



## BOARD OF DIRECTORS REGULAR MEETING AGENDA

Monday, June 20, 2022 at 3:00 PM

Via Teleconference – No Live Attendance

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

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

JOIN ZOOM MEETING:

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

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. RULES OF PROCEDURE
5. PUBLIC INPUT

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

### EMPLOYEE RECOGNITION

6. HUMAN RESOURCES REPORT

**ACTION ITEMS**

**7. RESOLUTION 2022-08 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD JUNE 23, 2022 – JULY 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

It is recommended to approve Resolution 2022-08, continuing teleconferencing meetings for the period of June 23, 2022 - July 22, 2022.

**8. PUBLIC HEARING - RESOLUTION 2022-09 – TO ESTABLISH WATER STANDBY ASSESSMENTS**

It is recommended to adopt Resolution No. 2020-09 making determination to fix, levy and collect water service standby assessments for fiscal year 2022-2023.

**9. PUBLIC HEARING - RESOLUTION 2022-10 – TO ESTABLISH SEWER STANDBY ASSESSMENTS**

It is recommended to adopt Resolution No. 2022-10 making determination to fix, levy and collect sewer service standby assessments for fiscal year 2022-2023.

**10. FISCAL YEAR 2022/2023 BUDGET**

A. It is recommended to adopt Resolution No. 2022-11, adopting the Operating and Capital Budgets FY 2022-2023.

B. It is recommended to adopt Resolution No. 2022-12, adopting its Appropriations Limit for FYE June 30, 2023.

C. It is recommended to adopt Resolution No. 2022-13, adopting its Employee Classification Plan effective July 1, 2022.

**11. RESOLUTION 2022-14 – NOTICE OF GENERAL DISTRICT ELECTION, NOVEMBER 8, 2022 AND ESTABLISHMENT OF DEPOSIT FOR OPTIONAL CANDIDATE’S STATEMENT**

It is recommended to adopt Resolution No. 2022-14 and authorize the District Secretary to notify the County Registrar of Voters that candidates will be responsible for costs associated with the Candidate’s Statement.

**12. RESOLUTION 2022-15 – ADDITION OF DELINQUENT ACCOUNTS TO COUNTY TAX ROLLS**

It is recommended to adopt Resolution No. 2022-15 requesting Addition of Delinquent Water and Sewer Charges and Other Fees of \$5.00 or more to the 2022-2023 Riverside County Tax Rolls.

**13. CONTRACT AGREEMENT WITH URBAN HABITAT FOR ANNUAL LANDSCAPE MAINTENANCE FOR DISTRICT FACILITIES FOR 2022-2023**

It is recommended to authorize the General Manager to approve a contract agreement with Urban Habitat titled Annual Landscape Maintenance for District Facilities for fiscal year 2022-2023, for a not to exceed amount of \$70,100.00, plus a 10% contingency (total of \$77,110.00), for a period of one year and authorize the General Manager to do all things necessary to complete the project.

**14. CONTRACT AGREEMENT WITH SOUTHERN CALIFORNIA FLEET SERVICES FOR FLEET SERVICE MAINTENANCE AND REPAIRS FOR 2022-2023**

It is recommended to authorize the General Manager to approve a contract agreement with Southern California Fleet Services Inc. to perform fleet service maintenance and repairs for all District vehicles and equipment, for a not to exceed amount of \$100,000.00, for a period of one year.

**15. FIRST SUPPLEMENT TO THE MEMORANDUM OF UNDERSTANDING REGARDING COLLABORATION ON THE COACHELLA VALLEY SALT AND NUTRIENT MANAGEMENT PLAN**

It is recommended to authorize the General Manager to execute the First Supplement to the Memorandum of Understanding (MOU) with the Coachella Valley Salt and Nutrient Management Plan (CV-SNMP) Agencies regarding collaboration and cost sharing on the CV-SNMP Update and augment the capital budget creating a project in the amount of \$400,000.

**16. ACCEPTANCE OF THE EMERGENCY REPAIR OF 150 LINEAR FEET OF 8-INCH SANITARY LINE AND FIVE SERVICE CONNECTIONS ON ACOMA AVENUE**

It is recommended to accept the Emergency Repair of 150 Linear Feet of 8-inch sanitary sewer on Acoma Avenue Project as complete and authorize the release of retention money held for Tryco General Engineering Inc. in the amount of \$3,994.08, thirty-five days after filing the Notice of Completion (NOC).

**17. AWARD THE ON-CALL POTABLE WATER AND SANITARY SEWER REPAIR SERVICES WITH TRYCO GENERAL ENGINEERING AND TRI-STAR CONTRACTING II, INC.**

It is recommended to authorize the General Manager to award and do all things necessary to complete the On-Call Potable Water and Sanitary Sewer Repair Services contracts for the two (2) contractors listed below:

- a) TryCo General Engineering, Inc. in the not to exceed amount of \$150,000; and
- b) Tri-Star Contracting II, Inc., in the not to exceed amount of \$150,000.

**18. APPROVE CHANGE ORDER NO. 2, AND CONTRACT AMENDMENT FOR WELL 24 ELECTRICAL PANEL REHABILITATION**

It is recommended to authorize the General Manager to negotiate and execute two (2) contract modifications related to additional work required by Southern California Edison for Well 24 Electrical Panel Rehabilitation. The two (2) contract modifications are:

- Change Order No. 2 with R.I.C. Construction Co., Inc. for a not to exceed amount of \$21,362.62 (total of \$552,417.32).
- Contract Amendment with Murow Development Consultants for a not to exceed amount of \$15,000 (total of \$90,000) for construction management and inspection services.

**19. CONTRACT AGREEMENT WITH B-81 PAVING INC. FOR PAVEMENT REPAIRS FOR WATER AND SEWER PROJECTS FOR 2022-2023**

It is recommended to authorize the General Manager to approve a contract agreement with B-81 Paving Inc. titled Pavement Repairs for Water and Sewer Projects for fiscal year 2022-2023, for a not to exceed amount of \$250,000.00, for a period of one year and authorize the General Manager to do all things necessary to complete the project

**20. ACCEPTANCE OF BILL OF SALE FOR THE NEW DOLLAR GENERAL**

It is recommended to authorize the General Manager to execute the Bill of Sale for the Water and Sewer Infrastructure for the New Dollar General project located at 11405 Palm Drive, Desert Hot Springs as contributed assets.

**21. CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS, SEAT B TERM 2023 - 2025 SOUTHERN NETWORK**

It is recommended that the Board review, consider and select one (1) of the three (3) candidates nominated for Seat B - Southern Network and direct the General Manager to vote for the candidate of choice.

**DISCUSSION ITEMS****22. MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE****23. CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE****CONSENT AGENDA**

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

**24. APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

May 12, 2022 - Study Session

May 16, 2022 - Board Meeting

May 23, 2022 - Special Meeting (Closed Session)

**25. REGISTER OF DEMANDS**

The register of demands totaling \$2,812,222.52

**CORRESPONDENCE****26. THANK YOU LETTER AND CERTIFICATE FROM DESERT HOT SPRINGS HIGH SCHOOL****27. THANK YOU LETTER AND CERTIFICATE FROM DESERT HOT SPRINGS ROTARY****REPORTS****28. DIRECTOR'S REPORTS****29. GENERAL MANAGER'S REPORT****A. FINANCIAL REPORT****B. PUBLIC AFFAIRS REPORT**

**COMMENTS****30. DISTRICT COUNSEL COMMENTS****31. DIRECTOR COMMENTS****CLOSED SESSION****32. CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION**

pursuant to Government Code Section 54956.9(d)(1)

One Case: Case No. RIC 2003782

(George Padilla and Sharon Moreno vs. Mission Springs Water District)

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

pursuant to Government Code Section 54956.9(d)(2) and/or (3)

(One potential case related to a threat of litigation by Coachillin Holdings, LLC)

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

pursuant to Government Code Section 54956.9(d)(1)

One Case: Case No. PSC 1600676

(Mission Springs Water District vs. Desert Water Agency)

**35. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

potential initiation of litigation pursuant to Government Code 54956.9(d)(4)

(two potential cases).

**36. REPORT ON ACTION TAKEN DURING CLOSED SESSION****37. ADJOURN**

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

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

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**CERTIFICATION OF POSTING**

I certify that on or before June 17, 2022, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 72 hours in advance of the meeting (Government Code Section 54954.2).



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Arden Wallum  
Secretary of the Board of Directors

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** JUNE 16 & 20, 2022

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



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## HUMAN RESOURCES REPORT

### PERSONNEL ACTIVITY FOR THE PERIOD MAY 1-31, 2022

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#### NEW HIRES

None

#### ANNIVERSARIES

Joseph McElrone	Collections Operator II	1 Year
Alexander Nine	Field Operations Technician II	5 Years

#### PROMOTIONS

Alexander Nine	Field Operations Technician II (Formerly – Field Operations Technician I)
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#### CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

April Scott (Customer Service Manager)	Bachelor of Arts Communication
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# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING(S)  
**MEETING DATE(S):** JUNE 16 & 20, 2022  
**FROM:** LEGAL COUNSEL



**FOR:** ACTION  X  DIRECTION      INFORMATION    

## RESOLUTION 2022-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD OF JUNE 23, 2022 THROUGH JULY 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

### STAFF RECOMMENDATION

It is recommended to approve Resolution 2022-08, continuing abbreviated teleconferencing procedures for meetings of legislative bodies of the District, on a month to month basis, for the period of June 23, 2022 through July 22, 2022.

### SUMMARY

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

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

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

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

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



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

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

The current masking requirements in California are:

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

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

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

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

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

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

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

None

#### **ATTACHMENTS**

Resolution 2022-08

**RESOLUTION NO. 2022-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD JUNE 23, 2022 – JULY 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section 1. Recitals.**

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

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

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

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

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

**Section 4. Remote Teleconference Meetings.**

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

**Section 5. Effective Date.**

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

**Section 6. Certification.**

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

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

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

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

ATTEST:

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

# REGULAR AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING  
 MEETING JUNE 16 & 20, 2022  
 DATE(S):  
 FROM: DIRECTOR FINANCE, ARTURO CEJA



FOR: ACTION X DIRECTION      INFORMATION     

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## RESOLUTION 2022-09 TO ESTABLISH WATER STANDBY ASSESSMENTS

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### STAFF RECOMMENDATION

Adopt Resolution 2022-09 making determination to fix, levy and collect water standby assessments for fiscal year 2022-2023.

### SUMMARY

The District is required to conduct a public hearing for the purpose of placing water standby charges on the Riverside County property tax roll. The standby charges apply to certain properties that have not been disallowed by California Proposition 218. The standby assessment is deleted from the tax rolls when the subject property acquires water service.

### ANALYSIS

Standby charges were developed for the purpose of paying the costs to maintain water lines that front undeveloped property. California Proposition 218 precludes any additional properties from being added to the standby rolls. The proposition does not require the cessation of charges on existing properties prior to the passage of the Proposition. The standby charge that was in effect at the time of passage of Proposition 218 cannot be increased. The standby assessment roll will eventually disappear as the affected properties are developed.

### FISCAL IMPACT

Estimated revenue to be generated by the proposed water standby charges for the ensuing fiscal year beginning July 1, 2022, is \$13,101.

### ATTACHMENTS

Resolution 2022-09  
 2022-2023 Standby Summary Listings  
 Public Hearing Notice

**RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS  
WATER DISTRICT MAKING ITS DETERMINATION TO FIX, LEVY AND COLLECT  
WATER STANDBY ASSESSMENTS FOR THE FISCAL YEAR 2022-2023**

**WHEREAS**, by Resolution No. 66-23 in 1966, the Board of Directors elected to proceed under Section 31032.1 of the Water Code to fix, levy and collect water standby assessments to finance, in part, the capital costs and maintenance and operation expenses for the facilities which provides water service availability to the properties upon which it levied; and

**WHEREAS**, a written Report of Water Standby Assessments for 2022-2023 was prepared by Willdan Financial Services using the same methodology as was used in 1966 and in subsequent years, and which report was filed with the District Secretary; and

**WHEREAS**, the Secretary has caused notice of time and place for public hearing on the Report of Water Standby Assessments to be published and mailed pursuant to Section 31032.2 of the Water Code; and

**WHEREAS**, a public hearing was held on said Report at the time and place specified in said notice; and

**WHEREAS**, at said public hearing, all objections or protests to said Report were heard and considered by the Board of Directors;

**NOW, THEREFORE**, the Board of Directors of Mission Springs Water District does hereby **RESOLVE, DETERMINE AND ORDER** as follows:

Section 1. The Board of Directors has found and determined that the water standby assessment is levied to finance, in part, the capital costs and maintenance and operation expenses for the facilities which provide water service availability to the properties upon which it levied.

Section 2. That all objections and protests to the Report of Water Standby Assessments received have been considered and are hereby overruled.

Section 3. That the Report and each water standby assessment contained therein is hereby approved and adopted.

Section 4. That the water standby assessments for Improvement District Nos. 2, "B", "F", "G" and Service Area No. 2 for the fiscal year commencing July 1, 2022 and ending June 30, 2023, be and are hereby fixed as follows:

- a. \$26.80 for each parcel of land less than an acre, which abuts a street or easement in which a water distribution line operated by the district is located.
- b. \$26.80 per acre for each parcel of land of an acre, and any portion in excess thereof will be charged \$26.80 times the actual acreage located within a distance of approximately 330 feet from the centerline of the street or easement in which a water distribution line operated by the district is located; provided, however, that such parcel abuts said street or easement.

- c. \$13.40 per acre for each parcel of land of an acre, and any portion in excess thereof will be charged \$13.40 times the actual acreage located within a distance of approximately 330 feet to 1320 feet from the centerline of a street or easement in which a water distribution line operated by the district is located; provided, however, that such parcel abuts said street or easement.

Section 5. That the water standby assessment for Improvement District Nos. 2, "B", "F", "G" and Service Area No. 2 shall not apply to certain parcels of land as follows:

- a. Parcels of land which do not abut a street or easement in which a water distribution line operated by the district is located.
- b. Parcels of land less than an acre on which an active metered service connection exists at the time the report is prepared.
- c. With respect to parcels of an acre or more, one acre of land shall be exempted from the water standby assessment for each active metered service connection which exists thereon at the time the report is prepared.

Section 6. That the Secretary shall file with the Riverside County Auditor, in the time and manner specified by the County Auditor, a copy of such written Report with a statement endorsed thereon over the signature of the Secretary that such report was finally adopted by this Board of Directors; and the County Auditor shall enter the amount of such assessments against the respective lots or parcels of land as they appear on the current assessment roll, pursuant to Section 31032.4 of the Water Code.

Section 7. That the County Tax Collector shall include the amount of such assessments on bills for taxes levied against the respective lots and parcels of land, and thereafter, the amount of such assessments shall be collected at the same time and in the same manner and by the same persons, as together with and not separately from, the general taxes for the District, and shall be delinquent at the same time and thereafter be subject to the same delinquency penalties, pursuant to Section 31032.6 of the Water Code.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:

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

ATTEST:

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

**Mission Springs Water District  
Standby Analysis  
Fiscal Year 2022-2023**

**Charged Acreage**

Fund No	District Name	No. of Parcels	Assessable Acreage	Zone 1 Acres	Zone 2 Acres	Zone 3 Acres	Zone 4 Acres	Zone 5 Acres
684853	IMPROVEMENT DISTRICT B	419	2,403.81	1,133.41	1,270.40	0.00	0.00	0.00
684856	IMPROVEMENT DISTRICT 2	52	98.67	65.98	32.69	0.00	0.00	0.00
684859	SERVICE AREA 2	114	1,325.36	516.20	809.16	0.00	0.00	0.00
684866	IMPROVEMENT DISTRICT G	3,501	5,466.63	4,200.53	1,266.10	0.00	0.00	0.00
684868	IMPROVEMENT DISTRICT F	667	1,394.12	942.36	451.76	0.00	0.00	0.00
684870	IMPROVEMENT DISTRICT S	1,102	1,310.05	1,310.05	0.00	0.00	0.00	0.00
<b>Totals:</b>		<b>5,855</b>	<b>11,998.64</b>	<b>8,168.53</b>	<b>3,830.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

- LEGEND:
- ZONE 1 = TOTAL ASSESSABLE ACREAGE WITHIN 330 FEET FROM WATERLINE OR SEWERLINE.
  - ZONE 2 = TOTAL ASSESSABLE ACREAGE BETWEEN 330 AND 1320 FEET FROM WATERLINE.
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**Mission Springs Water District  
Standby Analysis  
Fiscal Year 2022-2023**

**Charges**

Fund No	District Name	No. of Parcels	Zone 1 Charges	Zone 2 Charges	Zone 3 Charges	Zone 4 Charges	Zone 5 Charges	Total Charge
684853	IMPROVEMENT DISTRICT B	419	30,375.39	17,023.36	0.00	0.00	0.00	47,398.75
684856	IMPROVEMENT DISTRICT 2	52	1,768.26	438.05	0.00	0.00	0.00	2,206.31
684859	SERVICE AREA 2	114	13,834.16	10,842.74	0.00	0.00	0.00	24,676.90
684866	IMPROVEMENT DISTRICT G	3,501	112,574.20	16,965.74	0.00	0.00	0.00	129,539.94
684868	IMPROVEMENT DISTRICT F	667	25,255.26	6,053.59	0.00	0.00	0.00	31,308.85
684870	IMPROVEMENT DISTRICT S	1,102	13,100.50	0.00	0.00	0.00	0.00	13,100.50
<b>Totals:</b>		<b>5,855</b>	<b>196,907.77</b>	<b>51,323.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>248,231.26</b>

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**Mission Springs Water District  
Standby Analysis  
Fiscal Year 2022-2023**

**Total Acreage**

Fund No	District Name	No. of Parcels	Assessable Acreage	Zone 1 Acres	Zone 2 Acres	Zone 3 Acres	Zone 4 Acres	Zone 5 Acres
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684856	IMPROVEMENT DISTRICT 2	128	347.46	103.99	32.69	23.49	0.00	187.29
684859	SERVICE AREA 2	3,123	25,239.24	1,527.55	863.23	315.86	0.00	22,532.60
684866	IMPROVEMENT DISTRICT G	14,394	19,036.09	14,539.83	1,453.80	649.57	23.73	2,369.16
684868	IMPROVEMENT DISTRICT F	1,857	4,653.50	1,844.25	458.95	131.56	7.42	2,211.32
684870	IMPROVEMENT DISTRICT S	8,867	10,074.43	8,936.43	3.54	0.00	593.95	540.51
<b>Totals:</b>		<b>29,451</b>	<b>65,607.35</b>	<b>28,546.10</b>	<b>4,299.72</b>	<b>1,560.19</b>	<b>625.10</b>	<b>30,576.24</b>

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**PROOF OF PUBLICATION**

**STATE OF CALIFORNIA SS.  
COUNTY OF RIVERSIDE**

MISSION SPRINGS WATER DIST- LG  
66575 2ND ST

DESERT HOT SPRINGS CA 92240

I am over the age of 18 years old, a citizen of the United States and not a party to, or have interest in this matter. I hereby certify that the attached advertisement appeared in said newspaper (set in type not smaller than non pariel) in each and entire issue of said newspaper and not in any supplement thereof of the following issue dates, to wit:

05/27/2022, 06/03/2022

I acknowledge that I am a principal clerk of the printer of The Desert Sun, published weekly in the City of Palm Springs, County of Riverside, State of California. The Desert Sun was adjudicated a Newspaper of general circulation on March 24, 1988 by the Superior Court of the County of Riverside, State of California Case No. 191236.

I certify under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.. Executed on this 3rd of June 2022 in Green Bay, WI, County of Brown.

  
DECLARANT

**MISSION SPRINGS WATER DISTRICT  
NOTICE OF PUBLIC HEARINGS  
WATER & SEWER STANDBY ASSESSMENTS**

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These annual assessments finance the ongoing cost of maintaining and operating the water distribution lines and sewer collection lines, which provide water and sewer service access to certain properties and are based upon the proximity of those properties to water and/or sewer lines. No change is recommended from last year's assessment criteria. A report showing the proposed assessment and methodology will be available for viewing, by appointment, fourteen days (14 days) prior to the public hearings, at the district offices located at 66575 2nd St., Desert Hot Springs CA, or information may be obtained by calling 760-329-6448 ext. 134.

/s/Arden Wallum  
Secretary, Mission Springs Water District  
PUB: 5/27/2022, 6/3/2022

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WATER & SEWER STANDBY ASSESSMENTS**

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/s/Arden Wallum  
Secretary, Mission Springs Water District  
PUB: 5/27/2022, 6/3/2022

Ad#:0005272219

P O :

**This is not an invoice**

# of Affidavits: 1

# REGULAR AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING  
 MEETING DATE(S): JUNE 16 & 20, 2022  
 FROM: DIRECTOR OF FINANCE, ARTURO CEJA



FOR: ACTION X DIRECTION     INFORMATION    

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## RESOLUTION 2022-10 TO ESTABLISH SEWER STANDBY ASSESSMENTS

---

### STAFF RECOMMENDATION:

Adopt Resolution 2022-10 making determination to fix, levy and collect sewer standby assessments for fiscal year 2022-2023.

### SUMMARY

The District is required to conduct a public hearing for the purpose of placing sewer standby charges on the Riverside County property tax roll. The standby charges apply to certain properties that have not been disallowed by California Proposition 218. The standby assessment is deleted from the tax rolls when the subject property acquires sewer service.

### ANALYSIS

Standby charges were developed for the purpose of paying the costs to maintain sewer lines that front undeveloped property. California Proposition 218 precludes any additional properties from being added to the standby rolls. The proposition does not require the cessation of charges on existing properties prior to the passage of the Proposition. The standby charge that was in effect at the time of passage of Proposition 218 cannot be increased. The standby assessment roll will eventually disappear as the affected properties are developed.

### FISCAL IMPACT

Estimated revenue to be generated by the proposed standby charge for the ensuing fiscal year beginning July 1, 2022, is \$235,131.

### ATTACHMENTS

Resolution 2022-10  
 2022-2023 Standby Summary Listings  
 Public Hearing Notice

**RESOLUTION NO. 2022-10**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS  
WATER DISTRICT MAKING ITS DETERMINATION TO FIX, LEVY AND  
COLLECT SEWERAGE AND WASTE SERVICE STANDBY  
ASSESSMENTS FOR THE FISCAL YEAR 2022-2023**

**WHEREAS**, by Resolution No. 74-12 in 1974, the Board of Directors elected to proceed under Section 31104 of the Water Code to fix, levy and collect sewerage and waste service standby assessments in Improvement District "S"; and

**WHEREAS**, a written Report of Sewerage and Waste Service Standby Assessments for Fiscal Year 2022-2023 was prepared by Willdan Financial Services using the same methodology as was used in 1974 and in subsequent years, and which Report was filed with the District Secretary; and

**WHEREAS**, the sewerage and waste standby assessment is levied to finance, in part, the capital costs and maintenance and operation expenses for the facilities which provide sewerage and waste service availability to the properties upon which it is levied; and

**WHEREAS**, the Secretary has caused notice of time and place for public hearing on the Report of Sewerage and Waste Service Standby Assessments to be published and mailed pursuant to Section 31032.2 of the Water Code; and

**WHEREAS**, a public hearing was held on said Report at the time and place specified in said notice; and

**WHEREAS**, at said public hearing, all objections or protests to said Report were heard and considered by the Board of Directors;

**NOW, THEREFORE**, the Board of Directors of Mission Springs Water District does hereby **RESOLVE, DETERMINE, AND ORDER** as follows:

Section 1. The Board of Directors has found and determined that the sewerage and waste standby assessment is levied to finance, in part, the capital costs and maintenance and operation expenses for the facilities, which provide sewerage and waste service availability to the properties upon which it is levied.

Section 2. That all objections and protests to the Report of Sewerage and Waste Service Standby Assessments received have been considered and are hereby overruled.

Section 3. That the Report and each sewerage and waste service standby assessment contained therein is hereby approved and adopted.

Section 4. That the sewerage and waste service standby assessments for Improvement District "S" for the fiscal year commencing July 1, 2022 and ending June 30, 2023, be and are hereby fixed as follows:

- a. \$10.00 for each parcel of land less than an acre, which abuts a street or easement in which a sewage collection line operated by the district is located.

- b. \$10.00 per acre for each parcel of land of an acre, and any portion in excess thereof will be charged \$10.00 times the actual acreage located within a distance of approximately 330 feet from the centerline of a street or easement in which a sewage collection line operated by the district is located; provided that such parcel abuts said street or easement.

Section 5. That the sewerage and waste service standby assessment for Improvement District "S" shall not apply to certain parcels of land as follows:

- a. Parcels of land, which do not abut a street or easement in which a sewage collection line operated by the district is located.
- b. Parcels of land less than an acre on which an active service connection exists at the time the report is prepared.
- c. With respect to parcels of one acre or more, one acre shall be exempted from the assessment for each equivalent single-family residential service connection, which is active and exists thereon at the time the report is prepared.

Section 6. That the Secretary shall file with the Riverside County Auditor in the time and manner specified by the County Auditor a copy of such written Report with a statement endorsed thereon over the signature of the Secretary that such report was finally adopted by this Board of Directors and the County Auditor shall enter the amount of such assessments against the respective lots or parcels of land as they appear on the current assessment roll, pursuant to section 31032.4 of the Water Code.

Section 7. That the County Tax Collector shall include the amount of such assessments on bills for taxes levied against the respective lots and parcels of land, and thereafter, the amount of such assessments shall be collected at the same time and in the same manner and by the same persons, as together with and not separately from, the general taxes for the District, and shall be subject to the same delinquency period.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:

---

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

ATTEST:

---

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

**Mission Springs Water District  
Standby Analysis  
Fiscal Year 2022-2023**

**Charged Acreage**

Fund No	District Name	No. of Parcels	Assessable Acreage	Zone 1 Acres	Zone 2 Acres	Zone 3 Acres	Zone 4 Acres	Zone 5 Acres
684853	IMPROVEMENT DISTRICT B	419	2,403.81	1,133.41	1,270.40	0.00	0.00	0.00
684856	IMPROVEMENT DISTRICT 2	52	98.67	65.98	32.69	0.00	0.00	0.00
684859	SERVICE AREA 2	114	1,325.36	516.20	809.16	0.00	0.00	0.00
684866	IMPROVEMENT DISTRICT G	3,501	5,466.63	4,200.53	1,266.10	0.00	0.00	0.00
684868	IMPROVEMENT DISTRICT F	667	1,394.12	942.36	451.76	0.00	0.00	0.00
684870	IMPROVEMENT DISTRICT S	1,102	1,310.05	1,310.05	0.00	0.00	0.00	0.00
<b>Totals:</b>		<b>5,855</b>	<b>11,998.64</b>	<b>8,168.53</b>	<b>3,830.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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**Mission Springs Water District  
Standby Analysis  
Fiscal Year 2022-2023**

**Total Acreage**

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**Mission Springs Water District  
Standby Analysis  
Fiscal Year 2022-2023**

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/s/Arden Wallum  
Secretary, Mission Springs Water District  
PUB: 5/27/2022, 6/3/2022

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Secretary, Mission Springs Water District  
PUB: 5/27/2022, 6/3/2022

Ad#:0005272219

P O :

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# of Affidavits: 1

# REGULAR AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING  
**MEETING DATE(S):** JUNE 16 & 20, 2022  
**FROM:** DIRECTOR OF FINANCE



**FOR:** ACTION  X  DIRECTION      INFORMATION    

---

## RESOLUTIONS 2022-11, 2022-12 AND 2022-13 2022-2023 OPERATING AND CAPITAL BUDGET, APPROPRIATIONS LIMIT AND CLASSIFICATION PLAN

---

### STAFF RECOMMENDATION

Adopt the following resolutions related to the fiscal year ending June 30, 2023 operating and capital budget:

- 2022-11 Operating and Capital Budgets FY 2022-2023
- 2022-12 Appropriations Limit for FYE June 30, 2023
- 2022-13 Employee Classification Plan

### SUMMARY

The California Water Code requires that a budget be adopted by the Board by June 30. The 2022-2023 Operating and Capital budget was presented in detail at the June 1, 2022 Board workshop. Staff recommends adoption as presented.

### ANALYSIS

As detailed in the materials handed out and discussed at the June 1, 2022 Board workshop.

### FISCAL IMPACT

As detailed in the materials handed out and discussed at the June 1, 2022 Board workshop.

### ATTACHMENTS

MSWD FY 2022-23 Operating & Capital Budget Report  
 2022-2023 Departmental Budgets  
 2022-2023 Capital Budget and Continuing Appropriations  
 2022-2023 Vehicle & Equipment and Continuing Appropriations  
 2022-2023 Employee Classification Plan  
 2022-2023 Salary Matrix  
 Resolutions 2022-11, 2022-12 and 2022-13



# Mission Springs Water District

## FISCAL YEAR 2022-23

### OPERATING & CAPITAL BUDGET

**Board of Directors**  
Russ Martin, President  
Nancy Wright, Vice President  
Randy Duncan, Member  
Ivan Sewell, Member  
Steve Grasha, Member

Arden Wallum, General Manager



## Mission Statement

Mission Springs Water District has one simple mission:  
Provide, protect, and preserve our most  
valuable resource...water.

## Board of Directors



Nancy Wright,  
Vice President



Russ Martin, President



Randy Duncan, Director



Steve Grasha, Director



Ivan Sewell, Director

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## GENERAL MANAGER'S MESSAGE

June 16, 2022

### **To the Board of Directors:**

As a public agency tasked with serving our community's water and wastewater needs, it is vital that Mission Springs Water District (MSWD or District) looks ahead and builds the framework for future success while remaining focused on the day-to-day needs of the customers we proudly serve.

We have witnessed a resurgence of growth in our service territory in the past few years. According to 2020 U.S. Census data, Desert Hot Springs was the fastest-growing city in the Coachella Valley. Our District now provides service to more than 44,000 residents in and around the Desert Hot Springs area, and if projections are correct, we are on track to shatter this record in the years to come.

Responding to this, we took a closer look at how customers are represented on our Board of Directors and adopted new district maps this year. While our new maps did not change dramatically, they do reflect the population changes to ensure each District covers roughly the same number of residents.

We know that left unchecked, growth can cause problems for public agencies. The District works to minimize costs for all customers through sound fiscal management. The Board of Directors took the first steps by passing balanced budgets in 2021 and 2022. This ensures MSWD will maintain adequate reserves while only collecting enough revenue to cover expenses as we are not allowed to make a profit. We are also looking at long-range projections through a 10-year budgetary process and are working on completing a class and compensation study to ensure our employee pay and benefits structure is in-line with local industry peers.

Years in the making, the timing is now right for the District to move forward with constructing a new Regional Water Reclamation Facility. Funded primarily by grants and low-interest loans, the plant will treat an additional 1.5 million gallons of wastewater per day, allowing homes currently using septic to connect to the wastewater system. The facility will also support the addition of tertiary treatment in the future, which could provide recycled water to enhance water conservation efforts. The District broke ground on this monumental project earlier this month and is on track to complete construction in Fall 2023.

This project, coupled with other capital improvement projects underway, sets the stage for enhanced groundwater protection and the continued delivery of our award-winning water. Recognized for being some of the best-tasting H<sub>2</sub>O in the world, our water meets and exceeds all current federal and state regulatory requirements, and we are well prepared should any new standards get adopted.

Other ways we are building for the future include investing in technological advancements that will directly benefit our customers. Over the past year, MSWD launched a new website and Customer Connect portal. The website provides a wealth of information about the District, along with water conservation suggestions and details about applying for rebates. The Customer Connect portal offers detailed insight into each customer's water consumption. The portal is a free service to our customers, and we encourage everyone to sign up. We are also harnessing new technology in other areas as well. For example, we have added GPS tracking to all District vehicles, allowing us to stay ahead of maintenance needs, and in offices, we are migrating from traditional paper documents to digital formats.

Some of this transition has been the result of the COVID-19 pandemic. This unique period taught us important lessons about working together, supporting family, friends, and our customers to overcome unprecedented challenges. MSWD helped our customers during this time by suspending water shutoffs due to non-payment. While the state moratorium on shutoffs ended at the beginning of 2022, the MSWD Board of Directors gave customers additional time before resuming our state-regulated disconnection policy in April 2022. We also applied for and received state-funded grants and encouraged customers to utilize payment plans and take advantage of the many outside resources available. Since July 1, 2021, these efforts have provided more than \$1.3 million in assistance to our customers.

Looking at these accomplishments and what lies ahead, MSWD sees a brighter future and improved services for our customers as we work to provide, protect, and preserve our most precious resource: water.



## Budget Highlights

The operating budget for fiscal year (FY) 2023 is approximately \$22.6 million. There is an additional \$87.2 million in capital improvements proposed for a total budget of approximately \$109.8 million. This is a significant increase in total budget expenses when compared to FY 2022. The increase is in the capital improvements budget with an addition of approximately \$56.6 million over FY 2022. Also, MSWD staff continues to monitor the impacts of the COVID-19 pandemic (pandemic) on District operations and will make any necessary changes to the budget as part of the mid-year budget evaluation.

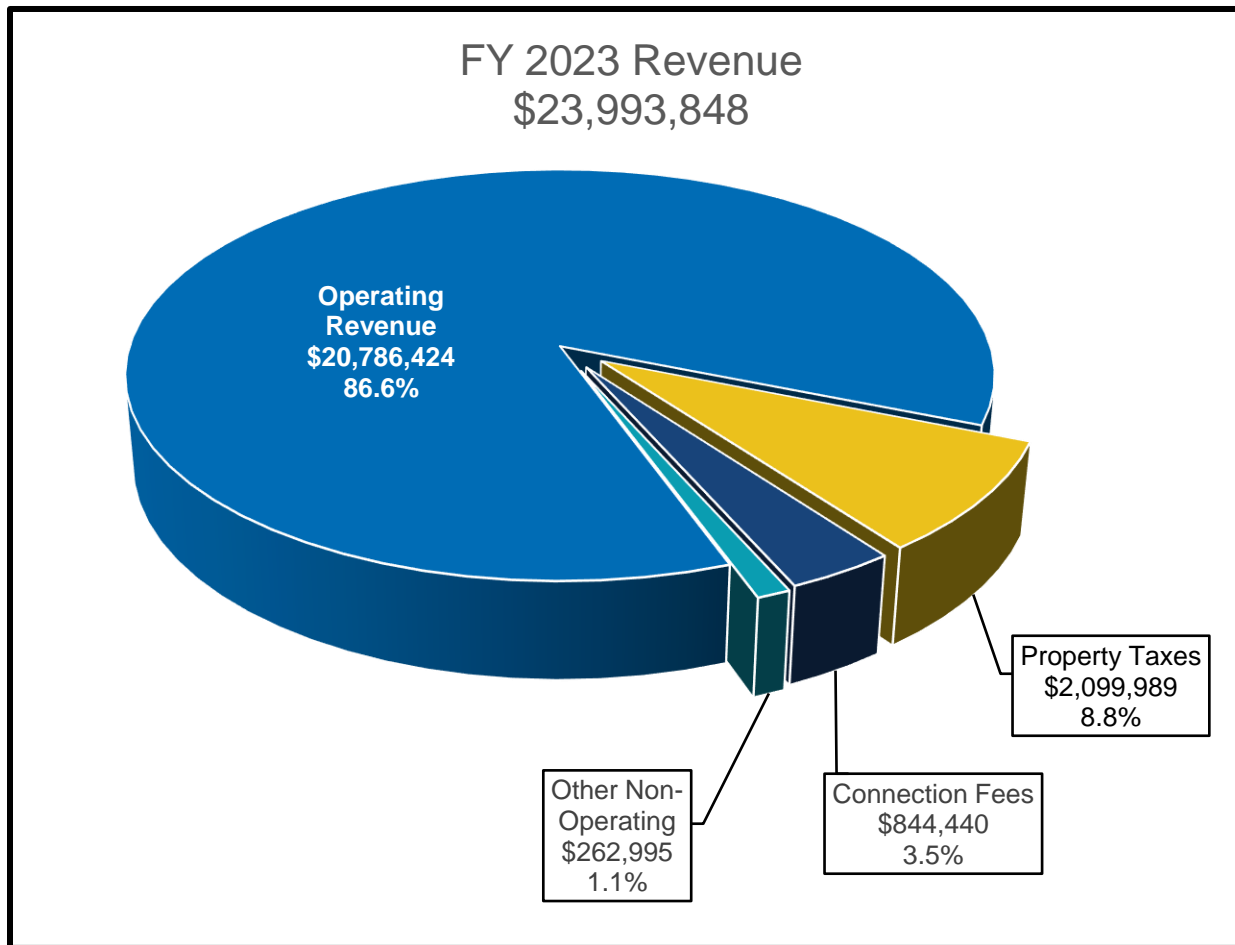
	Budget FY 2023	Budget Change	Budget FY 2022	Budget Change	Budget FY 2021
<b>Operating Budget</b>					
Operating Revenue	\$20,786,424	\$799,270	\$19,987,154	\$488,187	\$19,498,967
Operating Expenses	\$22,625,941	\$1,498,180	\$21,127,761	\$2,849,967	\$18,277,794
<b>Operating Income</b>	<b>(\$1,839,517)</b>	<b>(\$698,910)</b>	<b>(\$1,140,607)</b>	<b>(\$2,361,780)</b>	<b>\$1,221,173</b>
<b>Expenses</b>					
Operating Expenses	\$22,625,941	\$1,498,180	\$21,127,761	\$2,849,967	\$18,277,794
Capital Improvement Projects	\$87,180,394	\$56,591,045	\$30,589,349	(\$9,166,069)	\$39,755,418
<b>Total Budget</b>	<b>\$109,806,335</b>	<b>\$58,089,225</b>	<b>\$51,717,110</b>	<b>(\$6,316,102)</b>	<b>\$58,033,212</b>



## Revenues

MSWD receives funding from a variety of sources: domestic water sales, wastewater service charges, water and sewer connection fees, property taxes, grants, investment income, rental property, cellular tower leases, solar power generation, and charges for miscellaneous services.

For FY 2023, the Operating Revenue and Non-Operating Revenue budgets amounted to \$20,786,424 and \$3,207,424, respectively, for a Total Revenue budget of \$23,993,848. Additional significant sources of funding are grants expected for capital improvement projects. These state and federal grants have allowed MSWD to adopt a budget that includes capital improvements with no projected fee or rate increases for its services.

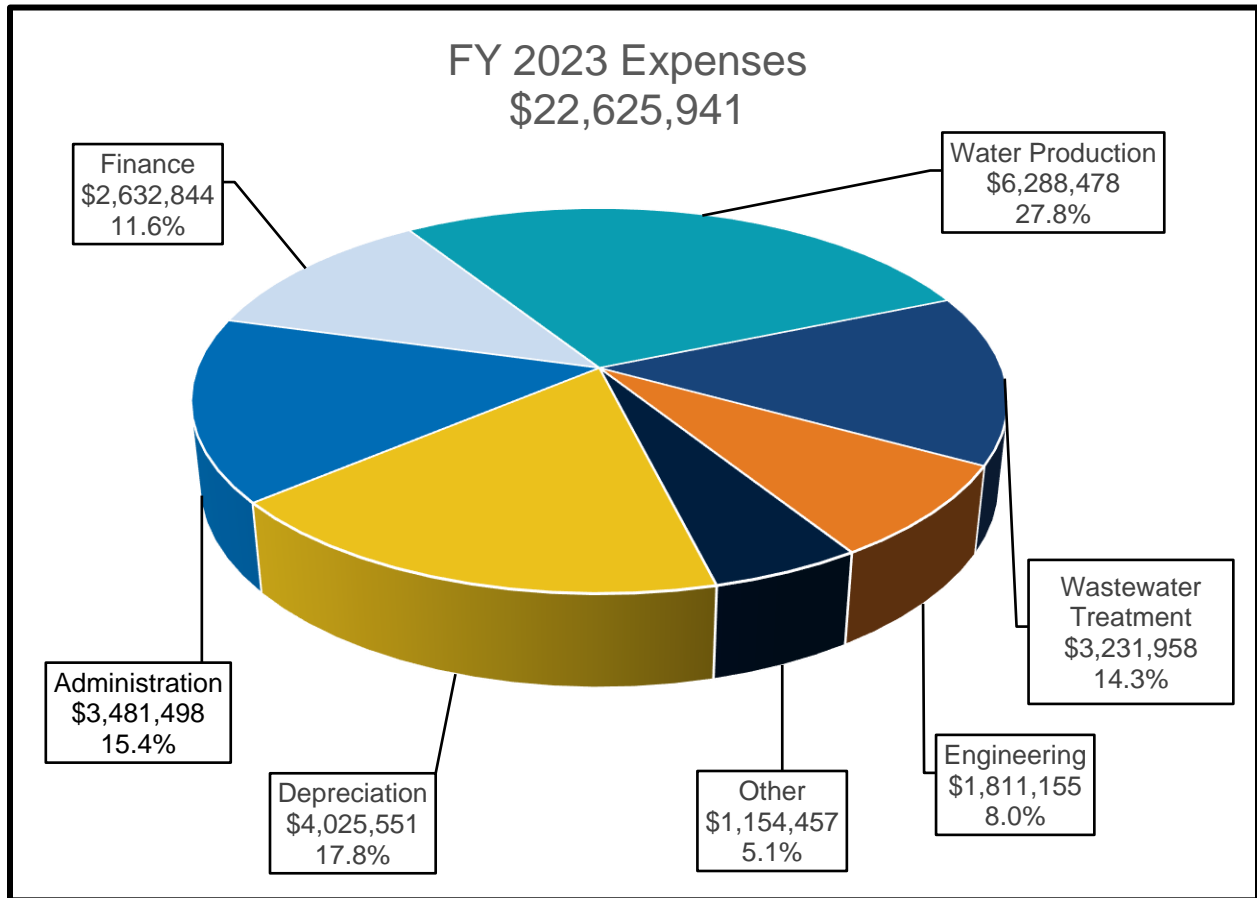


## Expenses

Operating expenses for FY 2023 are constant as part of the budget process of approximately \$22,625,941. This represents an increase over FY 2022 of approximately \$1,498,000. To remain competitive with nearby agencies, the District has completed a

classification and compensation study, which resulted in recommended changes in employee classifications. It also recommended an increase in salaries for field staff making up most of the increase in expenses over prior year.

There is also \$87,180,394 in capital improvement expenses made up primarily by the construction of the Regional Water Reclamation Facility and the new Administration Building. In response to the pandemic, MSWD substantially reduced its non-grant funded capital improvement program in FY 2022, and all other expenses were reduced.



### Financial Stability

MSWD continues to maintain strong reserves through prudent and conservative money management practices, despite a volatile financial market. The District maintains a Capital Reserve Fund of approximately \$30.7 million as of April 30, 2022. While the FY 2023 budget was adopted with no rate increases, future budgets may require rate increases to ensure reserve targets and expenses are met.

## In Conclusion

Mission Springs Water District maintains a commitment to customers, stakeholders, and employees by adhering to its seven core values: professionalism, accountability, respect, integrity, servant attitude, excellence, and stewardship. This budget addresses the priorities established for FY 2023.

I would like to express my appreciation to the management team and staff who worked diligently in developing a budget that reflects the needs of MSWD and its customers. A special note of thanks to the Finance Department for their excellence in gathering, analyzing, and presenting information clearly and accurately. We are confident that this budget reflects the policies and direction of the Board of Directors and provides the financial plan for a successful year.

Respectfully submitted,



Arden Wallum  
General Manager/Chief Engineer



## BUDGET RESOLUTION

### RESOLUTION NO. 2022-11

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING THE OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2022-2023 AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS

**WHEREAS**, the Board of Directors of the Mission Springs Water District has reviewed a preliminary budget for FY 2022-2023 and has made any desired changes therein; and

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of Mission Springs Water District as follows:

**Section 1:** That the Board of Directors approves and adopts the operating budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, as presented in “Departmental Budgets.”

**Section 2:** That the Board of Directors approves and adopts the capital budget presented in the attached “Capital Budget and Continuing Appropriations” for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

**Section 3:** That the following controls are hereby placed on the use and transfer of budgeted funds:

- a. The General Manager is responsible for keeping expenditures within budget allocations for positions, salaries, operational expenses, and capital acquisitions and may adopt budget policies as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or General Manager as described herein.
- b. The General Manager may exercise discretion in administration of the budget to respond to changed circumstances, provided that any single modification in excess of \$50,000 shall require approval by the Board.
- c. The Department Heads may exercise discretion in administration of the budget within a single department to respond to changed circumstances, provided that

any single modification in excess of \$5,000 shall require approval by the General Manager.

- d. No transfers will be made between the operational and capital budgets.
- e. Except as provided by Section 3(b) herein, the Board must authorize any increase in the overall operating budget, capital budget, salary budget, and number of authorized permanent personnel positions above the level identified in the final operating and capital budget. The General Manager may authorize the hiring of temporary or part-time staff as necessary, within the limits imposed by the available funds in the operating and capital budget.

**Section 4:** That authorization is made for any carry over or continuing appropriations for the capital budget.

**Section 5:** That the Secretary is authorized and directed to forward a certified copy of this Resolution to the Riverside County Auditor.

**ADOPTED** this \_\_\_\_ day of June 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

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

ATTEST:

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

**CERTIFICATION OF ADOPTION**





## **PROFILE OF THE MISSION SPRINGS WATER DISTRICT**

### **Formation of the Mission Springs Water District**

In 1953, the Desert County Water District was established by a vote of the residents of 246 to 9 and was later renamed to the Mission Springs Water District (MSWD or District). MSWD is a County Water District under Subsection 30000 et seq. of the California Water Code.

MSWD is governed by a five-member, publicly elected Board of Directors. Directors are elected concurrent with the general elections every even-numbered year in their specific division. Director’s terms are four-years. The election of Directors alternates between three seats and two seats, respectively, every two years.



MSWD has statutory authority over water supply and provides water services to residential and commercial customers.

### **Blended Component Unit**

In April of 1985, the Mission Springs Water District Improvement Corporation (Corporation) was created by a joint exercise of powers agreement for the purpose of acquiring, constructing, rehabilitating, financing and refinancing, or providing for the sale of leasing of public capital improvements. The Corporation is governed by a board composed of the District’s Board of Directors. The corporation has issued debt which is secured solely from installment payments payable under and installment purchase agreement entered into by the District and the Corporation. All accounts and funds created and established pursuant any instrument or agreement to which the Corporation is a party, and any interest earned and accrued thereon, shall incur to the benefit of the District. Separate financial statements are not prepared for the Corporation. It is reported as a blended component unit.

## Fund Classification

The District is comprised of the following major enterprise funds:

**General Fund** – Used to account for activities associated with supporting the administration of the District.

**Water Fund** – Used to account for activities associated with serving 13,480 water accounts, of which 95% are residential customers.

**Sewer Fund** – Used to account for activities associated with providing sewage collection, treatment, and disposal services to 9,364 customer accounts, of which 97% are residential customers.

## Property Taxes

The County of Riverside (County) bills and collects property taxes on behalf of the District and numerous assessment districts. The District’s current year tax collection is received through periodic apportionments from the County. The County’s tax calendar is from July 1 to June 30 each year. Property taxes attach as a lien on the property on January 1. Taxes are levied on July 1 and are payable in two installments on November 1 and February 1, and become delinquent after December 10 and April 10, respectively.

## Service Area

Located in Riverside County, California, MSWD initially covered an area of one square mile in 1953. Today, MSWD covers an area of about 135 square miles including the City of Desert Hot Springs, and the unincorporated areas of North Palm Springs, Whitewater, and Bonnie Bell serving a population of over 44,000 residents.



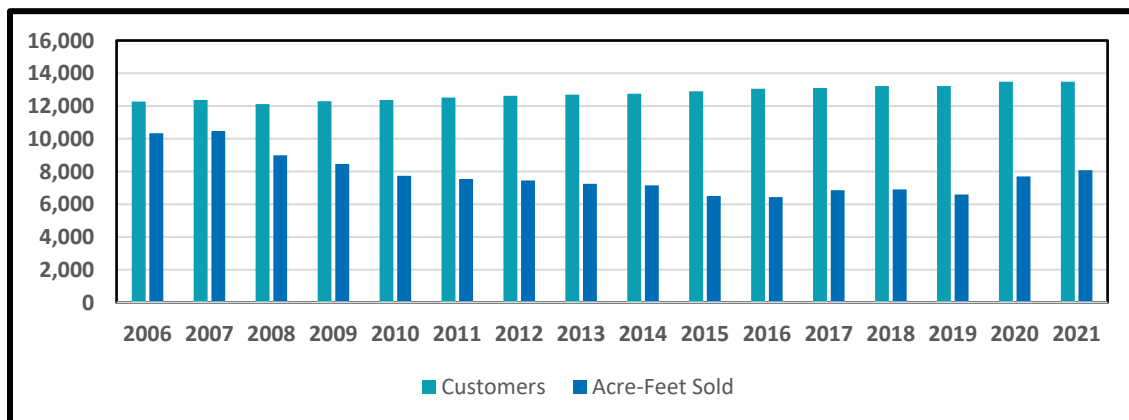
## Water Service

Within the initial one square mile covered by MSWD, it began with about 100,000 feet of pipelines, five water wells, and two reservoirs. MSWD expanded rapidly, and absorbed parts of the Coachella Valley County Water District, the West Palm Springs Village and San Geronio Mutual Water Company systems, and the Dos Palmas Mutual Water Company. Today, MSWD includes more than 1.25 million feet of pipelines, 13 water wells, 12 booster stations, and 24 reservoirs.

The distribution system includes three separate and distinct community systems including West Palm Springs Village, Village Crest, and Desert Hot Springs. The largest system is the greater Desert Hot Springs service area.

MSWD’s sole source of supply for its 13,480 water accounts is groundwater. MSWD produces groundwater from the Mission Creek Subbasin, San Geronio Pass Subbasin, and Garnet Hill Subarea of the Indio Subbasin, in the greater Coachella Valley Groundwater Basin. The quality of the groundwater is remarkably high and has been awarded an unprecedented 10 medals, including best tasting municipal water in the world, at the International Water Tasting Competition in Berkely Springs, West Virginia.

For over 65 years, MSWD has been managing groundwater through conservation, groundwater protection projects, and general stewardship of its multi-award-winning water resource. The District is, and has always been, committed to a sustainable future both in water supply and finance. As the state requires ongoing, and possibly increased regulations, through Conservation and the Sustainable Groundwater Management Act (SGMA), MSWD has responded to ensure compliance both now and in the future. Over the last 14 years, MSWD has already witnessed the beneficial effects of these efforts as total annual water consumption decreased while the total number of customers has increased as shown in the chart below.



## Wastewater Service

MSWD currently serves 9,364 sewer connections. Wastewater is treated at the Horton Wastewater Treatment Plant and the Desert Crest Wastewater Treatment Plant. MSWD treats about 2 million gallons per day (MGD) prior to discharging effluent in an environmentally sustainable manner. MSWD is also currently constructing a new Regional Water Reclamation Facility. This facility will be the largest capital project in the coming years and will serve as the long-term central wastewater treatment and reclamation facility for the region.

The District’s Groundwater Quality Protection Plan (GQPP) began in 1996 and has been highly successful to date. Over \$22 million of grant funds have been secured by the District for this program which has made over 4,500 parcels sewer service ready. This includes the abatement of over 2,800 septic tanks and the installation of over 33 miles of sewer lines. The pursuit of these grant funds continues today for the disadvantaged communities served by the District. The GQPP is ongoing and a significant part of the FY 2023 capital improvement program.



## Summary of Authorized Positions

On July 1, 2016, MSWD began a reorganization process. The organizational structure was adjusted to meet current operational and fiscal needs. This effort is ongoing and includes positional/staffing changes, changes in corporate culture, greater integration of its mission, vision, and values of the organization, a customer experience overhaul, and streamlining of policies and procedures. This fiscal year, MSWD will be adding one key position to support the growth of the District, and this new position is a Wastewater Treatment Plant Operator II. In addition, MSWD has conducted a class and compensation study resulting in adjustments to several position titles for the fiscal year beginning July 1, 2022. These adjustments and 53 funded full-time equivalent (FTE) positions are reflected in the current budget.

