/14** – Customer came to the board meeting to mention the leak at her property and mentioned that she was concerned how long the leak went through and thought the District should be able to do more to prevent leaks to go for so long.
- **11/14** – Customer is still not satisfied with the bill and wants to pursue speaking with the Public Affairs Committee. A claim was delivered to the customer and a meeting was set for December 10 at 10:30am.

PUBLIC RELATIONS COMMITTEE MINUTES

Tuesday, December 10, 2024 at 10:30 AM

66575 Second St, Desert Hot Springs, CA 92240

CALL TO ORDER
Chairperson Griffith called the meeting to order at 10:30 AM

ROLL CALL
COMMITTEE MEMBERS PRESENT: Chairperson Robert Griffith, Member Ivan Sewell

STAFF MEMBERS PRESENT: Brian Macy, Marion Champion, Danny Friend, Lisa Pelton, Arturo Ceja, Dori Petee

PUBLIC INPUT
No public present

ITEMS FOR DISCUSSION

1. **DISPUTE OF CHARGES**
66626 12th Street - Discussion and action on a dispute of water consumption charges.

Caroline Ortel was present by phone, and her written statement was read into the record:

Thank you. I will need to attend by phone. My grievances remain, as I have already explained to the Board in November and to you several times. Grievances: 1. The loss of 188,496 gallons of metered water covering two MSWD billing statements 2. Lack of timely alert to potential leak or high usage that was brought to my attention when I received the second statement dated 10-14-24 from MSWD and immediately next day had a plumber repair the leak. 3. MSWD isn't in sync with mission to preserve water and make every drop count. Need to establish better alert such as text the customer with a red flag warning immediately if they cannot be reached on first phone attempt. 4. Metered water pressure may be excessively high. 5. Other Departments such as engineering may be able to help in this alert. 6. Respectfully request dismissal of all or part of charges of metered loss of MSWD metered water to my home at 66-626 12th Street, DHS. 7. Kindly relay this written text of my grievances to your meeting at 10:30 am December 10, 2024. Call me at (805)735 -XXXX if any questions. Thank you for your favorable consideration of this request.

Chairperson Griffith reviewed the timeline presented in the meeting packet. He asserted that the customer noted there was someone at her home who noticed the leak before MSWD noticed the leak. Chairperson Griffith confirmed that the customer was not registered for the portal at this time. Ms. Ortel noted that the alerts would not have been sufficient even if she had registered for the portal. Chairperson Griffith stated he is registered for the portal and received a notification of continuous usage within one day. Chairperson Griffith reviewed the notes from Customer Service, stating the customer said she had a handyman on the property doing work, and he noticed a puddle of water but thought it was someone just turning the hose on and leaving it on. She mentioned that he

had advised her, but she also thought it was people leaving the water because sometimes homeless people are sleeping in her front courtyard. Ms. Ortel noted this is correct. Chairperson Griffith reviewed the credits already given to the customer, totaling $185.00. Ms. Ortel felt this credit was miniscule. Chairperson Griffith reviewed and explained the credits once again. ***** Customer's phone died, and the call was disconnected***** Chairperson Griffith read into the record Article XII D, Section 6 - Property related fees and charges.

The amount of a fee imposed upon any parcel or person as an incident of property ownership must not exceed the proportional cost of the service attributable to the parcel; the fee may not be imposed for a service unless the service is actually used by, or immediately available to, the owner of the property subject to the fee.

Chairperson Griffith noted that this means your neighbor cannot pay for your water, and the only thing the District is at liberty to do is offer the leak credits, which has already been done. Member Sewell noted that the hands of the board and committee are tied; based on the law, the District has done what it can regarding relief.

The customer is on a payment plan and is not in jeopardy of being disconnected.

The committee recommends that this appeal be denied.

Director of Finance Arturo Ceja will contact the customer with the committee's determination. The final determination will go to the full Board on Monday, December 16, 2024.

DIRECTORS' COMMENTS
No comments

ADJOURN
With no further business, Chairperson Griffith adjourned the meeting at 10:46 AM

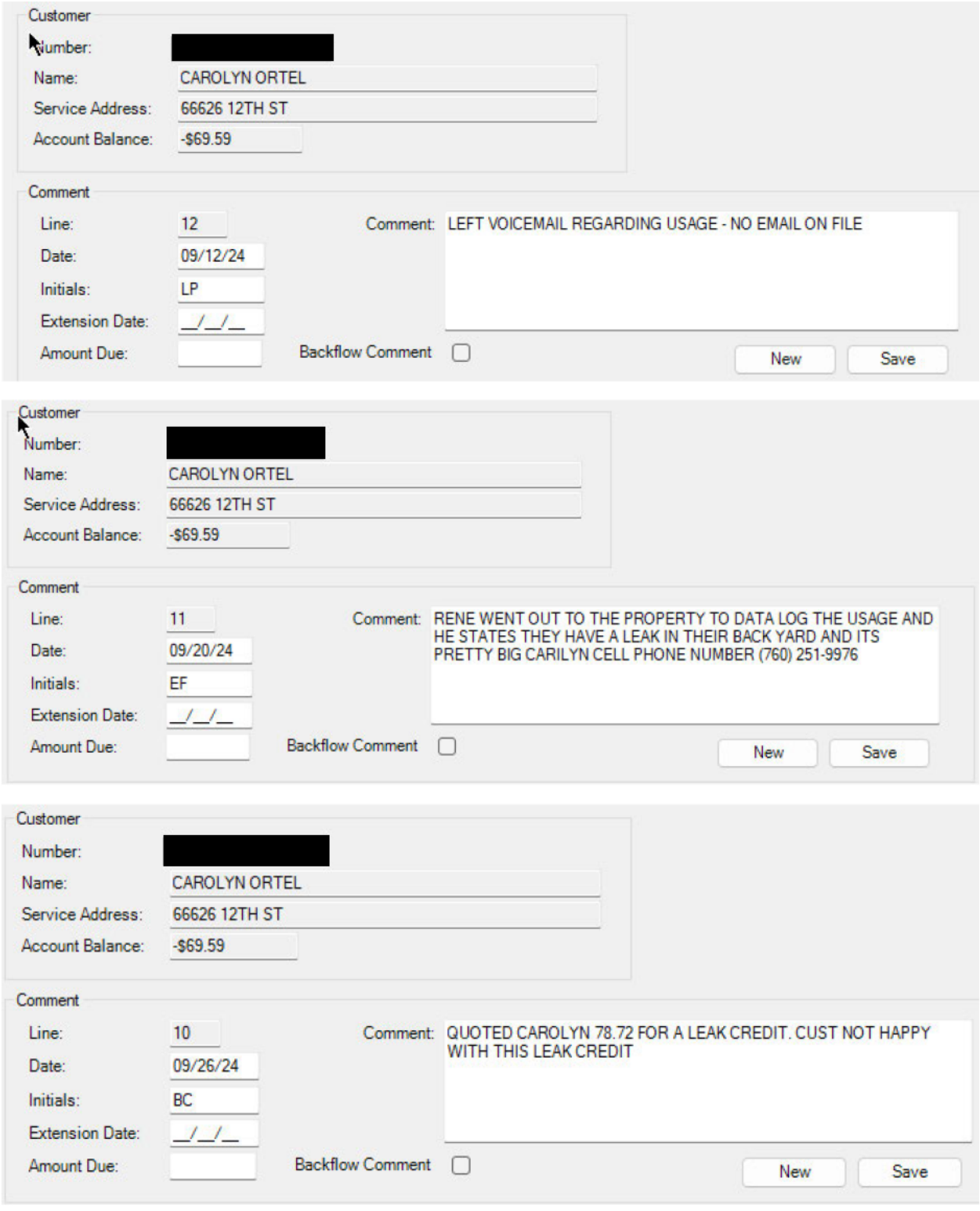
Respectfully submitted,

Dori Petee
Executive Assistant

Mission Springs Water District

Account Number:	[redacted]	**Bill**	[redacted]	**Meter No:**	[redacted]	**Rate Code:**	
Name:	CAROLYN ORTEL	**Acct**		**Ert**		**Water HCF:**	1.00
Service Address:	66626 12TH ST	**Service**		**Type:**		**Energy HCF:**	1.00
Home Phone:		**Start**		**Size:**		**Sewer Minimu**	0
		Close		**Uom:**		**Sewer HCF:**	101
		Sq Feet:		**No of**		**Capacity HCF:**	SINGLE FAMILY
Comment:				**Edu's:**			RB
02-01-1977		**User**				[redacted]	
02-01-1977		**Bill**				**Division:**	
						Sce Cycle:	
ACTIVE						**Billing Cycle:**	
						Route:	0.00
						[redacted]	

Date	Description	Read Date	Read	Cons	Water	Power	Servic	Sew	Other	Total	Balance
12-06-2024	TABAPAY CREDIT									-$62.50	-$69.59
11-18-2024	PAYMENT ADJUSTMENT WATER	11-18-2024							-78.72	-78.72	-7.09
11-01-2024	BILL	11-01-2024	55200	1	2.29	0.00	13.63	0.00	-6.79	9.13	71.63
11-01-2024	PYMT PLAN ON HIGH BILL								62.50	62.50	62.50
11-04-2024	INSTALLMENT PAYMENT	11-04-2024							-750.00	-750.00	0.00
11-04-2024	LATE FEE	11-04-2024							-37.10	-37.10	750.00
11-04-2024	PAYMENT ADJUSTMENT WATER	11-04-2024							-106.60	-106.60	787.10
11-01-2024	TABAPAY CREDIT									-65.94	893.70
10-01-2024	BILL	10-01-2024	55100	143	434.07	0.00	13.63	0.00	103.88	551.58	959.64
10-01-2024	LATE FEE								37.10	37.10	408.06
10-07-2024	TABAPAY CREDIT									-50.00	370.96
09-03-2024	BILL	09-03-2024	40800	109	328.33	0.00	13.63	0.00	79.00	420.96	420.96
09-05-2024	SAFE PAY									-67.53	0.00
08-01-2024	BILL	08-01-2024	29900	17	42.21	0.00	13.63	0.00	11.69	67.53	67.53
08-01-2024	SAFE PAY									-19.26	0.00
07-01-2024	BILL	07-01-2024	28200	2	4.42	0.00	13.63	0.00	1.21	19.26	19.26
07-03-2024	SAFE PAY									-19.46	0.00
06-03-2024	BILL	06-03-2024	28000	2	4.58	0.00	13.63	0.00	1.25	19.46	19.46
06-05-2024	SAFE PAY									-8.17	0.00
05-01-2024	BILL	05-01-2024	27800	1	2.29	0.00	13.63	0.00	0.62	16.54	8.17
03-25-2024	CHECK									-30.74	-8.37
04-01-2024	BILL	04-01-2024	27700	3	6.87	0.00	13.63	0.00	1.87	22.37	22.37
04-04-2024	SAFE PAY									-28.20	0.00
03-04-2024	BILL	03-04-2024	27400	5	11.45	0.00	13.63	0.00	3.12	28.20	28.20
03-07-2024	SAFE PAY									-62.89	[illegible]
02-01-2024	BILL	02-01-2024	26900	16	39.10	0.00	13.63	0.00	10.16	62.89	[illegible]9



Customer
Number: [redacted]
Name: CAROLYN ORTEL
Service Address: 66626 12TH ST
Account Balance: -$69.59

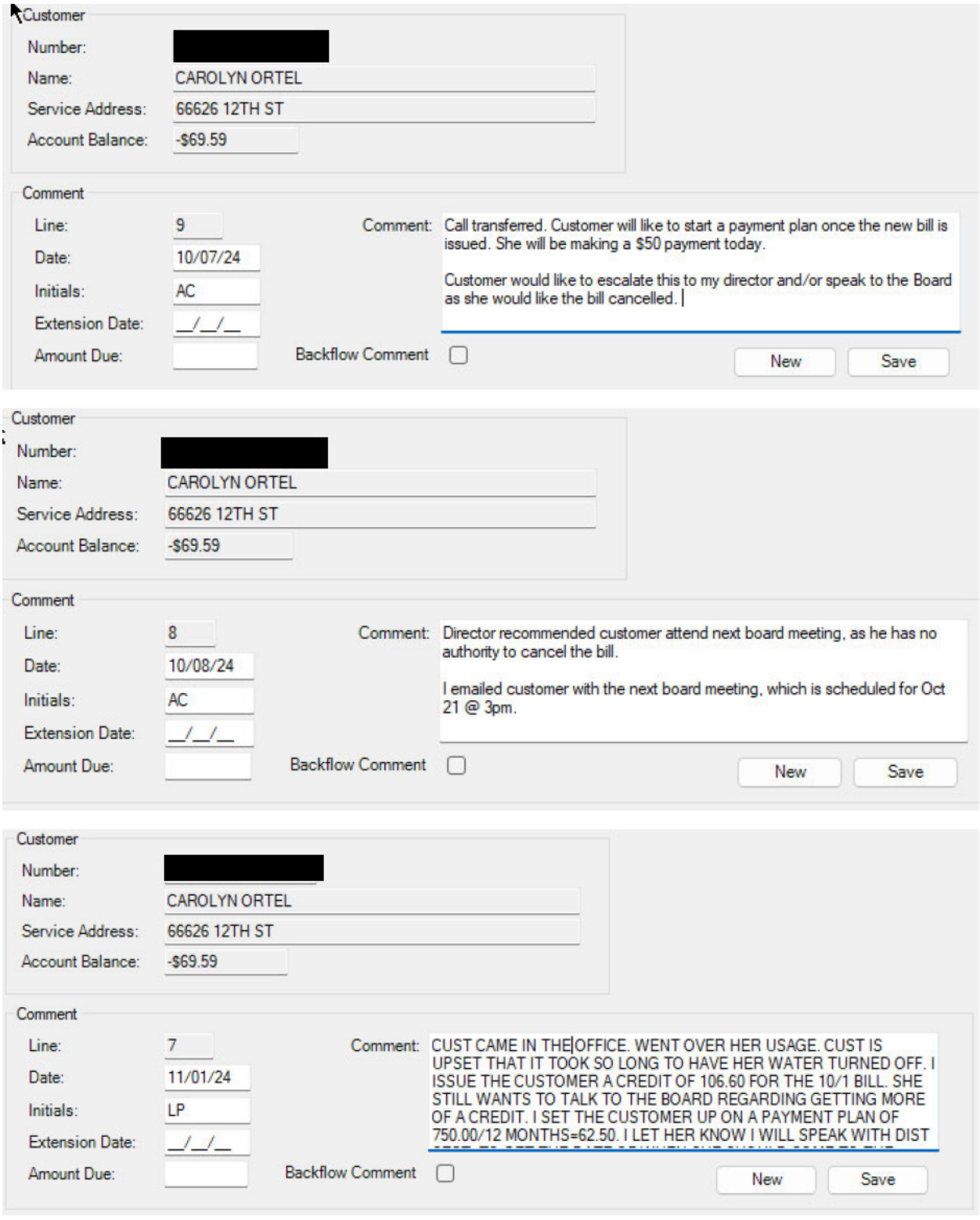
Comment
Line: 12
Date: 09/12/24
Initials: LP
Extension Date: __/__/__
Amount Due:
Comment: LEFT VOICEMAIL REGARDING USAGE - NO EMAIL ON FILE
Backflow Comment
New
Save

Customer
Number: [redacted]
Name: CAROLYN ORTEL
Service Address: 66626 12TH ST
Account Balance: -$69.59

Comment
Line: 11
Date: 09/20/24
Initials: EF
Extension Date: __/__/__
Amount Due:
Comment: RENE WENT OUT TO THE PROPERTY TO DATA LOG THE USAGE AND HE STATES THEY HAVE A LEAK IN THEIR BACK YARD AND ITS PRETTY BIG CARILYN CELL PHONE NUMBER (760) 251-9976
Backflow Comment
New
Save

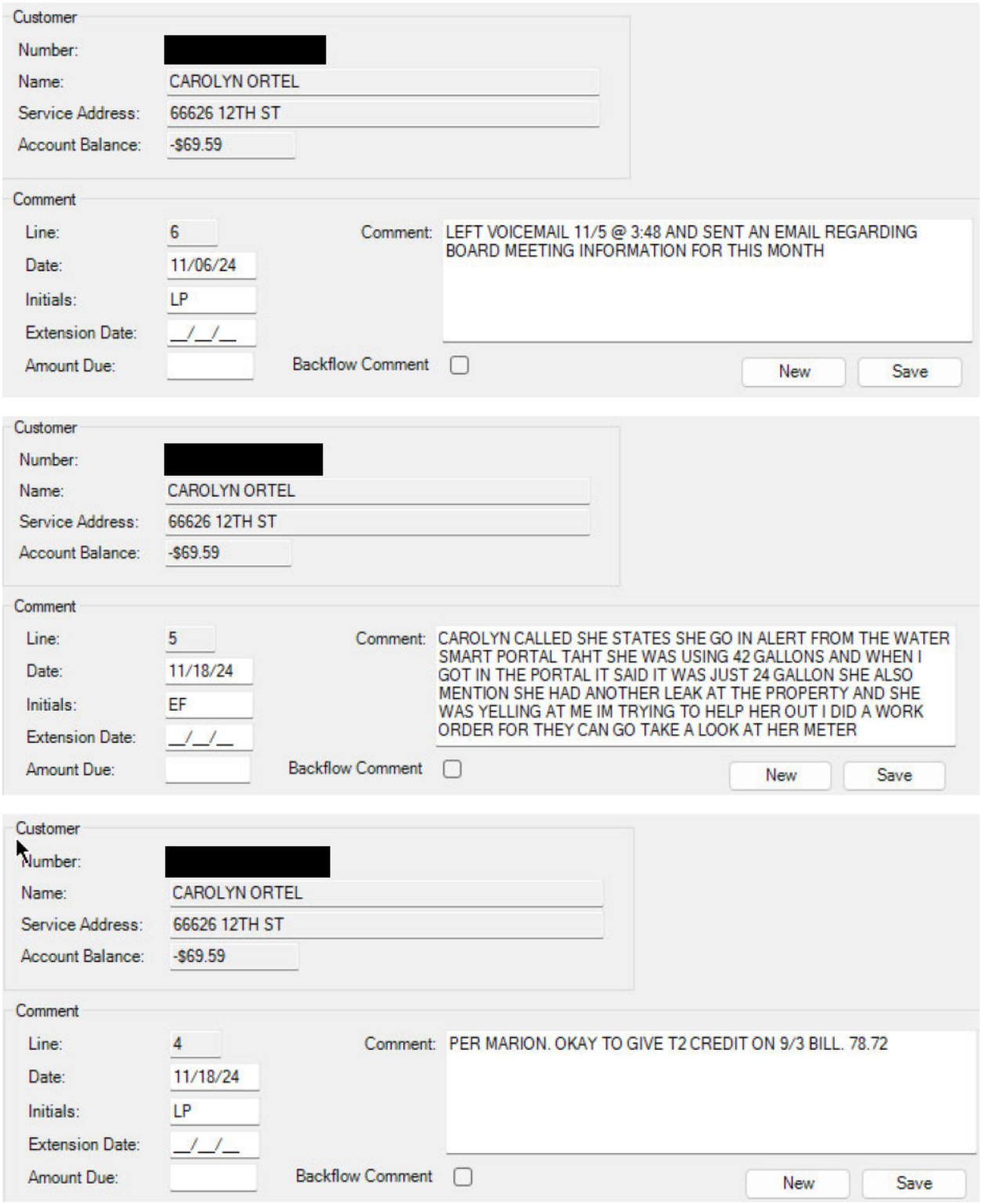
Customer
Number: [redacted]
Name: CAROLYN ORTEL
Service Address: 66626 12TH ST
Account Balance: -$69.59

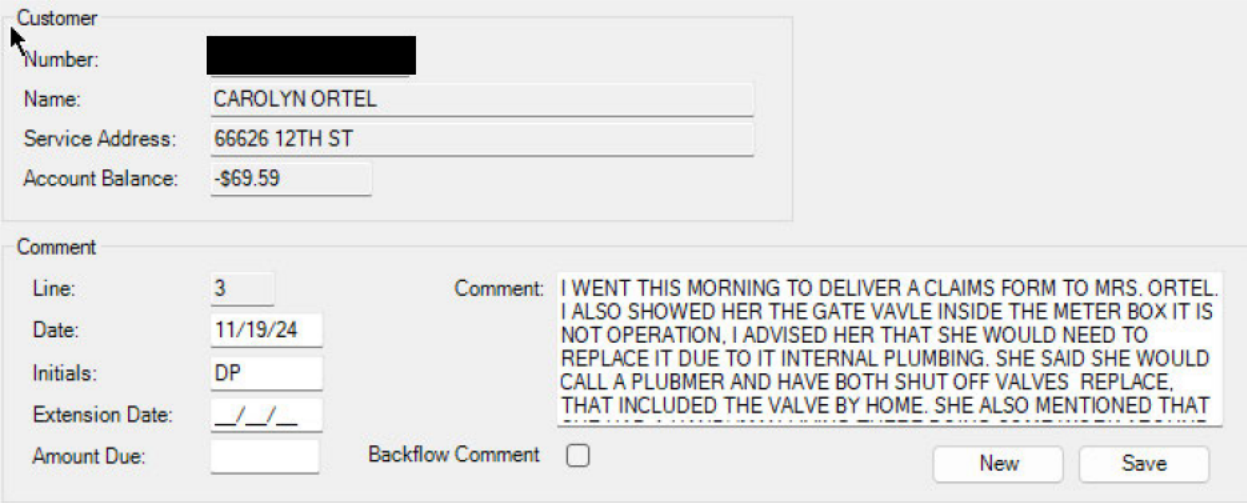
Comment
Line: 10
Date: 09/26/24
Initials: BC
Extension Date: __/__/__
Amount Due:
Comment: QUOTED CAROLYN 78.72 FOR A LEAK CREDIT. CUST NOT HAPPY WITH THIS LEAK CREDIT
Backflow Comment
New
Save



CUST CAME IN THE OFFICE. WENT OVER HER USAGE. CUST IS UPSET THAT IT TOOK SO LONG TO HAVE HER WATER TURNED OFF. I ISSUE THE CUSTOMER A CREDIT OF 106.60 FOR THE 10/1 BILL. SHE STILL WANTS TO TALK TO THE BOARD REGARDING GETTING MORE OF A CREDIT. I SET THE CUSTOMER UP ON A PAYMENT PLAN OF 750.00/12 MONTHS=62.50. I LET HER KNOW I WILL

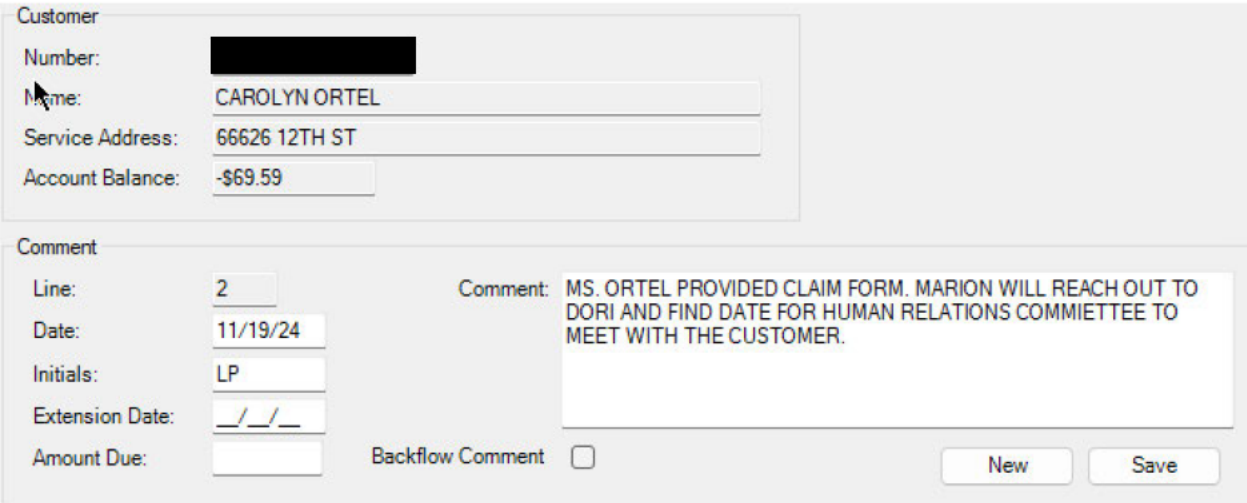
SPEAK WITH DIST SECT. TO GET THE DATE OF WHEN SHE SHOULD COME TO THE BOARD MEETING.

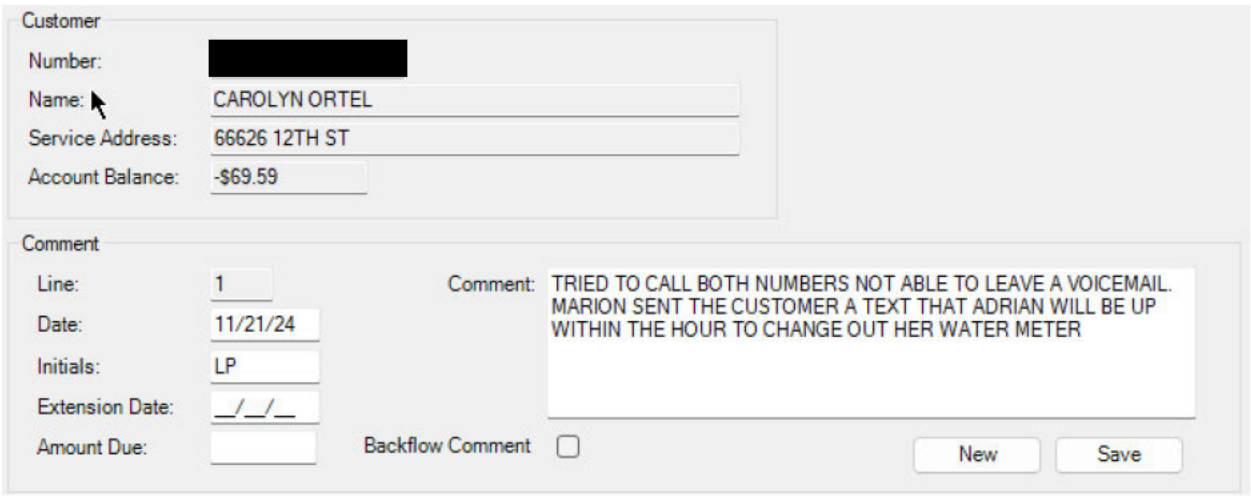




I WENT THIS MORNING TO DELIVER A CLAIMS FORM TO MRS. ORTEL.

I ALSO SHOWED HER THE GATE VAVLE INSIDE THE METER BOX IT IS NOT OPERATION, I ADVISED HER THAT SHE WOULD NEED TO REPLACE IT DUE TO IT INTERNAL PLUMBING. SHE SAID SHE WOULD CALL A PLUBMER AND HAVE BOTH SHUT OFF VALVES REPLACE, THAT INCLUDED THE VALVE BY HOME. SHE ALSO MENTIONED THAT SHE HAD A HANDYMAN LIVING THERE DOING SOME WORK AROUND THE HOME AND HE NOTICED A PUDDLE OF WATER BUT THOUGHT IT WAS SOMEONE JUST TURNING THE HOSE ON AND LEAVING IT ON. SHE ALSO MENTIONED THAT HE HAD ADVISED HER BUT SHE ALSO THOUGHT IT WAS PEOPLE LEAVING THE WATER ON BECAUSE SOME TIMES THERE ARE SOME HOMELESS PEOPLE SLEEPING IN HER FRONT COURTYARD. 11-19-24, 8:30AM




Customer
Number:
[redacted]
Name:
CAROLYN ORTEL
Service Address:
66626 12TH ST
Account Balance:
-$69.59
Comment
Line:
1
Date:
11/21/24
Initials:
LP
Extension Date:
__/__/__
Amount Due:
Comment:
TRIED TO CALL BOTH NUMBERS NOT ABLE TO LEAVE A VOICEMAIL. MARION SENT THE CUSTOMER A TEXT THAT ADRIAN WILL BE UP WITHIN THE HOUR TO CHANGE OUT HER WATER METER
Backflow Comment
New
Save

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETING(S)**

MEETING DATE(S): **DECEMBER 9 & 16, 2024**

FROM: **DORI PETEE – EXECUTIVE ASSISTANT**

FOR: ACTION **X** DIRECTION ____ INFORMATION ____

ELECTION OF MSWD BOARD OFFICERS FOR 2025

STAFF RECOMMENDATION

Proceed with the election of officers in the following order:

- President
- Vice President

SUMMARY

At the Regular December Board meeting of each year, a new President and Vice President are elected for the coming year.
At the pleasure of the sitting President, the Clerk/Secretary may be asked to facilitate the process of calling for nominations. There is no second required for a given nomination.
After all nominations are received, the secretary will take a roll call vote for each name put forth in the order nominated.
After the President is elected, he/she will then commence with or ask the Secretary to commence with the election of Vice President in the same manner.
Newly elected positions will take effect January 1, 2025.

ANALYSIS

The duties of the President is identified in In the CA Water Code, Section 30578, and Vice President duties are outlined in the MSWD Board Handbook, Section 5 (attached).

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

No fiscal impact.

ATTACHMENTS

MSWD Board Handbook
Election of Chair procedure

FINANCIAL DATA		
Cost Associated with this action:		NA
Current FY cost:		NA
Future FY cost:		-0-
Is it covered in current year budget:	YES ☐	NO ☐
Budget adjustment needed:	YES ☐	NO ☐
If yes, year needed:		NA
All previous contracts including dates, amounts and board approvals are attached or have been made available.		

FUNDING SOURCES	
Source of funds:	NA
BID/Job#	NA
Current BID/Job balance	NA
Balance remaining if approved:	NA

Mission Springs Water District

Board of Directors Handbook

Adopted by Resolution No. 2020-02

Table of Contents

SECTION 1 - INTRODUCTION 1
SECTION 2 – EXECUTIVE SUMMARY 1
Section 2.01 - Board Best Practices 2
SECTION 3 – CULTURE: VISION AND CORE VALUES 2
Section 3.01 –Vision 2
Section 3.02 – Core Values 2
SECTION 4 – AUTHORITY, ROLE OF THE BOARD OF DIRECTORS AND GENERAL GUIDELINES 3
Section 4.01 - Authority 3
Section 4.02 – Responsibilities of Office 4
Section 4.03 – Role of the Board 4
Section 4.04 – Best Practices General Guidelines 5
SECTION 5 – ROLE AND RESPONSIBILITY OF THE PRESIDENT AND VICE-PRESIDENT OF THE BOARD OF DIRECTORS 6
Section 5.01 - President of the Board 6
Section 5.02 - Vice-President of the Board 6
SECTION 6 – PRINCIPLES OF BEHAVIOR AND PERFORMANCE EXPECTATIONS OF THE BOARD OF DIRECTORS 7
Section 6.01 – Principles of Behavior and Performance Expectations 7
SECTION 7 – BOARD OF DIRECTORS' INTERACTION AND COMMUNICATION 8
Section 7.01 – Board Member Interaction 8
SECTION 8 – ROLE OF THE GENERAL MANAGER, BOARD INTERACTION WITH STAFF, AND ROLE OF DISTRICT LEGAL COUNSEL 9
Section 8.01 - Role of the General Manager 9
Section 8.02 - Board Interaction with the General Manager 9
Section 8.03 - Board Interaction with Staff 10
Section 8.04 - Role of District's Legal Counsel 10
SECTION 9 – CUSTOMER AND PUBLIC COMMUNICATIONS 11
Section 9.01 – Customer Communications 11
SECTION 10 – CONDUCT OF MEETINGS OF THE BOARD OF DIRECTORS 11
Section 10.01 – General Guidelines for Conduct of Board Meetings – Rosenberg's Rules of Order 11
Section 10.02 - Consent Agenda 12

Section 10.03 - Closed Session 13
SECTION 11 – ROLES AND RESPONSIBILITY OF STANDING COMMITTEES AND SPECIAL COMMITTEES 13
Section 11.01 – Role and Responsibility of Committees 13
SECTION 12 – COMPLAINT RESOLUTION PROCEDURES 14
Section 12.01 – General Guidelines for Complaint Resolution Procedures 14
Section 12.02 - Informal Sanction – Admonishment 14
Section 12.03 - Formal Sanction or Censure 15
Section 12.04 - Investigative Process 15
Section 12.05 – Censure 15
SECTION 13 – COMMITMENT TO BOARD OF DIRECTORS' BEST PRACTICES 16

APPENDIX A - Rosenberg's Rules of Order Summary
APPENDIX B - Signed Oath of Office

SECTION 1 - INTRODUCTION

Our democratic form of government requires that public officials be impartial, independent, and responsible to the people they represent, and that government decisions and policies are made through proper channels of government structure; that public office not be used for personal gain; and that the public has confidence in the integrity of its government. This Board of Directors Handbook ("Board Handbook") is intended to establish ethical standards of conduct for the Board of Directors of the Mission Springs Water District ("District"), by confirming the Board of Directors commitment to transparency; setting forth those acts or actions that are incompatible with the best interest of the District and the public: ensuring disclosure by the District's elected and appointed officials of private financial or other interests in matters affecting the District: and ensuring compliance with applicable laws. The provisions and purpose of this Board Handbook are deemed by the Board of Directors ("Directors") to be in the best interest of the District, and the standards established herein are intended to supplement and be cumulative to all applicable state and federal laws, policies and regulations otherwise applicable to the District and its elected and appointed officials. The policies and procedures set forth in this Board Handbook are intended to supplement, without preempting, existing state and federal laws.

The elected and appointed officials of the District, including the Board of Directors and the General Manager, hold office for the benefit of the public and are bound to uphold the Constitution and laws of the United States and the state of California, and to foster respect for all levels of government. They are bound to observe both the letter and the spirit of the law in their official acts, with the highest standards of morality, integrity and honesty, and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach at all times.

The development of the Board Handbook represents the commitment of the Mission Springs Water District Board of Directors to the development of specific best practice performance criteria essential to their role as elected public officials. This commitment also extends to the General Manager. This Board Handbook is considered a 'living document' and as such can be amended or modified at the discretion of the Board of Directors.

SECTION 2 – EXECUTIVE SUMMARY

The District's core values of Professionalism, Accountability, Respect, Integrity, Servant Attitude, Excellence, and Stewardship serve as the foundation for development of this Handbook. These core values, along with specific criteria related to the performance of public officials, were used in identifying the appropriate Best Practices for members of the Board and the General Manager. An annual review of the approved and adopted best practices outlined in the Board Handbook would serve as a continual reminder of the Board's role in policy governance and principles of behavior as a "Best of Class" water agency. The document will also serve as a valuable tool in the orientation and education of new Board members and staff in the future.

Section 2.01 - Board Best Practices

- Ethical standards and accountable leadership
- Public confidence and integrity
- Compliance with the letter and spirit of existing laws and policies
- Dedication to superior service
- Personalized standards of conduct

SECTION 3 – CULTURE: VISION AND CORE VALUES

The Board and the General Manager understand the importance and value of a positive and constructive culture to the overall performance of the District. This culture in large part is a product of the District's goal of performing as a "Best of Class" public agency, individually and corporately. Whether in the capacity of an elected or appointed Director, or as an employee of the District, our primary responsibility is to serve the District's customers.

Section 3.01 –Vision

The Board has adopted vision to guide the planning and application of policies and procedures, including the development of the best governance or management practices identified in this Board Handbook. It is the responsibility of each Board member and the General Manager to know, understand, and carry out the vision and its objectives within their respective capacities. The vision falls under the following categories:

- MSWD is a leader and innovator in the water industry.
- MSWD Employees are highly qualified, innovative and continuously functioning at the highest levels of teamwork and performance excellence.
- MSWD maintains a culture of responsibility while providing the highest levels of customer service.
- MSWD has the foresight to anticipate the future and is adaptable and resilient to overcome any challenge it faces.

Section 3.02 – Core Values

The District has approved core values that represent performance standards and expectations for the Board members and staff. These core values are descriptive of the District's culture.

Professionalism – MSWD employees conduct themselves with professionalism. Professionalism describes the standards of conduct, performance, knowledge and skill necessary to perform our specific role within the organization.

Accountability – MSWD employees take ownership of our decisions and accept responsibility for our actions. We are accountable to the public we serve.

Respect – We respect all people on the basis of their human worth. In order to earn respect we must first give respect.

Integrity – MSWD employees operate with the highest degree of integrity. We are honest and hold ourselves to moral principles and ethical standards.

Servant Attitude – MSWD employees consider the other person as more important than one's self. This Servant Attitude considers the impacts of our actions on others and the organization before self.

Excellence – MSWD employees strive for excellence and are conscious of our performance at all times. We are committed to continuous learning and innovation ensuring that our services exceed expectations.

Stewardship – Stewardship embodies the ethical behavior of accepting responsibility and management of a resource – water. We operate the District as a public trust as stewards of this precious resource.

SECTION 4 – AUTHORITY, ROLE OF THE BOARD OF DIRECTORS AND GENERAL GUIDELINES

Section 4.01 - Authority

The District is an independent public agency, which provides water service to the land and inhabitants within its boundaries. The District operates under the authority of the County Water District Law, Division 12 of the California Water Code, commencing with Section 30000. The District is governed by an elected Board of Directors ("Board") which has the authority to oversee the business and affairs of the District. The Board is authorized to delegate some of those powers. The Board has the power to employ and set terms and conditions for employment of the General Manager, who in turn has been delegated management authority over District employees.

In order for the Board to function in an effective manner, it is important that Directors understand their respective roles and relationship to other members of the Board and to staff. This also requires an understanding of the performance expectations necessary to carry out the duties of a Board member.

The officers of the Board consist of the President and Vice-President. The General Manager of the District also serves as the Secretary of the Board. Officers of the District are appointed by the Board annually or as otherwise may be determined by the Board.

Section 4.02 – Responsibilities of Office

Elected officials and appointed officials hold office for the benefit of the public and are bound to uphold the Constitution and laws of the United States and the State of California, and local public laws, and to foster respect for all levels of government. They are bound to observe and comply with both the letter and the spirit of the law in their official acts, the highest standards of morality and honesty and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach at all times. Signed copies of the Oath of Office taken by each Board Member and the General Manager are included in the Board of Directors Handbook.

District officials should never exceed their authority, violate the law or ask others to do so. They should work in full cooperation with other public officials and employees unless prohibited from doing so by law or by legally required or recommended confidentiality of their responsibilities or work.

As State law requires, no one who holds office, or who is seeking election or appointment to any office or employment with the District shall, directly or indirectly, use, promise, threaten, or attempt to use, any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid or obstruct any person in securing, or to prevent any person from securing, any position, nomination, confirmation, promotion, or change in compensation or position, within the State or the District, upon consideration or condition that the vote or political influence or action of such person or another shall be given or used on behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition of consideration. This prohibition shall apply to urging or discouraging an individual employee's action inconsistent with the policies established herein, or the employee's terms or conditions of employment or the law.

Section 4.03 – Role of the Board

The primary role of the Board of Directors is to establish policies that guide and direct activities of the District in fulfilling its mission. The decisions and actions of the Board constitute the "policy or action" of the Board and shall recognize the actions of the Board even when there may be opinions that differ from the majority opinion or action.

The Board has three (3) major responsibilities:

1. Promote the best interests of the District's customers by establishing policies that support the Board's vision and core values for the District and by ensuring the implementation of those policies. Policies include the governing principles, plans, and approved actions of the organization. Policy-making is the process of visionary planning and should reflect the broadest possible principles and provide parameters within which staff can operate. Policy-making sets the overall direction for the District.

2. Assure the fiscal health of the District. The Board establishes policies that ensure fiscal stability and the effective use of funds. In order to achieve this, each fiscal year the Board adopts a budget covering the anticipated revenues and expenditures of the District. Additionally, the Board annually adopts and monitors cash reserves and investment policies.

3. Hire a General Manager to manage the day-to-day operations of the District. The Board holds the General Manager accountable for the effective operational management of the District. It also has a responsibility to properly evaluate the General Manager on an annual basis.

Section 4.04 – Best Practices General Guidelines

1. The Board of Directors provides policy direction and leadership for the District.
2. The Board is responsible for ensuring that the District is an innovative and well-managed agency.
3. The Board exercises authority only as the governing body of the District, and not as individuals.
4. The Board understands and provides leadership in regional, state and national issues affecting the operation and management of the District. The General Manager supports the Board as needed or required.
5. The Board respects the role of constituents in the governance of the District, encourages their participation and consults with key stakeholders when and where appropriate.
6. The Board recognizes and respects the distinctions between its policy-setting role and the day-to-day implementation of Board policy by staff. The Board does not direct the activities of staff, and communicates issues or concerns through the General Manager.
7. Board members are official representatives of the District and represent the District in various community and water industry events.
8. Board members model the highest levels of ethical and professional behavior as public officials and representatives of the District.
9. Board members maintain a high level of communication with the General Manager and notify the General Manager of their availability or unavailability in a timely manner.
   Board members inform the General Manager of any specific information related to the District's business that they want to receive from outside agencies or organizations, and are provided such information in a timely manner.
10. Board members may request information from the General Manager. The General Manager shall advise the Board if the requested information should be placed on the Board meeting agenda or the appropriate committee agenda to effect a policy change, or approve an expenditure of public funds.

SECTION 5 – ROLE AND RESPONSIBILITY OF THE PRESIDENT AND VICE-PRESIDENT OF THE BOARD OF DIRECTORS

Section 5.01 - President of the Board

1. The President of the Board of Directors is selected annually, at the end of the calendar year, by a majority vote of the Board, unless otherwise modified by the Board.
2. The President is the head of the Board.
3. The President chairs the meetings of the Board, calls the meeting to order, presides over Board meetings, including the conduct of the Board and those in attendance, entertains and repeats motions properly before the Board, puts motions to a vote, and announces the results of votes taken by the Board.
4. The President votes with the Board members.
5. Each President's individual style is unique. Diversity is encouraged.
6. The President acts as the ceremonial head or representative of the District at various civic functions. In his/her absence, the Vice-President or other shall fulfill the President's role. If both the Board President and Vice President are unavailable, the Board President may designate a Board Member to represent the District.
7. The President is the designated spokesperson for the Board to the general public. The President may elect to appoint one of the other Board members to serve in this capacity.
8. The President acts as the signatory on all documents requiring execution by the Board.
9. The President is responsible for making appointments to Ad Hoc Board Committees and terminates the role and function of Ad Hoc committees as necessary.
10. To the extent possible, the President advises the Board of any formal or informal communication and correspondence sent or received by the President, regarding District business.
11. The President regularly communicates with the General Manager and keeps other Board members fully informed on matters of District business at the next Board Meeting in compliance with the Brown Act.
12. The President provides guidance to the Board fairly and impartially in the conduct of official business before the Board of Directors.
13. The President personally addresses issues which may rise between and among members of the Board. Individual Directors or the General Manager may inform the President of any issue or concern brought to their attention related to the performance of any other member of the Board.
14. The President is responsible for ensuring decorum at Board meetings and that they are conducted in an orderly, professional and respectful manor.

Section 5.02 - Vice-President of the Board

1. The Vice-President of the Board of Directors is selected annually at the end of the calendar year, by a majority vote of the Board, unless otherwise modified by the Board.
2. The Vice-President has no rights or authority different from any other member of the Board.

3. In the event the position of the President is vacated prior to the expiration of the term, the Vice-President becomes the President for the remaining term, unless otherwise directed by the Board.
4. In the event of an early vacancy in the position of Vice-President, the Board determines, by vote, a replacement for the remaining term.
5. The Vice-President serves in the capacity of the President of the Board of Directors, pro tem, in his/her absence.