Budgeted Department and Title	FY 2021 Adopted	FTE Changes	FY 2022 Adopted	FTE Changes	FY 2023 Adopted
<b>EXECUTIVE</b>					
General Manager & Chief Engineer	1	0	1	0	1
Executive Assistant	1	0	1	0	1
<b>Sub-Total Budgeted FTEs</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>ADMINISTRATION</b>					
Assistant General Manager	1	0	1	0	1
Programs and Public Affairs Manager	1	0	1	0	1
Human Resources Manager	1	0	1	0	1
Office Specialist I/II	1	0	1	0	1
<b>Sub-Total Budgeted FTEs</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>
<u>Innovation &amp; Technology:</u>					
Innovation & Technology Manager	0	1	1	0	1
<b>Sub-Total Budgeted FTEs</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>



## PROFILE OF THE MISSION SPRINGS WATER DISTRICT 2023

Budgeted Department and Title	FY 2021 Adopted	FTE Changes	FY 2022 Adopted	FTE Changes	FY 2023 Adopted
<b>FINANCE</b>					
Director of Finance and Accounting	1	0	1	-1	0
Director of Finance	0	0	0	1	1
<b>Sub-Total Budgeted FTEs</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<u>Accounting:</u>					
Accounting Manager	1	0	1	0	1
Accountant	0	0	0	1	1
Senior Accounting Technician	1	0	1	-1	0
Accounting Technician	1	0	1	0	1
Purchasing and Warehouse Specialist	1	0	1	0	1
<b>Sub-Total Budgeted FTEs</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>
<u>Customer Service:</u>					
Customer Service Manager	1	0	1	0	1
Senior Customer Service Representative	0	0	0	1	1
Customer Service Representative I/II	4	0	4	-1	3
Field Service Supervisor	1	0	1	0	1
Field Service Representative II/ Backflow Specialist	0	0	0	1	1
Field Service Representative I/II	3	0	3	-1	2
<b>Sub-Total Budgeted FTEs</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>9</b>



## PROFILE OF THE MISSION SPRINGS WATER DISTRICT 2023

Budgeted Department and Title	FY 2021 Adopted	FTE Changes	FY 2022 Adopted	FTE Changes	FY 2023 Adopted
<b>OPERATIONS</b>					
Director of Engineering & Operations	1	0	1	-1	0
Director of Operations	0	0	0	1	1
<b>Sub-Total Budgeted FTEs</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<u>Engineering:</u>					
Engineering Manager	0	1	1	0	1
Associate Engineer	1	0	1	0	1
Engineering Technician I/II	2	0	2	0	2
Administrative Assistant	0	1	1	0	1
<b>Sub-Total Budgeted FTEs</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>5</b>
<u>Field Operations:</u>					
Field Operations Manager	1	0	1	-1	0
Regulatory Compliance & Safety Officer	0	0	0	1	1
Administrative Assistant	1	0	1	0	1
<b>Sub-Total Budgeted FTEs</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>
<u>Construction &amp; Maintenance:</u>					
Field Operations Superintendent	0	0	0	1	1
Maintenance Superintendent	1	0	1	-1	0
Lead Facilities Maintenance Worker	0	0	0	1	1
Facilities Maintenance Lead	1	0	1	-1	0
Lead Field Operations Technician	2	0	2	0	2
Field Operations Technician I/II	7	0	7	0	7
<b>Sub-Total Budgeted FTEs</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>11</b>



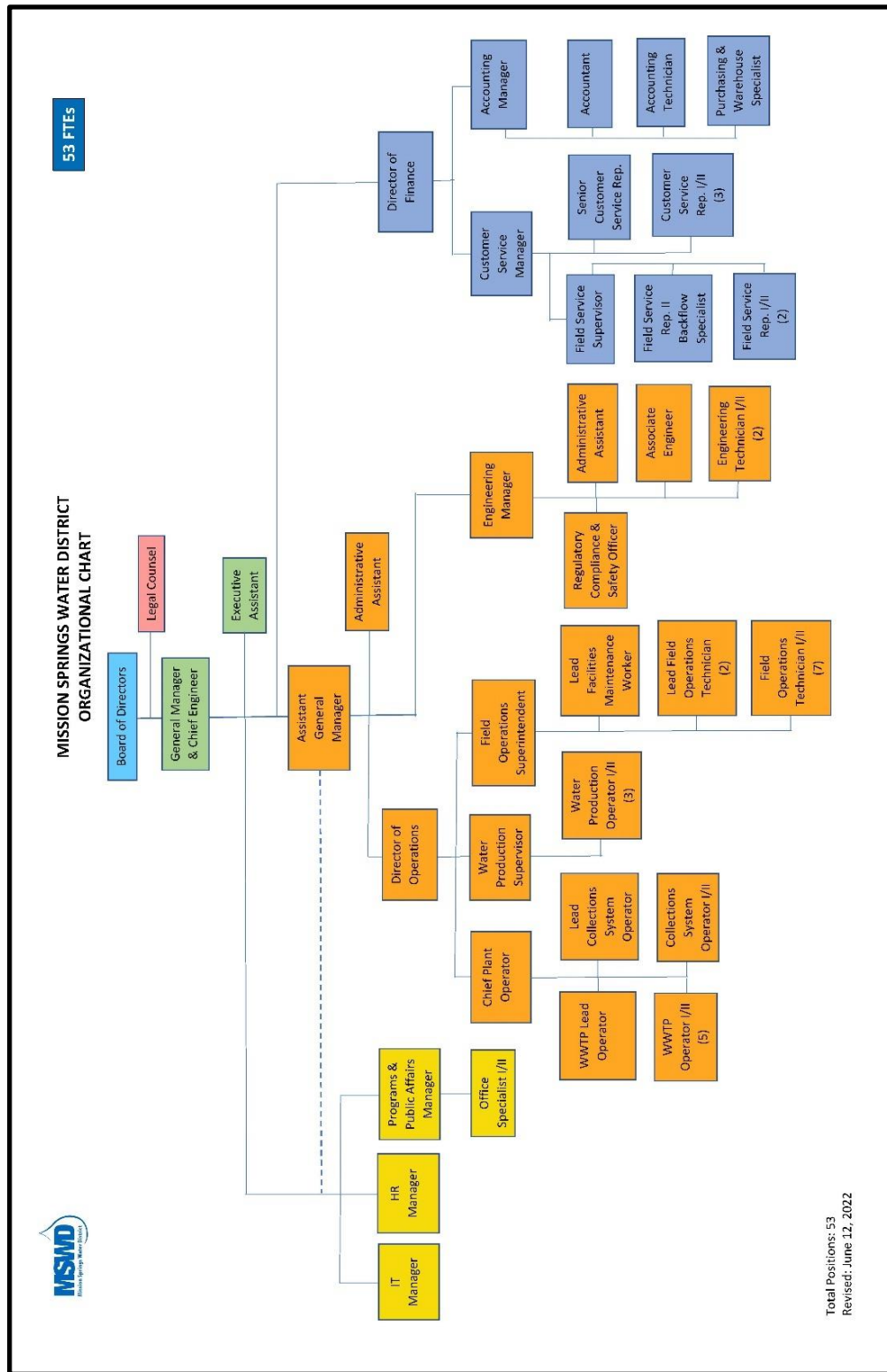


# PROFILE OF THE MISSION SPRINGS WATER DISTRICT 2023

Budgeted Department and Title	FY 2021 Adopted	FTE Changes	FY 2022 Adopted	FTE Changes	FY 2023 Adopted
<b>OPERATIONS</b>					
<u>Water Production:</u>					
Water Production Supervisor	0	0	0	1	1
Water Production Foreperson	1	0	1	-1	0
Water Production Operator I/II	3	0	3	0	3
<b>Sub-Total Budgeted FTEs</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>
<u>Wastewater Treatment:</u>					
Chief Plant Operator	1	0	1	0	1
WWTP Lead Operator	1	0	1	0	1
WWTP Operator I/II	4	0	4	1	5
<b>Sub-Total Budgeted FTEs</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>7</b>
<u>Wastewater Collections:</u>					
Collection System Lead Operator	1	0	1	-1	0
Lead Collection System Operator	0	0	0	1	1
Collection System Operator I/II	1	0	1	0	1
<b>Sub-Total Budgeted FTEs</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Total Budgeted FTEs</b>	<b>49</b>	<b>3</b>	<b>52</b>	<b>1</b>	<b>53</b>



# Organizational Chart



## **BUDGET OVERVIEW**

### **General Budget Overview**

The District operates under the authority of the California Water Code. It maintains and prepares its financial statements and budgets using the accrual basis of accounting as prescribed by Generally Accepted Accounting Principles (GAAP) and reporting standards applicable to California governmental agencies. MSWD makes an allocation of all general and administrative costs to the water district, sewer district, and to capital improvements based on a percentage of labor hours. The allocations are made monthly.

The Board of Directors approves an annual budget on or before June 30 for the ensuing fiscal year. From the effective date of the budget, the amounts stated therein as proposed expenditures become appropriations to the various departments. Budgets are prepared annually using the zero-base method. The Board of Directors may approve supplemental budget requests. The General Manager (GM) may transfer funds between general ledger accounts within the operating budgets if the total budget is not affected.

### **Budget Process**

MSWD's streamlined 10-step budget process is summarized below as:

1. **Initiate the Budget.** MSWD managerial staff inputs budgetary estimates for the following year with their departmental goals in mind at the beginning of the budgetary process.
2. **Prepare a draft budget.** Based on these inputs, the Finance Department prepares the draft budget.
3. **Finalize Employee Requests.**
4. **Present Employee Requests to Human Relations Committee.**
5. **Present the draft budget to the GM for review and comment.**
6. **Present the draft budget to the Board of Directors at workshop.**
7. **Present the GM recommended budget to the Board of Directors at Study Session.**
8. **Present the amended GM recommended budget to the Board of Directors at Board Meeting for approval.**
9. **Apply for Government Finance Officers Association (GFOA) Award for Excellence in Budget Reporting.**
10. **Propose any budget amendments.** Staff reviews the performance and budget in January, and if any amendments are necessary, a revised budget will be submitted to the Board of Directors in February. The approved budgets are posted on MSWD's website.

## Budget Schedule

The following budget calendar shows the District’s preparation and review process timeline for FY 2023. This year, the process included a Class and Compensation process which condensed certain dates to obtain Board of Directors guidance and input.

MSWD Budget Planning Fiscal Year 2023	Required By Date
Employee Request Meeting	03/08/2022
Budget Kickoff Meeting	03/31/2022
Update actual numbers and prepare for new budget cycle	04/01/2022
Budget worksheet distributed to managers and supervisors	04/07/2022
Budget worksheet completed by managers and supervisors	04/25/2022
Finance staff budget review meetings with managers, supervisors, and GM	05/03/2022 – 05/20/2022
Special Meeting - Present Consultant’s Classifications and Compensation recommendations and Employee Request staff recommendations to Human Relations Committee/Board of Directors	05/23/2022
Finalize the draft budget	05/31/2022
Budget Workshop - Present draft budget to Board of Directors for review and comment	06/01/2022
Report to staff which Employee Request items will be presented to the Board of Directors as part of the budget	06/09/2022
Board Study Session - Present GM Revised Budget to Board of Directors for review and comment	06/16/2022
Board Meeting - Present GM Recommended budget to Board of Directors for adoption	06/20/2022
Apply for GFOA Award for Excellence in Budget Reporting	07/10/2022



## Financial Policies and Resolutions

Every June, the Board of Directors adopts the three budget resolutions that guide District operations for the following fiscal year. The Operating and Capital Budget establishes controls on changes in appropriations for the various funds. The District adopts its appropriations limit for the fiscal year in compliance with the requirements established by the Constitution of the State of California. Finally, the Board approves and adopts the employee classification and compensation plan indicating the number of positions approved for each classification and assigning titles for those positions. This is done for the efficient and effective operation of the District.

The Board of Directors also approves and implements the policies and resolutions that drive all financial decision making for the District.

### Reserve Policies

#### Resolution No. 95-10

This resolution establishes a Wastewater Capital Reserve Fund.

#### Resolution No. 95-20

This resolution establishes a Water Capital Reserve Fund.

#### Resolution No. 95-21

This resolution establishes an Internal Services (General Fund) Capital Reserve Fund.

#### Resolution No. 2013-01

This resolution establishes a bidding and contract procedures policy. The purpose of this resolution is to establish guidelines for competitive bidding for any project. It goes on to identify the types of projects and approval amounts for each.

#### Minor Project

A project or service required by the District which is estimated by the General Manager to cost \$75,000 or less, and which may be awarded and negotiated by the General Manager, in contract or purchase order form.

#### Intermediate Project

A project or service required by the District which is estimated by the General Manager to cost more than \$75,000 but less than \$150,000 to complete.

#### Major Project

A project or service required by the District which is estimated by the General Manager to cost \$150,000 or more to complete.

## Investment Policies

The District’s investment policies outline the guidelines required to be used in effectively managing the District’s available cash in accordance with the California Government Code. To address interest rate risk, the District’s existing policy limits the maturity of investments to five years. To mitigate credit risks associated with its investments, the District’s investment policy limits investments to large institutions and requires diversification to ensure that failure of one issuer will not significantly affect the District’s cash flow.

### Policy No. 2017-1 - Investment Policy

The purpose of this investment policy is to provide guidelines for the prudent investment of the District funds in conformance with California Government Code and other legal requirements governing the investment of public funds.

### Resolution No. 2017-10

The purpose of this resolution is to authorize the District to join with other public agencies as a participant of the Investment Trust of California, carrying on business as CalTrust. The District is a voluntary participant in CalTrust, which is a Joint Powers Authority governed by a Board of Trustees made up of local treasurers and investment officers. As of April 30, 2022, the District’s investment in CalTrust is \$30,227,427, of which \$2,549,787 was invested in the Liquidity funds pool, \$6,398,368 in the Short-term pool, and \$21,279,272 in the Medium-term pool.

### Resolution No. 2018-15

The purpose of this resolution is to establish a policy for procurement and disbursement of district funds. It provides for a procurement system of quality and integrity; provides for the fair and equitable treatment of all persons or firms involved in purchasing by the District; ensures that supplies and services are procured efficiently, effectively, and at the most favorable prices available to the District; promotes competition in contracting; and ensures that MSWD purchasing actions are in full compliance with applicable Federal standards, State, and local laws. All other policies and resolutions involving procurement fall within this resolution.

### Policy No. 2009-1

The purpose of this policy is to establish consultant/vendor invoice processing guidelines. Department supervisory staff are authorized to obligate the District for necessary costs and expenses required to fulfill the goals of the adopted budgets authorized by the Board of Directors.

### Policy No. 2010-3

The purpose of this policy is to establish petty cash disbursement/replenishment guidelines. It is the purpose of this policy to outline provisions for the disbursement and replenishment of the petty cash fund established at \$200.

**Policy No. 2011-1**

The purpose of this policy is to establish the use of District credit card guidelines. This policy supersedes Policy 95-2. The issuance of credit cards assists the Finance Department in keeping an accurate record of charges incurred by each individual assigned a card. This system provides management with a check and balance method on budgeting items such as seminars, conferences, travel and training plus individual charges of necessary District materials and supplies.

**Resolution No. 2018-02**

The purpose of this resolution is to establish designated officers for disbursement of District funds and authorize to sign checks, drafts and transfers with all active bank accounts of the District. These officers may act in a fiduciary capacity for the District.

**Resolution No. 2017-11**

The purpose of this resolution is to establish and adopt a debt management policy of the District. Senate Bill No. 1029 was passed by the California State Legislature in August 2016 and became law on September 12, 2013 requiring local agencies such as MSWD to adopt comprehensive written debt management policies reflecting local, state and federal laws and regulations.



## FINANCIAL SUMMARIES

### Budget Summary

The expense operating budget for FY 2023 is approximately \$22.6 million and is accompanied by \$87.2 million in capital improvements for a total budget of approximately \$109.8 million. This is a significant increase in total budget expenses when compared to FY 2022. The increase can be directly attributed to the construction of the Regional Water Reclamation Facility and the new Administration Building. The Regional Water Reclamation Facility is expected to be completed in FY 2024.

	Budget FY 2023	Budget Change	Budget FY 2022	Budget Change	Budget FY 2021
<b>Operating Budget</b>					
Operating Revenue	\$20,786,424	\$799,270	\$19,987,154	\$488,187	\$19,498,967
Operating Expenses	\$22,625,941	\$1,498,180	\$21,127,761	\$2,849,967	\$18,277,794
<b>Operating Income</b>	<b>(\$1,839,517)</b>	<b>(\$698,910)</b>	<b>(\$1,140,607)</b>	<b>(\$2,361,780)</b>	<b>\$1,221,173</b>
<b>Expenses</b>					
Operating Expenses	\$22,625,941	\$1,498,180	\$21,127,761	\$2,849,967	\$18,277,794
Capital Improvement Projects	\$87,180,394	\$56,591,045	\$30,589,349	(\$9,166,069)	\$39,755,418
<b>Total Budget</b>	<b>\$109,806,335</b>	<b>\$58,089,225</b>	<b>\$51,717,110</b>	<b>(\$6,316,102)</b>	<b>\$58,033,212</b>





## Net Income Summary

The Net Income for FY 2023 is approximately \$26.0 million, which is significantly higher than FY 2022. The increase can be directly attributed to the use of state and federal grants for the construction of the Regional Water Reclamation Facility and the new Administration Building.

	Budget FY 2023	Budget Change	Budget FY 2022	Budget Change	Budget FY 2021
Operating Revenues	\$20,786,424	\$799,270	\$19,987,154	\$488,187	\$19,498,967
Operating Expenses (Before Depreciation Expense)	\$18,600,390	\$1,411,077	\$17,189,313	\$2,767,822	\$14,421,491
Net Operating Income (Loss)	\$2,186,034	(\$611,807)	\$2,797,841	(\$2,279,635)	\$5,077,476
Depreciation Expense	(\$4,025,551)	(\$87,103)	(\$3,938,448)	(\$82,145)	(\$3,856,303)
Non-Operating Revenue/(Expense)	\$28,262,603	\$18,704,291	\$9,558,312	(\$2,831,318)	\$12,389,630
<b>Net Income</b>	<b>\$26,423,086</b>	<b>\$18,005,381</b>	<b>\$8,417,705</b>	<b>(\$5,193,098)</b>	<b>\$13,610,803</b>



## Summary of Revenue by Operating Fund

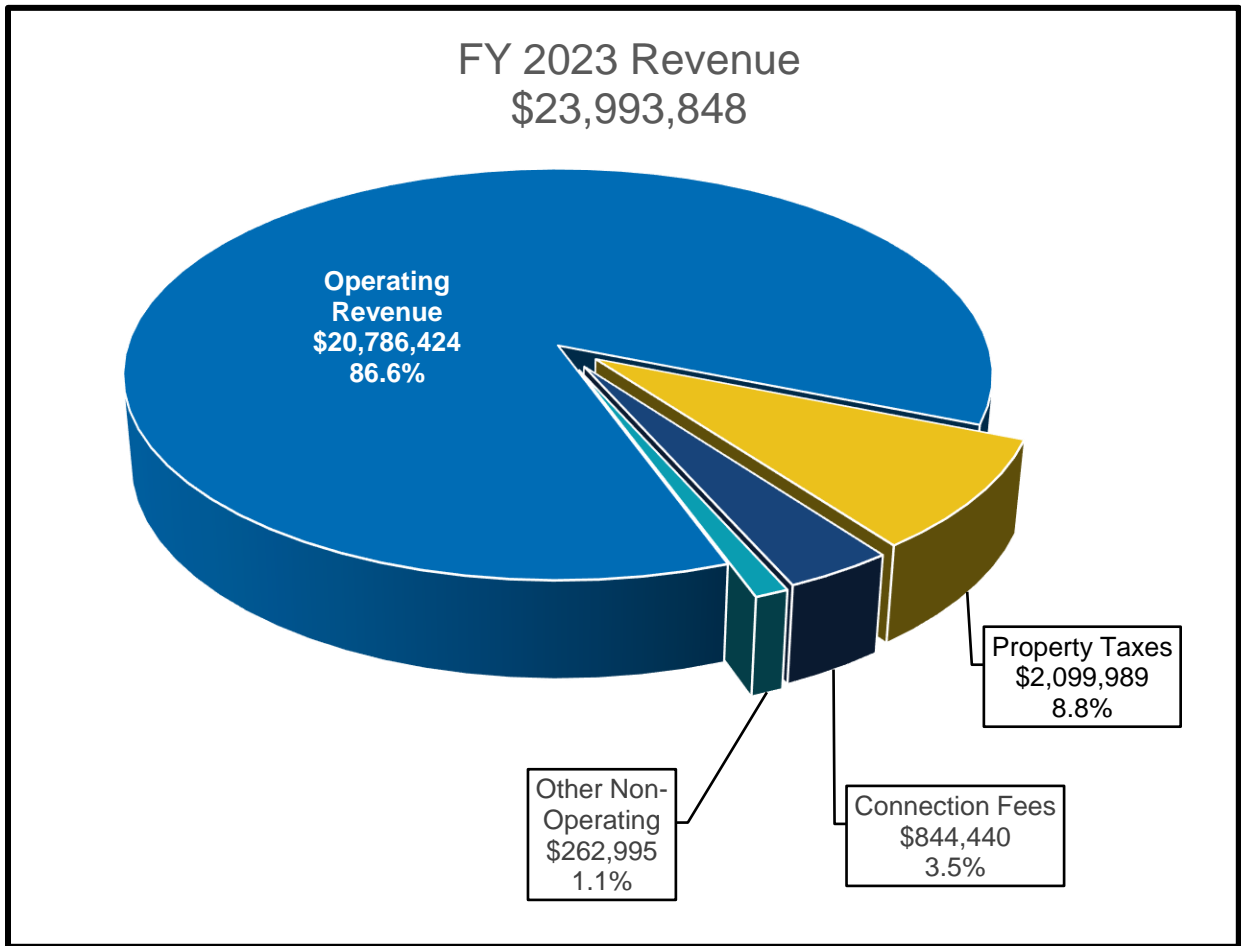
MSWD receives funding from a variety of sources: domestic water sales, wastewater service charges, connection fees, property taxes, grants, investment income, rental property, cellular tower leases, solar power generation, and charges for miscellaneous services.

For FY 2023, the Operating Revenue budget equals \$20,786,424, and the Non-Operating Revenue budget equals \$28,078,595, for a Total Revenue budget of \$48,865,019. A significant source of funding is the use of grants for capital improvement projects, which have been obtained from both state and federal agencies and have allowed MSWD to adopt a budget that includes no fee or rate increases for any of its services.

Revenue Source	FY 2023 Total	General District	Water District	Sewer District
<b>Operating Revenue</b>				
Base Service Charge	\$2,886,840	\$0	\$2,886,840	\$0
Water Consumption	\$9,171,804	\$0	\$9,171,804	\$0
Meter Installations	\$73,800	\$0	\$73,800	\$0
Sewer Service	\$7,320,000	\$0	\$0	\$7,320,000
Other Operating Revenue	\$1,081,716	\$0	\$1,081,716	\$0
Standby Charges	\$248,244	\$0	\$235,476	\$12,768
Fats, Oils, and Grease Fees	\$4,020	\$0	\$0	\$4,020
Gain (Loss) from Asset Disposal	\$0	\$0	\$0	\$0
<b>Sub-Total Operating Revenue</b>	<b>\$20,786,424</b>	<b>\$0</b>	<b>\$13,449,636</b>	<b>\$7,336,788</b>
<b>Non-Operating Revenue</b>				
Connection Fees	\$844,440	\$0	\$664,440	\$180,000
Property Taxes	\$2,099,989	\$968,640	\$708,996	\$422,353
Investment Income	\$574,959	\$68,511	\$79,560	\$426,888
Unrealized Gains/Losses	(\$311,964)	(\$54,240)	(\$128,880)	(\$128,844)
Interest Expense	(\$226,358)	\$0	(\$19,272)	(\$207,086)
Grants	\$25,097,529	\$0	\$5,324,709	\$19,772,820
<b>Sub-Total Non-Operating Revenue</b>	<b>\$28,078,595</b>	<b>\$982,911</b>	<b>\$6,629,553</b>	<b>\$20,466,131</b>
<b>Total Revenue</b>	<b>\$48,865,019</b>	<b>\$982,911</b>	<b>\$20,079,189</b>	<b>\$27,802,919</b>

### Total Revenue for Fiscal Year 2023

For FY 2023, the Operating Revenue equals \$20,786,424, and the Non-Operating Revenue equals \$3,207,424, for a Total Revenue of \$23,993,848.



## Summary of Revenue by Year

MSWD receives funding from a variety of sources: domestic water sales, wastewater service charges, connection fees, property taxes, grants, investment income, rental property, cellular tower leases, solar power generation, and charges for miscellaneous services.

For FY 2023, Operating Revenue and net Non-Operating Revenue amounted to \$20,786,424 and \$28,078,595, respectively, for a combined total revenue of \$48,865,377. FY 2023 Operating Revenue increased minimally compared to FY 2022. However, FY 2023 Non-Operating Revenue increased significantly compared to FY 2022 mainly due to the increase in the use of grants for capital improvement projects, in particular the Regional Water Reclamation Facility and the new Administration Building.

Revenue Source	FY 2023	FY 2022	FY 2021
<b>Operating Revenue</b>			
Base Service Charge	\$2,886,840	\$2,861,400	\$2,565,407
Water Consumption	\$9,171,804	\$9,126,200	\$9,240,950
Meter Installations	\$73,800	\$13,680	\$13,680
Sewer Service	\$7,320,000	\$7,125,000	\$6,751,500
Other Operating Revenue	\$1,081,716	\$609,030	\$666,730
Contributed Infrastructure	\$0	\$0	\$
Standby Charges	\$248,244	\$248,244	\$257,100
Fats, Oils, and Grease Fees	\$4,020	\$3,600	\$3,600
Gain (Loss) from Asset Disposal	\$0	\$0	\$0
<b>Sub-Total Operating Revenue</b>	<b>\$20,786,424</b>	<b>\$19,987,154</b>	<b>\$19,498,967</b>
<b>Non-Operating Revenue</b>			
Connection Fees	\$844,440	\$516,953	\$516,953
Property Taxes	\$2,099,989	\$1,517,480	\$1,500,698
Investment Income	\$574,959	\$513,057	\$758,517
Unrealized Gains/Losses	(\$311,964)	(\$29,148)	\$394,164
Interest Expense	(\$226,358)	(\$248,256)	(\$265,377)
Grants	\$25,097,529	\$7,288,226	\$9,486,115
<b>Sub-Total Non-Operating Revenue</b>	<b>\$28,078,595</b>	<b>\$9,558,312</b>	<b>\$12,656,447</b>
<b>Total Revenue</b>	<b>\$48,865,377</b>	<b>\$29,545,466</b>	<b>\$32,155,414</b>

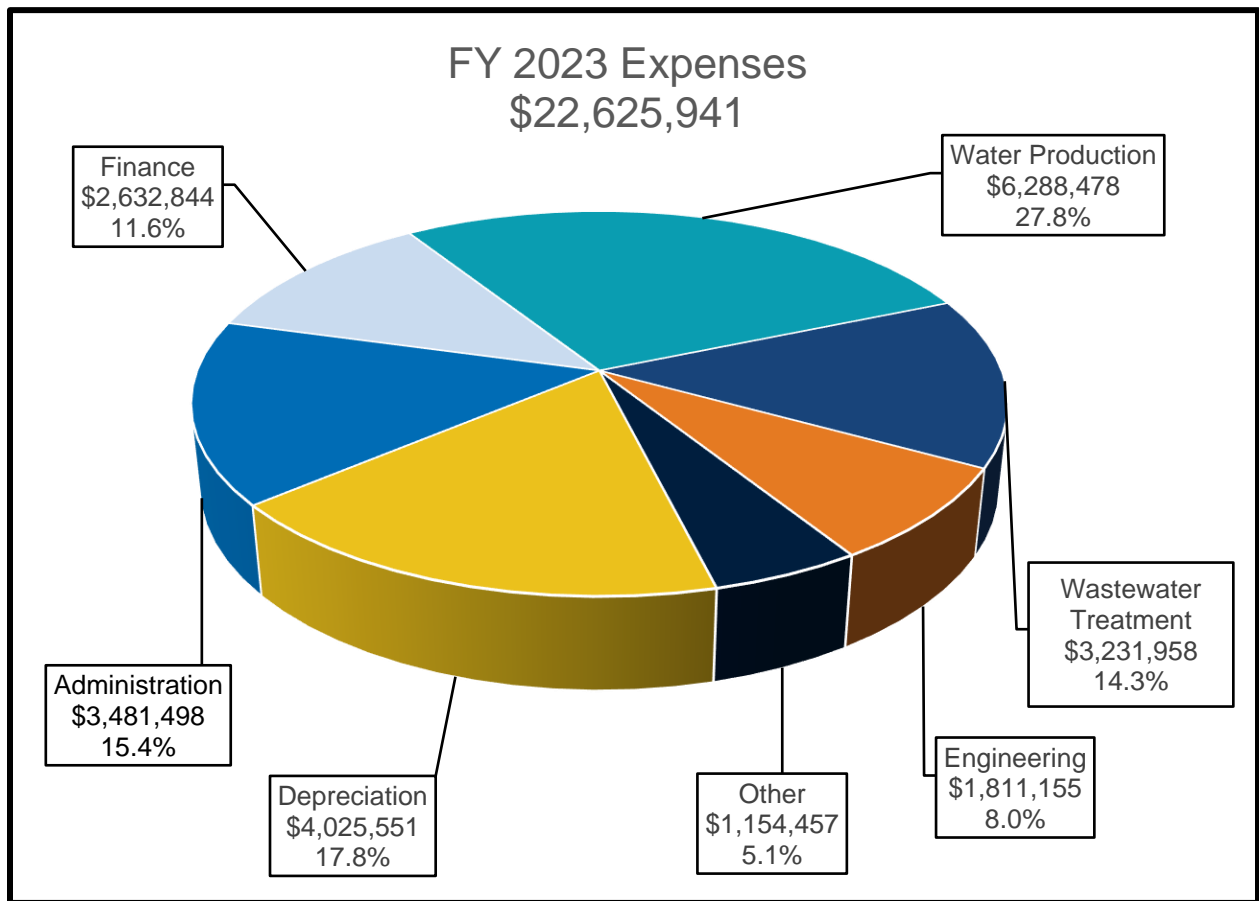
## Operating Fund Revenue Over Expenditures by Fund

The following table provides a breakdown of operating revenue and expenditures by fund for FY 2023. The table shows a Net Operating Loss of \$1,839,517 for FY 2023.

	Combined District's Total Funds	Operating Funds		
		General District	Water District	Sewer District
<b>Operating Revenues</b>	\$20,786,424	\$0	\$13,446,636	\$7,336,788
<b>Operating Expenses</b>				
Customer Accounts	\$2,096,048	\$402,036	\$1,694,012	\$0
Buildings and Grounds	\$155,360	\$155,360	\$0	\$0
Vehicle Maintenance	\$488,084	\$488,084	\$0	\$0
Central Services	\$780,891	\$780,891	\$0	\$0
Administration	\$2,318,107	\$2,318,107	\$0	\$0
Information Technology	\$1,096,512	\$1,096,512	\$0	\$0
Board of Directors	\$399,776	\$399,776	\$0	\$0
Public Affairs	\$770,665	\$594,325	\$176,340	\$0
Human Resources	\$382,500	\$382,500	\$0	\$0
Engineering	\$1,811,155	\$940,476	\$607,426	\$263,253
Accounting	\$536,796	\$536,796	\$0	\$0
Pumping	\$3,317,755	\$0	\$3,317,755	\$0
Transmission & Distribution	\$2,327,279	\$0	\$2,327,279	\$0
Collections	\$512,448	\$0	\$0	\$512,448
Treatment	\$2,059,312	\$0	\$0	\$2,059,312
Disposal	\$660,198	\$0	\$0	\$660,198
Other	\$0	\$0	\$0	\$0
Depreciation	\$4,025,551	\$275,046	\$2,069,977	\$1,680,528
Capital Labor and Costs	\$0	\$0	\$0	\$0
Administrative Costs Allocated	(\$1,112,496)	(\$8,369,909)	\$5,033,753	\$2,223,660
<b>Total Operating Expense</b>	<b>\$22,625,941</b>	<b>\$0</b>	<b>\$15,226,542</b>	<b>\$7,399,399</b>
<b>Net Operating Loss</b>	<b>(\$1,839,517)</b>	<b>\$0</b>	<b>(\$1,776,906)</b>	<b>(\$62,611)</b>

### Total Expenses for Fiscal Year 2023

The operating budget for FY 2023 is approximately \$22,625,941. In addition, there is also \$87,180,394 in capital improvements which equals a total budget of approximately \$109,806,355. This is a significant increase in total budget expenses when compared to FY 2022 due primarily to the construction of the Regional Water Reclamation Facility and the new Administration Building. MSWD substantially reduced its non-grant funded capital improvement program, and all other expenses were decreased or held to costs in the FY 2022 budget.



## Operating Fund Revenue Over Expenditures by Year

The following table provides a breakdown of operating revenue and expenditures by fund for FY 2023. The table shows a Net Operating Loss of \$1,839,517 for FY 2023, which is slightly higher compared to FY 2022.

	FY 2023	FY 2022	FY 2021
<b>Operating Revenues</b>	\$20,786,424	\$19,987,154	\$19,498,967
<b>Operating Expenses</b>			
Customer Accounts	\$2,096,048	\$1,616,216	\$1,383,744
Buildings and Grounds	\$155,360	\$166,586	\$176,236
Vehicle Maintenance	\$488,084	\$360,242	\$401,580
Central Services	\$780,891	\$675,775	\$701,573
Administration	\$2,318,107	\$2,588,014	\$3,178,870
Information Technology	\$1,096,512	\$957,030	\$487,068
Board of Directors	\$399,776	\$361,788	\$367,384
Public Affairs	\$770,665	\$707,264	\$562,027
Human Resources	\$382,500	\$341,322	\$224,500
Engineering	\$1,811,155	\$2,244,367	\$717,038
Accounting	\$536,796	\$376,040	\$374,412
Pumping	\$3,317,755	\$3,010,938	\$2,168,709
Transmission & Distribution	\$2,327,279	\$1,982,282	\$1,733,526
Collections	\$512,448	\$487,488	\$436,440
Treatment	\$2,059,312	\$1,799,005	\$1,299,230
Disposal	\$660,198	\$586,364	\$526,912
Other	\$0	\$0	\$0
Depreciation	\$4,025,551	\$3,938,448	\$3,856,303
Capital Labor and Costs	\$0	\$0	\$0
Administrative Costs Allocated	(\$1,112,496)	(\$1,071,408)	(\$770,892)
<b>Total Operating Expense</b>	<b>\$22,625,941</b>	<b>\$21,127,761</b>	<b>\$17,824,660</b>
<b>Net Operating Income (Loss)</b>	<b>(\$1,839,517)</b>	<b>(\$1,140,607)</b>	<b>\$1,674,307</b>

## Summary of Expenditures by Year

The following table provides a breakdown of operating expenses by year. The table shows a slight increase in operating expenses in FY 2023 compared to FY 2022.

Operating Expenses	FY 2023	FY 2022	FY 2021
Salaries and Wages	\$4,795,173	\$4,268,359	\$3,797,893
Employee Benefits	\$928,302	\$817,481	\$770,702
Fringe Benefits	\$2,686,731	\$2,504,084	\$2,351,043
PERS – Prior year costs	\$0	\$0	\$453,134
Materials and Supplies	\$1,926,622	\$1,579,186	\$1,544,764
Outside Services	\$4,015,731	\$4,025,900	\$3,512,943
Groundwater Replenishment Fees	(\$130,668)	(\$145,176)	(\$129,498)
Utilities	\$1,849,999	\$1,499,998	\$1,100,001
Director’s Fees	\$60,000	\$60,000	\$60,000
Engineering	\$42,000	\$42,000	\$42,000
Insurance	\$191,040	\$221,304	\$176,640
Audit	\$66,000	\$48,000	\$31,000
Rate Study	\$72,000	\$0	\$0
Legal	\$720,000	\$750,000	\$1,100,000
Fixed Assets	\$2,051,157	\$2,202,684	\$0
Depreciation	\$4,025,551	\$3,938,448	\$3,856,303
Standby Reports	\$19,380	\$16,145	\$15,300
Dues and Subscriptions	\$68,907	\$60,402	\$57,827
Training and Conferences	\$254,152	\$214,294	\$220,274
Amortization and Cost of Debt Insurance	\$184,008	\$0	\$1,440
Groundwater Management	\$20,000	\$20,000	\$20,000
Other Expenses	\$76,360	\$76,060	\$68,360
General District Allocation	(\$1,112,496)	(\$1,071,408)	(\$770,892)
<b>Total Operating Expenses</b>	<b>\$22,809,949</b>	<b>\$21,127,761</b>	<b>\$18,279,234</b>



## Summary of Expenditures by Division

### Board of Directors

The Mission Springs Water District is governed by a Board of Directors consisting of five elected members. The Board meets the third Monday of every month at the District's Administration Building located at 66575 Second Street in the City of Desert Hot Springs, California. The Board's activities relate to the governing of the District, establishing policy through approval of the budget, resolutions and ordinances, and participating in community affairs, intergovernmental relations, and participation at selected water organization activities. Salaries and benefits included in this division represent the staff needs to manage and support the Board of Directors.

FY 2023 Operating Expenses	
Salaries and Wages	\$89,220
Employee Benefits	\$14,808
Fringe Benefits	\$53,748
Materials and Supplies	\$1,200
Outside Services	\$134,000
Director's Fees	\$60,000
Training and Conferences	\$46,800
<b>Total Operating Expenses</b>	<b>\$399,776</b>



## Administration

Administration is responsible for the overall day-to-day management of the District. Daily management includes the planning, control, direction, and evaluation of the District’s programs and resources. Administration staff researches and prepares recommendations for consideration by the Board on issues facing the District. Vested in Administration is the primary responsibility for assuring that Board policies are properly administered. The operating cost of Administration goes toward conservation, legal services, water resource activities, training, professional memberships, policies, procedures, analysis and reporting of goals and outcomes of the District.

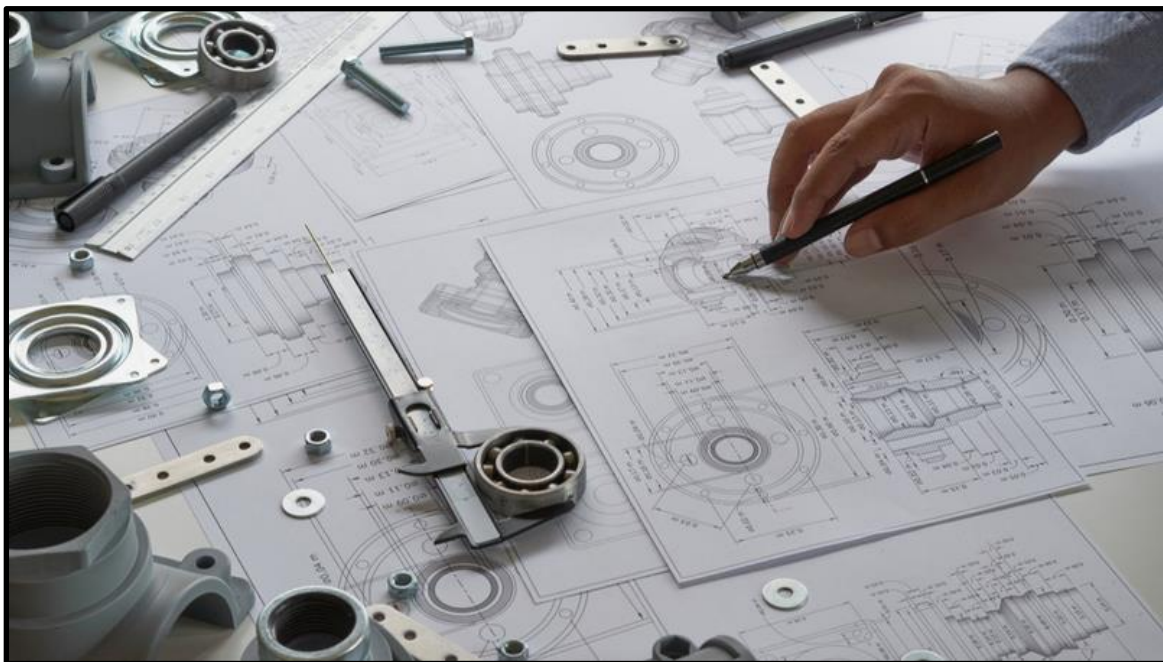
FY 2023 Operating Expenses	
Salaries and Wages	\$823,581
Employee Benefits	\$142,482
Fringe Benefits	\$481,791
Materials and Supplies	\$94,872
Outside Services	\$738,572
Utilities	\$45,619
Insurance	\$191,040
Legal	\$720,000
Fixed Assets	\$67,421
Dues and Subscriptions	\$60,912
Training and Conferences	\$115,208
<b>Total Operating Expenses</b>	<b>\$3,481,498</b>



## Engineering & Water Resources

The Engineering and Water Resources division is responsible for designing and building water infrastructure improvements to ensure adequate water supply and pressure for the current and future needs of the District.

FY 2023 Operating Expenses	
Salaries and Wages	\$243,660
Employee Benefits	\$46,608
Fringe Benefits	\$149,988
Materials and Supplies	\$5,950
Outside Services	\$494,070
Engineering	\$42,000
Fixed Assets	\$787,679
Dues and Subscriptions	\$3,020
Training and Conferences	\$6,180
Other Expenses	\$32,000
<b>Total Operating Expenses</b>	<b>\$1,811,155</b>



## Finance

The Finance and Customer Service divisions establish new water services, records customer water consumption, generates utility statements, handles customer service inquiries, and maintains accurate account records. Responsibilities include: budget preparation and development, accounting, auditing, financial reporting, debt management, and revenue collection.

FY 2023 Operating Expenses	
Salaries and Wages	\$857,076
Employee Benefits	\$215,472
Fringe Benefits	\$554,208
Materials and Supplies	\$4,300
Outside Services	\$317,928
Audit	\$66,000
Rate Study	\$72,000
Fixed Assets	\$500,000
Dues and Subscriptions	\$100
Training and Conferences	\$34,400
Other Expenses	\$11,360
<b>Total Operating Expenses</b>	<b>\$2,632,844</b>



### Innovation and Technology

The Innovation and Technology (IT) division was formally established in FY 2021-22 and is responsible for the administration and coordination of the District’s computer systems, including the Geographic Information System (GIS), and Supervisory Control and Data Acquisition (SCADA). The IT division provides ongoing support for future planning, employee technical training, and coordinates related services with contract consultants. Information system supported by IT include: telephones, cell phones, radio communication systems, voice-mail, routers, switches, VPN, and firewalls. IT also maintains internet and intranet connections including the monitoring and security of the District’s computer network data traffic.

FY 2023 Operating Expenses	
Salaries and Wages	\$130,728
Employee Benefits	\$18,300
Fringe Benefits	\$77,004
Materials and Supplies	\$32,400
Outside Services	\$479,076
Fixed Assets	\$351,000
Training and Conferences	\$8,004
<b>Total Operating Expenses</b>	<b>\$1,096,512</b>



### Public Outreach

The Public Outreach division is responsible for public outreach, news/media inquiries, education, and management of the District’s conservation programs.

FY 2023 Operating Expenses	
Salaries and Wages	\$124,620
Employee Benefits	\$20,760
Fringe Benefits	\$75,120
Materials and Supplies	\$163,900
Outside Services	\$315,400
Dues and Subscriptions	\$2,325
Training and Conferences	\$15,540
Groundwater Management	\$20,000
Other Expenses	\$33,000
<b>Total Operating Expenses</b>	<b>\$770,665</b>



## Water Operations

Water Operations is responsible for water treatment, storage, production, pumping, and distribution systems. Responsibilities include maintenance of the water production system including: 13 wells, 24 storage tanks, and 12 booster stations.

Water Operations also provides customers with high quality potable water. The distribution system requires a team effort of daily operation and regular maintenance to ensure a reliable and consistent water supply. Water Operations maintains and replaces: service lines, valves, and fire hydrants. This also includes meter readers which read approximately 13,480 meters per month using manual and automated meter reading technology.

FY 2023 Operating Expenses	
Salaries and Wages	\$1,408,308
Employee Benefits	\$276,348
Fringe Benefits	\$747,996
Materials and Supplies	\$1,373,000
Outside Services	\$776,535
Groundwater Replenishment Fees	-\$130,668
Utilities	\$1,529,182
Fixed Assets	\$273,057
Standby Reports	\$16,200
Training and Conferences	\$18,520
<b>Total Operating Expenses</b>	<b>\$6,288,478</b>



### Wastewater Operations

Wastewater Operations is responsible for the wastewater collections, treatment, and disposal systems. Responsibilities include maintenance of the wastewater system including: 2 treatment plants, 125.1 miles of sanitary sewer lines, and 2,384 manholes.

FY 2023 Operating Expenses	
Salaries and Wages	\$1,117,980
Employee Benefits	\$193,524
Fringe Benefits	\$546,876
Materials and Supplies	\$251,000
Outside Services	\$760,150
Utilities	\$275,198
Fixed Assets	\$72,000
Standby Reports	\$3,180
Dues and Subscriptions	\$2,550
Training and Conferences	\$9,500
<b>Total Operating Expenses</b>	<b>\$3,231,958</b>





## Debt Service Fund Detail

The District has approximately \$9 million in outstanding long-term debt. Most of this debt is related to the Groundwater Quality Protection Program which has been expanding the District’s sewer collection system and converting septic systems in the area for over 18 years. This debt is secured by assessment districts (not sanitary sewer rates) passed by local voters and the District uses collections from those assessments to service these debt payments.

The following is a summary of the long-term debt and the amounts expected to be paid in FY 2023:

Long-Term Debt	Beginning Balance	Paid in FY 2022	Ending Balance	Due in FY 2023
Special Assessment Bonds – Assessment District #4	\$8,000	\$4,000	\$4,000	\$4,000
Special Assessment Bonds – Assessment District #7	\$58,000	\$13,000	\$45,000	\$14,000
COP – U.S. Department of Agriculture – 2001	\$245,901	\$7,900	\$238,001	\$8,205
Installment Sale Agreement – City National Bank – 2017	\$1,474,548	\$249,031	\$1,225,517	\$256,305
Installment Sale Agreement – Hollman Capital Corporation	\$227,732	\$14,979	\$212,753	\$15,614
SWRCB – Assessment District #12, Phase IV	\$3,388,171	\$227,970	\$3,160,201	\$232,986
Installment Sale Agreement – City National Bank – 2013	\$891,330	\$55,868	\$835,462	\$58,183
Installment Sale Agreement – BBVA Compass Bank – 2014	\$2,027,615	\$116,271	\$1,911,344	\$120,910
<b>Total Long-Term Debt</b>	<b>\$8,321,297</b>	<b>\$689,019</b>	<b>\$7,632,278</b>	<b>\$710,203</b>

### Assessment District #4 Special Assessment Bonds, Series R-1

On February 15, 1983, the District issued special assessment bonds for \$88,200 for the construction of District improvements. The interest rate on the bonds is 11.375% per annum. Interest on the bonds is payable semi-annually on January 2 and July 2. Principal matures July 2 of each year through 2022.

### **Assessment District #7 Special Assessment Bonds**

On February 28, 1985, the District issued special assessment bonds for \$222,200 to aid in financing a sewage collection system for Assessment District #7. The interest rate on the bonds is 7.25% per annum. Interest on the bonds is payable semi-annually on January 2 and July 2. Principal matures July 2 of each year through 2024.

### **Certificates of Participation – United States Department of Agriculture**

On July 3, 2001, the District entered into a loan agreement with the U.S.D.A. and a Certificate of Participation (COP) was issued for \$348,000 to improve waterlines in Improvement District “E”. The interest rate on the COP is 4.50% per annum. Interest on the COP is payable semi-annually on February 1 and August 1. Principal matures February 1 of each year through 2041.

### **Assessment District #12, Phase I and Phase II – Refinance**

On June 26, 2006, the District entered into an installment sale agreement with La Salle National Bank in the amount of \$2,200,000. The proceeds from this contract were used to purchase Assessment Districts #12 bonds totaling \$1,630,024. The bond proceeds were used for Assessment District #12, Phase I costs.

On September 21, 2007, the District entered into an installment sale agreement with La Salle National Bank in the amount of \$1,600,000. The proceeds from this contract were used to purchase Assessment Districts #12 bonds totaling \$1,329,530. The bond proceeds were used for Assessment District #12, Phase II costs.

On December 22, 2017, the District entered into a loan agreement with City National Bank in the amount of \$2,395,013. The proceeds from this contract were used to pay off the Phase I and II La Salle National Bank loans in the amount of \$1,309,488 and \$1,019,315, respectively. The interest rate on the loan agreement is 2.90% per annum. Principal and interest on the bonds is payable semi-annually on March 21 and September 21. Principal matures through September 21, 2027.

### **Mission Creek – 80 Acres**

On June 21, 2013, the District entered into an installment sales agreement with Holman Capital Corporation in the amount of \$328,000. The proceeds were used to purchase 80 acres of land for future water system improvements. The interest rate on the installment sales agreement is 4.19% per annum. Interest on the bonds is payable semi-annually on June 7 and December 7. Principal matures on June 7 and December 7 of each year through June 7, 2033.

### **State Water Resources Control Board – State Revolving Fund Assessment District #12, Phase IV**

In August 2012 (and later amended in January 2013), the District entered into a financing agreement with the State Water Resources Control Board (SWRCB) for a total amount of \$9,957,921 for the purpose of financing Assessment District #12, Phase III costs. This program is a loan from the Clean State Revolving Fund (SRF) of which 50% of the principal amount was forgiven. This was made possible through Federal Environmental Protection Agency funds granted to SRF. The interest rate on the loan is 2.2% with principal and interest payments due annually on January 31 beginning in 2015, final payment is due January 31, 2034.

### **Assessment District #12, Phase V**

On December 19, 2013, the District entered into an installment sales agreement with City National Bank in the amount of \$1,215,000. The proceeds were used to purchase Assessment District #12 bonds totaling \$1,096,329 for Phase V costs. The interest rate on the installment sales agreement is 4.10% per annum. Interest on the bonds is payable semi-annually on March 2 and September 2. Principal matures on March 2 and September 2 of each year through 2029.

### **Assessment District #12, Phase VI**

On November 1, 2014, the District entered into an installment sales agreement with BBVA Compass Bank in the amount of \$2,700,000. The proceeds were used to purchase Assessment District #12 bonds totaling \$2,582,000 for Phase VI costs. The interest rate on the installment sales agreement is 3.95% per annum. Interest on the bonds is payable semi-annually on March 2 and September 2. Principal matures on March 2 and September 2 of each year through 2029.



## **CAPITAL IMPROVEMENTS**

For financial reporting purposes, a capital item is defined as an individual item with a cost of at least \$10,000 and an estimated useful life of more than one year. Each year as part of the budgetary process, the District’s staff contemplates capital needs for the coming fiscal year in conjunction with any capital plans that are in place. These annual analyses are based on facts known at the time of the preparation of the budget. The District’s capital items include water and sewer infrastructure, facilities, equipment, and fleet.



The District’s ongoing capital program represents improvements and/or replacements of critical infrastructure in both the water and sewer systems. District staff continually monitor system conditions and propose projects annually that will minimize system breakdown and increase system efficiencies. District vehicles and equipment are also part of the capital program. Because capital projects often span more than one fiscal year, appropriations of funds are carried over from one fiscal year to the next until the projects are completed. Funding for capital projects come from a variety of sources including rates, loans, grants, and assessment districts.

## **Summary of Reserve**

Over the past several years, and because of the 2016 rate action, the District’s reserves have stabilized. The Board and staff continue to monitor these levels to ensure the financial stability of the District in the future. These reserves enable the District to properly maintain and replace its necessary infrastructure as well as create an emergency reserve against external circumstances.

MSWD continues to maintain financial stability and strong reserves through prudent and conservative money management practices, despite volatile financial markets.

The District converted its treasury holdings to CalTrust. CalTrust has provided significantly better total investment returns for the District since joining in 2017. While complying with California Government Code 53601 and 53605, CalTrust seeks to attain as high a level of current income as is consistent with preservation of principal and aligned with the public agency funds guidepost of Safety, Liquidity, and Yield. The District holds cash reserves for various



purposes, the largest of which is a Capital Reserve Fund of approximately \$30 million as of April 30, 2022 as shown in the table below.

<b>Wells Fargo</b>	<b>Fund Total</b>
Operating Cash Account	\$16,099,000
<b>CalTrust</b>	
Liquidity Fund	\$2,550,000
Short-Term Fund	\$6,398,000
Medium-Term Fund	\$21,279,000
<b>Sub-Total CalTrust</b>	<b>\$30,227,000</b>
<b>Total District Cash</b>	<b>\$46,326,000</b>

### Equipment Replacement Program

The District maintains an Equipment Replacement Fund. Currently, there are four pieces of equipment that need replacement during FY 2023 totaling \$580,000. These four items are in support of the Water District Fund. Funds expended on equipment replacement projects in the current year will be spent on projects approved by the Board of Directors in previous years (continuing appropriations) as well as the current year. Continuing appropriations from FY 2022 total \$178,000, and additional equipment added during FY 2023 total \$402,000, for a total of \$580,000 in the FY 2023 Budget as shown in the table below.

<b>Description</b>	<b>Continuing Appropriations from FY 2022</b>	<b>Proposed for FY 2023</b>	<b>Final for FY 2023</b>	<b>Fund in FY 2023 Budget</b>
Potable Water Truck	\$178,000	\$0	\$178,000	\$178,000
New 2022 John Deere 310 Backhoe	\$0	\$156,000	\$156,000	\$156,000
2022 Ford F-650 Diesel Dump Truck	\$0	\$129,000	\$129,000	\$129,000
New 2022 Harlo Forklift	\$0	\$117,000	\$117,000	\$117,000
<b>Total Operating Expenses</b>	<b>\$178,000</b>	<b>\$402,000</b>	<b>\$580,000</b>	<b>\$580,000</b>

## Capital Improvement Program Summary

The District maintains a 5-year Capital Improvement Program. Currently, there are 40 projects in the Capital Improvement Program totaling \$127,085,275. Funds expended on capital projects in the current year will be spent on projects approved by the Board of Directors in previous years (continuing appropriations) as well as the current year. Continuing appropriations from FY 2022 total \$89,725,534 and additional projects added during FY 2023 total \$37,360,000. However, only \$87,180,394 will be funded from the FY 2023 Budget as shown in the table below.