SECTION 6 – PRINCIPLES OF BEHAVIOR AND PERFORMANCE EXPECTATIONS OF THE BOARD OF DIRECTORS

Section 6.01 – Principles of Behavior and Performance Expectations

1. The Board and the General Manager act as a participatory team with respect to all of the District's functions. It is critical that Board members maintain informal and professional relationships with one another, and with the General Manager.
2. The Board values a visionary, constructive, high-energy work environment, and the District, and its constituents benefit from that environment.
3. Board members are representatives of the District's culture and core values at all times. As ambassadors, they lead by example in their interactions with one another and members of the public, and their behavior should be representative of the organization's values.
4. The Board values open and honest communication, with open agendas. Board members communicate concerns and address those concerns, including controversial issues, in a timely, professional and appropriate manner in order to maintain a constructive functional relationship.
5. Board members are knowledgeable and supportive of District policies and procedures, including rules and regulations governing communications among Board members, which include electronic, written and verbal communications.
6. The Board works for the common good of its customers and stakeholders and not for any private or personal interest. Board members are trained and knowledgeable of conflict of interest requirements for holding public office. The Board receives regular training on conflicts of interest and their financial interest reporting requirements under state law.
7. Board members always come to Board meetings prepared and are responsible for initiating resolutions. The Board and General Manager observe the "no surprises rule." Issues are not used to surprise, embarrass or unduly draw attention to individual agendas or issues. The General Manager shall inform the Board President (and legal counsel where appropriate) of important issues that arise after the posting of the agenda.
8. Board members practice continued professional development in their role as Directors of the District.
9. Board members are respectful and considerate of each other, the General Manager and the District's staff, as well as Board traditions. Every effort will be taken to foster a professional working relationship and refrain from personal attacks against one another and staff. This cooperative and respectful

relationship extends to behaviors and actions by Board members within the community and away from an official public function or meeting.

10. Board members should never exceed their authority or breach the law or ask others to do so.
11. Board members conduct themselves in a professional manner modeling and enforcing the values of the organization as a "best of class" agency.

SECTION 7 – BOARD OF DIRECTORS' INTERACTION AND COMMUNICATION

Section 7.01 – Board Member Interaction

1. Board members maintain informal and professional relationships with each other.
2. Board members will direct comments to the merits of issues and items before them through the Board President, while refraining from personal attacks against other Board Members, the General Manager, members of the public and District staff. If a Board member has a grievance with another Board member, he/she should first discuss it privately with that person. This should always be done in compliance with the Brown Act. If the matter is unresolved, the Board member should go to the General Manager and the General Manager shall work with Legal Counsel informally in an attempt to resolve the matter.
3. Board members are representatives of the District's culture and core values at all times, and lead by example in their interactions with others. Board Members should be accurate and truthful in their communications with other members of the Board, the General Manager and the Public.
4. Board members are responsible for being familiar with and knowledgeable of the District's travel and expense reporting policies for Board members. All expenses, travel, meals and meetings attended by Board members at District expense should be for District benefit and accurately reported when reimbursement is sought.
5. When attending meetings or conferences, Board members are ambassadors and representatives of the District and should conduct themselves professionally.
6. Board members shall not request the use of, use or permit others to use District-owned vehicles, equipment, materials, personnel or property for personal convenience or profit, except when such services are available to the public generally, or provided as a District policy for use of such official in the conduct of official business or otherwise as set by District policy.
7. Board members are aware of the rules governing communication among themselves and others in compliance with the California Open Meetings Law (also known as the Brown Act). This includes communications by electronic, written and verbal means and methods, and through an intermediary. Board members receive regular training regarding the requirements of the Brown Act, the Political Reform Act (conflict of interest laws), and the Public Records Act.
8. Board members shall be fair, accurate, and truthful when communicating with the general public and using social media regarding District issues, activities, and business.
9. Board members function as a team to further the interests of the District and the members of the public it serves.

SECTION 8 – ROLE OF THE GENERAL MANAGER, BOARD INTERACTION WITH STAFF, AND ROLE OF DISTRICT LEGAL COUNSEL

Section 8.01 - Role of the General Manager

One of the most important decisions the Board of Directors makes is the selection of a General Manager. The Board must be able to support the decisions of the General Manager and grant him/her the authority to manage and lead the District. The General Manager is the only employee and agent of the Board, and the individual to whom the Board delegates its authority to manage and administer the District's daily operations in accordance with policies approved by the Board. This position is important because to be successful, the District requires leadership and vision from its General Manager. The General Manager has two primary roles: as chief executive officer charged with the administration of the District's business, and as advisor or counselor to the Board on matters related to the fulfillment of their duties. The General Manager represents the District to its many constituencies.

The success of the relationship between the Board of Directors and the General Manager depends on a shared sense of purpose or vision, open and honest communication, and mutual support for their respective roles. Both parties must also understand that the relationship itself is paradoxical, with inherent tensions. The General Manager is charged with carrying out Board policy directives, and at the same time, looks to the Board for guidance and leadership.

It is the General Manager's responsibility to ensure that the Board members have the information needed to make informed decisions. The General Manager promptly alerts Board Members to problems and issues to prevent surprises or misinformation. Board members expect the General Manager to make recommendations on issues before the Board.

Section 8.02 - Board Interaction with the General Manager

1. The General Manager recommends annual goals, which are approved by the Board of Directors as a part of the General Manager performance review process.
2. The Board provides the General Manager with constructive feedback on his/her performance annually, in a written evaluation.
3. Board members are encouraged to contact the General Manger about any subject related to the operations of the District. Similarly, the General Manger may discuss District-related issues with any Board member, in compliance with the Brown Act.
4. The Board's concerns regarding overall District operations, specific issues or problems with District staff are addressed through the General Manager.
5. The General Manager is charged with handling internal District matters, including matters regarding District personnel.
6. Allegations against the General Manager shall be directed to Legal Counsel for further action.
7. The General Manager keeps the Board apprised of matters affecting the District.

8. Board members are encouraged to advise the General Manager or his designate when they will be unavailable to carry out their duties as Directors, or out of town.

Section 8.03 - Board Interaction with Staff

Board members shall not direct staff to take or refrain from taking a particular action related to District operations. Requests for staff time or assistance are made only through the General Manager.

Conducting the business of the District at official meetings of the Board should be done efficiently and professionally. Board members are encouraged to make every effort to contact the General Manager prior to a board meeting regarding questions related to agenda items so that the General Manager can provide the most accurate and prepared response.

Section 8.04 - Role of District's Legal Counsel

1. The District's legal counsel (Legal Counsel) represents the District as an entity and works in collaboration with the Board and General Manager, but does not represent individual Board members or the General Manager.
2. Legal Counsel's primary day-to-day point of contact is the General Manager.
3. Legal Counsel, as needed, consults with the Board and the General Manager on items of concern related to any facet of District operations.
4. Legal Counsel reviews all Board agendas, and is present in closed sessions where litigation and/or District liability will be discussed.
5. When it is in the best interests of the District to retain specialized legal advice in addition to that provided by the District's Legal Counsel, the General Manager and Legal Counsel will coordinate and oversee the special counsel work as appropriate.
6. Legal Counsel is pro-active in informing and protecting the District and the Board from any potential violations and conflicts that may arise in the performance of their duties. Board members should contact Legal Counsel in advance of meetings to discuss any legal concerns or seek advice regarding conflict of interest issues.

SECTION 9 – CUSTOMER AND PUBLIC COMMUNICATIONS

Section 9.01 – Customer Communications

1. Board members represent the District and its customers in a manner that best reflects the professional standards, values and mission of the District.
2. Customer concerns and inquiries, including those generated through social media or electronic format, are referred to the General Manager or his/her designated staff member.
3. The General Manager will provide the Board with a written or verbal report of customer concerns or inquiries that cannot be handled routinely, along with any response made by staff to the concern or inquiry.
4. Customer inquiries at official meetings of the Board should be directed by the Board President to the General Manager for response.
5. The Board is informed by the General Manager of significant, sensitive, urgent and/or repetitive communication inquiries. The General Manager will oversee any appropriate recommended follow-up and response.
6. Board members refer responses and inquiries regarding customer concerns to the General Manager.
7. Information or an action that may have the potential to expose the District to liability and possible legal action will be shared with the General Manager and legal counsel followed by the Board at a noticed, closed session meeting of the Board of Directors.

SECTION 10 – CONDUCT OF MEETINGS OF THE BOARD OF DIRECTORS

Section 10.01 – General Guidelines for Conduct of Board Meetings – Rosenberg's Rules of Order

1. All noticed meetings are conducted using Rosenberg's Rules of Order ("Rosenberg's Rules") as a procedural guideline. Rosenberg's Rules are intended to provide for constructive and efficient conduct of meetings.
2. Meetings of the Board are called, posted and conducted in accordance with the Open Meetings Law ("Brown Act"). A quorum of the Board must be present for a meeting to be held or decisions made.
3. The General Manager is responsible for setting the agenda for all Board meetings, in consultation with the Board President and Legal Counsel. Any Director may request that an item be placed on the agenda by request to the General Manager and President of the Board. Where appropriate, a requested item may be referred By the General Manager or Board President to a Board committee for study, review, decision or referral to the Board for determination.
4. The General Manager confers with the President of the Board regarding, and reviews agendas for upcoming meetings, prior to posting.
5. The General Manager informs the Board of significant items that will be placed on future agendas for Board consideration and/or decision.

6. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised by public comments to the General Manager for follow-up, as appropriate. Directors may briefly ask clarifying questions. Occasionally, a prompt response may be offered when an obvious answer or resolution is available, provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments.
7. The President of the Board presides at all meetings, and decides all points of order and procedure during meetings. The President is responsible for the maintenance of order and decorum at all Board meetings. No person should be allowed to speak who has 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 of 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. The President will entertain a motion on any item on the Board agenda. Members of the public shall be given three minutes to speak on agenda items. 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.
8. Each Director may be allowed to make technical points or ask clarifying questions prior to the making of a motion.
9. A roll call vote on any item may be requested by a Director, at the discretion of the President. The results of the roll call vote shall be recorded in the minutes of the action taken. Roll call votes are encouraged in connection with resolutions, ordinances and action after a public hearing.
10. The Board works diligently to achieve a common understanding of all action items. At the request of a Director, and the discretion of the President, an item on which unanimity may not be achieved may be referred to a committee to consider a resolution of the issue prior to a vote.
11. Once an agenda item has been approved by the Board of Directors, the disposition is considered the "action" of the Board, recognized by the individual members as the decision of the District. Board members shall at all times respect the will of the majority on matters properly before and acted upon by the Board.

Section 10.02 - Consent Agenda

1. The District utilizes a Consent Agenda to approve routine business matters, such as minutes, operational production reports, project status reports, cash reports and approval of previously approved budgetary items.
2. If a Director has a question on a Consent Agenda item, he/she is encouraged to contact the General Manager for clarification prior to the meeting, rather than having it pulled for separate discussion during the meeting.
3. Items may be pulled from the Consent Agenda for a separate vote, upon approval of the President of the Board. The balance of the Consent Agenda shall be voted on prior to consideration of any item pulled for separate vote.

Section 10.03 - Closed Session

All Closed Session discussions and materials are considered legal and confidential information, and as such, shall not be shared or distributed outside the Closed Session unless reportable action has been taken, in which case Legal Counsel will make any required report of action taken, in open session. All Closed Sessions are conducted in accordance with the Brown Act. Documents shared in closed session shall not to be distributed or disclosed outside of Closed Session without clear authorization from Legal Counsel and the General Manager. This prohibition applies also to disclosure of confidential information to representatives of other agencies and/or the media.

Closed Sessions may be held at times other than the regular meetings of the Board of Directors so long as the meeting is posted pursuant to all applicable requirements of the Brown Act.

A Board Member should refer requests for information regarding Closed Session items to the General Manager who, in consultation with Legal Counsel, will provide an appropriate response.

SECTION 11 – ROLES AND RESPONSIBILITY OF STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 11.01 – Role and Responsibility of Committees

1. Committees of the Board of Directors, including Standing and Ad Hoc Committees, are given authority to obtain more information, investigate, and provide reports or recommendations to the full Board. The committee format allows the Board to conduct its business more efficiently.
2. Standing Committees are established, and may be renamed or have their functions changed or terminated, by the Board. Standing Committees consist of two Board members, one of whom may be appointed as the Committee Chair. Standing Committee meetings are open to the public and subject to provisions of the Brown Act. Other Board members may attend Standing Committee meetings, but may not participate in the meetings.
3. Staff, at the direction of the General Manager, may provide support for Standing Committees by preparing agendas, staff reports, distributing materials, and performing other administrative functions as directed and approved by the General Manager. Standing Committee members may request staff assistance only through the General Manager.
4. Ad Hoc Committees are established for a limited purpose and duration, usually to review and report to the Board on an item of special but limited interest. Members of Ad Hoc Committees are appointed and serve at the pleasure of the President of the Board, and their terms expire upon completion of the project or issue for which the Committee was formed or at the recommendation of the Board President.
5. Copies of Committee agendas are made available to the entire Board. If members of Committee are in disagreement on a recommendation, the issue may be brought to the full Board for consideration.

SECTION 12 – COMPLAINT RESOLUTION PROCEDURES

Section 12.01 – General Guidelines for Complaint Resolution Procedures

The Board Handbook establishes standards of performance and expectations for governance for members of the Board of Directors. The District's core values of Professionalism, Accountability, Respect, Integrity, Servant Attitude, Excellence, and Stewardship define the performance expectations for Board members and staff. As adopted, the Board Handbook is the policy of the Board related to the standards and performance expectations contained therein.

It is intended that the standards of conduct established in this Board Handbook be self-enforcing by the Board and its members. However, the Board recognizes that there may be instances where even after receiving guidance and counsel to resolve unintentional (or intentional) violation, a party may continue to violate the provisions hereof, or an individual's repeated or egregious disregard and conscious intent to violate the agreed-upon standards of conduct are clearly demonstrated. In those cases, sanctions may apply and would occur in a public meeting. In the event that members of the Board breach this policy or any other applicable state, local or federal law, they may be subject to sanction or disciplinary action by the Board as outlined below.

Section 12.02 - Informal Sanction – Admonishment

Admonishment is the least severe form of sanction or disciplinary action. A verbal or written admonishment may be directed to a Board member, reminding him or her that a particular type of behavior is in violation of this Board Handbook, District policy or law, and that, if it is found to have occurred, or is repeated, could subject the Board member to censure, the most severe disciplinary action.

An admonishment may be issued in response to a particular alleged action or actions. An admonishment may be issued by the Board prior to any findings of fact regarding allegations, and because it is a warning or reminder, would not necessarily require an investigation or separate hearings to determine whether the allegations are true.

An admonishment should be directed to a particular member or members of the Board based on a particular action (or set of actions) that has been determined by the Board to be in violation of District policy or law but is considered by the Board to not be sufficiently serious to require censure or other form of disciplinary action.

An admonishment may be issued upon the Board's review and consideration of a written or verbal allegation of a Handbook or policy violation. The member accused of such violation shall be entitled to notice of the allegation and will have an opportunity to provide a written or verbal response to the allegation prior to any action by the Board. A sanction may be issued by the Board of Directors and because it is not punishment or discipline, would not necessarily require an investigation or separate hearings.

Section 12.03 - Formal Sanction or Censure

Before the imposition of any formal sanction, the accused shall be entitled to a formal investigation, notice of the allegation, and opportunity to respond.

Section 12.04 - Investigative Process

All complaints regarding Board member conduct shall be filed with the General Manager. Once the complaint is filed, the General Manager shall convene a meeting with the complainant, accused, and the District's Legal Counsel. Each allegation shall be considered in a manner that is fair to all parties involved in the allegation(s), ensuring that due process is respected and provided. This will include allowing all members of the Board named in the allegation(s) an opportunity to consider and respond to the allegation(s).

If the General Manager and Board President determines that it is warranted, the complaint may be referred to the appropriate enforcement authority or authorities for investigation. If the complaint has merit, a report of the findings along with the accused individual's defense is presented to the Board of Directors for majority action. If there is no merit, the matter is disposed of.

When the Board of Directors decides, based on findings of the investigation and the accused individual's defense, that a violation has occurred, the Board may decide, by resolution, take the further disciplinary action including censure.

Section 12.05 – Censure

Censure is the most severe form of action contemplated in this Board Handbook. Censure is a formal statement of the Board of Directors officially reprimanding one or more of its members. It is punitive action, which serves as a penalty imposed for wrongdoing, but it carries no fine or suspension of the rights of the Board member as an elected official. Censure should be used only where the Board of Directors has determined that the violation of policy is a serious offense.

Any member of the Board of Directors who fails to comply with the terms of this Handbook, a Board or District policy or any applicable law or regulation is subject to censure by a majority vote of the Board. Censure by a majority vote of the Board may include revocation of appointment(s) to Standing Committees, Ad Hoc Committees or outside organizations. Examples of other punitive action that may be considered with censure include, but are not limited to, the following: issuance of an official letter of censure or reprimand, including denial of paid attendance at and travel to and from said functions or events not considered necessary to the censured Director's role as an elected official. The Board of Directors reserves the right to establish an ad hoc committee to: (1) investigate and review allegations of unethical conduct, unlawful conduct or conduct that violates the terms of this Handbook, a Board or District policy or any applicable law or regulation; and (2) make recommendations to the full Board for censure and/or discipline, as the majority of the Board deems appropriate.

SECTION 13 – COMMITMENT TO BOARD OF DIRECTORS' BEST PRACTICES

As a member of the Mission Springs Water District Board of Directors, I have read the Board of Directors Handbook, and understand the expectations placed on me as an elected official and representative of the District. I am committed to upholding the public trust and representing the best interests of the District and its customers, by complying with the Board Handbook. By signing this letter commitment to Board of Directors Best Practices, I am pledging to comply with the terms of the Board of Directors Handbook, Board and District policies and all applicable laws and regulations. I further commit to conduct myself professionally as a Board Member and to carry out my duties with integrity and competence, which may be above and beyond what may otherwise be required by law, including but not limited to the following:

1. I shall help create and maintain an atmosphere of professionalism, respect and civility where individual Directors, District staff and the public are free to express their ideas and strive to work together to their full potential.
2. I shall conduct my personal business and public affairs with honesty, accuracy, integrity, fairness and respect for others.
3. I shall keep the common good of the Mission Springs Water District and those it serves as my highest priority and focus on achieving constructive solutions for the benefit of the District and the public.
4. I shall avoid and discourage conduct which is harmful to the best interests of the Mission Springs Water District.
5. I shall respect the decisions of the Board of Directors, acting through its majority, including its policies and procedures, and avoid utilizing the District's financial resources in a wasteful, manner.
6. I shall not interfere with the orderly progress of District Board meetings or the meetings of its committees;
7. I shall not interfere with the execution by the General Manager of his/her powers and duties, or give direction, assignments or orders to his/her staff without the General Manager's prior consent;
8. I shall be accurate and truthful when communicating as a Board Member of the District, including communications about District issues, activities and/or business;
9. I shall treat all people with whom I come into contact in a professional and respectful manner and consistent with the way I wish to be treated by others.

Name: _____ Date: _____

Title: _____

I have read the Board of Directors Handbook and understand the expectations placed on me as an appointed official of the District

_____ Date: _____

General Manager/Board Secretary

APPENDIX A

Rosenberg's Rules of Order Summary



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

LEAGUE® OF CALIFORNIA CITIES

MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and automony of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

© 2011 League of California Cities. All rights reserved.

About the Author

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

Table of Contents

About the Author ii

Introduction 2

Establishing a Quorum 2

The Role of the Chair 2

The Basic Format for an Agenda Item Discussion 2

Motions in General 3

The Three Basic Motions 3

Multiple Motions Before the Body 4

To Debate or Not to Debate 4

Majority and Super-Majority Votes 5

Counting Votes 5

The Motion to Reconsider 6

Courtesy and Decorum 7

Special Notes About Public Input 7

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move … "

A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings."

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion,** for example, "A motion at this time would be in order."
2. **Suggesting a motion to the members of the body,** "A motion would be in order that we give a 10-day notice in the future for all our meetings."
3. **Making the motion.** As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed,* the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item.* This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

How does this work in practice?
Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote? Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



1400 K Street, Sacramento, CA 95814
(916) 658-8200 | Fax (916) 658-8240
www.cacities.org

To order additional copies of this publication, call (916) 658-8200.

$10

© 2011 League of California Cities. All rights reserved.

Printed on recycled paper.

ROSENBERG'S RULES OF ORDER
CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn" (Only needed prior to the end of the agenda)	No	Yes	No	No	Majority
Recess	"I move that we recess until…"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question" or "Call the question"	No	Yes	No	No	2/3
Postpone consideration of	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority
Introduce a motion	"I move that…" or "I move to…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by…" (You can also ask for a friendly amendment, which is less formal; if mover and second concur, no vote needed)	No	Yes	Yes	Yes	Majority
Refer to a Committee	"I move that the question be referred to a committee for more study"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Object to considering some undiplomatic or improper matter	"I object to consideration of this question" (This would generally just be used if something is not on the agenda)	Yes	No	No	No	2/3
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to…" (Only a member of the prevailing side can make a motion to reconsider)	Yes	Yes	Only if original motion	No	Majority
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

APPENDIX B

Signed Oath of Office

Election of President & Vice President

The members of the board are of equal status and there is no requirement to have been a board member a certain amount of time prior to election.

Procedure:

Each member has the right to nominate another member. No second is required for a nomination. Begin with the office of the President.

Elections proceed by voting on candidates in the order in which they were nominated. Members first vote on the election of the first nominee. If that person does not receive a majority vote, then a vote is taken on the second member nominated, and so on, until a member receives a majority vote. A vote is not taken on the remaining nominees, since the position is filled.

> Example: Mr. A: "I nominate Mr. D. for the office of president". The presiding officer asks, "Are there further nominations for the office of president?" If there are none then the presiding officer calls for the vote, "All those in favor of Mr. D serving as president of this board say "aye", those opposed say "no." "Mr. D has received a majority vote and is elected as president of the board".

If there is more than one nominee for this office then the following is done:

Mr. A, "I nominate Mr. D for the office of president". Mr. B., "I nominate Ms. E for the office of president". The presiding officer asks, "Are there further nominations for the office of president?" If none, the presiding officer proceeds, "Mr. D and Ms. E are nominated for the office of president. "All those in favor of Mr. D raise your hands "count)." If Mr. D gets a majority vote then the election is over. If Mr. D does not receive a majority vote then the presiding officer calls for the vote for Ms. E, "All those in favor of Ms. E raise your hands (count). If she receives a majority vote then she is elected as chairman. If there is a tie vote then the voting continues until one of the other gets a majority vote or one of the nominees withdraws.

This procedure continues with each office.

BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, November 14, 2024 at 3:00 PM

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

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

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

STAFF MEMBERS PRESENT: Brian Macy, Marion Champion, Danny Friend, Eric Weck, Oriana Hoffert, Amanda Lucas, Arturo Ceja, William Whitten, Kurt Kettenacker, Dori Petee

RULES OF PROCEDURE
Rules of Procedure were read by General Counsel John Pinkney.
All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. 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 person shall be allowed to speak who has 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 about 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
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.*

Carolyn Ortel addressed the Board regarding a leak at her home. She was not satisfied with the staff's efforts to contact her.

EMPLOYEE RECOGNITION

HUMAN RESOURCES REPORT
This item will be fully recognized on Monday.

ACTION ITEMS

AWARD OF CONTRACT TO MISSION CONSULTING SERVICES FOR PROFESSIONAL ENGINEERING SERVICES TO PROVIDE WATER SYSTEM AND WASTEWATER SYSTEM MODEL MAINTENANCE AND ON-CALL CONSULTING SERVICES

It is recommended that the General Manager be authorized to execute a contract with Mission Consulting Services for a not-to-exceed amount of $75,000 for Professional Engineering Services to provide water system and wastewater system model maintenance and on-call consulting services.

Eric Weck, Engineering Manager, presented. He noted that on January 26, 2024, Mission Springs Water District entered into an agreement to complete the Water System and Wastewater System Comprehensive Master Plan Updates with Mission Consulting Services (MCS). Since then, MCS has provided staff with revisions and is working on updating the Water and Wastewater Comprehensive Master Plan Updates. MSWD wishes to continue to retain MCS Consulting to provide the water and sewer computer model updates and maintenance as new developments are entitled and constructed to affect the District's water and wastewater systems.

ACCEPTANCE OF THE WATER SUPPLY ASSESSMENT AND WATER SUPPLY VERIFICATION FOR THE FIRST PALM SPRINGS COMMERCE CENTER

It is recommended that the Board accept and approve the Water Supply Assessment and Water Supply Verification for the First Palm Springs Commerce Center located in the City of Palm Springs.

Eric Weck, Engineering Manager, presented. Senate Bill 610 requires the preparation of a Water Supply Assessment (WSA) for development projects that are subject to the California Environmental Quality Act (CEQA) and are defined as a "Project" in the State Water Code 19012. Senate Bill 221 requires the preparation of a Water Supply Verification (WSV) for projects subject to the approval of a development agreement or tentative map that includes a subdivision. The First Palm Springs Commerce Center (Project) will develop over 101 acres (gross) of unimproved land into two warehouse buildings, where Building One (1) will cover 1,516,174 square feet, and Building Two (2) will cover 393,957 square feet. Both warehouses will have office space, a truck docking area, and employee parking. Therefore, the Project is subject to Senate Bills 610 and 221 requirements. A combined WSA and WSV was prepared by MNS Engineers, Inc. and was approved by Staff. The approved WSA and WSV will be included in the CEQA documents to be prepared by the developer, with the City of Palm Springs as the lead agency.

ACCEPTANCE OF THE NANCY WRIGHT REGIONAL WASTEWATER RECLAMATION FACILITY MONITORING WELLS CONSTRUCTION PROJECT

It is recommended that the Board accept the Nancy Wright Regional Wastewater Reclamation Facility Monitoring Wells Construction Project as complete and authorize the release of retention money held for Yellow Jacket Drilling Services LLC, in the amount of $10,699.75, thirty-five (35) days after filing the Notice of Completion (NOC).

Eric Weck, Engineering Manager, presented. On January 18, 2022, the Board approved a construction contract with Yellow Jacket Drilling Services, LLC for construction of three monitoring wells to monitor changes to groundwater quality due to the construction of the Nancy Wright Regional Wastewater Reclamation Facility.

As part of the Nancy Wright Regional Water Reclamation Facility (NWRWRF) waste discharge requirements permit (Order R7-2020-0011) with the California Regional Water Quality Control Board (Regional Board), MSWD was required to install a groundwater monitoring well network to monitor changes to groundwater quality because of the proposed NWRWRF discharges (through the permitted detention ponds). MSWD completed construction for two of the three required monitoring wells in 2022. Construction of the final monitoring well was put on hold due to the Regional Water Board's direction to relocate the final well further downgradient. Following a lengthy easement acquisition process, MSWD finally secured the easement, and the Contractor mobilized and completed the final monitoring well in September 2024.

AWARD OF CONTRACT TO KENWOOD ENERGY FOR PROFESSIONAL ENGINEERING SERVICES TO PROVIDE CONSTRUCTION MANAGEMENT SERVICE FOR THE POWER PURCHASE AGREEMENT

It is recommended that the General Manager be authorized to execute a contract with Kenwood Energy for a not-to-exceed amount of $100,547.52 for professional engineering services to provide construction management for the power purchase agreement with Trident Mission Springs LLC.

Danny Friend, Director of Operations, presented. Kenwood Energy has been supporting MSWD in the development, contracting, and performance design of MSWD's Solar Power Purchase Project. The original contract between Kenwood Energy and MSWD was to develop a Request for Proposals and support the negotiation of the Power Purchase Agreement (PPA) for a not-to-exceed amount of $60,500.00. With the approval of this item, the total of the contracts for Kenwood Energy related to this project is $161,047.52.

DISCUSSION ITEMS

CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE

Alvin Flores of Rhanu Clarke presented an update to the Board. Immediately after the planning approval, Mr. Flores submitted to the various City permitting departments. We are currently waiting on Public Works comments to wrap up this phase of the project. Rhanu Clarke is completing its own quality assurance and quality control review.

GROUNDWATER PROTECTION PROGRAM UPDATE

This update will be given on Monday.

DISTRICT HOLIDAY SCHEDULE

Discussion on the District holiday schedule and possible closures. Staff is requesting to close the office the two day's following Christmas and New Years.

CONSENT AGENDA

APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

October 17, 2024 - Study Session Minutes
October 21, 2024 - Board Meeting Minutes

REGISTER OF DEMANDS
The register of demands totaling $

RESOLUTION 2024-28 RECOMMENDING APPROVAL OF SKYBORNE DEVELOPMENT - PARTIAL ASSIGNMENT AND ASSUMPTION AGREEMENT
It is recommended that the Board of Directors adopt Resolution No. 2024-28, recommending approval of a Partial Assignment and Assumption of Public Water System Improvement and Water Service Connection Fee Credit/Reimbursement Agreement authorizing Skyborne Ventures, LLC to assign water connection fee credits to Lennar Homes of California, LLC as required by the Second Amendment to the Public Water System Improvement and Water Service Connection Fee Credit / Reimbursement Agreement for Tract No. 32030, and complete with all exhibits.

ACCEPTANCE OF BILL OF SALE FOR SKYBORNE VILLAGE III PHASE I WATER AND SEWER INFRASTRUCTURE
It is recommended to authorize the General Manager to execute the Bill of Sale for the Water and Sewer Infrastructure for the Skyborne Village III, Tract No. 32030-3, Phase I project located on Rainbow Lane, west of Karen Avenue, and north of Promenade Drive, in the City of Desert Hot Springs, as contributed assets.

ACCEPTANCE OF BILL OF SALE FOR RANCHO DESCANSO PROJECT WATER AND SEWER INFRASTRUCTURE
It is recommended to authorize the General Manager to execute the Bill of Sale for the Water and Sewer Infrastructure for the Rancho Descanso, Tract Map No. 38200, project located south of Camino Campesino, east of Plam Drive, west of Avenido Descanso, and north of Camino Aventura, in the City of Desert Hot Springs, as contributed assets.

BOARD COMPENSATION
It is recommended to consider Board compensation for the following meeting:
A. National HCP (Habitat Conservation Plan) Coalition Annual Meeting; All Board Members; December 10 - 12, 2024
B. NCPI Holiday Luncheon & Awards (MSWD to receive the NCPI 2024 Award of Merit); All Board Members; December 5, 2024

REPORTS

DIRECTOR'S REPORTS
All reports will be given on Monday.

GENERAL MANAGER'S REPORT
Included in this report are the following oral reports:
A. Finance Report
B. Public Affairs Report

All reports will be given on Monday.

COMMENTS

DISTRICT COUNSEL COMMENTS
No comments

DIRECTOR COMMENTS & REQUESTS
A. Director General Comments
B. Director Requests for Future Agenda Items
C. Director Requests for Future Meetings

Director Mayrhofen requested that the water theft policy be brought to the Board for discussion at an upcoming meeting.

ADJOURN
With no further business, President Sewell adjourned the meeting at 3:40 PM.

Respectfully submitted,

Dori Petee
Executive Assistant

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, November 18, 2024 at 3:00 PM

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

CALL TO ORDER
President Sewell called the meeting to order at 3:00 P.M.

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

STAFF MEMBERS PRESENT: Brian Macy, Marion Champion, Arturo Ceja, Danny Friend, Kurt Kettenacker, April Scott, Eric Weck, Ryan Goodner-Belli, Amanda Lucas, Dori Petee

PLEDGE OF ALLEGIANCE
Led by Director Martin

RULES OF PROCEDURE
Rules of Procedure were read by General Counsel John Pinkney.
All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. 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 person shall be allowed to speak who has 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 about 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
The Board acknowledged the following employees:
NEW HIRES

David Barraza	Engineering Technician
Yuri Chavez	Administrative Assistant
Isaac Lopez	Collections System Operator I

ANNIVERSARIES

Alex Acevedo	Lead Field Operations Technician	5 Years
Brian Macy	General Manager	5 Years
Tim Owens	Water Production Operator II	6 Years
Andy Grunnet	Lead Wastewater Treatment Plant Operator	8 Years
April Scott	Programs and Public Affairs Specialist	8 Years
Dori Petee	Executive Assistant	8 Years
Jeff Nutter	Field Operations Superintendent	30 Years

PROMOTIONS

Adam Wagner	Promoted to Water Production Operator II Previously Water Production Operator I
Charles Bell	Promoted to Water Production Operator II Previously Water Production Operator I
Fernando Ruelas III	Promoted to Collections System Operator I Previously Field Operations Technician I

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to Government Code Section 54956.9 (d)(2) and/or (3). Two potential cases.

REPORT ON ACTION TAKEN DURING CLOSED SESSION
The Board met in a closed session on the item above; no reportable action was taken.

ACTION ITEMS

AWARD OF CONTRACT TO MISSION CONSULTING SERVICES FOR PROFESSIONAL ENGINEERING SERVICES TO PROVIDE WATER SYSTEM AND WASTEWATER SYSTEM MODEL MAINTENANCE AND ON-CALL CONSULTING SERVICES
The General Manager was authorized to execute a contract with Mission Consulting Services for a not-to-exceed amount of $75,000 for Professional Engineering Services to provide water system and wastewater system model maintenance and on-call consulting services.

Motion made by Vice President Griffith, Seconded by Director Duff.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

ACCEPTANCE OF THE WATER SUPPLY ASSESSMENT AND WATER SUPPLY VERIFICATION FOR THE FIRST PALM SPRINGS COMMERCE CENTER
The Board accepted and approved the Water Supply Assessment and Water Supply Verification for the First Palm Springs Commerce Center located in the City of Palm Springs.

Eric Weck, Engineering Manager, addressed a question posed by Director Duff at the Study Session. Director Duff asked a question on table 3-8 and the Districts implementation efforts that were not detailed in the table. In reviewing the WSA document for the Commerce Center, staff reached out to

MNS Consulting. It determined that the necessary verbiage regarding the implementation measures and status of the three items, water waste prevention, metering, and conservation pricing, were included in the table, but they were not listed in the correct column. The phrasing was moved to the proper column. Furthermore, in efforts to ensure that the document was appropriate for the Board and to make the Board comfortable in accepting the report, staff also reached out to Jeff Davis from Provost and Pritchard, who has expertise in WSA's, and performed a check on this particular document as well. In speaking with Mr. Davis on Friday, he mentioned that the WSA is a solid document and meets the spirit and letter of the law.

Motion made by Director Duff, Seconded by Director Mayrhofen.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

ACCEPTANCE OF THE NANCY WRIGHT REGIONAL WASTEWATER RECLAMATION FACILITY MONITORING WELLS CONSTRUCTION PROJECT
The Board accepted the Nancy Wright Regional Wastewater Reclamation Facility Monitoring Wells Construction Project as complete and authorized the release of retention money held for Yellow Jacket Drilling Services LLC in the amount of $10,699.75 thirty-five (35) days after filing the Notice of Completion (NOC).

Motion made by Director Mayrhofen, Seconded by Vice President Griffith.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

AWARD OF CONTRACT TO KENWOOD ENERGY FOR PROFESSIONAL ENGINEERING SERVICES TO PROVIDE CONSTRUCTION MANAGEMENT SERVICE FOR THE POWER PURCHASE AGREEMENT
The General Manager was authorized to execute a contract with Kenwood Energy for a not-to-exceed amount of $100,547.52 for professional engineering services to provide construction management for the power purchase agreement with Trident Mission Springs LLC.

Motion made by Director Mayrhofen, Seconded by Vice President Griffith.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

DISCUSSION ITEMS

CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE
An update was provided on Thursday; nothing further to add.

GROUNDWATER PROTECTION PROGRAM UPDATE
General Manager Macy provided an update to the Board. The presentation began by highlighting contract amendment number one, which adjusted construction dates. The amendment extended the eligible construction start date from May 1st to December 1st, 2021, allowing for cost adjustments and a revised final reimbursement date. Record retention was also updated. The overall project cost remained at $68 million.

Next, the funding for phase one (Nancy Wright Reclamation facility) was discussed. A table detailing funding requests and payments was shown. Reimbursement request number five was approved and is undergoing processing. Request number six ($1. 2 million) was nearing completion, and request number seven (covering expenses through September 30th) was in progress. Anticipated cost increases due to easement delays and weather are to be presented to the board in December.

The status of phase three (conveyance line) was reviewed. The funding package was signed and awaiting approval from the State Water Resources Control Board. Upon approval, a reimbursement request for approximately $6. 8 million (covering expenses through June) will be submitted. A second reimbursement request will follow for the remaining 400 feet.

Phase two (area M2) bidding is dependent on phase three's funding approval. Bidding will commence after the one to two-week approval process. The project is estimated at just under $10 million. The Bank of America loan extension provides sufficient funding while awaiting reimbursement. Phase two construction is scheduled for completion by the end of the next calendar year.

An update on the Edison conveyance line schedule was provided. A grant deed was recorded on October 4th, followed by a field meeting where additional issues were identified by SCE, necessitating a $10,000 advance payment. The payment request was submitted, and fieldwork is expected to begin in four to six weeks, with an outage scheduled for January 2025.

A board member requested a more detailed presentation, including information on submitted documents, responses from the state, and auditing details. It was suggested that this information be compiled and emailed to the board, with further discussion continuing until phase two is complete. Clarification was provided regarding the $2 million adjustment, which covered initial project start-up costs and issues with unreadable scans.

Concerns were raised about duplicated efforts in correcting invoice discrepancies with the state. It was explained that while the construction manager (TKE) is still involved, additional support is being provided by Mike Ness, who has a stronger relationship with the state. This additional support is not creating extra costs, but rather re-allocating responsibilities to improve efficiency and timeliness. However, concerns remained about the board not being fully informed about all changes and corrections. A meeting was proposed to review all relevant documentation in detail.

DISTRICT HOLIDAY SCHEDULE

Discussion on the District holiday schedule and possible closures. A visual document was prepared and shown to the Board detailing the requested closure.

CONSENT AGENDA

Motion made by Vice President Griffith, Seconded by Director Mayrhofen.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

APPROVAL OF MINUTES
The Board approved the minutes as follows:

November 14, 2024 - Study Session Minutes
November 18, 2024 - Board Meeting Minutes

REGISTER OF DEMANDS
The register of demands totaling $2,566,377.18

RESOLUTION 2024-28 RECOMMENDING APPROVAL OF SKYBORNE DEVELOPMENT - PARTIAL ASSIGNMENT AND ASSUMPTION AGREEMENT
The Board of Directors adopted Resolution No. 2024-28, recommending approval of a Partial Assignment and Assumption of Public Water System Improvement and Water Service Connection Fee Credit/Reimbursement Agreement authorizing Skyborne Ventures, LLC to assign water connection fee credits to Lennar Homes of California, LLC as required by the Second Amendment to the Public Water System Improvement and Water Service Connection Fee Credit / Reimbursement Agreement for Tract No. 32030, and complete with all exhibits.

ACCEPTANCE OF BILL OF SALE FOR SKYBORNE VILLAGE III PHASE I WATER AND SEWER INFRASTRUCTURE
The General Manager was authorized to execute the Bill of Sale for the Water and Sewer Infrastructure for the Skyborne Village III, Tract No. 32030-3, Phase I project located on Rainbow Lane, west of Karen Avenue, and north of Promenade Drive, in the City of Desert Hot Springs, as contributed assets.

ACCEPTANCE OF BILL OF SALE FOR RANCHO DESCANSO PROJECT WATER AND SEWER INFRASTRUCTURE
The General Manager was authorized to execute the Bill of Sale for the Water and Sewer Infrastructure for the Rancho Descanso, Tract Map No. 38200, project located south of Camino Campesino, east of Plam Drive, west of Avenido Descanso, and north of Camino Aventura, in the City of Desert Hot Springs, as contributed assets.

BOARD COMPENSATION
The Board considered compensation for the following meeting:
A. National HCP (Habitat Conservation Plan) Coalition Annual Meeting; All Board Members; December 10 - 12, 2024
B. NCPI Holiday Luncheon & Awards (MSWD to receive the NCPI 2024 Award of Merit); All Board Members; December 5, 2024

REPORTS

DIRECTOR'S REPORTS
Director Martin reported attending the following meetings and events: 10/1 PSUSD State of the District, 10/1 DHS City Council Meeting, 10/3 DHS State of the City, 10/3 DVBA Legislative Meeting, 10/5 Kiwanis Club Meeting, 10/14 DVBA Board Meeting, 10/15 DHS City Council Meeting, 10/16 DVBA PAC Meeting, 10/28 Cabots Museum Board Meeting, 10/29 DVBA PAC Meet & Greet, 10/30 Palm Springs State of the City.

Director Mayrhofen reported attending the following meetings and events: : 10/1 PSUSD State of the District, 10/3 DHS State of the City, 10/4 GCVCC Legislative Breakfast, 10/10 ACWA Webinar, 10/18 CVCAN – Oktoberfest, 10/22 ACWA Webinar, 10/30 Palm Springs State of the City.

Director Duff reported attending the following meetings and events: 10/1 PSUSD State of the District, 10/3 DHS State of the City, 10/8 CVWD Board Meeting, 10/10 ACWA Webinar, 10/22 CVWD Board Meeting.

Vice President Griffith reported attending the following meetings and events: 10/1 PSUSD State of the District, 10/3 DHS State of the City, 10/15 DWA Board Meeting.

President Sewell reported attending the following meetings and events: 10/1 PSUSD State of the District, 10/3 DHS State of the City, 10/4 GCVCC Legislative Breakfast.

GENERAL MANAGER'S REPORT
Included in this report are the following oral reports:
A. Finance Report
Arturo Ceja, Director of Finance, presented the finance report for the period ending September 30, 2024

Danny Friend, Director of Operations, provided a lead and copper rules update.

B. Public Affairs Report
Marion Champion, Assistant General Manager, presented the Public Affairs update.

COMMENTS

DISTRICT COUNSEL COMMENTS
No comments

DIRECTOR COMMENTS
Vice President Griffith asserted that the water theft item needs to be added to a future agenda. He also wished everyone a Happy Thanksgiving and congratulated Director Martin on the election.

President Sewell wished everyone a Happy Thanksgiving.

ADJOURN
With no further business, President Sewell adjourned the meeting at 4:30 PM.