<b>Total Continuing Appropriations from FY 2022 Budget</b>	\$89,725,534
<b>Total Capital Projects added for FY 2023 Budget</b>	\$37,360,000
<b>Final Capital and Continuing Appropriations for FY 2023 Budget</b>	\$127,085,275
<b>Funded Projects for FY 2023 Budget</b>	\$87,180,394

Of the \$87,180,394 to be funded during FY 2023, it is expected that \$25,097,529 will be funds collected from Assessment Districts and Grants, \$33,898,560 from low-interest loans, and only \$28,184,305 from the District's Capital Reserve Fund as shown in the table below.

<b>Budgeted Cash Outflow Related to Capital Projects</b>	\$87,180,394
<b>Expected Proceeds from Assessment Districts and Grants</b>	(\$25,097,529)
<b>Expected Proceeds from Low-Interest Loans</b>	(\$33,898,560)
<b>Expected Net Cash Outflow Related to Capital Projects</b>	\$28,184,305

Of the 40 projects in the 5-year Capital Improvement Program, there are two projects totaling \$16,554,039 for the General District, 26 projects totaling \$13,791,295 for the Water District, and there are 12 projects totaling \$56,835,060 for the Sewer District.

<b>Budgeted Cash Outflow Related to Capital Projects</b>	\$87,180,394
<b>2 Projects Benefiting the General District Fund</b>	\$16,554,039
<b>26 Projects Benefiting the Water District Fund</b>	\$13,791,295
<b>12 Projects Benefiting the Sewer District Fund</b>	\$56,835,060

### Capital Improvement Program Projects

The District maintains a 5-year Capital Improvement Program. Currently, there are 40 projects in the Capital Improvement Program totaling \$127,085,275. Funds expended on capital projects in the current year will be spent on projects approved by the Board of Directors in previous years (continuing appropriations) as well as the current year. Continuing appropriations from FY 2022 total \$89,725,534 and additional projects added during FY 2023 total \$37,360,000. However, only \$87,180,394 will be funded from the FY 2023 Budget for the 40 individual capital projects as shown in the table below.

Description	Continuing Appropriations from FY 2022	Proposed for FY 2023	Final for FY 2023	Fund in FY 2023 Budget
Well #42	\$4,600,000	\$0	\$4,600,000	\$2,190,000
1530 Zone Redbud Tank #2	\$80,000	\$0	\$80,000	\$9,292
I-10 & Indian Sewer Collection System	\$602,000	\$0	\$602,000	\$7,332
Well & Booster SCADA Enhancement	\$30,000	\$0	\$30,000	\$4,482
Regional Wastewater Reclamation Facility	\$51,000,000	\$0	\$51,000,000	\$37,900,000
GQPP Area M-2 (AD #15)	\$6,250,000	\$4,000,000	\$10,250,000	\$6,810,000
Conveyance Line from LS to RWRP	\$3,300,000	\$5,000,000	\$8,300,000	\$8,040,000
Chromium 6 Compliance Study	\$200,000	\$0	\$200,000	\$185,511
HWWTP Influent Pump Station Odor Control	\$730,000	\$0	\$730,000	\$499,565
Booster Pump Rehabilitation Program	\$150,000	\$0	\$150,000	\$107,882
Modular Enclosure – Chlorine Equipment & Well Sites	\$124,180	\$0	\$124,180	\$50,000
Electrical Panel/Motor Rehabilitation (3 Sites)	\$633,404	\$0	\$633,404	\$600,000
Terrace Reservoir #1	\$754,343	\$0	\$754,343	\$720,000

**CAPITAL IMPROVEMENTS 2023**

Description	Continuing Appropriations from FY 2022	Proposed for FY 2023	Final for FY 2023	Fund in FY 2023 Budget
Terrace Reservoir #2	\$814,461	\$0	\$814,461	\$780,000
Terrace Reservoir #3	\$361,363	\$0	\$361,363	\$330,000
Vista Reservoir Rehabilitation	\$975,427	\$0	\$975,427	\$849,000
Well 22 Rehabilitation	\$100,000	\$560,000	\$660,000	\$610,000
HWWTP Above Ground Piping & Appurtenance Rehabilitation	\$150,000	\$0	\$150,000	\$100,000
HWWTP SCADA Upgrades	\$129,008	\$0	\$129,008	\$100,000
GQPP Area A & G Design & Engineering	\$1,600,000	\$0	\$1,600,000	\$1,195,820
New Administration Building	\$5,500,000	\$27,800,000	\$33,300,000	\$16,450,000
2020 Water CIP Pipeline Replacement	\$2,264,975	\$0	\$2,264,975	\$700,000
Sewer System Collections	\$750,000	\$0	\$750,000	\$540,184
Horton North Building Improvements	\$150,000	\$0	\$150,000	\$95,000
Well & Reservoir Site Security Cameras	\$225,075	\$0	\$225,075	\$225,075
Emergency Backup Generator Well 27/31	\$411,002	\$0	\$411,002	\$400,000
Emergency Backup Generator Well 32	\$300,331	\$0	\$300,331	\$290,780
Emergency Backup Generator Well 37	\$330,331	\$0	\$300,331	\$290,898
Filtration for HWWTP	\$1,500,000	\$0	\$1,500,000	\$1,400,000
GQPP Area D3-1 Sewer Design	\$156,000	\$0	\$156,000	\$147,159
Portable Booster/Transfer Pump	\$180,000	\$0	\$180,000	\$180,000




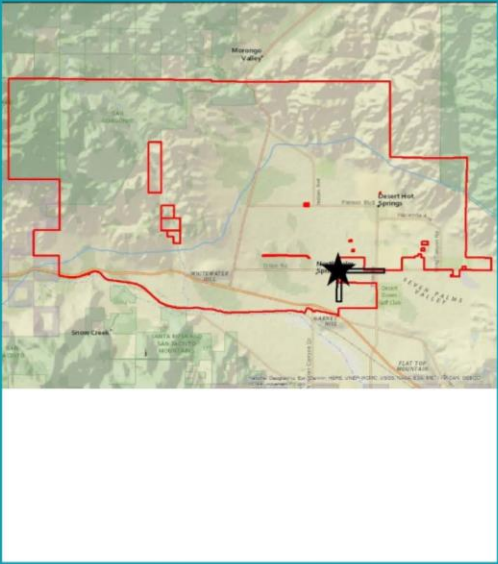
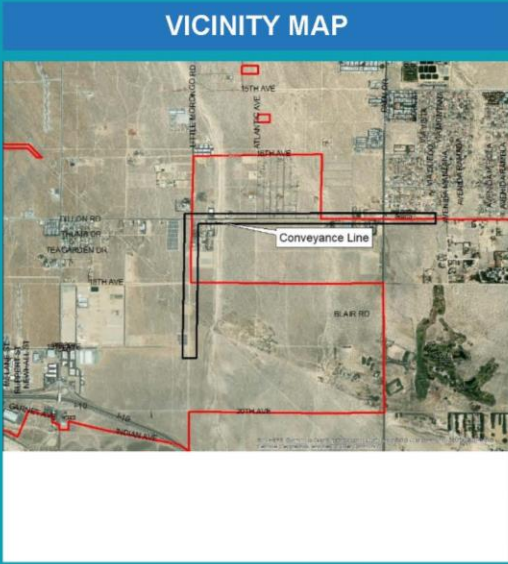
## CAPITAL IMPROVEMENTS 2023

Description	Continuing Appropriations from FY 2022	Proposed for FY 2023	Final for FY 2023	Fund in FY 2023 Budget
Trailer Mounted Portable Generators	\$537,375	\$0	\$537,375	\$537,375
Reservoir Rehabilitation Program Design FY 2022	\$120,000	\$0	\$120,000	\$120,000
Well Rehabilitation Program Design FY 2022	\$120,000	\$0	\$120,000	\$120,000
Administration Office Repairs (Drywall & Painting)	\$135,000	\$0	\$135,000	\$104,039
Pierson Blvd Slurry Seal Project	\$183,000	\$0	\$183,000	\$183,000
Riverside County Mountain View Resurfacing Project	\$33,000	\$0	\$33,000	\$33,000
Well 35 Equipment Installation	\$2,700,000	\$0	\$2,700,000	\$2,700,000
Well 34 Rehabilitation	\$475,000	\$0	\$475,000	\$475,000
Well 34/35 Intertie	\$1,100,000	\$0	\$1,100,000	\$1,100,000
<b>Total</b>	<b>\$89,725,275</b>	<b>\$37,360,000</b>	<b>\$127,085,275</b>	<b>\$87,180,394</b>


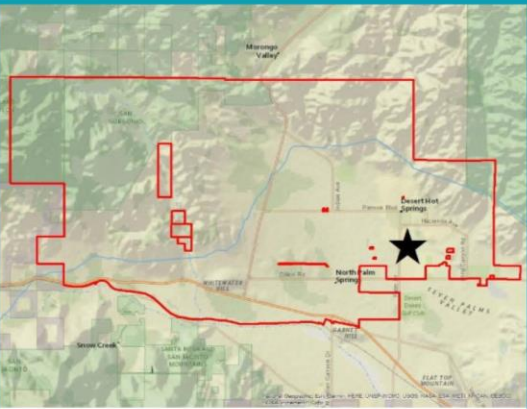




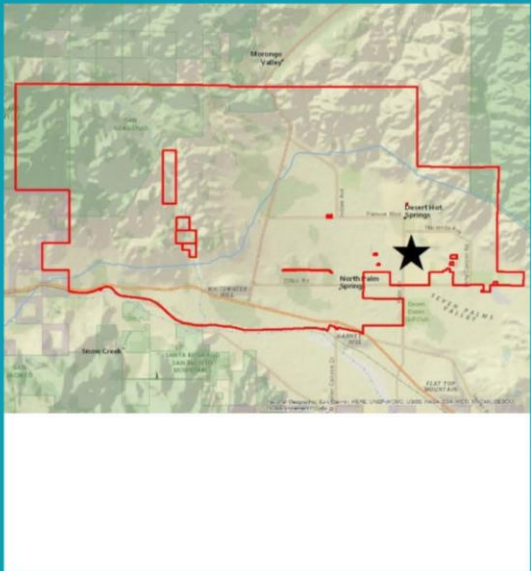

## Capital Improvement Program Project Information


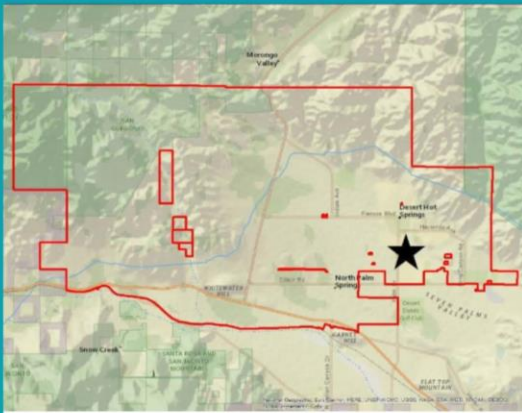

<b>Capital Improvement Project Information</b> Mission Water District – New Administrative Building	
<p><b>LOCATION</b></p>	<p><b>VICINITY MAP</b></p>
<p><b>PROJECT TITLE:</b> New Administrative Building</p>	<p><b>LIMITS OF PROJECT</b></p>
<p>Job Number: 11621</p>	<p><b>ESTIMATED SCHEDULE:</b>                      DESIGN: To be completed by 12/2022                      CONSTRUCTION: 02/2023 – 02/2024</p>
<p><b>PROJECT TYPE:</b> Facility Improvements</p>	<p><b>FUNDING SOURCE:</b> MSWD Funds, State Funds, Grant Funds</p> <p><b>PROJECT MANAGER:</b> E. Weck</p> <p><b>CIP ACCOUNT NO.:</b> 101 General Fund</p>
<p><b>PROJECT DESCRIPTION:</b> Mission Springs Water District strives to provide the best quality water and wastewater service to its customers. Over the past several decades, Mission Springs Water District has grown and seeks to construct a new Administrative Building to allow the District to grow and continue to provide service to its customers.</p> <p><b>PROJECT BUDGET (FY 22/23):</b>                      DESIGN: \$1,700,000                      CONSTRUCTION: \$14,750,000                      TOTAL: \$16,450,000</p>	


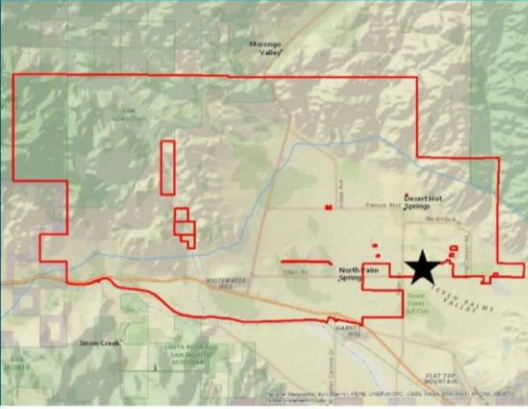

 <h3 style="margin: 0;">Capital Improvement Project Information</h3> <h4 style="margin: 0;">Conveyance Line Construction</h4>	
 <p><b>LOCATION</b></p>	 <p><b>VICINITY MAP</b></p> <p style="text-align: center;">Conveyance Line</p> <p><b>LIMITS OF PROJECT</b></p>
<p><b>PROJECT TITLE:</b> Conveyance Line Construction</p> <hr/> <p><b>Job Number:</b> 11426</p> <hr/> <p><b>PROJECT TYPE:</b> Wastewater Construction</p>	<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 06/2022 CONSTRUCTION: 11/2022 – 8/2023</p> <p><b>FUNDING SOURCE:</b> MSWD Funds State Funds</p> <p><b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter</p> <p><b>CIP ACCOUNT NO.:</b> 301 Sewer Fund</p>
<p><b>PROJECT DESCRIPTION:</b> MSWD's new West Valley Conveyance Line is one of three concurrent projects that will provide wastewater flows to the District's new Regional Water Reclamation facility. The West Valley Conveyance Line project includes a force main from the existing Dos Palmas lift station at Dillon Road and Avenida Manzana to Little Morongo Road and Dillon Road. From there, a gravity line will bring flows down to the new plant.</p> <p><b>PROJECT BUDGET (FY 22/23):</b> CONSTRUCTION: \$7,100,000 INSPECTION/CONSTRUCTION ENGINEERING: \$940,000 TOTAL: \$8,040,000</p>	

<b>Capital Improvement Project Information</b> Emergency Generator Backup – Various Well Locations	
<p><b>LOCATION</b></p>	<p><b>VICINITY MAP</b></p>
<p><b>PROJECT TITLE:</b> Emergency Generator Backup – Wells</p>	<p><b>LIMITS OF PROJECT</b></p>
<p>Job Number: 11666</p>	<p><b>ESTIMATED SCHEDULE:</b>                      DESIGN: 03/2023                      CONSTRUCTION: 06/2023 – 12/2023</p>
<p><b>PROJECT TYPE:</b> Emergency Preparedness</p>	<p><b>FUNDING SOURCE:</b>                      MSWD Funds                      State Funds</p>
<p><b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter</p>	
<p><b>CIP ACCOUNT NO.:</b> 201 Water Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> Part of MSWD's emergency response plan, this project will add fixed base generators with automatic transfer switches at four well sites. Currently, in the design process, the generators will minimize water delivery impacts to our customers in the event of a power outage or Public Safety Power Shutoff by Southern California Edison.</p>	
<p><b>PROJECT BUDGET (FY 22/23):</b>                      DESIGN: \$100,000                      CONSTRUCTION: \$300,000                      TOTAL: \$400,000</p>	

		<p align="center"><b>Capital Improvement Project Information</b> North Building Facility Improvements</p>	
		<p align="center"><b>VICINITY MAP</b></p> 	
<p align="center"><b>LOCATION</b></p>		<p align="center"><b>LIMITS OF PROJECT</b></p>	
<p><b>PROJECT TITLE:</b> North Building Facility Improvements</p>		<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 06/2022 CONSTRUCTION: 06/2022-08/2022</p>	
<p><b>JOB NUMBER:</b> 11661</p>		<p><b>FUNDING SOURCE:</b> MSWD Funds</p>	
<p><b>PROJECT TYPE:</b> Wastewater/Facility Improvements</p>		<p><b>PROJECT MANAGER:</b> E. Weck/L. Boyer</p>	
		<p><b>CIP ACCOUNT NO.:</b> 301 Sewer Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> Repair of roof, and installation of heating/air conditioning at the Horton Wastewater Treatment facility. Construction of new bathroom and remodel of existing bathroom at the North Building.</p> <p><b>PROJECT BUDGET (FY 22/23):</b> CONSTRUCTION: \$90,000 INSPECTION/CONSTRUCTION ENGINEERING: \$5,000 TOTAL: \$95,000</p>			


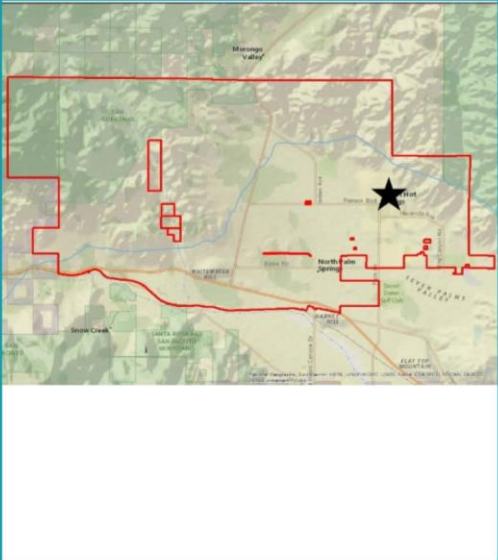

		<p align="center"><b>Capital Improvement Project Information</b> Horton Wastewater Treatment Plant Upgrade – Piping/Appurtenances Rehabilitation</p>	
		<p align="center"><b>VICINITY MAP</b></p> 	
<p align="center"><b>LOCATION</b></p>		<p align="center"><b>LIMITS OF PROJECT</b></p>	
<p><b>PROJECT TITLE:</b> HWWTP Upgrade – Piping/Appurtenances</p>		<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 03/2023 CONSTRUCTION: 12/2023 – 06/2024</p>	
<p><b>Job Number:</b> 11613</p>		<p><b>FUNDING SOURCE:</b> MSWD Funds</p>	
<p><b>PROJECT TYPE:</b> Horton Wastewater Facility Improvements</p>		<p><b>PROJECT MANAGER:</b> E. Weck/S. Ledbetter</p>	
		<p><b>CIP ACCOUNT NO.:</b> 301 Sewer Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> The Horton Wastewater Treatment Plant currently has above ground pipes and appurtenances needing maintenance and rehabilitation.</p>			
<p><b>PROJECT BUDGET (FY22/23):</b> DESIGN: \$100,000 TOTAL: \$100,000</p>			


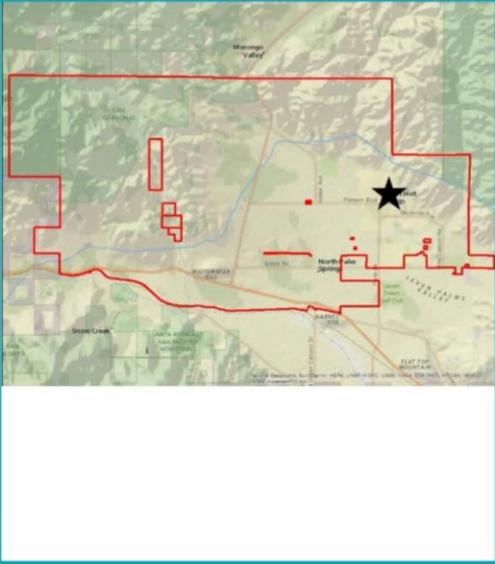

 <b>Capital Improvement Project Information</b> Horton Wastewater Treatment Plant Upgrade – Tertiary Filtration	
	
<b>LOCATION</b>	<b>LIMITS OF PROJECT</b>
<b>PROJECT TITLE:</b> HWWTP Upgrade – Filtration	<b>ESTIMATED SCHEDULE:</b> DESIGN: 03/2022 CONSTRUCTION: 08/2023 – 06/2023
<b>Job Number:</b> 11689	<b>FUNDING SOURCE:</b> MSWD Funds <b>PROJECT MANAGER:</b> E. Weck/S. Ledbetter
<b>PROJECT TYPE:</b> Horton Wastewater Facility Improvements	<b>CIP ACCOUNT NO.:</b> 301 Sewer Fund
<b>PROJECT DESCRIPTION:</b> The Horton Wastewater Treatment Plant has experienced problems with poor infiltration rates in the percolation ponds due to the high concentration of suspended solids in the secondary effluent. The new WWTP Tertiary Effluent Filters will increase the pond efficiency as a reduction of the suspended solids concentration in the secondary effluent.	
<b>PROJECT BUDGET (FY22/23):</b> CONSTRUCTION: \$1,260,000 INSPECTION/CONSTRUCTION ENGINEERING: \$140,000 TOTAL: \$1,400,000	


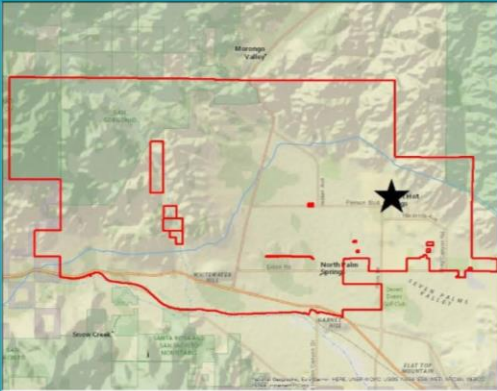

		<p align="center"><b>Capital Improvement Project Information</b> M-2, Septic to Sewer Construction</p>	
		<p align="center"><b>VICINITY MAP</b></p> 	
<p align="center"><b>LOCATION</b></p>		<p align="center"><b>LIMITS OF PROJECT</b></p>	
<p><b>PROJECT TITLE:</b> M-2 Septic to Sewer Construction</p>		<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 09/2022 CONSTRUCTION: 01/2023 – 01/2024</p>	
<p><b>Job Number:</b> 11426</p>		<p><b>FUNDING SOURCE:</b> Assessment District 15 Proceeds State Grant Funds</p>	
<p><b>PROJECT TYPE:</b> Septic tank abatement / Assessment District</p>		<p><b>PROJECT MANAGER:</b> E. Weck/S. Ledbetter</p>	
		<p><b>CIP ACCOUNT NO.:</b> 301 Sewer Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> The West Valley Collection System (Sub Area M2-1) will connect 318 parcels to the MSWD sewer system and abate over 182 on-site septic systems. The West Valley Collection System is one of three projects that comprise the Regional Water Reclamation Facility project.</p>			
<p><b>PROJECT BUDGET (FY 22/23):</b> DESIGN: \$60,000 CONSTRUCTION: \$5,500,000 INSPECTION/CONSTRUCTION ENGINEERING: \$1,250,000 TOTAL: \$6,810,000</p>			


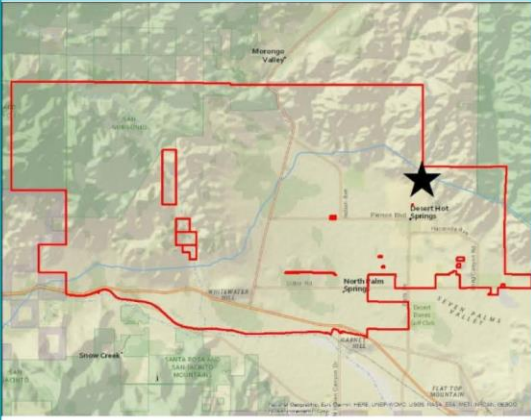
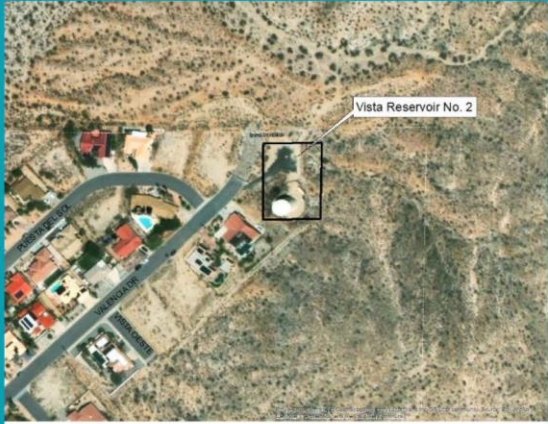



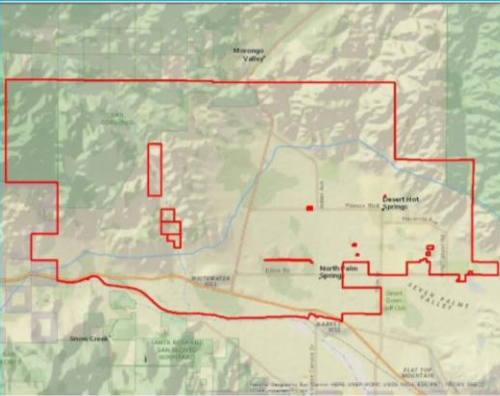
<b>FY 2022-2023 Capital Improvement Project Information</b> Regional Wastewater Treatment Facility	
<p><b>LOCATION</b></p>	<p><b>VICINITY MAP</b></p>
<p><b>PROJECT TITLE:</b> Regional Wastewater Treatment Facility</p>	<p><b>LIMITS OF PROJECT</b></p>
<p><b>Job Number:</b> 11424</p>	<p><b>ESTIMATED SCHEDULE:</b>                      DESIGN: 07/2021                      CONSTRUCTION: 04/2022 – 12/2023</p>
<p><b>Project Type:</b> Wastewater Treatment Facility</p>	<p><b>FUNDING SOURCES:</b>                      MSWD Funds                      State Water Board Funds</p>
	<p><b>PROJECT MANAGER:</b> S. Ledbetter/E. Weck</p>
	<p><b>CIP ACCOUNT NO.:</b> 301 Sewer Fund</p>
<p><b>PROJECT DESCRIPTION:</b> The project will construct a new 1.5 million gallon per day sequence batch reactor wastewater treatment plant. Project includes new operations and administration building that will house a solids processing area, chemical storage area, maintenance, electrical room, and blower room.</p>	
<p><b>PROJECT BUDGET (FY 22/23):</b>                      CONSTRUCTION: \$35,000,000                      INSPECTION/CONSTRUCTION ENGINEERING: \$2,900,000                      TOTAL: \$37,900,000</p>	

 <b>Capital Improvement Project Information</b> Terrace Reservoir 1	
	<b>VICINITY MAP</b> 
<b>LOCATION</b>	<b>LIMITS OF PROJECT</b>
<b>PROJECT TITLE:</b> Terrace Reservoir 1	<b>ESTIMATED SCHEDULE:</b> DESIGN: 03/2021 CONSTRUCTION: 01/2023 – 01/2024
<b>Job Number:</b> 11607	<b>FUNDING SOURCE:</b> MSWD Funds
<b>PROJECT TYPE:</b> Reservoir Tank Rehabilitation	<b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter
	<b>CIP ACCOUNT NO.</b> 201 Water Fund
<b>PROJECT DESCRIPTION:</b> District staff has identified required rehabilitation and maintenance of the Terrace Reservoirs site to enhance safety and operations and maintenance activities of the three existing reservoirs.	
<b>PROJECT BUDGET (FY 22/23):</b> CONSTRUCTION: \$576,000 INSPECTION/CONSTRUCTION ENGINEERING: \$144,000 TOTAL: \$720,000	

 <b>Capital Improvement Project Information</b> Terrace Reservoir 2	
	<b>VICINITY MAP</b> 
<b>LOCATION</b>	<b>LIMITS OF PROJECT</b>
<b>PROJECT TITLE:</b> Terrace Reservoir 2	<b>ESTIMATED SCHEDULE:</b> DESIGN: 03/2021 CONSTRUCTION: 01/2023 – 01/2024
<b>Job Number:</b> 11608	<b>FUNDING SOURCE:</b> MSWD Funds
<b>PROJECT TYPE:</b> Reservoir Tank Rehabilitation	<b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter
	<b>CIP ACCOUNT NO.</b> 201 Water Fund
<b>PROJECT DESCRIPTION:</b> District staff has identified required rehabilitation and maintenance of the Terrace Reservoirs site to enhance safety and operations and maintenance activities of the three existing reservoirs.	
<b>PROJECT BUDGET (FY 22/23):</b> CONSTRUCTION: \$625,000 INSPECTION/CONSTRUCTION ENGINEERING: \$144,000 TOTAL: \$782,000	

 <b>Capital Improvement Project Information</b> Terrace Reservoir 3	
	<b>VICINITY MAP</b> 
<b>LOCATION</b>	<b>LIMITS OF PROJECT</b>
<b>PROJECT TITLE:</b> Terrace Reservoir 3	<b>ESTIMATED SCHEDULE:</b> DESIGN: 03/2021 CONSTRUCTION: 01/2023 – 01/2024
<b>Job Number:</b> 11609	<b>FUNDING SOURCE:</b> MSWD Funds
<b>PROJECT TYPE:</b> Reservoir Tank Rehabilitation	<b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter  <b>CIP ACCOUNT NO.</b> 201 Water Fund
<b>PROJECT DESCRIPTION:</b> District staff has identified required rehabilitation and maintenance of the Terrace Reservoirs site to enhance safety and operations and maintenance activities of the three existing reservoirs.	
<b>PROJECT BUDGET (FY 22/23):</b> CONSTRUCTION: \$264,000 INSPECTION/CONSTRUCTION ENGINEERING: \$66,000 TOTAL: \$330,000	

		<p align="center"><b>Capital Improvement Project Information</b> Vista Reservoir Rehabilitation</p>	
		<p align="center"><b>VICINITY MAP</b></p> 	
<p align="center"><b>LOCATION</b></p>		<p align="center"><b>LIMITS OF PROJECT</b></p>	
<p><b>PROJECT TITLE:</b> Vista Reservoir Rehabilitation</p>		<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 05/2021 CONSTRUCTION: 01/2023 – 06/2023</p>	
<p><b>Job Number:</b> 11610</p>		<p><b>FUNDING SOURCE:</b> MSWD Funds</p>	
<p><b>PROJECT TYPE:</b> Reservoir Rehabilitation/Upgrade</p>		<p><b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter</p>	
		<p><b>CIP ACCOUNT NO.</b> 201 Water Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> Rehabilitation of existing 300,000 gallon reservoir.</p>			
<p><b>PROJECT BUDGET (FY 22/23):</b> DESIGN: \$170,000 CONSTRUCTION: \$679,000 TOTAL: \$849,000</p>			

 <b>Capital Improvement Project Information</b> Water Master Plan and Sewer Master Plan	
	<p><b>VICINITY MAP</b></p> <p>DISTRICT WIDE</p>
<b>LOCATION</b>	<b>LIMITS OF PROJECT</b>
<p><b>PROJECT TITLE:</b> Water Master Plan and Sewer Master Plan</p>	<p><b>ESTIMATED SCHEDULE:</b> PLAN PREPARATION: 09/2023</p>
<p>Job Number: 11347 (Water Master Plan), 11348 (Sewer Master Plan)</p>	<p><b>FUNDING SOURCE:</b> MSWD Funds</p>
<p><b>PROJECT TYPE:</b> District Planning</p>	<p><b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter</p>
<p><b>CIP ACCOUNT NO.:</b> 201 Water Fund, 301 Sewer Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> MSWD's Water and Wastewater Master Plans are essential tools in identifying current and future system improvements. They allow the District to plan for and meet the ever-changing/growing water and wastewater needs within our service area. The current plans were completed 2005 and 2007, and since that time several projects identified in them have been implemented. This combined with regulatory changes and new District produces that govern how we store, manage, and treat water, dictate that a comprehensive update is necessary.</p>	
<p><b>PROJECT BUDGET (FY 22/23):</b> Cost: \$525,800</p>	


 <h3 style="margin: 0;">Capital Improvement Project Information</h3> <h4 style="margin: 0;">Well 22 Rehabilitation</h4>	
 <p style="text-align: center;"><b>LOCATION</b></p>	 <p style="text-align: center;"><b>VICINITY MAP</b></p> <p style="text-align: center;"><b>LIMITS OF PROJECT</b></p>
<p><b>PROJECT TITLE:</b> Well 22 Rehabilitation</p> <hr/> <p><b>Job Number:</b> 11611</p> <hr/> <p><b>PROJECT TYPE:</b> Reservoir Rehabilitation/Upgrade</p>	<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 06/2023 CONSTRUCTION: 12/2023 – 06/2023</p> <p><b>FUNDING SOURCE:</b> MSWD Funds</p> <p><b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter</p> <p><b>CIP ACCOUNT NO.:</b> 201 Water Fund</p>
<p><b>PROJECT DESCRIPTION:</b> Well 22 needs maintenance and rehabilitation. Well improvements include new discharge piping, and outlet systems, electrical panels and new pump improvements.</p> <p><b>PROJECT BUDGET (FY 22/23):</b> CONSTRUCTION: \$550,000 INSPECTION/CONSTRUCTION ENGINEERING: \$60,000 TOTAL: \$610,000</p>	


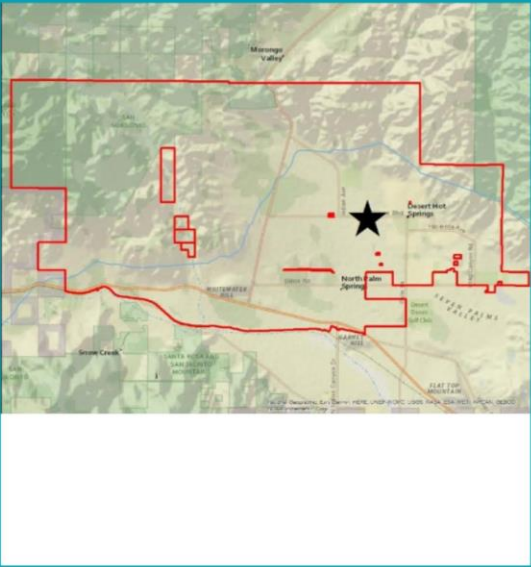

		<p align="center"><b>Capital Improvement Project Information</b> Well 24 Rehabilitation and Electrical Panel Upgrade</p>	
		<p align="center"><b>VICINITY MAP</b></p>	
<p align="center"><b>LOCATION</b></p>		<p align="center"><b>LIMITS OF PROJECT</b></p>	
<p><b>PROJECT TITLE:</b> Well 24 Rehabilitation &amp; Electrical Panel</p>		<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 07/2021 CONSTRUCTION: 12/2012 - 12/2022</p>	
<p><b>Job Number:</b> 11602</p>		<p><b>FUNDING SOURCE:</b> MSWD Funds</p>	
<p><b>PROJECT TYPE:</b> Well Rehabilitation/Upgrade</p>		<p><b>PROJECT MANAGER:</b> E. Weck/S. Ledbetter</p>	
		<p><b>CIP ACCOUNT NO.:</b> 201 Water Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> This project will supply and install new motor auxiliary panel for existing SCADA at new location on south fence line. Construct new concrete pad for MCC, meter main and SCADA. Install new conduit to pump base and make motor connections.</p>			
<p><b>PROJECT BUDGET (FY 22/23):</b> CONSTRUCTION: \$550,000 INSPECTION/CONSTRUCTION ENGINEERING: \$60,000 TOTAL: \$610,000</p>			



		<p align="right"><b>Capital Improvement Project Information</b> Well 34/35 Intertie</p>	
		<p align="center"><b>VICINITY MAP</b></p>	
<p align="center"><b>LOCATION</b></p>		<p align="center"><b>LIMITS OF PROJECT</b></p>	
<p><b>PROJECT TITLE:</b> Well 34/35 Intertie</p>		<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 12/2022 CONSTRUCTION: 03/2023 – 07/2023</p>	
<p><b>Job Number:</b> 11743</p>		<p><b>FUNDING SOURCE:</b> Developer Funded</p>	
<p><b>PROJECT TYPE:</b> Well Rehabilitation/Upgrade</p>		<p><b>PROJECT MANAGER:</b> E. Weck</p>	
		<p><b>CIP ACCOUNT NO.:</b> 201 Water Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> 18-inch water main along Karen Avenue connecting Well 34 and Well 35.</p>			
<p><b>PROJECT BUDGET (FY 22/23):</b> DESIGN: \$100,000 CONSTRUCTION: \$1,000,000 TOTAL: \$1,100,000</p>			

<b>Capital Improvement Project Information</b> Well 34 Rehabilitation	
	<b>VICINITY MAP</b> 
<b>LOCATION</b>	<b>LIMITS OF PROJECT</b>
<b>PROJECT TITLE:</b> Well 34 Rehabilitation	<b>ESTIMATED SCHEDULE:</b> DESIGN: 07/2022 CONSTRUCTION: 09/2022 – 2/2023
<b>Job Number:</b> 11742	<b>FUNDING SOURCE:</b> Developer Funded
<b>PROJECT TYPE:</b> Well Rehabilitation/Upgrade	<b>PROJECT MANAGER:</b> E. Weck  <b>CIP ACCOUNT NO.:</b> 201 Water Funds
<b>PROJECT DESCRIPTION:</b> Rehabilitation of Well 34 will include chemical treatment, brushing, and bailing of casing pipe; and other necessary enhancements.	
<b>PROJECT BUDGET (FY 22/23):</b> DESIGN: \$25,000 CONSTRUCTION: \$450,000 TOTAL: \$475,000	

		<p align="center"><b>Capital Improvement Project Information</b> Well 35 Equipment Installation</p>	
		<p align="center"><b>VICINITY MAP</b></p> 	
<p align="center"><b>LOCATION</b></p>		<p align="center"><b>LIMITS OF PROJECT</b></p>	
<p><b>PROJECT TITLE:</b> Well 35 Equipment Installation</p>		<p><b>ESTIMATED SCHEDULE:</b> DESIGN: 09/2022 – 01/2023 CONSTRUCTION: 01/2023 – 07/2023</p>	
<p><b>Job Number:</b> 11741</p>		<p><b>FUNDING SOURCE:</b> Developer provided deposit</p>	
<p><b>PROJECT TYPE:</b> Well Rehabilitation/Upgrade</p>		<p><b>PROJECT MANAGER:</b> E. Weck / S. Ledbetter</p>	
		<p><b>CIP ACCOUNT NO.:</b> 201 Water Fund</p>	
<p><b>PROJECT DESCRIPTION:</b> Well 35 was drilled as part of the original development of Skyborne. This project will provide the pump, motor, shelter, and all necessary electrical equipment to bring Well 35 into operation.</p>			
<p><b>PROJECT BUDGET (FY 22/23):</b> DESIGN: \$100,000 CONSTRUCTION: \$2,600,000 TOTAL: \$2,700,000</p>			

 <b>Capital Improvement Project Information</b> Well 42 Construction	
	<b>VICINITY MAP</b> 
<b>LOCATION</b>	<b>LIMITS OF PROJECT</b>
<b>PROJECT TITLE:</b> Well 42 Construction	<b>ESTIMATED SCHEDULE:</b> DESIGN: 09/2020 CONSTRUCTION: 01/2021 – 01/2023
<b>Job Number:</b>	<b>FUNDING SOURCE:</b> MSWD Funds
<b>PROJECT TYPE:</b> Well Construction	<b>PROJECT MANAGER:</b> E. Weck
	<b>CIP ACCOUNT NO.:</b> 201 Water Fund
<b>PROJECT DESCRIPTION:</b> Currently, under construction, the well will provide an additional water source for MSWD's 1240 and 1400 pressure zones.	
<b>PROJECT BUDGET (FY 22/23):</b> CONSTRUCTION: \$2,190,000 INSPECTION/CONSTRUCTION ENGINEERING: \$200,000 TOTAL: \$2,390,000	

## STRATEGIC PERFORMANCE AND ACCOMPLISHMENTS

### Mission Statement, Vision, and Core Values

In 2014, MSWD initiated a formal strategic planning effort by developing a Mission Statement, an accompanying Vision Statement, and a set of Core Values for the District.

#### Mission Statement

Mission Springs Water District has one simple mission: Provide, protect, and preserve our most valuable resource... water.

#### Vision for Mission Springs Water District

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.

#### The Seven Core Values of Mission Springs Water District

Values are the pillars upon which an organizational culture is built. Values must be intrinsic to the individuals who make up the organization. Values must surpass “concepts” and translate into guiding convictions that are embraced first by leadership then passed through to every level of the organization by example. We live by the values of:

**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 consistent 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.



## Strategic Plan

As a result of the 2014 strategic planning effort, MSWD has developed a Strategic Plan that will serve as a guidance document for the District over a five-year period (2017-2022). The 2017 Strategic Plan is intended to achieve several objectives, including to: clearly define the purpose of the organization, create a roadmap for aligning activities and resources to achieve an agreed upon purpose, build consensus within the organization through enhanced communication, and allow the agency to convey long-range plans to its customers, stakeholders, elected officials, and other constituents.

There were five-steps in the development of MSWD's 2017 Strategic Plan.

1. **Data collection and review.**
2. **Workshop.** The Board of Directors and Strategic Planning team conducted a workshop to review the Mission Statement, Vision Statement, and Core Values for the District. At the workshop, the group conducted an influence modeling exercise to identify agencies and stakeholders that could impact the development of the Strategic Plan or could be impacted by the development of the Strategic Plan. After careful consideration the Board of Directors approved 5 Strategic Goals and each goal is defined to reflect the future state of the District.
3. **New Objective and Goals.** Staff review the approved 5 Strategic Goals and establish levels of service and clarify future roles.
4. **Analysis.** Staff conducts a Strength, Weakness, Opportunities, and Threats (SWOT) Analysis and Gap Analysis for each of the five Strategic Goals. Identify projects and programs in support of achieving the 5 Strategic Goals.
5. **Prepare Strategic Plan.** Prepare a final Strategic Plan document with an action plan. Prioritize projects and programs in support of achieving the 5 Strategic Goals. For planning purposes, projects and programs were ranked with the following priorities:
  - Priority A – Projects or programs that need to be initiated or completed in the first 1-2 years
  - Priority B – Projects or programs that need to be initiated or completed within 2-5 years
  - Priority C – Projects or programs that extend beyond 5 years

MSWD has made significant progress implementing projects and programs in support of achieving the objectives of the Strategic Goals.

**Strategic Goal 1 – Water Supply**

MSWD meets the current and future water supply needs of its customer base. Implementation of this goal will include strategies and programs designed to develop new water resources and conserve existing resources.

No.	Priority	Project Description	Department Assigned
1	A	Develop an integrated water supply plan to identify and evaluate alternatives to diversifying the District’s existing water supply and decrease reliance on imported water. The plan should include a financial impact analysis and delivery options.	Administration
2	A	Conduct a feasibility study and cost analysis providing additional treatment options for imported water supplies from the Colorado River to alleviate future concerns with increased levels of Total Dissolved Solids (TDS).	Engineering
3	A	Coordinate with the Coachella Valley Water District and Desert Water Agency on an evaluation to enhance existing hydrologic studies of the groundwater basins the District relies on for current and future production. The evaluation will consider issues such as aquifer storage potential, groundwater quality, and the location of geologic faults, storage capability and groundwater movement. Approval of the evaluation study is contingent on completion of the SGMA process.	Administration Engineering
4	A	Evaluate opportunities with the Agua Caliente Indian Reservation to access groundwater within the Indio and San Gorgonio Pass Subbasins.	Administration
5	A	Initiate discussions with the Desert Water Agency and other wholesale and retail water providers, as well as private parties of interest to formulate a regional groundwater management structure and strategy. Options include: formulation of a joint powers agency, adjudication, or other management/political body. Identify strategies and agreements for imported water, production rights, enhancing groundwater quality, and fees and budget administration.	Administration
6	B	Modify existing water distribution system to incorporate production of groundwater from the Indio and San Gorgonio Pass Subbasins directly into the District’s system.	Engineering
7	B	Review and update the District’s Urban Water Management Plan to include additional analysis of multiple dry-year drought conditions.	Engineering Conservation



**STRATEGIC PERFORMANCE AND ACCOMPLISHMENTS 2023**

8	C	Evaluate opportunities for expanded use of recycled water including direct reuse and recharge into existing aquifers.	Engineering
9	A	Participate on negotiations for final determination of the Ground Sustainability Agency for subbasins within the District’s service area, which include the San Gorgonio Pass Subbasin, the Mission Creek Subbasin, the Indio Subbasin, and the Desert Hot Springs Subbasin.	Administration



### Strategic Goal 2 – Infrastructure

MSWD provides continuous investment in its infrastructure systems to ensure the treatment and distribution of existing and future water and wastewater supplies as well as maintaining and improving its facilities and operational support systems.

No.	Priority	Project Description	Department Assigned
1	A	Conduct project design and construction to expand wastewater treatment capacity at the MSWD Regional Wastewater Treatment Plant by 1.5 million gallons per day (MGD).	Engineering
2	A	Update existing water and wastewater master plans.	Engineering
3	A	Conduct an analysis of staffing and workload allocation for infrastructure and maintenance operations to determine staffing needs based on industry standards. Identify opportunities for privatization of specific routine maintenance functions to augment staffing levels.	Engineering Operations
4	A	Identify and record easements for water and sewer utility purposes in those areas where they are currently missing.	Engineering
5	A	Develop a Technology Plan that incorporates all aspects of the District’s internal and external technology including field operational technology.	Administration Operations
6	A	Conduct a financial and operational analysis of the impact of future residential and commercial development based on the Cities of Desert Hot Springs’ and Palm Springs’ General Plan.	Finance Engineering
7	A	Conduct an evaluation of alternative energy opportunities including cost and feasibility for each alternative.	Engineering
8	A	Conduct an evaluation and cost analysis for renovation of the current administration and annex facilities. The evaluation should include space planning and opportunities for internal growth, public access and accessibility, ADA compliance, office ergonomics, and furniture.	Finance Engineering Administration
9	A/B	(A) Expand utilization of the current Geographic Information System for operational and facility use. (B) The system can be expanded to also include a customer database utilized by the Customer Service Department.	Engineering Customer Service
10	B	Conduct an analysis of the infrastructure needs and financial cost impacts to operate and maintain the Improvement District and develop a separate water rate structure for this area.	Engineering Finance

**STRATEGIC PERFORMANCE AND ACCOMPLISHMENTS 2023**

11	B	Conduct analysis of available capacity within the current water system with future water demand projections to forecast time of demand need. Incorporate results in UWMP updates and Water Master Plan update.	Engineering
12	C	Evaluate options for relocation of existing water infrastructure within inaccessible areas of the District for ease of maintenance.	Engineering Operations
13	C	Pipeline replacement project for all galvanized piping within the water distribution system. Incorporate project in Master Plan update.	Engineering Operations
14	C	Evaluate vendor options for automating the inventory management system for purchasing, receiving, and warehouse operations. Develop cost estimates for future capital budget allocation.	Finance



### Strategic Goal 3 – Financial Management

MSWD practices stewardship of its financial resources in a responsible manner to ensure the current and future reliability of its operations.

No.	Priority	Project Description	Department Assigned
1	A	Convert the manual check signature process to an ‘electronic’ signature format including approval criteria established by the Board of Directors.	Administration Finance
2	A	Automate the employee payroll structure and eliminate the manual entry of time and project numbers.	Finance Administration Human Resources
3	A	Conduct a review of the employee performance evaluation process and the number of individual pay-range step increases allocated to employees based on employee tenure and the correlation to the evaluation process. Options include reducing the number of steps or establishing a median pay scale for each job classification.	Finance Accounting
4	A	Update current accounting software interface.	Finance Accounting
5	A	Modify the vendor contract and material procurement and approval process to include authorization at the executive staff level (Director of Finance and Administration and Director of Engineering and Operations).	Finance Administration
6	A	Conduct a customer experience and needs assessment to gauge customer interaction and service level experience.	Finance Customer Service
7	A	Modify the budget document preparation process to include additional financial detail designed to increase customer confidence and knowledge of the District’s financial management practices.	Finance
8	A	Develop and implement a customer education program designed to educate customers on water and sewer rates, capital spending requirements, and budgeting.	Finance Public Relations Customer Service
9	B	Implement changes to budget and revenue management to fully fund the reserve policy by 2020.	Administration Finance
10	B	Develop an asset management and replacement component of the Financial Master Plan.	Finance Accounting

**Strategic Goal 4 – Public and Political Outreach**

Develop opportunities to positively influence outcomes favorable to MSWD. Developing strategic alliances and partnerships as well as fostering better relationships with other political entities and members of the public accomplish this goal.

No.	Priority	Project Description	Department Assigned
1	A	Develop a comprehensive public relations strategy and master plan of activities and programs. Components of the plan shall include the overall goal of the program, staffing and resource needs, budget requirements and role and responsibility of the Board of Directors and staff for implementation.	Administration Public Relations
2	A	Develop a crisis communication protocol for use in natural disasters, emergencies, and interruptions in water supply. The protocol should include the role of the District’s Emergency Operations Center (EOC) and the role of the Board of Directors and staff in communicating with the public, the media, and other elected officials.	Administration Public Relations Engineering Operations
3	A	Develop a staff engagement and training program to fully integrate the District’s Mission, Vision, and Values throughout the organization. Employees as ambassadors of the organization are the program objectives.	Administration Public Relations
4	A	Update the District website.	Administration Public Relations
5	A	Develop a Board Handbook or Guidelines. Components to consider include: role, relationship, and responsibility of the Board of Directors and staff, standards of performance, and expectations of public office.	Administration
6	A	Communicate the goals and objectives of the 2017 Strategic Plan to all District employees. Provide updates on progress at least semi-annually.	Administration Finance Engineering Public Relations
7	A	Develop a strategy to position the Board of Directors as regional water leaders including elevating their public and professional profiles within the region. The Board of Directors is a resource for the District and the water industry.	Administration Public Relations

### Strategic Goal 5 – Organizational Development

MSWD is committed to hiring, training, and retaining the highest quality employees while providing them with the tools and organizational structure to grow in their personal and professional development.

No.	Priority	Project Description	Department Assigned
1	A	Modify the employee performance evaluation process to incorporate employee input into performance measures and alignment with the District’s core values.	Human Resources Administration Finance Engineering
2	A	Develop an organization-wide succession plan allowing employees the opportunity for professional growth, cross-training, and preparation for succession and temporary assignments to maintain continuity and operational effectiveness.	Human Resources Finance Engineering Operations
3	A	Enhance and strengthen the existing organizational culture through promotion of District vision and core values. Develop individual employee development plans to promote personal and professional growth.	Administration Human Resources Engineering Operations Finance
4	A	Develop a comprehensive employee development and training program that is initiated during the on-boarding process when first hired and continues throughout employment with the District. Create an individual professional growth program for each District employee. Department supervisors and managers will monitor the program.	Human Resources Finance Engineering Operations Administration
5	A	Develop a comprehensive supervisor development and training program for existing managers and supervisors as well as employees aspiring to supervisory positions. The program will provide education and skill development in the following areas: conducting an employee performance evaluation, agency policies and procedures, expectations of leadership, administration of the employee discipline and development process, and developing individual employee improvement plans.	Human Resources Finance Engineering Operations Administration
6	A	Develop a program and role for the Board of Directors in supporting and enhancing the development of a professional staff. Program to include the allocation of resources for an employee recognition program in coordination with performance metrics and the District’s core values.	Administration Human Resources

## Annual Performance

The District monitors annual performance using eight performance measures. These performance measures include number of miles of sanitary sewer cleaned, number of segments of sanitary sewer recorded using a closed circuit television camera, number of fire hydrants flushed, number of blow-offs flushed, number of air/vacuum valves inspected, number of water system valves exercised, number of service lines replaced, and number of new service lines installed as. Results of the annual performance for each performance measure over the last five years are shown in the table below.

Activity	2018	2019	2020	2021	2022	Total
Sanitary Sewer Cleaned (miles)	23,078	27,378	50,694	169,582	357,174	<b>627,906</b>
Sanitary Sewer CCTV'd (segments)	3,929	2,533	18,496	33,729	22,279	<b>80,966</b>
Fire Hydrants Flushed	169	537	626	417	619	<b>2,368</b>
Blow-Offs Flushed	640	297	258	290	284	<b>1,769</b>
Air/Vacuum Valves Inspected	139	173	167	189	4	<b>672</b>
Water System Valves Exercised	867	2,723	1,135	1,681	1,390	<b>7,796</b>
Service Lines Replaced	209	188	133	84	142	<b>756</b>
New Service Lines Installed	88	73	92	150	195	<b>598</b>



## Annual Accomplishments by Division

### Administration

#### Strategic Goal 5 – Organizational Development

During the last fiscal year, the Administration Department has successfully implemented the following programs and projects in support of the District’s Strategic Goal 5 – Organizational Development.

#### Class and Compensation Study

Staff has completed a Class and Compensation Study and implemented the recommended results of the study to enhance and strengthen the organization, improve succession planning, and promote personal and professional growth.

### Finance

#### Customer Service

#### Strategic Goal 2 – Infrastructure

During the last fiscal year, the Customer Service Department has successfully implemented the following programs and projects in support of the District’s Strategic Goal 2 – Infrastructure.

#### Advanced Metering Infrastructure

Completed the Advanced Metering Infrastructure (AMI) meter changeout program from Master Meter to Neptune to integrate with the new customer portal, hosted by WaterSmart. Completed the U.S. Bureau of Reclamation grant requirements associated with this project and received \$300,000 in grant funding. Launched the new Customer Portal on May 2, 2022.