Respectfully submitted,

Dori Petee
Executive Assistant

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1003973	11-14-24	ACELA ORIANA HOFFERT	MILEAGE REIMBURSEMENT	188.94	188.94		188.94
1003793	11-04-24	ACWA JPIA	ACWA WORKERS COMP QTR 3	-44,827.08	-44,827.08		-44,827.08
1003931	11-07-24	ACWA JPIA	ACWA WORKERS COMP QTR 3	44,827.08	44,827.08		44,827.08
1003974	11-14-24	ACWA-JPIA HEALTH BENEFITS AUTH.	DEC. 2024 PREPAID HEALTH INS.	99,510.19	99,510.19		99,510.19
1003975	11-14-24	ACWA/JOINT POWERS INSURANCE AUTHORITY	PREPAID LIABILITY INSURANCE FY 24/25	391,068.89	391,068.89		391,068.89
1003976	11-14-24	ADAM WAGNER	BOOT REIMBURSEMENT	300.00	300.00		300.00
1003977	11-14-24	ADRIAN GAONA MORENO	BOOT REIMBURSEMENT	150.84	150.84		150.84
1003995	11-21-24	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT 20	5,541.00	0.00	5,541.00	5,541.00
99109588	11-06-24	AFLAC	OCTOBER 2024 AFLAC DEDUCTIONS	2,156.56	2,156.56		2,156.56
1003996	11-21-24	AIR & HOSE SOURCE INC.	O-RING #15-183 JONES	29.91	273.51		273.51
			REPLACEMENT DIFFUSER HOSE C&M	243.60			
1003958	11-07-24	ALESSANDRA VALDEZ	ACCOUNT REFUND 68180 CALLE AZTECA	64.50	64.50		64.50
1003997	11-21-24	ALEX ACEVEDO	TRAINING REUMBURSEMENT	58.77	58.77		58.77
1004066	11-27-24	ALEX ACEVEDO	BOOT REIMBURSEMENT	286.06	286.06		286.06
1003998	11-21-24	ALL AMERICAN FIRST AID	RESTOCK FIRST AID SUPPLIES	48.38	48.38		48.38
1003959	11-07-24	ALLISON JOSHUA ORNELAS GUTIERREZ	ACCOUNT REFUND 16150 VIA MONTANA	20.59	20.59		20.59
1004067	11-27-24	AMANDA LUCAS	TRAVEL EXPENSE REIMBURSEMENT	180.90	180.90		180.90
1004052	11-22-24	AMBER RICE	ACCOUNT REFUND 12828 GLENVIEW CT	54.52	54.52		54.52
1004068	11-27-24	ANDY GRUNNET	GRADE V WWTPO CERT. REIMBURSEMENT	255.00	255.00		255.00
1004069	11-27-24	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	357.80	357.80		357.80
1003960	11-07-24	ANTHONY ALVAREZ	ACCOUNT REFUND 12775 MOUNTAIN VIEW RD	61.28	61.28		61.28
1004059	11-22-24	ART MASSARO	ACCOUNT REFUND 69430 CRESTVIEW DR	60.90	60.90		60.90
1003932	11-07-24	ARTHUR CABRERA	CALPERS TRAINING REIMBURSEMENT	1,176.38	1,176.38		1,176.38
1003978	11-14-24	ATWORK FRANCHISE INC	STAFFING SERVICES - FIELD	2,562.00	2,562.00		2,562.00
1003999	11-21-24	ATWORK FRANCHISE INC	STAFFING SERVICES - WWTPO	2,401.88	5,204.07		5,204.07
			STAFFING SERVICES - WWTPO	2,802.19			
1004070	11-27-24	ATWORK FRANCHISE INC	STAFFING SERVICES - WWTP	3,477.04	3,477.04		3,477.04
1004000	11-21-24	B-81 PAVING INC	PAVING AT 66191 4TH ST. & OTHER LOCATIONS	33,413.00	49,608.00		49,608.00
			PAVING AT HIDALGO ST. & OTHER LOCATIONS	16,195.00			
1003979	11-14-24	BABCOCK LABORATORIES, INC.	E COLI/TOTAL COL TESTING - RWRF	131.30	1,122.13		1,122.13
			TOTAL N PACKAGE RWRF WELL 2	490.47			
			TOTAL N PACKAGE - HORTON CLARIFIER EFF.	250.18			
			TOTAL N PACKAGE - HORTON EFF. & PP 8	250.18			
1004001	11-21-24	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - DESERT CREST EFFLUENT	105.28	2,333.19		2,333.19
			TOTAL N PACKAGE - HORTON EFFLUENT	105.28			
			E COLI/TOTAL COL. TESTING - HORTON WELLS	393.90			
			TOTAL N PACKAGE - HWWTP	762.76			
			TOTAL N PACKAGE - RWRF	572.07			
			E COLI/TOTAL COL. TESTING - NWRWRF WELLS	393.90			
1004071	11-27-24	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - GROUNDWATER WELLS 29/37	381.38	5,337.10		5,337.10
			VOC TESTING - HWWTP EFFLUENT	260.13			
			VOC TESTING - DESERT CREST EFFLUENT	260.13			
			TOTAL N PACKAGE - RWRF GW 1, 2 & 3	1,411.98			
			TOTAL N PACKAGE - HWWTP GW 1, 2 & 3	1,411.98			
			HORTON BELT PRESS SLUDGE TESTING	1,611.50			
1004002	11-21-24	BDP INDUSTRIES,INC.	BELT PRESS ROLLER & BEARINGS REPLACEMENT	10,442.29	10,442.29		10,442.29
1003933	11-07-24	BECK OIL, INC.	DIESEL FUEL	2,302.10	8,985.37		8,985.37
			DIESEL FUEL	2,119.12			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			UNLEADED GASOLINE	4,564.15			
1003934	11-07-24	BECK OIL, INC.	UNLEADED GASOLINE	3,639.44	3,639.44		3,639.44
1004072	11-27-24	BECK OIL, INC.	UNLEADED GASOLINE	4,763.91	6,780.58		6,780.58
			DIESEL FUEL	2,016.67			
1003980	11-14-24	BETHANY KARLYN	SMART CONTROLLER REBATE	84.95	84.95		84.95
1004003	11-21-24	BRINKS INCORPORATED	NOVEMBER CHARGES	330.90	430.93		430.93
			OCTOBER CHARGES	100.03			
1004053	11-22-24	BURT OGATA	ACCOUNT REFUND 66715 PINTO WAY "B"	57.16	57.16		57.16
1004073	11-27-24	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00
99109639	11-12-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 10.25.2024	37,935.35	37,935.35		37,935.35
99109872	11-26-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 11.08.2024	37,127.68	37,127.68		37,127.68
1003961	11-07-24	CARLOS E URIBE NUNO	ACCOUNT REFUND 62475 S STARCROSS DR	65.41	65.41		65.41
1004005	11-21-24	CARPI & CLAY. INC	FEDERAL ADVOCACY OCTOBER SERVICES	5,000.00	5,000.00		5,000.00
1004074	11-27-24	CASAMAR GROUP, LLC	LABOR COMPLIANCE SERVICES - SEPTEMBER	3,032.15	1,297.96	1,734.19	3,032.15
1004006	11-21-24	CASEY DOLAN	DIGITAL ADVERTISING MGMT & CONSULTING	650.00	650.00		650.00
1003962	11-07-24	CHAOWEI BU	ACCOUNT REFUND 63747 SCENIC DR	13.63	13.63		13.63
1003935	11-07-24	CITY OF DESERT HOT SPRINGS	UUT PAYABLE SEPTEMBER 2024	46,121.13	46,121.13		46,121.13
1003981	11-14-24	CITY OF DESERT HOT SPRINGS	CRITICAL SERVICE PLAN CHECK ENG-24-98	109.00	0.00	9,555.19	9,555.19
			CRITICAL SERVICES PLAN CHECK ENG-24-98	9,446.19			
1004007	11-21-24	CITY OF DESERT HOT SPRINGS	UUT OCTOBER PROPERTY TAX COLLECTION	14,249.65	14,249.65		14,249.65
1003982	11-14-24	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES - 09/2024	5,123.00	5,718.00		5,718.00
			BOD, TDS, TSS H + DC TESTING 09/2024	595.00			
1004008	11-21-24	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES - 10/2024	2,515.00	2,515.00		2,515.00
1004075	11-27-24	CLINICAL LABORATORY OF SAN BERNARDINO	BOD, TDS, TSS TESTING AT HORTON, DC, WELL 29	595.00	595.00		595.00
1003936	11-07-24	CORE & MAIN LP	CLA-VAL LATCHING SOLENOID	1,063.50	1,063.50		1,063.50
1004076	11-27-24	CORE & MAIN LP	BR METER FLANGES	611.76	4,273.62		4,273.62
			RESTOCK PIPE LUBE	57.84			
			PLASTIC HYD HOSE CAP W/ RING, SWING CHECK VALVE	3,604.02			
1004004	11-21-24	CORONA ENVIRONMENTAL CONSULTING, LLC	CONSULTING SERVICES 10/2024	10,385.00	0.00	10,385.00	10,385.00
1003983	11-14-24	COUNTY OF RIVERSIDE	RIV. COUNTY HAZMAT PERMIT - HWWTP	1,401.00	1,401.00		1,401.00
1004077	11-27-24	COUNTY OF RIVERSIDE	ENC24061477 OLD MORONGO RD & FAIRVIEW RD	1,194.00	2,808.00		2,808.00
			ENC24090318 DERONDA AVE	1,614.00			
1004009	11-21-24	CWEA	COLLECTIONS SYSTEM GRADE 2 RENEWAL - CHRIS J.	350.00	350.00		350.00
1004010	11-21-24	CYPRESS DENTAL ADMINISTRATORS	DEC. 2024 PREPAID DENTAL	5,021.59	5,021.59		5,021.59
1003963	11-07-24	DANNIE O'CONNER	ACCOUNT REFUND 13336 JULIAN DR	13.63	13.63		13.63
1004078	11-27-24	DESERT HOT SPRINGS LITTLE LEAGUE	LITTLE LEAGUE SPONSORSHIP	500.00	500.00		500.00
1004013	11-21-24	DESERT PROMOTIONS	30 YEARS - JEFF N.	95.70	133.76		133.76
			POLOS - MAYRHOFEN	38.06			
1003937	11-07-24	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT UNIT #398	255.52	255.52		255.52
1004012	11-21-24	DESERT TIRE AND AUTO REPAIR	VALVE STEM REPLACEMENT UNIT #412	25.00	25.00		25.00
1004079	11-27-24	DESERT URGENT CARE	DOT PHYSICAL/RANDOMS	300.00	300.00		300.00
1004011	11-21-24	DESERT VALLEY DISPOSAL, INC.	CORP YARD OCT. SERVICE CHARGE	825.34	1,142.80		1,142.80
			ADMIN BUILDING OCT. SERVICE CHARGE	317.46			
1004014	11-21-24	E.H. WACHS	WACHS ERV-750 VALVE MACHINE	44,419.95	0.00	44,419.95	44,419.95
1003938	11-07-24	ECOLOGY AUTO PARTS	SLUDGE HAULING 10.18.24	1,986.64	4,669.05		4,669.05
			SLUDGE HAULING 10.18.24	2,682.41			
1004015	11-21-24	ECOLOGY AUTO PARTS	SLUDGE HAULING - TRACTOR UNIT	3,000.00	6,000.00		6,000.00
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004080	11-27-24	ECOLOGY AUTO PARTS	SLUDGE HAULING BELT TRAILER	2,000.00	16,545.97		16,545.97
			SLUDGE HAULING - 4 LOADS 10.25.24	5,619.69			
			SLUDGE HAULING 2 LOADS 11.01.24	2,858.77			
			SLUDGE HAULING 4 LOADS 10.04.24	6,067.51			
99109540	11-01-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 10.25.2024	54,528.04	54,528.04		54,528.04
99109666	11-15-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.08.2024	56,804.79	56,804.79		56,804.79
99109674	11-15-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX PPE 11.14.24 SPECIAL PAYROLL EE#217	267.74	267.74		267.74
99109877	11-29-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.22.2024	51,934.15	51,934.15		51,934.15
PR110124	11-01-24	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
PR111424	11-14-24	EMPLOYEE PAYROLL CHECKS		1,471.44	1,471.44		1,471.44
PR111524	11-15-24	EMPLOYEE PAYROLL CHECKS		1,672.70	1,672.70		1,672.70
PR112924	11-29-24	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
1003984	11-14-24	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	4,095.87	4,095.87		4,095.87
1004016	11-21-24	ENVIROLOGIC RESOURCES,INC.	SEPTEMBER 2024 SERVICES	28,688.94	0.00	46,811.02	46,811.02
			AUGUST 2024 SERVICES	18,122.08			
1003939	11-07-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.37	51.37		51.37
1003985	11-14-24	FEDEX	WELLS FARGO OVERNIGHT FEE	52.36	52.36		52.36
1004081	11-27-24	FEDEX	WELLS FARGO OVERNIGHT FEE	52.48	52.48		52.48
1003940	11-07-24	FERGUSON WATERWORKS #1083	6" JONES JJ4060DPLL 4X2-1/2" CI 6H HYD	3,587.62	3,587.62		3,587.62
1004017	11-21-24	FERGUSON WATERWORKS #1083	6" JONES JJ4060DPLL CI 6H HYD	3,587.62	16,551.43		16,551.43
			6" JONES JJ4060DPLL CI 6H HYD	3,587.62			
			1" CTS X 1 " MSN AM STOP BALL	9,376.19			
			1" FIP X MC BALL VALVE X/ LOCKWING				
1004082	11-27-24	FERGUSON WATERWORKS #1083	GRAY POLYMER METER BOX, CI POLYMER LID	5,875.39	20,225.87		20,225.87
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			
1004060	11-22-24	FERNANDO CRUZ	ACCOUNT REFUND 66785 DESERT VIEW AVE	14.06	14.06		14.06
1003941	11-07-24	FORSHOCK	SCADA MONITORING 11/2024	220.00	220.00		220.00
1003942	11-07-24	FRANCHISE TAX BOARD	EMPLOYEE #72 PPE 10.25.24	150.00	150.00		150.00
1004018	11-21-24	FRANCHISE TAX BOARD	EMPLOYEE #72 PPE 11.08.24	150.00	150.00		150.00
1003964	11-07-24	GEORGE WATSON	ACCOUNT REFUND 65647 AVE LADERA	46.30	46.30		46.30
1003943	11-07-24	GLENN B. DORNING, INC.	SHANK FOOT FOR UNIT #416	342.74	342.74		342.74
1003944	11-07-24	GRAINGER	BINDER CHAINS - HORTON PLANT	739.28	938.86		938.86
			REPLACEMENT TANKLESS WATER HEATER	199.58			
1004083	11-27-24	GRAINGER	STATIONARY STEP STOOLS	397.28	397.28		397.28
1004061	11-22-24	GREGORIO SANCHEZ	ACCOUNT REFUND 16720 AVE MERCED	27.88	27.88		27.88
1004019	11-21-24	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	1,855.66	1,855.66		1,855.66
1003945	11-07-24	INFOSEND INC	MONTHLY BILLING	4,476.49	13,879.74		13,879.74
			OCTOBER BILLING CHARGES	9,403.25			
1004020	11-21-24	INFOSEND INC	MONTHLY BILLING CHARGES	1,733.87	3,056.12		3,056.12
			NEWSLETTER INSERT FEE JULY 2024	1,322.25			
1004021	11-21-24	INTELESYS	MONTHLY MANAGED SERVICES	8,284.00	10,047.25		10,047.25
			O365/EMAIL SOFTWARE SUBSCRIPTIONS	1,763.25			
1004022	11-21-24	INTERNAL REVENUE SERVICE	LATE FILING FEE - 2022 W2	7,810.00	7,810.00		7,810.00
1004023	11-21-24	IRIS GROUP HOLDINGS LLC DBA EVERON	ADMIN & CORP YARD SECURITY ALARM	375.51	375.51		375.51
1004024	11-21-24	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #28	65,337.72	0.00	65,337.72	65,337.72

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
99109780	11-22-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PAYMENT #28	3,438.83	0.00	3,438.83	3,438.83
1004054	11-22-24	JACK THOMAS	ACCOUNT REFUND 13230 HADLEY WAY	184.82	184.82		184.82
1004055	11-22-24	JACQUELYN MCKINNEY	ACCOUNT REFUND 9141 SILVER STAR AVE	62.47	62.47		62.47
1004025	11-21-24	JASON WEEKLEY	BOOT REIMBURSEMENT	220.57	220.57		220.57
1004056	11-22-24	KATHY WALCOTT	ACCOUNT REFUND 66343 8TH ST	117.82	117.82		117.82
1004062	11-22-24	KAYLA DANIELS-SMITH	ACCOUNT REFUND 66081 1ST ST	73.77	73.77		73.77
1004026	11-21-24	KENWOOD ENERGY	RES-BCT O&M - PROGRESS PAYMENT	373.75	0.00	8,876.25	8,876.25
			PPA AGREEMENT PROGRESS PAYMENT	8,502.50			
1004085	11-27-24	LAS PALMAS RESTAURANT CUISINE	EMPLOYEE HOLIDAY EVENT LUNCHEON	1,956.95	1,956.95		1,956.95
1004027	11-21-24	LAYNE CHRISTENSEN COMPANY	PROGRESS PAYMENT #13	143,773.36	0.00	143,773.36	143,773.36
1004028	11-21-24	LEGEND PUMP & WELL SERVICE, INC.	PROGRESS PAYMENT #10	21,264.80	0.00	21,264.80	21,264.80
99109541	11-01-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 10.25.2024	12,730.37	12,730.37		12,730.37
99109684	11-15-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.08.2024	18,023.10	18,023.10		18,023.10
99109878	11-29-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.22.2024	15,704.56	15,704.56		15,704.56
1003965	11-07-24	LINDA SINCLAIR	ACCOUNT REFUND 8144 ANNANDALE AVE	31.23	31.23		31.23
1003946	11-07-24	MANPOWER US INC.	STAFFING SERVICES - CUSTOMER SERVICE	1,513.20	2,903.45		2,903.45
			STAFFING SERVICES - CUSTOMER SERVICE	1,390.25			
1003986	11-14-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,750.40	1,750.40		1,750.40
1004029	11-21-24	MANPOWER US INC.	STAFFING SERVICES - CUSTOMER SERVICE	1,513.20	6,527.20		6,527.20
			STAFFING SERVICES - FIELD	1,750.40			
			STAFFING SERVICES - FIELD	1,750.40			
			STAFFING SERVICES - CUSTOMER SERVICE	1,513.20			
1004086	11-27-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,750.40	1,750.40		1,750.40
1003966	11-07-24	MARCUS A HERNANDEZ	ACCOUNT REFUND 66062 14TH ST	41.98	41.98		41.98
1003968	11-07-24	MARIA ARANDIA CORTEZ	ACCOUNT REFUND 12904 CALLE AMAPOLA	34.19	34.19		34.19
1003967	11-07-24	MARINA EQUITY PARTNERS, LLC	ACCOUNT REFUND 65670 AVE DORADO	70.32	70.32		70.32
1003969	11-07-24	MARK SHACKLETON	ACCOUNT REFUND 66569 ACOMA AVE	63.38	63.38		63.38
1004087	11-27-24	MATHESON TRI-GAS, INC	CLEAR SAFETY GLASSES	42.56	42.56		42.56
1003947	11-07-24	MCCROMETER INC	4" HYDRANT METER 4" REG R1104-24	2,468.53	2,468.53		2,468.53
1004030	11-21-24	MCMASTER-CARR	HIGH STRENGTH GRADE 8 BOLTS	39.69	39.69		39.69
1003987	11-14-24	MDN WATER MANAGEMENT SERVICES INC	OCTOBER SERVICES 2024	10,951.00	10,951.00		10,951.00
1004031	11-21-24	MESA ENERGY SYSTEMS INC	A/C MAINTENANCE - MULTIPLE SITES	3,923.00	18,383.66		18,383.66
			A/C REPAIRS - ADMIN BUILDING	4,870.00			
			A/C REPAIRS - ADMIN BUILDING	1,250.00			
			A/C COMPRESSOR REPLACEMENT ADMIN BLDG	5,142.00			
			A/C REPAIRS - ADMIN CAMPUS	1,191.49			
			A/C REPAIRS - ADMIN CAMPUS	1,062.17			
			A/C REPAIRS - ADMIN CAMPUS	945.00			
1004032	11-21-24	MSA CONSULTING INC	SURVEY SERVICES 09/2024	1,200.00	0.00	1,200.00	1,200.00
1003988	11-14-24	MWH CONSTRUCTION INC	C&M INSPECTION SVCS AUGUST 2024	5,516.00	0.00	20,094.00	20,094.00
			C&M INSPECTION SVCS OCT. 2024	8,274.00			
			C&M INSPECTION SVCS SEPT. 2024	6,304.00			
1004063	11-22-24	NICOLAS GELARDI	ACCOUNT REFUND 8580 ANNANDALE AVE	69.31	69.31		69.31
1003948	11-07-24	O'REILLY AUTOMOTIVE INC.	RESTOCK CAR WASH SOAP 1GAL CONTAINERS	30.13	78.34		78.34
			REPLACEMENT RELAY UNIT #398	9.34			
			WIRE CONNECTOR UNIT #409	14.64			
			REPLACEMENT COPPER PLUG UNIT #3300	4.85			
			15/40 MOTOR OIL UNIT #389	19.38			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004088	11-27-24	O'REILLY AUTOMOTIVE INC.	BATTERY - UNIT #339	301.24	585.66		585.66
			REPLACEMENT BATTERY - WATER PROD.	284.42			
1003949	11-07-24	PALM SPRINGS MOTORS INC	REPAIRS & LABOR UNIT #389	2,151.26	2,151.26		2,151.26
1004089	11-27-24	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL - ANNEX	70.00	325.00		325.00
			PEST CONTROL - CORP YARD	115.00			
			PEST CONTROL - ADMIN	140.00			
1003950	11-07-24	PARKERS BUILDING SUPPLY	WATER FILTER CORP YARD WATER STATION	68.93	107.71		107.71
			BATHROOM FAUCET ADMIN BLDG	38.78			
1003989	11-14-24	PARKERS BUILDING SUPPLY	UTILITY HOOKS ADMIN OFFICE	5.91	15.87		15.87
			PVC REPAIR PARTS C&M LEAK REPAIR	9.96			
1004033	11-21-24	PARKHOUSE TIRE, INC	REPLACEMENT TIRES BACKHOE #362	3,299.72	3,299.72		3,299.72
99109610	11-05-24	PAYNEARME MT, INC.	OCTOBER 2024 PAYNEARME FEES	9,033.81	9,033.81		9,033.81
1004064	11-22-24	PORSHA MAPPS	ACCOUNT REFUND 66220 ESTRELLA AVE	81.81	81.81		81.81
1004090	11-27-24	PREMIER PROPERTY PRESERVATION LLC	OCTOBER CLEANING SERVICES	2,340.00	3,217.50		3,217.50
			SEPTEMBER CLEANING SERVICES	877.50			
1003990	11-14-24	PROFORMA	CUSTOMER SERVICES MISC. ADJ. FORMS	492.20	492.20		492.20
99109658	11-12-24	QUADIENT FINANCE USA, INC.	LEASE PMT - DEC. TO MAR.	650.58	650.58		650.58
99109824	11-25-24	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT	500.00	500.00		500.00
1003970	11-07-24	RAFAEL PARAMO	ACCOUNT REFUND 16080 AVE RAMBLA	106.96	106.96		106.96
1004091	11-27-24	RAP FOUNDATION	TABLE SPONSOR - SENIOR INSPIRATION AWARDS	750.00	750.00		750.00
1004034	11-21-24	RAY LOPEZ ASSOCIATES	SEPTEMBER SERVICES	4,375.00	7,787.50		7,787.50
			OCTOBER SERVICES	3,412.50			
1003951	11-07-24	RITA M. HUBER	MILEAGE REIMBURSEMENT	170.00	170.00		170.00
1004084	11-27-24	ROALINDA MENJIVAR	METER INSTALLATION REFUND	277.80	277.80		277.80
1003952	11-07-24	ROBERT G MODRICH	OCTOBER 2024 UNIDATA MAINTENANCE	3,504.00	3,504.00		3,504.00
1004035	11-21-24	ROCKET SOFTWARE, INC.	5 UNIDATA LICENSES	6,670.00	6,670.00		6,670.00
1004036	11-21-24	RUSS MARTIN	MILEAGE REIMBURSEMENT OCTOBER	103.18	103.18		103.18
1004057	11-22-24	RYAN COX	ACCOUNT REFUND 13380 AGUA CAYENDO RD	11.95	11.95		11.95
1004065	11-22-24	SHAWN HOBACK	ACCOUNT REFUND 62555 S STARCROSS DR	26.04	26.04		26.04
1004037	11-21-24	SILLERS INSTITUTE INC	CDL TRUCKING SCHOOL CLASS A - ISSAC L.	4,000.00	4,000.00		4,000.00
1004092	11-27-24	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES RETAINER	6,500.00	12,255.00		12,255.00
			LEGAL SERVICES LABOR ISSUES	750.00			
			LEGAL SERVICES OVER RETAINER	5,005.00			
1004058	11-22-24	SONIA VENTURA	ACCOUNT REFUND 66125 CAHUILLA AVE "F"	33.29	33.29		33.29
1004038	11-21-24	SONSRAY MACHINERY, LLC	CASE 570N EP SKIP LOADER	124,309.46	0.00	124,309.46	124,309.46
1003953	11-07-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	6,111.87	6,111.87		6,111.87
1003991	11-14-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	152,435.82	152,435.82		152,435.82
1004039	11-21-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	3,635.18	29,814.59		29,814.59
			ELECTRIC BILL	26,179.41			
1003992	11-14-24	STAPLES	DESK CALENDAR - ENGINEERING	10.78	1,607.16		1,607.16
			REPLACEMENT INK TONERS - HORTON PLANT	516.08			
			MONITOR MOUNTS - ADMIN BLDG	46.21			
			BACK-UP BATTERIES, KEYBOARD, HEADSET	232.70			
			SHOP TICKET HOLDERS C&M	37.04			
			RESTOCK CASH TRANSMITTAL BAGS	221.23			
			REPLACEMENT DRY ERASE BOARD	129.29			
			REPLACEMENT INK TONERS	358.68			
			SHIPPING LABELS	55.15			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004093	11-27-24	STAPLES	AVERY SHIPPING LABELS	43.72	765.05		765.05
			REPLACEMENT WEBCAM	43.09			
			REPLACEMENT INK TONERS	290.81			
			INK TONERS, SHIPPING LABELS	387.43			
99109539	11-01-24	STATE OF CA EDD	STATE TAX PPE 10.25.2024	11,918.00	11,918.00		11,918.00
99109664	11-15-24	STATE OF CA EDD	STATE TAX PPE 11.08.2024	11,973.95	11,973.95		11,973.95
99109665	11-15-24	STATE OF CA EDD	STATE TAX PPE 11.14.24 SPECIAL PAYROLL - EE#217	27.68	27.68		27.68
99109876	11-29-24	STATE OF CA EDD	STATE TAX PPE 11.22.2024	11,768.63	11,768.63		11,768.63
1004041	11-21-24	THE LAMAR COMPANIES	BILLBOARD PALM & DILLON	975.00	975.00		975.00
1004040	11-21-24	THE LINCOLN NATL. LIFE INS. CO.	DEC 2024 LIFE INSURANCE	4,187.46	4,187.46		4,187.46
1004042	11-21-24	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT OCTOBER	39.12	39.12		39.12
1004094	11-27-24	TIMMONS GROUP INC	TIMMONS PAYMENT #8	18,881.31	0.00	18,881.31	18,881.31
1003971	11-07-24	TINA BRIDGES	ACCOUNT REFUND 66590 JOSEPH WAY "B"	11.83	11.83		11.83
1003993	11-14-24	TKE ENGINEERING, INC	PROGRESS PAYMENT #45 - WELL 42	832.50	3,840.00	832.50	4,672.50
			C&M SERVICES AUGUST RANCHO DESCANSO TRACT	3,840.00			
1004043	11-21-24	TKE ENGINEERING, INC	VIENTO DEV. PROJ. C&M INSPECTION SEPT.	3,040.00	19,592.50	27,600.00	47,192.50
			CONSULTANT DESIGN SEPT. 2024	7,022.50			
			PROGRESS PAYMENT #46 - WELL 42	1,940.00			
			CONSULTANT DESIGN AUGUST 2024	4,662.50			
			VIENTO DEV. PROJ. C&M INSPECTION JULY-AUGUST	1,620.00			
			C&M SERVICES SEP-RANCHO DESCANSO TRACT	1,850.00			
			SEPTEMBER GENERAL ENGINEERING SERVICES	11,092.50			
			AUGUST GENERAL ENGINEERING SERVICES	15,965.00			
1004095	11-27-24	TKE ENGINEERING, INC	CONSTRUCTION INSPECTION PODS 07/2024	2,960.00	2,960.00		2,960.00
1004044	11-21-24	TOM DODSON & ASSOCIATES	CEQA CSS ADMIN PMT #11	690.00	8,017.50	2,482.00	10,499.50
			CEQA CSS ADMIN PMT #12	1,792.00			
			PROGRESS PAYMENT #4	2,242.50			
			PROGRESS PAYMENT #5	5,775.00			
1003954	11-07-24	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERTS 11/2024	343.00	343.00		343.00
1004096	11-27-24	UNITED RENTALS NORTHWEST,INC.	FORKLIFT 35-39' HWWTP ROLLER CHANGE OUT	982.90	982.90		982.90
1004045	11-21-24	URBAN HABITAT	LANDSCAPE SERVICES - 10/2024	5,550.00	5,550.00		5,550.00
1003819	11-18-24	USA BLUEBOOK	REMAINING BALANCE DUE ON INV00321613	-0.93	-0.93		-0.93
1004046	11-21-24	USA BLUEBOOK	LAB ITEMS - HORTON PLANT	542.23	2,888.37		2,888.37
			POLY WIDE MOUTH JARS - HORTON PLANT	478.03			
			SPRING RETURN MOTORIZED BALL VALVE	996.64			
			SOLINST REPLACEMENT PROBE CABLE	871.47			
1004097	11-27-24	USA BLUEBOOK	LAB SUPPLIES HORTON PLANT	3,413.70	9,284.45		9,284.45
			FULL DISCLOSURE SIGNS WRIGHT PLANT	80.70			
			CHLORINE REAGENT SETS	1,996.17			
			RESTOCK REPAIR PARTS, CLEANING SOLUTION	1,316.22			
			GRUNDFOS REPAIR KITS WATER PRODUCTIONS	2,052.26			
			RESTOCK PUMP CLEANING SOLUTION	425.40			
1003955	11-07-24	VERIZON CONNECT FLEET USA LLC	GPS MONITORS FOR FLEET 11/2024	587.45	587.45		587.45
1003956	11-07-24	VESTIS SERVICES INC	UNIFORM SERVICES 10.23.24	399.09	672.61		672.61
			UNIFORM SERVICES 10.30.24	273.52			
1003994	11-14-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.06.24	273.52	273.52		273.52
1004047	11-21-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.13.24	536.52	536.52		536.52
1004098	11-27-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.20.24	287.93	287.93		287.93

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004048	11-21-24	WATERLINE TECHNOLOGIES INC.	9 DRUMS REFILLED	2,201.33	2,201.33		2,201.33
1004099	11-27-24	WATERLINE TECHNOLOGIES INC.	6 DRUMS REFILLED	1,467.56	5,136.45		5,136.45
			10 DRUMS REFILLED	2,445.93			
			5 DRUMS REFILLED	1,222.96			
99109879	11-29-24	WELLS FARGO - WELLSONE	OCTOBER BILLING PERIOD - CC PAYMENT	29,484.25	29,484.25		29,484.25
99109538	11-01-24	WELLS FARGO BANK	AUTO DEP PPE 10.25.2024	138,313.22	138,313.22		138,313.22
99109593	11-01-24	WELLS FARGO BANK	OCT 2024 LOC INTEREST EXPENSE	49,875.00	49,875.00		49,875.00
99109663	11-15-24	WELLS FARGO BANK	AUTO DEP PPE 11.08.2024	141,303.56	141,303.56		141,303.56
99109875	11-22-24	WELLS FARGO BANK	AUTO DEP PPE 11.22.2024	135,298.80	135,298.80		135,298.80
1004049	11-21-24	WEST COAST SAFETY SUPPLY	CALIBRATION GAS CYLINDER & SENSOR	1,023.95	1,023.95		1,023.95
1004050	11-21-24	WEST COAST SAND AND GRAVEL INC.	RESTOCK 26.10 TONS BASE CORP YARD	547.19	1,090.18		1,090.18
			RESTOCK 25.90 TONS BASE MATERIAL	542.99			
1004100	11-27-24	WIENHOFF DRUG TESTING	ANNUAL DOT MEMBERSHIP 2024	1,615.00	1,615.00		1,615.00
1003957	11-07-24	WILLDAN FINANCIAL SERVICES	TAX ROLL PREP AD #12	3,350.00	12,250.00		12,250.00
			SEWER & WATER DELINQUENT ACCTS 2025	600.00			
			TAX ROLL PREP STANDBY & SEWER CHARGES	8,300.00			
1004051	11-21-24	XEROX CORPORATION	XEROX LEASE	172.39	172.39		172.39
1004101	11-27-24	XEROX CORPORATION	ADMIN XEROX LEASE	343.73	343.73		343.73
1003972	11-07-24	YOSELYNA VERDUZCO ESPINOZA	ACCOUNT REFUND 13700 MESQUITE AVE	112.35	112.35		112.35
			CURRENT CHECK TOTAL	2,560,383.4	2,003,846.8	556,536.5	2,560,383.4
TOTAL				2,560,383.45	2,003,846.87	556,536.58	2,560,383.45
200 records listed							

MISSION SPRINGS WATER DISTRICT - 16:19:56 12-02-24
(PAP40:FAP16) CASH DISBURSEMENTS FOR PERIOD 11-01-2024 THRU 11-30-2024 BY CHECK NUMBER

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1003793	11-04-24	ACWA JPIA	ACWA WORKERS COMP QTR 3	-44,827.08	-44,827.08		-44,827.08
1003819	11-18-24	USA BLUEBOOK	REMAINING BALANCE DUE ON INV00321613	-0.93	-0.93		-0.93
1003931	11-07-24	ACWA JPIA	ACWA WORKERS COMP QTR 3	44,827.08	44,827.08		44,827.08
1003932	11-07-24	ARTHUR CABRERA	CALPERS TRAINING REIMBURSEMENT	1,176.38	1,176.38		1,176.38
1003933	11-07-24	BECK OIL, INC.	DIESEL FUEL	2,302.10	8,985.37		8,985.37
			DIESEL FUEL	2,119.12			
			UNLEADED GASOLINE	4,564.15			
1003934	11-07-24	BECK OIL, INC.	UNLEADED GASOLINE	3,639.44	3,639.44		3,639.44
1003935	11-07-24	CITY OF DESERT HOT SPRINGS	UUT PAYABLE SEPTEMBER 2024	46,121.13	46,121.13		46,121.13
1003936	11-07-24	CORE & MAIN LP	CLA-VAL LATCHING SOLENOID	1,063.50	1,063.50		1,063.50
1003937	11-07-24	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT UNIT #398	255.52	255.52		255.52
1003938	11-07-24	ECOLOGY AUTO PARTS	SLUDGE HAULING 10.18.24	1,986.64	4,669.05		4,669.05
			SLUDGE HAULING 10.18.24	2,682.41			
1003939	11-07-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.37	51.37		51.37
1003940	11-07-24	FERGUSON WATERWORKS #1083	6" JONES JJ4060DPLL 4X2-1/2" CI 6H HYD	3,587.62	3,587.62		3,587.62
1003941	11-07-24	FORSHOCK	SCADA MONITORING 11/2024	220.00	220.00		220.00
1003942	11-07-24	FRANCHISE TAX BOARD	EMPLOYEE #72 PPE 10.25.24	150.00	150.00		150.00
1003943	11-07-24	GLENN B. DORNING, INC.	SHANK FOOT FOR UNIT #416	342.74	342.74		342.74
1003944	11-07-24	GRAINGER	BINDER CHAINS - HORTON PLANT	739.28	938.86		938.86
			REPLACEMENT TANKLESS WATER HEATER	199.58			
1003945	11-07-24	INFOSEND INC	MONTHLY BILLING	4,476.49	13,879.74		13,879.74
			OCTOBER BILLING CHARGES	9,403.25			
1003946	11-07-24	MANPOWER US INC.	STAFFING SERVICES - CUSTOMER SERVICE	1,513.20	2,903.45		2,903.45
			STAFFING SERVICES - CUSTOMER SERVICE	1,390.25			
1003947	11-07-24	MCCROMETER INC	4" HYDRANT METER 4" REG R1104-24	2,468.53	2,468.53		2,468.53
1003948	11-07-24	O'REILLY AUTOMOTIVE INC.	RESTOCK CAR WASH SOAP 1GAL CONTAINERS	30.13	78.34		78.34
			REPLACEMENT RELAY UNIT #398	9.34			
			WIRE CONNECTOR UNIT #409	14.64			
			REPLACEMENT COPPER PLUG UNIT #3300	4.85			
			15/40 MOTOR OIL UNIT #389	19.38			
1003949	11-07-24	PALM SPRINGS MOTORS INC	REPAIRS & LABOR UNIT #389	2,151.26	2,151.26		2,151.26
1003950	11-07-24	PARKERS BUILDING SUPPLY	WATER FILTER CORP YARD WATER STATION	68.93	107.71		107.71
			BATHROOM FAUCET ADMIN BLDG	38.78			
1003951	11-07-24	RITA M. HUBER	MILEAGE REIMBURSEMENT	170.00	170.00		170.00
1003952	11-07-24	ROBERT G MODRICH	OCTOBER 2024 UNIDATA MAINTENANCE	3,504.00	3,504.00		3,504.00
1003953	11-07-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	6,111.87	6,111.87		6,111.87
1003954	11-07-24	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERTS 11/2024	343.00	343.00		343.00
1003955	11-07-24	VERIZON CONNECT FLEET USA LLC	GPS MONITORS FOR FLEET 11/2024	587.45	587.45		587.45
1003956	11-07-24	VESTIS SERVICES INC	UNIFORM SERVICES 10.23.24	399.09	672.61		672.61
			UNIFORM SERVICES 10.30.24	273.52			
1003957	11-07-24	WILLDAN FINANCIAL SERVICES	TAX ROLL PREP AD #12	3,350.00	12,250.00		12,250.00
			SEWER & WATER DELINQUENT ACCTS 2025	600.00			
			TAX ROLL PREP STANDBY & SEWER CHARGES	8,300.00			
1003958	11-07-24	ALESSANDRA VALDEZ	ACCOUNT REFUND 68180 CALLE AZTECA	64.50	64.50		64.50
1003959	11-07-24	ALLISON JOSHUA ORNELAS GUTIERREZ	ACCOUNT REFUND 16150 VIA MONTANA	20.59	20.59		20.59
1003960	11-07-24	ANTHONY ALVAREZ	ACCOUNT REFUND 12775 MOUNTAIN VIEW RD	61.28	61.28		61.28
1003961	11-07-24	CARLOS E URIBE NUNO	ACCOUNT REFUND 62475 S STARCROSS DR	65.41	65.41		65.41
1003962	11-07-24	CHAOWEI BU	ACCOUNT REFUND 63747 SCENIC DR	13.63	13.63		13.63
1003963	11-07-24	DANNIE O'CONNER	ACCOUNT REFUND 13336 JULIAN DR	13.63	13.63		13.63

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1003964	11-07-24	GEORGE WATSON	ACCOUNT REFUND 65647 AVE LADERA	46.30	46.30		46.30
1003965	11-07-24	LINDA SINCLAIR	ACCOUNT REFUND 8144 ANNANDALE AVE	31.23	31.23		31.23
1003966	11-07-24	MARCUS A HERNANDEZ	ACCOUNT REFUND 66062 14TH ST	41.98	41.98		41.98
1003967	11-07-24	MARINA EQUITY PARTNERS, LLC	ACCOUNT REFUND 65670 AVE DORADO	70.32	70.32		70.32
1003968	11-07-24	MARIA ARANDIA CORTEZ	ACCOUNT REFUND 12904 CALLE AMAPOLA	34.19	34.19		34.19
1003969	11-07-24	MARK SHACKLETON	ACCOUNT REFUND 66569 ACOMA AVE	63.38	63.38		63.38
1003970	11-07-24	RAFAEL PARAMO	ACCOUNT REFUND 16080 AVE RAMBLA	106.96	106.96		106.96
1003971	11-07-24	TINA BRIDGES	ACCOUNT REFUND 66590 JOSEPH WAY "B"	11.83	11.83		11.83
1003972	11-07-24	YOSELYNA VERDUZCO ESPINOZA	ACCOUNT REFUND 13700 MESQUITE AVE	112.35	112.35		112.35
1003973	11-14-24	ACELA ORIANA HOFFERT	MILEAGE REIMBURSEMENT	188.94	188.94		188.94
1003974	11-14-24	ACWA-JPIA HEALTH BENEFITS AUTH.	DEC. 2024 PREPAID HEALTH INS.	99,510.19	99,510.19		99,510.19
1003975	11-14-24	ACWA/JOINT POWERS INSURANCE AUTHORITY	PREPAID LIABILITY INSURANCE FY 24/25	391,068.89	391,068.89		391,068.89
1003976	11-14-24	ADAM WAGNER	BOOT REIMBURSEMENT	300.00	300.00		300.00
1003977	11-14-24	ADRIAN GAONA MORENO	BOOT REIMBURSEMENT	150.84	150.84		150.84
1003978	11-14-24	ATWORK FRANCHISE INC	STAFFING SERVICES - FIELD	2,562.00	2,562.00		2,562.00
1003979	11-14-24	BABCOCK LABORATORIES, INC.	E COLI/TOTAL COL TESTING - RWRF	131.30	1,122.13		1,122.13
			TOTAL N PACKAGE RWRF WELL 2	490.47			
			TOTAL N PACKAGE - HORTON CLARIFIER EFF.	250.18			
			TOTAL N PACKAGE - HORTON EFF. & PP 8	250.18			
1003980	11-14-24	BETHANY KARLYN	SMART CONTROLLER REBATE	84.95	84.95		84.95
1003981	11-14-24	CITY OF DESERT HOT SPRINGS	CRITICAL SERVICE PLAN CHECK ENG-24-98	109.00	0.00	9,555.19	9,555.19
			CRITICAL SERVICES PLAN CHECK ENG-24-98	9,446.19			
1003982	11-14-24	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES - 09/2024	5,123.00	5,718.00		5,718.00
			BOD, TDS, TSS H + DC TESTING 09/2024	595.00			
1003983	11-14-24	COUNTY OF RIVERSIDE	RIV. COUNTY HAZMAT PERMIT - HWWTP	1,401.00	1,401.00		1,401.00
1003984	11-14-24	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	4,095.87	4,095.87		4,095.87
1003985	11-14-24	FEDEX	WELLS FARGO OVERNIGHT FEE	52.36	52.36		52.36
1003986	11-14-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,750.40	1,750.40		1,750.40
1003987	11-14-24	MDN WATER MANAGEMENT SERVICES INC	OCTOBER SERVICES 2024	10,951.00	10,951.00		10,951.00
1003988	11-14-24	MWH CONSTRUCTION INC	C&M INSPECTION SVCS AUGUST 2024	5,516.00	0.00	20,094.00	20,094.00
			C&M INSPECTION SVCS OCT. 2024	8,274.00			
			C&M INSPECTION SVCS SEPT. 2024	6,304.00			
1003989	11-14-24	PARKERS BUILDING SUPPLY	UTILITY HOOKS ADMIN OFFICE	5.91	15.87		15.87
			PVC REPAIR PARTS C&M LEAK REPAIR	9.96			
1003990	11-14-24	PROFORMA	CUSTOMER SERVICES MISC. ADJ. FORMS	492.20	492.20		492.20
1003991	11-14-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	152,435.82	152,435.82		152,435.82
1003992	11-14-24	STAPLES	DESK CALENDAR - ENGINEERING	10.78	1,607.16		1,607.16
			REPLACEMENT INK TONERS - HORTON PLANT	516.08			
			MONITOR MOUNTS - ADMIN BLDG	46.21			
			BACK-UP BATTERIES, KEYBOARD, HEADSET	232.70			
			SHOP TICKET HOLDERS C&M	37.04			
			RESTOCK CASH TRANSMITTAL BAGS	221.23			
			REPLACEMENT DRY ERASE BOARD	129.29			
			REPLACEMENT INK TONERS	358.68			
			SHIPPING LABELS	55.15			
1003993	11-14-24	TKE ENGINEERING, INC	PROGRESS PAYMENT #45 - WELL 42	832.50	3,840.00	832.50	4,672.50
			C&M SERVICES AUGUST RANCHO DESCANSO TRACT	3,840.00			
1003994	11-14-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.06.24	273.52	273.52		273.52
1003995	11-21-24	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT 20	5,541.00	0.00	5,541.00	5,541.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1003996	11-21-24	AIR & HOSE SOURCE INC.	O-RING #15-183 JONES	29.91	273.51		273.51
			REPLACEMENT DIFFUSER HOSE C&M	243.60			
1003997	11-21-24	ALEX ACEVEDO	TRAINING REUMBURSEMENT	58.77	58.77		58.77
1003998	11-21-24	ALL AMERICAN FIRST AID	RESTOCK FIRST AID SUPPLIES	48.38	48.38		48.38
1003999	11-21-24	ATWORK FRANCHISE INC	STAFFING SERVICES - WWTPO	2,401.88	5,204.07		5,204.07
			STAFFING SERVICES - WWTPO	2,802.19			
1004000	11-21-24	B-81 PAVING INC	PAVING AT 66191 4TH ST. & OTHER LOCATIONS	33,413.00	49,608.00		49,608.00
			PAVING AT HIDALGO ST. & OTHER LOCATIONS	16,195.00			
1004001	11-21-24	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - DESERT CREST EFFLUENT	105.28	2,333.19		2,333.19
			TOTAL N PACKAGE - HORTON EFFLUENT	105.28			
			E COLI/TOTAL COL. TESTING - HORTON WELLS	393.90			
			TOTAL N PACKAGE - HWWTP	762.76			
			TOTAL N PACKAGE - RWRF	572.07			
			E COLI/TOTAL COL. TESTING - NWRWRF WELLS	393.90			
1004002	11-21-24	BDP INDUSTRIES,INC.	BELT PRESS ROLLER & BEARINGS REPLACEMENT	10,442.29	10,442.29		10,442.29
1004003	11-21-24	BRINKS INCORPORATED	NOVEMBER CHARGES	330.90	430.93		430.93
			OCTOBER CHARGES	100.03			
1004004	11-21-24	CORONA ENVIRONMENTAL CONSULTING, LLC	CONSULTING SERVICES 10/2024	10,385.00	0.00	10,385.00	10,385.00
1004005	11-21-24	CARPI & CLAY. INC	FEDERAL ADVOCACY OCTOBER SERVICES	5,000.00	5,000.00		5,000.00
1004006	11-21-24	CASEY DOLAN	DIGITAL ADVERTISING MGMT & CONSULTING	650.00	650.00		650.00
1004007	11-21-24	CITY OF DESERT HOT SPRINGS	UUT OCTOBER PROPERTY TAX COLLECTION	14,249.65	14,249.65		14,249.65
1004008	11-21-24	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES - 10/2024	2,515.00	2,515.00		2,515.00
1004009	11-21-24	CWEA	COLLECTIONS SYSTEM GRADE 2 RENEWAL - CHRIS J.	350.00	350.00		350.00
1004010	11-21-24	CYPRESS DENTAL ADMINISTRATORS	DEC. 2024 PREPAID DENTAL	5,021.59	5,021.59		5,021.59
1004011	11-21-24	DESERT VALLEY DISPOSAL, INC.	CORP YARD OCT. SERVICE CHARGE	825.34	1,142.80		1,142.80
			ADMIN BUILDING OCT. SERVICE CHARGE	317.46			
1004012	11-21-24	DESERT TIRE AND AUTO REPAIR	VALVE STEM REPLACEMENT UNIT #412	25.00	25.00		25.00
1004013	11-21-24	DESERT PROMOTIONS	30 YEARS - JEFF N.	95.70	133.76		133.76
			POLOS - MAYRHOFEN	38.06			
1004014	11-21-24	E.H. WACHS	WACHS ERV-750 VALVE MACHINE	44,419.95	0.00	44,419.95	44,419.95
1004015	11-21-24	ECOLOGY AUTO PARTS	SLUDGE HAULING - TRACTOR UNIT	3,000.00	6,000.00		6,000.00
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
1004016	11-21-24	ENVIROLOGIC RESOURCES,INC.	SEPTEMBER 2024 SERVICES	28,688.94	0.00	46,811.02	46,811.02
			AUGUST 2024 SERVICES	18,122.08			
1004017	11-21-24	FERGUSON WATERWORKS #1083	6" JONES JJ4060DPLL CI 6H HYD	3,587.62	16,551.43		16,551.43
			6" JONES JJ4060DPLL CI 6H HYD	3,587.62			
			1" CTS X 1 " MSN AM STOP BALL	9,376.19			
			1" FIP X MC BALL VALVE X/ LOCKWING				
1004018	11-21-24	FRANCHISE TAX BOARD	EMPLOYEE #72 PPE 11.08.24	150.00	150.00		150.00
1004019	11-21-24	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	1,855.66	1,855.66		1,855.66
1004020	11-21-24	INFOSEND INC	MONTHLY BILLING CHARGES	1,733.87	3,056.12		3,056.12
			NEWSLETTER INSERT FEE JULY 2024	1,322.25			
1004021	11-21-24	INTELESYS	MONTHLY MANAGED SERVICES	8,284.00	10,047.25		10,047.25
			O365/EMAIL SOFTWARE SUBSCRIPTIONS	1,763.25			
1004022	11-21-24	INTERNAL REVENUE SERVICE	LATE FILING FEE - 2022 W2	7,810.00	7,810.00		7,810.00
1004023	11-21-24	IRIS GROUP HOLDINGS LLC DBA EVERON	ADMIN & CORP YARD SECURITY ALARM	375.51	375.51		375.51
1004024	11-21-24	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #28	65,337.72	0.00	65,337.72	65,337.72
1004025	11-21-24	JASON WEEKLEY	BOOT REIMBURSEMENT	220.57	220.57		220.57
1004026	11-21-24	KENWOOD ENERGY	RES-BCT O&M - PROGRESS PAYMENT	373.75	0.00	8,876.25	8,876.25