#### Strategic Goal 3 – Financial Management

During the last fiscal year, the Customer Service Department has successfully implemented the following programs and projects in support of the District’s Strategic Goal 3 – Financial Management.

Integrated new payment system reducing district cost by at least \$50,000 to \$60,000 annually.

Utilized new Neptune 360 program to catch leaks, high bills, and water waste by monitoring usage and reaching out to the properties resulting in a consistent decline in high bill service calls.



Focus on team development and education within the customer service department. Achievements this year from various employees: two Bachelor's Degrees, one Accounting Certificate, and one Cross Connection Specialist Certification.

Flexibility and consistent focus on providing excellent customer service and serving the public through the COVID-19 Pandemic and closures, as well as during the start of disconnections in April 2022.

Working with various programs for customer bill assistance such as United Lift and United Way, stayed on top of new program development from state funding, and enrolled in the new LIWAP program resulting in the following:

- The United Way – Customer Bill Assistance Program continues to be utilized by customers, assisting 161 accounts since July 1, 2021
- United Lift – Has assisted customers by paying \$93,887 on customer accounts since July 1, 2021
- LIWAP Care Program (Riverside County Program) – Launching in June 2022, this program will provide customers a one-time payment towards their water and/or sewer bill up to \$2,000. This program will only run through August 2023.
- State Arrearages Program – This one-time payment was applied to eligible accounts January 24<sup>th</sup>, 2022 totaling \$1,253,914. The Director of Finance and Administration completed and processed the application, and Customer Service worked to provide information and applying payment to accounts.

Total bill assistance to customers since July 1, 2021, to present totals \$1,363,901.

## Finance and Accounting

### Strategic Goal 2 – Infrastructure

During the last fiscal year, the Finance and Accounting Department has successfully implemented the following programs and projects in support of the District's Strategic Goal 2 – Infrastructure.

#### Finance Software Upgrades

Made several upgrades in the Finance software for better reporting and integration with new programs and software brought upon by the new customer portal where we also provide additional payment options to customers. Additionally, there is an increase in the need for data stored in the finance system that is important as we continue to make improvements. This data is essential in the decision making for all departments.

Laserfiche is another program we have made several improvements to create a better workflow and save time and effort. This is now integrated with the finance software to pull data to make it easier for employees to run the following forms:

- Budget Transfer requests
- Overtime forms
- New job requests
- Performance Evaluations
- Employee Change of Status Forms

**Strategic Goal 3 – Financial Management**

During the last fiscal year, the Finance and Accounting Department has successfully implemented the following programs and projects in support of the District's Strategic Goal 3 – Financial Management.

Effectively processed over 4,000 transactions including checks, credit cards, wire transfers, ACH payments for invoices and payroll totaling approximately \$26,000,000 of which approximately \$7,800,000 was for capital assets, vehicles, and improvements. Processed 17 Debt payments during the year:

Successfully completed the State Controller's Financial reporting for FY 2020-2021. Successfully completed the State Controller's Salary reporting for Calendar Year 2021.

Successfully completed the quarterly Federal and State payroll reporting.

Provided a 2021 supplemental W2 report to all employees highlighting the benefits paid by the District on behalf of each employee.

Effectively utilized the FY 2022 budget without the need for additional requests during the mid-year budget review process.

Converted Accounts Payable payments to go through Wells Fargo in their Payment Manager program. Wells Fargo will now make check, credit card, and ACH payments on behalf of the District allowing for a savings in having to print checks, make copies, and mail out to vendors. The Accounting Technician will be saving about 10 hours per month with this process. This resulted in a major cleanup of all District vendors.

Since changing our billing to allocate the credits being collected from the solar plant, the SCE bills have been wrong or presented with missing data. Accounting performed an audit this year of the SCE invoices correcting the current months going forward, and will be doing an audit for previous months.

Accounting worked with Customer Service to perform a major customer account cleanup for accounts that were delinquent as well as customers on sewer that will be sent to the property taxes for the annual sewer collections and delinquent accounts.

Finance hired a temporary employee to help during the six months the District did not have a permanent Director of Finance where the Accounting Manager stepped up on an interim basis.

In December 2021, the Accounting Manager was officially offered, and accepted, the Director of Finance position.

28 new reimbursable jobs were requested and created by Accounting in the year.

Purchasing struggled through the year with limited inventory of new meters and meter boxes to keep up with the high demand of new customer service connections.

The Accounting Department moved offices to the modular when Engineering moved to the Annex to make room for administrative staff and not enough office space in the main building. Customer Service is currently occupying the lobby to maintain the required social distance per COVID restrictions.

Customer Service and Accounting participated and completed the required information for the Class and Compensation Study, resulting in changes to employee job descriptions.

Director of Finance attended the CSDA conference in Monterrey.

Director of Finance attended the ACWA conference in Sacramento.

Accounting worked with Human Resources to implement the California 80-hour Supplemental Sick Leave that was additional to the normal sick leave each employee gets from the District. The State renewed the sick leave for an additional 80 hours in March 2022 that was retroactive to January 1, 2022, and in effect through September 30, 2022.

Worked with Customer Service to finalize the delinquent accounts that went to the county property tax collections for the following reasons:

- Closed Accounts – \$42,665.78
- Service Fee Accounts – \$391,570.46
- No Payment Over 90-Day Accounts – \$246,414.22
- Sewer Back Charged Accounts – \$120,980.55

Accounting and Finance worked with Public Relations on the new website to ensure that all information related to Accounting and Customer Service was accurate.

Finance worked with the auditors on new accounting pronouncements that will affect the District's financial statements for FY 2021-2022, they are:

- GASB 84 – Fiduciary Activities
- GASB 87 – Leases
- GASB 96 – Subscription-Based Information Technology Arrangements

During the last year, grant receipts amounted to \$1,200,000.

The District prepaid the Unfunded Liability payment required for FY 2021-2022 in July 2021 for a total of \$512,249 saving the District over \$25,000 due to the investment earnings during the whole year as opposed to making monthly payments.

Sewer prepayments for FY 2021-2022 amounted to \$599,617 with a final amount going to the tax rolls of \$5,792,201.

The District took back managing the groundwater program, and was refunded \$13,351 that was previously paid to manage the program for FY 2022.

Accounting Staff attended the following trainings:

- Updates to form W-4 – Employee's Withholding Certificate
- 1099s – Collection of Tax Form
- W2 – Changes in Wage and Tax Statement for COVID pay
- COVID pay changes

Finance began the process to update the Procurement Policy to better reflect current procedures and to tighten internal controls to prevent and detect fraud.

Finance updated the grant information for the annual Washington D.C. brochure on groundwater protection used by Public Affairs.

## Engineering and Water Resources

### Engineering

#### Strategic Goal 2 – Infrastructure

During the last fiscal year, the Engineering Department has successfully implemented the following programs and projects in support of the District's Strategic Goal 2 – Infrastructure.

#### Water and Wastewater System Comprehensive Master Plan Update

Staff continued to work with Michael Baker International (MBI) to prepare an updated model for the water and sewer system. MBI conducted field calibration testing on the water and wastewater systems. With calibrated models, MBI and staff can verify current

and future infrastructure needs. MBI was to have the Master Plans completed prior to the FY 2022-23 budget process, however, the project has been delayed. Staff has asked for a recovery schedule prior to authorizing future work.

**Well 42 Project**

Construction has been on-hold for most of FY 2021-22 due to revisions to the well pumping and electrical equipment. The Contractor has been unable to provide submittals for these two key pieces of equipment to MSWD for approval. Of note, the Contractor is being delayed by the manufacturers who prepare the equipment submittals. Construction will likely be on-hold into the third quarter of 2023 while the equipment submittals are processed and the equipment is ordered, fabricated, and delivered to the site for construction and installation.

**Well 22 Rehabilitation**

TKE Engineering has begun preparing the final design package. The rehabilitation of Well 22 is expected to begin in the fourth quarter of 2022.

**Backup Generators for Well Sites 27-31, 32 and 37 Projects**

Engineering and production staff have been reviewing the most beneficial locations for fixed and portable generator locations prior to advertising for project. This project will be designed in FY 2022-23 with the installation of generators to start in early second quarter of 2023.

**Desert Willows Community Water Line Replacement**

The Van Dyke Corporation completed construction Desert Willows Community Water Line Replacement in FY 2021-22. The Notice of Completion was presented for acceptance at the January 2022 Board of Directors meeting.

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

Staff and consultant (TKE Engineering) continued coordination with one property owner regarding a required pipeline/utility easement. MSWD provided the proposed sewer easement to the property owner for approval. Staff expects approval of the revised alignment in the coming weeks and proceeding with appraisal, formal easement documents and acquisition. Staff placed the final design on hold until the easement is finalized as it will impact the final design.

**Horton Odor Control Project**

Change orders for both the construction manager and the contractor have been issued due to material delivery delays from supply chain issues. This project is to be completed in the third quarter of 2022.

**Horton Effluent Filtration System**

TKE Engineering is continuing work on the 100% design submittal, specifically the added shade structure, wind break, and maintenance scaffolding system. Staff expects to receive the updated plan set in the third quarter of 2022.

**Horton Chopper Pumps Project**

The four (4) chopper pumps have been installed and are in operation. A Notice of Completion will be taken to the Board in the third quarter of 2022.

**Water Resources****Strategic Goal 1 – Water Supply**

During the last fiscal year, the Water Resources Department has successfully implemented the following programs, projects, and events in support of the District's Strategic Goal 1 – Water Supply.

**Coachella Valley Regional Water Management Group**

The Coachella Valley Regional Water Management Group (CVRWMG) implements the Integrated Regional Water Management (IRWM) Plan in the Coachella Valley IRWM Region of the Colorado River Funding Area.

Due to ongoing drought concerns, the CVRWMG agencies will be implementing the Water Shortage Contingency Plan – Stage 2 in June 2022.

The CVRWMG issued a Call for Projects under the Urban and Multi-Benefit Drought Relief Grant Program – Under-Represented Communities and Tribal Set Aside. There is a total of \$1.8 million in funding available for projects. Staff submitted an application for the Well 22 Rehabilitation Project and was also part of the CV Water Counts conservation application. The CVRWMG received three proposals and scored them based on the Coachella Valley IRWM project criteria and the California Department of Water Resources' (DWR's) program criteria. The CVRWMG met and voted to fund the CV Water Counts project, the highest scoring project, at the requested amount. The remaining grant funding will be split between MSWD's Well 22 Rehabilitation Project and Coachella Valley Water District's (CVWD's) Valley View Mobile Home Park Water Consolidation Project, based on prorated scoring and project needs.

The CVRWMG and other Colorado River Funding Area regions (San Gorgonio Pass and Mojave) have agreed on the cost share for the upcoming Proposition 1 Round 2 IRWM Implementation and Drought Relief grant funding. The cost share will be based on 40% equal split and 60% based on disadvantaged community (DAC) population for each IRWM Region.

The CVRWMG is continuing to evaluate options to prepare a water conservation technical study.

**Mission Creek Subbasin Sustainable Groundwater Management Act Compliance**

The final 2022 Alternative Plan Update for the Mission Creek Subbasin was adopted by the Groundwater Sustainability Agencies (GSAs) and submitted to DWR for review. DWR will complete a review of the plan and an additional public comment period.

The final Mission Creek Subbasin Annual Report for Water Year 2021 was submitted to DWR for review and approval.

CVWD is contracting with the U.S. Geological Survey (USGS) to conduct a land subsidence study and analysis for the Mission Creek Subbasin. MSWD, CVWD, and Desert Water Agency (DWA) finalized a cost share agreement to share the total cost of the study (1/3 each).

**San Gorgonio Pass Subbasin Sustainable Groundwater Management Act Compliance**

The final 2022 Groundwater Sustainability Plan for the San Gorgonio Pass Subbasin was adopted by the GSAs and submitted to DWR for review. DWR will complete a review of the plan and an additional public comment period.

The final San Gorgonio Pass Subbasin Annual Report for Water Year 2021 was submitted to DWR for review and approval.

**Indio Subbasin Sustainable Groundwater Management Act Compliance**

The final 2022 Alternative Plan Update for the Indio Subbasin was adopted by the GSAs and submitted to DWR for review. DWR will complete a review of the plan and an additional public comment period.

The final Indio Subbasin Annual Report for Water Year 2021 was submitted to DWR for review and approval.

**Salt and Nutrient Management Plan**

The Salt and Nutrient Management Plan (SNMP) agencies in the Coachella Valley submitted the Groundwater Monitoring Program Workplan to the Regional Water Quality Control Board (Regional Board) and was approved. The SNMP agencies also submitted the SNMP Development Plan to the Regional Board and was approved. CVWD, on behalf of the SNMP Agencies, submitted the first SNMP Monitoring Annual Report to the Regional Board.

The SNMP Agencies completed interviews with both of the prospective consultants proposing to complete the SNMP Update. The SNMP Agencies anticipate awarding a contract to one of the firms in May.

Staff continues to coordinate with CVWD on the Technical Support Services grant application with DWR to construct monitoring wells within the Mission Creek and Desert Hot Springs Subbasins.

### **Hexavalent Chromium (Chromium 6) Maximum Contaminant Level**

The State Water Resources Control Board (SWRCB) has circulated a Notice of Preparation of a Draft Program Environmental Impact Report (EIR) Adoption of a Regulation for the Hexavalent Chromium Maximum Contaminant Level for public comment. Staff provided public comment to the SWRCB on April 29, 2022. Some of the key points of the letter;

- In order to comply with the proposed maximum contaminant level (MCL) of 10 ppb, MSWD will have no choice but to implement SBA IX treatment as the approved BAT by the SWRCB. At the proposed MCL, five (5) of the nine (9) MSWD wells may be impacted.
- Based on costs provided by the SWRCB, capital costs for treatment, land, buildings, and well replacement may be \$32,000,000 to \$40,000,000. This cost estimate includes costs to acquire additional land necessary for SBA IX wellhead treatment installations. It also includes the costs of additional new well drilling and wellhead treatment to replace existing wells above the proposed MCL that do not have adequate property to build BAT treatment facilities.
- MSWD's estimates annual operations and maintenance cost to range from \$1,200,000 and up to \$2,000,000 per year to support additional full-time employees for treatment facility maintenance and operations. MSWD will be required to contract out with vendors to effectively manage, treat, and dispose the hazardous brine waste produced by the SBA IX wellhead treatment. This hazardous waste management will require expensive trucking offsite and possibly out of state.

## **Innovation and Technology**

The Innovation and Technology Department (IT) continues to work with staff and vendors to achieve technological enhancement and meet innovation goals established by the MSWD Board of Directors. Below are project highlights and summaries for FY 2021-22

### **Strategic Goal 2 – Infrastructure**

During the last fiscal year, the IT Department has successfully implemented the following programs and projects in support of the District's Strategic Goal 2 – Infrastructure.

#### **Cybersecurity Improvements**

Staff continues to work with security professionals to protect MSWD infrastructure from cyber-attacks and penetrations. IT has completed or is working on the following items related to cybersecurity;

- All Wi-Fi access points on District properties have been upgraded.



- District network is going through a micro-segmentation. Micro-segmentation is a method of creating zones in data centers and cloud environments to isolate workloads from one another and secure them individually.
- Cloud backups have been upgraded with stricter password and device policies
- Multi-factor authentication (MFA) is being added to all software packages. MFA adds a layer of protection to the sign-in process. When accessing accounts or apps, users provide additional identity verification, such as scanning a fingerprint or entering a code received by phone.
- Arctic Wolf security measures was installed in April 2022. Arctic Wolf provides 24/7 continuous security monitoring, a system that uses artificial intelligence and a dedicated team to look for security anomalies and assist in taking corrective or proactive action.
- Computers and servers are being upgraded.
- Desktop and laptop or “office/remote users” are being migrated to only laptops to reduce the number of access points into the District’s infrastructure.

**SharePoint Migration and Setup Employee Intranet**

The SharePoint migration will help the District in cleaning up the current servers by removing files have been archived, and reorganize the file structure and access. Once the SharePoint Migration is complete, IT will establish a SharePoint-based employee intranet, giving employees easy access to forms, applications, files, and information.

**Laserfiche Automation**

In a continuing effort to go paperless, IT and Accounting have been working together to eliminate all paper forms and rubber stamps. To do this, staff has been developing which replace paper or PDFs which are printed and saved. The Laserfiche forms can be programmed into workflows to save staff effort, minimize mistakes, and improve our timing and efficiency.

**UniData Server Upgrade and Rocket Multivalue Integrations**

The new UniData server will allow the District to upgrade its UniData platform to be compatible with all the features current and future UniData integrations. To install this new server, IT and their integrator will set up a test version of the current server, upgrade the server, and then verify our applications still work properly. Following the server upgrade, a Multi-value Integration Server (MVIS) application will be installed on the UniData server. MVIS will allow external applications to read and write data to our financial database in real-time. IT staff will focus on integrating Laserfiche, Nobel Systems, WaterSmart, and PayNearMe with the MVIS to enhance the field staff’s work order management system and customer service’s customer portal.

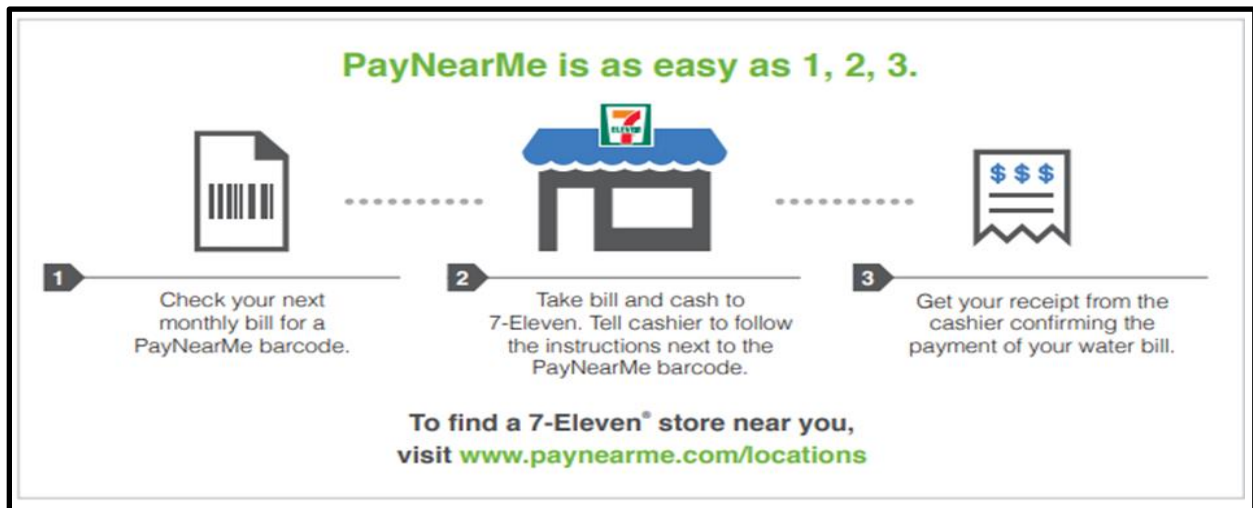
**Nobel Systems Integration with Unidata**

Nobel Systems will integrate field staff’s work order management system, timesheets, inventory with UniData. In December 2021, IT staff entered into an agreement with Nobel

Systems to develop a backflow module to better track backflow testing inspections and repairs; and pretreatment module to better track Fats, Oils, and Grease pretreatment units.

**WaterSmart Customer Portal**

The WaterSmart Customer Portal went live in May 2022. WaterSmart includes advanced metering infrastructure information from its meters along with billing and conversation data. Customers can make payments via WaterSmart using the PayNearMe online platform.



**Public Relations**

**Strategic Goal 4 – Public and Political Outreach**

During the last fiscal year, the Public Relations Department has successfully implemented the following programs, projects, and events in support of the District’s Strategic Goal 4 – Public and Political Outreach.

**Desert Hot Springs State of the City, Business Awards and Exposition, Thursday, October 21, 2021**

Community and business leaders from across the Caochella Valley gathered to hear a review of the city’s economic activity during the past year, as well as future development updates from Desert Hot Springs’ Mayor Scott Matas. A proud sponsor, members of the MSWD Board of Directors and key staff attended the close to sold-out event.

**Friends of the Desert Hot Springs Library Fall Book Sale, Friday and Saturday, October 22 and 23, 2021**

MSWD is a proud supporter of the Friends of the Library, an organization dedicated to providing resources to the new state-of-the-art Desert Hot Springs library that recently opened.

**Food Now Thanksgiving Food Drive, November, 2021**

During the month of November, MSWD employees donated non-perishable food items and cash to support Food Now’s annual Thanksgiving Food Drive benefiting residents in the Desert Hot Springs area.

**Bella Vista Elementary Thanksgiving Food Drive, November, 2021**

Supporting local students and their families during the Thanksgiving holiday, the District provided insulated MSWD-branded grocery bags to be used as part of Bella Vista Elementary’s Thanksgiving Food giveaway. More than 50 families received food items and gift cards prior to the Thanksgiving holiday.



**Desert Valley Builder’s Association 14<sup>th</sup> Annual Golf Event, Friday, November 19, 2021**

Supporting the region’s builders and developers, MSWD had a presence at the DVBA’s annual golf event, held this year at the Classic Club in Palm Desert. MSWD branded water was distributed to all participants.

**Association of California Water Agencies Fall Conference, November 30 - December 2, 2021**

Members of the Board, along with senior management, recently attended the ACWA fall conference in Pasadena. A premier event for water industry professionals to learn and connect, the event keynote was State Water Resources Control Board Vice Chair Dorene D’Adamo who spoke about water issues affecting agricultural and urban water agencies across the state.



**Desert Hot Springs Women’s Club Black & White Charity Dinner, Saturday, December 4, 2021**

MSWD directors and management joined with city officials and Desert Hot Springs residents to raise scholarship money for local students during the annual Desert Hot Springs Women’s Club Black and White Charity Dinner held recently at the Miracle Springs Resort and Spa. The sold-out event drew almost 200 participants.

**MSWD Employee Appreciation Luncheon, Wednesday, December 8, 2021**

Management and staff joined together to celebrate another successful year for #TeamMSWD during the District’s Annual Employee Appreciation event. Compliments of the MSWD Board of Directors and General Manager Wallum, employees were treated to a special lunch and holiday-themed activities.



**City of Desert Hot Springs Parade of Lights, Saturday, December 11, 2021**

#TeamFrosty MSWD made the final preparations on its Frosty the Snowman themed float. Members of the Board of Directors, staff, and their families participated in the event. To bring awareness to the toy drive, Team Mom Charities hosted a series of Holiday Events at the new Desert Hot Springs Library and had collection boxes located throughout the community.

**Team Mom Charities Toy Drive – Now through December 23, 2021** MSWD employees collected toys this year for Team Mom Charities, which is working with our local Desert Hot Springs schools to identify families in need of presents this holiday season.



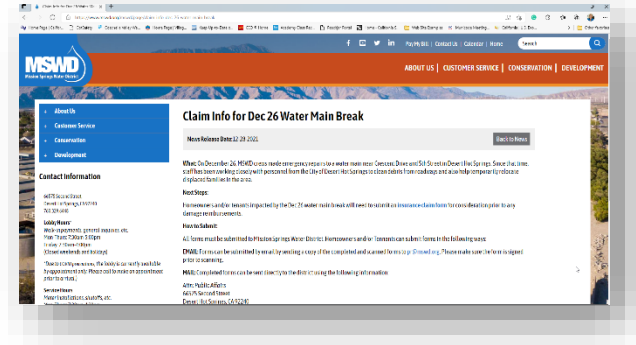
**Community Outreach: December 26, 2021 Water Main Leak**

In the early hours of December 26, 2021, MSWD crews made emergency repairs to a water main near Crescent Drive and 5th Street in Desert Hot Springs caused by Tamarisk tree roots that had grown into the utility easement. MSWD staff responded quickly and efficiently during the incident, and the distribution system and our water supply were not compromised.

The morning of the incident, the Public Affairs team coordinated with the Desert Hot Springs City Manager's office, media, and impacted residents. MSWD prioritized communicating with the public and taking care of the affected families. In addition, we continued to provide resources and solutions as new situations arose.

The Public Affairs set up a claims process for impacted homeowners and tenants, and we created a special webpage with claim information. In addition, we reached out directly to anyone identified as having damage the night of the leak. Finally, our claims manager canvassed the area visiting homes and residents in the area.

To date, we had seven families that were displaced due to the leak. This included five families from the apartment complex that were relocated the night of the leak and two families that identified a need for temporary housing after additional inspections were completed following the incident.



Throughout all of this, we tried to keep these families as local as possible, keeping in mind transportation, childcare, pets, and other specific needs. Unfortunately, hotel availability in Desert Hot Springs was very limited.

As a result, we leaned on local hoteliers asking them to rearrange reservations to accommodate our families; this included Miracle Springs Hotel and Spa, the Desert Hot Springs Spa Hotel, Aqua Soleil, as well as some Palm Springs hotels when it was absolutely necessary.

MSWD's liability carrier retained National Insurance Housing, which specializes in finding temporary housing in situations such as this. Since each family's needs were different, they worked individually with each family to locate a temporary housing solution that best fit their needs and aligned with the timeline for the restoration of their residence.

As we head into the spring planting season, the Public Affairs team will remind customers to evaluate their landscaping for potential hazards to utilities, including Tamarisk trees, and be mindful of any new plantings' location and water usage.

**FoodNow Charity Golf Classic, February 12, 2022**

Held at Mission Lakes Country Club, the event raised funds for FoodNow, which provides residents with food assistance and support services designed to strengthen families and build a healthy community. MSWD provided water and was a Tee Sponsor of the almost sold-out event.



**Desert Hot Springs Women's Club Fashion Show & Fundraising Event, March 6, 2022**

Since 1953, the Desert Hot Springs Women's Club has enriched the city by fundraising, providing scholarships, and performing community service. MSWD is a proud sponsor of the annual fashion show.



**Palm Springs Air Museum Fundraising Dinner, Friday, March 25, 2022**

Honoring the men and women pioneers of aviation, this year's event included a special tribute in memoriam to Phil Hixon, Chairman Emeritus and one of the Palm Springs Air Museum founders.

**Desert Hot Springs Rotary Big Hearts Awards Ceremony, Thursday, March 31, 2022**

The Desert Hot Springs Rotary presents the Big Heart Awards annually to honor individuals and local businesses for doing good in our community. This year's MSWD Person of the Year was Executive Assistant Dori Petee, who serves as a Rotarian and also works tirelessly to support the Desert Hot Springs community.



**Senior Inspiration Awards Luncheon, Thursday, March 31, 2022**

Honoring seniors from each of the Coachella Valley cities and the County of Riverside, the event celebrated the accomplishments of some of our most-valued community members.



**Desert Hot Springs Little League Opening Ceremony, Saturday, March 26, 2022**

The Desert Hot Springs Little League is dedicated to building character and providing fair and challenging activities to our Desert Hot Springs youth. Once again, MSWD is a proud sponsor of the league.



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

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



**Multicultural Children's Day, Desert Hot Springs Library, Saturday, April 30, 2022**

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



**Desert Hot Springs High School REAL Program Tour & Video Entry**

On Friday, April 29, 2022, MSWD hosted students from the Desert Hot Springs High School REAL Academy (Renewable Energy Academy of Learning) to tour the Allan L. Horton Wastewater Treatment Plant and the Mission Creek Preserve. They videotaped and heard from experts at each location who spoke about the aquifer and the importance of protecting our groundwater. The students will be taking what they learned and creating a short Public Service Video shown at a regional REAL competition at the end of May 2022.



**DesertHot Springs Clean Up Program Partnership**

On April 20, 2022, Earth Day, the Desert Hot Springs cleanup committee and MSWD joined forces to help a senior, disabled resident clean up his property. Volunteers removed dead plants, garbage, old pottery, and other items from around his property. MSWD also sponsored an evaporative cooler inspection at home to promote proper cooler maintenance and water efficiency. The cleanup effort received local media coverage from both KMIR and KESQ.





### Portal Communications Plan

In preparation for the May 2022 portal release, the Public Affairs Team put together a communications plan that includes e-blasts, bill inserts, how to and promotional videos, paid social media and bus shelter advertising. Designed for computers and mobile devices, the CustomerConnect water portal provides a wealth of information and insights about water use. It's now easier than ever for customers to pay bills, set and receive leak alerts, identify water waste, and access usage and account information instantly from anywhere.



### Water 101 Presentations

Starting in March 2022, MSWD will be offering Water 101 classes to community leaders who want to learn more about water, the lifeblood of our region. We are excited to provide a series of comprehensive courses that will cover MSWD's history, use, and management of this precious resource, along with how we fit into the larger Coachella Valley and State water systems.

The Public Affairs Office is reaching out to local clubs, HOAs, and the city to invite leaders and community influencers to participate. Meetings during March, April, May, and June 2022 will be held on the fourth Thursday of each month between 6-7 p.m. at the new Desert Hot Springs Library.

### Redistricting Outreach

During February 2022, the Public Affairs team encouraged residents to participate in the redistricting process by reviewing and providing comments on our draft division maps. In addition, information was presented on the District's Social Media accounts and our website at [www.mswd.org/redistricting](http://www.mswd.org/redistricting).



**Awards**

The Berkeley Springs International Water Tasting, the World's most prestigious, recently awarded Mission Springs Water District a Bronze Medal, bringing the District's total medal count to 10 since it first entered the annual contest in 1997.

The event featured more than 100 waters, spanning five different continents. The municipal water category was a battle of previous champions, with Village of Montpelier Ohio taking Gold, Metropolitan Water District of Southern California taking Silver, and MSWD winning Bronze.



The District has won the most medals of any municipal participant, including the best tasting water in the world in 2020.

MSWD Medal Count	Year	Ranking
1	1997	Silver
2	1999	Gold
3	2001	Silver
4	2003	Bronze
5	2004	Gold
6	2008	Silver
7	2011	Silver
8	2018	Bronze
9	2020	Gold
10	2022	Bronze

**MSWD Digital Advertising**

The District featured four Google and Facebook/Instagram ads promoting disconnection help, Fix-a-Leak Week and Protecting Your Pipes from Fats, Oils, and Grease (FOG). The Fix-a-Leak ad on Google had a nice click thru rate above 1% and generated nearly 500 clicks. The FOG video campaigns had over 10,000 views across Facebook, Google, and YouTube and generated nearly 200 link clicks.

## Customer Newsletter

Each month, a new edition of Water Matters was included in our customer billing statements. Newsletter stories included disconnection/payment assistance information, continued drought conservation, toilet/turf rebates, the availability of FREE conservation kits, and MSWD calendars.

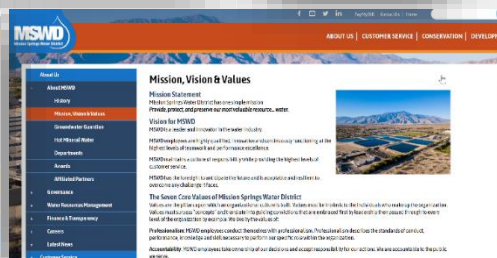
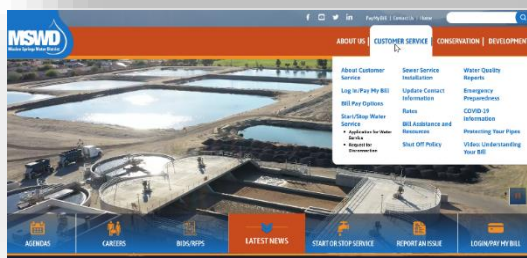
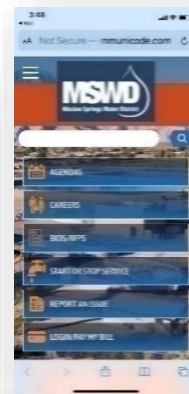


## Conservation

In total, we received 18 requests for conservation kits, and we expect to add to this during the remainder of spring. In April, we received two new requests for conservation kits and have distributed 86 since the beginning of the year.

## Website Launch

The new MSWD website launched following the Board of Directors Study Session on Wednesday, November 10, 2021. The new user-friendly site has undergone a complete redesign and is now a “one-stop shop” for customers and regional partners alike. Key features of the site include enhanced navigation and mobile friendly design.



### Calendar Drawing Contest

MSWD launched a children’s drawing contest in October 2021, soliciting artwork from local students that illustrate water conservation and groundwater protection. K-12 students throughout the District were encouraged to participate. The Public Affairs team promoted the contest through our local schools, social media, and in our Fall customer newsletter. Twelve winners received an Amazon gift card and had their artwork showcased in the District’s 2022 calendar. The deadline for submission was November 15, 2021. A copy of the entry form is included in Appendix D, additional information is available on the District’s website at [www.mswd.org/drawingcontest](http://www.mswd.org/drawingcontest).



### Regional Water Reclamation Plant Billboard

As part of our on-going efforts to communicate important activities and initiatives of the District, MSWD has secured billboard space near the intersection of Dillon Road and Palm Drive. The new billboard prominently displays a rendering of the new Regional Water Reclamation Plant currently under development.



### **New Billboard**

In January 2022, the MSWD billboard on Palm Drive received new vinyl and was moved to the southeast corner of Dillon Road and Palm Drive. Messaging on the board reminds residents of the District's commitment to protecting groundwater and MSWD's value to our community.



### **MSWD Video Series**

MSWD's Public Affairs team worked with one of our local Marketing/Communications firms to develop a series of informational videos that will be showcased on our website and shared on social media during the next year. Topics include a range of water-related interests, including conservation, groundwater protection, and MSWD history, to name a few. These videos feature comments from staff and/or one or two members of the Board. The Public Affairs team reached out directly to each Board member to schedule individual videotaping sessions during the month of November 2021. Following are links to the first three videos produced:

Understanding Your Bill: <https://youtu.be/f7odWbh7I8I>

Value of Water: <https://youtu.be/4lDqiztG61Y>

Emergency Preparedness: [https://youtu.be/VkMug-eR\\_WM](https://youtu.be/VkMug-eR_WM)

### **Desert Hot Springs Library Partnership**

General Manager Wallum, members of the Board, and the Public Affairs team met with Desert Hot Springs library staff to discuss opportunities to showcase water in the new library. We are planning to develop different age-appropriate programming, including a monthly story hour for young children, a hands-on activity-based learning program for teens/tween and a series of evening water talks meetings for adults who are interested in learning more about topical issues related to water and wastewater treatment. Additional update on this exciting new project will be shared as they become available.

**Toilet Rebates**

In total, we received 29 applications with a total of 77 toilets. The total rebate amount paid to customers was \$6,954.28. According to the [EPA](#), each replaced toilet represents as much as 13,000 gallons of water savings per year.

**Turf Rebates**

We have received dozens of Turf Rebate applications with the total rebates paid for FY 2022 totaling \$5,900.

**Water Bottle Program**

There were a total of 486 cases of water donated to local events during FY 2022 as part of the District’s Water Bottle Program.

Date Supplied	Requests Filled	Event or Purpose	# Cases Requested
7/12/2021	City of DHS	Council/Commission Meetings	25
7/21/2021	Team Mom Charities	Keep it Kind Campaign for the Homeless	5
8/4/2021	DHS Police Dept	Traffic accidents, crime scenes,	6
8/19/2021	City of DHS	City Hall walk-in guest	25
8/24/2021	City of DHS	Clean-up Com/Clean-up Day	2
8/25/2021	PS High School	Varsity Football-DHS students	10
9/1/2021	PS High School	JV Football-DHS students	10
9/8/2021	DHS High School	Medically need students, diabetic students, etc.	10

9/14/2021	City of DHS	Council/Commission Meetings	25
10/1/2021	DHS Little League	Fall Baseball	10
10/5/2021	DHS High School	PSA Community Service/ Security at Football games	5
10/21/2021	DHS Library	Book Sale	2
10/26/2021	City of DHS	Council/Commission Meetings/Walk-in Guest	25
11/5/2021	Miracle Springs Hotel	Road Scholar Hiking Program	4
11/16/2021	Desert Valley's Builders Assn	DVBA Annual Golf Tournament	6
11/16/2021	DHS Police Dept	Traffic accidents, crime scenes,	6
11/18/2021	DHS Police Dept	PD Thanksgiving Com. Dinner	5
11/29/2021	City of DHS	Council/Commission Meetings/Walk-in Guest	25
11/30/2021	Friends of DHS Library	Dec. mtg & Annual mtg	3
12/2/2021	Team Mom Charities	City Photos w/Santa	10
12/9/2021	Team Mom Charities	Citywide #2 Photos w/Santa	5
12/21/2021	Team Mom Charities	Citywide Toy Drive	10
1/7/2022	Cabot Yerxa Elem. School	Classrooms	10
1/26/2022	Quail Valley Park	37th Anniversary Event	8

**STRATEGIC PERFORMANCE AND ACCOMPLISHMENTS 2023**

2/1/2022	DSHS Public Safety Academy	PSA Project	5
2/3/2022	City of DHS	Council/Commission Meetings/Walk-in Guest	25
2/10/2022	Food Now	Charity Golf Tournament	8
2/19/2022	DHS VFW	Veteran's Family Appreciation Day	4
3/2/2022	Cabot's Pueblo Museum	Greater CVCOG Mixer	3
3/3/2022	City of DHS	Council/Commission Meetings/Walk-in Guest	25
3/5/2022	Diversity DHS	LGBTQ+ Town Hall	4
3/7/2022	Friends of DHS Library	Authors Series	3
3/8/2022	Bella Vista Elementary School	School Track Meet	20
3/9/2022	Paletteers Art Club	Annual Paletteers Award Luncheon	2
3/11/2022	DSHS Public Safety Academy	Special event	15
3/12/2022	29 Palms Marine Base - Nancy Carter	Heart to Heart Luncheon-Military	11
3/12/2022	DHS Little League	Opening Day Ceremony	10
3/16/2022	Mission Lakes CC	Women's Golf Tournament	4
3/17/2022	DHS Historical Society	Lecture/Talk on the History of DHS	2
3/18/2022	DHS High School	Fashion Show	10



3/24/2022	Cabot's Pueblo Museum	Greater P.S. Mixer	6
3/29/2022	Pueblo Unido CDC	Community Investment Golf Tournament	5
3/31/2022	DHS Rotary	Big Heart Awards Dinner	10
4/7/2022	Friends of the Library	Book Sale Event	4
4/19/2022	City of DHS	Council/Commission Meetings/Walk-in Guest	25
4/21/2022	VFW Post 1534	PTSD & Suicide Awareness 22 Mile Walk	12
4/23/2022	DHS Women's Club	BBQ	6
4/30/2022	DHS Library	Multicultural Children's Day Festival	15
<b>Total Cases</b>			<b>486</b>

### Water Operations

The District's Water Operations is committed to protecting our most valuable resource, water. In 2021, the COVID-19 pandemic continued to bring on challenges for the District. The District had many staff who developed symptoms, or had come in contact with someone who was COVID-19 positive, forcing them to stay home. During this time, we continued to proceed with our maintenance programs and ensure our work and projects stayed on track. Projects such as the Risk and Resilience study and Emergency Response Plan were completed in June 2021 and December 2021. The Hazard Mitigation Plan (HMP) was determined to be eligible for final approval by the Federal Emergency Management Agency (FEMA) in March 2022, pending adoption of the HMP by the MSWD Board, which was done at the March 2022 Board meeting. On May 20, 2022, FEMA determined the HMP to be in conformance with the Code of Federal Regulations and officially completed the approval. This plan approval now ensures MSWD continued eligibility for funding under FEMA's Hazard Mitigation Assistance Programs and many other programs through FEMA.

## Construction and Maintenance

### Strategic Goal 1 – Water Supply

During the last fiscal year, the Construction and Maintenance Department has successfully implemented the following programs and projects in support of the District's Strategic Goal 1 – Water Supply.

Staff along with the Water Production Department assisted Engineering and their consultant working on the water and sewer master plans. Field crews worked with MBI on performing fire flows and watching the SCADA system while MBI collected the required data for the master plans.

### Strategic Goal 2 – Infrastructure

During the last fiscal year, the Construction and Maintenance Department has successfully implemented the following programs and projects in support of the District's Strategic Goal 2 – Infrastructure.

Staff assisted the Customer Service Department with the installation of a new 4-inch DCDA for the fire sprinkler system at the Administration Building that did not pass the annual testing.

Staff worked with the Production Department to replace two 6-inch gate valves for Boosters No. 3 and 4 at the Terrace Reservoir that were not operating properly.

Staff installed a new set of valves and tee in front of Wells 27/31 to aid in the ease of switching direction of water flow to allow Well 31 to pump water towards the Valley View Reservoir.

Staff replaced two key 12-inch valves on a pumping line on Dillon Road. This replacement will ensure minimal customers are affected by a water line shutdown in the future. Staff worked with the Water Production team to replace a non-operating air compressor for the Gateway Hydro-Tank.

As part of efforts to clean up and secure the Kerr Property also known as Airport Well, the Construction and Maintenance crew worked on scrapping and loading 40-yard trash containers in an effort to clean up the site. Staff loaded 12 trash containers and had them hauled away to a local dump site.

Staff used tractors to grade and clean around the perimeter fencing at the District's Well 33 solar field.

Staff continues the use of the new Computerized Maintenance Management System (CMMS), which allows paperless tracking of all work orders. Prior to implementing the

CMMS system, tracking work orders was labor intensive and did not allow easy access to labor, material, and equipment costs. This program allows staff to manage workorders much more efficiently, eliminate paperwork, and enhance productivity. More importantly, the program allows staff to track all work, run analytical reports for labor and costs associated with repairs, allowing focus on planned preventative maintenance, thus facility downtime is minimized.

### **Operational Highlights**

Staff flushed 365 blow-offs as part of the annual blow-off maintenance program. This program is a requirement of the state health department and a good water quality measure for dead end mains and areas that are known for low flows or minimal water consumption.

Staff exercised 1,603 ground valves as part of the ground valve maintenance program.

Staff serviced/maintained 588 fire hydrants as part of the fire hydrant maintenance program.

Staff replaced 201 poly service lines with copper, this number is up from last year.

Staff serviced air-vacuum valves under the Air-Vacuum Program.

Staff installed 240 new water services.

Staff completed 31 Cla-Val annual maintenance services.

Staff completed 4,405 underground service alert line location tickets.

### **Water Production**

#### **Strategic Goal 1 – Water Supply**

During the last fiscal year, the Water Production Department has successfully implemented the following programs and projects in support of the District’s Strategic Goal 1 – Water Supply.

The Production Department is responsible for the monthly water quality analysis that is performed throughout the year in the three public water systems Mission Springs Water District operates and maintains. Staff is responsible for taking the water samples, reviewing the results, and submitting the analysis monthly reports to the State Water Resources Control Board (SWRCB) by the 10<sup>th</sup> of every month. In 2021, staff collected approximately 1,100 samples of which approximately 700 samples are routine samples required by the District annually. Of the 1,100 samples taken, 3,192 analyses were completed for various constituents to ensure our water is safe to provide to the public. Some examples of constituents tested in 2021 included Total Trihalomethanes (TTHM -

Disinfectant residuals), Haloacetic Acids (HAA5 – Disinfection Byproducts), Nitrates, Total Coliform, and Escherichia Coli (E-Coli) amongst others.

In June 2020, the District joined a demand response program through Enersponse, a third-party company that works directly with Southern California Edison (SCE) to help minimize drastic events on the power grid. The demand response program is a measure to call on end-use customers to reduce their electric demand during periods of power shortages or grid instability in an effort to prevent power outages and help balance out demands. Agencies receive a call to participate 24 hours prior to an event. Participants are paid ongoing payments to reduce electricity usage throughout the year. In 2021, MSWD earned \$6,768 (this does not include the last quarter of 2021) for participating in this program.

In 2020, the SCE PSPS program sent out six event warning notifications which resulted in approximately 100 hours of standby time. Staff mobilized generators to various sites, two out of the six notifications in the event power was to be shut-off. Fortunately, the District was not affected by any of the PSPS events.

Staff continued to oversee the landscape work at the District's 36 sites. Each year staff advertises a request for bids for annual landscape service through PlanetBids. In the second quarter of 2021, staff advertised and received five bids for this service. So-Cal Land Maintenance was the lowest responsive bidder and was awarded a contract in June 2021.

Each month, staff is responsible for sounding the groundwater levels at 13 potable water wells and seven monitoring wells throughout the District's service area. Staff evaluates the data received which includes static water levels, pumping water levels (for operational wells), and drawdown on each well. In 2021, water levels on average held steady with no major declines noted. Well 26 in the ID-E area and Well 34 in MSWD's main system saw the most decline out of the 20 sites we monitor. Both sites saw a decline of approximately eight feet and six feet, respectively. In 2020, Well 26 held steady throughout the year and did not show a decline, whereas Well 34 has shown an improvement in 2021 from the previous year.

In 2020, the Cla-Val program became a multi-department program between Construction and Maintenance and Water Production. Staff from both departments work together on the maintenance and operations of the 82-pressure sustaining/pressure reducing valves, altitude valves, and pressure relief valves in the system. This multi-department effort has continued into 2021 and has been very efficient. Annually, staff goes through these valves ensuring proper operation and maintenance is up to date.

The Production Department had several projects in 2021-2022 that helped improve the overall operations and quality of the water system and the District as a whole. The following is a list of key projects staff undertook:

**Well 26 Rehabilitation**

Early in 2021, Well 26 underwent a full rehabilitation from the well casing and equipment. Well 26 had experienced downhole equipment failure and was immediately taken out of service. Once the project was completed, the performance and efficiency improved from an average GPM of 232 with an efficiency of 36.6% to 524 GPM and an overall efficiency of 69.8%. This project will show an overall savings of \$8,061 annually in energy cost.

**Well 24 Electrical Panel Upgrade**

This project kicked off in September of 2021 and is currently still under construction. This project is proposed to do a full removal and replacement of the existing electrical panel and motor control center. Well 24 is currently the only well providing water to the 1400 Annandale Zone and is an essential well to the District. This project will bring the site up to today's standards for safety and efficiencies. Due to COVID-19, material procurement has delayed the progress of this project. The anticipated completion is slated for August 2022.

**Well 34 Inspection and Rehabilitation**

In mid-2021, Well 34 was taken offline due to a decrease in water production which has fallen below 600 GPM. At the time the well was taken offline, it was only producing an average of 467 GPM. Staff contracted with a well contractor to pull and inspect the downhole equipment and the well casing. A full report was provided to the District showing the equipment deterioration and significant scaling on the well casing. Staff has been working on a full rehabilitation for this well and is anticipated to begin construction in early 2022.

**Airport Well Site – Kerr Property Perimeter Fencing**

This project encompassed securing the 21 acres owned by the District on 15<sup>th</sup> Street between Little Morongo and West Drive. This site has been used by transients parking motor homes and used as a dump site. By installing a post and cable fence around the property, staff is able to keep the site clean and keep squatters off of our property.

**Worsley Reservoir Repairs**

In May 2021, the Worsley Reservoir suffered damage to the center vent and the aluminum hand railing system on the top of the reservoir due to high winds. Staff immediately contacted a contractor and had them mobilize to make the necessary repairs.

**Well 22 Rehabilitation Project**

With summer weather hitting the District early this year, staff is utilizing the on-call contractor to perform the needed rehabilitation to get the well back up and running. Legend Pump has been given the task order to brush and bail, and install the needed equipment and motor, to get Well 22 back in service. This is just a portion of the work slated for this site. The remaining site work will be done once plans are completed and the project is bid out.

In April 2022, the State Water Resources Control Board (SWRCB) conducted the tri-annual Sanitary Survey for the Mission Springs Water District public water system. District staff along with our Water Resource Engineer from SWRCB visited all reservoir, well, and booster sites in the system over a three-day period. The SWRCB is also meeting with staff to go over record keeping, SCADA, distribution system, and customer service.

Early into the new year, staff worked with JPIA to perform infrared/thermal imaging on all our electrical panels, motors, and control centers. The intent of infrared inspections is to identify excess heat on electrical apparatus and detect electrical issues such as loose connections, faulty fuses, defective breakers, damaged switches, and overloaded or imbalanced circuits prior to failure. JPIA produced a report for the District to work off of and prioritize the repairs needed.

**Operational highlights**

Completed the 2022 annual CCR report for 2021, and completed the 2021 annual CCR report for 2020.

Completed the annual well extraction reports for our three public water systems.

Completed the annual CASGEM reporting.

Completed the Electronic Annual Report (EAR) for 2020 and 2021.

Completed the Annual Water Loss Audit.



## Wastewater Operations

### Strategic Goal 1 – Water Supply

During the last fiscal year, the Wastewater Operations Department has successfully implemented the following programs and projects in support of the District's Strategic Goal 1 – Water Supply.

On April 12, 2022, the Colorado River Basin Regional Water Quality Control Board adopted new Waste Discharge Requirements (WDR) for the Horton WWTP. Staff including the GM, AGM, and Director of Operations were present at the Board meeting and spoke on the requirements. The Board unanimously approved the WDR with recommended modifications made by MSWD staff.

### Strategic Goal 2 – Infrastructure

During the last fiscal year, the Wastewater Production Department has successfully implemented the following programs and projects in support of the District's Strategic Goal 2 – Infrastructure.

The Regional Water Reclamation Facility went out to bid in May 2021 and received bids in July 2021. A total of five bids were received and an award of contract was given to the contractor in late 2021. Official construction began on April 4, 2022. The contractor has begun clearing, grubbing, and excavation work. The District has set up a groundbreaking ceremony for June 10, 2022.

The Collections staff inspected over 9.9 miles of sewer mainline. The inspections completed by District staff were routine inspections. Each inspection is for the mainline pipe connecting from manhole to manhole.

Collections staff also jetted and cleaned 66.3 miles of sewer mainline that included 1,326 segments of pipe. Staff was able to clean the entire Desert Crest system with the help of an outreach program to residents notifying them of when the crew was to be in the area cleaning. The mainline jetting and cleaning program are routine maintenance programs to prevent sewer overflows. The typical yearly expectation of footage cleaned is 20 miles which was exceeded by the Collections staff.

During the initial phase of the COVID-19 pandemic, smart cover monitoring manhole covers were installed at five key locations within the sewer collection system to monitor the flow in the mainlines. Staff receives notifications from the smart covers if there are any issues such as high levels in the manhole and tampering of the lids. To date, staff has received 25 notifications from the smart covers which has aided in preventing a sewer system overflow occurrence.

With staff working at minimal coverage during the team split for COVID-19, a few major projects were undertaken by staff. Projects included: installation of a new submersible pump for the belt filter press, replacement of the gear reducer on the sludge loading screw conveyor, replacement of bearings for the belt filter press, replacement of the belts for the belt filter press, and replacement of motors for the Desert Crest WWTP RAS pump, clarifier #1, and the vortex grit removal unit.

Throughout most of 2020, staff has struggled with the percolation rates of our ponds. Staff has worked diligently moving water around from pond to pond, cleaning, and performing the required maintenance on each pond. In 2021, staff put more focus and attention to the treatment process of the wastewater plant. Adjusting the treatment process and running the belt filter press more frequently instead of a few times a week has made some tremendous improvement at the plant and in the percolation ponds. Today, we have been able to maintain the use of three or four ponds at a time leaving the flexibility of four or five ponds empty in case they are needed.

During collection system cleaning and CCTV operations, staff found a section of eight-inch sewer line that was damaged and compromised on Acoma Ave. Due to the severity of the damage, staff immediately contacted two contractors for pricing on an emergency repair. TryCo General Engineering was awarded the work to replace 150 feet of eight-inch sewer main. During the excavation, the contractor removed large sections of tree roots that had wrapped and damaged the existing sewer main.

Staff began the chopper pump replacement project in the influent pump station at the Horton WWTP. Staff contracted with Vaughan Industrial Repairs to perform the installation and replacement of the four pumps. The project was completed in early May 2022. The new chopper pumps will allow rags and other materials to be ground up prior to entering the treatment process allowing for a more consistent treatment process.

In May 2022, AToM Engineering mobilized to the Horton WWTP to begin construction and installation of the plants Odor Control System. This project is anticipated to be completed by July 2022. Staff completed the laboratory assessment through Environmental Laboratory Accreditation Program (ELAP). ELAP is a global requirement that all labs conform with to implement a sustainable accreditation program that ensures laboratories generate environmental and public health data of known, consistent, and document quality. This process requires MSWD to revise the Horton WWTP's Laboratory Quality Assurance Manual. Revision three is effective as of April 7, 2022.

### **Operational Highlights**

Aeration Tank No. 3 was taken out of service to allow inspection and cleaning of Clarifier No. 3. Once inspected and cleaned, both the aeration tank and clarifier were put back into service.



Brushes for the algae sweep system on Clarifiers No. 4 and 5 were both replaced.

The air condition system to the electrical building at the Horton WWTP was replaced to protect the electrical panels that operate the facility.

Staff removed and replaced failing bearings on Aerators No. 1, 2, and 4.

Variable Frequency Drive (VFD) to Influent Pump No. 4 was removed and replaced.

Staff has gone through both WWTPs and evaluated safety concerns as they relate to staircases, ladders, and walking platforms. New safety chains, fall arrest systems, and signages have been installed throughout both facilities.

Maintenance on the belt filter press was completed which included installation of new belts, injectors, and other necessary parts to ensure proper operation is maintained.

Staff removed the channel auger from the headworks for the replacement of the cleaning brush and then put it back into service. A complete inspection of the equipment was also completed at this time.

Staff started a “Wastewater Training” program within the department. These trainings are intended to get all the operators on the same page, so that staff is operating equipment more proficiently and have more accurate data from sampling.

Operation on the belt filter press produced 4,177.03 wet tons of sludge that totaled 168 trailers. The improvements to the entire treatment process allowed us to send out a total of 21 less trailers than 2020, with a savings of almost \$32,000 for the year.



## **APPENDICES**

### **Appendix A – List of Acronyms**

**ACWA** – Association Of California Water Agencies

**AF** – Acre-Foot (1 AF = 325,851 gallons)

**AMI** – Advanced Metering Infrastructure

**CCTV** – Closed Circuit Television

**CIP** – Capital Improvement Program

**COP** – Certificate Of Participation

**CMMS** – Computerized Maintenance Management System

**CSDA** – California Special Districts Association

**CVRWMG** – Coachella Valley Regional Water Management Group

**CVWD** – Coachella Valley Water District

**DAC** – Disadvantaged Community

**DWA** – Desert Water Agency

**DWR** – Department of Water Resources

**EIR** – Environmental Impact Report

**EOC** – Emergency Operations Center

**FEMA** – Federal Emergency Management Agency

**FOG** – Fats, Oils, Grease

**FTE** – Full-Time Equivalent (number of employees)

**FY** – Fiscal Year

**GAAP** – Generally Accepted Accounting Principles

**GASB** – Government Accounting Standards Board

**GFOA** – Government Finance Officers Association

**GIS** – Geographic Information System

**GM** – General Manager

**GPM** – Gallons Per Minute

**GPS** – Global Positioning System

**GQPP** – Groundwater Quality Protection Program

**GSA** – Groundwater Sustainability Agency

**HMP** – Hazard Mitigation Plan

**IRWM** – Integrated Regional Water Management

**IT** – Innovation and Technology

**MCL** – Maximum Contaminant Level

**MGD** – Million Gallons Per Day

**MSWD** – Mission Springs Water District

**SCADA** – Supervisory Control and Data Acquisition

**SCE** – Southern California Edison

**SGMA** – Sustainable Groundwater Management Act

**SNMP** – Salt and Nutrient Management Plan

**SRF** – State Revolving Fund

**SWOT** – Strength, Weakness, Opportunity, Threat

**SWRCB** – State Water Resources Control Board

**TDS** – Total Dissolved Solids

**USGS** – United State Geological Survey

**UWMP** – Urban Water Management Plan

**WDR** – Waste Discharge Requirements

**WWTP** – Wastewater Treatment Plant

## Appendix B – Glossary

**Accrual Basis of Accounting** – The basis of accounting under which transactions are recognized when they occur, regardless of timing of cash receipts and disbursements.

**Adopted Budget** – The official budget as approved by the Board of Directors at the start of each fiscal year.

**Amended Budget** – The adopted budget as amended by the Board of Directors through the course of the fiscal year.

**Assets** – Resources owned or held by the District that have monetary value.

**Balanced Budget** – A budget in which planned expenditures do not exceed planned funds available.

**Board** – Comprised of the District’s five elected Directors with a rotating president, collectively acting as the legislative and policy-making body of the District.

**Bond** – A security whereby an issuer borrows money from an investor and agrees and promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

**Budget** – A financial plan, for a specified period, of operations that matches all planned revenues and expenditures with the services provided to the residents of the Mission Springs Water District service area.

**Capital Budget** – A budget which focuses on capital project to implement the Capital Improvement Program.

**Capital Expense** – An acquisition or an improvement (as distinguished from a repair) that will have a life of more than one year and costs more than \$10,000.

**Capital Improvement Program** – A plan for the capital improvements to be implemented each year over a number of years to meet capital needs arising from the assessment of long-term needs. It sets forth the estimated cost for each project and specifies the resources required to finance the projected expenditures.

**Capital Improvement Project** – The budget unit to group activities and costs necessary to implement specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

**Charges for Services** – Revenue from charges for all activities of the District.

**Contract Services** – The costs related to services performed for the District by individuals, businesses, or utilities.

**Debt Service Fund** – A fund established to account for the accumulation of resources for, and the payment of, long-term debt principle and interest.

**Department** – A major organization group of the District with overall management responsibility for an operation or a group of related operations within a functional area.

**Division** – A major administrative organizational unit of the District with overall management responsibility for one or more activities.

**Encumbrance** – The commitment of appropriated funds to purchase an item or service.

**Expenditures/Expenses** – Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**Fiscal Year** – A 12-month period to which the annual operating budget applies and at the end of which an entity determines its financial position, the results of its operations, and adopts a budget for the coming year. The District’s fiscal year is from July 1 to June 30.

**Fixed Assets** – Equipment costing \$10,000 or more, including tax, with a useful life longer than one year, and not qualifying as a capital improvement project. Includes automotive equipment, office equipment, office furniture, acquisitions, landscaping improvement, etc.

**Fund** – An independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance** – The equity (assets minus liabilities) of governmental fund and fiduciary fund types.

**Generally Accepted Accounting Principles (GAAP)** – Uniform minimum standards of, and guidelines for, financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures.

**Goals** – Broad, general statements of each division’s desired community of organizational outcomes.

**Government Accounting Standards Board** – The independent organization that establishes and improves standards of accounting and financial reporting for U.S., state, and local governments.

**Infrastructure** – The accumulated pipelines and storage facilities of the District, including meters, valves, pumps, and other appurtenances.

**Interest Earnings** – The earnings from available funds invested during the year in U.S. Treasury Bonds, government agencies, and Certificates of Deposit.

**Liabilities** – Present obligations of the District arising from past events.

**Materials and Supplies** – Expendable materials and operating supplies necessary to conduct department activity.

**Operating Transfer** – A transfer of revenues from one fund to another fund.

**Operating Budget** – The annual budget and process that provides a financial plan for the operation of government and the provision of services for the year; excluded from the operating budget are capital projects, which are determined by a separate, but interrelated process.

**Payroll Expenses** – Compensation paid to, or on behalf of, District employees for salaries and wages, overtime, and benefits.

**Program** – An activity or set of activities that provides a particular service to the citizens.

**Public Hearing** – The portions of open meetings held to present evidence and provide information on both sides of an issue.

**Reserve Fund** – Prudent fiscal management tools with flexibility to continually adapt to change, ensure continued operational solvency, and preserve adequate levels of services.

**Resolution** – An order of a legislative body requiring less formality than an ordinance or statute.

**Revenue** – Moneys that the District receives as income such as payments for water consumption, shared revenues, and interest income.

	A	B	C	D	E	F	G	H	I	J
1										
2	<b>Mission Springs Water District</b>									
3	<b>Functional Expense Budget - 2023</b>									
4										
5						<b>Budget</b>		<b>Budget</b>		
6						<b>2023</b>		<b>2022</b>		<b>Difference</b>
7	<b>REVENUES</b>									
8		Base service charge				\$ 2,886,840		\$ 2,861,400		\$ 25,440
9		Water consumption				9,171,804		9,126,200		45,604
10		Meter installations				73,800		13,680		60,120
11		Sewer service				7,320,000		7,125,000		195,000
12		Other operating revenue				1,081,716		609,030		472,686
13		Backup and front footage fees				844,440		516,953		327,487
14		Property taxes				2,099,989		1,517,480		582,509
15		Standby charges				248,244		248,244		-
16		Fats, oils & grease fees				4,020		3,600		420
17		Investment income (net)				262,995		483,909		(220,914)
18		Grants				25,097,529		7,288,226		17,809,303
19			Total revenues			<b>\$ 49,091,377</b>		<b>\$ 29,793,722</b>		<b>\$ 19,297,655</b>
20										
21	<b>EXPENSES</b>									
22		Salaries and wages				\$ 4,795,173		\$ 4,268,359		\$ 526,814
23		Employee benefits				928,302		817,481		110,821
24		Fringe benefits				2,686,731		2,504,084		182,647
25		Materials and supplies				1,926,622		1,579,186		347,436
26		Outside services				4,015,731		4,025,900		(10,169)
27		Ground water replenishment fees				(130,668)		(145,176)		14,508
28		Utilities				1,849,999		1,499,998		350,001
29		Directors' fees				60,000		60,000		-
30		Engineering				42,000		42,000		-
31		Insurance				191,040		221,304		(30,264)
32		Audit				66,000		48,000		18,000
33		Rate study				72,000		0		72,000
34		Legal				720,000		750,000		(30,000)
35		Fixed Assets				2,051,157		2,202,684		(151,527)
36		Depreciation				4,025,551		3,938,448		87,103
37		Interest				226,358		248,256		(21,898)
38		Standby reports				19,380		16,145		3,235
39		Dues and subscriptions				68,907		60,402		8,505
40		Training and conferences				254,152		214,294		39,858
41		Amortization and cost of debt issuance				184,008		0		184,008
42		Ground water management				20,000		20,000		-
43		Other expenses				76,360		76,060		300
44			Subtotal			24,148,803		22,447,425		1,701,378
45		General District Allocation				(1,112,496)		(1,071,408)		(41,088)
46			Total expenses			<b>\$ 23,036,307</b>		<b>\$ 21,376,017</b>		<b>\$ 1,660,290</b>
47										
48	<b>NET OPERATING INCOME(LOSS)</b>					<b>\$ 26,055,070</b>		<b>\$ 8,417,705</b>		<b>\$ 17,637,365</b>
49										
50	<b>CAPITAL IMPROVEMENTS</b>					<b>\$ 87,180,394</b>		<b>\$ 30,589,349</b>		<b>\$ 56,591,045</b>
51	<b>VEHICLES AND EQUIPMENT</b>					<b>\$ 580,000</b>		<b>\$ 764,501</b>		<b>\$ (184,501)</b>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>MISSION SPRINGS WATER DISTRICT - 2022-2023 DEPARTMENTAL BUDGETS</b>																
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**MISSION SPRINGS WATER DISTRICT - 2021-2022 DEPARTMENTAL BUDGETS (revised 04/30/22)**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>MISSION SPRINGS WATER DISTRICT - 2021-2022 DEPARTMENTAL BUDGETS (revised 04/30/22)</b>																
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	<b>MISSION SPRINGS WATER DISTRICT - DEPARTMENTAL BUDGETS COMPARISON</b>																	
2																		
3																		
4																		
5		<b>ORIGINAL 2022-2023</b>					<b>REVISED 2021-2022</b>					<b>Difference</b>						
6		<b>COMBINED DISTRICTS</b>					<b>COMBINED DISTRICTS</b>					<b>COMBINED DISTRICTS</b>						
7		<b>OPERATING FUNDS</b>					<b>OPERATING FUNDS</b>					<b>OPERATING FUNDS</b>						
8		<b>TOTAL FUNDS</b>	<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>	<b>OTHER</b>	<b>TOTAL FUNDS</b>	<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>	<b>OTHER</b>		<b>TOTAL FUNDS</b>	<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>	<b>OTHER</b>	
9																		
10																		
11	<b>OPERATING REVENUES</b>	<b>20,786,424</b>		13,449,636	7,336,788		<b>19,987,154</b>		12,845,786	7,141,368		4.0%	<b>799,270</b>		603,850	195,420		
12																		
13	<b>OPERATING EXPENSES:</b>																	
14	CUSTOMER ACCOUNTS	2,096,048	402,036	1,694,012	0		1,616,216	335,564	1,280,652	0		29.7%	479,832	66,472	413,360			
15	BUILDINGS AND GROUNDS	155,360	155,360	0	0		166,586	166,586	0	0		-6.7%	(11,226)	(11,226)				
16	VEHICLE MAINTENANCE	488,084	488,084	0	0		360,242	360,242	0	0		35.5%	127,842	127,842				
17	CENTRAL SERVICES	780,891	780,891	0	0		675,775	675,775	0	0		15.6%	105,116	105,116				
18	ADMINISTRATION	2,318,107	2,318,107	0	0		2,588,014	2,588,014	0	0		-10.4%	(269,907)	(269,907)				
19	INFORMATION TECHNOLOGY	1,096,512	1,096,512	0	0		957,030	957,030	0	0		14.6%	139,482	139,482				
20	BOARD OF DIRECTORS	399,776	399,776	0	0		361,788	361,788	0	0		10.5%	37,988	37,988				
21	PUBLIC AFFAIRS	770,665	594,325	176,340	0		707,264	536,132	171,132	0		9.0%	63,401	58,193				
22	HUMAN RESOURCES	382,500	382,500	0	0		341,322	341,322	0	0		12.1%	41,178	41,178				
23	ENGINEERING	1,811,155	940,476	607,426	263,253		2,244,367	896,282	1,054,867	293,218		-19.3%	(433,212)	44,194	(447,441)	(29,965)		
24	ACCOUNTING	536,796	536,796	0	0		376,040	376,040	0	0		42.7%	160,756	160,756				
25	PUMPING	3,317,755	0	3,317,755	0		3,010,938	0	3,010,938	0		10.2%	306,817	0	306,817			
26	TRANSMISSION AND DISTRIBUTION	2,327,279	0	2,327,279	0		1,982,282	0	1,982,282	0		17.4%	344,997	0	344,997			
27	COLLECTION	512,448	0	0	512,448		487,488	0	0	487,488		5.1%	24,960	0	0	24,960		
28	TREATMENT	2,059,312	0	0	2,059,312		1,799,005	0	0	1,799,005		14.5%	260,307	0	0	260,307		
29	DISPOSAL	660,198	0	0	660,198		586,364	0	0	586,364		12.6%	73,834	0	0	73,834		
30	DEPRECIATION	4,025,551	275,046	2,069,977	1,680,528		3,938,448	241,316	2,035,795	1,661,337		2.2%	87,103	33,730	34,182	19,191		
31	CAPITAL LABOR AND COSTS																	
32	ADMINISTRATIVE COSTS ALLOCATED	(1,112,496)	(8,369,909)	5,033,753	2,223,660		(1,071,408)	(7,836,091)	4,847,755	1,916,928		3.8%	(41,088)	(533,818)	185,998	306,732		
33	<b>TOTAL OPERATING EXPENSE</b>	<b>22,625,941</b>	<b>0</b>	<b>15,226,542</b>	<b>7,399,399</b>		<b>21,127,761</b>	<b>0</b>	<b>14,383,421</b>	<b>6,744,340</b>		<b>7.1%</b>	<b>1,498,180</b>	<b>0</b>	<b>843,121</b>	<b>655,059</b>		
34																		
35	<b>NET OPERATING INCOME(LOSS)</b>	<b>(1,839,517)</b>	<b>0</b>	<b>(1,776,906)</b>	<b>(62,611)</b>		<b>(1,140,607)</b>	<b>0</b>	<b>(1,537,635)</b>	<b>397,028</b>		<b>61.3%</b>	<b>(698,910)</b>	<b>0</b>	<b>(239,271)</b>	<b>(459,639)</b>		
36																		
37	<b>ADD NON-OPERATING REVENUE:</b>																	
38	CONNECTION FEES	844,440	0	664,440	180,000	0	516,953	0	504,353	12,600	0	63.3%	327,487	0	160,087	167,400	0	
39	PROPERTY TAXES	2,099,989	968,640	708,996	422,353	0	1,517,480	532,197	615,562	369,721	0	38.4%	582,509	436,443	93,434	52,632	0	
40	INTEREST INCOME	574,959	68,511	78,696	88,884	338,868	513,057	56,316	56,244	63,084	337,413	12.1%	61,902	12,195	22,452	25,800	1,455	
41	UNREALIZED GAINS/LOSSES	(311,964)	(54,240)	(128,880)	(128,844)	0	(29,148)	(5,496)	(16,644)	(7,008)	0	970.3%	(282,816)	(48,744)	(112,236)	(121,836)	0	
42	FRONT FOOTAGE FEES	0	0	0	0	0	0	0	0	0	0	0.0%	0	0	0	0	0	
43	GRANT	25,097,529	0	5,324,709	19,772,820	0	7,288,226	0	1,078,236	6,209,990	0	244.4%	17,809,303	0	4,246,473	13,562,830	0	
44																		
45	<b>LESS INTEREST &amp; DEBT SERVICE EXPENSE:</b>																	
46	INTEREST	(226,358)	0	0	0	(226,358)	(248,256)	0	0	0	(248,256)	-8.8%	21,898	0	0	0	21,898	
47	DEBT SERVICE CHARGES	(184,008)	0	(92,004)	(92,004)	0	0	0	0	0	0	0.0%	(184,008)	0	(92,004)	(92,004)	0	
48																		
49	<b>NET INCOME(LOSS)</b>	<b>26,055,070</b>	<b>982,911</b>	<b>4,779,051</b>	<b>20,180,598</b>	<b>112,510</b>	<b>8,417,705</b>	<b>583,017</b>	<b>700,116</b>	<b>7,045,415</b>	<b>89,157</b>	<b>209.5%</b>	<b>17,637,365</b>	<b>399,894</b>	<b>4,078,935</b>	<b>13,135,183</b>	<b>23,353</b>	
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A	B	C	D	E	F	G	H	I	J	Item 10.
1	<b>Mission Springs Water District</b>									
2	<b>Capital Budget and Continuing Appropriations</b>									
3	<b>2023</b>									
4								Final Capital		
5				Interim	Continuing	Projects	Projects proposed	and Continuing	Funds Expended	
6			As of 6/30/22	Additions/	Appropriations from	expected to close	to be added to	Appropriations	Through	Fund in 2022/
7	<u>DESCRIPTION</u>	<u>JOB #</u>	<u>BUDGET</u>	<u>Transfers</u>	<u>2021/2022 Budget</u>	<u>by 6/30/22</u>	<u>2022/2023 budget</u>	<u>2022/2023</u>	<u>4/30/2022</u>	<u>2023</u>
8				+/-	=	-	+	=		
9	Sewer line Encasement I-10 Crossing @ Indian	10371	251,972	-	251,972	-	-	251,972	251,972	-
10	Water Infrastructure Site-H Falls & C Vintage	10681	1,000	-	1,000	-	-	1,000	1,000	-
11	1240Z Trans Line Quail/Terrace	10747	447,995	-	447,995	-	-	447,995	447,995	-
12	4 MG Reservoir @ Gateway	10799	176,699	-	176,699	-	-	176,699	176,699	-
13	Reservoir @ 1400' Zone	10966	25,432	-	25,432	-	-	25,432	25,432	-
14	Prelim Des/Eng Horton WWTP Exp #5	10969	171,703	-	171,703	-	-	171,703	171,703	-
15	Final Design Horton WWTP Exp #5	11032	940,340	-	940,340	-	-	940,340	940,340	-
16	Well #38 Design & Environmental	11076	375,000	-	375,000	-	-	375,000	366,443	-
17	Horton WWTP Expansion #5	11087	13,404,000	-	13,404,000	-	-	13,404,000	152,616	-
18	EIR Horton WWTP Expansion #5	11088	71,416	-	71,416	-	-	71,416	71,416	-
19	Well # 42 (near to existing well # 22)	11147	4,600,000	-	4,600,000	-	-	4,600,000	2,309,998	2,190,000
20	Land 29 acres Phil Kerr	11151	159,062	-	159,062	-	-	159,062	159,062	-
21	1530 ZONE Redbud tank #2 Land and Const	11159	80,000	-	80,000	-	-	80,000	70,708	9,292
22	I-10 & Indian Sewer Collection System	11205	602,000	-	602,000	-	-	602,000	594,668	7,332
23	Well #26 Rehab	11343	182,500	-	182,500	(182,500)	-	-	181,927	-
24	Well & Booster SCADA enhancement	11392	30,000	-	30,000	-	-	30,000	25,518	4,482
25	Regional Wastewater Treatment Plant	11424	28,000,000	23,000,000	51,000,000	-	-	51,000,000	4,339,013	37,900,000
26	Area M-2 (AD #15)	11425	6,250,000	-	6,250,000	-	4,000,000	10,250,000	555,560	6,810,000
27	Conveyance line from LS to RWWTP	11426	3,300,000	-	3,300,000	-	5,000,000	8,300,000	251,440	8,040,000
28	Chromium 6 Compliance Study	11451	200,000	-	200,000	-	-	200,000	14,489	185,511
29	HWWTP Infl. Pup Station Odor Control	11456	730,000	-	730,000	-	-	730,000	230,435	499,565
30	Desert Willows Water Line Replacement	11457	1,990,000	-	1,990,000	-	-	1,990,000	1,564,984	-
31	Well 29 Chromium 6 Treatment design	11460	200,000	-	200,000	-	-	200,000	-	-
32	Area J-2	11472	300,000	-	300,000	-	-	300,000	293,854	-
33	N Indian Cnyn Dr Sewer Widening Proj	11479	770,000	14,485	784,485	(808,075)	23,590	-	808,070	-
34	Corp Yard Maint. Bldg. Roof Repair	11549	35,000	-	35,000	(35,000)	-	-	-	-
35	HWWTP ASU Demolition	11556	167,275	-	167,275	-	-	167,275	45,077	-
36	HWWTP Percolation Ponds (2)	11557	380,000	-	380,000	-	-	380,000	350,214	-
37	Designing & Engineering Areas H & I	11566	460,000	-	460,000	-	-	460,000	303,795	-
38	Well #24 Rehab	11592	252,596	-	252,596	(252,596)	-	-	252,546	-
39	Block Wall at Corp Yard and Wastewater Facility	11598	155,000	-	155,000	-	-	155,000	1,452	-
40	Block Wall/Fence at Terrace Reservoir	11599	226,288	-	226,288	-	-	226,288	25,948	-
41	Booster Pump Rehab Program	11600	150,000	-	150,000	-	-	150,000	42,118	107,882
42	Modular Enclosure-Chlorine Equipment/Well Sites	11601	124,180	-	124,180	-	-	124,180	46,200	50,000
43	Electrical Panel/Motor Rehab (3 sites)	11602	633,404	-	633,404	-	-	633,404	33,392	600,000
44	Pavement repairs - corp yard	11604	345,575	-	345,575	-	-	345,575	43,757	-
45	Terrace Reservoir No. 1	11607	754,343	-	754,343	-	-	754,343	30,668	720,000
46	Terrace Reservoir No. 2	11608	814,461	-	814,461	-	-	814,461	32,375	780,000
47	Terrace Reservoir No. 3	11609	361,363	-	361,363	-	-	361,363	30,883	3
48	Vista Reservoir Rehabilitation	11610	975,427	-	975,427	-	-	975,427	125,979	8

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1	<b>Mission Springs Water District</b>									
2	<b>Capital Budget and Continuing Appropriations</b>									
3	<b>2023</b>									
4								Final Capital		
5				Interim	Continuing	Projects	Projects proposed	and Continuing	Funds Expended	
6			As of 6/30/22	Additions/	Appropriations from	expected to close	to be added to	Appropriations	Through	Fund in 2022/
7	<u>DESCRIPTION</u>	<u>JOB #</u>	<u>BUDGET</u>	<u>Transfers</u>	<u>2021/2022 Budget</u>	<u>by 6/30/22</u>	<u>2022/2023 budget</u>	<u>2022/2023</u>	<u>4/30/2022</u>	<u>2023</u>
8				+/-	=	-	+	=		
49	Well Rehabilitation Program - Well 22	11611	100,000	-	100,000	-	560,000	660,000	50,291	610,000
50	HHWTP Above Ground Piping & Appurtenance Rehab	11613	150,000	-	150,000	-	-	150,000	344	100,000
51	HHWTP SCADA Upgrades	11617	129,008	-	129,008	-	-	129,008	-	100,000
52	Design & Engineering for Areas A & G	11618	1,600,000	-	1,600,000	-	-	1,600,000	404,180	1,195,820
53	AMI meter System	11620	6,500,000	-	6,500,000	(6,500,000)	-	-	5,512,548	-
54	Admin Building	11621	5,500,000	-	5,500,000	-	27,800,000	33,300,000	205,889	16,450,000
55	2020 Water CIP Pipeline Replacement	11622	2,264,975	-	2,264,975	-	-	2,264,975	275,189	700,000
56	Sewer System Collections	11657	750,000	-	750,000	-	-	750,000	209,816	540,184
57	Horton North Building Improvements	11661	150,000	-	150,000	-	-	150,000	12,323	95,000
58	Well and Reservoir Sites Security Cameras	11665	225,075	-	225,075	-	-	225,075	-	225,075
59	Emergency Backup Generator Well 27/31	11666	411,002	-	411,002	-	-	411,002	9,255	400,000
60	Emergency Backup Generator Well 32	11667	300,331	-	300,331	-	-	300,331	9,551	290,780
61	Emergency Backup Generator Well 37	11668	300,331	-	300,331	-	-	300,331	9,433	290,898
62	Filtration for HHWTP	11689	1,500,000	-	1,500,000	-	-	1,500,000	75,631	1,400,000
63	Chopper Pumps for HHWTP	11690	257,000	-	257,000	(257,000)	-	-	173,325	-
64	GQPP Area D3-1 Sewer Design	11693	156,000	-	156,000	-	-	156,000	8,841	147,159
65	Portable Booster/Transfer Pump	11716	180,000	-	180,000	-	-	180,000	-	180,000
66	Trailer Mounted Portable Generators	11717	537,375	-	537,375	-	-	537,375	-	537,375
67	Reservoir Rehabilitation Program Design FY 2022	11719	120,000	-	120,000	-	-	120,000	-	120,000
68	Well Rehabilitation Program Design FY 2022	11720	120,000	-	120,000	-	-	120,000	-	120,000
69	Administration Office Repairs (Drywall and Painting)	11733	-	135,000	135,000	-	-	135,000	30,961	104,039
70	Pierson Boulevard Slurry Seal Project	11737	-	183,000	183,000	-	-	183,000	-	183,000
71	Riverside Co. Mountain View Resurfacing Project	11738	-	33,000	33,000	-	-	33,000	-	33,000
72	Well 35 Equipment Installation	11741	-	2,700,000	2,700,000	-	-	2,700,000	-	2,700,000
73	Well 34 Rehabilitation	11742	-	475,000	475,000	-	-	475,000	-	475,000
74	Well 34/35 Intertie	11743	-	1,100,000	1,100,000	-	-	1,100,000	-	1,100,000
75	<b>TOTALS</b>		<b>90,345,128</b>	<b>27,640,485</b>	<b>117,985,613</b>	<b>(8,035,171)</b>	<b>37,383,590</b>	<b>147,334,032</b>	<b>22,357,323.00</b>	<b>87,180,394</b>
76										
77										
78										
79	Projects Expected to Occur in 2022 / 2023		33,556,534			Projects Expected to Occur in 2022 / 2023	87,180,394			
80	Grant / AD Funds related to Projects		(7,288,226)			Grant / AD Funds related to Projects	(25,097,529)			
81	Loan proceeds		(11,831,077)			Loan proceeds	(33,898,560)			
82	Expected net cash outflow (MSWD)		14,437,231			Expected net cash outflow (MSWD)	28,184,305			
83	Actual Expensed:		4,989,610							
84										
85	General		1,309,101				16,554,039	General		
86	Water		13,875,628				13,791,295	Water		
87	Sewer		18,371,805				56,835,060	Sewer		
88	Total		33,556,534				87,180,394	Total		

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Mission Springs Water District</b>										
2	<b>Vehicle &amp; Equipment Budget and Continuing Appropriations</b>										
3	<b>2023</b>										
4									Final Capital		
5				Interim	Continuing	Projects	Projects proposed	and Continuing	Funds Expended		
6			As of 6/30/22	Additions/	Appropriations from	expected to close	to be added to	Appropriations	Through	Fund in 2022/	
7		<u>Description</u>	<u>Job #</u>	<u>Budget</u>	<u>Transfers</u>	<u>2021/2022 Budget</u>	<u>by 6/30/22</u>	<u>2022/2023 Budget</u>	<u>2022/2023</u>	<u>4/30/2022</u>	<u>2023</u>
8				+/-	=	-	+	=			
9		Backhoe Loader	11711	120,000	-	120,000	(120,000)	-	-	120,000	-
10		CCTV Truck and Equipment	11712	288,501	-	288,501	(288,501)	-	-	286,852	-
11		Mid-Sized Wheel Loader	11715	178,000	-	178,000	(178,000)	-	-	177,694	-
12		Potable Water Truck	11718	178,000	-	178,000	-	-	178,000	-	178,000
13		New 2022 John Deer 310 backhoe		-	-	-	-	156,000	156,000	-	156,000
14		2022 Ford F-650 Diesel Dump truck		-	-	-	-	129,000	129,000	-	129,000
15		New 2022 Harlo forklift		-	-	-	-	117,000	117,000	-	117,000
16		TOTALS		764,501	-	764,501	(586,501)	402,000	580,000	584,546	580,000

A	B	C
1	<b>MISSION SPRINGS WATER DISTRICT</b>	
2	<b>PROPOSED CLASSIFICATION PLAN 2022-2023</b>	
3	<b>PROPOSED</b>	
4		
5		Funded
6		FTEs
7		
8	<b>EXECUTIVE</b>	
9	General Manager & Chief Engineer	1
10	Executive Assistant	1
11		
12	<b>ADMINISTRATION</b>	
13	Assistant General Manager	1
14	Government and Public Affairs Manager	1
15	Human Resources Manager	1
16	Office Specialist II	1
17		<b>4</b>
18	<b>Innovation &amp; Technology:</b>	
19	Innovation & Technology Manager	1
20		
21	<b>FINANCE</b>	
22	Director of Finance	1
23		
24	<b>Accounting:</b>	
25	Accounting Manager	1
26	Accountant	1
27	Accounting Technician	1
28	Purchasing and Warehouse Specialist	1
29		<b>4</b>
30	<b>Service:</b>	
31	Customer Service Manager	1
32	Senior Customer Service Representative	1
33	Customer Service Representative I/II	3
34	Field Service Supervisor	1
35	Field Service Representative II/Backflow Specialist	1
36	Field Service Representative I/II	2
37		<b>9</b>
38	<b>OPERATIONS</b>	
39	Director of Operations	1
40		
41	<b>Engineering:</b>	
42	Engineering Manager	1
43	Associate Engineer	1
44	Engineering Technician II	2
45	Administrative Assistant	1
46		<b>5</b>
47	<b>Field Operations:</b>	
48	Regulatory Compliance & Safety Officer	1
49	Administrative Assistant	1
50		<b>2</b>
51	<b>Construction &amp; Maintenance:</b>	
52	Field Operations Superintendent	1
53	Lead Facilities Maintenance Worker	1
54	Lead Field Operations Technician	2
55	Field Operations Technician I/II	7
56		<b>11</b>
57	<b>Water Production:</b>	
58	Water Production Supervisor	1
59	Water Prod. Operator I/II	3
60		<b>4</b>
61	<b>Wastewater Treatment:</b>	
62	Chief Plant Operator	1
63	Lead WWTP Operator	1
64	WWTP Operator I/II	5
65		<b>7</b>
66	<b>Wastewater Collections:</b>	
67	Lead Collections System Operator	1
68	Collections System Operator I/II	1
69		<b>2</b>
70		
71	<b>TOTAL BUDGETED FTEs</b>	<b>53</b>

MISSION SPRINGS WATER DISTRICT



Effective July 1, 2022
Adopted by the Board as of June \_\_\_, 2022
Resolution #2022-\_\_

Table with 13 columns: Range, Step A, Step A1, Step B, Step B1, Step C, Step C1, Step D, Step D1, Step E, Step E1, Step F, and Annual Month. Rows include job titles like Assistant General Manager, Director of Finance, Engineering Manager, etc., with corresponding salary steps.

**RESOLUTION NO. 2022-11****A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING THE OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2022-2023 AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS**

**WHEREAS**, the Board of Directors of the Mission Springs Water District has reviewed a preliminary budget for FY 2022-2023 and has made any desired changes therein; and

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of Mission Springs Water District as follows:

**Section 1:** That the Board of Directors approves and adopts the operating budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, as presented in "Departmental Budgets."

**Section 2:** That the Board of Directors approves and adopts the capital budget presented in the attached "Capital Budget and Continuing Appropriations" for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

**Section 3:** That the following controls are hereby placed on the use and transfer of budgeted funds:

- a. The General Manager is responsible for keeping expenditures within budget allocations for positions, salaries, operational expenses and capital acquisitions and may adopt budget policies as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or General Manager as described herein.
- b. The General Manager may exercise discretion in administration of the budget to respond to changed circumstances, provided that any single modification in excess of \$50,000 shall require approval by the Board.
- c. The Department Heads may exercise discretion in administration of the budget within a single department to respond to changed circumstances, provided that any single modification in excess of \$5,000 shall require approval by the General Manager.
- d. No transfers will be made between the operational and capital budgets.
- e. Except as provided by Section 3(b) herein, the Board must authorize any increase in the overall operating budget, capital budget, salary budget, and number of authorized permanent personnel positions above the level identified in the final operating and capital budget. The General Manager may authorize the hiring of temporary or part-time staff as necessary, within the limits imposed by the available funds in the operating and capital budget.



**Section 4:** That authorization is made for any carry over or continuing appropriations for the capital budget.

**Section 5:** That the Secretary is authorized and directed to forward a certified copy of this Resolution to the Riverside County Auditor.

**ADOPTED** this \_\_\_\_ day of June 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

---

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

ATTEST:

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

**CERTIFICATION OF ADOPTION**

STATE OF CALIFORNIA     )  
  )  
COUNTY OF RIVERSIDE    )

I, Arden Wallum, Secretary of the Board of Directors of Mission Springs Water District, certify that the foregoing is a full, true and correct copy of Resolution No. **2022-11** which was adopted by the Board of Directors of said District at its regular meeting held June 20, 2022.

It has not been amended or repealed.

Dated:

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

**RESOLUTION NO. 2022-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING ITS APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022-2023**

**WHEREAS**, the Gann Initiative or Proposition 4, as amended by Proposition 111, and referred to herein as Article XIII B of the Constitution of the State of California, was passed by the people; and

**WHEREAS**, Article XIII B mandates an appropriations and expenditures limit for various units of government including Mission Springs Water District; and

**WHEREAS**, the Finance Department of Mission Springs Water District calculated that limit using current guidelines from the League of California Cities, the Consumer Price Index, and information received from the State of California regarding population increases; and

**WHEREAS**, the Board of Directors of Mission Springs Water District must formally adopt that appropriations limit; and

**WHEREAS**, the documentation used to determine the 2022-2023 appropriations limit for Mission Springs Water District was available for public review in the District's Accounting Department at least fifteen days prior to adopting this Resolution;

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of Mission Springs Water District, in accordance with Article XIII B of the Constitution of the State of California, that the appropriations limit for Mission Springs Water District for fiscal year 2022-2023 is \$114,579,478.96.

**ADOPTED** this \_\_\_\_ day of June 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

---

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

ATTEST:

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

**RESOLUTION NO. 2022-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT APPROVING AND ADOPTING ITS EMPLOYEE CLASSIFICATION AND COMPENSATION PLAN EFFECTIVE JULY 1, 2022**

**WHEREAS**, the Board of Directors, by Resolution, annually adopts a Classification and Compensation Plan for its employees; and

**WHEREAS**, after careful consideration, the Board of Directors determined the attached Classification and Compensation Plan, indicating the number of positions for each classification and assigning titles for those positions, is necessary for the efficient and effective operation of the District;

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** that the Board of Directors of Mission Springs Water District hereby approves and adopts the attached Classification and Compensation Plan for its employees effective July 1, 2022.

**ADOPTED** this \_\_\_\_ day of June 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

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

ATTEST:

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

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** JUNE 16 & 20, 2022

**FROM:** EXECUTIVE ASSISTANT, DORI PETEE

**FOR:** ACTION  DIRECTION  INFORMATION




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## RESOLUTION 2022-14

### NOTICE OF GENERAL DISTRICT ELECTION, NOVEMBER 8, 2022 AND ESTABLISHMENT OF DEPOSIT FOR OPTIONAL CANDIDATE'S STATEMENT

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#### STAFF RECOMMENDATION

Adopt Resolution 2022-14, and authorize the District Secretary to notify the County Registrar of Voters that candidates will be responsible for costs associated with the Candidate's Statement.

#### SUMMARY

The District is required to give notice to the Riverside County Registrar of Voters of the holding of the 2022 election for two directors' seats currently held by Nancy Wright and Steve Grasha.

Pursuant to provisions of the California Elections Code, the Board of Directors must adopt certain resolutions related to the General District Election. As such, it is necessary to submit the appropriate resolutions to the County of Riverside for consolidation and for the Board to approve necessary costs associated with the election. The elections costs include the polling place cost, direct costs such as printing, mailing, publications, translations, transporting, security, processing ballots, election supplies, staffing, temporary staff, and election payroll. Election costs are distributed among all jurisdictions that are on the ballot. Each estimate is based on the current number of registered voters in each county.

In prior MSWD general district elections, candidates have been responsible for any and all costs associated with the printing and handling of the Candidate's Statement. The Riverside County Registrar estimates the cost of the 2022 Candidate's Statement will be \$550. The filing of the candidate's statement for inclusion in the voter's pamphlet is optional, and there is no cost to any candidate for filing nomination papers, so the recommended deposit should not be construed as serving as a deterrent for anyone of limited financial resources from running for local elected office.

#### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

None

#### ATTACHMENTS

Resolution 2022-14

Notice of Election

**RESOLUTION NO. 2022-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
MISSION SPRINGS WATER DISTRICT  
DECLARING OFFICES TO BE FILLED AT THE NEXT GENERAL  
DISTRICT ELECTION AND ADOPTING REGULATIONS PERTAINING  
TO CANDIDATE’S STATEMENTS FOR DIRECTORS**

**WHEREAS**, the offices of two (2) members of the Board of Directors of the Mission Springs Water District are to be filled at the time of the general district election on November 8, 2022; and

**WHEREAS**, § 13307 of the Elections Code of the State of California provides that the governing body of any local agency may adopt regulations pertaining to costs of the candidate’s statements for a district election; and

**WHEREAS**, any candidate for the office of director may prepare a candidate’s statement using the appropriate form provided by the County Registrar of Voters; and

**WHEREAS**, the district secretary must deliver to the Riverside County Registrar of Voters a notice of the elective offices of the District to be filled at the general district election and indicate the party responsible for costs related to the candidates’ statements.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Mission Springs Water District that the Notice of General District Election is approved for submission, and that the costs of candidate’s statements for the office of director of Mission Springs Water District will be borne by the candidate.

**ADOPTED** this \_\_\_\_\_day of June 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

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

ATTEST:

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

NOTICE TO THE REGISTRAR OF VOTERS
(ELECTIONS CODE §§ 10509, 10522; W.C. § 71451)
GENERAL DISTRICT ELECTION, NOVEMBER 8, 2022

DISTRICT: Mission Springs Water District PHONE: (760)329-6448
ADDRESS: 66575 Second Street, DHS, CA 92240 FAX: (760)660-4403
MAILING ADDRESS: 66575 Second Street, DHS, CA 92240 E-MAIL: dpetee@mswd.org

LIST NAMES OF DISTRICT DIRECTORS WHOSE TERMS EXPIRE ON DECEMBER 2, 2022

Table with 2 columns: NAME OF DIRECTOR, DIVISION NUMBER (IF APPLICABLE). Rows include Nancy Wright (Division 1) and Steve Grasha (Division 5).

The following section applies only if a Director(s) was/were appointed to fill a vacancy in an office, which is not normally scheduled to be voted on this year (Short term).

Table with 4 columns: NAME, DIVISION (If applicable), DATE APPOINTED, DIRECTOR REPLACED.

STATEMENT OF ECONOMIC INTERESTS: The Government Code now requires all candidates to file a Form 700 with the Registrar of Voters by the nomination period deadline.

CANDIDATE'S STATEMENT: Who is to pay the cost of the printing and handling of statement? Please check appropriate box. CANDIDATE [X] DISTRICT [ ]

NOTICE OF ELECTION published by Registrar of Voters in The Desert Sun (Insert name of Local Newspaper)

CANDIDATES may obtain nomination documents from the Registrar of Voters, 2720 Gateway Drive, Riverside, CA 92507, or from the District Secretary located at:

MSWD Administrative Offices: 66575 Second Street, DHS, CA 92240 - Hours: Mon - Thurs 7:30 am - 5:00 PM

(Insert Location Name, Address, and Business Hours)

DISTRICT MAP: Attach 34" x 42" map showing district boundaries and divisions, if applicable.

Enclosed Map Contains Boundary/Division Changes YES [X] NO [ ]

I certify that the enclosed map of the district boundaries and divisions is true and correct as of this date, and is submitted in compliance with Section 10522 of the California Elections Code for use in the General District Election to be held on November 8, 2022, or that there have been no changes to the boundaries as of the last General District Election.

Dated: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Sign: \_\_\_\_\_ (District Secretary)

(DISTRICT SEAL)

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING  
**MEETING DATE(S):** JUNE 16 & 20, 2020  
**FROM:** DIRECTOR OF FINANCE, ARTURO CEJA



**FOR:** ACTION  DIRECTION  INFORMATION

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## RESOLUTION 2022-15

### ADDITION OF DELINQUENT ACCOUNTS TO THE 2022-2023 COUNTY TAX ROLLS

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#### STAFF RECOMMENDATION

Adopt Resolution No. 2022-15, requesting Addition of Delinquent Water and Sewer Charges and Other Fees of \$5.00 or more to the 2022-2023 Riverside County Tax Rolls.

#### SUMMARY

Pursuant to Water Code sections 31701 and 31701.5, account balances in excess of \$5.00 and more than 60 days delinquent are placed on the County tax rolls annually.

#### ANALYSIS

Approximately \$37,844.04 of delinquent balances are proposed to be added to the 2022-2023 tax rolls.

#### FISCAL IMPACT

There is no additional revenue to the District, just collection of outstanding delinquent accounts. These amounts have already been included in revenue in the month they were charged.

#### ATTACHMENTS

Resolution 2022-15  
 Exhibit A - Delinquent accounts listing.



**RESOLUTION NO. 2022-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT REQUESTING ADDITION OF DELINQUENT WATER AND SEWER CHARGES AND OTHER FEES OF \$5.00 OR MORE TO THE 2022-2023 RIVERSIDE COUNTY TAX ROLLS**

**BE IT RESOLVED** by the Board of Directors of Mission Springs Water District that, pursuant to Sections 31701 and 31701.5 of the Water Code, district charges of \$5.00 or more that remain delinquent and unpaid for 60 days or more as of July 1, 2022 (Exhibit "A") are to be added to, and become a part of, the annual taxes on the applicable properties; and

**BE IT FURTHER RESOLVED** that this charge is levied without regard to property valuation, and that certified copies of this Resolution be forwarded by the District Secretary to the Riverside County Board of Supervisors and the Riverside County Auditor.

**ADOPTED** this \_\_\_\_ day of June 2022, by the following vote:

- Ayes:
- Noes:
- Abstain:
- Absent:

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

ATTEST:

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

<b>ACCOUNTS</b>	<b>END DATE</b>	<b>APN</b>	<b>BALANCE OF A/R</b>
26-017100-16	03-30-22	5171010065	6.78
26-997271-18	03-04-22	6380830163	29.65
26-997670-15	02-08-22	6380840166	635.15
26-996391-20	12-15-21	6381020095	114.11
26-996261-24	01-04-22	6381030098	64.73
26-995541-17	02-22-22	6381120249	1,326.63
26-998041-17	08-16-21	6381510064	564.46
26-995201-12	11-03-21	6381540117	361.61
26-671558-15	12-06-21	6384120136	71.31
26-962921-10	03-02-22	6390330011	618.37
26-963031-21	03-02-22	6390630092	1,355.90
26-961761-19	02-28-22	6390920180	56.81
26-957061-18	04-26-21	6391020333	97.89
26-959321-15	10-04-21	6391250071	190.35
26-041000-18	03-02-22	6391810019	788.69
26-258750-17	01-03-22	6392410212	5.65
26-388100-16	02-16-22	6392510060	192.66
26-467550-14	04-07-22	6392520403	17.09

ACCOUNTS	END DATE	APN	BALANCE OF A/R
26-622801-17	01-10-22	6393330128	60.13
26-771000-33	05-31-21	6410220399	49.00
26-783000-14	03-23-22	6410310078	20.93
26-802500-23	04-04-22	6410510135	445.90
26-073001-18	02-01-22	6411130213	10,126.10
26-182001-21	12-01-21	6411220288	6.94
26-996900-14	09-08-21	6411440088	184.10
26-043001-10	02-16-22	6411610036	963.73
26-043001-11	03-18-22	6411610036	40.87
		*****	
		6411610036	1,004.60
26-019001-17	06-07-21	6411620183	43.24
26-943500-10	05-03-21	6411710037	487.19
26-010486-12	07-04-21	6412530074	458.10
26-022968-11	03-02-21	6412920295	157.73
26-023378-15	04-19-21	6413010104	503.62
26-023408-14	01-04-22	6413010104	129.93
26-023408-15	01-04-22	6413010104	1,268.11
		*****	
		6413010104	1,901.66
26-023248-29	04-11-22	6413120339	173.74

ACCOUNTS	END DATE	APN	BALANCE OF A/R
26-909761-13	02-01-22	6421010136	111.85
26-776331-16	09-03-13	6421910036	49.00
26-776331-17	03-10-22	6421910036	694.43
		*****	
		6421910036	743.43
26-775603-17	01-19-22	6421930229	217.36
26-863100-18	03-07-22	6440620240	120.36
26-800001-14	04-19-22	6441710115	1,640.15
26-799501-16	04-19-22	6441710159	9,999.70
26-510003-22	11-01-21	6541100175	264.69
26-009608-16	03-21-22	6561920074	55.64
26-016568-15	06-16-21	6562210116	116.60
26-046248-10	12-21-21	6564700215	73.59
26-006198-14	07-02-21	6571040122	280.86
26-008621-1	02-16-22	6571520099	30.78
26-011448-19	02-01-22	6571600115	33.25
26-555009-15	08-03-21	6611420055	44.16
26-555009-16	09-01-21	6611420055	15.86
		*****	
		6611420055	60.02

<b>ACCOUNTS</b>	<b>END DATE</b>	<b>APN</b>	<b>BALANCE OF A/R</b>
26-876009-15	04-08-22	6611720234	1,178.43
26-849009-17	09-09-21	6611830074	56.78
26-335199-13	08-02-21	6614200120	42.52
26-753118-17	04-01-22	6615510103	314.91
26-066006-17	11-26-21	6630510070	67.72
26-105506-11	08-17-21	6630900444	96.26
26-063456-15	03-08-22	6632230026	513.93
26-030304-12	06-01-22	6634020074	13.21
26-029095-10	01-18-22	6641300103	88.84
26-100080-12	02-16-22	6672500347	105.96
TOTAL			37,844.04
61 records listed			

<b>ACCOUNTS</b>	<b>END DATE</b>	<b>APN</b>	<b>BALANCE OF A/R</b>

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING  
**MEETING DATE(S):** JUNE 16 & 20, 2022  
**FROM:** BRIAN MACY – ASSISTANT GENERAL MANAGER  
**FOR:** ACTION  X  DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_




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## CONTRACT AGREEMENT WITH URBAN HABITAT FOR ANNUAL LANDSCAPE MAINTENANCE FOR DISTRICT FACILITIES FOR 2022-2023

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### STAFF RECOMMENDATION

Authorize the General Manager to approve a contract agreement with Urban Habitat titled Annual Landscape Maintenance for District Facilities for fiscal year 2022-2023, for a not to exceed amount of \$70,100.00, plus a 10% contingency (total of \$77,110.00), for a period of one year and authorize the General Manager to do all things necessary to complete the project.

### SUMMARY

The District continues to use contract labor to maintain the landscape and irrigation at 36 facilities throughout our service area which includes the Administration Building Campus, Horton WWTP, Dos Palmas Lift Station, Well 33 Solar site, and all Well and Reservoir sites.

### ANALYSIS

In May 2022, staff advertised a request for bids for annual landscape services through Planet Bids. The District received three bids and Urban Habitat was the lowest responsive bidder with possible contract extension options for one (1) year up to a total of three (3) additional one-year terms. The scope of work covers all landscaping and irrigation maintenance services at the 36 locations, including annual tree trimming, irrigation troubleshooting and repair, pruning, weeding, and general debris cleanup. Below is a summary of the bids received.

BIDDER	BID AMOUNT
Urban Habitat	\$ 70,100.00
Sandco Landscape Contractors, Inc.	\$ 76,980.00
Mariposa Landscapes, Inc.	\$ 111,275.92

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract will be covered by the approved operating budget for FY 2022-2023.

### ATTACHMENTS

Contract Agreement  
 BID Summary/Tabulation

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

TO: **Urban Habitat**  
**47530 Washington St. #A**  
**La Quinta, CA 92253**

DATE: July 1, 2022

PROJECT DIR#: \_\_\_\_\_

TITLE: **Annual Landscape Maintenance for District Facilities 2022-2023**

The undersigned Consultant agrees to furnish the following:

**All Work/Services per the attached Exhibit A – Scope of Work and in accordance with Exhibit B – Proposal provided by Urban Habitat, and per Exhibit C – Term, Early Termination & Notice**

Contract price \$: Not to Exceed \$70,100.00

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

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

Accepted:  
Mission Springs Water District

Consultant:  
Urban Habitat  
(Business Name)

By: \_\_\_\_\_  
Arden Wallum  
Title General Manager

By: \_\_\_\_\_  
Geoff Hayball  
Title Dir. of Landscape Maintenance

Other authorized representative(s):  
Chad Finch  
Water Production Foreperson

Other authorized representative(s):  
\_\_\_\_\_  
  
\_\_\_\_\_  
Lee Boyer  
Chief Plant Operator



Consultant agrees with the Mission Springs Water District that:

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

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

- 1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
- 2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)

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

General liability - coverage of not less than two million (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage; (\$4,000,000 general and products-completed operations aggregate (if used)).

1. Auto liability - One million dollars \$1,000,000 for bodily injury and property damage each accident limit.
2. Workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable).

**Required Provisions –**

- The general liability coverage shall give Mission Springs Water District, its directors, officers, employees (collectively the District), and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or **both** CG 20 10 plus CG 20 37 if a later edition is used) specifically naming the Mission Springs Water District, its directors, officers, employees, or authorized volunteers; or using the language that states "as required by written contract."
  - The general liability coverage is to state or be endorsed (with as broad as ISO endorsement CG 20 01 04 13) to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by Mission Springs Water District, its directors, officers, employees, or authorized volunteers shall not contribute to it".
  - Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- VII, or equivalent, or as otherwise approved by Mission Springs Water District.
  - The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.
  - In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.
- f. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.
  - g. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."
  - h. Payment, unless otherwise specified on Page 1, is to be within thirty (30) days after acceptance by Mission Springs Water District.
  - i. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state and federal regulations and statutes including but not limited to Cal/OSHA requirements.
  - j. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.
  - k. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

- l. Consultant hereby assigns to Mission Springs Water District all ownership and any and all intellectual property rights to the Written Products that are not otherwise vested in Mission Springs Water District pursuant to section above.
- m. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.
- n. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.
- o. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.
- p. Consultant shall not maintain, commit, or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.
- q. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.
- r. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.
- s. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.
- t. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.
- u. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or

prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

- v. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.
- w. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.
- x. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.
- y. The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be the Superior Court of Riverside County, California.
- z. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.
- aa. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.
- bb. Consultant will act hereunder as an independent contractor. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.
- cc. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.
- dd. This work is subject to the State of California "Prevailing Wage Rates". This work 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 (DIR) 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.

Pursuant to SB 854, 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 electronic certified payroll records directly to the Labor Commissioner using the California Division of Labor Standards Enforcement's online portal.

# EXHIBIT A

## SCOPE OF WORK

### Annual Landscape Maintenance for District Facilities 2022-2023

#### GENERAL CONSIDERATIONS

This specification is for a full landscape maintenance program, as described herein, for the routine maintenance of approximately 36 sites located in the City of Desert Hot Springs, unincorporated area of Riverside County – Whitewater, and portions of North Palm Springs varying in degree of development. Contractor is to furnish all labor, equipment, materials, and supervision, except as otherwise provided herein, to perform landscape maintenance including but not limited to the following:

- a. Weeding and cultivating;
- b. Irrigations and sprinkler system maintenance;
- c. Maintaining irrigation system and landscape drawings (as available);
- d. Watering;
- e. Trimming, pruning and training;
- f. Mulching;
- g. Litter removal;
- h. Brush clearance;
- i. Treatment and control of plant diseases;
- j. Applying herbicides;
- k. Chemical weed control;
- l. Clean-up and debris removal;
- m. Hardscape maintenance (i.e.: sweeping or blowing down concrete and or asphalt areas, crack and or gutter weed abatement)

In addition to the above maintenance items, the contractor is to repair vandalized sprinkler systems, vandalized landscape and hardscape.

#### FACILITIES

##### MSWD ADMINISTRATION CAMPUS

MSWD Administration campus is located at *66575 Second Street in the City of Desert Hot Springs*. Contractor shall provide weekly full landscape maintenance program based on the items mentioned above.

##### MSWD - Horton Wastewater Treatment Plant

MSWD Horton WWTP is located at *14601 Verbena Drive in the City of Desert Hot Springs*. Contractor shall provide a monthly landscape maintenance program based on the items mentioned above.