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			PPA AGREEMENT PROGRESS PAYMENT	8,502.50			
1004027	11-21-24	LAYNE CHRISTENSEN COMPANY	PROGRESS PAYMENT #13	143,773.36	0.00	143,773.36	143,773.36
1004028	11-21-24	LEGEND PUMP & WELL SERVICE, INC.	PROGRESS PAYMENT #10	21,264.80	0.00	21,264.80	21,264.80
1004029	11-21-24	MANPOWER US INC.	STAFFING SERVICES - CUSTOMER SERVICE	1,513.20	6,527.20		6,527.20
			STAFFING SERVICES - FIELD	1,750.40			
			STAFFING SERVICES - FIELD	1,750.40			
			STAFFING SERVICES - CUSTOMER SERVICE	1,513.20			
1004030	11-21-24	MCMASTER-CARR	HIGH STRENGTH GRADE 8 BOLTS	39.69	39.69		39.69
1004031	11-21-24	MESA ENERGY SYSTEMS INC	A/C MAINTENANCE - MULTIPLE SITES	3,923.00	18,383.66		18,383.66
			A/C REPAIRS - ADMIN BUILDING	4,870.00			
			A/C REPAIRS - ADMIN BUILDING	1,250.00			
			A/C COMPRESSOR REPLACEMENT ADMIN BLDG	5,142.00			
			A/C REPAIRS - ADMIN CAMPUS	1,191.49			
			A/C REPAIRS - ADMIN CAMPUS	1,062.17			
			A/C REPAIRS - ADMIN CAMPUS	945.00			
1004032	11-21-24	MSA CONSULTING INC	SURVEY SERVICES 09/2024	1,200.00	0.00	1,200.00	1,200.00
1004033	11-21-24	PARKHOUSE TIRE, INC	REPLACEMENT TIRES BACKHOE #362	3,299.72	3,299.72		3,299.72
1004034	11-21-24	RAY LOPEZ ASSOCIATES	SEPTEMBER SERVICES	4,375.00	7,787.50		7,787.50
			OCTOBER SERVICES	3,412.50			
1004035	11-21-24	ROCKET SOFTWARE, INC.	5 UNIDATA LICENSES	6,670.00	6,670.00		6,670.00
1004036	11-21-24	RUSS MARTIN	MILEAGE REIMBURSEMENT OCTOBER	103.18	103.18		103.18
1004037	11-21-24	SILLERS INSTITUTE INC	CDL TRUCKING SCHOOL CLASS A - ISSAC L.	4,000.00	4,000.00		4,000.00
1004038	11-21-24	SONSRAY MACHINERY, LLC	CASE 570N EP SKIP LOADER	124,309.46	0.00	124,309.46	124,309.46
1004039	11-21-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	3,635.18	29,814.59		29,814.59
			ELECTRIC BILL	26,179.41			
1004040	11-21-24	THE LINCOLN NATL. LIFE INS. CO.	DEC 2024 LIFE INSURANCE	4,187.46	4,187.46		4,187.46
1004041	11-21-24	THE LAMAR COMPANIES	BILLBOARD PALM & DILLON	975.00	975.00		975.00
1004042	11-21-24	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT OCTOBER	39.12	39.12		39.12
1004043	11-21-24	TKE ENGINEERING, INC	VIENTO DEV. PROJ. C&M INSPECTION SEPT.	3,040.00	19,592.50	27,600.00	47,192.50
			CONSULTANT DESIGN SEPT. 2024	7,022.50			
			PROGRESS PAYMENT #46 - WELL 42	1,940.00			
			CONSULTANT DESIGN AUGUST 2024	4,662.50			
			VIENTO DEV. PROJ. C&M INSPECTION JULY-AUGUST	1,620.00			
			C&M SERVICES SEP-RANCHO DESCANSO TRACT	1,850.00			
			SEPTEMBER GENERAL ENGINEERING SERVICES	11,092.50			
			AUGUST GENERAL ENGINEERING SERVICES	15,965.00			
1004044	11-21-24	TOM DODSON & ASSOCIATES	CEQA CSS ADMIN PMT #11	690.00	8,017.50	2,482.00	10,499.50
			CEQA CSS ADMIN PMT #12	1,792.00			
			PROGRESS PAYMENT #4	2,242.50			
			PROGRESS PAYMENT #5	5,775.00			
1004045	11-21-24	URBAN HABITAT	LANDSCAPE SERVICES - 10/2024	5,550.00	5,550.00		5,550.00
1004046	11-21-24	USA BLUEBOOK	LAB ITEMS - HORTON PLANT	542.23	2,888.37		2,888.37
			POLY WIDE MOUTH JARS - HORTON PLANT	478.03			
			SPRING RETURN MOTORIZED BALL VALVE	996.64			
			SOLINST REPLACEMENT PROBE CABLE	871.47			
1004047	11-21-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.13.24	536.52	536.52		536.52
1004048	11-21-24	WATERLINE TECHNOLOGIES INC.	9 DRUMS REFILLED	2,201.33	2,201.33		2,201.33
1004049	11-21-24	WEST COAST SAFETY SUPPLY	CALIBRATION GAS CYLINDER & SENSOR	1,023.95	1,023.95		1,023.95
1004050	11-21-24	WEST COAST SAND AND GRAVEL INC.	RESTOCK 26.10 TONS BASE CORP YARD	547.19	1,090.18		1,090.18

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			RESTOCK 25.90 TONS BASE MATERIAL	542.99			
1004051	11-21-24	XEROX CORPORATION	XEROX LEASE	172.39	172.39		172.39
1004052	11-22-24	AMBER RICE	ACCOUNT REFUND 12828 GLENVIEW CT	54.52	54.52		54.52
1004053	11-22-24	BURT OGATA	ACCOUNT REFUND 66715 PINTO WAY "B"	57.16	57.16		57.16
1004054	11-22-24	JACK THOMAS	ACCOUNT REFUND 13230 HADLEY WAY	184.82	184.82		184.82
1004055	11-22-24	JACQUELYN MCKINNEY	ACCOUNT REFUND 9141 SILVER STAR AVE	62.47	62.47		62.47
1004056	11-22-24	KATHY WALCOTT	ACCOUNT REFUND 66343 8TH ST	117.82	117.82		117.82
1004057	11-22-24	RYAN COX	ACCOUNT REFUND 13380 AGUA CAYENDO RD	11.95	11.95		11.95
1004058	11-22-24	SONIA VENTURA	ACCOUNT REFUND 66125 CAHUILLA AVE "F"	33.29	33.29		33.29
1004059	11-22-24	ART MASSARO	ACCOUNT REFUND 69430 CRESTVIEW DR	60.90	60.90		60.90
1004060	11-22-24	FERNANDO CRUZ	ACCOUNT REFUND 66785 DESERT VIEW AVE	14.06	14.06		14.06
1004061	11-22-24	GREGORIO SANCHEZ	ACCOUNT REFUND 16720 AVE MERCED	27.88	27.88		27.88
1004062	11-22-24	KAYLA DANIELS-SMITH	ACCOUNT REFUND 66081 1ST ST	73.77	73.77		73.77
1004063	11-22-24	NICOLAS GELARDI	ACCOUNT REFUND 8580 ANNANDALE AVE	69.31	69.31		69.31
1004064	11-22-24	PORSHA MAPPS	ACCOUNT REFUND 66220 ESTRELLA AVE	81.81	81.81		81.81
1004065	11-22-24	SHAWN HOBACK	ACCOUNT REFUND 62555 S STARCROSS DR	26.04	26.04		26.04
1004066	11-27-24	ALEX ACEVEDO	BOOT REIMBURSEMENT	286.06	286.06		286.06
1004067	11-27-24	AMANDA LUCAS	TRAVEL EXPENSE REIMBURSEMENT	180.90	180.90		180.90
1004068	11-27-24	ANDY GRUNNET	GRADE V WWTPO CERT. REIMBURSEMENT	255.00	255.00		255.00
1004069	11-27-24	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	357.80	357.80		357.80
1004070	11-27-24	ATWORK FRANCHISE INC	STAFFING SERVICES - WWTP	3,477.04	3,477.04		3,477.04
1004071	11-27-24	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - GROUNDWATER WELLS 29/37	381.38	5,337.10		5,337.10
			VOC TESTING - HWWTP EFFLUENT	260.13			
			VOC TESTING - DESERT CREST EFFLUENT	260.13			
			TOTAL N PACKAGE - RWRF GW 1, 2 & 3	1,411.98			
			TOTAL N PACKAGE - HWWTP GW 1, 2 & 3	1,411.98			
			HORTON BELT PRESS SLUDGE TESTING	1,611.50			
1004072	11-27-24	BECK OIL, INC.	UNLEADED GASOLINE	4,763.91	6,780.58		6,780.58
			DIESEL FUEL	2,016.67			
1004073	11-27-24	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00
1004074	11-27-24	CASAMAR GROUP, LLC	LABOR COMPLIANCE SERVICES - SEPTEMBER	3,032.15	1,297.96	1,734.19	3,032.15
1004075	11-27-24	CLINICAL LABORATORY OF SAN BERNARDINO	BOD, TDS, TSS TESTING AT HORTON, DC, WELL 29	595.00	595.00		595.00
1004076	11-27-24	CORE & MAIN LP	BR METER FLANGES	611.76	4,273.62		4,273.62
			RESTOCK PIPE LUBE	57.84			
			PLASTIC HYD HOSE CAP W/ RING, SWING CHECK VALVE	3,604.02			
1004077	11-27-24	COUNTY OF RIVERSIDE	ENC24061477 OLD MORONGO RD & FAIRVIEW RD	1,194.00	2,808.00		2,808.00
			ENC24090318 DERONDA AVE	1,614.00			
1004078	11-27-24	DESERT HOT SPRINGS LITTLE LEAGUE	LITTLE LEAGUE SPONSORSHIP	500.00	500.00		500.00
1004079	11-27-24	DESERT URGENT CARE	DOT PHYSICAL/RANDOMS	300.00	300.00		300.00
1004080	11-27-24	ECOLOGY AUTO PARTS	SLUDGE HAULING BELT TRAILER	2,000.00	16,545.97		16,545.97
			SLUDGE HAULING - 4 LOADS 10.25.24	5,619.69			
			SLUDGE HAULING 2 LOADS 11.01.24	2,858.77			
			SLUDGE HAULING 4 LOADS 10.04.24	6,067.51			
1004081	11-27-24	FEDEX	WELLS FARGO OVERNIGHT FEE	52.48	52.48		52.48
1004082	11-27-24	FERGUSON WATERWORKS #1083	GRAY POLYMER METER BOX, CI POLYMER LID	5,875.39	20,225.87		20,225.87
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004083	11-27-24	GRAINGER	STATIONARY STEP STOOLS	397.28	397.28		397.28
1004084	11-27-24	ROALINDA MENJIVAR	METER INSTALLATION REFUND	277.80	277.80		277.80
1004085	11-27-24	LAS PALMAS RESTAURANT CUISINE	EMPLOYEE HOLIDAY EVENT LUNCHEON	1,956.95	1,956.95		1,956.95
1004086	11-27-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,750.40	1,750.40		1,750.40
1004087	11-27-24	MATHESON TRI-GAS, INC	CLEAR SAFETY GLASSES	42.56	42.56		42.56
1004088	11-27-24	O'REILLY AUTOMOTIVE INC.	BATTERY - UNIT #339	301.24	585.66		585.66
			REPLACEMENT BATTERY - WATER PROD.	284.42			
1004089	11-27-24	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL - ANNEX	70.00	325.00		325.00
			PEST CONTROL - CORP YARD	115.00			
			PEST CONTROL - ADMIN	140.00			
1004090	11-27-24	PREMIER PROPERTY PRESERVATION LLC	OCTOBER CLEANING SERVICES	2,340.00	3,217.50		3,217.50
			SEPTEMBER CLEANING SERVICES	877.50			
1004091	11-27-24	RAP FOUNDATION	TABLE SPONSOR - SENIOR INSPIRATION AWARDS	750.00	750.00		750.00
1004092	11-27-24	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES RETAINER	6,500.00	12,255.00		12,255.00
			LEGAL SERVICES LABOR ISSUES	750.00			
			LEGAL SERVICES OVER RETAINER	5,005.00			
1004093	11-27-24	STAPLES	AVERY SHIPPING LABELS	43.72	765.05		765.05
			REPLACEMENT WEBCAM	43.09			
			REPLACEMENT INK TONERS	290.81			
			INK TONERS, SHIPPING LABELS	387.43			
1004094	11-27-24	TIMMONS GROUP INC	TIMMONS PAYMENT #8	18,881.31	0.00	18,881.31	18,881.31
1004095	11-27-24	TKE ENGINEERING, INC	CONSTRUCTION INSPECTION PODS 07/2024	2,960.00	2,960.00		2,960.00
1004096	11-27-24	UNITED RENTALS NORTHWEST,INC.	FORKLIFT 35-39' HWWTP ROLLER CHANGE OUT	982.90	982.90		982.90
1004097	11-27-24	USA BLUEBOOK	LAB SUPPLIES HORTON PLANT	3,413.70	9,284.45		9,284.45
			FULL DISCLOSURE SIGNS WRIGHT PLANT	80.70			
			CHLORINE REAGENT SETS	1,996.17			
			RESTOCK REPAIR PARTS, CLEANING SOLUTION	1,316.22			
			GRUNDFOS REPAIR KITS WATER PRODUCTIONS	2,052.26			
			RESTOCK PUMP CLEANING SOLUTION	425.40			
1004098	11-27-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.20.24	287.93	287.93		287.93
1004099	11-27-24	WATERLINE TECHNOLOGIES INC.	6 DRUMS REFILLED	1,467.56	5,136.45		5,136.45
			10 DRUMS REFILLED	2,445.93			
			5 DRUMS REFILLED	1,222.96			
1004100	11-27-24	WIENHOFF DRUG TESTING	ANNUAL DOT MEMBERSHIP 2024	1,615.00	1,615.00		1,615.00
1004101	11-27-24	XEROX CORPORATION	ADMIN XEROX LEASE	343.73	343.73		343.73
99109538	11-01-24	WELLS FARGO BANK	AUTO DEP PPE 10.25.2024	138,313.22	138,313.22		138,313.22
99109539	11-01-24	STATE OF CA EDD	STATE TAX PPE 10.25.2024	11,918.00	11,918.00		11,918.00
99109540	11-01-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 10.25.2024	54,528.04	54,528.04		54,528.04
99109541	11-01-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 10.25.2024	12,730.37	12,730.37		12,730.37
99109588	11-06-24	AFLAC	OCTOBER 2024 AFLAC DEDUCTIONS	2,156.56	2,156.56		2,156.56
99109593	11-01-24	WELLS FARGO BANK	OCT 2024 LOC INTEREST EXPENSE	49,875.00	49,875.00		49,875.00
99109610	11-05-24	PAYNEARME MT, INC.	OCTOBER 2024 PAYNEARME FEES	9,033.81	9,033.81		9,033.81
99109639	11-12-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 10.25.2024	37,935.35	37,935.35		37,935.35
99109658	11-12-24	QUADIENT FINANCE USA, INC.	LEASE PMT - DEC. TO MAR.	650.58	650.58		650.58
99109663	11-15-24	WELLS FARGO BANK	AUTO DEP PPE 11.08.2024	141,303.56	141,303.56		141,303.56
99109664	11-15-24	STATE OF CA EDD	STATE TAX PPE 11.08.2024	11,973.95	11,973.95		11,973.95
99109665	11-15-24	STATE OF CA EDD	STATE TAX PPE 11.14.24 SPECIAL PAYROLL - EE#217	27.68	27.68		27.68
99109666	11-15-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.08.2024	56,804.79	56,804.79		56,804.79
99109674	11-15-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX PPE 11.14.24 SPECIAL PAYROLL EE#217	267.74	267.74		267.74

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
99109684	11-15-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.08.2024	18,023.10	18,023.10		18,023.10
99109780	11-22-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PAYMENT #28	3,438.83	0.00	3,438.83	3,438.83
99109824	11-25-24	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT	500.00	500.00		500.00
99109872	11-26-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 11.08.2024	37,127.68	37,127.68		37,127.68
99109875	11-22-24	WELLS FARGO BANK	AUTO DEP PPE 11.22.2024	135,298.80	135,298.80		135,298.80
99109876	11-29-24	STATE OF CA EDD	STATE TAX PPE 11.22.2024	11,768.63	11,768.63		11,768.63
99109877	11-29-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.22.2024	51,934.15	51,934.15		51,934.15
99109878	11-29-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.22.2024	15,704.56	15,704.56		15,704.56
99109879	11-29-24	WELLS FARGO - WELLSONE	OCTOBER BILLING PERIOD - CC PAYMENT	29,484.25	29,484.25		29,484.25
PR110124	11-01-24	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
PR111424	11-14-24	EMPLOYEE PAYROLL CHECKS		1,471.44	1,471.44		1,471.44
PR111524	11-15-24	EMPLOYEE PAYROLL CHECKS		1,672.70	1,672.70		1,672.70
PR112924	11-29-24	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
			CURRENT CHECK TOTAL	2,560,383.4	2,003,846.8	556,536.5	2,560,383.4
TOTAL				2,560,383.45	2,003,846.87	556,536.58	2,560,383.45
200 records listed							

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1003975	11-14-24	ACWA/JOINT POWERS INSURANCE AUTHORITY	PREPAID LIABILITY INSURANCE FY 24/25	391,068.89	391,068.89		391,068.89
1003991	11-14-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	152,435.82	152,435.82		152,435.82
1004027	11-21-24	LAYNE CHRISTENSEN COMPANY	PROGRESS PAYMENT #13	143,773.36	0.00	143,773.36	143,773.36
99109663	11-15-24	WELLS FARGO BANK	AUTO DEP PPE 11.08.2024	141,303.56	141,303.56		141,303.56
99109538	11-01-24	WELLS FARGO BANK	AUTO DEP PPE 10.25.2024	138,313.22	138,313.22		138,313.22
99109875	11-22-24	WELLS FARGO BANK	AUTO DEP PPE 11.22.2024	135,298.80	135,298.80		135,298.80
1004038	11-21-24	SONSRAY MACHINERY, LLC	CASE 570N EP SKIP LOADER	124,309.46	0.00	124,309.46	124,309.46
1003974	11-14-24	ACWA-JPIA HEALTH BENEFITS AUTH.	DEC. 2024 PREPAID HEALTH INS.	99,510.19	99,510.19		99,510.19
1004024	11-21-24	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #28	65,337.72	0.00	65,337.72	65,337.72
99109666	11-15-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.08.2024	56,804.79	56,804.79		56,804.79
99109540	11-01-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 10.25.2024	54,528.04	54,528.04		54,528.04
99109877	11-29-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.22.2024	51,934.15	51,934.15		51,934.15
99109593	11-01-24	WELLS FARGO BANK	OCT 2024 LOC INTEREST EXPENSE	49,875.00	49,875.00		49,875.00
1004000	11-21-24	B-81 PAVING INC	PAVING AT 66191 4TH ST. & OTHER LOCATIONS	33,413.00	49,608.00		49,608.00
			PAVING AT HIDALGO ST. & OTHER LOCATIONS	16,195.00			
1004043	11-21-24	TKE ENGINEERING, INC	VIENTO DEV. PROJ. C&M INSPECTION SEPT.	3,040.00	19,592.50	27,600.00	47,192.50
			CONSULTANT DESIGN SEPT. 2024	7,022.50			
			PROGRESS PAYMENT #46 - WELL 42	1,940.00			
			CONSULTANT DESIGN AUGUST 2024	4,662.50			
			VIENTO DEV. PROJ. C&M INSPECTION JULY-AUGUST	1,620.00			
			C&M SERVICES SEP-RANCHO DESCANSO TRACT	1,850.00			
			SEPTEMBER GENERAL ENGINEERING SERVICES	11,092.50			
			AUGUST GENERAL ENGINEERING SERVICES	15,965.00			
1004016	11-21-24	ENVIROLOGIC RESOURCES,INC.	SEPTEMBER 2024 SERVICES	28,688.94	0.00	46,811.02	46,811.02
			AUGUST 2024 SERVICES	18,122.08			
1003935	11-07-24	CITY OF DESERT HOT SPRINGS	UUT PAYABLE SEPTEMBER 2024	46,121.13	46,121.13		46,121.13
1003793	11-04-24	ACWA JPIA	ACWA WORKERS COMP QTR 3	-44,827.08	-44,827.08		-44,827.08
1003931	11-07-24	ACWA JPIA	ACWA WORKERS COMP QTR 3	44,827.08	44,827.08		44,827.08
1004014	11-21-24	E.H. WACHS	WACHS ERV-750 VALVE MACHINE	44,419.95	0.00	44,419.95	44,419.95
99109639	11-12-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 10.25.2024	37,935.35	37,935.35		37,935.35
99109872	11-26-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 11.08.2024	37,127.68	37,127.68		37,127.68
1004039	11-21-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	3,635.18	29,814.59		29,814.59
			ELECTRIC BILL	26,179.41			
99109879	11-29-24	WELLS FARGO - WELLSONE	OCTOBER BILLING PERIOD - CC PAYMENT	29,484.25	29,484.25		29,484.25
1004028	11-21-24	LEGEND PUMP & WELL SERVICE, INC.	PROGRESS PAYMENT #10	21,264.80	0.00	21,264.80	21,264.80
1004082	11-27-24	FERGUSON WATERWORKS #1083	GRAY POLYMER METER BOX, CI POLYMER LID	5,875.39	20,225.87		20,225.87
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			
			6" JONES CI 6H HYD	3,587.62			
1003988	11-14-24	MWH CONSTRUCTION INC	C&M INSPECTION SVCS AUGUST 2024	5,516.00	0.00	20,094.00	20,094.00
			C&M INSPECTION SVCS OCT. 2024	8,274.00			
			C&M INSPECTION SVCS SEPT. 2024	6,304.00			
1004094	11-27-24	TIMMONS GROUP INC	TIMMONS PAYMENT #8	18,881.31	0.00	18,881.31	18,881.31
1004031	11-21-24	MESA ENERGY SYSTEMS INC	A/C MAINTENANCE - MULTIPLE SITES	3,923.00	18,383.66		18,383.66
			A/C REPAIRS - ADMIN BUILDING	4,870.00			
			A/C REPAIRS - ADMIN BUILDING	1,250.00			
			A/C COMPRESSOR REPLACEMENT ADMIN BLDG	5,142.00			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			A/C REPAIRS - ADMIN CAMPUS	1,191.49			
			A/C REPAIRS - ADMIN CAMPUS	1,062.17			
			A/C REPAIRS - ADMIN CAMPUS	945.00			
99109684	11-15-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.08.2024	18,023.10	18,023.10		18,023.10
1004017	11-21-24	FERGUSON WATERWORKS #1083	6" JONES JJ4060DPLL CI 6H HYD	3,587.62	16,551.43		16,551.43
			6" JONES JJ4060DPLL CI 6H HYD	3,587.62			
			1" CTS X 1 " MSN AM STOP BALL	9,376.19			
			1" FIP X MC BALL VALVE X/ LOCKWING				
1004080	11-27-24	ECOLOGY AUTO PARTS	SLUDGE HAULING BELT TRAILER	2,000.00	16,545.97		16,545.97
			SLUDGE HAULING - 4 LOADS 10.25.24	5,619.69			
			SLUDGE HAULING 2 LOADS 11.01.24	2,858.77			
			SLUDGE HAULING 4 LOADS 10.04.24	6,067.51			
99109878	11-29-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.22.2024	15,704.56	15,704.56		15,704.56
1004007	11-21-24	CITY OF DESERT HOT SPRINGS	UUT OCTOBER PROPERTY TAX COLLECTION	14,249.65	14,249.65		14,249.65
1003945	11-07-24	INFOSEND INC	MONTHLY BILLING	4,476.49	13,879.74		13,879.74
			OCTOBER BILLING CHARGES	9,403.25			
99109541	11-01-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 10.25.2024	12,730.37	12,730.37		12,730.37
1004092	11-27-24	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES RETAINER	6,500.00	12,255.00		12,255.00
			LEGAL SERVICES LABOR ISSUES	750.00			
			LEGAL SERVICES OVER RETAINER	5,005.00			
1003957	11-07-24	WILLDAN FINANCIAL SERVICES	TAX ROLL PREP AD #12	3,350.00	12,250.00		12,250.00
			SEWER & WATER DELINQUENT ACCTS 2025	600.00			
			TAX ROLL PREP STANDBY & SEWER CHARGES	8,300.00			
99109664	11-15-24	STATE OF CA EDD	STATE TAX PPE 11.08.2024	11,973.95	11,973.95		11,973.95
99109539	11-01-24	STATE OF CA EDD	STATE TAX PPE 10.25.2024	11,918.00	11,918.00		11,918.00
99109876	11-29-24	STATE OF CA EDD	STATE TAX PPE 11.22.2024	11,768.63	11,768.63		11,768.63
1003987	11-14-24	MDN WATER MANAGEMENT SERVICES INC	OCTOBER SERVICES 2024	10,951.00	10,951.00		10,951.00
1004044	11-21-24	TOM DODSON & ASSOCIATES	CEQA CSS ADMIN PMT #11	690.00	8,017.50	2,482.00	10,499.50
			CEQA CSS ADMIN PMT #12	1,792.00			
			PROGRESS PAYMENT #4	2,242.50			
			PROGRESS PAYMENT #5	5,775.00			
1004002	11-21-24	BDP INDUSTRIES,INC.	BELT PRESS ROLLER & BEARINGS REPLACEMENT	10,442.29	10,442.29		10,442.29
1004004	11-21-24	CORONA ENVIRONMENTAL CONSULTING, LLC	CONSULTING SERVICES 10/2024	10,385.00	0.00	10,385.00	10,385.00
1004021	11-21-24	INTELESYS	MONTHLY MANAGED SERVICES	8,284.00	10,047.25		10,047.25
			O365/EMAIL SOFTWARE SUBSCRIPTIONS	1,763.25			
1003981	11-14-24	CITY OF DESERT HOT SPRINGS	CRITICAL SERVICE PLAN CHECK ENG-24-98	109.00	0.00	9,555.19	9,555.19
			CRITICAL SERVICES PLAN CHECK ENG-24-98	9,446.19			
1004097	11-27-24	USA BLUEBOOK	LAB SUPPLIES HORTON PLANT	3,413.70	9,284.45		9,284.45
			FULL DISCLOSURE SIGNS WRIGHT PLANT	80.70			
			CHLORINE REAGENT SETS	1,996.17			
			RESTOCK REPAIR PARTS, CLEANING SOLUTION	1,316.22			
			GRUNDFOS REPAIR KITS WATER PRODUCTIONS	2,052.26			
			RESTOCK PUMP CLEANING SOLUTION	425.40			
99109610	11-05-24	PAYNEARME MT, INC.	OCTOBER 2024 PAYNEARME FEES	9,033.81	9,033.81		9,033.81
1003933	11-07-24	BECK OIL, INC.	DIESEL FUEL	2,302.10	8,985.37		8,985.37
			DIESEL FUEL	2,119.12			
			UNLEADED GASOLINE	4,564.15			
1004026	11-21-24	KENWOOD ENERGY	RES-BCT O&M - PROGRESS PAYMENT	373.75	0.00	8,876.25	8,876.25

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			PPA AGREEMENT PROGRESS PAYMENT	8,502.50			
1004022	11-21-24	INTERNAL REVENUE SERVICE	LATE FILING FEE - 2022 W2	7,810.00	7,810.00		7,810.00
1004034	11-21-24	RAY LOPEZ ASSOCIATES	SEPTEMBER SERVICES	4,375.00	7,787.50		7,787.50
			OCTOBER SERVICES	3,412.50			
1004072	11-27-24	BECK OIL, INC.	UNLEADED GASOLINE	4,763.91	6,780.58		6,780.58
			DIESEL FUEL	2,016.67			
1004035	11-21-24	ROCKET SOFTWARE, INC.	5 UNIDATA LICENSES	6,670.00	6,670.00		6,670.00
1004029	11-21-24	MANPOWER US INC.	STAFFING SERVICES - CUSTOMER SERVICE	1,513.20	6,527.20		6,527.20
			STAFFING SERVICES - FIELD	1,750.40			
			STAFFING SERVICES - FIELD	1,750.40			
			STAFFING SERVICES - CUSTOMER SERVICE	1,513.20			
1003953	11-07-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	6,111.87	6,111.87		6,111.87
1004015	11-21-24	ECOLOGY AUTO PARTS	SLUDGE HAULING - TRACTOR UNIT	3,000.00	6,000.00		6,000.00
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
1003982	11-14-24	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES - 09/2024	5,123.00	5,718.00		5,718.00
			BOD, TDS, TSS H + DC TESTING 09/2024	595.00			
1004045	11-21-24	URBAN HABITAT	LANDSCAPE SERVICES - 10/2024	5,550.00	5,550.00		5,550.00
1003995	11-21-24	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT 20	5,541.00	0.00	5,541.00	5,541.00
1004071	11-27-24	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - GROUNDWATER WELLS 29/37	381.38	5,337.10		5,337.10
			VOC TESTING - HWWTP EFFLUENT	260.13			
			VOC TESTING - DESERT CREST EFFLUENT	260.13			
			TOTAL N PACKAGE - RWRF GW 1, 2 & 3	1,411.98			
			TOTAL N PACKAGE - HWWTP GW 1, 2 & 3	1,411.98			
			HORTON BELT PRESS SLUDGE TESTING	1,611.50			
1003999	11-21-24	ATWORK FRANCHISE INC	STAFFING SERVICES - WWTPO	2,401.88	5,204.07		5,204.07
			STAFFING SERVICES - WWTPO	2,802.19			
1004099	11-27-24	WATERLINE TECHNOLOGIES INC.	6 DRUMS REFILLED	1,467.56	5,136.45		5,136.45
			10 DRUMS REFILLED	2,445.93			
			5 DRUMS REFILLED	1,222.96			
1004010	11-21-24	CYPRESS DENTAL ADMINISTRATORS	DEC. 2024 PREPAID DENTAL	5,021.59	5,021.59		5,021.59
1004005	11-21-24	CARPI & CLAY. INC	FEDERAL ADVOCACY OCTOBER SERVICES	5,000.00	5,000.00		5,000.00
1004073	11-27-24	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00
1003993	11-14-24	TKE ENGINEERING, INC	PROGRESS PAYMENT #45 - WELL 42	832.50	3,840.00	832.50	4,672.50
			C&M SERVICES AUGUST RANCHO DESCANSO TRACT	3,840.00			
1003938	11-07-24	ECOLOGY AUTO PARTS	SLUDGE HAULING 10.18.24	1,986.64	4,669.05		4,669.05
			SLUDGE HAULING 10.18.24	2,682.41			
1004076	11-27-24	CORE & MAIN LP	BR METER FLANGES	611.76	4,273.62		4,273.62
			RESTOCK PIPE LUBE	57.84			
			PLASTIC HYD HOSE CAP W/ RING, SWING CHECK VALVE	3,604.02			
1004040	11-21-24	THE LINCOLN NATL. LIFE INS. CO.	DEC 2024 LIFE INSURANCE	4,187.46	4,187.46		4,187.46
1003984	11-14-24	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	4,095.87	4,095.87		4,095.87
1004037	11-21-24	SILLERS INSTITUTE INC	CDL TRUCKING SCHOOL CLASS A - ISSAC L.	4,000.00	4,000.00		4,000.00
1003934	11-07-24	BECK OIL, INC.	UNLEADED GASOLINE	3,639.44	3,639.44		3,639.44
1003940	11-07-24	FERGUSON WATERWORKS #1083	6" JONES JJ4060DPLL 4X2-1/2" CI 6H HYD	3,587.62	3,587.62		3,587.62
1003952	11-07-24	ROBERT G MODRICH	OCTOBER 2024 UNIDATA MAINTENANCE	3,504.00	3,504.00		3,504.00
1004070	11-27-24	ATWORK FRANCHISE INC	STAFFING SERVICES - WWTP	3,477.04	3,477.04		3,477.04
99109780	11-22-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PAYMENT #28	3,438.83	0.00	3,438.83	3,438.83
1004033	11-21-24	PARKHOUSE TIRE, INC	REPLACEMENT TIRES BACKHOE #362	3,299.72	3,299.72		3,299.72

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004090	11-27-24	PREMIER PROPERTY PRESERVATION LLC	OCTOBER CLEANING SERVICES	2,340.00	3,217.50		3,217.50
			SEPTEMBER CLEANING SERVICES	877.50			
1004020	11-21-24	INFOSEND INC	MONTHLY BILLING CHARGES	1,733.87	3,056.12		3,056.12
			NEWSLETTER INSERT FEE JULY 2024	1,322.25			
1004074	11-27-24	CASAMAR GROUP, LLC	LABOR COMPLIANCE SERVICES - SEPTEMBER	3,032.15	1,297.96	1,734.19	3,032.15
1004095	11-27-24	TKE ENGINEERING, INC	CONSTRUCTION INSPECTION PODS 07/2024	2,960.00	2,960.00		2,960.00
1003946	11-07-24	MANPOWER US INC.	STAFFING SERVICES - CUSTOMER SERVICE	1,513.20	2,903.45		2,903.45
			STAFFING SERVICES - CUSTOMER SERVICE	1,390.25			
1004046	11-21-24	USA BLUEBOOK	LAB ITEMS - HORTON PLANT	542.23	2,888.37		2,888.37
			POLY WIDE MOUTH JARS - HORTON PLANT	478.03			
			SPRING RETURN MOTORIZED BALL VALVE	996.64			
			SOLINST REPLACEMENT PROBE CABLE	871.47			
1004077	11-27-24	COUNTY OF RIVERSIDE	ENC24061477 OLD MORONGO RD & FAIRVIEW RD	1,194.00	2,808.00		2,808.00
			ENC24090318 DERONDA AVE	1,614.00			
1003978	11-14-24	ATWORK FRANCHISE INC	STAFFING SERVICES - FIELD	2,562.00	2,562.00		2,562.00
1004008	11-21-24	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES - 10/2024	2,515.00	2,515.00		2,515.00
1003947	11-07-24	MCCROMETER INC	4" HYDRANT METER 4" REG R1104-24	2,468.53	2,468.53		2,468.53
1004001	11-21-24	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - DESERT CREST EFFLUENT	105.28	2,333.19		2,333.19
			TOTAL N PACKAGE - HORTON EFFLUENT	105.28			
			E COLI/TOTAL COL. TESTING - HORTON WELLS	393.90			
			TOTAL N PACKAGE - HWWTP	762.76			
			TOTAL N PACKAGE - RWRF	572.07			
			E COLI/TOTAL COL. TESTING - NWRWRF WELLS	393.90			
1004048	11-21-24	WATERLINE TECHNOLOGIES INC.	9 DRUMS REFILLED	2,201.33	2,201.33		2,201.33
99109588	11-06-24	AFLAC	OCTOBER 2024 AFLAC DEDUCTIONS	2,156.56	2,156.56		2,156.56
1003949	11-07-24	PALM SPRINGS MOTORS INC	REPAIRS & LABOR UNIT #389	2,151.26	2,151.26		2,151.26
1004085	11-27-24	LAS PALMAS RESTAURANT CUISINE	EMPLOYEE HOLIDAY EVENT LUNCHEON	1,956.95	1,956.95		1,956.95
1004019	11-21-24	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	1,855.66	1,855.66		1,855.66
1003986	11-14-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,750.40	1,750.40		1,750.40
1004086	11-27-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,750.40	1,750.40		1,750.40
PR111524	11-15-24	EMPLOYEE PAYROLL CHECKS		1,672.70	1,672.70		1,672.70
1004100	11-27-24	WIENHOFF DRUG TESTING	ANNUAL DOT MEMBERSHIP 2024	1,615.00	1,615.00		1,615.00
1003992	11-14-24	STAPLES	DESK CALENDAR - ENGINEERING	10.78	1,607.16		1,607.16
			REPLACEMENT INK TONERS - HORTON PLANT	516.08			
			MONITOR MOUNTS - ADMIN BLDG	46.21			
			BACK-UP BATTERIES, KEYBOARD, HEADSET	232.70			
			SHOP TICKET HOLDERS C&M	37.04			
			RESTOCK CASH TRANSMITTAL BAGS	221.23			
			REPLACEMENT DRY ERASE BOARD	129.29			
			REPLACEMENT INK TONERS	358.68			
			SHIPPING LABELS	55.15			
PR111424	11-14-24	EMPLOYEE PAYROLL CHECKS		1,471.44	1,471.44		1,471.44
1003983	11-14-24	COUNTY OF RIVERSIDE	RIV. COUNTY HAZMAT PERMIT - HWWTP	1,401.00	1,401.00		1,401.00
1004032	11-21-24	MSA CONSULTING INC	SURVEY SERVICES 09/2024	1,200.00	0.00	1,200.00	1,200.00
1003932	11-07-24	ARTHUR CABRERA	CALPERS TRAINING REIMBURSEMENT	1,176.38	1,176.38		1,176.38
1004011	11-21-24	DESERT VALLEY DISPOSAL, INC.	CORP YARD OCT. SERVICE CHARGE	825.34	1,142.80		1,142.80
			ADMIN BUILDING OCT. SERVICE CHARGE	317.46			
1003979	11-14-24	BABCOCK LABORATORIES, INC.	E COLI/TOTAL COL TESTING - RWRF	131.30	1,122.13		1,122.13