**MSWD Well and Reservoir sites**

	<b>Site/Facility Name</b>	<b>Address</b>	<b>City</b>
1	Well No. 22	65115 Pierson Blvd.	Desert Hot Springs
2	Well No. 24	Acoma - East of Little Morongo	Desert Hot Springs
3	Well No. 25	Rushmore South of Tamarack	Whitewater
4	Well No. 25A	13040 Rushmore Avenue	Whitewater
5	Well No. 26	Frontage Road - Off Verbena	Whitewater
6	Well No. 26A	55745 San Pierre	Whitewater
7	Well No. 27/31	64261 Dillion Road	Desert Hot Springs
8	Well No. 28	64355 Mission Lakes Blvd.	Desert Hot Springs
9	Well No. 29	65700 Ironwood Drive	Desert Hot Springs
10	Well No. 30	9950 Indian Avenue	Desert Hot Springs
11	Well No. 32	16075 Little Morongo Road	Desert Hot Springs
12	Well No. 33	19011 Little Morongo Road	Desert Hot Springs
13	Well No. 34	62998 Mission Lakes Blvd.	Desert Hot Springs
14	Well No. 37	65262 Two Bunch Palms Trail	Desert Hot Springs
15	Woodridge Reservoir	12400 Woodridge Avenue	Whitewater
16	Cottonwood Reservoir	S/W Corner Cottonwood and Boulder	Whitewater
17	Valley View Reservoir	16263 Valley View Road	Desert Hot Springs
18	Overhill Reservoir	60755 Hilltop Road	Desert Hot Springs
19	Gateway Reservoir	61400 Pierson Blvd	Desert Hot Springs
20	Mission Lakes Reservoir	1000' N. of Augusta E. Of Club House	Desert Hot Springs
21	Annandale Reservoir	1000' N. of Annandale Road	Desert Hot Springs
22	Terrace Reservoir	66700 Terrace Way	Desert Hot Springs
23	Vista Reservoir	9030 Valencia Drive	Desert Hot Springs
24	High Northridge Reservoir	Across from 9755 Verbena Drive	Desert Hot Springs
25	Low Northridge Reservoir	Mission Lakes Blvd. E/ Verbena Ave.	Desert Hot Springs
26	Two Bunch Palms Reservoir	Casa Loma Rd S/ Rochelle Road	Desert Hot Springs
27	High Desert View Reservoir	Behind 12025 Highland Avenue	Desert Hot Springs
28	Low Desert View Reservoir	S/W Corner of Desert View and Mountain View	Desert Hot Springs
29	Quail Reservoir	Quail Trail E/ Long Canyon Road	Desert Hot Springs
30	Worsley Reservoir	11117 Worsley Road	Desert Hot Springs
31	Highland Reservoir	Redbud Road	Desert Hot Springs
32	Redbud Reservoir	12015 Redbud Road	Desert Hot Springs

Contractor to provide monthly landscape maintenance program based on the items mentioned above.

**MSWD – Well 33 Solar Field**

MSWD Well 33 Solar Field is located at *19011 Little Morongo Road in the City of Desert Hot Springs*. Contractor shall provide monthly landscape maintenance program based on the items mentioned above.

### **MSWD DOS PALMAS LIFT STATION**

MSWD DOS Palmas Lift Station is located at *66920 Dillon Road in the City of Desert Hot Springs*. Contractor shall provide quarterly landscape maintenance program based on the items mentioned above

### **REQUIREMENTS**

1. **STANDARD OF PERFORMANCE.** It is the intent of this maintenance contractor to provide a level of maintenance that will present a pleasing and desirable appearance at all times. The Contractor is to maintain all designated areas covered by these specifications at such a level. The District shall be the sole judge as to the adequacy of the contractor's maintenance of the appearance of the sites.
2. **SCHEDULE AND NOTIFICATION.** The Contractor shall submit a schedule of activities to the District. This schedule shall contain a comprehensive listing of maintenance activities and the day(s) on which they will be performed at each site. This comprehensive check list shall be provided to the District and updates shall be submitted as needed. Contractor shall notify the District forty-eight (48) hours prior to commencing the following items,
  - Tree Trimming
  - Major Tree Removal
  - Applying pesticides or herbicides
3. **NOTICE OF ADVERSE CONDITIONS.** When conditions exist such that additional work outside the scope of this contract is needed to prevent the loss or injury of plants, material, slopes, structures, or other District property, the Contractor shall notify the District in writing, setting forth the adverse condition and providing a recommended solution, if any. The District expects the Contractor to be proactive with regards to identifying and reporting adverse conditions.
4. **REPORTING DAMAGE.** The Contractor will report, without delay, any damage to the sites covered by these specifications, and the Districts equipment or other property located on the sites, regardless of whether caused by his own acts, the acts of others or acts of the District.
5. **REPAIR OF DAMAGE.** The Contractor will be responsible to promptly repair all defective work and damage caused by their work, or lack of work, at no cost to the District. Replacement of damaged irrigation systems or other facilities shall be the same kind as those previously existing.
6. **KEYS AND LOCKS.** Prior to starting work, the District will furnish and check out/assign to the Contractor a reasonable number of keys and or remotes to the sites. The Contractor shall be responsible for the distribution of these keys and or remotes to responsible employees and shall take all steps to prevent the unauthorized use of the keys. At the end of the fiscal year

or at termination of contract, Contractor will be required to return all keys and or remotes to the District.

7. **WORKING HOURS.** Maintenance and repair work shall be performed between the hours of **6:30 a.m. and 4:00 p.m. Monday through Friday.** Any work outside of these hours or days will require approval from the District.
8. **BUSINESS LICENSE.** The Contractor shall possess a valid City of Desert Hot Springs business license.
9. **CONTRACTOR LICENSE/BONDING.** The Contractor shall be bonded and insured and hold a valid Contractor's license issued by the California Contractor State License Board.
10. **PREVAILING WAGE.** This work is subject to the State of California "Prevailing Wage Rates". This work 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 (DIR) 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.

Pursuant to SB 854, no contract 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 electronic certified payroll records directly to the Labor Commissioner using the California Division of Labor Standards Enforcement's online portal.

#### **MAINTENANCE REQUIREMENTS**

1. **WATERING.** Contractor shall determine an efficient watering schedule for all sites accordingly and shall adhere to this schedule.
2. **WEED CONTROL.** All areas shall be maintained in a weed free condition. Hand removal of all weeds will be the eradication method unless otherwise approved by the District.
3. **TRIMMING.** Shrubbery shall be trimmed and shaped according to industry standards, which varies by species, to encourage healthy growth habits. Shrubbery shall be trimmed back from electrical cabinets, doorways, gateways, walkways, fences and property lines so that an unobstructed access is always maintained. All brush shall be removed from at least five (5) feet from any boundary fence. Shrubs and brush shall be trimmed to maintain a minimum six (6) foot clearance from any structure.
4. **WEEDING.** Sites shall be maintained in a weed-free condition. Hand weeding shall be performed on every site visit per the submitted schedule.



5. **MULCHING.** Where applicable, plant areas shall be cultivated and mulched at all times with a minimum of two-inch depth and a maximum of four-inch depth when allowed to maintain plant vitality. Contractor shall maintain all mulch/ground cover areas and add as needed. Contractor shall notify District when mulch is needed. District will provide mulch to contractor for use.
6. **DISEASE CONTROL.** The Contractor shall inspect all landscaping for signs of disease and distress, shall take all reasonable steps to cure the disorder. When the condition is not feasible to cure, the Contractor shall submit a report stating the lack of cure or reason for unfeasibility. The cost of diagnosing and treating plant diseases shall be borne by the Contractor.
7. **TREE TRIMMING.** Contractor shall perform tree trimming a minimum of every year, removing suckers and cross branches. Dead and diseased wood and damaged branches shall be removed back to a side branch. Thin-out, shape and head back trees to provide a pleasing appearance and a sound, strong form. Vine tendrils shall be removed to the ground in a manner which will not injure the tree or scar the trunk. The District must be notified in advance to tree trimming.
8. **WIND DAMAGE.** The Contractor shall be responsible for the removal of trees, or limbs that fall as a result of high wind. In extreme cases when fallen trees are obstructing walkways or when it inhibits regular performance of staff, removal must be done within 24 hours of falling. Fallen trees shall be taken out by the root. The hole shall be filled in and the area leveled to the natural grade and contours.
9. **WALKWAYS AND DRIVEWAYS.** Where applicable, walkways, driveways, and parking lots shall be cleaned of all foreign substances and must be performed during each visit.
10. **LITTER REMOVAL.** Litter shall be removed from all sites on each visit per submitted schedule.
11. **HERBICIDE USE AT RESERVOIR/WELL SITES.** No herbicides of any type may be used around wells, concrete reservoirs, underground or subsurface reservoirs. Vegetation must be physically removed in these cases.
12. **IRRIGATION/SPRINKLER SYSTEMS.** The contractor shall maintain the complete irrigation system in an operable condition including but not limited to pressure pipes from the water meter to the control valves, all sprinkler pipes, all manual and automatic valves used for the sprinkler systems, anti-siphon valves sprinkler heads, anti-drain valves, electrical wiring from the controller to the solenoid valves, strainers, filters, pressure regulators, automatic controllers, valve boxes, emitters, and driplines.

# EXHIBIT B

## Bid Results

### Bidder Details

**Vendor Name** Urban Habitat  
**Address** P.O. Box 1177  
 La Quinta, California 92247  
 United States  
**Respondee** Geoff Hayball  
**Respondee Title** Director of Landscape Maintenance  
**Phone** 760-345-1101  
**Email** Geoff@myurbanhabitat.com  
**Vendor Type**  
**License #**

### Bid Detail

**Bid Format** Electronic  
**Submitted** 05/23/2022 2:50 PM (PDT)  
**Delivery Method**  
**Bid Responsive**  
**Bid Status** Submitted  
**Confirmation #** 292784

### Respondee Comment

### Buyer Comment

### Attachments

File Title	File Name	File Type
Mission Springs Water District.pdf	Mission Springs Water District.pdf	General Attachment

## Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Section 1							\$18,200.0000		
1			Weekly Landscape Maintenance (1 time per week) - Administration Campus	Each	52	\$350.0000	\$18,200.0000	Yes	2 Man Crew 1 Day Per Week
Section 2							\$28,800.0000		
2			Monthly Landscape Maintenance (1 time per month) - Horton Wastewater Treatment Plant	Each	12	\$2,400.0000	\$28,800.0000	Yes	2 Man Crew 1 Time Per Month. 1 Full Week Per Month to cover all well sites
Section 3							\$10,500.0000		
3			Monthly Landscape Maintenance (1 time per month) - MSWD Well & Reservoir Sites	Each	12	\$875.0000	\$10,500.0000	Yes	2 Man Crew 1 Time Per Month
Section 4							\$10,500.0000		
4			Monthly Landscape Maintenance (1 time per month) - MSWD Well 33 Solar Field	Each	12	\$875.0000	\$10,500.0000	Yes	2 Man Crew 1 Time Per Month
Section 5							\$2,100.0000		
5			Quarterly Landscape Maintenance (4 times per year) - MSWD Dos Palmas Lift Station	Each	4	\$525.0000	\$2,100.0000	Yes	2 Man Crew 1 Time Per Quarter

## Line Item Subtotals

Section Title	Line Total
Section 1	\$18,200.0000
Section 2	\$28,800.0000
Section 3	\$10,500.0000
Section 4	\$10,500.0000
Section 5	\$2,100.0000
<b>Grand Total</b>	<b>\$70,100.0000</b>

Mission Springs Water

District

66575 2<sup>nd</sup> Street

Desert Hot Springs, CA 92240

**URBAN  
HABITAT**

Submitted by:

## Who we are

Urban Habitat offers a biodynamic and non-synthetic approach to sustainable landscape services. What this means, is that we work with nature and realize that everything in our landscapes are part of one organism. Biodynamics teaches us that the soil is alive and the degree of this aliveness determines the health and vibrancy of the growing plant life. Think of it this way, we feed the soil and ensure it is healthy and alive. This soil is what in turn feeds the plant.

At Urban Habitat, we invest in keeping the landscape environment beautiful, consciously. Our philosophy is “Nature’s Workforce,” chosen because we believe that if Mother Nature had to choose a landscape maintenance company, she would chose us.

Our water management practices help to conserve water by using water more appropriately and creating less waste. Our “grass-cycling” helps to reduce your need for fertilizer by up to 30%. Our use of low emission powered equipment emits less CO<sub>2</sub> into our o-zone. We only use organic and environmentally friendly pesticides and herbicides - which means it is safe for your community to walk and play on immediately following application - unlike with synthetic applications. These practices, we like to call sustainable landscaping, is why we are “Nature’s Work Force,” creating a healthier, and greener environment and tomorrow.

## Urban Services

Landscape services is often a major expense to HOA Communities, since the appearance of the landscape is important to the community’s reputation and to the protection of community property values. By properly contracting for these services, a HOA can save money and extend the life of plants.

Our sustainable landscape management program combines regular maintenance visits and seasonal services plants need to stay healthy and look great. Our organic products and methods include corn gluten to fertilize and prevent weed growth; our own “compost-tea” to fertilize; and aeration for reducing soil impaction while increasing soil infiltration.

- **Landscape Maintenance Services:** Our management teams are trained to keep landscapes beautiful with minimal impact on the environment, without further

endangering neighborhood pets, local wildlife and beneficial insects; as well as creating a safer community for our friends and families.

- **Sustainable Pest Management:** Integrated Pest Management (IPM) minimizes pesticide usage and relies upon continuous monitoring to determine pest-caused injury levels and the use of a variety of less toxic methods of pest control.
- **Irrigation Management:** Our irrigation specialists are Certified Landscape Irrigation Auditor (CLIA) trained and experienced with all aspects and functions of water conserving systems to ensure optimum water usage for all areas.
- **Landscape Installation Services:** Urban Habitat covers a wide scope of landscape and irrigation installation work. We have the resources and capability to complete virtually any project, regardless of size or complexity.
- **Landscape Design Services:** We understand that occasionally landscapes need to be updated or revived. Our designer is local to the Coachella Valley and is experienced in providing a unique aesthetic and quality, bringing value to any landscape.

## Landscape Maintenance Proposal

### Maintenance Specifications

Urban Habitat shall maintain Mission Springs Water District common landscape areas in accordance with the following specifications. The intent of this agreement is to ensure that the above named property receives continuous quality maintenance to all landscape areas within the property boundaries. Urban Habitat will endeavor to perform this service in a timely, clean, orderly, safe and professional manner.

Urban Habitat shall keep close communication with the property owner and/or its representative regarding your landscape program, current conditions and any problem areas. Urban Habitat shall offer advice, make recommendations and offer proposals that are intended to facilitate both short and long-term landscape objectives for the good of the community.

### Turf Care

Turf shall be mowed on a scheduled basis to maintain a neat appearance and to promote healthy growth. Turf shall be cut at a uniform height and be cut with sharp blades at all times. Care will be exercised during mowing operations to prevent damage to trees and other obstacles in the turf area.

All turf edges adjacent to any hardscape areas shall be trimmed as needed to maintain a neat appearance. Care shall be exercised to the use of edger's and weed eaters to prevent damage to trees, building surfaces, walls, headboard, light fixtures, signage, etc.

Urban Habitat will mow all turf areas with mulching mowers, eliminating landfill "green waste". All turf cuttings will be re-used to reduce fertilization costs.

Fertilization is included in this proposal, and will be applied three times annually. Fertilization of turf shall consist of a commercial organic type, either in liquid or granular form. Additional soil amendments may be applied per the results of the soils test and recommendations for treatment shall be made on a case-by-case basis. All treatments shall be approved by an "Additional Work Authorization" contract.

### Shrub/Groundcover Care

Shrubs and groundcover shall be pruned to perform and attain a desired aesthetic appearance while maintaining natural characteristics. Pruning shall be as required for appearance, general containment and safety. Landscape debris generated as a result of Urban Habitat shall be removed and recycled off site.

Fertilization of shrub/groundcover is included in this contract and will be conducted four times per year. Fertilization of shrubs shall consist of a commercial organic type, either in liquid or granular, or to maintain healthy soils by incorporating organic matter, making regular pH adjustments.

### Tree Care

All trees will be continually pruned in accordance to International Society of Arboriculture (ISA) and ANSI standards and practices, to maintain the integrity of the tree and clear all walkways and roads. Trees will be maintained in a fashion to encourage the natural form and shape of the tree. Staking and guying will be inspected and adjusted to prevent girdling damage to trunk or limbs.



Fertilization of trees is included in this contract and will be conducted three times per year. Fertilization of trees shall consist of a commercial organic type, either liquid or granular, or to maintain healthy soils by incorporating organic matter, making regular pH adjustments.

### **Integrated Pest Management**

Urban Habitat, uses Integrated Pest Management (IPM) decision-making process for managing pests, and is included in this proposal. Pesticide applications will be targeted to the area suffering damage, and not the entire landscape. Urban Habitat uses a combination of:

- Physical or Mechanical Controls (hand labor, mowing)
- Cultural Controls (mulching, disking, plant type)
- Reduced Risk Chemical Controls (soaps, oils)

IPM method uses the least hazardous pesticides only as a last resort for controlling pests and for the protection of your environment and community.

### **Rodents**

Urban Habitat shall not be responsible for damage caused by rodents (not limited to gophers, squirrels, rabbits, etc.). Recommendations for treatment shall be made on a case-by-case basis. Urban Habitat will notify the property owner and/or their representative of any rodent eradication action needed. Urban Habitat will be responsible for the labor & material needed to eradicate rodents.

### **Weed Control**

Urban Habitat will be responsible for the labor needed to eradicate weeds (both pre and post-emergent)

### **Irrigation Management**

Controllers shall be adjusted to Urban Habitat sustainable practices and for the healthy growth of landscape areas. Repeat cycles will be utilized to eliminate water run-off and aid in water conservation. System operation shall be set at night or early mornings to reduce water evaporation and adhere to local water conservation practices.

Irrigation will be adjusted and cleaned as necessary for maximum efficiency. Sprinkler heads shall be kept clear of overgrowth, debris, or obstructions. All irrigation systems shall be tested and observed to verify effectiveness and ensure proper system operation.

### **Irrigation Repair**

Needed repairs from normal wear and tear are included in this contract, up to 1" in diameter for pipe, nozzles, and fittings. Any vandalism, accident or other unforeseen events will be

reported to the property representative immediately. Urban Habitat will also notify the property representatives of corrective repairs needed and are in addition to this contract. Any additional work will be completed under a separate approved “Additional Work Authorization” contract.

### **Drainage**

All landscape drainage devices such as concrete bench drains, swales, etc. will be routinely inspected and kept free of all debris, vegetation, soil, etc. which would deter their proper intended function.

### **Backflow Testing**

Backflow testing will be provided with the replacement of the backflow device. Replacement of the backflow device will be completed under a separate approved “Additional Work Authorization” contract.

### **Hardscape Areas**

Planter areas shall be kept free from normal litter and debris. Weeds in cracks in pavement, property sidewalks, shall be hand pulled or sprayed with organic herbicide. All areas shall be cleaned of debris resulting from Urban Habitat work. Urban Habitat practices strict SWPP’s company policies.

## Regular Rotation Schedule

This rotation schedule illustrates how often our crews will cycle through the project.

	Weekly	Bi-Weekly	Monthly	Quarterly
Mowing & Edging				
Litter/Debris Removal	X		X	X
Irrigation Adjustment	X		X	X
Monuments/Gates Detail	X		X	X
Weed Control	X		X	X
Tree Pruning				4X
Detail Planters	X			
Flowerbed Detail		X		
Aeration				
Over seeding				
Fertilization - Turf				
Fertilization - Trees				2X Annual
Fertilization - Shrubs				2X Annual
Fertilization - Groundcover				
Herbicide Application			X	
Pest Control			X	
Hardscape/Mailbox Areas				

## Additional Provisions

### Warranty

Warranties are for newly installed plant material only, and must be installed by Urban Habitat. Warranties are as follows:

- 90-day warranty will be granted on plant material of 1, 5 and 15 gallon sizes.
- One-year warranty for all trees 15 gallons and larger.

Plants damaged by acts of God, animals or vandalism are not covered by the warranty.

### Holidays

Urban Habitat office and field personnel observe all federal holidays and additionally Good Friday, Friday after Thanksgiving, and Christmas Eve and New Year's Eve.

### Good Faith Clause

If the property owner and/or its representatives cannot be reached, Urban Habitat shall use its best judgment to make immediate repairs at "Time and Materials" rates to prevent additional damage or expense to its clients. All work will be billed in addition to this contract.

### After Hours Work

After hours/weekend service calls are billed at premium rate plus materials. Emergency services are available 24 hours/seven days a week. Normal operating hours are 7am-4pm.

### Force Majeure

Neither party shall be considered in default of this agreement or be liable for damages for any failure of performance hereunder occasioned by the act of God, force of nature, war or warlike activity, insurrection or civil commotion, labor dispute, transportation delay, provided the party effected gives prompt notice to the other. Vandalism and catastrophic and/or unusual events resulting in damage to Mission Springs Water District Sites may result in additional costs.

### Company Personnel:

This proposal for the Mission Springs Water District Well Sites includes all necessary personell and equipment to successfully maintain the designated areas above personell standards & expectations. All company personnel will be in a dress code with company vests using proper protection equipment. Personnel shall be courteous to homeowners at all times. Occasionally, field personnel may be absent to attend continuing education or industry related classes. Personnel are released during unsafe working conditions, not limited to, extreme weather events, natural disasters or other acts of God.

### Quality Control Meetings:

Urban Habitat representative shall meet the HOA or its representative upon proper notification. Urban Habitat shall be notified ten (10) days in advance of such meetings. Site visits/walks are also desired to assist in good communication.

### Additional Terms And Conditions

**Payments and the Right to Stop Work:** Contractor shall have the right to stop work if any payment is not made to Contractor when due under this agreement. Contractor may keep the job idle until all payments due are received. In the event that collection efforts are initiated against the Owner, Owner agrees to pay for all associated fees at the posted rates. If any check received from the Owner does not clear our bank, Owner can be liable for three times the amount of the check, up to \$500.00, not less than \$100.00, plus the face value of the check, as set forth on California Civil Code Section 1719. These remedies are in addition to any other remedy that Contractor may have. A failure by Owner to make payment when due, is a material breach of this agreement. Urban Habitat shall not be responsible for any landscape damage caused by work stoppage due to late payments.

## Proposed Offer

Labor Work force per HOA specifications will be as follows:

- a. Labor to successfully maintain common areas meeting the required Standards
- b. Mow Crew to successfully maintain HOA turf areas meeting the HOA Community Standards
- c. 1 Supervisor
- d. 1 Account Manager
- e. 1 QAL Supervisor
- f. 1 Arborist

Terms and conditions for environmentally friendly **Landscape Maintenance** to be provided in conformance with this agreement for the monthly sum of **Five Thousand Nine Hundred Twenty Five with no cents (\$5,925 Average) per month (\$70,100 Annually) for Mission Springs Water District Designated Areas.**

This agreement is for a period of one year and is automatically renewed each contract anniversary date. Pricing is locked in for a one year period upon renewal is subject to a 5% increase. A change in the scope of this agreement and/or specification will be subject to a cost increase. Invoices are due within 30 days of billing date, or are subject to a 1-½% per month service charge (18% annual rate). Urban Habitat shall have right to stop work until all payments due have been received and paid, under the terms of this agreement.

Owner and Urban Habitat retain the right to terminate this agreement upon 30 days notice by Certified Mail. Owner agrees to pay all materials, extra work and pro-rated service for the period up to and including termination date.

This maintenance proposal is good for 120 days following first submittal.

\*\* Property must be brought to acceptable standards prior to commencement date. Alternatively a separate approved "Additional Work Authorization" contract may be utilized upon commencement in order to accomplish this.

\*\* Prior to commencement, irrigation systems must be tested and a report provided to owner/representative for review and consideration.

Accepted and executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Urban Habitat Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

## Exhibit A - Standard Unit & Rates Sheet

The below rates and unit prices are for work approved and completed outside of the proposed maintenance specifications and should be used as a guideline only for any costs associated with future proposed work.

<u>Item</u>	<u>Unit of Measure</u>	<u>Cost</u>	<u>Minimum Quantity</u>
<u>Labor*:</u>			
Laborer	EA	\$32.00/hr	4hr min
Irrigation Technician	EA	\$68.00/hr	2hr min
Foreman w/truck	EA	\$68.50/hr	4hr min
Superintendent w/truck	EA	\$70.00/hr	4hr min
Emergency Response	EA	\$65.00/hr	Portal-Portal
<u>Irrigation Repairs</u>			
Materials	EA	Cost + 25%	None
<u>Plant Material (Installed with Fertilizer Mix):</u>			
Annual Color	Flat	\$30.00	None
Potted Annual Color	4" flat	\$32.50	None
Groundcover	Flat	\$28.00	None
1 Gallon Shrub**	EA	\$16.00	None
5 Gallon Shrub**	EA	\$32.00	None
15 Gallon Shrub**	EA	\$115.00	None
15 Gallon Tree**	EA	\$125.00	None
24" Boxed Tree**+	EA	\$375.00	None
36" Boxed Tree**+	EA	\$875.00	None

\* Laborer crew must have foreman w/truck

\*\* Exotic/Native/Premium plant prices may vary

+ Crane or tractor for tree installation is extra

## Exhibit B - Integrated Pest Management Information

Integrated Pest Management (IPM) approach involves treating the landscape as an ecosystem. Rather than routinely scheduling pesticide applications, IPM focuses on regular monitoring and prevention of pests or their damage. It combines several methods of pest management, which reduce impacts on human health, non-target organisms, the environment, and surface and groundwater. Monitoring is an essential part of landscape maintenance.

An IPM approach determines if and when pest management measures are needed by regularly monitoring pests and their natural enemies. IPM employs physical, mechanical, cultural, biological, and chemical controls. It is important that turf and other vegetation be inspected during each visit for indications of pest problems. Pesticides should only be used when necessary and the decision to apply a pesticide must be supported by monitoring records (IPM Field Reports). Pesticide applications should be targeted to the area suffering damage, not to the entire landscape. Materials least harmful (least toxic) to the environment, based on UF/IFAS recommendations, should be used before using more harmful (more toxic) materials, and treatments should be evaluated to determine their effectiveness.



## Exhibit C - Business Information

### Office Locations

Physical Address

47530 Washington St #A  
La Quinta, CA 92253

Office: 760.345.1101

Fax: 855.469.4224

24 Hr. Toll Free: 855.469.4224

Mailing Address

PO Box 1177  
La Quinta, CA 92247

### License Information

CA License A, C-27, C-61/D49

License # 963744

QAL-B

Brett Brennan, License #133419

ISA Arborist

Brett Brennan, License #WE-11843A

### Insurance Carrier Information

Worker's Compensation Insurance

Insurance Company of the West WSD503477100

Limited Liability Insurance

Wesco Insurance Company, Inc. WPP-150830200

Auto Liability

Wesco Insurance Company, Inc. WPP-150830200

Excess Coverage (Umbrella)

Great American Alliance Ins. Co. XS9952901

# EXHIBIT C

## Term, Early Termination & Notice

### Annual Landscape Maintenance for District Facilities 2022-2023

#### **A. Term of Agreement**

This professional services agreement shall be effective upon approval by the parties thereof and shall expire upon (1) one year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between the District and Urban Habitat for Annual Landscape Maintenance for District Facilities 2022-2023 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 Urban Habitat.

#### **OWNER**

Attn: Chad Finch  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240

#### **CONSULTANT**

Attn: Geoff Hayball  
Urban Habitat  
47530 Washington Street St. #A  
La Quinta, CA 92253

**Bid Results for Project Annual Landscape Maintenance for District Facilities 2022-2023 (041422AL)**

Issued on 05/03/2022

Bid Due on May 24, 2022 5:00 PM (PDT)

Exported on 05/25/2022

Line Totals (Unit Price \* Quantity)

Item No.	Description	Unit of Measure	Quantity	Urban Habitat Unit Price	Urban Habitat Line Total	Urban Habitat - Comment	Sandco Landscape Contractors, INC. Unit Price	Sandco Landscape Contractors, INC. Line Total	Mariposa Landscapes, Inc. Unit Price	Mariposa Landscapes, Inc. Line Total
1	Weekly Landscape Maintenance (1 time per week) Administration Campus	Each	52	\$350.00	\$18,200.00	2 Man Crew 1 Day Per Week	\$345.00	\$17,940.00	\$85.76	\$4,459.52
2	Monthly Landscape Maintenance (1 time per month) Horton Wastewater Treatment Plant	Each	12	\$2,400.00	\$28,800.00	2 Man Crew 1 Time Per Month. 1 Full Week Per Month to cover all well sites	\$600.00	\$7,200.00	\$2,223.86	\$26,686.32
				\$875.00	\$10,500.00	2 Man Crew 1 Time Per Month				
3	Monthly Landscape Maintenance (1 time per month) MSWD Well & Reservoir Sites	Each	12	\$875.00	\$10,500.00	2 Man Crew 1 Time Per Month	\$3,650.00	\$43,800.00	\$5,234.36	\$62,812.32
				\$2,400.00	\$28,800.00	2 Man Crew 1 Time Per Month. 1 Full Week Per Month to cover all well sites				
4	Monthly Landscape Maintenance (1 time per month) MSWD Well 33 Solar Field	Each	12	\$875.00	\$10,500.00	2 Man Crew 1 Time Per Month	\$570.00	\$6,840.00	\$1,419.49	\$17,033.88
5	Quarterly Landscape Maintenance (4 times per year) MSWD Dos Palmas Lift Station	Each	4	\$525.00	\$2,100.00	2 Man Crew 1 Time Per Quarter	\$300.00	\$1,200.00	\$70.97	\$283.88
				Subtotal	\$70,100.00			\$76,980.00		\$111,275.92
				Total	\$70,100.00			\$76,980.00		\$111,275.92

**Urban Habitat is the apparent low bidder.**

**\*Amount on Bid Proposal for items 2 and 3 were input incorrectly (swapped - see attached letter) by bidder. Bid summary reflects correct amount. No affect on bid proposals/amounts**

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** JUNE 16 & 20, 2022

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

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




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## CONTRACT AGREEMENT WITH SOUTHERN CALIFORNIA FLEET SERVICES FOR FLEET SERVICE MAINTENANCE AND REPAIRS FOR 2022-2023

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### STAFF RECOMMENDATION

Authorize the General Manager to approve a contract agreement with Southern California Fleet Services Inc. to perform fleet service maintenance and repairs for all District vehicles and equipment, for a not to exceed amount of \$100,000.00 for a period of one year.

### SUMMARY

In early 2019, the District evaluated its fleet maintenance process. Vehicles and equipment were sent to outside vendors to have routine maintenance and repair work completed. The various repairs and maintenance activities that are outsourced to the different vendors make it increasingly more expensive and time consuming for staff to carry out coordinated activities such as repairs, vehicle maintenance, regulatory compliance, record keeping and financial tracking of the District's fleet.

### ANALYSIS

The District currently operates and maintains a fleet of 78 vehicles and equipment units. Staff has evaluated the services provided by Southern California Fleet Services Inc. This contract will continue to allow the District to maintain a better fleet maintenance program, which in turn will save time and money. Fleet maintenance will be scheduled after-hours which will minimize staff waiting for vehicle maintenance during working hours. Services provided by Southern California Fleet includes full vehicle maintenance to ensure vehicles are kept in the best and safest operating condition which will minimize any unnecessary repairs or down time.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract will be covered by the approved operating budget for vehicle/equipment maintenance/repair.

### ATTACHMENTS

Contract Agreement

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

**TO: Southern California Fleet  
Services Inc.  
2855 Sampson Avenue  
Corona, CA 92879**

**DATE: July 1, 2022**

**TITLE: Fleet Service Maintenance and Repairs for 2022-2023**

The undersigned Consultant agrees to furnish the following:

**All Work/Services per the attached Exhibit A – Scope of Work and in accordance with Exhibit B – Proposal provided by Southern California Fleet Services Inc., and per Exhibit C – Term, Early Termination & Notice**

Contract price \$: Not to Exceed \$100,000.00

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

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

Accepted:  
Mission Springs Water District

Consultant:  
Southern California Fleet Services Inc.  
(Business Name)

By: Arden Wallum

By: Tom Franchina

Title General Manager

Title President

Other authorized representative(s):

Other authorized representative(s):

Jeff Nutter  
Maintenance Superintendent

Brian Macy  
Assistant General Manager

Consultant agrees with the Mission Springs Water District that:

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

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

- 1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
- 2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)

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

General liability - coverage of not less than two million (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage; (\$4,000,000 general and products-completed operations aggregate (if used)).

1. Auto liability - One million dollars \$1,000,000 for bodily injury and property damage each accident limit.
2. Workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable).

**Required Provisions –**

- The general liability coverage shall give Mission Springs Water District, its directors, officers, employees (collectively the District), and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or **both** CG 20 10 plus CG 20 37 if a later edition is used) specifically naming the Mission Springs Water District, its directors, officers, employees, or authorized volunteers; or using the language that states "as required by written contract."
  - The general liability coverage is to state or be endorsed (with as broad as ISO endorsement CG 20 01 04 13) to state "such insurance shall be primary and any insurance, self-insurance or other coverage maintained by Mission Springs Water District, its directors, officers, employees, or authorized volunteers shall not contribute to it".
  - Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- VII, or equivalent, or as otherwise approved by Mission Springs Water District.
  - The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.
  - In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.
- f. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.
  - g. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."
  - h. Payment, unless otherwise specified on Page 1, is to be within thirty (30) days after acceptance by Mission Springs Water District.
  - i. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state and federal regulations and statutes including but not limited to Cal/OSHA requirements.
  - j. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.
  - k. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

- l. Consultant hereby assigns to Mission Springs Water District all ownership and any and all intellectual property rights to the Written Products that are not otherwise vested in Mission Springs Water District pursuant to section above.
- m. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.
- n. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees, and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.
- o. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.
- p. Consultant shall not maintain, commit, or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.
- q. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.
- r. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.
- s. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.
- t. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.
- u. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or



prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

- v. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.
- w. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.
- x. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.
- y. The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be the Superior Court of Riverside County, California.
- z. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.
- aa. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.
- bb. Consultant will act hereunder as an independent contractor. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.
- cc. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

# EXHIBIT A

## SCOPE OF WORK

### Fleet Service Maintenance & Repairs for 2022-2023

#### **A. Services**

Contractor shall perform maintenance and repairs to all vehicles and equipment including commercial vehicles and BIT inspections. Maintenance will include, but is not limited to, maintenance to all tires, brake inspections, oil changes and full vehicle inspections (see Exhibit B). Mission Springs Water District will supply maintenance items and repair items.

# EXHIBIT B



May 16, 2022

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

Hello Jeff,

We are proposing an increase to our rates effective July 1, 2022 on regularly scheduled work on autos up to  $\frac{3}{4}$  ton, highway trucks over  $\frac{3}{4}$  and off-road equipment as provided below.

Our company has received cost increases across the board in wages, fuel, health care, support services, transportation, general liability and workers compensation insurances, to name a few. It is our goal to minimize these annual increases while continuing to concentrate on providing the services our market depends upon. Our concentration in 2022 is to be more efficient, timelier and more dedicated to providing the best service possible for you. We value your business and will do everything in our power to make this dedication a reality for you.

Below are our proposed rates for the 2022 – 2023 contract year:

Labor Activity	Previous Rate Per Hour	2022 Rate Per Hour
Rate for scheduled work on autos / light duty trucks up to $\frac{3}{4}$ ton	\$89.00	\$115.00
Rate for scheduled highway vehicles over $\frac{3}{4}$ ton	\$115.00	\$135.00
Rate for schedule work on off-road equipment	\$125.00	\$145.00p

The new rates would apply to any work order that will be created beginning July 1, 2022.

Should you have any questions regarding this information, or how we have arrived at this increase, please contact us at (951) 272-8655. Thank you for being our valued customer!

Sincerely,

*Tom Franchina*

Tom Franchina, President  
Southern California Fleet Services, Inc.

## EXHIBIT C

### Term, Early Termination & Notice

#### Fleet Service Maintenance & Repairs for 2022-2023

##### **A. Term of Agreement**

This professional services agreement shall be effective upon approval by the parties thereof and shall expire upon one (1) calendar year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between the District and Southern California Fleet Services, Inc. for Fleet Service Maintenance & Repairs for 2022-2023 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 Southern California Fleet Services, Inc.

##### **OWNER**

Attn: Jeff Nutter  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240

##### **CONTRACTOR**

Attn: Tom Franchina  
Southern California Fleet Services, Inc.  
2855 Sampson Avenue  
Corona, CA 92879

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING  
**MEETING DATE(S):** JUNE 16 & 20, 2022  
**FROM:** Brian Macy – Assistant General Manager



**FOR:** ACTION  X  DIRECTION      INFORMATION    

---

**FIRST SUPPLEMENT TO THE  
 MEMORANDUM OF UNDERSTANDING REGARDING COLLABORATION ON THE  
 COACHELLA VALLEY SALT AND NUTRIENT MANAGEMENT PLAN**

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## STAFF RECOMMENDATION

Authorize the General Manager to execute the First Supplement to the Memorandum of Understanding (MOU) with the Coachella Valley Salt and Nutrient Management Plan (CV-SNMP) Agencies regarding collaboration and cost sharing on the CV-SNMP Update and creating a project in the amount of \$400,000.

## SUMMARY

On November 5, 2020 the CV-SNMP Agencies (including City of Palm Springs, Coachella Valley Water District (CVWD), City of Coachella, Desert Water Agency, Indio Water Authority, Mission Springs Water District (MSWD), Myoma Dunes Mutual Water Company, and Valley Sanitary District) entered into an MOU to collaborate on the development of a workplan to update the CV-SNMP and on subsequent work that may arise from the CV-SNMP Development Workplan and Groundwater Monitoring Program Workplan. Following the Regional Water Board's approval of the CV-SNMP Development Workplan on October 4, 2021, the CV-SNMP Agencies selected West Yost Associates, Inc. (West Yost) through a competitive process to implement the Development Workplan (i.e. prepare the CV-SNMP Update). West Yost's proposal to prepare the CV-SNMP Update includes a total not to exceed fee of \$2,684,212, inclusive of a 5% contingency. The CV-SNMP Agencies intend to have CVWD contract directly with West Yost and CVWD received their Board's approval for contracting and this First Supplement to the MOU in May 2022. The First Supplement to the MOU includes a mutually agreed upon cost share schedule to implement the Development Workplan. Said cost share is based on several weighted factors, including if an agency is a state water contractor that imports water to the basin, if an agency produces recycled water, participation in a SGMA Alternative Plan(s), and the number of water and sewer connection for each agency. The CV-SNMP Agencies are also actively pursuing grant funding opportunities to help offset project costs.

## ANALYSIS

Per the First Supplement to the MOU, MSWD's share of the consultant costs for implementing the Development Workplan are approximately 7.8% of West Yost's total not to exceed fee, or \$209,611.78. Development Workplan implementation will occur over the next 5-years, which equates to an average annual cost for the plan only of \$41,922. If the CV-SNMP Agencies are successful in receiving grant funding, the cost share will be lowered accordingly.

## FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The fiscal impact may be as much as \$400,000 over the 5-year period, including consultant and staff time and depending on grant funding award. The CV-SNMP Update is consistent with the 2017 Strategic Plan Strategic Goal # 1 – Water Supply (No. 2, Priority A).

## ATTACHMENTS

West Yost's CV-SNMP Update Proposal  
 CV-SNMP MOU First Supplement Final



**ELECTRONIC COPY**

**COACHELLA VALLEY WATER DISTRICT  
RFP 2022-8**

**Proposal to Implement Workplan  
to Develop the Coachella Valley  
Salt and Nutrient Management Plan**





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23692 Birtcher Drive  
Lake Forest, CA 92630

949.517.9090 phone  
949.517.9090 fax  
westyost.com

February 25, 2022

**Coachella Valley Water District**

75-515 Hovley Lane East  
Palm Desert, CA 92211

**RE: Proposal to Implement the Workplan to Develop the Coachella Valley Salt and Nutrient Management Plan (CV-SNMP), PSA 2022-8**

Dear Coachella Valley Water District:

The State Water Board's Recycled Water Policy requires the Coachella Valley SNMP Agencies (CV-SNMP Agencies) to develop an Salt and Nutrient Management Plan (SNMP) that sustainably manages salt and nutrient loading in the Coachella Valley Groundwater Basin to protect its beneficial uses. The CV-SNMP Agencies prepared an SNMP in 2015 that was rejected by the Regional Board, in part, because of insufficient consideration of salt loading from the recharge of Colorado River water, which is an invaluable water supply to the Coachella Valley and its economy. This effort to develop the CV-SNMP must not fail. The CV-SNMP must comply with the Recycled Water Policy and, at the same time, allow the use of Colorado River water (and recycled water) without spending hundreds of millions of dollars to attain water-quality objectives that do not have a nexus to the protection of the beneficial uses of groundwater.

In 2020/21, the CV-SNMP Agencies hired West Yost to lead a multi-stakeholder effort, including Regional Board staff, in the development of a workplan to update the 2015 CV-SNMP (CV-SNMP Workplan). The CV-SNMP Workplan, which we prepared in collaboration with the CV-SNMP Agencies and Regional Board, included an updated groundwater monitoring program and a technical scope-of-work to set numeric TDS objectives across the groundwater basin, which are necessary to develop a CV-SNMP that complies with the Recycled Water Policy and resolves the concerns of the Regional Board with the CV-SNMP Workplan. The Regional Board approved the CV-SNMP Workplan in 2021.

We are proud of this accomplishment and the working relationships we developed with the CV-SNMP Agencies and Regional Board staff that made the accomplishment possible. We also understand that the job is not complete. We plan to faithfully execute the Workplan and build upon the trust and confidence that we have developed with the stakeholders and Regional Board. The trust and confidence were earned through our technical abilities, our extensive experience in developing SNMPs, our creative thinking, our communication skills, and our ability to lead and facilitate stakeholder efforts.

We are assigning the same senior staff that developed the CV-SNMP Workplan to lead the implementation of the CV-SNMP Workplan. **Andy Malone** will serve as the Project Manager and Technical Supervisor for the project. Andy was the lead author of the CV-SNMP Workplan. In addition, we have augmented our team with the foremost professionals in California in SNMP law and policy and stakeholder engagement and outreach. **Tess Dunham** of Kahn, Soares & Conway, LLP (KSC), will serve as the lead regulatory and policy advisor. Tess was a key contributor to the development of the Central Valley SNMP as part of the CV-SALTS program. **Meagan Wylie** of Zephyr Collaboration (Zephyr) will lead stakeholder engagement and outreach. Meagan has served as an outreach and engagement facilitator in the development of several Groundwater Sustainability Plans (GSPs), including the critically overdrafted Borrego Springs Subbasin.



Coachella Valley Water District  
February 25, 2022

We were hired to prepare the CV-SNMP Workplan based on our long history of leading the development and implementation of innovative technical and policy solutions that balance the water-supply challenges of water/wastewater agencies and State mandates to protect water quality. Some of these past efforts included:

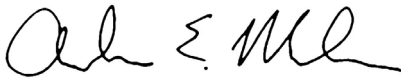
- The development of the Regional Board approved SNMP for the Santa Ana Region. This work was codified in Basin Plan and lauded by the State Board as a prototype for SNMPS across California.
- The development of the Regional Board approved SNMP for the Central Valley.
- The development and implementation of the Chino Basin Optimum Basin Management Program, which was estimated to have provided a net present value benefit of \$1 billion to the region.
- The development of scientifically based TDS objectives that conform to California Water Code requirements.
- The development of creative SNMPS that result in cost-effective salinity management and the protection of beneficial uses of groundwater and surface water.
- Leading large stakeholder groups through complex decision-making processes under strict regulatory deadlines. These efforts included the development of the Tulare Basin GSP and the ongoing implementation of the Borrego Springs GSP.

We are confident that we are proposing the most experienced team and a tested, successful approach to CV-SNMP development with the highest certainty for Regional Board approval. The stakes are high for the ratepayers in the Coachella Valley. Without this team and without our approach, the CV-SNMP development process may fail again, or the ultimate cost of SNMP compliance may be so great that it results in an unnecessary shock to the Coachella Valley economy.

We look forward to discussing the proposal with you. Please call or email Andy Malone or Charles Duncan with any questions or needs for additional information.

Sincerely,

**WEST YOST**



Andy Malone, PG  
Project Manager and Technical Supervisor

949.600.7503  
amalone@westyost.com



Charles T. Duncan, PE  
CEO, Principal-in-Charge

530.792.3220  
cduncan@westyost.com

**Local Office**

23692 Birtcher Drive  
Lake Forest, CA 92630  
Tel: (949) 517-9090  
Fax: (530) 756-5991

**Headquarters**

2020 Research Park Drive, Suite 100  
Davis, CA 95618  
Tel: (530) 756-5905  
Fax: (530) 756-5991  
web: www.westyost.com  
Proposals email: rfp@westyost.com

# 01 // EXECUTIVE SUMMARY



**Personnel.** This section identifies each person that will be assigned to the project and describes their experience, qualifications, and applicable professional licenses held. We are dedicating our most experienced, senior staff to perform the scope of services—the same staff responsible for preparing the CV-SNMP Development Workplan. Andy Malone, PG was the lead author of the CV-SNMP Workplan. Andy will serve as the project manager, primary point of contact, and the lead technical supervisor for the project. Andy will be supported by several West Yost scientists and engineers with extensive experience in SNMP development and implementation. In addition, we have augmented our team with the foremost professionals in California in SNMP law and policy and stakeholder engagement and outreach. Tess Dunham will serve as the Regulatory & Policy Advisor. Tess will verify that the CV-SNMP satisfies the requirements of the Recycled Water Policy and is consistent with State law and policy, particularly with regard to the establishment of numeric Basin Plan objectives for TDS. Meagan Wylie will lead the stakeholder outreach and engagement efforts which include the public and across the various project committees.

**Understanding of Project.** This section describes our understanding of the project and our approach to project implementation. This is not a detailed description of the scope of services since that is described in the Workplan itself (the scope of services is listed in the Cost Proposal section of this proposal). Instead, this section describes: (1) the basis for our unparalleled understanding of the project; (2) the key principles and methods that we will employ to secure a successful outcome; and (3) the three distinct but related efforts/disciplines that are needed to develop a successful SNMP for the Coachella Valley—technical, policy/

regulatory, and stakeholder engagement/outreach. The primary objectives of the project are to:

- Provide the scientific justification for numeric TDS objectives for groundwater that will result in the long-term protection of the beneficial uses of the groundwater basin.
- Support the development of an SNMP that will maintain water quality in the basin pursuant to the numeric groundwater objectives, but at the same time, result in maximum beneficial use of the basin at the lowest possible cost.

**References.** This section provides several client references with project descriptions that demonstrate our excellent work in the development of robust SNMPs and leading multi-stakeholder groups through collaborative decision-making processes. We are confident that no other consultant can claim the same level of successful experience and client satisfaction as our team. The following information is included: project name, organization contact name, phone number, e-mail address, relevance to the CV-SNMP, and description of services. We encourage you to explore our project descriptions and contact our client references to confirm our claims of success and client satisfaction.

**List of Representative Projects.** This section includes a matrix that lists various representative projects that our team has successfully completed over the last five years versus the experience and skill sets required to implement the CV-SNMP Workplan. This chart demonstrates our exceptional qualifications to implement the CV-SNMP Workplan.

**Disclosure of Claims/ Lawsuits.** This section answers the disclosure questions included in the Request for Proposals (RFP).

**Cost Proposal.** This section includes a detailed, line-item cost proposal to execute the required Scope of Services described in Attachment 1 of the RFP. The cost table is broken down by task and subtask, and hence, outlines the specific steps that will be taken to execute the Scope of Services. For each task and subtask, the table describes the team members (and their staff classifications) that are expected to work on each task/subtask. The total cost estimate over the 5-year project period is approximately \$2,811,927.

**Appendix A – Resumes.** This section includes the full resumes for each team member that is listed in the Personnel section.

# 02 // PERSONNEL



## West Yost

West Yost is a consulting engineering firm that was founded in 1990. Our focus is exclusively water, groundwater, wastewater, recycled water, and stormwater. We have broad experience in providing planning, design, construction management, and program management services in these areas.

West Yost is headquartered in Davis, California, and has over 200 staff members in 11 offices. The team we propose is primarily located and managed from our Lake Forest, CA office. Our staff includes certified or registered professionals in chemical, civil, control systems, electrical, environmental, and mechanical engineering; wastewater treatment and regulatory compliance; geology, engineering geology, and hydrogeology; architecture; GIS; control systems, cybersecurity, and risk management; asset management and condition assessment; project management; and construction management and inspection services.

## Dedication to Client Service and Quality

West Yost is dedicated to providing exceptional client service and high-quality work products. Our success at meeting ongoing client needs is exemplified by our long-term relationships and repeat work. Our experience will allow us to serve as a valuable extension of your staff. West Yost will manage projects proactively and provide responsive service and timely work products.



## OFFICE LOCATIONS

### OREGON

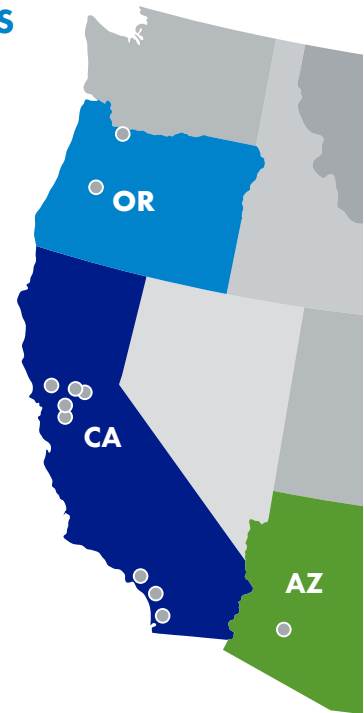
- Eugene
- Lake Oswego

### CALIFORNIA

- Concord
- Davis (Corporate HQ)
- Lake Forest
- Oceanside
- Pleasanton
- Sacramento
- San Diego
- Santa Rosa

### ARIZONA

- Phoenix



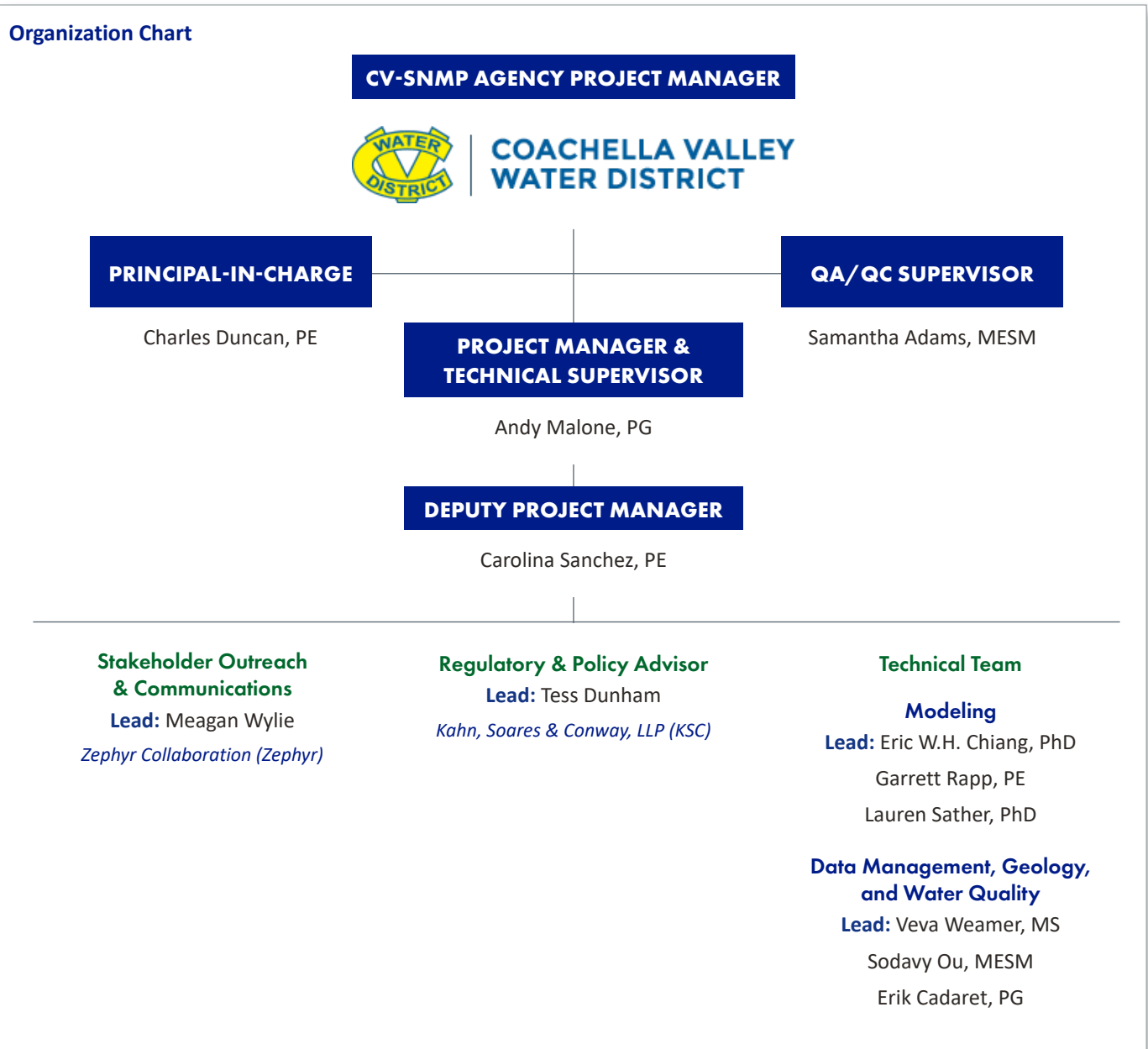
## FAST FACTS

<p><b>25</b> YEARS SERVING CLIENTS IN SOUTHERN CALIFORNIA</p>	<p><b>9</b> SALT NUTRIENT MANAGEMENT PLANS DEVELOPED</p>	<p><b>25+</b> GMZ'S WHERE TDS BASIN PLAN OBJECTIVES WERE DEFINED</p>
---	--	--

## The West Yost Team

We have selected a team of highly skilled scientists, geologists, engineers, and policy and engagement experts to execute the Scope of Services described in the RFP. With our collective experience, you can be certain that our team will execute this important project in a technically proficient and time-efficient manner. Our key personnel assigned to the project have extensive experience with salt and nutrient management planning, regulatory compliance, the Basin Plan, water quality characterizations, the 2018 Recycled Water Policy, data collection and management, and groundwater and surface-water modeling.