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			TOTAL N PACKAGE RWRF WELL 2	490.47			
			TOTAL N PACKAGE - HORTON CLARIFIER EFF.	250.18			
			TOTAL N PACKAGE - HORTON EFF. & PP 8	250.18			
1004050	11-21-24	WEST COAST SAND AND GRAVEL INC.	RESTOCK 26.10 TONS BASE CORP YARD	547.19	1,090.18		1,090.18
			RESTOCK 25.90 TONS BASE MATERIAL	542.99			
1003936	11-07-24	CORE & MAIN LP	CLA-VAL LATCHING SOLENOID	1,063.50	1,063.50		1,063.50
1004049	11-21-24	WEST COAST SAFETY SUPPLY	CALIBRATION GAS CYLINDER & SENSOR	1,023.95	1,023.95		1,023.95
1004096	11-27-24	UNITED RENTALS NORTHWEST,INC.	FORKLIFT 35-39' HWWTP ROLLER CHANGE OUT	982.90	982.90		982.90
1004041	11-21-24	THE LAMAR COMPANIES	BILLBOARD PALM & DILLON	975.00	975.00		975.00
1003944	11-07-24	GRAINGER	BINDER CHAINS - HORTON PLANT	739.28	938.86		938.86
			REPLACEMENT TANKLESS WATER HEATER	199.58			
1004093	11-27-24	STAPLES	AVERY SHIPPING LABELS	43.72	765.05		765.05
			REPLACEMENT WEBCAM	43.09			
			REPLACEMENT INK TONERS	290.81			
			INK TONERS, SHIPPING LABELS	387.43			
1004091	11-27-24	RAP FOUNDATION	TABLE SPONSOR - SENIOR INSPIRATION AWARDS	750.00	750.00		750.00
1003956	11-07-24	VESTIS SERVICES INC	UNIFORM SERVICES 10.23.24	399.09	672.61		672.61
			UNIFORM SERVICES 10.30.24	273.52			
99109658	11-12-24	QUADIENT FINANCE USA, INC.	LEASE PMT - DEC. TO MAR.	650.58	650.58		650.58
1004006	11-21-24	CASEY DOLAN	DIGITAL ADVERTISING MGMT & CONSULTING	650.00	650.00		650.00
1004075	11-27-24	CLINICAL LABORATORY OF SAN BERNARDINO	BOD, TDS, TSS TESTING AT HORTON, DC, WELL 29	595.00	595.00		595.00
1003955	11-07-24	VERIZON CONNECT FLEET USA LLC	GPS MONITORS FOR FLEET 11/2024	587.45	587.45		587.45
1004088	11-27-24	O'REILLY AUTOMOTIVE INC.	BATTERY - UNIT #339	301.24	585.66		585.66
			REPLACEMENT BATTERY - WATER PROD.	284.42			
1004047	11-21-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.13.24	536.52	536.52		536.52
1004078	11-27-24	DESERT HOT SPRINGS LITTLE LEAGUE	LITTLE LEAGUE SPONSORSHIP	500.00	500.00		500.00
99109824	11-25-24	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT	500.00	500.00		500.00
1003990	11-14-24	PROFORMA	CUSTOMER SERVICES MISC. ADJ. FORMS	492.20	492.20		492.20
1004003	11-21-24	BRINKS INCORPORATED	NOVEMBER CHARGES	330.90	430.93		430.93
			OCTOBER CHARGES	100.03			
1004083	11-27-24	GRAINGER	STATIONARY STEP STOOLS	397.28	397.28		397.28
1004023	11-21-24	IRIS GROUP HOLDINGS LLC DBA EVERON	ADMIN & CORP YARD SECURITY ALARM	375.51	375.51		375.51
1004069	11-27-24	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	357.80	357.80		357.80
1004009	11-21-24	CWEA	COLLECTIONS SYSTEM GRADE 2 RENEWAL - CHRIS J.	350.00	350.00		350.00
1004101	11-27-24	XEROX CORPORATION	ADMIN XEROX LEASE	343.73	343.73		343.73
1003954	11-07-24	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERTS 11/2024	343.00	343.00		343.00
1003943	11-07-24	GLENN B. DORNING, INC.	SHANK FOOT FOR UNIT #416	342.74	342.74		342.74
1004089	11-27-24	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL - ANNEX	70.00	325.00		325.00
			PEST CONTROL - CORP YARD	115.00			
			PEST CONTROL - ADMIN	140.00			
1003976	11-14-24	ADAM WAGNER	BOOT REIMBURSEMENT	300.00	300.00		300.00
1004079	11-27-24	DESERT URGENT CARE	DOT PHYSICAL/RANDOMS	300.00	300.00		300.00
1004098	11-27-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.20.24	287.93	287.93		287.93
1004066	11-27-24	ALEX ACEVEDO	BOOT REIMBURSEMENT	286.06	286.06		286.06
1004084	11-27-24	ROALINDA MENJIVAR	METER INSTALLATION REFUND	277.80	277.80		277.80
1003994	11-14-24	VESTIS SERVICES INC	UNIFORM SERVICES 11.06.24	273.52	273.52		273.52
1003996	11-21-24	AIR & HOSE SOURCE INC.	O-RING #15-183 JONES	29.91	273.51		273.51
			REPLACEMENT DIFFUSER HOSE C&M	243.60			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
99109674	11-15-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX PPE 11.14.24 SPECIAL PAYROLL EE#217	267.74	267.74		267.74
1003937	11-07-24	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT UNIT #398	255.52	255.52		255.52
1004068	11-27-24	ANDY GRUNNET	GRADE V WWTPO CERT. REIMBURSEMENT	255.00	255.00		255.00
1004025	11-21-24	JASON WEEKLEY	BOOT REIMBURSEMENT	220.57	220.57		220.57
1003941	11-07-24	FORSHOCK	SCADA MONITORING 11/2024	220.00	220.00		220.00
1003973	11-14-24	ACELA ORIANA HOFFERT	MILEAGE REIMBURSEMENT	188.94	188.94		188.94
1004054	11-22-24	JACK THOMAS	ACCOUNT REFUND 13230 HADLEY WAY	184.82	184.82		184.82
1004067	11-27-24	AMANDA LUCAS	TRAVEL EXPENSE REIMBURSEMENT	180.90	180.90		180.90
1004051	11-21-24	XEROX CORPORATION	XEROX LEASE	172.39	172.39		172.39
1003951	11-07-24	RITA M. HUBER	MILEAGE REIMBURSEMENT	170.00	170.00		170.00
1003977	11-14-24	ADRIAN GAONA MORENO	BOOT REIMBURSEMENT	150.84	150.84		150.84
1003942	11-07-24	FRANCHISE TAX BOARD	EMPLOYEE #72 PPE 10.25.24	150.00	150.00		150.00
1004018	11-21-24	FRANCHISE TAX BOARD	EMPLOYEE #72 PPE 11.08.24	150.00	150.00		150.00
1004013	11-21-24	DESERT PROMOTIONS	30 YEARS - JEFF N.	95.70	133.76		133.76
			POLOS - MAYRHOFEN	38.06			
1004056	11-22-24	KATHY WALCOTT	ACCOUNT REFUND 66343 8TH ST	117.82	117.82		117.82
1003972	11-07-24	YOSELYNA VERDUZCO ESPINOZA	ACCOUNT REFUND 13700 MESQUITE AVE	112.35	112.35		112.35
1003950	11-07-24	PARKERS BUILDING SUPPLY	WATER FILTER CORP YARD WATER STATION	68.93	107.71		107.71
			BATHROOM FAUCET ADMIN BLDG	38.78			
1003970	11-07-24	RAFAEL PARAMO	ACCOUNT REFUND 16080 AVE RAMBLA	106.96	106.96		106.96
1004036	11-21-24	RUSS MARTIN	MILEAGE REIMBURSEMENT OCTOBER	103.18	103.18		103.18
1003980	11-14-24	BETHANY KARLYN	SMART CONTROLLER REBATE	84.95	84.95		84.95
1004064	11-22-24	PORSHA MAPPS	ACCOUNT REFUND 66220 ESTRELLA AVE	81.81	81.81		81.81
1003948	11-07-24	O'REILLY AUTOMOTIVE INC.	RESTOCK CAR WASH SOAP 1GAL CONTAINERS	30.13	78.34		78.34
			REPLACEMENT RELAY UNIT #398	9.34			
			WIRE CONNECTOR UNIT #409	14.64			
			REPLACEMENT COPPER PLUG UNIT #3300	4.85			
			15/40 MOTOR OIL UNIT #389	19.38			
1004062	11-22-24	KAYLA DANIELS-SMITH	ACCOUNT REFUND 66081 1ST ST	73.77	73.77		73.77
1003967	11-07-24	MARINA EQUITY PARTNERS, LLC	ACCOUNT REFUND 65670 AVE DORADO	70.32	70.32		70.32
1004063	11-22-24	NICOLAS GELARDI	ACCOUNT REFUND 8580 ANNANDALE AVE	69.31	69.31		69.31
1003961	11-07-24	CARLOS E URIBE NUNO	ACCOUNT REFUND 62475 S STARCROSS DR	65.41	65.41		65.41
1003958	11-07-24	ALESSANDRA VALDEZ	ACCOUNT REFUND 68180 CALLE AZTECA	64.50	64.50		64.50
1003969	11-07-24	MARK SHACKLETON	ACCOUNT REFUND 66569 ACOMA AVE	63.38	63.38		63.38
1004055	11-22-24	JACQUELYN MCKINNEY	ACCOUNT REFUND 9141 SILVER STAR AVE	62.47	62.47		62.47
1003960	11-07-24	ANTHONY ALVAREZ	ACCOUNT REFUND 12775 MOUNTAIN VIEW RD	61.28	61.28		61.28
1004059	11-22-24	ART MASSARO	ACCOUNT REFUND 69430 CRESTVIEW DR	60.90	60.90		60.90
1003997	11-21-24	ALEX ACEVEDO	TRAINING REUMBURSEMENT	58.77	58.77		58.77
1004053	11-22-24	BURT OGATA	ACCOUNT REFUND 66715 PINTO WAY "B"	57.16	57.16		57.16
1004052	11-22-24	AMBER RICE	ACCOUNT REFUND 12828 GLENVIEW CT	54.52	54.52		54.52
1004081	11-27-24	FEDEX	WELLS FARGO OVERNIGHT FEE	52.48	52.48		52.48
1003985	11-14-24	FEDEX	WELLS FARGO OVERNIGHT FEE	52.36	52.36		52.36
1003939	11-07-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.37	51.37		51.37
1003998	11-21-24	ALL AMERICAN FIRST AID	RESTOCK FIRST AID SUPPLIES	48.38	48.38		48.38
1003964	11-07-24	GEORGE WATSON	ACCOUNT REFUND 65647 AVE LADERA	46.30	46.30		46.30
1004087	11-27-24	MATHESON TRI-GAS, INC	CLEAR SAFETY GLASSES	42.56	42.56		42.56
1003966	11-07-24	MARCUS A HERNANDEZ	ACCOUNT REFUND 66062 14TH ST	41.98	41.98		41.98
1004030	11-21-24	MCMASTER-CARR	HIGH STRENGTH GRADE 8 BOLTS	39.69	39.69		39.69

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004042	11-21-24	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT OCTOBER	39.12	39.12		39.12
1003968	11-07-24	MARIA ARANDIA CORTEZ	ACCOUNT REFUND 12904 CALLE AMAPOLA	34.19	34.19		34.19
1004058	11-22-24	SONIA VENTURA	ACCOUNT REFUND 66125 CAHUILLA AVE "F"	33.29	33.29		33.29
1003965	11-07-24	LINDA SINCLAIR	ACCOUNT REFUND 8144 ANNANDALE AVE	31.23	31.23		31.23
1004061	11-22-24	GREGORIO SANCHEZ	ACCOUNT REFUND 16720 AVE MERCED	27.88	27.88		27.88
99109665	11-15-24	STATE OF CA EDD	STATE TAX PPE 11.14.24 SPECIAL PAYROLL - EE#217	27.68	27.68		27.68
1004065	11-22-24	SHAWN HOBACK	ACCOUNT REFUND 62555 S STARCROSS DR	26.04	26.04		26.04
1004012	11-21-24	DESERT TIRE AND AUTO REPAIR	VALVE STEM REPLACEMENT UNIT #412	25.00	25.00		25.00
1003959	11-07-24	ALLISON JOSHUA ORNELAS GUTIERREZ	ACCOUNT REFUND 16150 VIA MONTANA	20.59	20.59		20.59
1003989	11-14-24	PARKERS BUILDING SUPPLY	UTILITY HOOKS ADMIN OFFICE	5.91	15.87		15.87
			PVC REPAIR PARTS C&M LEAK REPAIR	9.96			
1004060	11-22-24	FERNANDO CRUZ	ACCOUNT REFUND 66785 DESERT VIEW AVE	14.06	14.06		14.06
1003962	11-07-24	CHAOWEI BU	ACCOUNT REFUND 63747 SCENIC DR	13.63	13.63		13.63
1003963	11-07-24	DANNIE O'CONNER	ACCOUNT REFUND 13336 JULIAN DR	13.63	13.63		13.63
1004057	11-22-24	RYAN COX	ACCOUNT REFUND 13380 AGUA CAYENDO RD	11.95	11.95		11.95
1003971	11-07-24	TINA BRIDGES	ACCOUNT REFUND 66590 JOSEPH WAY "B"	11.83	11.83		11.83
1003819	11-18-24	USA BLUEBOOK	REMAINING BALANCE DUE ON INV00321613	-0.93	-0.93		-0.93
PR110124	11-01-24	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
PR112924	11-29-24	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
			CURRENT CHECK TOTAL	2,560,383.4	2,003,846.8	556,536.5	2,560,383.4
TOTAL				2,560,383.45	2,003,846.87	556,536.58	2,560,383.45
200 records listed							

BOARD OF DIRECTORS
2025 REGULAR MEETINGS SCHEDULE

Meeting time is 3 p.m. unless otherwise noted on the posted agendas

Regular Meeting Agenda Study Sessions Thursday preceding 3rd Monday	Regular Meeting Action Taken 3rd Monday of each month
January 16	January 21 (Tues. due to holiday)
February 13	February 18 (Tues. due to holiday)
March 13	March 17
April 17	April 21
May 15	May 19
June 12	June 16
July 17	July 21
August 14	August 18
September 11	September 15
October 16	October 20
November 13	November 17
December 11	December 15

Agendas are posted at least 72 hours in advance of a regular meeting and are also available on the District's website at www.mswd.org/meetings. At regular meetings, members of the public may address the Board of Directors on any item within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda, unless the action is otherwise authorized by Government Code Subdivision 54954.2(b).

Unless otherwise noted, meetings are held at the MSWD Administrative Office at 66575 Second Street, Desert Hot Springs, CA 92240.

For additional information, please contact the Executive Assistant at 760.329.6448 ext. 137.

AGENDA REPORT

REGULAR BOARD MEETING(S) DECEMBER 9 & 16, 2024

DIRECTOR REPORTS – MEETINGS AND EVENTS FOR NOVEMBER 2024

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

Date	Event	Attendees
11/5/2024	DWA BOARD MEETING	GRIFFITH
11/7/2024	DVBA LEGISLATIVE MEETING	MARTIN
11/7/2024	CSDA RIVERSIDE COUNTY FALL MEETING	MARTIN*, DUFF
11/7/2024	BIA SHOTS IN THE DARK	MAYRHOFEN
11/12/2024	DVBA, SCE & IID CV POWERTALK	MARTIN
11/12/2024	CVWD BOARD MEETING	DUFF
11/12/2024	DHS PLANNING COMMISSION MEETING	MAYRHOFEN
11/19/2024	CVEP ECONOMIC SUMMIT	MARTIN, DUFF, GRIFFITH, MAYRHOFEN, SEWELL
11/20/2024	DVBA MIXER	MARTIN
11/22/2024	DVBA GOLF TOURNAMENT	MARTIN

(*no daily stipend was claimed)

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

Date	Event	Attendees
11/2/2024	HISTORICAL SOCIETY ~ HISTORY SPEAKS	MARTIN, DUFF
11/5/2024	REALTORS PRESENTATION	MARTIN
11/12/2024	BILL TEAGUE RETIREMENT CELEBRATION	MARTIN
11/14/2024	CVAG ~ CVCC AND CVES MEETINGS	DUFF

DECEMBER 2024



GENERAL MANAGER'S REPORT

MSWD
Mission Springs Water District

TABLE OF CONTENTS

ENGINEERING DIVISION 1
- **Engineering Department** 1
- **Water Resources Department** 3

FINANCE DIVISION 4
- **Customer Service Department** 4
- **Finance & Accounting Department** 7
- **Innovation & Technology Department** 10
- **Purchasing Department** 11

OPERATIONS & MAINTENANCE DIVISION 12
- **Construction & Maintenance Department** 12
- **Fleet & Facility Maintenance Department** 14
- **Field Services Department** 14
- **Wastewater Collection Department** 15
- **Wastewater Treatment & Disposal Department** 16
- **Water Production Department** 19

PUBLIC AFFAIRS 22
- **Past & Upcoming Sponsorships / Events** 22
- **Youth & Education Programs** 26
- **Public & Media Outreach** 26
- **Legislative Update** 28
- **MSWD Digital Advertising** 28
- **Social Media** 30
- **CV Water Counts** 30
- **Rebates & Conservation** 31
- **Bottled Water Tracking Report** 31

APPENDIX A – Finance & Accounting Information

APPENDIX B – Innovation & Technology Information

APPENDIX C – Wastewater & Water Production Tables

APPENDIX D – Federal & State Legislative Information

APPENDIX E – Public Affairs Information

ENGINEERING DIVISION

Engineering Department

Below is a list of Capital Projects and status updates for December 2024.

Well 42 Project
The contractor, Layne Christensen, completed the test pumping and well disinfection work. The contractor is scheduled to begin the civil site improvements in December 2024.

Well 22 Rehabilitation
Staff continued to work with the contractor, Canyon Springs Enterprises, on reviewing and approving material submittals and responding to requests for information (RFIs).

Water and Wastewater System Comprehensive Master Plan Updates
Staff and consultants continued progress on evaluating the future demands and system needs, as well as finalizing the master plans and capital improvement programs. Staff continued to review and comment on the final draft chapters for both master plans. Staff anticipates completing the plans and presenting them to the Board in the coming weeks.

AD-18 – GQPP Sewer Project Area "D3"
The design consultant, AECOM, continued preparing the 100% design package. Staff expect to receive the final bid package in the coming weeks.

AD-18 – GQPP Sewer Project Areas "A" & "G"
The Army Corps of Engineers design consultant, Genterra, is in the process of preparing the 95% design. The 95% design package is scheduled for completion in the coming weeks.

Well 34 Rehabilitation
The contractor, Legend Pump, is working on startup of the well equipment and boosters, disinfection, and performance and acceptance testing of the well equipment.

Skyborne Village II – Housing Development
The developer's contractor has completed all improvements and expects sign-off from the District following inspection of the final punch list items in December 2024.

Skyborne Village III – Housing Development
The developer's contractor has completed installation of sewer main installation in Phase II on North Star Lane, Skyvista Drive, Inspiration Drive, and Mooncrest Drive. Still remaining for District acceptance of Phase II sewer is air testing and video review. The contractor has begun installation of sewer main in Phase III on North Candletree, West Parkway, Stardance Drive, Corsair, South Parkwalk, and East Candletree. MSWD's contract inspector, MWH Constructors, has been inspecting and verifying the work meets MSWD construction standards.

PODS Storage
The developer's contractor is in the process of addressing the punch list items, including correcting sewer line deficiencies. MSWD's contract inspector, TKE Engineering, has been inspecting and verifying the work meets MSWD construction standards.

Regional Water Reclamation Facility
The Project Team continued responding to RFIs, reviewing submittals, and processing change orders submitted by the treatment plant contractor, JF Shea Construction.

Following completion of the Conveyance Line project, the contractor, JF Shea Construction, will be back on-site to complete wastewater startup, testing, and commissioning.

The Project Team continues to coordinate with the State Water Resources Control Board (SWRCB) on the SRF/Grant funding agreement and reimbursement requests. Staff completed and submitted Disbursement Request No. 6 and associated quarterly report for submittal to the State. Staff began preparing Disbursement Request No. 7 and associated quarterly report.

RWRF Conveyance Line
The Project Team continued responding to RFIs and processing change orders and payment requests submitted by the contractor, Downing Construction.

Staff and the contractor initiated the process with SCE to de-energize the power lines crossing Little Morongo Road to accommodate the final portion of gravity sewer construction.

The contractor is tentatively scheduled to resume construction of the gravity sewer portion across the SCE transmission crossing in early January 2025.

Staff received the executed Final Budget Approval from the State and is awaiting the executed copy to be provided by the SWRCB.

Area M2 Sewer Collection System (AD-15)
Staff continues to monitor approval of the final bid package with the State. Staff plans to bud the project following the State's approval.

RWRF Roadway Design (19th Avenue, Little Morongo Road, and 20th Avenue)
Staff received the 90% design package for plan check and has been submitted to the City of Desert Hot Springs for their review.

Staff received the California Environmental Quality Act (CEQA) tribal consultation letters from the consultant and sent them to their respective tribes as required under CEQA.

Water Resources Department

Below is a list of water resources related activities for December 2024.

Integrated Regional Water Management Planning

The Coachella Valley Regional Water Management Group (CVRWMG) implements the Integrated Regional Water Management (IRWM) Plan for the Coachella Valley IRWM Region.

The CVRWMG met to discuss on-going grant funded projects and upcoming grant opportunities. The CVRWMG continued to discuss the final Regional Conservation Study, Conservation Regulations, and Chromium-6 Compliance. The consultant provided an overview of Build America, Buy American Guidance for grant funded project. The CVRWMG also discussed the passing of California Proposition 4 and the anticipated grant funding that will come through the IRWM Program.

The CVRWMG also discussed the upcoming 2025 Urban Water Management Plan (UWMP) and the intent to complete a regional plan, as was done for the 2020 UWMP. Staff expect to coordinate with the other valley water purveyors to issue an RFP in the coming months.

Mission Creek Subbasin Sustainable Groundwater Management Act Compliance

Staff continued assembling the requested data for the consultant on the Sustainable Groundwater Management Act (SGMA) Annual Report. Staff also began the water demand data analysis also requested data for the consultant.

Indio Subbasin Sustainable Groundwater Management Act Compliance

The SGMA Annual Report consultant provided a data request to staff and is on schedule to provide the requested data in the coming weeks.

Salt and Nutrient Management Planning

Staff completed the screen check draft review of the Task 3 Technical Memorandum (TM) Delineate Draft Management Zones and Metrics to Characterize Beneficial Use Protection. Staff also attended the Technical Advisory Committee (TAC) meeting to review the draft Task 3 TM. TAC and Steering Committee comments on the Task 3 TM are due in December 2024, with the public draft of the Task 3 TM scheduled for release in early 2025.

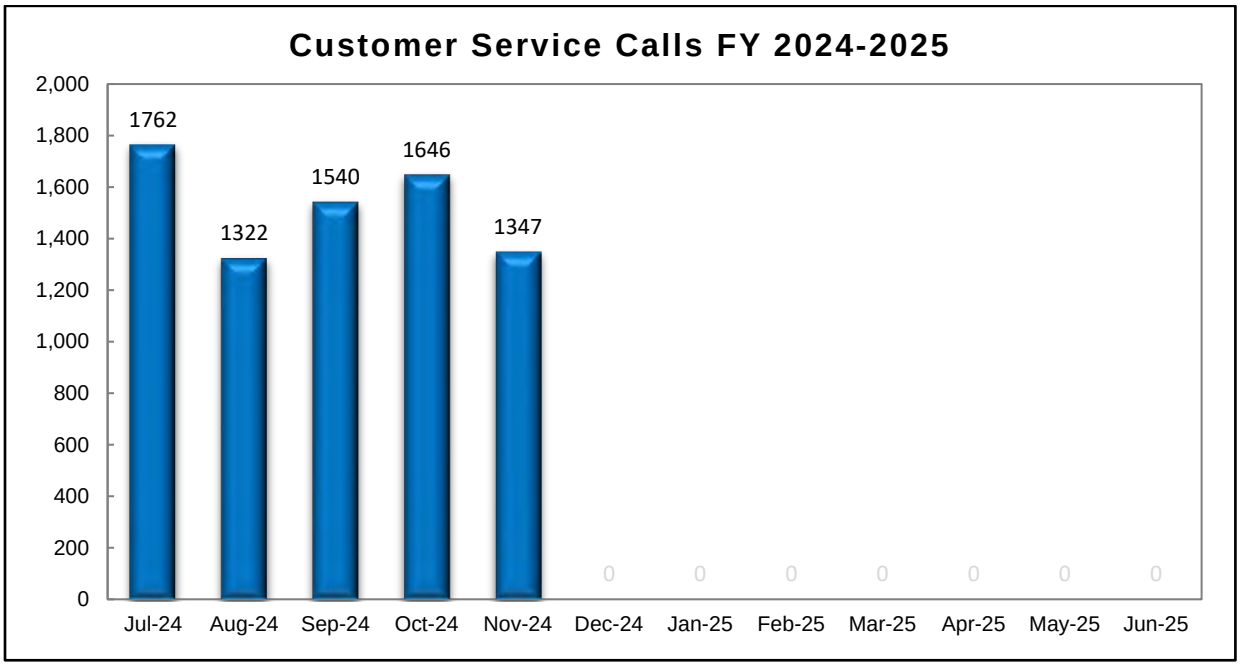


FINANCE DIVISION

Customer Service Department

Call into the Customer Service Department

The chart below represents the total incoming calls received by the staff in the Customer Service department for Fiscal Year 2024-2025.



Most calls received by the Customer Service department are related to payment plans, bill assistance information, demand/lien release requests, new property start/stop service, and account balance requests. The table below provides a summary of the number of calls by category received by the Customer Service staff.

Customer Request	Total for November 2024	Total for FY 2025
Water Waste	0	6
High Bill / Service Line Leak	11	46
No Water	3	36
Illegal Disconnect	6	9
Disconnections	90	486
Reconnections	76	353
Service Transfers	79	478
High / Low Pressure	8	28
Water Quality	4	11
Other / Miscellaneous	75	444

WaterSmart Portal

WaterSmart Analytics data provides a comprehensive overview of leaks detected and automated alerts sent to MSWD customers. All customers are encouraged to sign up in the WaterSmart Portal to access bills and leak alerts. The table below provides a summary of the number of customers who have registered in the WaterSmart Portal.

WaterSmart Portal	Total for November 2024	Overall Total
Registered Customer Accounts	133	8,042

Billing

During November 2024, Customer Service reviewed a total of 15,551 bills.

Bill Type	Total Bill Count for November 2024	Total Bill Amount for November 2024
Regular Bills	10,845	$1,052,692.77
Delinquent Bills	4,627	$1,170,995.22
Closing Bills	79	$7,641.96
Delinquent Closing	-	-
Total	**15,551**	**$2,231,329.95**

Delinquency Service Statistics

Staff continued to reach out to customers with delinquent accounts to provide information for assistance and repayment options to avoid disconnection. The table below summarizes the activities of Customer Service staff regarding delinquent accounts.

Delinquency Service	Total for November 2024
Auto-Dialer Calls	307
Door Hangers	47

Customer Bill Assistance

The District continues to facilitate bill assistance programs for the benefit of its customers. The United Way Customer Bill Assistance Program continues to be utilized by those customers who need assistance for one billing period annually, paying $100 per approved customer. The table below summarizes the results of the customer bill assistance programs administered by the Customer Service staff.

Assistance Program	Total Assistance in November 2024	Total Assistance in FY 2025
United Way of the Desert	$400	$1,700.00

Installment Payment Plans

The District continues to assist customers with delinquent bills by facilitating installment payment for the benefit of its customers. The table below summarizes the results of the installment payment plans administered by the Customer Service staff.

Total Active Payment Plans	Remaining Balance to be Collected
140	$75,232.35

Refunds

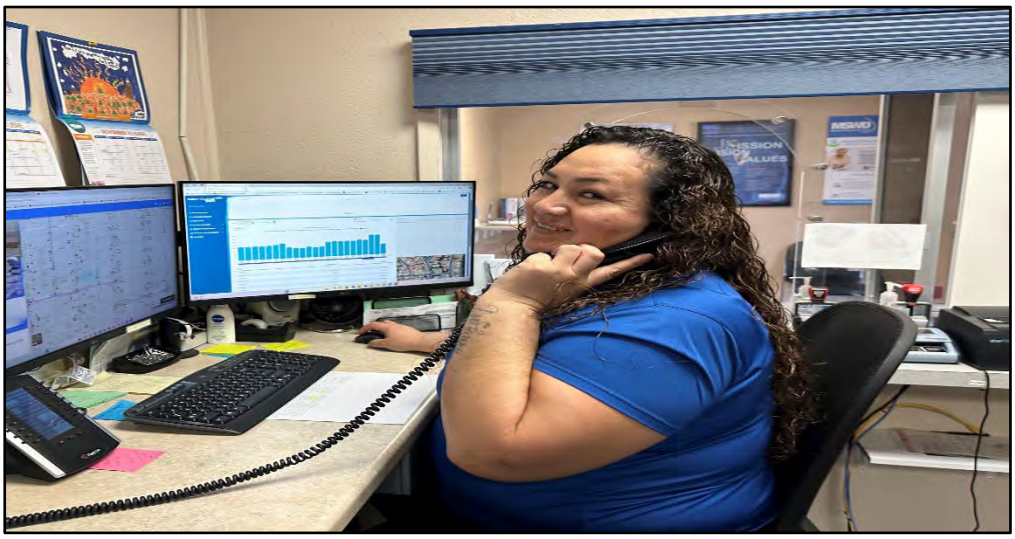
There was a total of 14 customer account refunds totaling $875.80 resulting from closed accounts for the month of November 2024.

Account Type	Total Refund Count for November 2024	Total Refund Amount for November 2024
Customer Refunds	14	$875.80
Construction Meter Refunds	0	$0.00
Total	**14**	**$875.80**

Liens

Customer Service identified five accounts that were 90 days past due requiring Lien filing. Likewise, ten Release of Liens were issued after securing payment for outstanding balances on past due accounts.

Lien Type	Total Lien Count for November 2024
Lien Recordings	5
Lien Releases	10



Finance & 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 November 2024.

Payroll

Payroll is working with the Unidata consultant to create a report that can be uploaded to CalPERS, and to modify and correct the CalPERS contribution cap for PEPRA members.

Payroll is actively reviewing the District's sick and compensatory cash out policy related to ensure compliance with IRS regulations and minimize exposure to Constructive Receipt Risk.

All other payroll items were processed as expected and with no issues during the month.

Budget

Budget transfer requests for the month of November 2024:

- $400.00 from BID 329 Tax Roll Prep – Standby to BID 485 Tax Roll Prep – Sewer Charges
- $200.00 from BID 399 Tax Roll Prep – Standby to BID 456 Tax Roll Prep – Standby
- $7,800.00 from BID 507 Accounting Temp Help to BID 774 State Underpayment Penalties & Interest
- $39,809.00 from BID 691 Water Management Services to BID 902 General Consulting

Year to date budget transfers total $141,209.00.

Finance

The Director of Finance continues to work with Wells Fargo to extend the $15 Million loan associated with the Wright Regional Water Reclamation Facility.

The Director of Finance worked with OpenGov all month to begin the budgeting, planning and procurement implementation process.

The Director of Finance continues to work with Customer Service to implement a lockbox service where check payments will be routed to an outside teller who will scan and record the payments and submit the file to the District for processing. This will save Customer Service staff approximately 30 hours a month of work.

The Director of Finance attended several trainings during the month:

- Got Safety
    - Injury and Illness Prevention Program
    - Bloodborne Pathogens
    - Communication in the Workplace

- CSDA
    - Building a Solid Financial Foundation

The director of finance attended the CVEP Annual Economic Summit.

Current Work Priorities

The Accounting department continues to support other departments as needed:

- Engineering
    - Support with questions and information needed for the FEMA grant.
    - Accounts Payable continues to process vendor requisitions.
    - Accounting continues to support Engineering on reimbursable jobs that need to be billed for.
- Operations
    - Accounting continues to support Operations on reimbursable jobs that need to be billed for. These include primarily damage to District property where a police report was filed.
- Human Resources
    - Accounting continues to work with Human Resources to update employee information related to new hires and CalPERS appointments.
    - Help correct mistakes when entering new employees in the payroll system.
    - Other work involved Boot Reimbursements, Direct Deposit Changes, and the Off Work Requests.
- Customer Service
    - Processing multiple customer refunds for credit balances on closed accounts.

Cash

Total cash receipts for the month of November 2024 amounted to $1,469,810.40 from normal water and sewer customer account payments. Additional funds were received from the Lennar Corporation in the amount of $108,795.00.

Cash Disbursements for the month of November 2024 amounted to $2,557,239.31 with the largest payments made to:

Entity	Amount
Net Payroll	$692,346
ACWA JPIA Health Benefits	$391,069
Southern California Edison	$152,435
Layne Christensen	$143,773
Sonsray Machinery, LLC	$124,310

Financial Statement

A year-to-date summary of the District's financial position for Fiscal Year 2024-2025, in addition to a comparison to the previous fiscal year, can be found in Appendix A.

Capital Improvement Program

The District maintains a 5-year Capital Improvement Program that includes water and sewer infrastructure, facilities, equipment, and fleet. A year-to-date summary of the District's Capital Improvement Program for Fiscal Year 2024-2025 can be found in Appendix A.



Innovation & Technology Department

The Innovation and Technology (IT) department 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 November 2024.

Department Updates

The IT department continues to assist Timmons Group and District GIS Specialist with the setup of the new GIS infrastructure for the upcoming asset management and work order management system.

IT continues to assist Wastewater and Engineering with technical needs for the Wright Regional Water Reclamation Plant.

A firewall was issued a return authorization by product support due to hardware issues.

Technology Improvements

Staff completed the final steps of migration to the new email security system.

IT has completed the initial setup of the new mobile device management system. Newly purchased devices have been onboarded for management and IT will continue expanding the management policies and onboarding of existing devices.

IT is testing a new wireless plan that will offer the district the same critical features but at a better price with priority cellular network access during disasters. After a successful test period, all District mobile phones will be moved to this new plan.

Cybersecurity improvements continue to be made to improve District security.

Desktop computers and laptop upgrades continue as needed.

Cyber Security News Roundup

The IT Department tracks trends in cyber security to note new opportunities for security and new concerns to defend against. The news below is a brief selection intended for informational purposes and provides no insight to the district's cybersecurity controls.

- U.S. intelligence agencies report that Kremlin operatives attempted to undermine confidence in election results through disinformation campaigns. Russia created fake videos alleging election fraud in Georgia, including one featuring a supposed Haitian man claiming multiple illegal votes for Kamala Harris. (NextGov)

- The White House briefed telecom executives on a Chinese cyberespionage campaign called Salt Typhoon that infiltrated major U.S. providers like AT&T and Verizon. The hacks compromised networks and possibly exposed government surveillance targets, prompting efforts to strengthen defenses against sophisticated nation-state attacks. (NextGov)

- Experts say that emotional intelligence is key in recognizing and resisting attacks and scams using generative artificial intelligence (GenAI) tools. It is recommended that people improve their ability to recognize when emotions are weaponized, take time to reflect before acting on emotions, and use thoughtful responses instead of quick reactions. (World Economic Forum)

Intelesys IT Support

The District receives IT services and support through Intelesys. The Intelesys Monthly Client Report for November 2024 activities can be found in Appendix B.

Purchasing Department

Continue to source sanitization supplies to ensure wipes, hand sanitizer, disinfectants are available in all district buildings, and vehicles for the safety of the staff.

Price increases and supply chain issues continue to surface in our industry. Specifically, PVC pipe and fittings, ductile iron pipe and service brass 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. We will continue to monitor the situation and do our due diligence in getting all the material that is needed to maintain our water systems.

Total inventory purchases were $39,387.74 and the total issued for use by field crews was $62,750.90 for the month of November 2024.



OPERATIONS & MAINTENANCE DIVISION

Construction & Maintenance Department

Water Line Locations

Staff completed approximately 316 water line location requests using iPads and the GeoViewer Mobile app to streamline and manage line locations.





Water System Repairs/Replacement

Staff continued to repair and replace components of the water distribution system keeping it in optimum working order and properly functioning without any interruption. Below is a summary of the repairs and replacements completed in November 2024.

- Eight water service lines were replaced with copper.
- Four service line leaks were repaired.
- Two mainline leaks were repaired.
- One fire hydrant was repaired.





Water System Maintenance

Staff continued to implement preventative maintenance and inspection programs to keep the water distribution system in optimal working order and properly functioning without any interruption. Below is a summary of the maintenance completed in November 2024.

- 119 ground valves were exercised.
- 12 fire hydrants were flushed, maintained, and painted.
- Zero air-release valves were inspected and/or rebuilt. Annual air-release valve maintenance has been completed.
- Zero Cla-Val valves were repaired.
- Six blow-offs were flushed.





CMMS Workorder Program

A total of 14 work orders were processed in November 2024 using the CMMS program.

New Water Meter Service Installation

Staff installed 24 new water service lines in November 2024.

Fire Flow Testing

Staff continued performing field fire flow tests for the Engineering Department. Nine fire flow tests were conducted in November 2024 for the Engineering Department.





Fleet & Facility Maintenance Department

Janitorial Services

The janitorial contractor, Premier Properties Preservation, continues to clean and disinfect all District buildings. Disinfection along with routine janitorial services are performed two times per week on Tuesdays and Fridays.

Building Maintenance

Staff completed the following building maintenance during the month of November 2024:

- Investigated power issue in the Accounting Modular and found no issues.
- Reset breaker in east side of the Accounting Modular.
- Replaced toilet seat cover in Administrative Building restroom.

Standby Generator Monthly Maintenance Program

Monthly testing is conducted to ensure that all generators are in good working order and ready for use when needed. There were no issues with the generators this month.

Fleet Maintenance/Repairs

- Unit 412 had a tire repaired and preventative maintenance (PM) services completed.
- Received three new half-ton Dodge Ram 1500 trucks as part of our Enterprise Lease Program.
- Repaired fuel line on the Horton WWTP Generator.
- Unit 420 and Unit 421 had PM services completed.

Field Services Department

WaterSmart / Neptune 360

Staff routinely reviews continuous and high usage on customer accounts and makes contact through the Customer Portal, phone, email, or in person, making them aware of potential issues. The following is the number of contacts made this month:

Contact Type	Total for November 2024	Total for FY 2025
Continuous Usage	109	529
High Usage (>Normal)	18	104
Reverse Flow	0	0
Total	**127**	**633**

Cross Connection Control Program

The Backflow and Cross Connection Specialist performs annual testing of Backflow Prevention Assemblies (BPAs) throughout the District as required by the SWRCB Cross Connection Control Policy Handbook. There were 450 BPAs tested in November 2024.

Wastewater Collection Department

Sanitary Sewer Overflow

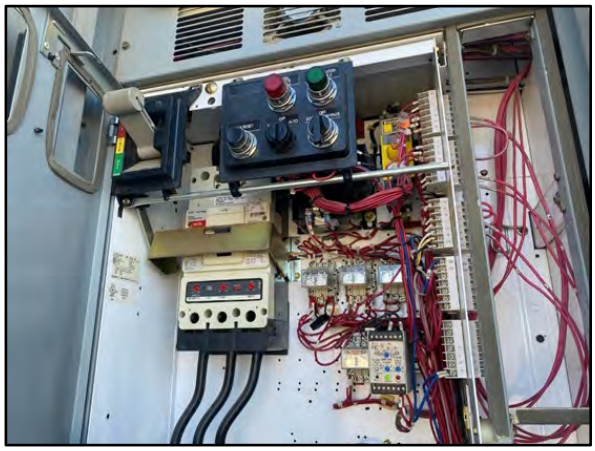
There were no Sanitary Sewer Overflows (SSOs) in the collection system this month.

Dos Palmas Lift Station

Operators conducted daily site visits to ensure proper pump operation, SCADA (Supervisory Control and Data Acquisition) system functionality, and site security.

McDonald Electric was on-site to assist with troubleshooting electrical issues on Pump 2 at the lift station. We will continue to monitor any further issues.





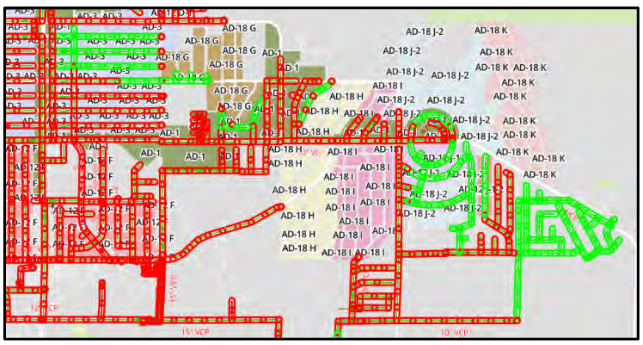
Sewer Line Locations

Staff completed 326 sewer line location requests using iPads and the GeoViewer mobile application to streamline and manage line locations.

Sewer Line/Collections Maintenance

Staff completed one CCTV inspection in November 2024.

Staff cleaned 19,716 feet of sewer mainline in November 2024 in the Assessment District 3 and 18 J-2, a total of 69 pipe segments.



Golden Bell Products was contracted to perform the bi-annual manhole treatment spraying with Insecta. The treatment helps reduce the cockroach populations in the sewer system.

Wastewater Treatment & Disposal Department

Plant Maintenance

Staff spent 840.75-man hours performing routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest Wastewater Treatment Plants (WWTPs). Also, during this timeframe staff spent 72-man hours operating the sludge belt filter press, including filling and removing 12 trailers of sludge from the Horton and Desert Crest WWTPs.

Staff continued to perform routine maintenance removing rags from the headworks auger, aeration tanks, RAS pumps, grit pumps, and other equipment.





Sampling and Laboratory

Staff collected 55 samples and spent 110-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 permit discharge requirements.

Staff continue to sample from the pond lysimeters in Ponds 1, 6, and 8 for the nitrogen study. The objective is to determine whether the total nitrogen is being reduced as it percolates through the sand.



Pond Maintenance

Ponds 1, 2, 4, 5, 6, 7, and 8 were cleaned and rehabilitated during November 2024. Staff has noticed that the algae blooms have slowed down and are no longer hindering the percolation rate this month.





Weekly Wastewater Training

The training courses aim to provide all operators with consistent knowledge and a better understanding of processes, including operating equipment more proficiently. This training helps keep operators safe while completing maintenance. A summary of this month's training includes:

- Gas Meters
- Rag Safety – Needles and Other Sharp Objects
- Belt Press Cost Analysis
- Groundwater Transducers





Nancy Wright RWRF

Staff continued to visit the site in preparation for the plant's startup. The expected startup should occur at the beginning of 2025.

Wastewater Report

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. Below is a summary of new sanitary service connections by month.

New Sanitary Service Connections to Collection System					
Fiscal Year	**2024/25**	**2023/24**	**2022/23**	**2021/22**	**2020/21**
July	9	4	4	18	8
August	7	12	26	20	4
September	2	17	20	20	5
October	2	3	13	36	9
November	21	7	8	29	50
December		21	8	12	9
January		2	35	14	21
February		1	4	7	23
March		1	24	17	48
April		7	16	7	18
May		8	9	16	17
June		0	4	2	21
Total	**41**	**83**	**171**	**198**	**233**

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 WWTP, Desert Crest WWTP, and Wright RWRF.

Wastewater Flow (MGD)						
Fiscal Year 2024/25	**Horton WWTP**		**Desert Crest WWTP**		**Wright RWRF**	
	Average Daily Flow	**Peak 24-Hour Flow**	**Average Daily Flow**	**Peak 24-Hour Flow**	**Average Daily Flow**	**Peak 24-Hour Flow**
July	2.065945	2.184078	0.039738	0.046230	0.000000	0.000000
August	2.132868	2.253870	0.045258	0.063150	0.000000	0.000000
September	2.084274	2.299028	0.042407	0.050700	0.000000	0.000000
October	2.056787	2.242007	0.045147	0.054820	0.000000	0.000000
November	2.080992	2.260242	0.045151	0.050590	0.000000	0.000000
December						
January						
February						
March						
April						
May						
June						

Additional wastewater flow information is provided in Appendix C.

Water Production Department

Water Pumped/Produced

During the month of November 2024, the District's three public water systems produced the following volume of water:

- MSWD (CA3310008) – 562.05 Acre Feet (183.14 MG)
- West Palm Springs Village (CA3310078) – 7.97 Acre Feet (2.59 MG)
- Palm Springs Crest (CA3310081) – 4.06 Acre Feet (1.32 MG)

Water Sampling/Testing

- Bacteriological Sampling – Staff collected 50 routine samples in the MSWD system, four routine samples in the ID-E area which includes the West Palm Springs Village (WPSV) and Palm Springs Crest (PSC) systems, and four well samples in ID-E.
- Staff collected 16 general physical samples in the MSWD system and two general physical samples in ID-E.
- Well 26A Uranium Treatment (IXP) Sampling – The monthly uranium sampling was completed on November 4, 2024.
- Monthly Reporting – The District's Monthly Coliform Monitoring Report for November 2024 for all three water systems was sent to the SWRCB Department of Drinking Water (DDW) on December 9, 2024.
- Chromium-6 Sampling – Staff will continue to collect monthly Chromium-6 sampling until otherwise instructed. Additionally, staff sampled Well 31 daily between October 28 and November 1, 2024, while Well 27 was left off.

Chlorination System Updates

- Chlorination Pumps – Staff conducted routine maintenance and inspections on all chlorine pumps and related equipment at well sites. Staff made necessary adjustments, repairing and/or rebuilding to ensure proper operation. Most chlorinator pumps continue to function properly, with only typical preventative maintenance required (i.e., repair of cracked chlorination suction/feed tubing).
- Chlorinator Pump Cleaning – All of the chlorinator pumps were cleaned twice during the month of November 2024.
- Sodium Hypochlorite (Chlorine) Usage – During the month of November 2024, a total of 1,434 gallons of chlorine (12.5% solution strength) was used to disinfect the distribution system and our production facilities. (Reflects usage in the MSWD and ID-E water systems.)
- Chlorine Residuals at Production Well Sites – In November 2024, the Water Production staff checked and documented the chlorine residuals at all wells in use 214 times. The average chlorine residual of these readings was 0.99 ppm. (This data reflects the MSWD and ID-E water systems.)
- Distribution System Chlorine Residuals – During the month of November 2024, the Water Production staff checked and documented the chlorine residuals throughout the distribution system a total of 75 times. The average chlorine residual of these readings is 0.84 ppm. (This data reflects the MSWD and ID-E water systems.)

Well Soundings

Staff continued to sound the groundwater levels for 13 production wells and nine monitoring wells. Staff aim to complete these by the 15th of each month. Note: Well 34 is still off-line undergoing completion of a rehabilitation project and staff are unable to collect the sounding data for this month.

Water Production Facility Updates

Staff oversees all water production sites, making necessary adjustments. They conduct monthly overflow maintenance as needed by climbing reservoirs. Staff also inspects reservoir roofs using a drone.

- Gateway Fire Pump Monthly Testing – Staff performed the monthly fire pump testing on November 19, 2024. All systems functioned properly. Water loss data was captured and entered onto our water loss tracking worksheet.
- Well 34 Rehabilitation Update – The contractor, Legend Pump, has completed much of this project. The well experienced an equipment failure on October 1, 2024. This was evaluated by the contractor on October 3, 2024, and they have been working with the Engineering department for further direction. The equipment has been re-installed into the well and is awaiting startup and testing. The booster pumps were briefly tested and were operational. The suction reservoir has been cleaned and disinfected and is ready for service.

Well 33 Solar Site

Staff continues to monitor the performance of the solar system. However, MSWD is still working with Kenwood Energy to review past maintenance reports and the current condition of the facility. They are also helping prepare an RFP for an O&M service contract. Kenwood Energy has reached out to Total Energies requesting maintenance data and repair log. Staff reached out to a third-party maintenance company to assess the maintenance and repair needs for the solar site. A proposal is still pending.



Water Report

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

New Service Connections to the Water System					
Fiscal Year	**2024/25**	**2023/24**	**2022/23**	**2021/22**	**2020/21**
July	9	5	6	18	7
August	14	14	28	19	6
September	6	19	22	23	18
October	2	4	16	33	13
November	24	9	10	27	10
December		5	9	9	2
January		5	26	14	15
February		3	14	8	13
March		6	29	19	16
April		11	24	6	11
May		9	16	19	15
June		3	5	1	24
Total	**55**	**93**	**205**	**196**	**150**

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 by month.

Monthly Water Production (AF)							
	FY 2024/25	**Variance from Prior Year**		**FY 2023/24**	**FY 2022/23**	**FY 2021/22**	**FY 2020/21**
		AF	**%**				
July	939.07	149.08	18.87	751.79	796.57	857.77	853.23
August	818.63	80.89	10.96	850.19	839.93	885.31	795.18
September	785.85	110.79	16.41	716.03	738.65	784.80	757.08
October	718.26	9.03	1.27	691.98	665.18	755.84	709.39
November	574.08	-54.97	-8.74	599.39	679.85	690.13	619.87
December				554.27	565.48	588.32	537.23
January				530.39	580.28	537.96	553.20
February				490.41	527.34	495.61	520.85
March				500.37	601.44	625.80	557.73
April				552.34	624.07	649.34	573.02
May				726.25	745.36	723.62	698.99
June				682.09	730.02	761.63	806.02
Total	**3,835.89**	**294.82**	**8.33**	**7,645.50**	**8,094.17**	**8,356.13**	**7,981.79**

Additional water production information is provided in Appendix C.

PUBLIC AFFAIRS

Past & Upcoming Sponsorships / Events

Desert Hot Springs Historical Society – History Speaks Featuring MSWD: November 2, 2024



MSWD was invited to participate in the Desert Hot Springs Historical Society HISTORY SPEAKS series. The November 2024 session focused on the city's renowned award-winning water. The presentation featured MSWD Board Director Amber Duff and Desert Water Agency Board Director Jeff Bowman.

Special Districts Association of Riverside County (Local CSDA Affiliate Chapter) Fall Meeting: November 7, 2024

MSWD Board members and staff attended the California Special Districts Association's Annual Fall Meeting with special guest speaker Dr. Bruce Underwood of the Local Agency Formation Commission, who described the agency's purpose and mission.

Coachella Valley Powertalk: November 12, 2024



Members of the MSWD Board and staff attended the virtual Coachella Valley Powertalk, hosted by Southern California Edison, Imperial Irrigation District, and Desert Valley Builders Association. Topics of discussion included load growth, utility infrastructure projects, utility planning and resources, and local government partnership.

Desert Garden Day at Desert Wildlife Center with CV Water Counts: November 16, 2024



MSWD was represented by Public Affairs staff alongside agency partners at the CV Water Counts booth at the Annual Desert Garden Day which was well attended by garden enthusiasts from all over the valley and visitors from out of the area. This event gives us an opportunity to discuss water conservation efforts with the community.

CVEP Economic Summit: November 19, 2024

MSWD Board members and staff attended the Annual Coachella Valley Economic Summit event revealed the revitalized annual report detailing up-to-date demographics and economic data and which also highlighted our region's business strategies and goals to mobilize a long-term sustainable effort to elevate the economy of the Coachella Valley.







Water Talk: November 20, 2024

MSWD hosted guest speaker Aaron Betts, the President of Intelesys, IT for the Public Sector who serves government and education agencies throughout Southern California for this month's Water Talk. The engaging and informative presentation was focused on cybersecurity for public agencies, including essential tips to protect yourself at home.



DVBA Annual Golf Tournament: November 22, 2024

MSWD was a sponsor for the DVBA Annual Golf Tournament at the Classic Club in Palm Desert, providing water for the golf tournament.



MSWD Blood Drive: November 25, 2024



MSWD partnered with LifeStream Blood Bank to host a blood drive on Monday, November 25, 2024. Thanks to community members and MSWD employees for signing up to give, the blood donated from this donation event will benefit up to 33 people.

ACWA 2024 Fall Conference & Expo: December 3-5, 2024

Hosted by the Association of California Water Agencies, the event brings together water industry professionals to learn, connect, and discuss critical issues affecting California's water community. Attendees can expect an all-inclusive format with enhanced networking opportunities, including keynote speakers, case-study presentations, and product demonstrations.

National Clay Pipe Institute (NCPI) Annual Holiday Luncheon: December 5, 2024

NCPI is holding their annual holiday luncheon where MSWD will be honored with the 2024 NCPI Award of Merit.

DHS Women's Club Annual Black and White Gala: December 7, 2024

The Desert Hot Springs Women's Club will host its annual Black and White Gala fundraiser event which wll help to fund scholarships for students of Desert Hot Springs.

National HCP Coalition - 2024 Annual Meeting: December 12, 2024



This annual meeting serves as a pivotal gathering for environmental professionals, habitat conservation plan (HCP) practitioners, policymakers, industry leaders, and advocates to come together, share insights, and collaborate on HCP practices and policies.

City of DHS Holiday Parade and Festival: December 14, 2024



MSWD is participating in the annual Desert Hot Springs holiday parade with a float. The parade starts at Palm and Mission Lakes Boulevard and ends at Palm and 2nd Street. The holiday festival is at Palm and Pierson immediately following the parade which includes the Christmas tree lighting.

CAPIO & ACWA Power Lunch Webinar, Navigating the Stream, Innovative Water Education for Tomorrow's Leaders: December 17, 2024

MSWD's Assistant General Manager, Marion Champion, will be presenting alongside esteemed colleagues on the panel for the ACWA and CAPIO power lunch webinar. They will explore dynamic approaches to water education that are designed to foster a deeper understanding and appreciation of water conservation and sustainable practices, as well as support workforce development.



Water Talks – Water Quality and New Regulations: December 17, 2024



Join MSWD and guest speaker Chad Seidel, the President of Environmental Consulting for this month's Water Talk. The presentation is focused on water quality, and new regulations.

Mission Lakes Country Club: January 17, 2025

MSWD staff will hold a townhall meeting at the Mission Lakes Country Club to discuss the AD-18 sewer project implementation, where the project stands, and give updates as to the next steps, giving the residents an opportunity to receive an update and ask questions.

CWEA – CORBS Annual Awards Dinner: January 21, 2025

The annual Colorado River Basin Section awards dinner will take place at the Spotlight 29 Casino to honor the 2024 award recipients.

Youth & Education Programs



2025 Calendar Contest

MSWD had launched its annual calendar drawing contest – calling for student artwork focused on conservation & groundwater protection. The contest closed October 2, 2024. The 2025 calendar contest winners will be announced at the December board meeting, and the calendars will be available in the lobby for the community.

MSWD employed a multifaceted approach to promoting the annual competition. An article is featured in El Informador, the front page of the Uken Report, and ads across Google, and social media platforms such as Facebook and Instagram, all inviting local students to participate. Emails have also been sent directly to parents and all schools within the district boundaries, as well as the Desert Hot Springs Recreation Center, inviting them to have their students participate. Participation from local students was strong, and it was hard to choose the winners. In the end staff voted and we now present the 2025 MSWD calendar and winners!

Mission Creek Tours

MSWD is once again proud to partner with the Wildlands Conservancy to provide school tours of the Mission Creek preserve, highlighting groundwater protection and groundwater sources in our subbasin. Schools within the MSWD service area can qualify for FREE bus transportation to and from the preserve courtesy of MSWD.



Public & Media Outreach

Jewish Family Services Senior Center "Lunch and Learn" Series: October 8, 2024 & January 14, 2025

MSWD was invited to speak at the "Lunch and Learn" educational events held by Jewish Family Service of the Desert at the Desert Hot Springs Senior Center. Assistant General Manager Marion Champion presented the "Groundwater Quality Protection Program" covering information about the program goals, recent achievements, the history 1995-today, assessment districts, and funding to a very engaged group of approximately 40 attendees. The next scheduled event for MSWD to present is January 14, 2025, regarding water quality and new regulations.

Desert Hot Springs Senior Center: November 21, 2024

MSWD was invited to present about our local water quality at the Desert Hot Springs Senior Center November 21, 2024, this event was held prior to their lunch service. During the presentation by MSWD's Assistant General Manager Marion Champion, and Director of Operations, Danny Friend, the attendees asked questions and were very engaged in the presentation. MSWD donated a filter less water dispenser to the center that will chill and heat the communities awarding winning water and handed out reusable water bottles to everyone to encourage refilling versus single use plastic water bottles.











Customer Newsletter

Our November Water Matters newsletter features information about the value of your award-winning tap water, how to avoid costly clogs in your plumbing, and the various bill pay options to fit your busy lifestyle. Our monthly newsletter can be found with your paper bill statement and the E-Bill digital statement. A copy of the newsletter is included in Appendix E.



Legislative Update

Federal: IRS Releases Final Direct Pay Regulations for Clean Energy Tax Credits

The Internal Revenue Service (IRS) released the final regulations for direct pay clean energy tax incentives included in the Inflation Reduction Act. These regulations allow eligible entities to access the full value of clean energy incentives by providing clarity and flexibility for direct pay-eligible entities, including co-owned projects. The regulations are effective January 19, 2025.

Federal: Reclamation Releases Final Long-Term Operation EIS for the CVP

Reclamation released the final Environmental Impact Statement (EIS) for the Long-Term Operation of the Central Valley Project (CVP) and State Water Project. The final EIS analyzes five alternative options for the operation of dams, powerplants, and related CVP and Delta facilities of the State Water Project. The preferred alternative includes a new operational framework for Shasta Reservoir, revised operational criteria for Delta exports that supply water to cities and farms, and support habitat management and redevelopment in the Sacramento-San Joaquin Bay Delta.

A copy of the full Federal Report is included in Appendix D.

State: Governor Newsom Calls Special Session to Protect Policies Prior to Incoming Presidency: December 2, 2024

The special session responds to the public statements and proposals put forward by President-elect Trump and his advisors, and actions taken during his first term in office — an agenda that could erode essential freedoms and individual rights, a special session allows for expedited action that will best protect California and its values from attacks. The special session will begin December 2, 2024, when the Legislature convenes.

MSWD Digital Advertising

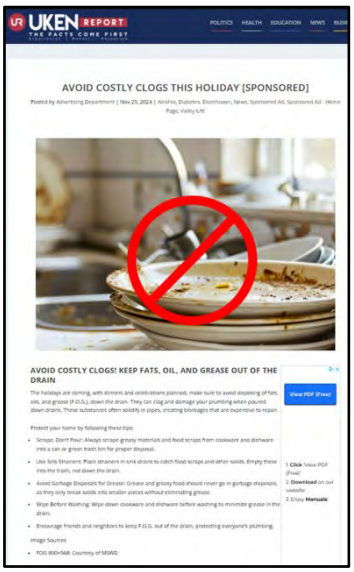
For the month of November 2024, the District featured four Google and Facebook/Instagram ads promoting various MSWD programs. The Google campaign garnered 247,232k impressions, and 181 link clicks. Our Facebook/Instagram (Meta) ads garnered 250,421k impressions and an impressive 546 link clicks. The MSWD website saw 5,818 users, 18,311 views, and 5,774 engaged sessions. A full report is included in Appendix E.



Paid Advertising in November 2024

MSWD's public affairs team promoted customer rebates in the online and print versions of the November Spanish language news publication through paid advertising.

The Public Affairs Team launched a holiday F.O.G. awarness campaign to highlight the negative effects of fats, oils, and grease as well as food items being disposed of "down the drain". The campaign included a newsletter story in the MSWD Water Matters Newsletter which is included in all customer billing statements, a newlsetter story submitted and included in the Mission lakes Country Club Newlsletter, MSWD social accounts, MSWD paid socials, and paid advertising in local news outlets - The Uken Report, El Informador.





Rebates and the Value of Tap – Black Friday Campaign: November 28-29, 2024

The Public Affairs team promoted rebates and the value of tap water by launching a mini social media campaign through paid advertising, and the MSWD social media pages, as well as the Water Matters Newsletter which featured an article about the value of MSWD's award winning tap water which is received by all customers with their monthly billing statement.

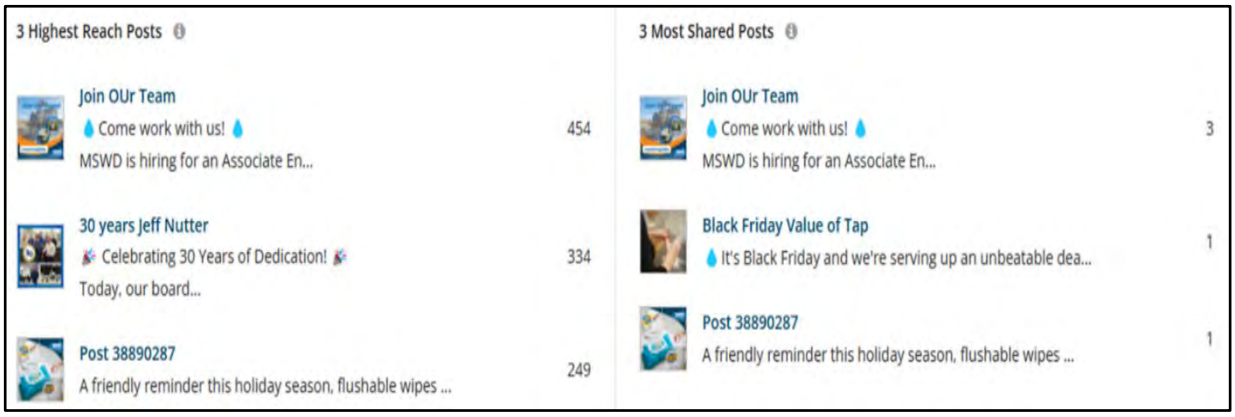






Social Media

This report highlights activities and posts on the district's social media platforms. Some of our most engaging posts included Join Our Team – We are Hiring, 30 Years – Jeff Nutter Celebration, and Wipes are Not Flushable. We had notable gains on Facebook with a 146.53% increase in reels/video views. Instagram continues to grow with 13 new followers, LinkedIn is growing with 16 new followers, up 197% in views, and 4.2% in engagement. A copy of the November 2024 social media report can be found in Appendix E.



CV Water Counts

The Google Ad Campaigns resulted in 159K display ad impressions, nearly 9K search ad impressions, and 82K video impressions. On Meta, ad campaigns had 69K impressions and 725 link clicks. The website attracted 3.303 users across 4,194 sessions, with the Conservation Tips page seeing 3.4K views and being the most viewed page, followed by the Home Page and Academy page. A copy of the full report can be found in Appendix E.



Rebates & Conservation

The Public Affairs team continued to promote rebates and conservation throughout our service territory during November 2024.

Rebate Type	Total Rebates for November 2024	Total Rebates for November 2024
Toilet	5	$800.00
Turf	0	$0.00
Clothes Washer	1	$150.00
Smart Controller	0	$0.00
Conservation Kit	0	-

Bottled Water Tracking Report

Date Supplied	Requested By	Event or Purpose	Cases Requested
11/02/24	MSWD	Historical Society Speakers Event	1
11/06/24	CV Water Counts	Garden Day	2
11/07/24	DVBA	Golf Tournament	6
11/20/24	City of DHS	Monthly Supply	15
11/20/24	MSWD	Water Talks / DHS Library	1
11/22/24	First Community Baptist Church	Feeding the Community / Homeless Event	5
11/25/24	DHS Police Department	Traffic Accidents, Crime Scenes, Community Events	5
11/26/24	Team Mom Charities	Community Event	5
		Total	**40**

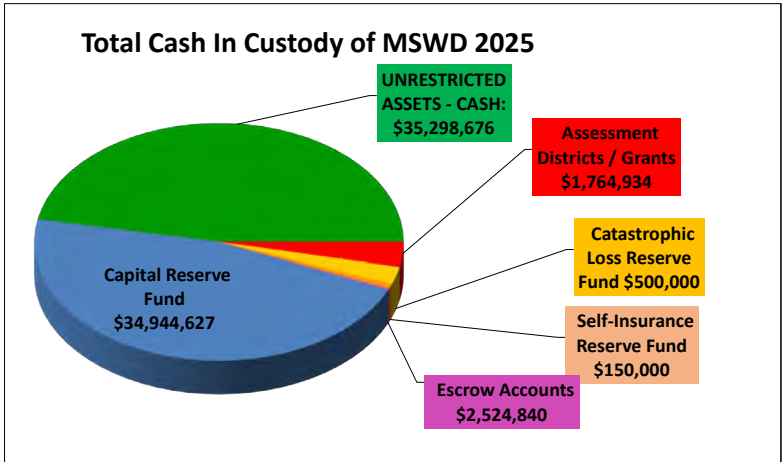
APPENDIX A – Finance & Accounting Information

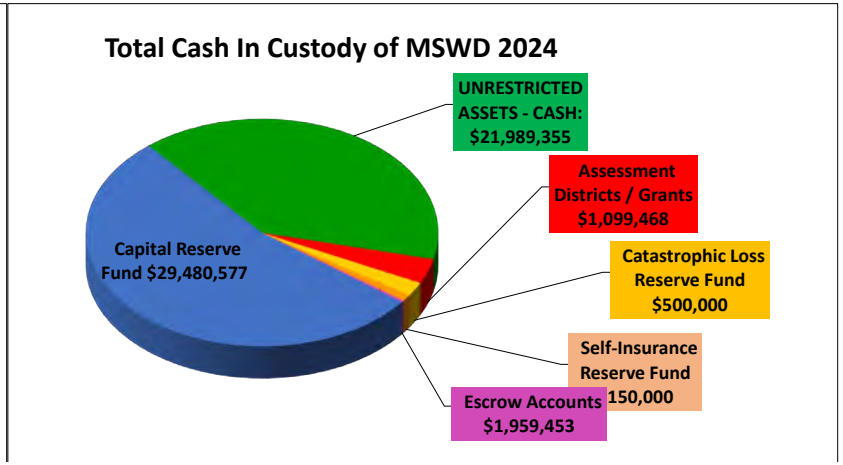
MISSION SPRINGS WATER DISTRICT
COMBINED FUNDS
DISTRICT SUMMARY
JULY 1, 2024 TO OCTOBER 31, 2024

YEAR TO DATE					JULY 1, 2023 TO OCTOBER 31, 2023			
ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT		ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT
5,465,148	6,796,576	(1,331,428)	-20%	**OPERATING REVENUE:**	7,402,860	7,089,196	313,664	4%
5,175,194	8,980,403	3,805,210	42%	**OPERATING EXPENSE:**	3,261,830	7,963,904	4,702,075	59%
289,955	(2,183,827)	2,473,782	113%	**NET OPERATING INCOME**	4,141,030	(874,708)	5,015,738	-573%
575,220	1,859,275	(1,284,055)	-69%	**ADD NON-OPERATING REVENUE**	4,072,653	1,573,180	2,499,473	159%
193,633	227,100	33,467	15%	**LESS NON-OPERATING EXPENSE**	333,897	354,628	20,731	6%
381,587	1,632,175	(1,250,588)	-77%	**NET NON-OPERATING INCOME**	3,738,755	1,218,552	2,520,203	207%
671,542	(551,652)	1,223,194	-222%	**NET INCOME**	7,879,785	343,844	7,535,942	2192%

OTHER INFORMATION

		3.63	**DEBT SERVICE RATIO**		7.80	
		1.54%	**INVESTMENT RETURN**		0.36%	
EARNED	$	40,170	**WELLS FARGO LOAN INTEREST**	$	46,550	**PAID**
	$	62,533,816	**CASH - JULY 1**	$	42,784,058	
	$	12,649,261	**INCREASE/(DECREASE) IN CASH**	$	12,394,795	
	$	75,183,077	**CASH - END OF PERIOD**	$	55,178,853	
WELLS FARGO	$	35,298,676	**UNRESTRICTED CASH**	$	21,989,355	**WELLS FARGO**
WELLS FARGO	$	4,397,871	**RESTRICTED - ASSESSMENT DISTRICTS**	$	169,855	**WELLS FARGO**
US BANK	$	2,524,840	**RESTRICTED - ESCROW ACCOUNTS**	$	1,959,453	**US BANK**
CALTRUST	$	7,149,824	**RESTRICTED - SHORT TERM FUND**	$	6,760,206	**CALTRUST**
CALTRUST	$	22,962,236	**RESTRICTED - MEDIUM TERM FUND**	$	21,599,663	**CALTRUST**
CALTRUST	$	2,849,630	**RESTRICTED - LIQUIDITY FUND**	$	2,700,321	**CALTRUST**
	$	75,183,077	**RESTRICTED TOTAL CASH**	$	55,178,853	





MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - ONGOING
NOVEMBER 30, 2024

		BEG BAL	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	ADOPTED	BALANCE	DEPARTMENT
JOBNO	PROJECT TITLE	07-01-2024	10-31-24	BUDGET	TO ACTUAL	COST	BUDGET	OF BUDGET	RESPONSIBLE
11147	WELL #42 (NEAR TO EXISTING WELL # 22)	3,235,277.03	49,969.77	0.00	-49,969.77	3,285,246.80	4,973,000.00	1,687,753.20	ENGINEERING
11424	REGIONAL WASTEWATER TREATMENT PLANT	51,387,547.85	250,414.03	0.00	-250,414.03	51,637,961.88	53,049,300.00	1,411,338.12	ENGINEERING
11425	AREA M-2 (AD #15)	709,954.24	113.65	0.00	-113.65	710,067.89	11,450,000.00	10,739,932.11	ENGINEERING
11426	CONVEYANCE LINE FROM LS TO RWWTP	7,078,128.60	104,249.52	0.00	-104,249.52	7,182,378.12	8,300,000.00	1,117,621.88	ENGINEERING
11451	CHROMIUM 6 COMPLIANCE STUDY	64,726.19	21,278.59	0.00	-21,278.59	86,004.78	200,000.00	113,995.22	ENGINEERING
11456	HWWTP INFL. PUMP STATION ODOR CONTROL	647,969.84	0.00	0.00	0.00	647,969.84	730,000.00	82,030.16	ENGINEERING
11566	DESIGN & ENGINEERING AREAS H & I	336,320.57	0.00	0.00	0.00	336,320.57	460,000.00	123,679.43	ENGINEERING
11610	VISTA RESERVOIR NO. 2	127,027.61	0.00	0.00	0.00	127,027.61	975,427.00	848,399.39	ENGINEERING
11611	WELL REHABILITATION PROGRAM - WELL 22	609,264.22	26,592.80	0.00	-26,592.80	635,857.02	1,560,000.00	924,142.98	PRODUCTION
11618	DESIGN & ENGINEERING FOR AREAS A & G	573,106.23	2,548.42	0.00	-2,548.42	575,654.65	1,600,000.00	1,024,345.35	ENGINEERING
11621	ADMIN BUILDING	1,855,431.73	224,965.29	0.00	-224,965.29	2,080,397.02	33,300,000.00	31,219,602.98	ADMINISTRATION
11657	SEWER SYSTEM COLLECTIONS	561,007.76	0.00	0.00	0.00	561,007.76	750,000.00	188,992.24	ENGINEERING
11666	EMERGENCY BACKUP GENERATOR WELL 27/31	21,859.56	0.00	0.00	0.00	21,859.56	411,002.00	389,142.44	ENGINEERING
11667	EMERGENCY BACKUP GENERATOR WELL 32	21,767.00	0.00	0.00	0.00	21,767.00	300,331.00	278,564.00	ENGINEERING
11668	EMERGENCY BACKUP GENERATOR WELL 37	21,803.56	0.00	0.00	0.00	21,803.56	300,331.00	278,527.44	ENGINEERING
11693	GQPP AREA D3-1 SEWER DESIGN	10,126.62	18,005.82	0.00	-18,005.82	28,132.44	156,000.00	127,867.56	ENGINEERING
11716	PORTABLE BOOSTER/TRANSFER PUMP	148,226.35	0.00	0.00	0.00	148,226.35	180,000.00	31,773.65	PRODUCTION
11717	TRAILER MOUNTED PORTABLE GENERATORS	487,220.74	0.00	0.00	0.00	487,220.74	537,375.00	50,154.26	CONSTRUCTION & MAINT.
11720	WELL REHAB PROGRAM DESIGN - 2022 FY	68,918.31	0.00	0.00	0.00	68,918.31	120,000.00	51,081.69	PRODUCTION
11741	35C WELL REHABILITATION	28,729.59	618.47	0.00	-618.47	29,348.06	2,700,000.00	2,670,651.94	ENGINEERING
11742	34C WELL REHABILITATION	637,977.37	68,362.04	0.00	-68,362.04	706,339.41	744,000.00	37,660.59	ENGINEERING
11743	INSTALL 18-INCH INTERTIE LINE	3,174.77	1,091.16	0.00	-1,091.16	4,265.93	1,100,000.00	1,095,734.07	ENGINEERING
11769	19TH-20TH AVES & LITTLE MORONGO ROADWAY PROJECT	120,229.09	21,495.00	0.00	-21,495.00	141,724.09	309,000.00	167,275.91	ENGINEERING
11776	ENERGY CONSERVATION AND EFFICIENCY SVCS PLAN	63,160.06	68,891.74	0.00	-68,891.74	132,051.80	150,000.00	17,948.20	ADMINISTRATION
11790	2024 - NEW METERS 3/4" - 2"	308,086.20	11,425.96	0.00	-11,425.96	319,512.16	350,000.00	30,487.84	FIELD SERVICES
11809	13TH AVE DAMAGE: TSTORM HILARY	185,124.25	22,597.16	0.00	-22,597.16	207,721.41	200,000.00	-7,721.41	ENGINEERING
11810	THOMAS DR DAMAGE: TSTORM HILARY	33,158.02	233,952.38	0.00	-233,952.38	267,110.40	250,000.00	-17,110.40	ENGINEERING
11811	INDIAN CANYON DAMAGE: TSTORM HILARY	17,740.48	0.00	0.00	0.00	17,740.48	230,000.00	212,259.52	ENGINEERING
11813	MISSION LAKES DAMAGE: TSTORM HILARY	32,546.29	452,495.66	0.00	-452,495.66	485,041.95	525,000.00	39,958.05	ENGINEERING
11830	CASE 570N EP SKIP LOADER	0.00	124,309.46	0.00	-124,309.46	124,309.46	124,500.00	190.54	WASTEWATER
11837	GIS ESRI - SBITA	47,976.75	63,753.05	0.00	-63,753.05	111,729.80	140,000.00	28,270.20	FIELD SERVICES
11838	GIS CITYWORKS - SBITA	0.00	36,746.39	0.00	-36,746.39	36,746.39	270,000.00	233,253.61	FINANCE
11841	WACHS ERV-750 VALVE MACHINE	0.00	44,419.95	0.00	-44,419.95	44,419.95	45,000.00	580.05	CONSTRUCTION & MAINT.
TOTAL		69,443,586.88	1,848,296.31	0.00	-1,848,296.31	71,291,883.19	126,490,266.00	55,198,382.81	
33	Records Listed								

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - PAUSED
NOVEMBER 30, 2024

		BEG BAL	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	ADOPTED	BALANCE	DEPARTMENT
JOBNO	PROJECT TITLE	07-01-2024	10-31-24	BUDGET	TO ACTUAL	COST	BUDGET	OF BUDGET	RESPONSIBLE
11087	HORTON WWTP EXPANSION #5	152,615.52	0.00	0.00	0.00	152,615.52	13,404,000.00	13,251,384.48	ENGINEERING
11159	1530 ZONE REDBUD TANK #2 LAND AND CONSTR	70,708.46	0.00	0.00	0.00	70,708.46	80,000.00	9,291.54	ENGINEERING
11205	I-10 & INDIAN SEWER COLLECTION SYSTEM	594,668.44	0.00	0.00	0.00	594,668.44	652,000.00	57,331.56	ENGINEERING
11472	AREA J-2	293,853.72	0.00	0.00	0.00	293,853.72	300,000.00	6,146.28	ENGINEERING
11556	HWWTP ASU DEMOLITION	45,077.20	0.00	0.00	0.00	45,077.20	167,275.00	122,197.80	ENGINEERING
11557	HWWTP PERCOLATION PONDS (2)	350,213.58	0.00	0.00	0.00	350,213.58	380,000.00	29,786.42	WASTEWATER
11598	BLOCK WALL AT CORP YARD & WASTEWATER FACILITY	1,451.86	0.00	0.00	0.00	1,451.86	155,000.00	153,548.14	ENGINEERING
11599	BLOCK WALL/FENCE AT TERRACE RESERVOIR	25,947.91	0.00	0.00	0.00	25,947.91	226,288.00	200,340.09	ENGINEERING
11600	BOOSTER PUMP REHAB PROGRAM	119,375.93	0.00	0.00	0.00	119,375.93	150,000.00	30,624.07	PRODUCTION
11601	MODULAR ENCL FOR CHLORINE EQUIP AT WELL SITES	88,417.25	0.00	0.00	0.00	88,417.25	124,180.00	35,762.75	PRODUCTION
11604	PAVEMENT REPAIRS - CORP YARD	43,757.39	0.00	0.00	0.00	43,757.39	345,575.00	301,817.61	ENGINEERING
11607	TERRACE RESERVOIR NO. 1	30,667.76	0.00	0.00	0.00	30,667.76	2,754,343.00	2,723,675.24	ENGINEERING
11608	TERRACE RESERVOIR NO. 2	32,374.80	0.00	0.00	0.00	32,374.80	2,814,461.00	2,782,086.20	ENGINEERING
11609	TERRACE RESERVOIR NO. 3	30,882.54	0.00	0.00	0.00	30,882.54	2,361,363.00	2,330,480.46	ENGINEERING
11613	HWWTP ABOVE GROUND PIPING & APPURTENANCE REHAB	343.68	0.00	0.00	0.00	343.68	150,000.00	149,656.32	ENGINEERING
11617	HWWTP SCADA UPGRADES	40,080.36	0.00	0.00	0.00	40,080.36	129,008.00	88,927.64	WASTEWATER
11622	2020 WATER CIP PIPELINE REPLACEMENT	275,188.54	0.00	0.00	0.00	275,188.54	2,264,975.00	1,989,786.46	ENGINEERING
11665	WELL AND RESERVOIR SITES SECURITY CAMERAS	2,366.86	0.00	0.00	0.00	2,366.86	225,075.00	222,708.14	PRODUCTION
11689	FILTRATION FOR HWWTP	108,952.07	0.00	0.00	0.00	108,952.07	1,500,000.00	1,391,047.93	ENGINEERING
11691	MUNICODE WEBSITE	9,021.78	0.00	0.00	0.00	9,021.78	31,000.00	21,978.22	ADMINISTRATION
11692	MUNICODE AGENDA	7,214.25	0.00	0.00	0.00	7,214.25	20,000.00	12,785.75	ADMINISTRATION
11733	ADMINISTRATION OFFICE REPAIRS DRYWL/PAINT	35,339.27	0.00	0.00	0.00	35,339.27	135,000.00	99,660.73	ADMINISTRATION
TOTAL		2,358,519.17	0.00	0.00	0.00	2,358,519.17	28,369,543.00	26,011,023.83	
22	Records Listed								

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - NOT STARTED
NOVEMBER 31, 2024

		BEG BAL	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	ADOPTED	BALANCE	DEPARTMENT
JOBNO	PROJECT TITLE	07-01-2024	10-31-24	BUDGET	TO ACTUAL	COST	BUDGET	OF BUDGET	RESPONSIBLE
11460	WELL 29 CHROMIUM 6 TREATMENT DESIGN	0.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00	ENGINEERING
11719	RESERVOIR REHAB PROGRAM DESIGN - 2022 FY	0.00	0.00	0.00	0.00	0.00	120,000.00	120,000.00	PRODUCTION
11737	PIERSON BLVD SLURRY SEAL PROJECT	0.00	0.00	0.00	0.00	0.00	183,000.00	183,000.00	ENGINEERING
11738	RIVERSIDE CTY MOUNTAIN VIEW RESURFACING PROJ	0.00	0.00	0.00	0.00	0.00	33,000.00	33,000.00	ENGINEERING
11789	WACHS ERV-750 VALVE MACHINE	0.00	0.00	0.00	0.00	0.00	42,000.00	42,000.00	CONSTRUCTION & MAINT.
11791	ERP SYSTEM REPLACEMENTS	0.00	0.00	0.00	0.00	0.00	1,710,000.00	1,710,000.00	INNOVATION & TECHNOLOGY
11812	LITTLE MORONGO DAMAGE: TSTORM HILARY	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	ENGINEERING
11829	GEHL TH842 TELEHANDLER	0.00	0.00	0.00	0.00	0.00	177,817.00	177,817.00	WASTEWATER
11839	JOHN DEERE JD210P SKIP LOADER	0.00	0.00	0.00	0.00	0.00	157,300.00	157,300.00	CONSTRUCTION & MAINT.
11840	VACUUM EXTRACTOR	0.00	0.00	0.00	0.00	0.00	143,000.00	143,000.00	CONSTRUCTION & MAINT.
11842	WALK BEHIND TRENCHER	0.00	0.00	0.00	0.00	0.00	12,100.00	12,100.00	CONSTRUCTION & MAINT.
11843	AXLE WEIGHING SYSTEM	0.00	0.00	0.00	0.00	0.00	15,070.00	15,070.00	WASTEWATER
11844	BELT PRESS HOIZONTAL SCREW REPLACEMT	0.00	0.00	0.00	0.00	0.00	22,775.00	22,775.00	WASTEWATER
11845	HEADWORKS GRIT CLASSIFIER SCREW REPLACEMT	0.00	0.00	0.00	0.00	0.00	96,076.00	96,076.00	WASTEWATER
11846	AVILIGON CAMERA SYSTEM (HORTON)	0.00	0.00	0.00	0.00	0.00	71,886.00	71,886.00	WASTEWATER
11847	JWC AUGER REPLACEMENT	0.00	0.00	0.00	0.00	0.00	28,898.00	28,898.00	WASTEWATER
11848	ODOR CONTROL GREASE FILTER	0.00	0.00	0.00	0.00	0.00	17,000.00	17,000.00	WASTEWATER
11849	PSC - WPSV INTERTIE	0.00	0.00	0.00	0.00	0.00	358,010.00	358,010.00	ENGINEERING
11850	WATERLINE REPLACEMENT(S): EASEMENTS	0.00	0.00	0.00	0.00	0.00	64,000,000.00	64,000,000.00	ENGINEERING
11851	CHLORINE ENCLOSURES	0.00	0.00	0.00	0.00	0.00	169,474.00	169,474.00	PRODUCTION
11852	GATEWAY PLC UPGRADE	0.00	0.00	0.00	0.00	0.00	23,150.00	23,150.00	PRODUCTION
11853	HIGHLAND SOLAR & COMMUNICATIONS UPGRADE	0.00	0.00	0.00	0.00	0.00	23,442.00	23,442.00	PRODUCTION
11854	LITTLE MORONGO BOOSTER INSTALL	0.00	0.00	0.00	0.00	0.00	167,605.00	167,605.00	PRODUCTION
11855	LOW DESERT VIEW BOOSTER REHAB	0.00	0.00	0.00	0.00	0.00	69,304.00	69,304.00	PRODUCTION
11856	QUAL ALTITUDE VALVE UPGRADE	0.00	0.00	0.00	0.00	0.00	40,033.00	40,033.00	PRODUCTION
11857	SCADA SERVER UPGRADE	0.00	0.00	0.00	0.00	0.00	24,341.00	24,341.00	PRODUCTION
11858	TERRACE BOOSTER REHAB PROJECT	0.00	0.00	0.00	0.00	0.00	119,304.00	119,304.00	PRODUCTION
11859	TERRACE CLA-VAL REPLACEMENT	0.00	0.00	0.00	0.00	0.00	112,617.00	112,617.00	PRODUCTION
11860	WELL 25A REHABILITATION	0.00	0.00	0.00	0.00	0.00	104,211.00	104,211.00	PRODUCTION
11861	WELL 26A FENCING/ELEC POLE PROJECT	0.00	0.00	0.00	0.00	0.00	56,901.00	56,901.00	PRODUCTION
11862	M-2 WATERLINE REPLACEMENT	0.00	0.00	0.00	0.00	0.00	3,574,309.00	3,574,309.00	ENGINEERING
TOTAL		0.00	0.00	0.00	0.00	0.00	71,902,623.00	71,902,623.00	
31	Records Listed								

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - COMPLETED
NOVEMBER 30, 2024

		BEG BAL	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	ADOPTED	BALANCE	DEPARTMENT
JOBNO	PROJECT TITLE	07-01-2024	10-31-24	BUDGET	TO ACTUAL	COST	BUDGET	OF BUDGET	RESPONSIBLE
10371	SEWER LINE ENCASEMENT I-10 CROSSING @ INDIAN	251,972.22	0.00	0.00	0.00	251,972.22	251,972.00	-0.22	ENGINEERING
10693	WELL SITE-WORSLEY RD NORTH-27 ACRES	39,326.00	0.00	0.00	0.00	39,326.00	39,326.00	0.00	ENGINEERING
10702	WELL SITE WORSLEY-ENV/ENG	2,404.50	0.00	0.00	0.00	2,404.50	2,405.00	0.50	ENGINEERING
10969	PRELIM DESIGN/ENG HORTON WWTP EXP# 5	171,702.93	0.00	0.00	0.00	171,702.93	171,703.00	0.07	ENGINEERING
11032	FINAL DESIGN HORTON WWTP EXP #5	940,340.32	0.00	0.00	0.00	940,340.32	940,340.00	-0.32	ENGINEERING
11076	WELL #38 DESIGN & ENVIRONMENTAL	366,443.48	0.00	0.00	0.00	366,443.48	375,000.00	8,556.52	ENGINEERING
11088	EIR HORTON WWTP EXPANSION #5	71,415.62	0.00	0.00	0.00	71,415.62	71,416.00	0.38	ENGINEERING
11282	MISSION CREEK - 80 ACRES	325,077.18	0.00	0.00	0.00	325,077.18	328,000.00	2,922.82	ENGINEERING
11392	WELL & BOOSTER SCADA ENHANCEMENT	29,207.20	0.00	0.00	0.00	29,207.20	30,000.00	792.80	PRODUCTION
11498	HWWTP PERCOLATION POND REHAB	28,181.34	0.00	0.00	0.00	28,181.34	42,000.00	13,818.66	WASTEWATER
11602	ELECTRICAL PANEL/MOTOR REHAB (3 SITES)	700,272.63	0.00	0.00	0.00	700,272.63	741,404.00	41,131.37	PRODUCTION
11787	JOHN DEERE 3032E COMPACT UTILITY TRAILER	30,405.00	0.00	32,000.00	32,000.00	30,405.00	32,000.00	1,595.00	WASTEWATER
11788	MUFFIN MONSTER 6" INLINE GRINDER	16,197.28	0.00	15,100.00	15,100.00	16,197.28	17,100.00	902.72	WASTEWATER
11831	JOHN DEERE GATOR TE MODEL (1 OF 2)	0.00	15,372.77	0.00	-15,372.77	15,372.77	16,000.00	627.23	WASTEWATER
11832	JOHN DEERE GATOR TX MODEL (2 OF 2)	0.00	15,372.77	0.00	-15,372.77	15,372.77	16,000.00	627.23	ENGINEERING
TOTAL		2,972,945.70	30,745.54	47,100.00	16,354.46	3,003,691.24	3,074,666.00	70,974.76	
15	Records Listed								

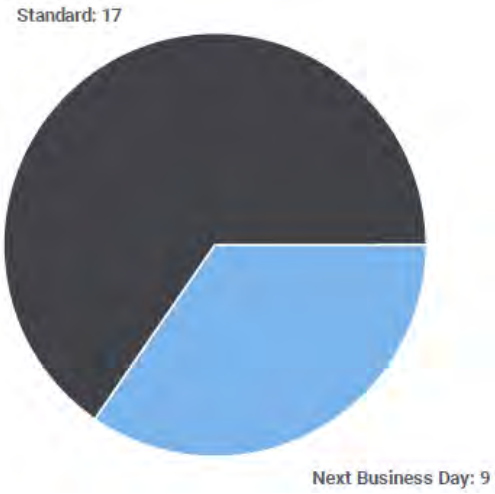
APPENDIX B – Innovation & Technology Information

INTELESYS
IT for Public Sector

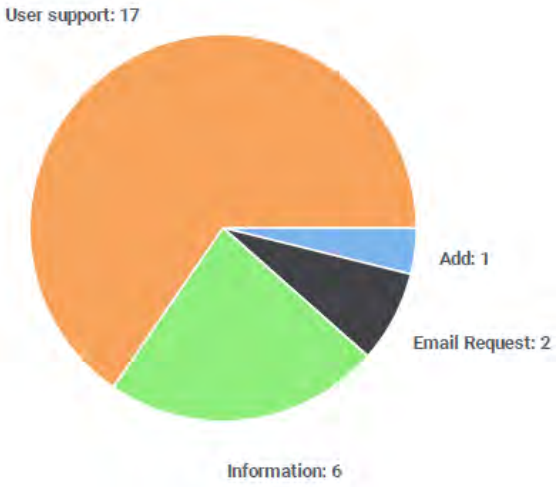
Mission Springs — November, 2024 Client report

Client Activity Report and Analysis

Tickets received by Priority



Tickets received By Type



Client Service Rating	
Overall Satisfaction	—
Number of Service Requests	26
Number of Survey Responses	0
Response Rate	0%

Tickets Received	**26**
Tickets Closed	**27**
Ticket MTTR	**8.4 hr.**

Client Hours — November

Hours on SOs	43
Hours on Projects	3
Meeting Hours	1
TOTAL HOURS	47

INTELESYS
IT for Public Sector

Mission Springs — November, 2024 Client report

November Client Meetings

Meeting Title	Topics	Time Allocated
Monthly Project Review	• Current pending projects • Proofpoint live confirmation • Quotes refresh • Cyber Security Presentation (AB)	1

Client Pending Projects

Project Title	Purpose
Palo Alto	Firewall Set up
Server Refresh	Replace server host with new equipment due to age

APPENDIX C – Wastewater & Water Production Tables

WASTEWATER REPORT

SEWER CONNECTION SUMMARY														
	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	9	4	4	18	8	7	9	51	2	1	139	2	0	0
August	7	12	26	20	4	1	8	53	2	4	214	4	0	2
September	2	17	20	20	5	2	12	8	11	2	90	2	1	0
October	2	3	13	36	9	4	8	12	4	21	65	8	2	1
November	21	7	8	29	50	10	9	7	7	1	52	18	7	3
December		21	8	12	9	3	3	64	1	0	86	22	11	2
January		2	35	14	21	7	1	16	8	3	27	3	11	1
February		1	4	7	23	5	1	42	0	3	5	46	6	1
March		1	24	17	48	1	0	23	5	0	31	16	2	1
April		7	16	7	18	3	3	15	30	0	8	95	14	3
May		8	9	16	17	11	3	20	45	7	13	98	3	2
June		0	4	2	21	7	3	6	70	4	4	72	2	0
Annual	**41**	**83**	**171**	**198**	**233**	**61**	**60**	**317**	**185**	**46**	**734**	**386**	**59**	**16**

Connections to Sewer Collection System:

As of June 30, 2024	8,919
Plus YTD	41
Total Sewer Connections =	**8,960**

WASTEWATER FLOW MGD						
2024/25	HORTON PLANT		DESERT CREST		WRIGHT PLANT	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	2.065945	2.184078	0.039738	0.046230	0.000000	0.000000
August	2.132868	2.253870	0.045258	0.063150	0.000000	0.000000
September	2.084274	2.299028	0.042407	0.050700	0.000000	0.000000
October	2.056787	2.242007	0.045147	0.054820	0.000000	0.000000
November	2.080992	2.260242	0.045151	0.050590	0.000000	0.000000
December						
January						
February						
March						
April						
May						
June						

WASTEWATER FLOW MGD						
2023/24	HORTON PLANT		DESERT CREST		WRIGHT PLANT	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.922043	2.149212	0.050983	0.071200	0.000000	0.000000
August	1.929369	2.592078	0.047453	0.067540	0.000000	0.000000
September	2.037218	2.182773	0.046081	0.055570	0.000000	0.000000
October	2.050049	2.173503	0.040804	0.051000	0.000000	0.000000
November	2.065661	2.265582	0.046158	0.059550	0.000000	0.000000
December	2.037725	2.208722	0.045566	0.057730	0.000000	0.000000
January	2.014687	2.152567	0.045226	0.049620	0.000000	0.000000
February	1.999080	2.184408	0.047016	0.053920	0.000000	0.000000
March	2.075331	2.301861	0.047050	0.054740	0.000000	0.000000
April	2.059142	2.222371	0.040275	0.047630	0.000000	0.000000
May	1.983604	2.113440	0.036827	0.040730	0.000000	0.000000
June	1.982771	2.091744	0.039008	0.046700	0.000000	0.000000

WATER REPORT

WATER CONNECTION SUMMARY

	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
July	9	5	6	18	7	4	5	7	2	0	0	1	0
August	14	14	28	19	6	10	5	3	2	2	0	1	0
September	6	19	22	23	18	2	14	4	13	3	0	2	2
October	2	4	16	33	13	3	21	8	3	20	0	5	1
November	24	9	10	27	10	16	4	0	7	3	0	1	0
December		5	9	9	2	17	3	3	2	0	0	2	0
January		5	26	14	15	6	3	20	1	1	2	2	0
February		3	14	8	13	8	5	11	1	0	1	0	1
March		6	29	19	16	2	3	6	5	0	12	0	0
April		11	24	6	11	1	3	7	11	2	7	0	1
May		9	16	19	15	12	5	11	9	8	2	0	1
June		3	5	1	24	11	2	8	2	10	1	0	0
Annual	**55**	**93**	**205**	**196**	**150**	**92**	**73**	**88**	**58**	**49**	**25**	**14**	**6**
Avg./ Mo.	**4.58**	**7.75**	**17.08**	**16.33**	**12.50**	**7.67**	**6.08**	**7.33**	**4.83**	**4.08**	**2.08**	**1.17**	**0.50**

Connections to Water System:

As of June 30, 2024	13,636
Plus YTD	55
Total Water Connections =	**13,691**

WATER PRODUCTION SUMMARY

	FY 2024/25	Variance from prior year		FY 2023/24	FY 2022/23	FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	939.07	149.08	18.87%	789.99	751.79	796.57	857.77	853.23	857.20	835.87	714.50	659.11	859.00
August	818.63	80.89	10.96%	737.74	850.19	839.93	885.31	795.18	806.47	829.93	808.54	706.62	730.71
September	785.85	110.79	16.41%	675.06	716.03	738.65	784.80	757.08	689.47	712.40	679.54	657.37	800.67
October	718.26	9.03	1.27%	709.23	691.98	665.18	755.84	709.39	709.81	733.86	678.33	575.86	716.30
November	574.08	-54.97	-8.74%	629.05	599.39	679.85	690.13	619.87	631.75	642.41	601.89	582.22	533.69
December		0.00	0.00%	529.99	554.27	565.48	588.32	537.23	502.16	584.24	520.63	503.10	590.83
January		0.00	0.00%	556.57	530.39	580.28	537.96	553.20	570.20	599.52	465.10	431.38	526.86
February		0.00	0.00%	458.69	490.41	527.34	495.61	520.85	415.49	512.79	453.39	483.92	506.49
March		0.00	0.00%	560.24	500.37	601.44	625.80	557.73	490.92	536.09	549.50	514.05	614.94
April		0.00	0.00%	649.67	552.34	624.07	649.34	573.02	635.08	644.06	540.56	502.36	622.58
May		0.00	0.00%	696.24	726.25	745.36	723.62	698.99	598.36	697.15	731.81	601.83	590.28
June		0.00	0.00%	700.11	682.09	730.02	761.63	806.02	710.39	688.74	732.68	685.93	706.34
TOTAL	**3,835.89**	**294.82**	**8.33%**	**7,692.58**	**7,645.50**	**8,094.17**	**8,356.13**	**7,981.79**	**7,617.30**	**8,017.06**	**7,476.47**	**6,903.75**	**7,798.69**

APPENDIX D – Federal & State Legislative Information

CARPI & CLAY

Mission Springs Water District Federal Update

November 25, 2024

2024 Presidential Election & Transition

On November 6th, former President Donald Trump (R) won election to a nonconsecutive second term as president. This is the second time a President has been elected to nonconsecutive terms after Grover Cleveland served as the 22nd and 24th President. Trump defeated Vice President Kamala Harris (D) by an Electoral College vote of 312-226. President-elect Trump began naming nominees for his Cabinet and other White House positions. The charts below outline Trump's selected Cabinet and administration nominees for his second term.