Brief biographies of our team members are presented below. Detailed resumes with project experience are included as Appendix A. Complete project descriptions for projects of similar size and scope completed by members of this team are presented in Section 4: References.



## Project Team

### Management



#### **Andy Malone, PG** **PROJECT MANAGER AND** **TECHNICAL SUPERVISOR**

**Andy will serve as the Project Manager and will oversee all aspects of the project team. He will serve as the CV-SNMP**

**Agencies' primary point of contact and provide effective communication and leadership throughout the contract period. Andy will engage the CV-SNMP Agencies' staff in the process and keep the contract on schedule and within budget. He will ultimately be responsible for the CV-SNMP Agencies' satisfaction with the quality of our team's work products, deliverables, and client service.**

Andy is a Principal Geologist at West Yost with over 25 years of professional experience in water resources consulting and geologic sciences. His technical expertise includes basin characterization, hydrogeologic and hydrologic analyses, groundwater management planning, salt and nutrient management planning, development, and implementation of monitoring programs to support basin management and regulatory compliance, GIS, and database design and implementation. Andy was the lead geologist in the delineation of the current groundwater management zones (GMZs) within the Santa Ana River (SAR) watershed, and the recalculation of their TDS and nitrogen objectives, to support the 2004 Basin Plan amendment. Andy has extensive experience in leading Technical Advisory Committees - including to support land subsidence management in the Chino Basin and implementation of the Groundwater Management Plan in the Borrego Springs Subbasin. Recently, Andy was the project manager for the stakeholder process in the Coachella Valley to develop the CV-SNMP Workplan. Andy's abilities to communicate to clients and decision-makers in an accurate and understandable manner on the meaning of complex technical information are second to none.



#### **Charles Duncan, PE** **PRINCIPAL-IN-CHARGE**

**Charles, as Principal-in-Charge, will oversee the project and allocate the staff time and company resources to keep this project on schedule and within budget.**

Charles is President and CEO of West Yost. His experience is focused in water resources master planning of water and recycled water systems and in his career has overseen the successful execution of numerous multi-year planning

projects of the scale and importance of the CV-SNMP. Charles will be responsible for allocating the necessary resources to complete this project on time and within budget. He has 30 years of experience and specializes in model development, calibration, analysis of reservoir outage plans, and analysis of alternative demand and system configuration scenarios. Charles will be available for consultation or input on any aspect of the project and to ensure that the project and the project team meet the expectations of the CV-SNMP Agencies.



#### **Samantha Adams, MESM** **QA/QC SUPERVISOR**

**Samantha will be responsible for reviewing all interim deliverables and final work products and ensure the project team delivers a final product that meets and exceeds the technical, regulatory, and outreach specifications laid out in the RFP.**

Samantha has 15 years of professional experience in the water resources industry. Her technical expertise includes salt and nutrient management planning, regulatory compliance support and reporting, groundwater management planning, surface and groundwater quality analysis, development and implementation of field monitoring programs, and database management. Samantha has managed, developed, negotiated, and implemented salt and nutrient management compliance plans for the Elsinore Valley MWD, Eastern MWD, the Chino Basin Watermaster and Inland Empire Utilities Agency, the City of Beaumont, the South Orange County Wastewater Authority, and Coachella Valley Water District. Many of these efforts included leading multi-stakeholder groups through collaborative decision-making processes based on complex technical information.



#### **Carolina Sanchez, PE** **DEPUTY PROJECT MANAGER**

**Carolina will serve as Deputy Project Manager leading the administrative side of the project management, organizing meetings, responsible for communicating**

**decisions, and working collaboratively with Andy, our subconsultants, and the CV-SNMP Agencies.**

Carolina has nine years of professional experience in the water resources industry. Her skills include SNMP implementation, development of groundwater management plans, leading stakeholder groups, groundwater monitoring,

numerical analysis, water resources, and GIS. As a Senior Engineer, Carolina is involved in a variety of projects. Her tasks include: administration of a Watermaster Board operating pursuant to Court-ordered water rights adjudications, analysis of groundwater level and water quality data; data management; CASGEM compliance; developing charts and contour maps to characterize groundwater flow systems and associated water quality; conducting hydrologic and hydraulic analyses of groundwater recharge using imported, recycled, and storm waters; modeling groundwater production trends; creating tables, charts, and maps to analyze and characterize surface water discharge and associated water quality; and reconnaissance-level design of surface water management facilities.

## Stakeholder Outreach & Communications



### Meagan Wylie | Zephyr Collaboration

#### LEAD, STAKEHOLDER OUTREACH & COMMUNICATIONS

Meagan will be responsible for leading stakeholder outreach and communication

across the various project committees. She will develop a communication framework for achieving outreach goals, support development of all meeting agendas to achieve objectives, lead all Stakeholder Outreach and Public Engagement meetings, and attend other meetings, as appropriate.

Meagan, Project Facilitator, has worked in the field of collaborative policy for nearly 15 years. Her experience includes projects in the fields of water supply and management, land use and natural resource management, marine and coastal issues, climate adaptation planning, and environmental justice issues for disadvantaged communities. Her work involves coordinating jurisdictional issues and priorities, working with stakeholders of diverse backgrounds and cultures towards resolutions, and integrating complex scientific and technical information and community knowledge into consensus-building policy.

Meagan has conducted process design and provided facilitation of diverse stakeholders in multiple ground water basins in California to achieve collaborative planning outcomes for implementation of the Sustainable Groundwater Management Act (SGMA). This includes stakeholder outreach, assessment, strategic planning, communications and engagement planning, public engagement design and Tribal engagement.

In addition to working with Tribes through SGMA, she facilitates efforts of the Patsiata Cultural Resources Task Force in the Owens Valley, and has worked with numerous Tribes via her work with the Forest Service, marine protected area planning, and California Census 2020 engagement.

## Regulatory & Policy



### Tess Dunham | KSC REGULATORY & POLICY ADVISOR

Tess will be responsible for supporting the development of the SNMP to verify that it satisfies the requirements of the Recycled Water Policy and is consistent

with State law and policy, particularly with regard to the establishment of numeric Basin Plan objectives for TDS. Tess will attend all technical advisory and stakeholder and public meetings and will be involved in the writing and/or review of all project deliverables.

Tess's practice has been laser-focused on California and federal water quality laws for more than 20 years, during which she has become known statewide for expertise on the Porter Cologne Water Quality Control Act, the Clean Water Act, and other related regulatory schemes. Tess works closely with agriculture, publicly owned treatment works, stormwater agencies, industry, and others on a variety of water quality issues. She appears regularly before the State Water Resources Control Board, and the state's regional water quality control boards on various and complex water quality issues. Tess' water quality law practice also carries over to the state and federal courts where she has represented clients at all levels.

For the last decade, Tess has represented the Central Valley Salinity Coalition (CVSC), and served as one of the chief architects of the Central Valley Salt and Nitrate Management Plan, which is designed to deal with the problem of salt and nitrate in Central Valley groundwater basins. Tess actively participates in the CV-SALTS Executive Committee along with the Central Valley Regional Water Quality Control Board, environmental justice advocates, state agencies, federal agencies, and others. Tess also provides regulatory and facilitation services to the Santa Ana Watershed Project Authority for several Task Forces, including the Basin Monitoring Task Force, which oversees implementation of the Santa Ana region's historic SNMP. Tess is also providing regulatory facilitation assistance to the Middle Santa Ana River's Bacteria TMDL Task Force and the Lake Elsinore/Canyon Lake Nutrient TMDL Task Force.

## Technical Team

### Modeling



#### **Eric Chiang, PhD** **MODELING LEAD**

**Eric will be responsible for developing the appropriate methods for water quality forecasting and overseeing the construction and implementation of the water quality analysis tools.**

Eric has 33 years of professional experience in hydrogeologic engineering. His areas of expertise include hydrology, groundwater modeling, statistical analysis, numerical computer modeling, database management, and software development. Eric conducted the modeling for the Chino Basin SNMP. He is proficient in major programming languages, relational database design, and the development of client-server applications. Eric develops cutting-edge software tools to support the work of West Yost staff and clients. One of his most significant contributions is the development and deployment of HydroDaVE<sup>SM</sup>, which enables professionals to remotely visualize and analyze groundwater, surface water, and climatic data, and model results that are stored on the HydroDaVE<sup>SM</sup> Management Service Platform.



#### **Garrett Rapp, PE** **MODELING SUPPORT**

**Garrett will be responsible for supporting all efforts related to modeling and model review and will also support the development of project deliverables.**

Garrett has eight years of experience in the water resources industry. His technical expertise as a professional engineer includes water resources engineering and planning, surface and groundwater computer simulation modeling and software development, surface and groundwater hydrology and hydraulics, water resources planning, ground-level monitoring, water rights, regulatory compliance, surface water and groundwater quality analysis, assessment of municipal recycled water discharge impacts in receiving waters, and water supply and flood control facility design. Eric conducted surface water modeling to support the Middle San Juan SNMP.



#### **Lauren Sather, PhD** **MODELING SUPPORT**

**Lauren will be responsible for supporting all efforts related to modeling and model review and will also support the development of project deliverables.**

Lauren has three years of professional experience in the water resources industry. Her technical expertise includes surface and groundwater computer simulation modeling, water resources and water quality statistical analysis, GIS, and geospatial analysis. She is experienced in the evaluation of Storage and Recovery Programs, using modeling results to support decision-making under deep uncertainty, and developing data processing and analysis tools in python to analyze large amounts of measured environmental data. Lauren performs statistical analysis like the Mann-Kendall trend test to characterize historical trends and predict future trends in water quality, and estimates spatially distributed groundwater contaminant concentrations through kriging. She is proficient in major programming languages (Python, R, FORTRAN, MATLAB, Visual Basic) and major surface water and groundwater numerical models. Her passion is harnessing the power of computers to create automated modeling workflows that generate robust and reproducible results in an efficient manner. For her Doctorate, Lauren worked on an NSF funded numerical and experimental investigation into improving the efficacy of in-situ groundwater remediation.



## Data Management, Water Quality, Geology



### **Veva Weamer, MS** **WATER QUALITY LEAD AND DATA MANAGEMENT LEAD**

**Veva will serve as the Lead for Data Management and Water Quality Analysis. In this role, she will be responsible**

**for coordinating the work of West Yost's scientists and geologists in implementing the data collection and analysis tasks.**

Veva has 13 years of professional experience in water-resources consulting. Her technical expertise includes hydrologic and hydrogeologic data analysis, database management, water-quality analysis, implementation of SNMPs, GIS, and the development and implementation of groundwater and surface water monitoring programs. Veva has been a critical resource to the timely implementation of multiple of regulatory compliance programs, including watershed-wide assimilative capacity assessments for Basin Plan compliance in the Santa Ana River Watershed, the Chino Basin maximum-benefit SNMP, and the Prado Basin Habitat Sustainability Program. She is responsible for overseeing the collection and processing of massive and complex datasets for the Chino Basin Watermaster and the Main San Gabriel Water Quality Authority, each of which includes over one thousand groundwater and other types of monitoring sites with production, elevation, water quality, discharge, and other data.



### **Sodavy Ou, MESM** **DATA ANALYST**

**Sodavy will be responsible for data collection and supporting all data analysis. She will also support the development of project deliverables.**

Sodavy is an environmental scientist with 5 years of experience in water resources industry. Her areas of expertise include implementation and management of field groundwater and surface water monitoring programs, analysis of water quality data, implementation of SNMPs, analysis of salt offset requirement and compliance, utilization of visual tools to analyze the interactions between surface water quality and groundwater quality, regulatory support and compliance reporting, and database management. As a project scientist and manager, Sodavy works with the regional and local governments to ensure that the science-based approach employed in technical reports prepared for her clients meet the strict criteria of the state and regional regulators. Sodavy is an advanced user of GIS, Grapher, and HydroDaVE<sup>SM</sup>. She has worked

as a project manager and scientist on salt and nutrient management projects for the Chino Basin Watermaster, Elsinore Valley MWD, and Eastern MWD and Santa Ana Watershed Project Authority.



### **Erik Cadaret, PG** **GEOLOGIST**

**Erik will serve as the Project Geologist supporting the execution of all tasks to ensure all work appropriately addresses geologic considerations.**

Erik's professional experience includes a mix of technical and project management roles related to environmental and water resources. His project management experience includes managing large regional and complex projects involving regional water quality evaluations, water resources planning and engineering, and the Sustainable Groundwater Management Act (SGMA). His technical experience includes construction management and oversight of monitoring wells, municipal supply wells, and injection wells; field management of groundwater and surface water monitoring programs; development of ambient water quality reports for Basin Plan compliance, SNMPs, GSPs, and watershed scale models using PRMS and GSFLOW; and performing water quality evaluations, aquifer testing, and groundwater basin analysis using GIS. He provides innovative solutions to clients and colleagues by leveraging knowledge of and accessibility to readily available technology. Outside of work, he sits on the Board of Directors as a Board Member of the Groundwater Resources Association (GRA) of California, where he regularly works with a wide variety of leaders in the water industry to engage GRA's membership to help achieve sustainable groundwater for all.

# 03 // UNDERSTANDING OF PROJECT



## Project Understanding and Approach

Our understanding of the project and our proposed approach are based on:

1. Our extensive experience in successfully developing and implementing SNMPs in large watersheds and groundwater basins in California like the Coachella Valley Groundwater Basin.
2. Our collaborative and successful work with the CV-SNMP Agencies to develop the Regional-Board approved *Workplan to Develop the Coachella Valley Salt and Nutrient Management Plan*.
3. A thorough review of the RFP and its attachments.

Based on West Yost’s work to prepare the CV-SNMP Workplan, we have identified two critical success factors for completion of the project:

**Establish Technically-Defensible, Policy-Based, Numeric Water Quality Objectives.** Currently, the Basin Plan includes a nitrate-nitrogen objective of 10 mg/l for groundwater in the Coachella Valley-based on the primary drinking water maximum contaminant level; however, it lacks scientifically derived numeric TDS objectives that are protective of appropriate beneficial uses. The SNMP must establish scientifically-based numeric groundwater quality objectives for TDS that address the State Board Antidegradation Policy and meet the requirements of CA Water Code Sections 13241 and 13242. Absent a rigorous technical and policy process to establish TDS objectives, the Regional Board could establish objectives that are more conservative than necessary to protect beneficial uses, result in unreasonably conservative waste discharge limits, jeopardize the use of Colorado River for water supply and recharge, jeopardize the use recycled water for irrigation, and require costly and inefficient

water-supply plans that could adversely impact the local economy and regional/state-wide water-supply reliability.

**Inclusive and Consistent Engagement and Outreach.** The CV-SNMP Workplan is a complex, multi-year technical process designed to achieve consensus on an SNMP that addresses the key tenets of regulatory requirements for the protection of beneficial uses, maximum beneficial use of the groundwater basin, and a plan of implementation for complying with applicable water quality objectives. Given the technical and policy complexities and anticipated long time frame to complete the CV-SNMP, it will be important to establish multiple modes and methods of engagement and outreach that can be adapted over time to keep stakeholders invested and motivated to participate and contribute feedback to the process. The CV-SNMP must be developed through engagement with multiple decision-making or advisory/outreach groups.

## Key Principles and Methods

The West Yost Team is comprised of experienced technical, policy, and engagement experts that have a track record of demonstrated success in developing complex management plans over multi-year periods in open and transparent processes that seek to address the needs of project proponents, stakeholders, and the State and Regional Water Boards. Invariably, our collective successes have depended on a common set of key principles and methods, which we propose to employ in this effort to achieve similar success.

These key principles and methods include:

**Establishing a common understanding of foundational principles.** The objective here is to develop a well-informed group of decision-makers and stakeholders, including the Regional Board staff, with common understandings of base

information and the objectives of the effort to prepare the CV-SNMP. This approach typically requires more up-front work but minimizes conflict at the conclusion of the project and advances approval of the SNMP and any Basin Plan amendments. Common understanding must be obtained on:

- The regulatory framework, which includes State policy and law regarding the management and regulation of salts and nutrients and the establishment of Basin Plan water quality objectives.
- The hydrogeology, hydrology, and water quality of the Coachella Valley Groundwater Basin and its sub-basins.
- The new CV-SNMP approach to address the specific challenges the Regional Board identified in the 2015 SNMP that was not approved.
- The goals and objectives for a successful CV-SNMP. For example, how will the CV-SNMP address protection of beneficial uses, maximum beneficial use of the groundwater basin, and compliance with water quality objectives in a manner that is consistent with the water resources management plans of the SNMP stakeholders, supports the achievement of sustainability under SGMA, and provides for cost efficiency?

This approach to establishing common understandings of foundational principles has been effective for the West Yost team, not only in the development of SNMPS, but also in many other groundwater management, planning, and regulatory compliance efforts. A prime example of past West Yost success with this approach was the development of the Chino Basin Optimum Basin Management Plan where the regulatory framework, the stakeholder-derived goals for the management plan, and the physical description of the groundwater basin (including its water quality) were described in early draft chapters. Similarly, the CV-SNMP Workplan was designed to ensure the early tasks thoroughly characterize the existing physical system, including current salt and nutrient loading mechanisms and water-quality conditions.

Our outreach and engagement efforts for this project will establish common understandings by educating all stakeholders, considering and thoughtfully responding to all stakeholder input, demonstrating alignment of the goals and objectives across interest groups, and presenting a clear understanding of the intended outcomes, costs, and responsibilities for implementing the CV-SNMP when it is complete.

**Collaboration and Transparency.** The objective here is to develop trust within an equally-informed stakeholder group: trust in the data through transparent sharing of the basic data and information; trust that the consultant is

performing the work fairly and correctly; and trust between the CV-SNMP stakeholders that all voices are being heard and considered. Again, this approach typically requires more work but minimizes conflict at the conclusion of the project and advances approval of the CV-SNMP in a more expeditious manner.

We are proposing to form and lead several stakeholder groups. The roles of these groups will vary depending on stakeholder type. These stakeholder groups will include:

- **Steering Committee (SC):** The SC will initially be comprised of the eight CV-SNMP Agencies charged with funding the implementation of the CV-SNMP Workplan and will drive the CV-SNMP to completion. The SC is comprised of agencies with diverse interests and priorities, and therefore, collaboration and consensus among them is a critical success factor.
- **CV-SNMP Technical Advisory Committee (TAC):** The TAC is responsible for providing critical review and feedback on the technical work performed by the West Yost team. The TAC will be designed to include representatives/technical consultants of the CV-SNMP Agencies, at least one neutral technical expert, and Regional Board staff.
- **CV-SNMP Stakeholder Group (SG):** The stakeholders will provide initial input for the CV-SNMP development process, will be kept informed of development progress, will be provided opportunities to offer informed feedback to TAC, and can submit comments on draft deliverables. The SG will comprise representatives from the golf course industry, agriculture, the Coachella Valley Regional Water Management Group, the Groundwater Sustainability Agencies in the Coachella Valley, industrial dischargers, county and city land use planning agencies, federal and state agencies, the Colorado River Basin Salinity Control Forum; Metropolitan Water District of Southern California; non-governmental organizations (NGOs), and/or other disadvantaged community representatives and interested parties. The CV-SNMP Agencies and Regional Board staff will be invited to attend SG meetings and will sometimes be asked to participate and present information.
- **Tribal Outreach:** The CV-SNMP Agencies and Regional Board have identified that targeted outreach to the local Native American tribes in the Coachella Valley is critical to the development of the CV-SNMP. Thus, we will conduct additional targeted outreach to Tribes beyond the SG throughout the development of the CV-SNMP.
- **Public Outreach:** Public outreach will also be a critical component to developing a successful CV-SNMP. Communication and involvement with the public is important to enhance understanding and inform the

public about the CV-SNMP. Public workshops will be held at the beginning of the project to invite public participation in the SG, and at key project milestones following SG meetings. In addition, all meetings of the SG and TAC will include opportunities for public comment and input. A final public workshop will be held at the end of the project to review the draft CV-SNMP and to solicit public feedback and comments. A public-facing website will be continually updated to inform the public of progress and upcoming SG and TAC meetings.

Other methods that will be employed to build trust within the various decision-making and interests groups include:

- Storing the basic data that will be used to develop the CV-SNMP within an online database (HydroDaVE<sup>SM</sup>) and allowing stakeholders access to view or download the data via a web-enabled interface (HDX). HydroDaVE<sup>SM</sup> is a cloud-based relational database that stores hydrogeologic, hydrologic, water quality, and GIS data. HDX is a password-protected, Windows application that allows database access through an online, map-based interface for data viewing, download, analysis, and reporting. Stakeholders can be offered HDX access within limits defined by the SC.
- Communicating complex topics in understandable terms with explanatory maps, data graphics, presentations, and HDX. West Yost is known for this expert ability.
- Soliciting comments and suggestions for all deliverables and responding completely to all comments and suggestions.
- Establishing a website and an FTP site for storage and dissemination of all meeting materials, draft and final deliverables, references, and other relevant information.

#### **Consensus on technical methods prior to performing technical work and producing regulatory compliance criteria.**

The objective here is to infuse the process with integrity, creativity, and certainty as to the cost of implementation. This requires:

- Experienced consultants that are well-versed in SNMP policy and well-equipped with creative ideas and the ability to build a sound technical basis for non-traditional approaches to SNMP development.
- A diverse group of stakeholders that are willing to explore alternative methods to achieve the project goal, including the pros and cons of each method, before testing methods and seeing potential results.

Successful completion of the CV-SNMP requires certainty that the technical methods proposed in the CV-SNMP Workplan will be acceptable to the Regional Board, and as

applicable, the State Board. This was a primary objective of developing the CV-SNMP Workplan upfront and obtaining Regional Board approval. However, the implementation of the CV-SNMP Workplan must also include opportunities for the Regional Board, TAC, and other stakeholders to review and comment on interim work products and suggest modifications to the methods if appropriate and consistent with State law and Policy. This process will further the education of all stakeholders, enhance the integrity of the process, and promote acceptance of the analysis results.

West Yost successfully utilized this method in the development of the updated SNMP for the Santa Ana Region which resulted in the 2004 Basin Plan amendment without a dissenting opinion or vote.

## **Project Approach**

Our approach to this project will faithfully comport with the scope of services described in Attachment A of the RFP and the CV-SNMP Workplan, and includes the following three main tasks:

- **Task 1:** Project Administration
- **Task 2:** Kickoff and Progress Reviews and Meetings
- **Task 3:** Implement Approved Development Workplan

The tasks, subtasks, level of effort, and costs to execute the scope of services are listed in the Cost Proposal section of this proposal. Because the RFP and the CV-SNMP Workplan describe the scope of services in detail, we do not restate the scope of services here. Instead, we describe below three distinct but related efforts/disciplines that are needed to develop a successful CV-SNMP: Technical, Policy/Regulatory, and Stakeholder Engagement/Outreach. A key expert on our team is assigned to lead each discipline to ensure that all critical success factors of the project are thoroughly addressed.

The primary objectives of the technical work are to:

- Provide the scientific justification for numeric TDS objectives for groundwater that will result in the long-term protection of the beneficial uses of the groundwater basin.
- Support the development of a management plan that will maintain water quality in the basin pursuant to the numeric groundwater objectives and will result in maximum beneficial use of the basin at the lowest possible cost.

The technical scope of services will be executed under the guidance and advice of the TAC. The technical work will build upon itself in a logical sequence, which will progressively educate all stakeholders and can inform

subsequent tasks in the scope of services. Each step in the scope-of-work typically includes a technical memorandum to describe the results, which will undergo review and comment by the TAC and, in some cases, the Stakeholder Group.

The technical work starts with the characterization of salt loading (Workplan Task 4.3) and the history of groundwater quality in the basin to current conditions (Task 4.4). This characterization will be used in Task 4.5 to delineate draft “Management Zones” within the groundwater basin and to define computational “metrics” to characterize “ambient” N/TDS concentrations in groundwater and the protection of beneficial uses.

The technical work then proceeds to constructing, verifying, and using forecasting tools to estimate future N/TDS concentrations in the groundwater basin (Tasks 4.6 and 4.7). It is envisioned that the forecasting tools will be constructed atop the existing MODFLOW models that are being used to evaluate groundwater sustainability pursuant to the SGMA. The forecasting tools will first be used to simulate a “baseline” scenario that represents the current water management plans in the basin. The “baseline” results will be evaluated to determine if and when “salt management strategies” are needed to protect beneficial uses in the basin. Based on this evaluation, the “salt management strategies” are described as model scenarios and evaluated with the forecasting tools for their effectiveness in protecting beneficial uses (Task 4.8).

The technical work then proceeds to prepare engineering cost analyses of the “baseline” scenario and the scenarios that include “salt management strategies” to characterize and evaluate economic considerations (Task 4.9). Economic feasibility will be defined and will consider the sources of revenue and the factors that could restrict the sources of revenue.

At this point, the technical work is evaluated in its entirety to choose a “preferred” scenario for the CV-SNMP that complies with State law and policy and achieves maximum beneficial use of groundwater basin at the lowest possible cost (Task 4.10).

In summary, the technical work will answer the following questions:

- What are logical management areas within the Basin (management zones) and the beneficial uses of groundwater within the management zones?
- What is current groundwater quality? And, is current groundwater quality protective of beneficial uses?

- How is groundwater quality expected to change in the future, both across the basin and within the depth-specific aquifer systems?
- Will these changes in groundwater quality impact beneficial uses? If so, where, and when?
- What are economically and technically feasible salt management strategies, that when implemented, will achieve the objectives of both the CV-SNMP stakeholders and the Regional Board?

**Andy Malone, PG**, will lead and supervise the technical work to implement the CV-SNMP Workplan. He will be supported by several West Yost scientists and engineers with extensive experience in SNMP development and implementation.

## POLICY/REGULATORY APPROACH

The primary objectives of the policy/regulatory work are to:

- Work closely with stakeholders, including Regional Board staff, to ensure that the CV-SNMP meets the intent and purposes of the Recycled Water Policy and is acceptable to the Regional Board.
- Ensure that the CV-SNMP and necessary supporting documentation comply with applicable State law and policy, including the Water Code, the State Antidegradation Policy, and the California Environmental Quality Act.
- Work closely with stakeholders and Regional Board and State Water Board staff so that there will be agreement and support for any Basin Plan amendments that may accompany or follow Regional Board approval of the CV-SNMP.

The West Yost Team has extensive experience and success in developing and implementing SNMPS and associated Basin Plan amendments in large watersheds and groundwater basins in California. The Team’s success is largely based on its in-depth understanding of California law and policy, and the State’s administrative processes. Importantly, this includes not just understanding the elements of a SNMP and Basin Plan amendments but truly understanding the scope of Regional Board authority and how an SNMP and Basin Plan amendment may impact beneficial uses and authorize discharges to waters of the State.

The policy/regulatory approach is incorporated into all aspects of the scope of work because it is instrumental to the overall success of the program. It is imperative that all committees and committee members have a clear understanding of applicable law and policy, and the constraints on Regional Board authority as it pertains to

SNMPs and Basin Plan amendments. Understanding the law, policy and Regional Board authority informs the scope of the technical work and the alternative approaches that may be considered.

The policy/regulatory approach will make sure that all relevant and necessary information is developed for the Regional Board to consider the adoption of numeric TDS objectives. Specifically, when the Regional Board adopts numeric TDS objectives, it must do so in a manner that reasonably protects the beneficial uses of that water and prevents nuisance. Also, the Regional Board must consider several factors at the time of adoption, including what is reasonable to achieve, economic considerations, and most notably, the need to develop and use recycled water. Further, when a TDS objective is adopted, a program of implementation must also be adopted that includes a time schedule for actions to be taken as well as a description of actions. Besides explaining the statutory requirements, the policy/regulatory approach will highlight and bring forward State Water Board guidance and precedential orders that assist in determining how to properly apply Water Code sections 13241 and 13242.

Similarly, the policy/regulatory approach will highlight the State Antidegradation Policy and applicable guidance and precedential decisions that better describe how to satisfy the policy when adopting TDS objectives. This includes the need to consider what constitutes Best Practicable Treatment or Control if high-quality waters will be degraded by Regional Board actions.

The policy/regulatory approach will ensure that compliance with the law and policy is considered in each task and step of the process. In addition to considering the law and policy, it is important to understand the goals and objectives of Regional Board staff and Regional Board members. In general, the Regional Board maintains substantial discretion in how it intends to set and implement water quality policy. Thus, it is imperative to understand the goals and objectives of the Regional Board in establishing the CV-SNMP and implementing Basin Plan amendments.

Because the Regional Board itself must ultimately accept the CV-SNMP and adopt any Basin Plan amendments, the policy/regulatory approach includes working with Regional Board staff to schedule workshops before the Regional Board at critical junctures along the way to obtain Regional Board input. This helps to ensure that the products developed in this effort reflect the goals and objectives of the Regional Board.

**Tess Dunham of KSC** will serve as the Policy/Regulatory lead. Tess contributed to the successful completion of the Central Valley SNMP and subsequent Basin Plan Amendments by working closely with over 30 stakeholders to address differing viewpoints and to find a mutually agreeable path forward. This meant listening carefully to all stakeholder viewpoints and concerns to propose creative alternatives that still complied with applicable State law and policy.

## STAKEHOLDER ENGAGEMENT AND OUTREACH APPROACH

The primary objectives of stakeholder engagement and outreach are to:

- Understand the needs, interests, and concerns of all stakeholders.
- Educate and inform the stakeholders through the process to develop the CV-SNMP.
- Understand the ability/authority of the stakeholders to implement best management practices for salt and nutrient management.
- Provide a mechanism to receive input on draft CV-SNMP deliverables.
- Garner public participation.
- Identify potential cost-sharing partners in CV-SNMP implementation.

Our team will work with the SC to plan and facilitate meetings of the TAC and SG, engage and collaborate with the tribes in the Coachella Valley, and develop customized engagement of key communities and the public. Major stakeholder outreach and engagement activities will include:

- Working with the SC to develop an “Engagement and Project Communication Framework.” The Framework will describe the goals and objectives for stakeholder engagement, stakeholder roles and responsibilities, and the process for stakeholder outreach and engagement including key outreach activities, milestones, deliverables, and timeline. The Framework will likely evolve through the development of the CV-SNMP.
- Identifying individual or small groups of stakeholders and tribal points of contact, and design/conduct early engagement interviews to gain insight and input on the development of an inclusive and accessible public process and tribal engagement process.
- Generating stakeholder contact lists along with storage and privacy management protocols.

- Identifying and implementing online engagement and traditional tools and strategies to elicit stakeholder and public input.
- Preparing for, publicizing, hosting, facilitating, and summarizing all TAC and SG meetings and public workshops. Meeting objectives and agendas will be thoughtfully developed with input from the SC.
- Preparing meeting summaries that synthesize stakeholder input, comments, recommendations, and questions. Summary documents will be used for tracking evolution of discussions and deliverables development, capturing public input, and can be shared on the public-facing website.
- Communicating frequently with key stakeholders, tribes, advisors, and interested individuals and groups by phone, video conference or in-person when possible.

We intend to implement best practices to provide meaningful and effective public engagement, including:

- Maximizing participation of all stakeholders while supporting the unique role of the CV-SNMP Agencies through the SC.
- Being responsive to the values, needs, and preferences of different communities. We will ask early and often on how and where to engage and communicate. Wherever possible, we will seek guidance from respected community leaders.
- Recognizing that much of the most valuable engagement work is done before and between meetings and workshops.
- Recognizing that conflict and complexity are present in all difficult public policy questions. With safe and respectful engagement, tension can inspire breakthroughs which make possible durable relationships and solutions.

**Meagan Wylie of Zephyr Collaboration** will lead and supervise stakeholder outreach and engagement. Meagan has over 15 years of experience in leading stakeholders of diverse backgrounds and cultures towards resolutions by integrating complex scientific and technical information and community knowledge into consensus-building policy. She has successfully served as an outreach and engagement facilitator in the development of several Groundwater Sustainability Plans, including the critically overdrafted Borrego Springs Subbasin.

# 04 // REFERENCES



## Workplan to Develop the Coachella Valley Salt and Nutrient Management Plan

### COACHELLA VALLEY WATER DISTRICT

#### Relevance:

Demonstrates West Yost's experience with the Coachella Valley hydrology, hydrogeology, water resources, regulatory compliance challenges, and ability to collaborate with the Regional Board staff in a manner that meets the objectives of the CV-SNMP and the Recycled Water Policy.

The Coachella Valley Groundwater Basin (Basin) is a large alluvial groundwater basin located in southern California within the northwest portion of the Salton Sea Watershed. While groundwater is a major source of water supply to the region, imported water from the Colorado River, which is typically higher in salt concentration than the native groundwater, is a critical supplemental water supply that is extremely important to the economy of the Coachella Valley. It is used for outdoor irrigation and groundwater recharge and is necessary for the sustainable management of the Basin.

The State Water Board's Recycled Water Policy requires the stakeholders in the Coachella Valley to develop an SNMP to sustainably manage salt and nutrient loading in the Basin to protect its beneficial uses. In 2015, several Coachella Valley stakeholders (CV-SNMP Agencies) submitted an SNMP to the Regional Board (2015 SNMP). However, the Regional Board found the 2015 SNMP insufficient for the following reasons: insufficiency of the proposed monitoring program to fill data gaps and adequately characterize the spatial and vertical distribution of water quality conditions; lack of an antidegradation analysis to support salt and nutrient loading from the use and recharge of Colorado River water; and the absence of proposed implementation measures to manage salt and nutrient loading on a sustainable basis.

Subsequently, the CV-SNMP Agencies committed to update the 2015 SNMP in an effort to comply with the Recycled Water Policy, and at the same time, allow the use of Colorado River water (and recycled water) without spending \$100s of millions to attain water quality objectives that do not have a nexus to protecting beneficial uses of the groundwater. In 2020/21, the CV-SNMP Agencies hired West Yost to lead a multi-stakeholder effort, including the Regional Board staff, in the development of a Workplan to update the 2015 SNMP (CV-SNMP Workplan). The CV-SNMP Workplan included:

**Updated SNMP Groundwater Monitoring Program.** The updated monitoring program was designed to determine whether the concentrations of salts and nutrients in groundwater are consistent with water quality objectives and are thereby protective of

#### REFERENCE

##### Zoe Rodriguez Del Rey

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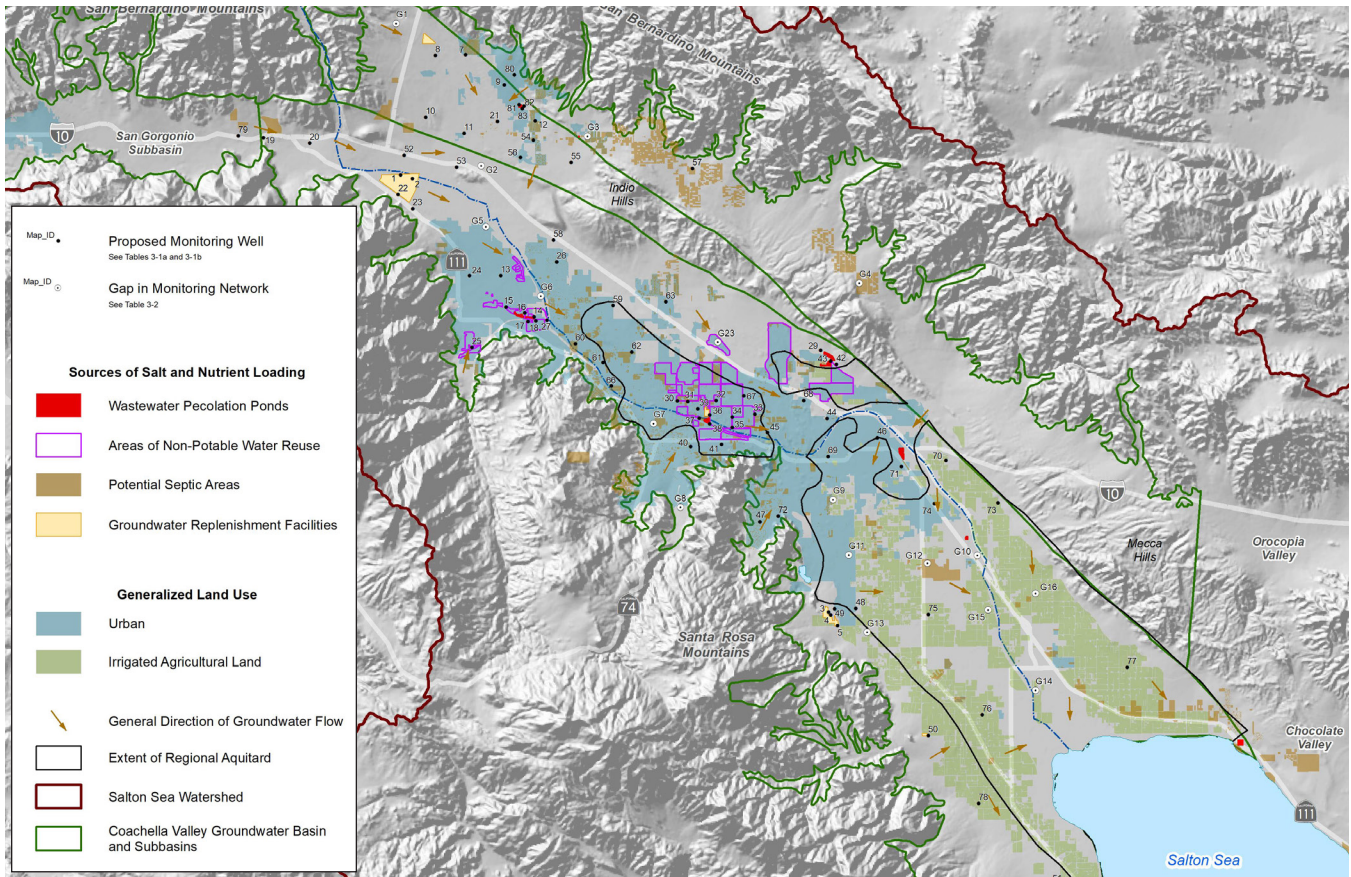
#### TEAM

- Andy Malone
- Samantha Adams
- Eric Chiang
- Carolina Sanchez

#### PROJECT DATES

2020 - 2021





This map illustrates the SNMP monitoring network in the Coachella Valley Groundwater Basin for the shallow aquifer system. The monitoring network is shown relative to all major sources of salt and nutrient loading, including the overlying land uses that are sources of irrigation return flows and the groundwater replenishment facilities where Colorado River water is artificially recharged.

beneficial uses. The monitoring network was designed to cover all subbasins and subareas within the Basin; to monitor all three major aquifer systems: Deep, Shallow, and Perched; to monitor the influence of known sources of salt or nutrient loading on groundwater quality within the Basin; and to monitor the fate and transports of salts and nutrients along all major groundwater-flow systems, from areas of recharge to areas of discharge, and within and between the groundwater subbasins.

To be cost efficient, active municipal production or monitoring wells were preferentially selected if they currently participate in similar monitoring programs. Chemical analytes, sampling frequency, and reporting protocols were described. The monitoring program identified critical gaps in the monitoring network and included a plan and timeline to fill the gaps. It also identified the stakeholders responsible for conducting, compiling, and reporting the monitoring data.

The Regional Board approved the groundwater monitoring program in February 2021.

**Technical Process to Set Numeric TDS Objectives.** The current Basin Plan in the Colorado River region does not define numeric objectives for TDS in groundwater. Through

discussions and advice from West Yost, the CV-SNMP Agencies and the Regional Board concluded that numeric TDS are necessary for an SNMP that complies with the Recycled Water Policy and resolves the concerns of the Regional Board with the 2015 SNMP. Numeric objectives are necessary to demonstrate that beneficial uses will remain protected; to quantify the magnitude of available assimilative capacity for salt and nutrient loading; to provide a technical basis for the Regional Board to allocate the use of assimilative capacity; and to set triggers for implementation measures at appropriate locations and times.

The CV-SNMP Workplan described a detailed scope of work, cost estimate, and timeline to set TDS objectives by addressing all factors in California Water Code section 13241 to ensure that the Basin is put to maximum beneficial use while also protecting water quality pursuant to State law and its Antidegradation Policy (State Board Resolution 68-16).

The Regional Board approved the CV-SNMP Workplan in October 2021.



## Nitrogen/Total Dissolved Solids (N/TDS) Studies for the Santa Ana Watershed

### BASIN MONITORING PROGRAM TASK FORCE (BMPTF) AND SANTA ANA WATERSHED PROJECT AUTHORITY (SAWPA)

#### Relevance:

Demonstrates the West Yost Team's capabilities to collaborate with a multi-stakeholder work group that includes Regional Board staff to implement projects and programs for compliance with the Basin Plan water quality objectives for surface water and groundwater. West Yost has served the Basin Monitoring Program Task Force (BMPTF) since 1995 and is currently working to support their planning efforts to update the Basin Plan SNMP to comply with the 2018 Recycled Water Policy. West Yost collaborates and coordinates regularly with Tess Dunham, who is separately contracted as the regulatory and policy advisor to the BMPTF.

The Porter-Cologne Water Quality Control Act and the Federal Clean Water Act both mandate the periodic review of water quality control plans. During the consideration of the adoption of the updated Basin Plan for the Santa Ana Basin in 1995, watershed stakeholders questioned the validity of the groundwater quality objectives for N/TDS and the Regional Board's N/TDS management plan that implemented those objectives. A principal underlying concern was that an updated Basin Plan would result in inappropriate constraints on wastewater recycling opportunities. The reuse of recycled water was a critical component of many agencies' plans to meet the rapidly increasing water demands in the region.

In response, the N/TDS Task Force was formed in 1995-96 to conduct studies regarding the N/TDS objectives and other components of the N/TDS management plan. In 2004, the Task Force was re-named to the Basin Monitoring Program Task Force (BMPTF). The BMPTF comprised 22 water supply and wastewater agencies throughout the region. The Task Force effort was coordinated by the Santa Ana Watershed Project Authority. Regional Board staff members were active participants in the BMPTF efforts.

West Yost, in conjunction with Risk Sciences, developed a workplan and stakeholder process to address all of the N/TDS related issues in the Basin Plan. West Yost developed and implemented methodologies (i) to redefine the sub-basin boundaries into GMZs based on the most recent hydrologic and hydrogeologic data; (ii) to redefine the N/TDS concentration objectives for the new GMZs based on groundwater data over the 20-year historical period of 1954-1973; (iii) to determine the current ambient N/TDS concentrations for the new GMZs over the then-current 20-year period of 1978-1997, as well as the existence and magnitude of assimilative capacity in each GMZ; (iv) to develop regulatory nitrogen-loss coefficients for various surface water environments; and (v) to develop a new wasteload allocation (WLA) for publicly owned treatment works (POTW) dischargers to comply with the N/TDS objectives.

#### REFERENCE

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- Veva Weamer
- Samantha Adams
- Sodavy Ou
- Garrett Rapp
- Tess Dunham (separately advised client on this project)

#### PROJECT DATES

1995 - Present

West Yost worked with certain water and wastewater agencies to replace the proposed new N/TDS objectives with numerically higher objectives that were protective of beneficial uses. These higher objectives are called “maximum benefit” water quality objectives and were developed based on criteria specified in California Water Code Section 13241 and the requirements of the State’s Antidegradation Policy (State Water Board Resolution No. 68-16), which required a demonstration that the change in the objective would be “[...] consistent with maximum benefit to the people of the State, will not unreasonably affect present and anticipated beneficial use of such water and will not result in water quality less than that prescribed in the policies.” These maximum benefit showings have allowed for more efficient and pragmatic water supply planning and salt and nutrient management. Maximum benefit objectives were developed for the following management zones: Chino-North, Cucamonga, Beaumont, San Timoteo, Yucaipa, and, later, the San Jacinto Upper-Pressure.

## Wasteload Allocation

As part of the original N/TDS studies, West Yost also developed a new methodology to evaluate the current WLA in the 1995 Basin Plan. A new WLA for POTW dischargers would be needed if the 1995 WLA was found to be non-protective of beneficial uses.

West Yost developed the Wasteload Allocation Model (WLAM)—a numerical surface water model that simulated discharge from precipitation and non-tributary sources, streambed infiltration and evaporation, and associated water quality—and a set of elegant statistical-based procedures to evaluate the 1995 WLA. The study area was the Santa Ana Watershed tributary to Prado Reservoir. The following reaches were included: SAR reaches 3 through 5, San Timoteo Creek reaches 1 through 4, and Temescal Wash from Lake Elsinore to Prado Reservoir. The GMZs that could be influenced by the WLA were: Beaumont, San Timoteo, Bunker Hill-B, Colton, Riverside-A, Chino-South, and Orange County.

The main input data for the WLAM included: N/TDS concentrations for current and future levels of POTW discharges, land use and water management practices (present and select future planning years), and long daily precipitation and evaporation time series.

The WLAM then simulated the discharge and quality (TDS and total inorganic nitrogen [TIN]) of the SAR and its tributaries on a daily time-step as waters commingle from POTW discharges, rainfall/runoff, and rising groundwater. The WLAM also simulated the volume and quality of streambed recharge of the SAR and its tributaries to the underlying GMZs and the fraction of the recharge of wastewater origin. Nitrogen losses

were simulated in surface water as a travel-time-dependent, first-order decay function, and in streambed recharge by applying the reach-specific nitrogen-loss coefficients. The daily WLAM results were computed from the long period historical precipitation record and were post-processed to develop volume-weighted TDS and TIN concentration statistics for surface-water discharge and streambed recharge to the GMZs. These statistics were then compared to the relevant surface and groundwater quality objectives (and to current ambient quality and the availability of assimilative capacity in GMZs) to update the WLA.

## 2004 Basin Plan Amendment

The findings and recommendations of West Yost’s work were presented to the Regional Board and the Task Force at numerous meetings and public workshops during the course of the studies. These studies were guided by current law, policy, and regulations, and they considered the economic implications of all recommended changes to the N/TDS management plan.

The results of West Yost’s work were included in the 2004 Basin Plan amendment with the support of all stakeholders—there were no dissenting comments or opinions. The Basin Plan amendment assures the reasonable protection of the beneficial uses of surface and ground waters within the Santa Ana Basin and is consistent with the State’s Antidegradation Policy. The approach taken by the Task Force was cited in a Little Hoover Commission report in 2009: “The boards should emulate the model created by the Santa Ana Regional Water Quality Control Board, which created a stakeholder task force that led to robust research, consensus building and a largely re-written basin plan in 2004.”

## Recomputation of Ambient Water Quality (AWQ)

From 2004-2012, West Yost contracted with the BMPTF to perform the recomputation of AWQ four (4) times for the following 20-year periods: 1984-2003, 1987-2006, 1990-2009, and 1993-2012. West Yost was selected by the Task Force to perform the recomputations based largely on the quality of our work, our experience in working with the stakeholders in the watershed, and our deep understanding of technical and policy components of salinity management in the SAR watershed.

The determination of current AWQ was accomplished using the same methodology that was employed by the N/TDS Task Force (20-year running averages) to develop the N/TDS concentration objectives in the 2004 Basin Plan amendment. At the request of the Task Force, Interpretive Tools were developed by West Yost during the 1990-2009 effort to better understand how and why AWQ is changing across the GMZs

and to identify ways to improve the monitoring program. These tools include maps that depict the change in water quality over time and time-series charts of N/TDS concentrations at key wells. The Interpretive Tools were modified and improved by West Yost during the 1993-2012 effort.

## Support for Basin Planning Priorities

West Yost and Tess Dunham of KSC are currently contracted (separately) with the BMPTF to support the development, prioritization, and implementation of planning priorities to address salinity management in the watershed, including:

- Assessing the Basin Plan SNMP for compliance with the 2018 Recycled Water Policy
- Updating the Basin Plan SNMP surface water and groundwater monitoring programs
- Preparing recommendations for updated methods to assess assimilative capacity through periodic computation of ambient water quality
- Supporting Basin Plan amendments to the SNMP

This maps shows the groundwater management zones (GMZs) that were adopted in the 2004 Basin Plan amendment for the Santa Ana Region. We defined the GMZs based on the current understanding of sub-basin geohydrology, which has assisted efforts in salt/nutrient regulation and water-supply planning.





## Update of the Salt and Nutrient Management Plan for the Chino Basin

### CHINO BASIN WATERMASTER AND INLAND EMPIRE UTILITIES AGENCY

#### Relevance:

Demonstrates West Yost's capabilities in the development and implementation of SNMPs that included alternative, science-based TDS objectives and the detailed and meticulous characterization of water quality and the fate and transport of salt and nutrients on a basin-scale.

From 2002 - 2003, West Yost led the development of an SNMP for the Chino Basin. The water quality constituents of concern in the SNMP were total dissolved solids (TDS) and nitrate. The SNMP was subsequently incorporated into the Basin Plan in 2004. The key elements of the Chino Basin SNMP—developed by West Yost, the Chino Basin stakeholders (including numerous agriculture pumpers) and Regional Board staff—included:

- A detailed articulation of the stakeholders' plans for water-supply and water quality-management activities, including irrigated agriculture and dairies. West Yost collected and compiled these plans to estimate TDS and nitrate discharges to groundwater, and later, used models to demonstrate whether the implementation of these plans would impair beneficial uses.
- Collaboration with the Regional Board to determine appropriate TDS and nitrate objectives, which was based on the model projections and demonstrations that raising the TDS and nitrate objectives would protect beneficial uses and provide maximum benefit to the people of California.
- Commitments to implement a series of management actions to ensure the protection of beneficial uses of groundwater in the Chino Basin. The commitments included (among other things): implementing monitoring programs; constructing recharge basins to increase the recharge of recycled, storm and imported waters; constructing groundwater desalters; and the implementing a recycled water quality improvement program when recycled water concentrations exceed a specific trigger concentration.

In 2015, the 12-month running average TDS concentration in recycled water produced by the IEUA approached the trigger concentration that would require the IEUA and Watermaster to submit a plan and schedule to improve recycled water TDS concentrations. Research performed by the IEUA found that the primary driver for the increasing TDS concentration in its recycled water was the increase in the TDS concentration of the water supply, which was directly related to drought conditions that had persisted since 2012. Although the 12-month running average TDS concentration declined from the 2015 peak before

#### REFERENCES

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#### TEAM

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- Eric Chiang
- Veva Weamer
- Carolina Sanchez
- Sodavy Ou
- Lauren Sather

#### PROJECT DATES

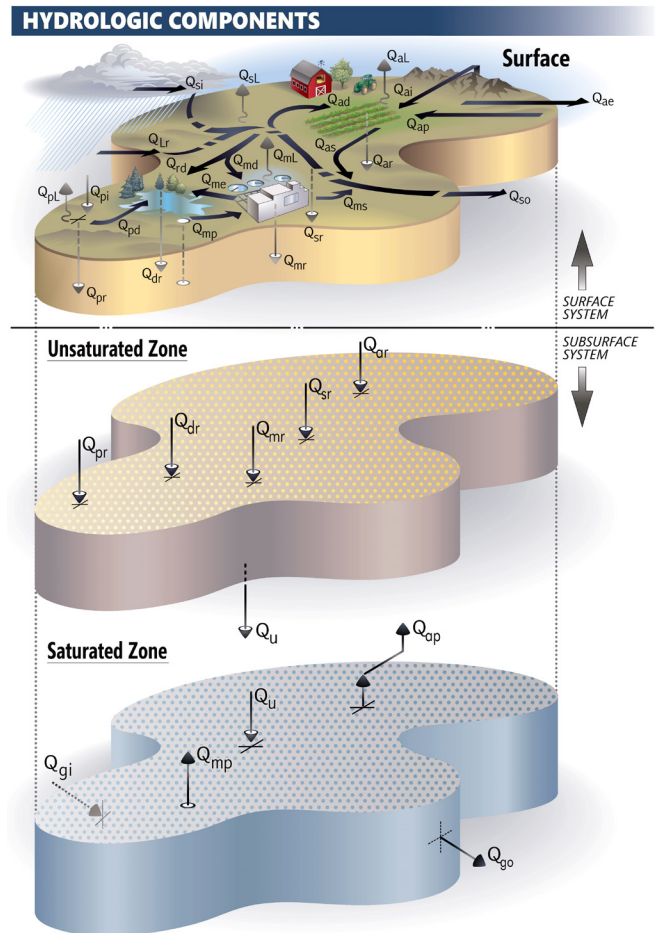
2017 – Ongoing

the trigger was exceeded, it was an important indicator that the TDS concentration of recycled water is likely to trigger the requirement for recycled water quality improvements during the next prolonged dry period. Given the potential cost of implementing recycled water quality improvements for what might only be short-term exceedances of the 12-month running average limitation, the IEUA and Watermaster retained West Yost to support the development of a proposal to the Regional Board to revise the averaging period for recycled water compliance to a longer period (5 or 10 years). The scope of work included making model projections of future TDS concentrations in recycled water, projecting the impacts of future recycled water reuse and discharge on groundwater and the SAR, and recommending changes to the SNMP to address conservation and drought impacts on TDS concentration.