TRUMP CABINET (*indicates no Senate confirmation required)	Name	Current/Former Position
Vice President*	JD Vance	Senator from Ohio
Secretary of State	Marco Rubio	Senator from Florida
Secretary of the Treasury	Scott Bessent	Founder of Key Square Group
Secretary of Defense	Pete Hegseth	FOX News Host and Army Veteran
Attorney General	Pam Bondi	Former Attorney General of Florida
Secretary of the Interior	Doug Burgum	Governor of North Dakota
Secretary of Agriculture	Brooke Rollins	Former Director of the Domestic Policy Council
Secretary of Commerce	Howard Lutnick	Chairman & CEO of Cantor Fitzgerald
Secretary of Labor	Lori Chavez-DeRemer	Representative from Oregon (lost reelection in 2024)
Secretary of Health and Human Services	Robert F. Kennedy Jr.	Presidential candidate in the 2024 cycle
Secretary of Housing and Urban Development	Scott Turner	Former Texas State Representative and NFL Player
Secretary of Transportation	Sean Duffy	Former Representative from Wisconsin
Secretary of Energy	Chris Wright	CEO of Liberty Energy
Secretary of Education	Linda McMahon	Former Small Business Administrator

Secretary of Veterans Affairs	Doug Collins	Former Representative from Georgia
Secretary of Homeland Security	Kristi Noem	Governor of South Dakota
CABINET-LEVEL NOMINEES (not in the line of succession)		
Director of National Intelligence	Tulsi Gabbard	Former Representative from Hawaii
Ambassador to the UN	Elise Stefanik	Representative from New York
Director of the Office of Management and Budget	Russell Vought	Former Director of the Office of Management and Budget
Administrator of the Environmental Protection Agency	Lee Zeldin	Former Representative from New York
Chair of the Council of Economic Advisors		
U.S. Trade Representative		

President-elect Trump made the following non-Cabinet nominations and White House:

TRUMP ADMIN	Appointee	Current/Former position
Administrator of the Centers for Medicare and Medicaid Services	Mehmet Oz	Doctor, reality TV host, and 2022 Pennsylvania Republican nominee for Senate
Border Czar*	Tom Homan	Former acting director of U.S. Immigration and Customs Enforcement
Department of Government Efficiency (new office)*	Elon Musk & Vivek Ramaswamy	Businessmen/entrepreneurs
National Security Advisor*	Mike Waltz	Representative from Florida
White House Chief of Staff*	Susie Wiles	Co-chair of the Trump 2024 campaign
White House Deputy Chief of Staff for Policy & Homeland Security Advisor*	Stephen Miller	Former Senior Advisor to the President
White House Deputy Chief of Staff*	Dan Scavino	Former Deputy Chief of Staff

119th Congress Election Results

The Republican Party will control the House and Senate in the 119th Congress. In the Senate, Republicans have a 53-47 majority. In the House, Republicans maintain a 219-213 majority with three uncalled races:

- CA-13: Incumbent Rep. John Duarte (R) is leading challenger Adam Gray (D) by 204 votes with 98% of ballots counted.
- CA-45: Challenger Derek Tran (D) is leading incumbent Rep. Michele Steel (R) by 545 votes with 99% of ballots counted.
- IA-1: incumbent Rep. Mariannette Miller-Meeks (R) is leading challenger Christina Bohannan (D) by 800 votes with 99% of ballots counted.

118th Congress Lame Duck Session

Earlier this month, the House and Senate returned to Washington, D.C., for the first time since the end of September. During their two weeks in Washington before heading home for the Thanksgiving break, Members were focused on their respective leadership elections for the upcoming Congress. Additionally, newly elected Members were in Washington for New Member Orientation. Following the Thanksgiving recess, Members will be faced with a list of timely priorities that will need to be addressed during the lame duck session including the following:

- A path forward for the Fiscal Year (FY) 2025 appropriations bills as the current Continuing Resolution expires on December 20th
- A disaster relief supplemental appropriations package
- National Defense Authorization Act
- Water Resources Development Act of 2024
- Farm Bill Extension

Congressional Leadership Elections

On November 13th, House and Senate Republicans held Leadership Elections for the 119th Congress. In the Senate, Senator John Thune (R-SD) was elected over Senator John Cornyn (R-TX) by a vote of 29-24 to succeed Minority Leader Mitch McConnell (R-KY), who is stepping down from leadership as Majority Leader in the next Congress. Senator John Barrasso (R-WY) was elected as Majority Whip. In the House, Speaker Mike Johnson (R-LA) and Majority Leader Steve Scalise (R-LA) won reelection to their respective leadership roles on the House side. Speaker Johnson will need to win a majority vote on the Floor of the House in January to formally be elected Speaker again.

On November 18th, House Democrats held elections in which Minority Leader Hakeem Jeffries (D-NY) won reelection to lead the House Democratic Caucus and Minority Whip Katherine Clark (D-MA) won reelection. Senate Democrats have yet to hold leadership elections, but it is expected that current Majority Leader Chuck Schumer (D-NY) and Majority Whip Dick Durban (D-IL) will be reelected to lead Senate Democrats in the next Congress as Minority Leader and Minority Whip, respectively.

CONGRESSIONAL ACTIVITY

Senators Introduce Bipartisan Atmospheric River Forecasting Bill. Senators Alex Padilla (D-CA) and Lisa Murkowski (R-AK) introduced the *Improving Atmospheric River Forecasts Act* (**S.**

5361). The legislation would direct the National Oceanic and Atmospheric Administration (NOAA) to establish a forecast improvement program for predicting atmospheric timing and location through the National Weather Service. A companion bill (H.R. 3966) was introduced in the House by California Representatives Mike Garcia (R) and Jay Obernolte (R) in 2023. The Senate legislation was referred to the Committee on Commerce, Science, and Transportation for consideration.

Representatives Urge NIST to Develop Standards for Lifeline Infrastructure. A group of Representatives led by Kevin Mullin (D-CA) sent a letter to the National Institute of Standards and Technology (NIST) requesting that the agency develop standards for resilient lifeline infrastructure in the wake of natural hazards and disasters. The letter urges NIST to develop standards allowing federal, state, and local emergency responders to better coordinate and plan for lifeline service loss.

GRANT AWARD ANNOUNCEMENTS

Reclamation Announces $125 Million in Large-Scale Water Recycling Grants. Reclamation announced $125 million for five projects through the Large-Scale Water Recycling Program. The program was created in the Bipartisan Infrastructure Law and funds larger-scale water recycling and reuse projects.

Reclamation Announces $3.3 Million in WaterSMART Small-Scale Water Efficiency Grants. Reclamation announced $3.3 million in WaterSMART Small-Scale Water Efficiency Projects program grants to 36 projects in 10 states. The program funds water efficiency projects across western states, such as installing flow measurement or automation systems, lining canals to reduce seepage, and other water efficiency efforts.

FEDERAL AGENCY REGULATORY ACTIONS

IRS Releases Final Direct Pay Regulations for Clean Energy Tax Credits. The Internal Revenue Service (IRS) released the final regulations for direct pay clean energy tax incentives included in the Inflation Reduction Act. These regulations allow eligible entities to access the full values of clean energy incentives by providing clarity and flexibility for direct pay-eligible entities, including co-owned projects. The regulations are effective January 19th.

Reclamation Releases Final Long-Term Operation EIS for the CVP. Reclamation released the final Environmental Impact Statement (EIS) for the Long-Term Operation of the Central Valley Project (CVP) and State Water Project. The final EIS analyzes five alternative options for the operation of dams, powerplants, and related CVP and Delta facilities of the State Water Project. The preferred alternative includes a new operational framework for Shasta Reservoir, revised operational criteria for Delta exports that supply water to cities and farms, and support habitat management and redevelopment in the Sacramento-San Joaquin Bay Delta.

Reclamation Releases Post-2026 Colorado River Alternatives. Reclamation released **five proposed alternatives** for post-2026 operations for the Colorado River. Current agreements regarding operations expire at the end of 2026, and Reclamation is expected to release a draft EIS in early 2025 analyzing the alternatives to ensure the long-term stability of the Colorado River Basin.

FEDERAL AGENCY ANNOUNCEMENTS AND PERSONNEL CHANGES

EPA Announces New Farm, Ranch, and Rural Communities Advisory Committee Members. EPA **announced** the appointment of 18 new members and the reappointment of six members to the Farm, Ranch, and Rural Communities Federal Advisory Committee. The committee provides independent policy advice and recommendations to the EPA Administrator on the intersection of environmental, rural, and agricultural policy.

EPA Releases Third Annual PFAS Strategic Roadmap Progress Report. EPA released a report titled "**EPA's PFAS Strategic Roadmap: Third Annual Progress Report**" that details efforts to address the health and environmental risks related to per- and polyfluoroalkyl (PFAS) substances. The report contains updates on PFAS in drinking water and natural waterways, cleaning up PFAS contamination, chemical safety, research and development, and enforcement and compliance.

EPA Releases National Plastic Pollution Prevention Strategy. EPA released the "**National Strategy to Prevent Plastic Pollution**," detailing steps for government agencies, businesses, non-profits, and communities to reduce plastic pollution. The report includes advice on reducing the production and consumption of single-use plastic products, studying the environmental and health impacts of single-use plastics, and collaboration between producers and consumers.

EPA Releases Interim Cumulative Impacts Framework. EPA released a draft of the **Interim Framework for Advancing Consideration of Cumulative Impacts** for agency programs and regional offices to consider the overall impacts of EPA's work. Cumulative impacts are defined by the totality of exposures to chemical and non-chemical stressors, such as air and water pollution, and their effect on human health, including cultural, subsistence practices, socioeconomics, and other health considerations. Comments on the draft are due by February 19th.

Reclamation Announces New Law Administration Division Manager. Reclamation announced that Carrie Diroll will serve as Law Administration Division Manager for the Mission Assurance and Protection Organization. Diroll has led the Law Administration Division's Economics and Planning Team since 2018.

USDA Rural Development Announces Circuit Rider Program Expansion. The Department of Agriculture's (USDA) Office of Rural Development **announced** an expansion of the **Circuit Rider Program** in partnership with the White House Office of the National Cyber Director and the National Rural Water Association. The program ensures personnel are available in each state and territory deemed "circuit riders" to assist rural water systems with operational, financial, and

managerial issues. The expanded program will assess and provide cybersecurity support and train the existing 132 circuit riders nationwide on cybersecurity for water utilities.

##

APPENDIX E – Public Affairs Information

We Have Payment Options to Fit Your Busy Life



Online



By Phone



By Mail



In Person

And more local CASH payment locations!

Walmart · ACE CASH EXPRESS · DOLLAR GENERAL · 7-ELEVEN · CVS pharmacy

The Value of Your Tap Water

Did you know that MSWD has won ten international taste test awards? MSWD is the only agency in the world to have won all three medals; Gold Medal in 2020, 2004, and 1999, the Silver Medal in 2011, 2008, 2001, and 1997, and the Bronze Medal in 2022, 2018, and 2003. Further, MSWD was honored by the American Water Works Association (AWWA) in 2010 for having won more medals than any other municipal water purveyor in the world!

Not only do we have great tasting water, but we have safe, clean water drawn from the Mission Creek Subbasin aquifer. Our dedicated water production team tests water daily, and as many as 5,500 tests/analyses are performed each year to make sure your water exceeds all state and federal standards.

We are incredibly proud to serve our award-winning tap water at a value as well, you get 4 gallons of pure tap water for just 1 cent! This holiday season, raise a glass of water to celebrate with us.

To learn more about your water quality, or awards received by MSWD visit: mswd.org/waterquality and mswd.org/awards



MSWD
Mission Springs Water District
Value is our Mission

Avoid Costly Clogs! Keep Fats, Oil, and Grease out of the Drain

The holidays are coming, with dinners and celebrations planned, make sure to avoid disposing of fats, oils, and grease (F.O.G.), down the drain. They can clog and damage your plumbing and local sewer systems when poured down drains. These substances often solidify in pipes, creating blockages that are expensive to repair. Protect your home and the community by following these tips:

- Scrape, Don't Pour: Always scrape greasy materials and food scraps from cookware and dishware into a can or green trash bin for proper disposal.
- Use Sink Strainers: Place strainers in sink drains to catch food scraps and other solids. Empty these into the trash, not down the drain.
- Avoid Garbage Disposals for Grease: Grease and greasy food should never go in garbage disposals, as they only break solids into smaller pieces without eliminating grease.
- Wipe Before Washing: Wipe down cookware and dishware before washing to minimize grease in the drain.

Encourage friends and neighbors to keep F.O.G. out of the drain, protecting everyone's plumbing and sewer systems.





Tenemos Opciones de Pago que se Adaptan a su Estilo de Vida O lo


en línea


por telefono



por correo


en persona

Y más ubicaciones locales para pagos en EFECTIVO!

Walmart · ACE CASH EXPRESS · DOLLAR GENERAL · 7-ELEVEN · CVS pharmacy

El Valor de Su Agua de Grifo

Sabía que MSWD ha ganado diez premios internacionales en pruebas de sabor? MSWD es la única agencia en el mundo que ha ganado las tres medallas; Medalla de Oro en 2020, 2004 y 1999, Medalla de Plata en 2011, 2008, 2001 y 1997, y Medalla de Bronce en 2022, 2018 y 2003. Además, MSWD fue honrada por la Asociación Americana de Obras Hidráulicas (AWWA) en 2010 por haber ganado más medallas que cualquier otro proveedor municipal de agua en el mundo.

No solo tenemos agua de gran sabor, sino que también tenemos agua segura y limpia extraída del acuífero de la subcuenca de Mission Creek. Nuestro equipo dedicado a la producción de agua realiza pruebas diarias y hasta 5,500 pruebas/análisis al año para asegurarse de que el agua supere todos los estándares estatales y federales.

Estamos increíblemente orgullosos de ofrecer nuestro galardonado agua de grifo a un gran valor, ¡usted obtiene 4 galones de agua pura por solo 1 centavo! Esta temporada festiva, levante un vaso de agua para celebrar con nosotros.

Para obtener más información sobre la calidad de su agua o los premios recibidos por MSWD, visite: mswd.org/waterquality y mswd.org/awards



MSWD
Mission Springs Water District
Value is our Mission

Evite Costosos Atascos! Mantenga las Grasas, Aceites y Sebos Fuera del Drenaje

Con la llegada de las festividades, con cenas y celebraciones planeadas, asegúrese de no desechar grasas, aceites y sebos (G.A.S.) por el desagüe. Cuando se vierten en los desagües, pueden obstruir y dañar la plomería y los sistemas de alcantarillado locales. Estas sustancias a menudo se solidifican en las tuberías, creando bloqueos costosos de reparar. Proteja su hogar y la comunidad siguiendo estos consejos:

- Raspe, No Vierta: Siempre raspe los materiales grasosos y restos de comida de utensilios y platos en una lata o un contenedor de basura verde para su correcta eliminación.
- Use Coladores de Fregadero: Coloque coladores en los desagües del fregadero para atrapar restos de comida y otros sólidos. Vacíelos en la basura, no por el desagüe.
- Evite el Uso del Triturador de Basura para Grasas: Las grasas y alimentos grasosos nunca deben ir al triturador de basura, ya que solo descomponen los sólidos en pedazos más pequeños sin eliminar la grasa.
- Limpie Antes de Lavar: Limpie utensilios y platos antes de lavarlos para minimizar la grasa en el desagüe.

Anime a amigos y vecinos a mantener las G.A.S. fuera del desagüe, protegiendo la plomería y los sistemas de alcantarillado de todos.





WaterCOUNTS

CVWC Digital Marketing Report

Website, Social, and Marketing Performance

Nov 1 – 30, 2024

by Hunter | Johnsen

Google Ads Campaigns

DISPLAY AD IMPRESSIONS
CV Water Counts
159.47K

SEARCH AD IMPRESSIONS
CV Water Counts
8,995

VIDEO IMPRESSIONS
CV Water Counts
82,290

Clicks
CV Water Counts
2,379

GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE
CV Water Counts

Campaign name	Clicks	Impr.
CV Water Counts November 2024 Spanish	885	82,169
CV Water Counts November 2024	1,022	77,299
	1,907	159,468





GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE
CV Water Counts

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	82,290	29,146	13,024	213
CVWC Water Saving Tips YouTube Spanish November 2024	38,099	15,405	8,703	62
CVWC Water Saving Tips English YouTube November, 2024	44,191	13,741	4,321	151
	82,290	29,146	13,024	213



GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE
CV Water Counts

Campaign	Clicks	Impr.
CVWC search	259	8,995
	259	8,995

Facebook Ad Campaigns

FACEBOOK AD PERFORMANCE

Hunter Johnsen

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page engagement
 **CVWC - November 2024** www.instagram.com Conservation Tip of the Month: Use a broom instead of a hose to clean your patio, sidewalk and driveway, and save on average 6 gallons of water every minute. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. #WaterWiseWednesday	725	69,012	28,354	2.43	790
	725	69,012	28,354	2.43	790

Website Information

Users
CV Water - CV Water Counts - GA4

3,303

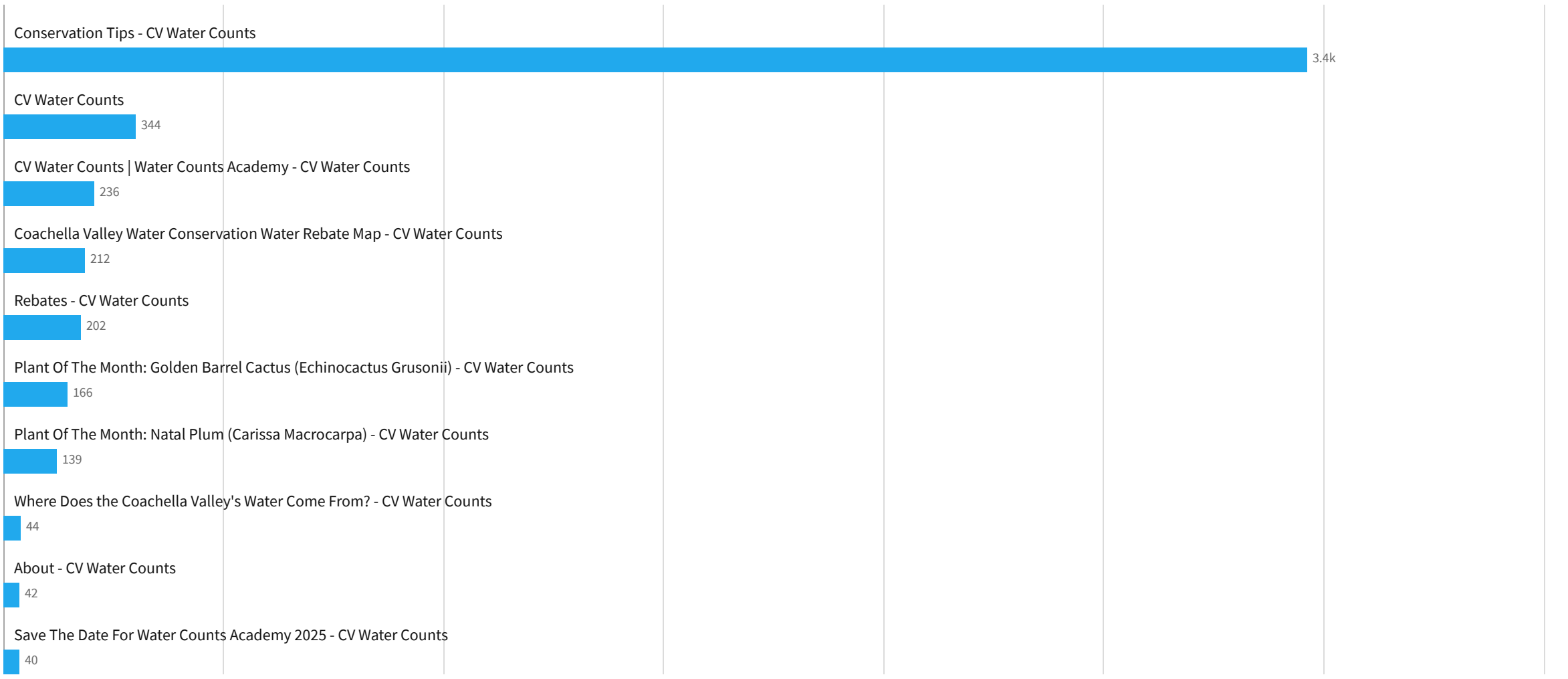
Sessions
CV Water - CV Water Counts - GA4

4,194

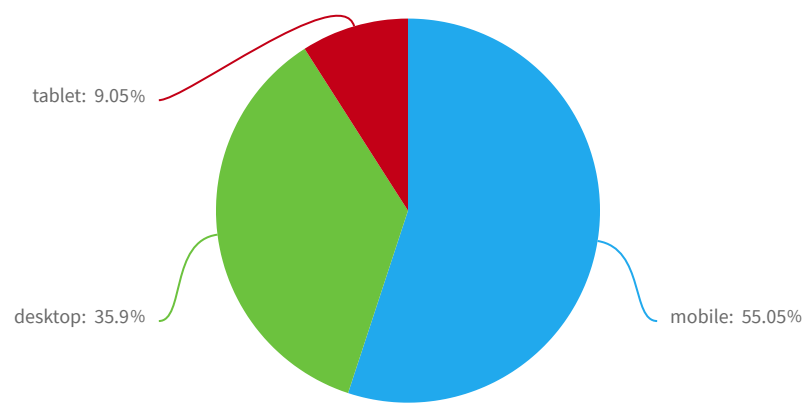
PAGEVIEWS
CV Water - CV Water Counts - GA4

5,436

Views by Page title and screen class
CV Water - CV Water Counts - GA4

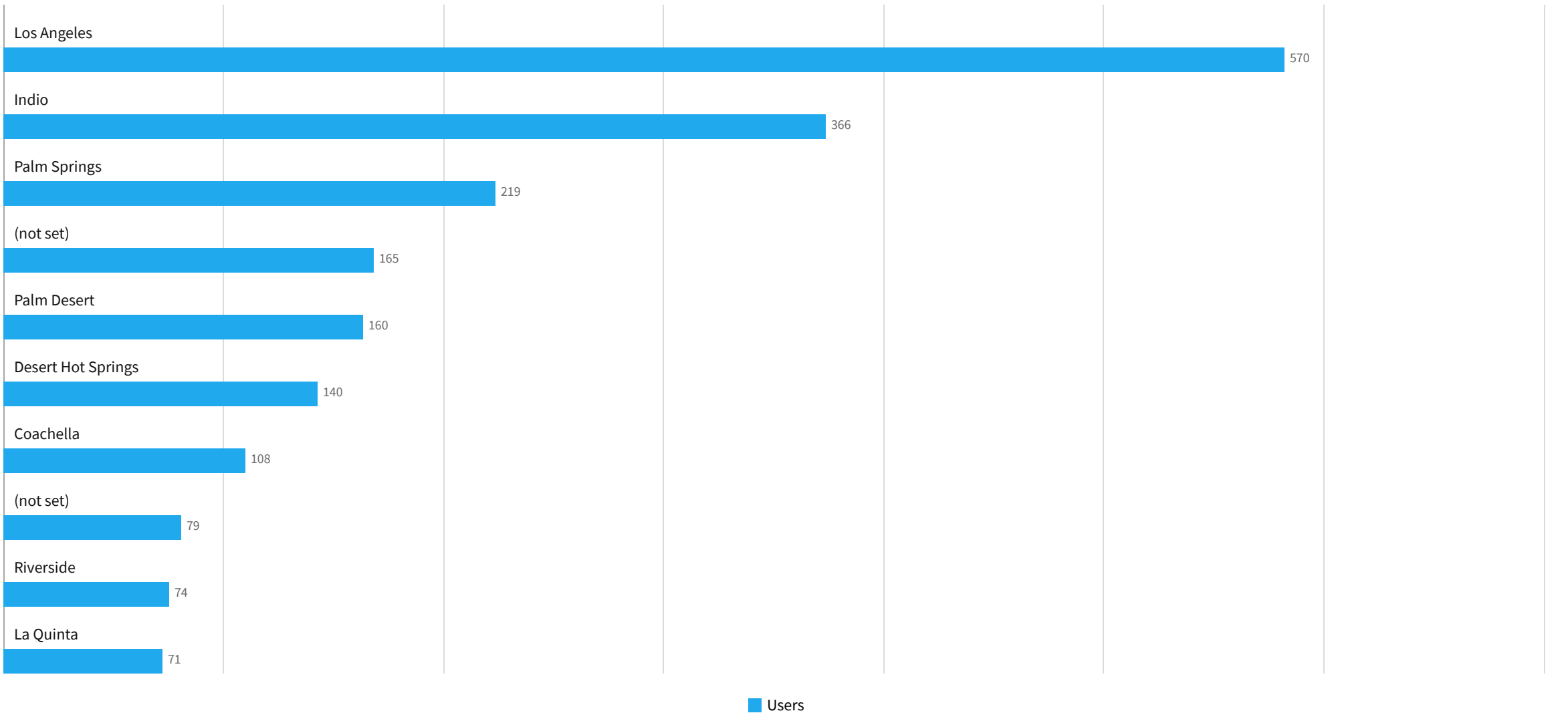


Engaged sessions by Device category
CV Water - CV Water Counts - GA4



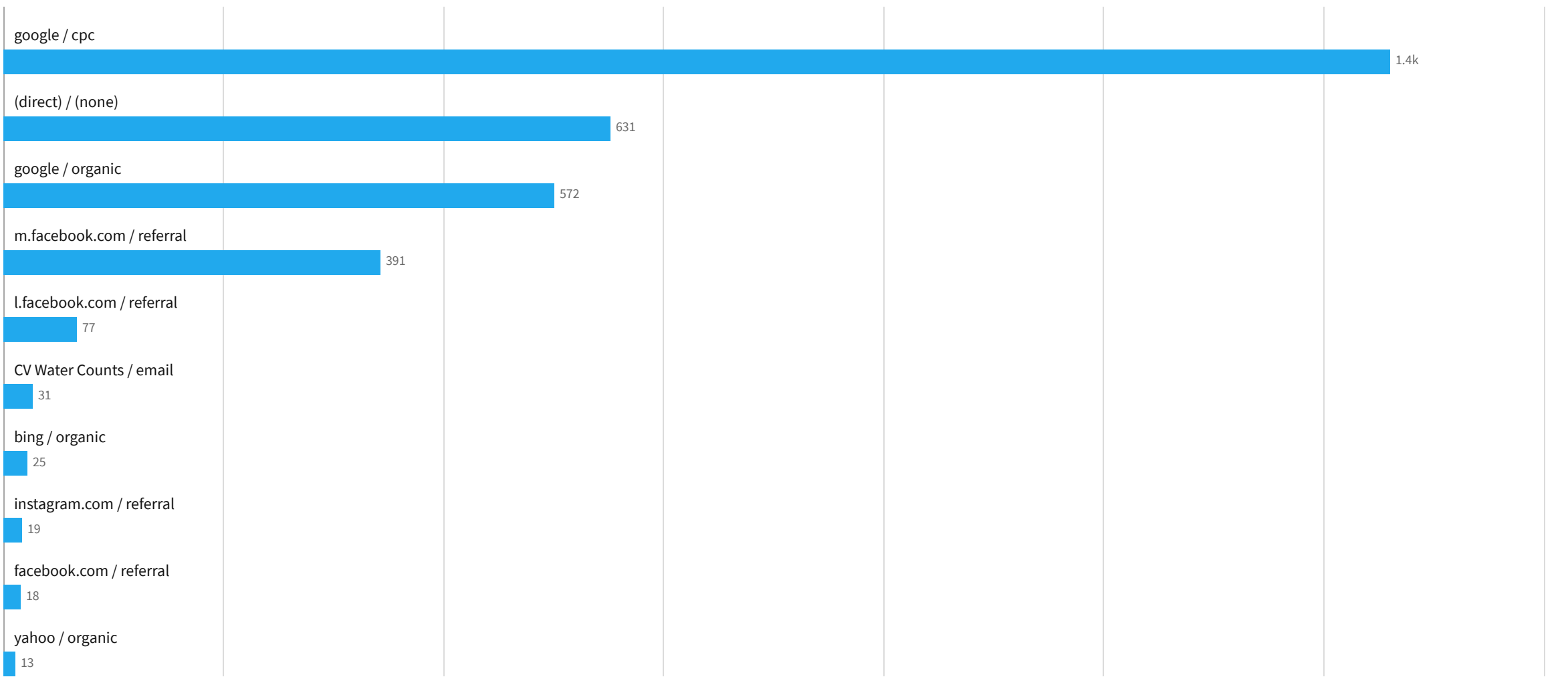
Users by City

CV Water - CV Water Counts - GA4



New users by First user source / medium

CV Water - CV Water Counts - GA4



Month performance

Past 6 months: CV Water - CV Water Counts - GA4

Month	New users	Engaged sessions	Engagement rate	Sessions per User	Average engagement time
November 2024	3,245	1,037	24.7%	1.27	13s
October 2024	3,954	1,587	32.6%	1.21	22s
September 2024	4,007	1,335	26.0%	1.26	14s
August 2024	3,966	1,413	26.6%	1.31	13s
July 2024	3,486	1,439	29.1%	1.37	12s
June 2024	3,918	1,161	22.9%	1.26	9s
	22,576	8,094	27.2%	1.32	14s

Item 27.

Organic Search

Query performance
cvwatercounts.com/

Query	Impr.	Clicks	CTR	Avg. position
carissa	7,015	5	0.07%	2.07
barrel cactus	6,593	6	0.09%	2.15
golden barrel cactus	5,737	11	0.19%	1.75
echinocactus grusonii	4,621	7	0.15%	1.54
natal plum	4,270	23	0.54%	1.51
carissa macrocarpa	3,979	8	0.2%	1.44
asiento de suegra	1,972	7	0.35%	1
anacahuita	1,641	6	0.37%	1
金鯱 サボテン	1,409	0	0%	1
echinocactus	1,308	3	0.23%	1.76
	38,545	76	0.2%	1.52

Page performance
cvwatercounts.com/

Page	Impr.	Clicks	CTR	Avg. position
https://cvwatercounts.com/plant-of-the-month-golden-barrel-cactus-echinocactus-grusonii/	54,113	90	0.17%	1.7
https://cvwatercounts.com/plant-of-the-month-natal-plum-carissa-macrocarpa/	28,038	76	0.27%	2.11
https://cvwatercounts.com/plant-of-the-month-texas-olive-cordia-boissieri/	3,242	11	0.34%	2.16
https://cvwatercounts.com/plant-of-the-month-weeping-bottlebrush-callistemon-viminalis/	2,650	13	0.49%	10.18
https://cvwatercounts.com/where-does-the-coachella-valley-water-come-from/	1,871	22	1.18%	7.36
https://cvwatercounts.com/plant-of-the-month-sand-verbena-abronia-villosa/	1,816	11	0.61%	4.1
https://cvwatercounts.com/plant-of-the-month-red-yucca-hesperaloe-parviflora/	1,725	1	0.06%	7.36
https://cvwatercounts.com/plant-of-the-month-date-palm-phoenix-dactylifera/	1,560	9	0.58%	16.33
https://cvwatercounts.com/plant-of-the-month-desert-spoon-sotol-dasylirion-wheeleri/	1,371	6	0.44%	11.41
https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/	1,320	2	0.15%	13.17
	97,706	241	0.25%	7.59

Facebook Information

Impressions
CV Water Counts
37,792

Reach
CV Water Counts
19,063

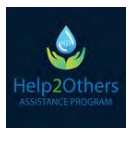
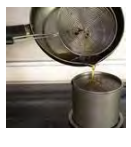
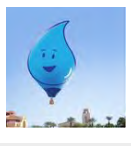
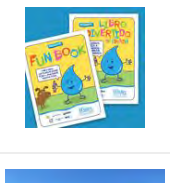
New page likes
CV Water Counts
0

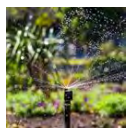
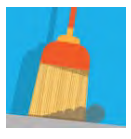
Post engagement
CV Water Counts
680

Total page views
CV Water Counts
106

Page likes
CV Water Counts
3,965

Post performance
CV Water Counts

Post		Created at	Reach	Likes
	If you or someone you know is in need of water bill assistance, applications are being accepted now for the Help2Others Assistance Program online. Click here for details and to fill out an online application at…	**November 30, 2024**	33	2
	Coachella Valley Water District (CVWD) was formed in 1918 to protect and conserve local water resources. With more than 570 employees, CVWD provides water-related services to more than 270,000 people in the…	**November 29, 2024**	10	2
	Happy Thanksgiving!	**November 28, 2024**	19	2
	Plenty of Thanksgiving food means plenty of Thanksgiving dishes. Be sure to fill the sink when washing dishes instead of letting the water run. For more water-saving tips, visit…	**November 28, 2024**	24	2
	With the holiday season just around the corner, many families are looking forward to their annual gatherings with traditional meals. It is important to remember that holiday cooking can include foods with…	**November 23, 2024**	12	2
	From November 22–24, it's the Cathedral City Hot Air Balloon Festival!	**November 22, 2024**	36	2
	Don't defrost your turkey in cold water. Instead plan ahead and place your turkey in the refrigerator days before you're set to cook it. The bigger the turkey, the more time it needs to thaw. Don't forget to put the…	**November 21, 2024**	52	2
	Coachella Valley Water District invites customers and area residents to visit its expanded demonstration garden, which includes a variety of desert-friendly plants and water-efficiency techniques to inspire th…	**November 19, 2024**	23	3
	Looking for some activities for your kids over the Thanksgiving holiday? Download Splash's coloring book – available in English and in Spanish – at https://cvwatercounts.com/play/#FunBook	**November 18, 2024**	47	2
	**CV Water Counts is with City of Coachella and 4** It was a great morning at Desert Garden Day, with man interested in Making Conservation a Way of Life!	**November 16, 2024**	137	5
	CV Water Counts is gearing up for the ninth course of the Water Counts Academy, designed for community leaders in the Coachella Valley who want to learn about local water resources. This comprehensive…	**November 16, 2024**	17	2
	A distinctive member of the oleander family, the Madagascar Palm has gray bark, and a swollen trunk where it stores water. The crown of the large leaves on top and paired spines along the stem give it its uniq…	**November 15, 2024**	16	2
	To check your shower for leaks: turn the faucet on, then all the way off. If it's still dripping or running, there could be a leak. Mineral build up on the outside of the faucet could also indicate a leak. For more…	**November 14, 2024**	26	2
			18,938	102

Post		Created at	Reach	Likes
	Thank you to our veterans, for their service.	**November 11, 2024**	20	2
	https://www.facebook.com/reel/1269552430742654/	**November 9, 2024**	12	2
	As November brings cooler weather to the desert, use less water in your landscaping to avoid wasting water. Plants and grass use less water during the fall and winter seasons. Gradually reduce watering as…	**November 8, 2024**	19	2
	Conservation Tip of the Month: Use a broom instead of a hose to clean your patio, sidewalk and driveway, and save on average 6 gallons of water every minute. For more water-saving tips, visit…	**November 6, 2024**	18,204	57
	During the month of November in our desert, the best times to water your plants are during non-daylight hours, when it’s cooler. If you have a spray system, watering for 4 minutes a day, 7 days a week is…	**November 4, 2024**	51	2
	It’s that time again, if you haven’t done so already, be sure to set your clocks back one hour – and adjust your sprinkler timers too!	**November 3, 2024**	53	2
	https://www.facebook.com/photo.php?fbid=856294266661527&set=a.395351946089097&type	**November 2, 2024**	71	5
			18,938	102

Instagram Information

Impressions
CV Water Counts

7,641

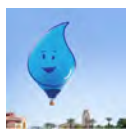
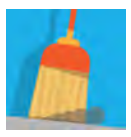
Likes
CV Water Counts

24

Followers (lifetime)
CV Water Counts

247

Post performance
CV Water Counts

Post		Impr.	Engagement	Reach	Saved	Video views
	From November 22–24, it's the Cathedral City Hot Air Balloon Festival!	15	6	13	0	0
	Thank you to our veterans, for their service.	14	5	10	0	0
	Conservation Tip of the Month: Use a broom instead of a hose to clean your patio, sidewalk and driveway, and save on average 6 gallons of water every minute. For more water-saving tips, visit the link in our bio.	11	3	7	0	0
	During the month of November in our desert, the best times to water your plants are during non-daylight hours, when it's cooler. If you have a spray system, watering for 4 minutes a day, 7 days a week is…	10	4	6	0	0
	Happy Thanksgiving!	9	4	8	0	0
	Looking for some activities for your kids over the Thanksgiving holiday? Download Splash's coloring book – available in English and in Spanish – at cvwatercounts.com/play	9	2	7	0	0
		68	24	51	0	0

Item 27.

E-Blast Information

Campaign performance

CV Water Counts

Campaign	Send Time	Emails Sent	Unique Opens	Total Opens	Open Rate	Industry Open Rate	Total Clicks	Click Rate	Industry Click Rate	Unsubscribe Count
CV Water Counts November 2024	**Wednesday, November 6, 2024 10:00 AM**	751	443	791	58.99%	18.46%	153	9.03%	0.91%	2
		751	443	791	58.99%	18.46%	153	9.03%	0.91%	2

MSWD Digital Marketing & Website Report

Website, Social, and Marketing Performance

Nov 1 – 30, 2024

Google Ads Campaigns

Impressions
MSWD

247.23K

Clicks
MSWD

181

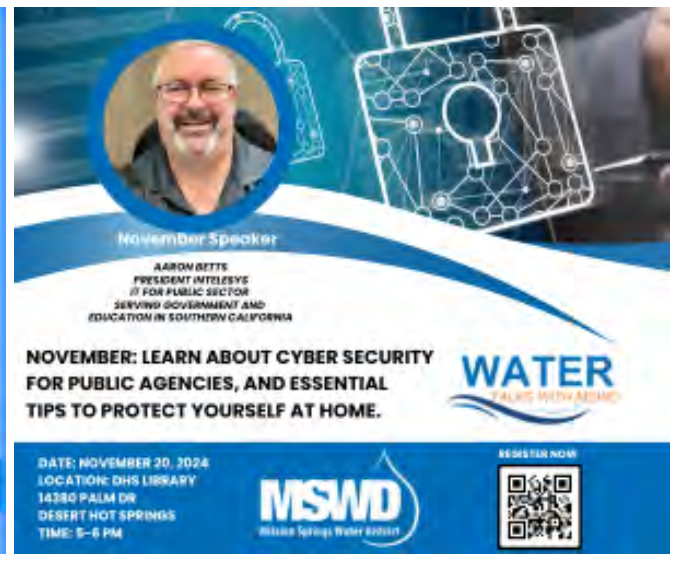
CTR
MSWD

0.07%

GOOGLE ADS CAMPAIGN PERFORMANCE
MSWD

Campaign name	Impr.	Clicks	CTR
MSWD Rebates Nov 2024	100,660	74	0.07%
MSWD Water Talks Nov 2024	98,469	64	0.06%
MSWD Black Friday Nov 2024	34,179	32	0.09%
MSWD FOGs Nov 2024	13,924	11	0.08%
	247,232	181	0.07%









Meta Campaign Performance

Includes Facebook and Instagram campaigns

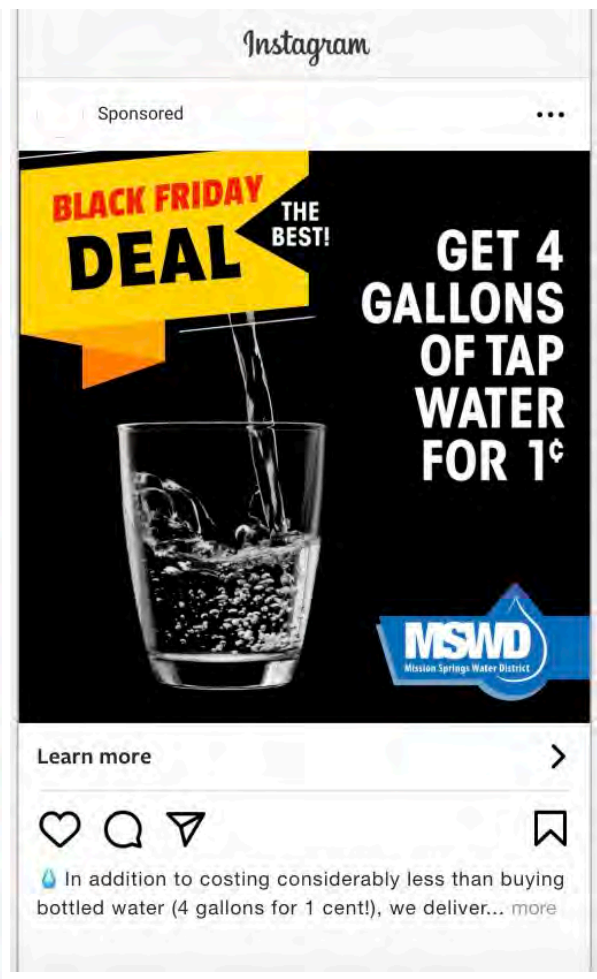
Campaign performance

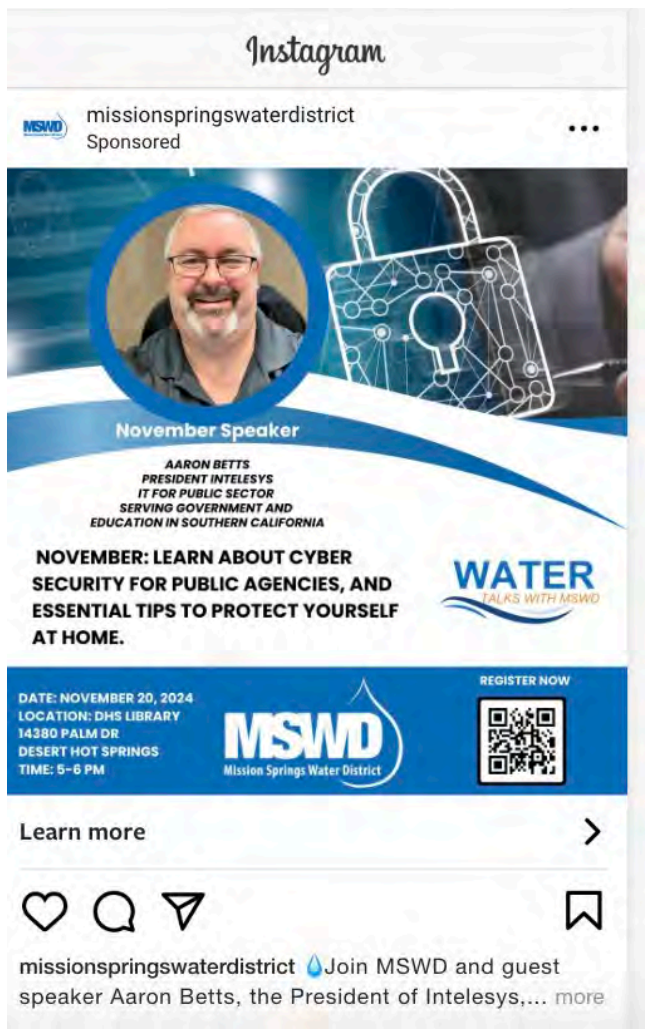
MSWD

Campaign	Link Clicks	Impr.	Reach	Page Likes
Water Talks- November 2024	316	42,026	6,260	0
MSWD Rebates November - 2024	143	139,772	10,335	0
MSWD Black Friday Nov 2024	74	51,744	36,429	0
MSWD FOGs - Nov 2024	13	16,879	16,449	0
	546	250,421	44,226	0









Website Information

Users
www.mswd.org - http://www.msw…

5,818

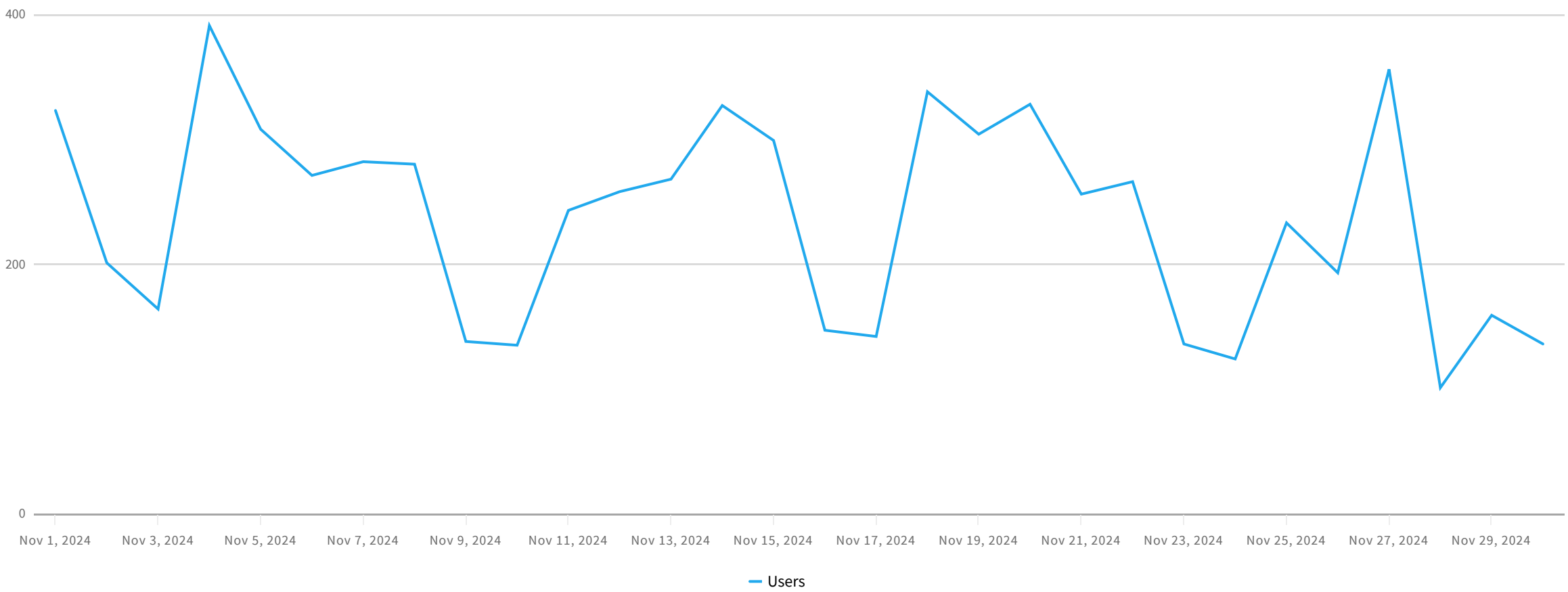
Views
www.mswd.org - http://www.msw…

18,311

Engaged sessions
www.mswd.org - http://www.msw…

5,774

Users by Day
www.mswd.org - http://www.mswd.org - GA4

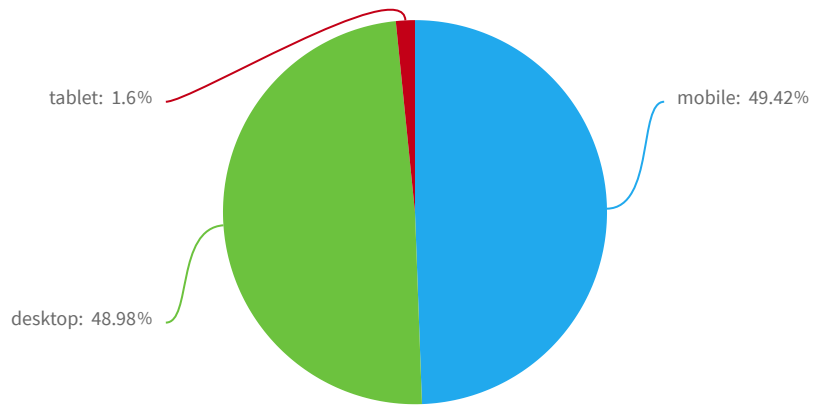


Page Title performance
www.mswd.org - http://www.mswd.org - GA4

Page Title	Views	Views per user	Users	Engaged sessions	Sessions per User	Average engagement time
Home Page | Mission Springs Water District	4,798	1.59	3,012	3,767	1.41	18s
Customer Portal | Mission Springs Water District	3,871	1.62	2,381	2,951	1.46	15s
Job Opportunities | Mission Springs Water District	1,093	2.4	454	567	1.54	30s
Online Payment System | Mission Springs Water District	770	1.39	550	450	1.11	23s
Bill Pay Options | Mission Springs Water District	710	1.4	501	459	1.25	19s
Water Talks with MSWD | Mission Springs Water District	465	1.32	330	78	1.24	7s
(not set)	428	0.23	1,886	140	1.24	0s
Careers | Mission Springs Water District	407	1.54	263	344	1.39	21s
Application for Water Service | Mission Springs Water District	377	2.22	166	211	1.65	3m 36s
Rebates | Mission Springs Water District	285	1.14	247	66	1.09	7s
	18,311	3.11	5,818	5,774	1.5	57s

Engaged sessions by Device category

www.mswd.org - http://www.mswd.org - GA4



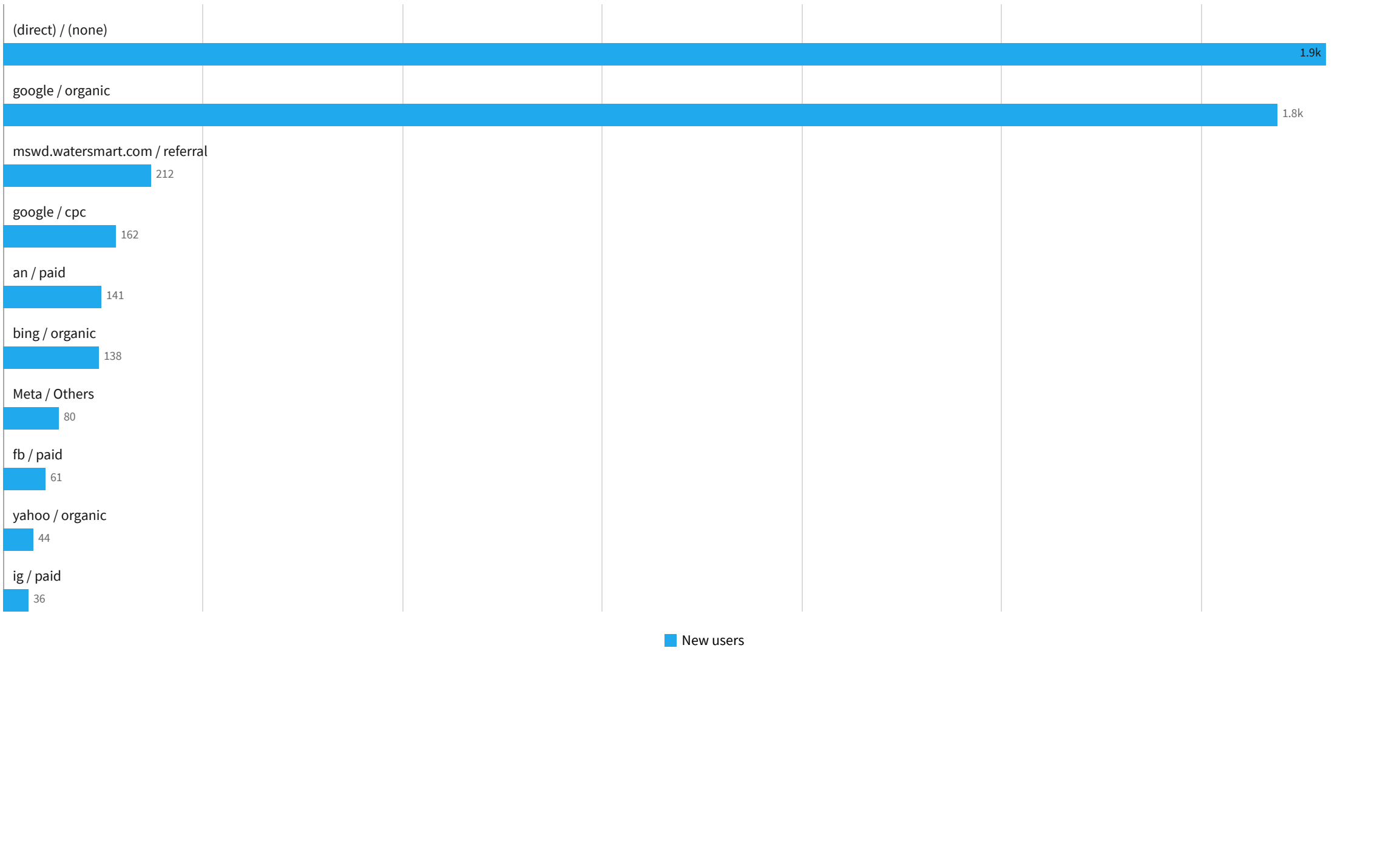
Users by City

www.mswd.org - http://www.mswd.org - GA4

City	Users
Los Angeles	1,334
Desert Hot Springs	1,050
(not set)	520
Indio	232
Riverside	173
Palm Springs	169
Boardman	156
La Quinta	151
San Diego	151
Palm Desert	79
	5,818

New users by First user source / medium

www.mswd.org - http://www.mswd.org - GA4



Loom.ly Account Overview (November 1 - 30, 2024)

Total Clicks

2

-3 | (-60.0%)

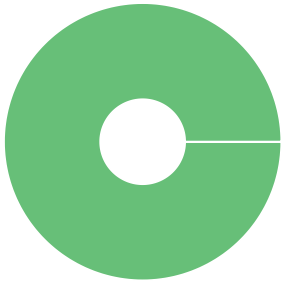
Clicks Over Time



Click Sources

Other

Click Locations



United States of America

Facebook Account Overview (November 1 - 30, 2024)

Posts Published	Total Likes	New Likes	Unlikes
23	1,243	1	3
-5 | -17.9%	-3 | -0.2%	-3 | -75.0%	+2 | 200.0%

Total Reach	Organic Reach	Paid Reach	Impressions	Video Views
103,433	4,065	99,603	201,926	1,528
-14,435 | -12.2%	-3,589 | -46.9%	-11,773 | -10.6%	-101,506 | -33.5%	+908 | 146.5%

3 Highest Reach Posts

	Join OUr Team 💧Come work with us! 💧 MSWD is hiring for an Associate En...	454
	30 years Jeff Nutter 🎉 Celebrating 30 Years of Dedication! 🎉 Today, our board...	334
	Post 38890287 A friendly reminder this holiday season, flushable wipes ...	249

3 Most Shared Posts

	Join OUr Team 💧Come work with us! 💧 MSWD is hiring for an Associate En...	3
	Black Friday Value of Tap 💧It's Black Friday and we're serving up an unbeatable dea...	1
	Post 38890287 A friendly reminder this holiday season, flushable wipes ...	1

3 Lowest Reach Posts



Black Friday Rebates
💧💸 Black Friday Pro Tip: Save Big While Saving Water! 💸💧I... 39



Newsletter
💧Check out our November Water Matters newsletter! 💧This mo... 47



FOG
The holidays are coming, with dinners and celebrations pl... 52

3 Least Shared Posts



STEAM Day
🎉 Happy National STEM/STEAM Day! 🎉 At MSWD, we're proud t... 0



Toilet Rebate
🍁🍂 The holidays are coming, upgrade to a higher efficienc... 0



CM MAINLINE REPAIR
💧Shout out to our Construction and Maintenance crew this ... 0

Likes By Country

1. United States of America *(1,211 likes)*
2. Mexico *(12 likes)*
3. France *(4 likes)*
4. Canada *(2 likes)*
5. Bangladesh *(1 like)*

Likes By City

1. Desert Hot Springs, CA *(481 likes)*
2. Indio, CA *(116 likes)*
3. Palm Springs, CA *(69 likes)*
4. Cathedral City, CA *(57 likes)*
5. La Quinta, CA *(46 likes)*

Facebook Post Metrics (November 1 - 30, 2024)

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Clicks	Video Views
November 29, 2024 9:28 AM PST	Video	 Black Friday Value of Tap 💧It's Black Friday and we're serving up an unbeatable deal for you! Get 4 gallons of pure tap water for just 1 cent today and every day! Cheers to hydration on a budget, the value of tap! 💧 MSWD i...	Customer Service	87	6	0	1	1	28
November 28, 2024 3:33 PM PST	Video	 Black Friday Rebates 💧💸 Black Friday Pro Tip: Save Big While Saving Water! 💸💧 If you are planning to shop for appliances or home upgrades this Black Friday weekend, make your shopping count for your wallet and water con...	Conservation/Rebates	39	3	0	0	0	11
November 27, 2024 9:31 AM PST	Image	 Offices Closed The MSWD offices will be closed on Thursday, November 28th, and Friday, November 29th in recognition of the Thanksgiving holiday. We will reopen for regular business hours on Monday, December 2nd. ...	Customer Service	63	6	0	0	2	0
									300

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
November 26, 2024 10:33 AM PST	Video	 FOG The holidays are coming, with dinners and celebrations planned, make sure to avoid disposing of fats, oils, and grease (F.O.G.), down the drain. They can clog and damage your plumbing and our local...	Customer Service	52	6	1	0	1	25
November 25, 2024 4:32 PM PST	Simple Status	 Thank you to all of our donors for making today's blood drive successful, these three made it extra fun! 🩸 #community #lifestream #blooddrive #MakeItFun		129	9	0	0	10	0
November 25, 2024 7:47 AM PST	Image	 Blood Drive Today 🩸Not all heroes wear capes! We are giving blood while giving thanks today, our last blood drive of the year! 🩸 Walk-ins are welcome until 11:45 a.m. today or join us for our next blood drive with ...	Event	75	5	0	0	5	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
November 22, 2024 3:45 PM PST	Image	 Post 38890287 A friendly reminder this holiday season, flushable wipes are not flushable.🚫 Always dispose of wipes in the trash, and remember only to flush the 3 P's. Flushing anything other than the 3 Ps - poo,...	Customer Service FOG/Wipes	249	10	0	1	8	0
November 21, 2024 1:49 PM PST	Video	 Newsletter 💧Check out our November Water Matters newsletter! 💧This month features the value of your award-winning tap water, how to avoid costly clogs in your plumbing, and the various bill pay options to fit ...	Customer Service Conservation/Rebates	47	7	0	0	0	16
November 20, 2024 5:04 PM PST	Video			176	10	1	0	10	96
November 20, 2024 2:49 PM PST	Image	 Worker Wed Field 💧 We are here for you! 💧If you need assistance verifying if you have a leak, or your meter reading, our helpful and committed Field Service Team is here to help! To schedule a service call, reach o...	Customer Service Worker Wed	114	9	0	0	6	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
November 19, 2024 3:03 PM PST	Image	 Nov Calendar Maximillian from CAVA reminds us to delay our watering of outdoor landscapes for 48 hours after rainfall, let Mother Nature work for you! Wait two days after any rainfall before watering outdoors, ...	Customer Service	144	13	2	1	11	0
November 18, 2024 6:01 PM PST	Image	 30 years Jeff Nutter 🎉 Celebrating 30 Years of Dedication! 🎉 Today, our board and staff had the incredible honor of recognizing Jeff Nutter, our Superintendent of Field Operations, at the board meeting for an extraord...	Event	334	38	10	0	129	0
November 15, 2024 2:49 PM PST	Image	 Water Talk Promo Join MSWD and guest speaker Aaron Betts, the President of Intelesys, IT for the Public Sector who serves government and education agencies throughout Southern California for this months Water Talk....	Event	54	4	0	0	0	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
November 14, 2024 5:19 PM PST	Image	 Drive Safe 💧🚧 Safety First! 🚧💧 When you see orange cones and workers in the road, slow down and stay alert. Our dedicated crews are working hard to keep the water flowing, a few extra seconds of caution can ma...	Worker Wed	127	9	0	0	5	0
November 13, 2024 5:20 PM PST	Video	 Worker Wednesday There's always something interesting happening at the wastewater plant! Isaac is measuring dissolved oxygen levels in our tanks to ensure there's enough air for the hardworking aerobic micro-organi...	Worker Wed	148	11	0	0	4	80
November 12, 2024 3:10 PM PST	Image	 Join OUr Team 💧Come work with us! 💧 MSWD is hiring for an Associate Engineer, Chief Plant Operator, Field Operations Technician I/II, and Water Production Supervisor. Apply today at mswd.org/jobs #MSWD #WaterJo...	New Hire / Jobs	454	15	0	3	21	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
November 10, 2024 9:14 AM PST	Image	 Veterans Day In observance of Veterans Day, the MSWD offices will be closed Monday, 11/11/2024; however, we are still here for you 24/7/365 in case of an emergency! Please call 760-329-6448 for assistance. 💙❤...	Customer Service	111	10	0	1	5	0
November 08, 2024 12:45 PM PST	Image	 STEAM Day 🎉 Happy National STEM/STEAM Day! 🎉 At MSWD, we're proud to partner with local schools and programs like Desert Hot Springs High School's REAL Academy. Through our internship program, we support stu...	Event	150	14	1	0	30	0
November 07, 2024 3:12 PM PST	Image	 Toilet Rebate 🍁🍂 The holidays are coming, upgrade to a higher efficiency model toilet before guests arrive! Take advantage of the holiday sales, and our rebate program, you can get up to $150 back for the purcha...	Conservation/Rebates	66	3	0	0	0	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
November 06, 2024 3:26 PM PST	Image	 CM MAINLINE REPAIR 💧Shout out to our Construction and Maintenance crew this Worker Wednesday, from fixing unexpected mainline leaks and breaks to keeping our water systems running smoothly, we appreciate their hard w...	Worker Wed	129	9	0	0	5	0
November 05, 2024 12:12 PM PST	Image	 Blood Drive 🩸Give thanks, and give blood! Sign up now for the MSWD LifeStream Blood Drive on Monday, November 25th, and help save lives. To schedule an appointment, call 800.879.4484, or visit lstream.org/ms...	Event	57	4	0	0	0	0
November 02, 2024 9:10 AM PDT	Image	 Fall back 💧It's time to turn our clocks back Sunday at 2:00 a.m., and that means we have less daylight hours, cooler weather, and hopefully more rain! Take control of your outdoor watering schedules with sma...	Conservation/Rebates	63	2	0	0	0	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
November 01, 2024 5:55 PM PDT	Image	 Historical Society Event Please join MSWD tomorrow, at The Desert Hot Springs Historical Society HISTORY SPEAKS series which is focused on the city's renowned award-winning water. The presentation will feature three princi...	Event	95	7	1	1	4	0
			Total	2,963	210	16	8	257	256
			Average	128.8	9.1	0.7	0.3	11.2	11.1

Twitter Account Overview (November 1 - 30, 2024)

Tweets Published	Total Likes	Total Retweets	Total Followers	Following
21	3	0	105	98
-5 | -19.2%			-4 | -3.7%	-1 | -1.0%

3 Most Retweeted Posts



Historical Society Event
Please join MSWD tomorrow, at The Desert Hot Springs Historical Society HISTORY SPEAKS series which is focused on the... 0



Fall back
💧It's time to turn our clocks back Sunday at 2:00 a.m., and that means we have less daylight hours, cooler weather, a... 0



Blood Drive
🩸Give thanks, and give blood! Sign up now for the MSWD LifeStream Blood Drive on Monday, November 25th, and help save... 0

3 Most Liked Posts



Black Friday Value of Tap
💧It's Black Friday and we're serving up an unbeatable deal for you! 💧Get 4 gallons of pure tap water for just 1 cent ... 2



Nov Calendar
Maximillian from CAVA reminds us to delay our watering of outdoor landscapes for 48 hours after rainfall, let Mother ... 1



Black Friday Rebates
Black Friday Pro Tip: Save Big While Saving Water! 💧If you are planning to shop for home upgrades this Black Friday, ... 0

3 Least Retweeted Posts



Black Friday Value of Tap
💧It's Black Friday and we're serving up an unbeatable deal for you! 💧Get 4 gallons of pure tap water for just 1 cent ... 0



Black Friday Rebates
Black Friday Pro Tip: Save Big While Saving Water! 💧If you are planning to shop for home upgrades this Black Friday, ... 0



Offices Closed
Our offices will be closed on Thursday, November 28th, and Friday, November 29th in recognition of the Thanksgiving h... 0

3 Least Liked Posts



Historical Society Event
Please join MSWD tomorrow, at The Desert Hot Springs Historical Society HISTORY SPEAKS series which is focused on the... 0



Fall back
💧It's time to turn our clocks back Sunday at 2:00 a.m., and that means we have less daylight hours, cooler weather, a... 0



Blood Drive
🩸Give thanks, and give blood! Sign up now for the MSWD LifeStream Blood Drive on Monday, November 25th, and help save... 0

Twitter Post Metrics (November 1 - 30, 2024)

Date	Format	Post	Labels	Retweets	Likes
November 29, 2024 9:28 AM PST	Video	 Black Friday Value of Tap 💧It's Black Friday and we're serving up an unbeatable deal for you! 💧Get 4 gallons of pure tap water for just 1 cent today and every day! Cheers to hydration on a budget, the value of tap! MSWD is ...	Customer Service	0	2
November 28, 2024 3:33 PM PST	Video	 Black Friday Rebates Black Friday Pro Tip: Save Big While Saving Water! 💧If you are planning to shop for home upgrades this Black Friday, make your shopping count for your wallet and water conservation. Check out our r...	Conservation/Rebates	0	0
November 27, 2024 9:31 AM PST	Image	 Offices Closed Our offices will be closed on Thursday, November 28th, and Friday, November 29th in recognition of the Thanksgiving holiday. We wish everyone a safe and happy holiday weekend! We are still here for...	Customer Service	0	0

Date	Format	Post	Labels	Retweets	
November 26, 2024 10:33 AM PST	Video	 FOG The holidays are coming, with dinners and celebrations planned, make sure to avoid disposing of fats, oils, and grease (F.O.G.), down the drain. They can clog and damage your plumbing and our local...	Customer Service	0	0
November 25, 2024 7:47 AM PST	Image	 Blood Drive Today 🩸Not all heroes wear capes! We are giving blood while giving thanks today, our last blood drive of the year! 🩸Walk-ins are welcome until 11:45 a.m. today or join us for our next blood drive with Li...	Event	0	0
November 22, 2024 3:45 PM PST	Image	 Post 38890287 A friendly reminder, flushable wipes are not flushable.🚫 Always dispose of wipes in the trash, flushing anything other than the 3 Ps - poo, pee, and toilet paper - may result in a sewer overflow in...	Customer Service FOG/Wipes	0	0

Date	Format	Post	Labels	Retweets	
November 21, 2024 1:49 PM PST	Video	 Newsletter 💧Check out our November Water Matters newsletter! 💧This month features the value of your award-winning tap water, how to avoid costly clogs in your plumbing, and the various bill pay options to fit ...	Customer Service Conservation/Rebates	0	0
November 20, 2024 2:49 PM PST	Image	 Worker Wed Field 💧 We are here for you! 💧If you need assistance verifying if you have a leak, or your meter reading, our helpful and committed Field Service Team is here to help! To schedule a service call, reach o...	Customer Service Worker Wed	0	0
November 19, 2024 3:04 PM PST	Image	 Nov Calendar Maximillian from CAVA reminds us to delay our watering of outdoor landscapes for 48 hours after rainfall, let Mother Nature work for you! This promotes healthy plant growth while saving water. #Wat...	Customer Service	0	1

Date	Format	Post	Labels	Retweets	
November 18, 2024 6:01 PM PST	Image	 30 years Jeff Nutter 🎉 Celebrating 30 Years of Dedication! Today, our board and staff had the incredible honor of recognizing Jeff Nutter, our Superintendent of Field Operations, at the board meeting for an extraordina...	Event	0	0
November 15, 2024 2:49 PM PST	Image	 Water Talk Promo Join MSWD and guest speaker Aaron Betts, the President of Intelesys, IT for the Public Sector, for an engaging presentation focused on cybersecurity for public agencies, and essential tips to prote...	Event	0	0
November 14, 2024 5:19 PM PST	Image	 Drive Safe 💧🚧 Safety First! 🚧💧 When you see orange cones and workers in the road, slow down and stay alert. Our dedicated crews are working hard to keep the water flowing, a few extra seconds of caution can m...	Worker Wed	0	0

Date	Format	Post	Labels	Retweets	
November 13, 2024 5:20 PM PST	Video	 Worker Wednesday There's always something interesting at the wastewater plant! Isaac is measuring dissolved oxygen levels in our tanks to ensure there's enough air for the hardworking microorganisms. These tiny hel...	Worker Wed	0	0
November 12, 2024 3:10 PM PST	Image	 Join OUr Team 💧Come work with us! 💧 MSWD is hiring for an Associate Engineer, Chief Plant Operator, Field Operations Technician I/II, and Water Production Supervisor. Apply today at https://t.co/MT4v2bnfdt #MSW...	New Hire / Jobs	0	0
November 10, 2024 9:14 AM PST	Image	 Veterans Day In observance of Veterans Day, the MSWD offices will be closed Monday, 11/11/2024; however, we are still here for you 24/7/365 in case of an emergency! Please call 760-329-6448 for assistance. 💙❤️M...	Customer Service	0	0

Date	Format	Post	Labels	Retweets	
November 08, 2024 12:45 PM PST	Image	 STEAM Day Happy National STEM/STEAM Day! 🎉 We're proud to partner with local schools like Desert Hot Springs High School's REAL Academy. Through our internship program, we support students pursuing STEM by i...	Event	0	0
November 07, 2024 3:12 PM PST	Image	 Toilet Rebate 🍁🍂 The holidays are coming, upgrade to a higher efficiency model toilet before guests arrive! Take advantage of the holiday sales, and our rebate program, you can get up to $150 back. To learn more...	Conservation/Rebates	0	0
November 06, 2024 3:26 PM PST	Image	 CM MAINLINE REPAIR 💧Shout out to our Construction and Maintenance crew this Worker Wednesday, they're out there every day ensuring that our community has reliable water service 365/24/7. 💧#WorkerWednesday #MSWD #Water...	Worker Wed	0	0

Date	Format	Post	Labels	Retweets	
November 05, 2024 12:12 PM PST	Image	 Blood Drive 🩸Give thanks, and give blood! Sign up now for the MSWD LifeStream Blood Drive on Monday, November 25th, and help save lives. 🩸To schedule an appointment, call 800.879.4484, or visit https://t.co/OR2...	Event	0	0
November 02, 2024 9:10 AM PDT	Image	 Fall back 💧It's time to turn our clocks back Sunday at 2:00 a.m., and that means we have less daylight hours, cooler weather, and hopefully more rain! Take control of your outdoor watering schedules with sma...	Conservation/Rebates	0	0
November 01, 2024 5:55 PM PDT	Image	 Historical Society Event Please join MSWD tomorrow, at The Desert Hot Springs Historical Society HISTORY SPEAKS series which is focused on the city's renowned award-winning water. Saturday, November 2, 11:00 A.M. Historic ...	Event	0	0
			Total	0	3

Date	Format	Post	Labels	Retweets	
			Average	0.0	0.1

Instagram Account Overview (November 1 - 30, 2024)

Posts Published	Total Followers	New Followers	Impressions	Reach	Profile Views
21	398	13	3,948	2,141	109
-5 | -19.2%	+11 | 2.8%	-8 | -38.1%	-5,527 | -58.3%	-3,391 | -61.3%	-119 | -52.2%

3 Most Liked Posts

	30 years Jeff Nutter 🎉 Celebrating 30 Years of Dedication! 🎉 Today, our board and staff had the incredible honor of recognizing Jeff Nutt...	27
	Blood Drive Today 🩸Not all heroes wear capes! We are giving blood while giving thanks today, our last blood drive of the year! 🩸 Walk-...	19
	Worker Wednesday There's always something interesting happening at the wastewater plant! Isaac is measuring dissolved oxygen levels in...	15

3 Most Commented Posts

	Nov Calendar Maximillian from CAVA reminds us to delay our watering of outdoor landscapes for 48 hours after rainfall, let Mother ...	2
	30 years Jeff Nutter 🎉 Celebrating 30 Years of Dedication! 🎉 Today, our board and staff had the incredible honor of recognizing Jeff Nutt...	2
	CM MAINLINE REPAIR 💧Shout out to our Construction and Maintenance crew this Worker Wednesday, from fixing unexpected mainline leaks and ...	1

3 Least Liked Posts

	Fall back 💧It's time to turn our clocks back Sunday at 2:00 a.m., and that means we have less daylight hours, cooler weather, a...	2
	Black Friday Rebates 💧💸 Black Friday Pro Tip: Save Big While Saving Water! 💸💧If you are planning to shop for appliances or home upgrades t...	3
	Blood Drive 🩸Give thanks, and give blood! Sign up now for the MSWD LifeStream Blood Drive on Monday, November 25th, and help save...	3

3 Least Commented Posts

	Historical Society Event Please join MSWD tomorrow, at The Desert Hot Springs Historical Society HISTORY SPEAKS series which is focused on the...	0
	Fall back 💧It's time to turn our clocks back Sunday at 2:00 a.m., and that means we have less daylight hours, cooler weather, a...	0
	Blood Drive 🩸Give thanks, and give blood! Sign up now for the MSWD LifeStream Blood Drive on Monday, November 25th, and help save...	0

Instagram Story Metrics (November 1 - 30, 2024)

Date	Story	Labels	Exits	Impressions	Reach	Replies	Taps Forward	Taps Back
November 29, 2024 9:50 AM PST			3	15	15	0	14	-
November 29, 2024 9:50 AM PST			2	17	17	0	15	-
November 29, 2024 9:49 AM PST			1	18	18	0	15	-
November 29, 2024 9:49 AM PST			1	20	20	0	16	1
November 26, 2024 10:33 AM PST	FOG	Customer Service	14	38	38	1	20	-
November 22, 2024 3:45 PM PST	Post 38890320	Customer Service FOG/Wipes	13	40	40	1	27	-
November 18, 2024 7:50 PM PST			4	19	19	0	15	-

Date	Story	Labels	Exits	Impressions	Reach	Replies	Taps Forward	*Item 27.*
November 13, 2024 6:39 PM PST			2	11	11	0	10	-
November 12, 2024 3:56 PM PST	 Join OUr Team	New Hire / Jobs	5	23	23	0	19	-
November 10, 2024 8:19 AM PST	 Post 38465088		4	24	24	0	17	-
November 07, 2024 3:14 PM PST	 Toilet Rebate	Conservation/Rebates	1	8	8	0	4	-
November 05, 2024 3:49 PM PST	 Blood Drive	Event	2	19	18	0	16	-

Instagram Post Metrics (November 1 - 30, 2024)

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	Video Views
November 29, 2024 9:28 AM PST	Video	 Black Friday Value of Tap 💧It's Black Friday and we're serving up an unbeatable deal for you! Get 4 gallons of pure tap water for just 1 cent today and every day! Cheers to hydration on a budget, the value of tap! 💧 MSWD i...	Customer Service	7	0		78	7	8.97%	0	
November 28, 2024 3:33 PM PST	Video	 Black Friday Rebates 💧💸 Black Friday Pro Tip: Save Big While Saving Water! 💸💧 If you are planning to shop for appliances or home upgrades this Black Friday weekend, make your shopping count for your wallet and water con...	Conservation/Reba···	3	0		49	3	6.12%	0	
November 27, 2024 9:31 AM PST	Image	 Offices Closed The MSWD offices will be closed on Thursday, November 28th, and Friday, November 29th in recognition of the Thanksgiving holiday. We will reopen for regular business hours on Monday, December 2nd. ...	Customer Service	5	0	30	28	5	17.86%	0	

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves
November 26, 2024 10:33 AM PST	Video	 FOG The holidays are coming, with dinners and celebrations planned, make sure to avoid disposing of fats, oils, and grease (F.O.G.), down the drain. They can clog and damage your plumbing and our local...	Customer Service	7	0		150	7	4.67%	0
November 25, 2024 7:47 AM PST	Image	 Blood Drive Today 🩸Not all heroes wear capes! We are giving blood while giving thanks today, our last blood drive of the year! 🩸 Walk-ins are welcome until 11:45 a.m. today or join us for our next blood drive with ...	Event	19	0	87	83	19	22.89%	0
November 22, 2024 3:45 PM PST	Image	 Post 38890287 A friendly reminder this holiday season, flushable wipes are not flushable.🚫 Always dispose of wipes in the trash, and remember only to flush the 3 P's. Flushing anything other than the 3 Ps - poo,...	Customer Service FOG/Wipes	4	0	65	49	4	8.16%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves
November 21, 2024 1:49 PM PST	Video	 Newsletter 💧Check out our November Water Matters newsletter! 💧This month features the value of your award-winning tap water, how to avoid costly clogs in your plumbing, and the various bill pay options to fit ...	Customer Service, Conservation/Reba···	5	0		23	5	21.74%	0
November 20, 2024 2:49 PM PST	Image	 Worker Wed Field 💧 We are here for you! 💧If you need assistance verifying if you have a leak, or your meter reading, our helpful and committed Field Service Team is here to help! To schedule a service call, reach o...	Customer Service, Worker Wed	13	0	83	73	14	19.18%	1
November 19, 2024 3:04 PM PST	Image	 Nov Calendar Maximillian from CAVA reminds us to delay our watering of outdoor landscapes for 48 hours after rainfall, let Mother Nature work for you! Wait two days after any rainfall before watering outdoors, ...	Customer Service	6	2	56	48	8	16.67%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves
November 18, 2024 6:01 PM PST	Image	 30 years Jeff Nutter 🎉 Celebrating 30 Years of Dedication! 🎉 Today, our board and staff had the incredible honor of recognizing Jeff Nutter, our Superintendent of Field Operations, at the board meeting for an extraord...	Event	27	2	131	99	29	29.29%	0
November 15, 2024 2:49 PM PST	Image	 Water Talk Promo Join MSWD and guest speaker Aaron Betts, the President of Intelesys, IT for the Public Sector who serves government and education agencies throughout Southern California for this months Water Talk....	Event	4	0	39	34	4	11.76%	0
November 14, 2024 5:19 PM PST	Image	 Drive Safe 💧🚧 Safety First! 🚧💧 When you see orange cones and workers in the road, slow down and stay alert. Our dedicated crews are working hard to keep the water flowing, a few extra seconds of caution can ma...	Worker Wed	12	0	77	69	12	17.39%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves
November 13, 2024 5:20 PM PST	Video	 Worker Wednesday There's always something interesting happening at the wastewater plant! Isaac is measuring dissolved oxygen levels in our tanks to ensure there's enough air for the hardworking aerobic micro-organi...	Worker Wed	15	1		69	16	23.19%	0
November 12, 2024 3:10 PM PST	Image	 Join OUr Team 💧Come work with us! 💧 MSWD is hiring for an Associate Engineer, Chief Plant Operator, Field Operations Technician I/II, and Water Production Supervisor. Apply today at mswd.org/jobs #MSWD #WaterJo...	New Hire / Jobs	10	0	376	324	10	3.09%	0
November 10, 2024 9:14 AM PST	Image	 Veterans Day In observance of Veterans Day, the MSWD offices will be closed Monday, 11/11/2024; however, we are still here for you 24/7/365 in case of an emergency! Please call 760-329-6448 for assistance. 💙❤...	Customer Service	6	0	56	46	6	13.04%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves
November 08, 2024 12:45 PM PST	Image	 STEAM Day 🎉 Happy National STEM/STEAM Day! 🎉 At MSWD, we're proud to partner with local schools and programs like Desert Hot Springs High School's REAL Academy. Through our internship program, we support stu...	Event	8	0	75	65	8	12.31%	0
November 07, 2024 3:12 PM PST	Image	 Toilet Rebate 🍁🍂 The holidays are coming, upgrade to a higher efficiency model toilet before guests arrive! Take advantage of the holiday sales, and our rebate program, you can get up to $150 back for the purcha...	Conservation/Reba···	4	0	51	40	4	10.0%	0
November 06, 2024 3:27 PM PST	Image	 CM MAINLINE REPAIR 💧Shout out to our Construction and Maintenance crew this Worker Wednesday, from fixing unexpected mainline leaks and breaks to keeping our water systems running smoothly, we appreciate their hard w...	Worker Wed	13	1	78	69	14	20.29%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves
November 05, 2024 12:12 PM PST	Image	 Blood Drive 🩸Give thanks, and give blood! Sign up now for the MSWD LifeStream Blood Drive on Monday, November 25th, and help save lives. To schedule an appointment, call 800.879.4484, or visit lstream.org/ms...	Event	3	0	48	41	3	7.32%	0
November 02, 2024 9:10 AM PDT	Image	 Fall back 💧It's time to turn our clocks back Sunday at 2:00 a.m., and that means we have less daylight hours, cooler weather, and hopefully more rain! Take control of your outdoor watering schedules with s...	Conservation/Reba···	2	0	37	33	2	6.06%	0
November 01, 2024 5:55 PM PDT	Image	 Historical Society Event Please join MSWD tomorrow, at The Desert Hot Springs Historical Society HISTORY SPEAKS series which is focused on the city's renowned award-winning water. The presentation will feature three princi...	Event	6	0	62	59	6	10.17%	0
			Total	179	6	1,351	1,529	186		1

328

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	
			Average	8.5	0.3	84.4	72.8	8.9	12.16%	0.0	

LinkedIn Account Overview (November 1 - 30, 2024)

Posts Published	Likes	Views	Followers
5	70	104	390
-7 | -58.3%	-57 | -44.9%	+69 | 197.1%	+16 | 4.3%

Comments	Impressions	Clicks	Engagement Rate
4	2,269	176	9.06%
+2 | 100.0%	-696 | -23.5%	-51 | -22.5%	+0.0 | 4.2%

3 Most Engaging Posts



STEAM Day
🎉 Happy National STEM/STEAM Day! 🎉 At MSWD, we're proud to partner with local schools and programs like Desert Hot Sp... — 15.72%



30 years Jeff Nutter
🎉 Celebrating 30 Years of Dedication! 🎉
Today, our board and staff had the incredible honor of recognizing Jeff Nutt... — 13.62%



Newsletter
💧Check out our November Water Matters newsletter!💧This month features the value of your award-winning tap water, how ... — 9.92%

3 Most Shared Posts



Join OUr Team
💧Come work with us! 💧
MSWD is hiring for an Associate Engineer, Chief Plant Operator, Field Operations Technician I/... — 3



STEAM Day
🎉 Happy National STEM/STEAM Day! 🎉 At MSWD, we're proud to partner with local schools and programs like Desert Hot Sp... — 0



Water Talk Promo
Join MSWD and guest speaker Aaron Betts, the President of Intelesys, IT for the Public Sector who serves government a... — 0

3 Least Engaging Posts



Water Talk Promo
Join MSWD and guest speaker Aaron Betts, the President of Intelesys, IT for the Public Sector who serves government a... 8.73%



Join OUr Team
💧Come work with us! 💧 9.47%
MSWD is hiring for an Associate Engineer, Chief Plant Operator, Field Operations Technician I/...



Newsletter
💧Check out our November Water Matters newsletter! 💧This month features the value of your award-winning tap water, how ... 9.92%

3 Least Shared Posts



Newsletter
💧Check out our November Water Matters newsletter! 💧This month features the value of your award-winning tap water, how ... 0



30 years Jeff Nutter
🎉 Celebrating 30 Years of Dedication! 🎉 0
Today, our board and staff had the incredible honor of recognizing Jeff Nutt...



Water Talk Promo
Join MSWD and guest speaker Aaron Betts, the President of Intelesys, IT for the Public Sector who serves government a... 0

LinkedIn Post Metrics (November 1 - 30, 2024)

Date	Format	Post	Labels	Shares	Clicks	Engagement Rate	Reactions	Impressions	Comments
November 21, 2024 1:49 PM PST	Video	 Newsletter 💧Check out our November Water Matters newsletter! 💧This month features the value of your award-winning tap water, how to avoid costly clogs in your plumbing, and the various bill pay options to fit ...	Customer Service Conservation/Rebates	0	6	9.92%	6	121	0
November 18, 2024 6:01 PM PST	Image	 30 years Jeff Nutter 🎉 Celebrating 30 Years of Dedication! 🎉 Today, our board and staff had the incredible honor of recognizing Jeff Nutter, our Superintendent of Field Operations, at the board meeting for an extraord...	Event	0	63	13.62%	31	705	2
November 15, 2024 2:49 PM PST	Image	 Water Talk Promo Join MSWD and guest speaker Aaron Betts, the President of Intelesys, IT for the Public Sector who serves government and education agencies throughout Southern California for this months Water Talk....	Event	0	7	8.73%	4	126	0

Date	Format	Post	Labels	Shares	Clicks	Engagement Rate	Reactions	Impressions	*Item 27.*
November 12, 2024 3:10 PM PST	Image	 Join OUr Team 💧Come work with us! 💧 MSWD is hiring for an Associate Engineer, Chief Plant Operator, Field Operations Technician I/II, and Water Production Supervisor. Apply today at mswd.org/jobs #MSWD #WaterJo...	New Hire / Jobs	3	43	9.47%	13	623	0
November 08, 2024 12:45 PM PST	Image	 STEAM Day 🎉 Happy National STEM/STEAM Day! 🎉 At MSWD, we're proud to partner with local schools and programs like Desert Hot Springs High School's REAL Academy. Through our internship program, we support stu...	Event	0	36	15.72%	11	318	3
			Total	3	155		65	1,893	5
			Average	0.6	31.0	11.49%	13.0	378.6	1.0