As part of this work, West Yost is developing the most detailed and sophisticated surface and groundwater flow modeling system ever developed in the Santa Ana Watershed for the purpose of estimating TDS and nitrate impacts to surface and ground waters from agriculture, dairy, municipal, and industrial discharges. The figure to the right graphically illustrates a free-body diagram of all the potential water sources and discharges that are being addressed in the work. Examples of the salinity loading and fate and transport factors included in this evaluation are: the source waters used for irrigation; estimated applied water, evapotranspiration, runoff, and deep infiltration beyond the root zone; salt and nutrient loads from fertilizer application and liquid and solid dairy wastes; TDS and nitrate loads from atmospheric deposition and precipitation; nitrogen loss to the atmosphere, uptake, and leaching beyond the root zone; and precipitation of salts in the vadose zone. Vadose zone routing studies were conducted for several locations in the basin to develop spatially distributed estimates of solute travel time from the root zone to groundwater.

West Yost also developed the most detailed characterization of current TDS and nitrate concentration ever developed in the Chino Basin, representing current conditions for the modeling work. West Yost is using the information described above, the calibrated groundwater flow model, and a newly developed MT3D solute transport model to project the TDS and nitrate impacts of recycled water reuse under a range of salinity management plan alternatives.

As was done for the development of the initial SNMP in 2003, West Yost is implementing a collaborative process with Watermaster, the IEUA, and the Regional Board to discuss progress of the work and to get buy in on all technical and regulatory assumptions and computations.



This figure shows the various hydrologic components considered in modeling groundwater quality impacts. In the surface system, TDS and nitrate concentrations are assigned to each source. The TDS and nitrate concentrations are modified through mass additions (e.g. fertilizer application) and consumptive use (e.g. ET) as the water moves from the source through use to discharge either to surface water or the vadose zone. TDS and nitrate concentrations in deep infiltration in the vadose zone are modified by sorption/desorption, precipitation, and microbial processes. The models used in this project include R4, Hydrus-2d, MODFLOW, and USGS-MT3D.



## Law and Policy Advisor for the Central Valley Salt and Nutrient Management Plan

### CENTRAL VALLEY SALINITY COALITION

#### Relevance:

Demonstrates Tess Dunham's expertise in the development of a Regional Board-approved SNMP and implementing Basin Plan amendments in a complex groundwater basin through a collaborative, multi-stakeholder process.

The salinity and nitrate problems in the Central Valley are complex, multi-faceted, and present a daunting challenge for the Central Valley Regional Water Quality Control Board to confront alone. To assist the Central Valley Water Board with their long-term planning efforts, a broad group of agriculture, cities, industry, and regulatory agencies joined together in 2006 to form the Central Valley Salinity Alternatives for Long-Term Sustainability initiative. CV-SALTS is a collaborative stakeholder driven and managed program focused on addressing the Central Valley's salinity and nitrate problems.

The CV-SALTS Executive Committee is a decision-making body with 30 voting members that represent diverse stakeholder groups, including agriculture, cities, industry, regulatory agencies, and community and environmental justice representatives. In addition, dischargers participating in CV-SALTS formed the non-profit Central Valley Salinity Coalition (CVSC) to manage and fund the effort and entered into a Memorandum of Agreement with the State Water Board and the Central Valley Water Board to formalize their commitment.

CV-SALTS was tasked with developing a Salt and Nitrate Management Plan (SNMP) for the entirety of the Central Valley Water Board's jurisdictional area. Tess Dunham served as the attorney and policy advisor for the CVSC. In this roll, she was one of the chief architects of the Central Valley SNMP, and provided critical support to the process to develop a plan that met stakeholder objectives and appropriately addressed the water quality requirements and expectations of the State Water Board and Central Valley Water Board.

To achieve desired outcomes for the management of salt and nitrate within the Central Valley, the Central Valley SNMP addresses both the requirements of the Recycled Water Policy and legacy and ongoing salt and nitrate accumulation issues. The Central Valley SNMP is designed to address nitrate concerns in

#### REFERENCE

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#### TEAM

- Tess Dunham

#### PROJECT DATES

2010 – Ongoing

groundwater, and salt concerns in both surface and groundwaters. However, the primary focus of early actions (first ten years) is on groundwater quality and in particular nitrate impacts to drinking water supplies. Ultimately, the Central Valley SNMP is built on the following management goals and priorities:

- **Goal 1:** Ensure a Safe Drinking Water Supply
- **Goal 2:** Achieve Balanced Salt and Nitrate Loadings
- **Goal 3:** Implement Managed Aquifer Restoration Program

Once the Central Valley SNMP was accepted by the Central Valley Water Board, Tess helped to draft the Central Valley’s Basin Plan Amendments to implement the SNMP. This process encompassed working with diverse stakeholders to draft amendments that were generally acceptable by all stakeholders, including the Central Valley Water Board and other participating agencies. Tess continues to actively participate in the CV SALTS Executive Committee along with the Central Valley Water Board, environmental justice advocates, state agencies, federal agencies, and others to implement the Basin Plan Amendments.

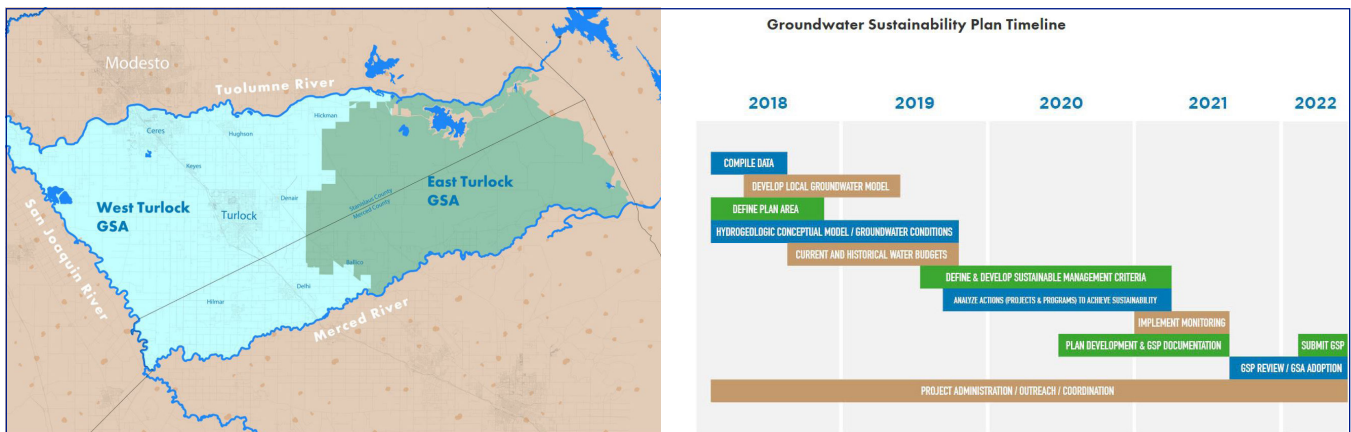


Image Credit: <https://turlockgroundwater.org/>

## Turlock Subbasin Groundwater Sustainability Plan Community Engagement

### CALIFORNIA DEPARTMENT OF WATER RESOURCES

**Relevance:**

Demonstrates Meagan Wylie’s expertise in working with multiple stakeholders of diverse backgrounds and cultures towards resolutions and integrating complex technical information and community knowledge into regulatory plans.

Pursuant to the Sustainable Groundwater Management Act (SGMA), facilitated the successful creation of a basin-wide Communications Committee, led the development of a robust Groundwater Sustainability Plan (GSP) Communication and Engagement Plan to assist agencies in their efforts to engage Turlock Subbasin stakeholders in groundwater management activities, and managed/supported implementation of activities outlined in the Communication and Engagement Plan. Stakeholder and public engagement over the five-year effort included community workshops, technical workshops, technical advisory committee meetings, virtual “office hours”, outreach materials development, website design, and social/digital media content. An archive of efforts is available on the project’s website: [www.turlockgroundwater.org](http://www.turlockgroundwater.org)

**REFERENCES**

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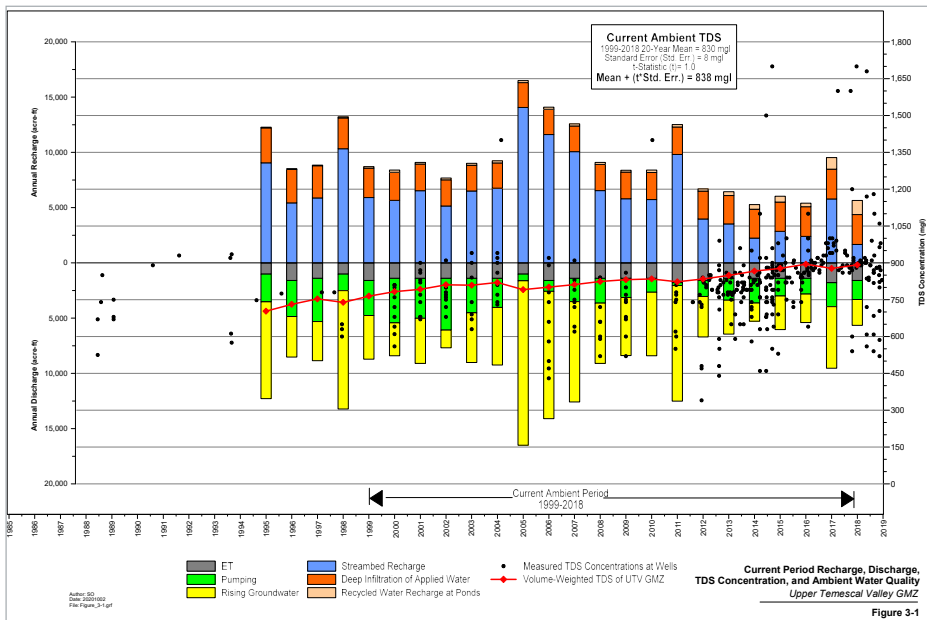
**TEAM**

- Meagan Wylie, Zephyr

**PROJECT DATES**

2017 – 2022





This figure is a time-history plot of the numerous datasets used to estimate the historical AWQ of the Upper Temescal Valley GMZ, including annual recharge volumes for stormwater infiltration (as computed by the WLAM) and the deep percolation of applied water; annual discharge volumes for production, evapotranspiration, and basin outflow; TDS concentrations at wells; and the volume-weighted TDS concentration as estimated by the constantly stirred reactor model.

## Development and Implementation of the Upper Temescal Valley Salt and Nutrient Management Plan

### ELSINORE VALLEY MUNICIPAL WATER DISTRICT AND EASTERN MUNICIPAL WATER DISTRICT

**Relevance:**

Demonstrates West Yost’s experience in the development of innovative management plans to solve salinity management challenges and scientifically-based numeric basin plan objectives for TDS as well as performing collection and management of complex water resources datasets to support SNMPS, and implementing field and surface water monitoring programs.

The Upper Temescal Valley (UTV) GMZ is an updated GMZ that combines the existing Warm Springs, Lee Lake, and Bedford GMZs into one management unit for the purposes of salinity management. The UTV GMZ is an approximately 20-mile long, narrow, and shallow alluvial groundwater basin that is drained by the Temescal Wash between Lake Elsinore and the City of Corona. Three water supply agencies overlie and provide water supply services within the UTV GMZ: the City of Corona, Temescal Valley Water District, and Elsinore Valley MWD. These agencies also own and operate water reclamation facilities in the UTV that treat wastewater to tertiary standards before the water is discharged to Temescal Creek and percolation ponds or is reused for irrigation. The Eastern MWD also discharges tertiary treated wastewater to Temescal Wash.

The Regional Board issued mandatory minimum penalties to both the Elsinore Valley and Eastern MWDs for discharging recycled water to the Temescal Wash with TDS concentrations in excess of their respective discharge limitations and required both agencies to develop and implement a salt-offset program to mitigate the mass load from discharges that were in excess of the Basin Plan TDS objective of the receiving groundwater basin (the UTV GMZ). However, due to historically limited

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**TEAM**

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**PROJECT DATES**

2013 - Ongoing

data and information about the UTV GMZ, there were no established Basin Plan objectives from which to determine the mitigation requirement.

The Regional Board proposed using “best professional judgment” as the means for setting a Basin Plan Objective and a new TDS concentration discharge limitation in the absence of historical and current AWQ determinations for the UTV. This approach could have set arbitrarily low TDS compliance metrics and subsequently high compliance costs for the Elsinore Valley and Eastern MWDs with no substantive benefit to the environment. As an alternative compliance strategy, West Yost proposed to develop a scientific methodology to calculate the historical, current, and projected future AWQ for the UTV GMZ, and to prepare an SNMP to document the technical work performed, to provide recommendations for setting antidegradation objectives for TDS and nitrate, to define a monitoring program to collect the data needed to compute AWQ on an on-going basis in the future, and to provide management actions to address any regulatory issues that arise as a result of the current and future recycled water plans of the agencies discharging and reusing recycled water in the UTV.

The work performed to develop the SNMP represents the most comprehensive modern effort to collect, summarize, and analyze historical and current data and information on the water resources of the UTV Watershed. The work included:

- An extensive data mining effort to collect and catalog all available hydrogeologic datasets.
- Estimation of historical and future irrigation return flows and associated TDS and nitrate concentrations.
- Refinement and recalibration of the WLAM in the UTV, a complex surface water model used to estimate historical and projected stormwater runoff and streambed infiltration.
- Development of a constantly stirred reactor model to estimate historical, current, and future projected ambient TDS and nitrate concentrations in the UTV GMZ.
- Development of a long-term management plan with implementation actions to address salt and nutrient loading.
- Presentation of technical results and policy recommendations to regional stakeholders.
- Negotiation of regulatory compliance with the Regional Board.

The implementation plan included a new, comprehensive watershed-wide surface and groundwater monitoring program, cooperator data collection, periodic analysis and reporting on the data to assess compliance with the

Basin Plan objectives, and preparing annual compliance reports to the Regional Board. The SNMP was accepted by the Executive Officer of the Regional Board in 2017, formally approved by the Regional Board in December 2020, and approved by the State Board in and the Office of Administrative Law in 2021. West Yost has been supporting its implementation since January 2018, including performing the monitoring program field work. The data collected for the UTV SNMP are managed using HydroDaVE<sup>SM</sup>, a comprehensive environmental data management system. The interface used to access and evaluate the information in the database is map-driven and contains powerful analytical tools to enable rapid interpretation of data as it is received from the field and laboratory.

West Yost updated the UTV SNMP in 2020 and is now implementing the revised management actions defined in the plan, including:

- Development and implementation of a stormwater monitoring program.
- Development of a workplan to improve existing surface water modeling tools to better characterize the fate and transport of TDS in the watershed tributary to the UTV SNMP.
- Development of a salt mitigation framework to address potential future exceedances of recycled water TDS permit limits.



## Development and Implementation of a Salt and Nutrient Management Plan for the San Juan Creek Watershed

### HDR ENGINEERING FOR THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (DEVELOPMENT), SAN JUAN BASIN AUTHORITY (IMPLEMENTATION)

#### Relevance:

Demonstrates West Yost's technical and policy competencies in salinity management as evidenced by the State Water Board singling out this SNMP as a model to be followed by others in the State. Demonstrates West Yost's success in developing and implementing a local stakeholder-driven regulatory compliance plan pursuant to a strict regulatory schedule.

In May 2009, the State Water Board adopted a Recycled Water Policy to move aggressively towards a sustainable water future by encouraging local and regional water agencies to move toward clean, abundant, local water for California, emphasizing the need to increase the reuse of recycled water in addition to water conservation, the maintenance of infrastructure, and the capture of stormwater, including dry-weather urban runoff. Recognizing that not all Basin Plans include the adequate implementation procedures for achieving or ensuring compliance with the water quality objectives for salt and nutrients, the Policy mandates the development of SNMPs for every groundwater basin or subbasin in California and requires that the Regional Boards develop appropriate procedures for permitting recycled water projects and ensuring compliance with the relevant objectives, based on the locally designed SNMPs.

The South Orange County Wastewater Authority (SOCWA) led the regional stakeholder effort to develop the SNMP for South Orange County, specifically for the San Juan Creek Watershed. HDR Engineering and West Yost teamed to perform the technical analyses and design of the SNMP. The work performed included:

- Characterization of the groundwater resources of the study area to determine the complexity of salt and nutrient management planning needed
- Identification of current recycled water reuse, the recycled water reuse and stormwater capture goals of the stakeholders, and future groundwater and stormwater projects
- Development and use of methodologies to evaluate existing groundwater quality and assimilative capacity
- Identification of sources of salt and nutrient loading in each hydrologic sub-area of the watershed

#### REFERENCE

##### Don Bunts

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#### TEAM

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- Carolina Sanchez
- Garrett Rapp

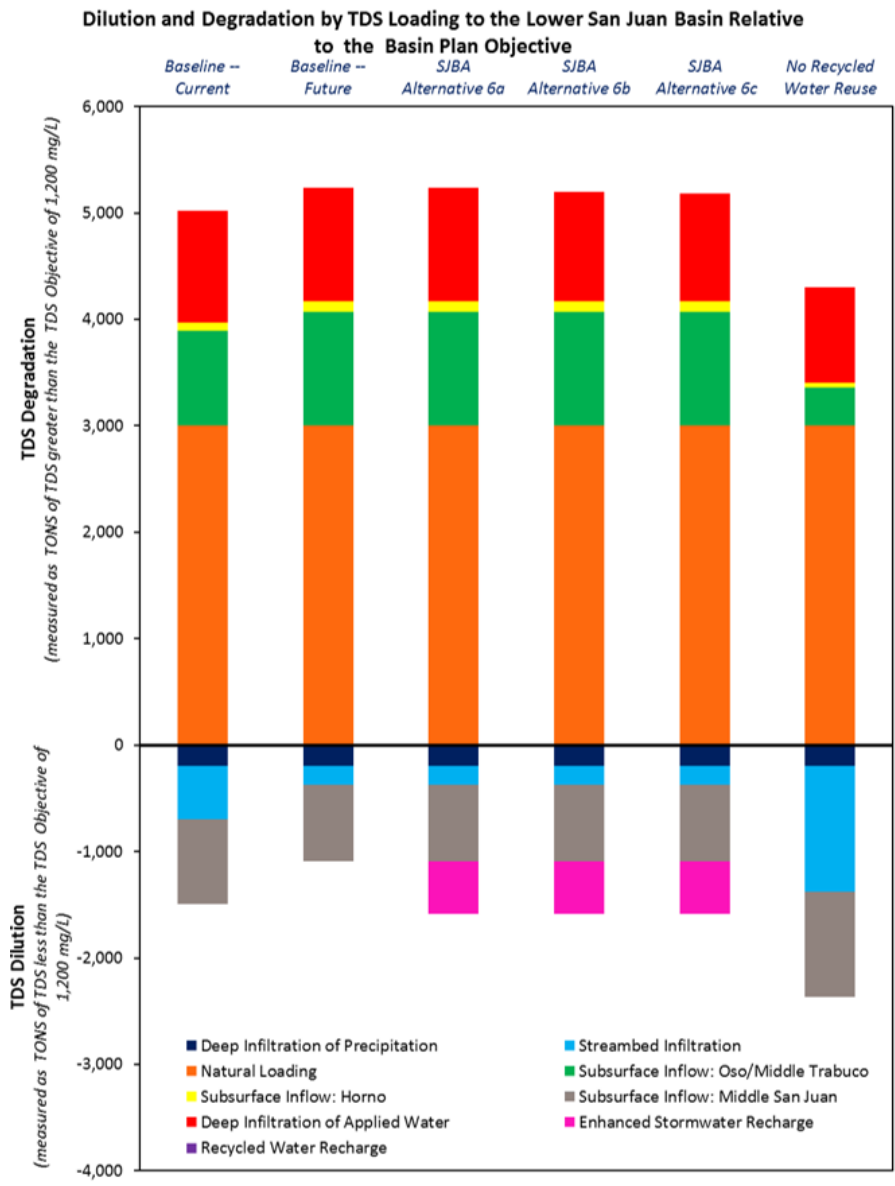
#### PROJECT DATES

2012-2014 (Development)  
 2015-Ongoing (Implementation)

- Estimation of historical and future irrigation return flows and associated TDS and nitrate concentrations from historical and projected land use and period-appropriate irrigation and fertilizer practices
- Modeling of future groundwater quality to demonstrate how much assimilative capacity will be used in meeting the recycled water and stormwater goals of the stakeholders
- Performing antidegradation analyses to support expanded recycled water reuse
- Preparing a report documenting the technical findings, assessing regulatory compliance concerns, and developing an implementation plan to manage salts and nutrients in the San Juan Creek Watershed

watershed-wide data collection and monitoring program recommended in the SNMP and contracted with West Yost to design and implement it. The monitoring program was designed to obtain the minimum set of data required to evaluate watershed-wide compliance with the Basin Plan objectives, to assess the impact of recycled water reuse on groundwater, and to take advantage of the monitoring efforts already being performed in the Watershed to avoid redundancy. Implementation of the monitoring program began in September 2016, and the first annual report of the monitoring program was submitted to the San Diego Regional Board in June 2018. In 2018, during a workshop presenting proposed amendments to the Recycled Water Policy, State Board staff singled out the San Juan Creek Watershed SNMP as a model to be followed by others in the State.

In 2015, the San Juan Basin Authority assumed responsibility for implementing the comprehensive



This figure characterizes the salt loading sources in the lower San Juan Basin and which of the loading sources are driving degradation in the groundwater basin and contributing to exceedances of the Basin Plan objective.

# 05 // LIST OF REPRESENTATIVE PROJECTS

The table below identifies the nexus of the required skills and experience to Implement the CV-SNMP Workplan to the skills and experience of the West Yost Team in implementing representative projects that were active within the last five year period. These are the same projects that are included in Section 4: References, above.

Project Experience	Workplan to Develop the Coachella Valley SNMP, 2021	Nitrogen/Total Dissolved Solids Studies for Santa Ana Watershed, 1995 - Ongoing	Update of the SNMP for the Chino Basin, 2017 - Ongoing	Law and Policy Advisor for the Central Valley SNMP, 2010 - Ongoing	Turlock Subbasin Groundwater Sustainability Plan Community Engagement, 2017 - 2022	Development and Implementation of the Upper Temescal Valley SNMP: 2013 - Ongoing	Development and Implementation of SNMP for San Juan Creek Watershed, 2021 - 2014, 2015 - Ongoing
Develop, Implement, and Update SNMPS for Basin Plan compliance		■	■	■		■	■
Coordinate and facilitate multi-stakeholder processes to develop water resources management plans, including SNMPS, for large watersheds or basins	■	■	■	■	■		■
Prepare detailed workplans to develop, implement, and update SNMPS		■	■			■	■
Develop and implement data management systems to support stakeholder processes	■	■	■			■	■
Develop and/or implement monitoring programs to support SNMPS	■	■	■			■	■
Develop technical methods to compute basin-wide groundwater quality and assimilative capacity through a stakeholder process		■					■
Collaborate with Regional Board staff to define technical methods to compute ambient water quality and assimilative capacity in compliance with the Recycled Water Policy				■		■	■
Collaborate with Regional Board staff to define technical methods to prepare projections of basin-wide groundwater quality under alternative management programs to support antidegradation analyses			■			■	
Develop practical SNMP implementation plans that address long-term protection of beneficial uses, water quality, and cost effectiveness in consideration of the local hydrogeologic conditions and other factors			■	■	■	■	■

Project Experience	Workplan to Develop the Coachella Valley SNMP, 2021	Nitrogen/Total Dissolved Solids Studies for Santa Ana Watershed, 1995 - Ongoing	Update of the SNMP for the Chino Basin, 2017 - Ongoing	Law and Policy Advisor for the Central Valley SNMP, 2010 - Ongoing	Turlock Subbasin Groundwater Sustainability Plan Community Engagement, 2017 - 2022	Development and Implementation of the Upper Temescal Valley SNMP: 2013 - Ongoing	Development and Implementation of SNMP for San Juan Creek Watershed, 2021 - 2014, 2015 - Ongoing
Develop the technical and policy demonstrations required to develop Basin Plan groundwater quality objectives based on the Antidegradation Policy and California Water Code Sections 13241 and 13242			■	■		■	■
Characterization and numerical modeling of the fate and transport of salts and nutrients on a basin-scale			■				
Expert knowledge of the legal, policy, and regulatory issues regarding SNMPs	■			■			
Successful experience in leading technical committees		■			■		
Knowledge of Coachella Valley hydrology, hydrogeology, and water resources	■						
Outreach and engagement to Native American Tribes					■		

# 06 // DISCLOSURE OF CLAIMS/LAWSUITS



Regarding RFP Section 4.h, i and ii, West Yost has had no claims or lawsuits against our firm and has not made any claims in the past five years. We have nothing to report.

# 07 COST PROPOSAL



Table 1 below summarizes the total labor hours and the estimated cost by Task to execute the required Scope of Services described in Attachment 1 of the RFP.

<b>Table 1: Summary Labor Hours and Cost Estimate</b>		
<b>Task</b>	<b>Labor Hours</b>	<b>Estimated Cost</b>
Task 1 Project Administration	506	\$142,370
Task 2 Kickoff and Progress Review Meetings	319	\$93,225
Task 3 Implement Approved Development Workplan	8,954	\$2,320,703
4.2 Establish CV-SNMP Stakeholder Group and TAC	647	\$163,885
4.3 Characterize N/TDS Loading to the Groundwater Basin	556	\$123,747
4.4 Characterize Current Groundwater Quality	657	\$146,010
4.5 Delineate Management Zones and Describe Metrics	643	\$167,120
4.6 Develop Technical Approach for Forecasting N/TDS...	455	\$124,296
4.7 Construct N/TDS Forecasting Tools/Evaluate Baseline	2,705	\$684,514
4.8 Forecast N/TDS Concentrations for CV-SNMP Scenarios	1,818	\$480,638
4.9 Characterize/Compare Cost of Baseline and CV-SNMP	583	\$160,239
4.10 Select the Preferred CV-SNMP Scenario	624	\$199,822
4.11 Prepare Final CV-SNMP	265	\$70,432
Contingency (10%)		\$255,630
<b>Total</b>	<b>9,779</b>	<b>\$2,811,927</b>

Table 2 is a detailed, line-item breakdown of the labor hours and cost estimate broken down by task and subtask, and hence, outlines the specific steps that will be taken by the West Yost team to execute the Scope of Services. For each task and subtask, the table shows the team members (and their staff classifications) that are expected to work on each task/subtask. The cost estimate is inclusive of any anticipated travel, per-diem, and other incidental costs and charges. Billing rates for the entire team are at the end of

this section. Rates correlate with the Staff Title listed on the team resumes in Appendix A.

The total estimated cost to perform the Scope of Services is \$2,811,927 and reflects the detailed planning of the necessary level of effort to implement the approved CV-SNMP Workplan and includes a 10% contingency to account for unforeseen or unplanned work that may be necessary over the five-year duration of the project. This cost estimate is slightly lower than the \$2,870,000 cost



estimate in the CV-SNMP Workplan. Our proposed scope-of-work and level-of-effort in Table 1 deviates from the scope-of-work and cost estimates in the CV SNMP Workplan in the following ways:

- Progress reporting to the Regional Board is not included in Table 1 but was included in the CV-SNMP Workplan.
- **Task 1 – Project Management:** The RFP calls for more work in this task than was assumed in the CV-SNMP Workplan. The CV-SNMP Workplan assumed a cost of \$80,000. Our proposal includes a cost estimate of about \$142,000. The additional work and cost in our proposal is mainly for the QA/QC tasks for the Technical Supervisor and the Quality Assurance Supervisor on interim and final deliverables, as called for in the RFP. In the CV-SNMP Workplan, these QA/QC tasks were assumed to occur within the tasks where the specific interim and final deliverables are prepared.
- **Task 2 – Kickoff and Progress Review Meetings:** This task was not included in the CV-SNMP Workplan. Our proposal includes a cost estimate of about \$93,000. This task involves kickoff meetings with all stakeholder committees, monthly 1-hour virtual status meetings with the CV-SNMP Agencies that are serving as the Steering Committee for CV-SNMP Workplan implementation, and monthly project status meetings with the CVWD project management team.
- **Task 3 – Implement Approved Development Workplan, Task 4.2:** Establish CV-SNMP Stakeholder Group and TAC. Our proposal calls for more work in this task than was assumed in the Workplan. The Workplan assumed a cost of \$25,000. Our proposal includes a cost estimate of about \$164,000. After consultation with our team members for Policy/Regulatory and Stakeholder Engagement/Outreach, we prepared a more robust scope of services for stakeholder, TAC, and tribal engagement processes to ensure the ultimate success and acceptance of the CV-SNMP, which will require an approach for consistent and frequent engagement over the five-year project period. Examples include:
  - **Task 4.2.1:** Develop Stakeholder Engagement and Project Communication Framework. In this task, we propose to develop a guidance document for stakeholder engagement and communication (with input from the CV-SNMP Agencies) which will be used to guide the outreach and engagement activities over the duration of the project.
  - **Task 4.2.3:** Convene Tribal Consultation Process. This task includes a separate outreach/engagement process for the tribal interests in the Coachella Valley and

assumes up to four (4) engagement meetings over the project duration.

- **Task 4.2.4:** Convene Stakeholder Group. In this task, we propose to conduct up to six (6) additional status review meetings for the Stakeholder Group (in addition to the planned meeting to review interim deliverables) to keep the Stakeholder Group engaged over the 5-year duration of the project.

The West Yost 2022 Billing Rate Schedule, following the fee sheet, shows the 2022 rate schedule by West Yost staff classification and the 2022 hourly rates for KSC and Zephyr. West Yost updates its schedule of billing rates and fees annually on January 1st. To estimate the cost of implementing CV-SNMP Workplan tasks over the five-year contract period in Table 2, we assumed a nominal annual increase of the billing rates over time. We understand that the CVWD will negotiate a not-to-exceed dollar limit with the successful respondent. All work included in this proposal, and any additional work that may arise throughout the term of the Agreement, will be invoiced based on the then-current annual billing rates and not-to-exceed the contract budget negotiated with CVWD.

**Table 2: Cost Estimate to Implement the CV-SNMP Workplan**

Task and Subtask Descriptions	West Yost Labor Hours														Sub-Consultants Labor Hours		Total Team Labor Hours	Travel and Other Direct Costs	Total Estimated Project Costs		
	Principal-in-Charge Charles Duncan	Manager I Samantha Adams	Principal Geologist II Andy Malone	Principal Geologist II Eric Chiang	Senior Scientist II Veva Weamer	Senior Engineer I Carolina Sanchez	Associate Geologist II Erik Cadaret	Associate Engineer II Garrett Rapp	Associate Scientist I Sodavy Ou	Engineer II Lauren Sather	Scientist/Geologist I	Administrative III	Task Multiplier	Total West Yost Person Hours	Policy Lead Tess Dunham	Stakeholder Lead Meagan Wiley			Sub-Task	Task	
<b>Task 1 Project Administration</b>															506				<b>\$142,370</b>		
1.1 Project administration - coordination, budget/schedule tracking, invoicing, meeting scheduling, etc.	0.25		2			2						1	56	294	28	28			\$93,219		
1.2 Technical supervisor QA/QC of technical work and 8 technical deliverables (interim and final reviews)	0.25		10										8	82					\$25,277		
1.3 Quality assurance and QA/QC of nine project deliverables (interim and final reviews)	0.25	8											9	74.25					\$23,874		
<b>Task 2. Kickoff and Progress Review Meetings</b>															319				<b>\$93,225</b>		
2.1 Prepare for and participate in CV-SNMP Agency (Steering Committee) kickoff meeting		8	8			8					4	2	1	30	8	10		\$600	\$13,966		
2.2 Conduct periodic virtual meetings with the Steering Committee			1			1								54	108	54	54			\$63,666	
2.2 Conduct monthly virtual meetings with the CVWD Project Management Team			0.5			0.5								55	55					\$15,593	
<b>Task 3. Implement Approved Development Workplan</b>															8,954				<b>\$2,320,703</b>		
<b><i>Workplan Task 4.2: Establish CV-SNMP Stakeholder Group and TAC</i></b>																			<b><i>\$163,885</i></b>		
4.2.1 Develop Stakeholder Engagement and Project Communication Framework																					
4.2.1.1 Develop draft Stakeholder Engagement and Communication Framework document		2	2											1	4	4	28			\$8,169	
4.2.1.2 Prepare for and meet with Steering Committee to review draft document		1	2			1								1	4	1	8			\$3,110	
4.2.1.3 Prepare final Stakeholder Engagement and Communication Framework document		1	1			1								1	3	2	8			\$3,228	
4.2.2 Convene Technical Advisory Committee																					
4.2.2.1 Coordinate with SNMP Agencies to establish TAC membership			4			2								1	6					\$1,749	
4.2.2.2 Prepare directory of contact info for TAC and establish email listserve						1								1	1					\$260	
4.2.2.3 Prepare agenda and materials for TAC kick-off meeting		1	6	2		4								1	13	4	4			\$6,267	
4.2.2.4 Lead TAC kick-off meeting		2	3	3		2								1	10	2	4		\$600	\$5,202	
4.2.2.5 Prepare minutes and document action items from kick-off meeting			1			1								1	2		2			\$939	
4.2.3 Conduct Tribal Engagement Process																					
4.2.3.1 Identify and establish tribal contacts. Conduct initial informal meetings with tribes.														1	0		15			\$2,790	
4.2.3.2 Prepare for and attend engagement kick-off meeting			4			2								1	6	4	8		\$600	\$5,541	
4.2.3.3 Document tribal needs and amend Framework as appropriate		1	1			1								1	3		12			\$3,120	
4.2.3.4 Prepare for and attend up to 4 engagement meetings (including documentation)			6			8								4	64	16	40			\$31,600	
4.2.4 Convene Stakeholder Group																					
4.2.4.1 Support informal outreach to Stakeholders to inform of SNMP development process			2			4								1	6	3	20			\$6,651	
4.2.4.2 Prepare agenda and materials for Stakeholder Outreach kick-off meeting		1	2			2								1	5	4	12			\$5,391	
4.2.4.3 Lead Stakeholder Outreach kick-off meeting		2	2			2								1	6	2	6		\$600	\$4,344	
4.2.4.4 Prepare minutes and document action items from kick-off meeting						2								1	2		2			\$891	
4.2.4.4 Prepare for and attend up to 6 status review meetings (including documentation)			6			4								6	72	24	36			\$36,708	
4.2.5 Conduct Two (2) Public Outreach Kick-off Meetings																					
4.2.5.1 Prepare agenda and materials for Public kick-off meetings; Notice meetings			2			2								1	4	3	12			\$4,644	
4.2.5.2 Prepare for and attend two (2) public outreach kick-off meetings			8											2	16	4	12		\$1,200	\$10,056	
4.2.5.3 Prepare minutes and document action items from kick-off meetings			2											1	2	2	4			\$2,211	

Task and Subtask Descriptions	West Yost Labor Hours														Sub-Consultants Labor Hours		Travel and Other Direct Costs	Total Estimated Project Costs		
	Principal-in-Charge Charles Duncan	Manager I Samantha Adams	Principal Geologist II Andy Malone	Principal Geologist II Eric Chiang	Senior Scientist II Veva Weamer	Senior Engineer I Carolina Sanchez	Associate Geologist II Erik Cadaret	Associate Engineer II Garrett Rapp	Associate Scientist I Sodavy Ou	Engineer II Lauren Sather	Scientist/Geologist I	Administrative III	Task Multiplier	Total West Yost Person Hours	Policy Lead Tess Dunham	Stakeholder Lead Meagan Wiley		Total Team Labor Hours	Sub-Task	Task
4.2.6 Develop and maintain project website and tools to support outreach and communication																				
4.2.6.1 Procure and build-out website			2			4					4	1	10		15			\$1,500	\$6,503	
4.2.6.2 Prepare directory of contact info for interested stakeholders and establish email listserve						2					1	1	3						\$659	
4.2.6.3 Maintain website with meeting materials, calendar, and documents						0.25					1	54	67.5		15				\$13,853	
<b>Workplan Task 4.3: Characterize N/TDS Loading to the Groundwater Basin</b>																			\$123,747	
4.3.1 Collect data and information																				
4.3.1.1 Model estimates of historical and future recharge terms			2	6						12			1	20						\$4,652
4.3.1.2 Historical groundwater replenishment volumes and TDS/N concentrations			2	4						16			1	22						\$5,078
4.3.1.3 Historical wastewater percolation volumes and TDS/N concentrations			2	4						16			1	22						\$5,078
4.3.1.4 Water service area boundaries										2	6		1	8						\$1,426
4.3.1.5 Water-supply and recycled-water plans			4					24	40		24		1	92						\$18,924
4.3.1.6 Current and future land use			2			8					30		1	40						\$7,570
4.3.1.7 Current and future parcels on septic systems			2			4					8		1	14						\$2,898
4.3.2 Characterize historical and current rates of TDS/nitrate loading by source																				
4.3.2.1 Groundwater replenishment			2	2						8			1	12						\$2,828
4.3.2.2 Deep infiltration of precipitation and applied water			2	8				8		20			1	38						\$8,582
4.3.2.3 Subsurface inflow			2	8						8			1	18						\$4,450
4.3.2.4 Streambed recharge			2	8						12			1	22						\$5,230
4.3.2.5 Wastewater percolation			2			8					10		1	20						\$4,210
4.3.2.6 Septic system discharge			2			8					10		1	20						\$4,210
4.3.3 Prepare task memorandum																				
4.3.3.1 Prepare admin-draft memorandum			8	8		20			16	20	20	8	1	100	6					\$23,564
4.3.3.2 Meet with TAC to review admin-draft memorandum and receive feedback			8			8			2	2			1	20	3	2				\$6,622
4.3.3.3 Prepare draft memorandum and distribute to TAC and Stakeholders			2	4		4			4	4	4	4	1	26	3	1				\$6,901
4.3.3.4 Meet with TAC to review draft memorandum, Stakeholder comments, and receive feedback			8			8			2	2			1	20	3	4				\$6,972
4.3.3.5 Prepare final memorandum			2	2		2			2	2	2	2	1	14	2	4				\$4,552
<b>Workplan Task 4.4: Characterize Current Groundwater Quality</b>																			\$146,010	
4.4.1 Collect data and information; update database																				
4.4.1.1 Well information			2		4						16		1	30						\$6,232
4.4.1.2 Groundwater elevation data			2		8						24		1	46						\$9,576
4.4.1.3 Groundwater quality data			2		16						60		1	86						\$16,944
4.4.2 Prepare tables, maps, and data graphics																				
4.4.2.1 Review data; prepare recommendation for methods to characterize current water quality		6	8		12	4			8				1	38						\$10,078
4.4.2.2 Conduct TAC meeting to review recommendation and receive feedback			8		8						2		1	18	4	2				\$6,806
4.4.2.3 Prepare summary statistics of TDS and nitrate concentrations at wells					2						24		1	26						\$5,324
4.4.2.4 Prepare point and raster maps of TDS and nitrate concentrations in groundwater			0.5		1						0.5	4	20	120						\$23,960
4.4.2.5 Prepare maps of changes and trends in TDS and nitrate concentration in groundwater			0.5		1						0.5	3	10	50						\$10,260
4.4.2.6 Prepare multi-variate exhibits of groundwater and surface water			4		8								1	44						\$8,784
4.4.4 Prepare task memorandum																				

Task and Subtask Descriptions	West Yost Labor Hours														Sub-Consultants Labor Hours		Total Team Labor Hours	Travel and Other Direct Costs	Total Estimated Project Costs	
	Principal-in-Charge Charles Duncan	Manager I Samantha Adams	Principal Geologist II Andy Malone	Principal Geologist II Eric Chiang	Senior Scientist II Veva Weamer	Senior Engineer I Carolina Sanchez	Associate Geologist II Erik Cadaret	Associate Engineer II Garrett Rapp	Associate Scientist I Sodavy Ou	Engineer II Lauren Sather	Scientist/Geologist I	Administrative III	Task Multiplier	Total West Yost Person Hours	Policy Lead Tess Dunham	Stakeholder Lead Meagan Wiley			Sub-Task	Task
4.3.4.1 Prepare admin-draft memorandum		1	8		24	4			16		8	8	1	69	6				\$18,305	
4.3.4.2 Meet with TAC to review admin-draft memorandum and receive feedback			8		8	2			2				1	20	3	2			\$6,980	
4.3.4.3 Prepare draft memorandum and distribute to TAC and Stakeholders			2	4	6	2			4	4	8	4	1	34	3	1			\$8,829	
4.3.4.4 Meet with TAC to review draft memorandum, Stakeholder comments, and receive feedback			8		8	2			2	2			1	22	3	4			\$7,738	
4.3.4.5 Prepare final memorandum			2	2	4	2			4	4		2	1	20	2	4			\$6,194	
<b>Workplan Task 4.5: Delineate Draft Management Zones and Describe Metrics to Characterize Beneficial Use Protection</b>																			<b>\$167,120</b>	
4.5.1 Delineate draft groundwater management zones																				
4.5.1.1 Prepare maps of hydrogeology, groundwater-flow, and sources of TDS/nitrate loading			8					16	12		24		1	60					\$12,744	
4.5.1.2 Prepare hydrogeologic cross-sections along major groundwater-flow systems			8					24					1	32					\$7,888	
4.5.1.3 Prepare map exhibits of draft management zones			16					16			60		1	92					\$18,736	
4.5.2 Describe beneficial uses for management zones and numeric beneficial-use thresholds																				
4.5.2.1 Describe beneficial uses for each management zone		4			12				16				1	32	16				\$14,364	
4.5.2.2 Describe numeric beneficial-use thresholds for TDS and nitrate for each management zone		4			8								1	12	24				\$13,172	
4.5.3 Define compliance metrics and determine current protection of beneficial uses																				
4.5.3.1 Define compliance metrics for TDS and nitrate in each management zone		8	24		24	4							1	60	8				\$20,144	
4.5.3.2 Prepare time-series charts of compliance metrics for 1996-2020		8	24		20	4				6	16		1	78	8				\$23,048	
4.5.4 Prepare task memorandum																				
4.5.4.1 Prepare admin-draft memorandum and send to TAC for review		1	16		24	2	8		8		8	8	1	75	8				\$21,121	
4.5.4.3 Meet with TAC to review admin draft memorandum and receive feedback			8		8	2	2		2				1	22	3	4			\$7,798	
4.5.4.2 Prepare draft memorandum based on TAC comments; send to TAC/Stakeholders for review			2	4	8	2	4		4		4	4	1	32	6	1			\$10,015	
4.5.4.4 Meet with Stakeholder Committee to review draft memorandum; follow-on Public workshop			8		8	2	2		2				1	22	4	16		\$600	\$10,956	
4.5.4.5 Prepare final memorandum			2	2	4	2	4		4			2	1	20	4	4			\$7,134	
<b>Workplan Task 4.6: Develop Technical Approach for Forecasting N/TDS Concentrations in Groundwater</b>																			<b>\$124,296</b>	
4.6.1 Evaluate existing MODFLOW models																				
4.6.1.1 Review modeling reports			4	12					12				2	56					\$15,360	
4.6.1.2 Review model input data files				16					16				2	64					\$17,248	
4.6.1.3 Review model results				12					12				2	48					\$12,936	
4.6.1.4 Meetings with Mission Creek and Indio Subbasin modeling teams			6	6					6				2	36					\$10,104	
4.6.2 Develop procedures, assumptions, and technical approach			2	16					16				1	34					\$9,230	
4.6.3 Prepare task memorandum																				
4.6.3.1 Prepare admin-draft memorandum		1	16	32		2		32		8		8	1	99	10				\$29,869	
4.6.3.2 Meet with TAC to review admin-draft memorandum and receive feedback			8	8		4							1	20	3	2			\$7,498	
4.6.3.3 Prepare draft memorandum and distribute to TAC and Stakeholders			2	8		2		8		8		4	1	32	3	1			\$9,065	
4.6.3.4 Meet with TAC to review draft memorandum, Stakeholder comments, and receive feedback			8	8		4							1	20	3	4			\$7,864	
4.6.3.5 Prepare final memorandum			2	4		2		4				2	1	14	2	4			\$5,122	

Task and Subtask Descriptions	West Yost Labor Hours														Sub-Consultants Labor Hours		Total Team Labor Hours	Travel and Other Direct Costs	Total Estimated Project Costs	
	Principal-in-Charge Charles Duncan	Manager I Samantha Adams	Principal Geologist II Andy Malone	Principal Geologist II Eric Chiang	Senior Scientist II Veva Weamer	Senior Engineer I Carolina Sanchez	Associate Geologist II Erik Cadaret	Associate Engineer II Garrett Rapp	Associate Scientist I Sodavy Ou	Engineer II Lauren Sather	Scientist/Geologist I	Administrative III	Task Multiplier	Total West Yost Person Hours	Policy Lead Tess Dunham	Stakeholder Lead Meagan Wiley			Sub-Task	Task
<b>Workplan Task 4.7: Construct N/TDS Forecasting Tools and Evaluate the Baseline Scenario</b>																		<b>\$684,514</b>		
4.7.1 Develop a Baseline Scenario based on SGMA Alternative Plans																				
4.7.1.1 Describe/quantify all water budget terms expected under SGMA Alternative Plans		4	8	40				40		24			1	116				\$30,584		
4.7.1.2 Describe/quantify all N/TDS loading estimated to occur under SGMA Alternative Plans		4	8	16	40			16	40	8			1	132				\$33,935		
4.7.2 Construct N/TDS forecasting tools and run Baseline Scenario																				
4.7.2.1 Construct groundwater quality forecasting tools		4	20	160				100		60			2	688				\$185,968		
4.7.2.2 Model verification; Prepare summary memorandum and distribute to TAC		4	24	100				80		40	40		1	288				\$73,974		
4.7.2.3 Prepare initial model input files for Baseline Scenario				24				24		40			1	88				\$21,416		
4.7.2.4 Run Baseline Scenario and illustrate results with maps and charts		4	2	16				24		40	24		5	550				\$125,695		
4.7.2.5 Meet with TAC to share model results and develop recommended adjustments				2	4			6		6			5	90	5			\$24,750		
4.7.2.6 Implement TAC recommendations to Baseline Scenario and repeat Task 4.7.2.4				2	16			24		24			5	330				\$81,255		
4.7.3 Prepare task memorandum																				
4.7.3.1 Prepare admin-draft memorandum and send to TAC/Regional Board for review		12	16	32		8		48		40	40	8	1	204	15			\$55,110		
4.7.3.2 Meet with TAC (including Regional Board) to review draft memorandum		2	8	8		2		8		8			1	36	6	4		\$12,953		
4.7.3.3 Prepare draft memorandum based on TAC/RB comments; send to TAC/Stakeholders			4	8				16		16		4	1	48	4	2		\$13,470		
4.7.3.4 Meet with Stakeholder Committee to review draft memorandum; follow-on Public workshop			8	8		2		8			8		1	34	4	16	\$600	\$13,459		
4.7.3.5 Prepare final memorandum based on Stakeholder/TAC/RB comments			4	4				8			2	2	1	20	3	4		\$7,031		
4.7.3.6 Coordination with Steering Committee and Regional Board to obtain approval			4					4				2	1	10	4	4		\$4,914		
<b>Workplan Task 4.8: Forecast N/TDS Concentrations for CV-SNMP Scenarios</b>																		<b>\$480,638</b>		
4.8.1 Evaluate Baseline Scenario and prepare recommended SNMP implementation measures		24	40	24		20		20			40		1	168	16	16		\$54,888		
4.8.2 Prepare task memorandum																				
4.8.2.1 Prepare admin-draft memorandum and distribute to TAC		4	16	4		16					4	8	1	52	6			\$16,146		
4.8.2.2 Meet with TAC to review admin-draft memorandum and receive feedback			8	8		2		8					1	26	3	2		\$9,105		
4.8.2.3 Prepare draft memorandum and distribute to TAC and Stakeholders			2	2		4					4		1	12	3	2		\$4,525		
4.8.2.4 Meet with Stakeholder Committee to review draft memorandum; follow-on Public workshop			8	8		2		8					1	26	3	16	\$600	\$12,337		
4.8.2.5 Prepare final memorandum		1	2	4		2		4			2	2	1	17	2	4		\$5,939		
4.8.3 Evaluate SNMP Scenarios																				
4.8.3.1 Develop SNMP Scenario input files			1	8				4		12			8	200				\$50,296		
4.8.3.2 Modify and run groundwater-flow models				8				4		16			8	224				\$54,528		
4.8.3.3 Modify and run solute-transport models				12				4		16			8	256				\$64,480		
4.8.3.4 Evaluate the model results and develop recommendations for a subsequent SNMP Scenario based on the evaluation findings.		2	8	8				4		4	16		7	294	12			\$77,370		
4.8.3.5 Meet with TAC to explain model results, findings, and recommendations and receive feedback			8	8				8					7	168	16	12		\$57,536		
4.8.4 Prepare task memorandum																				
4.8.4.1 Prepare admin-draft memorandum and distribute to TAC		1	20	32		24		24		8	4	8	1	121	15			\$38,586		
4.8.4.2 Meet with TAC to review admin-draft memorandum and receive feedback			8	8		4							1	20	3	2		\$7,693		
4.8.4.3 Prepare draft memorandum and distribute to TAC and Stakeholders			2	8		2		8		8		4	1	32	4	2		\$9,914		
4.8.4.4 Meet with Stakeholder Committee to review draft memorandum; follow-on Public workshop			8	8		4							1	20	3	16	\$600	\$10,925		
4.8.4.5 Prepare final memorandum		1	2	4		2		4			2	2	1	17	3	4		\$6,370		

Task and Subtask Descriptions	West Yost Labor Hours													Sub-Consultants Labor Hours		Total Team Labor Hours	Travel and Other Direct Costs	Total Estimated Project Costs																	
	Principal-in-Charge Charles Duncan	Manager I Samantha Adams	Principal Geologist II Andy Malone	Principal Geologist II Eric Chiang	Senior Scientist II Veva Weamer	Senior Engineer I Carolina Sanchez	Associate Geologist II Erik Cadaret	Associate Engineer II Garrett Rapp	Associate Scientist I Sodavy Ou	Engineer II Lauren Sather	Scientist/Geologist I	Administrative III	Task Multiplier	Total West Yost Person Hours	Policy Lead Tess Dunham			Stakeholder Lead Meagan Wiley	Sub-Task	Task															
<b>Workplan Task 4.9: Characterize and Compare the Cost of Baseline and CV-SNMP Scenarios</b>																		<b>\$160,239</b>																	
4.9.1 Develop planning criteria for capital improvements and O&M	8		4			20		8		8			1	48				\$13,168																	
4.9.2 Develop cost estimates and projection of water supply cost for the Baseline and SNMP Scenarios	16		8			80		40					1	184				\$47,008																	
4.9.3 Estimate costs due to increased salinity	16					20		40					1	84	20			\$31,236																	
4.9.4 Prepare task memorandum to document cost of Baseline and SNMP Scenarios																																			
4.9.4.1 Prepare admin-draft memorandum and send to TAC for review	4		8	8		36		20					1	92	15			\$30,422																	
4.9.4.2 Prepare draft memorandum based on TAC comments; send to TAC/Stakeholders for review	2		6	4		16		8					1	48	3			\$13,566																	
4.9.4.3 Meet with Stakeholder Committee to review draft memorandum; follow-on Public workshop			8			8		2					1	18	4	16	\$600	\$10,656																	
4.9.4.4 Meet with TAC to review draft memorandum and Stakeholder comments			8			8							1	16	3	4		\$6,802																	
4.9.4.5 Prepare final memorandum	1		2			8		4		4			2	21	3	4		\$7,381																	
<b>Workplan Task 4.10: Select the Preferred CV-SNMP Scenario, Finalize Management Zones and Beneficial Uses, and Recommend TDS Objectives</b>																		<b>\$199,822</b>																	
4.10.1 Evaluate all forecasted information and propose a preferred SNMP		8	16		8	16			8				1	56	16			\$23,248																	
4.10.2 Select draft-final management zones and TDS objectives based on all components of CWC 13241		8	16		8				8				1	40	16			\$18,944																	
4.10.3 Finalize assignment of beneficial uses		2	6		8				4				1	20	24			\$16,372																	
4.10.4 Perform antidegradation demonstration pursuant to State Board Policy 68-16		16	4			8			40		16		1	84	40			\$38,596																	
4.10.5 Describe process for adaptive management and updates to the SNMP		4	8			8			4				1	24	20			\$15,796																	
4.10.6 Prepare task memorandum													1	0																					
4.10.6.1 Prepare admin-draft memorandum and send to TAC/Regional Board for review		8	8		8	16			16		4	8	1	68	24			\$27,972																	
4.10.6.2 Meet with TAC (including Regional Board) to review draft memorandum		4	8		2	8			4		2		1	28	8			\$11,428																	
4.10.6.3 Prepare draft memorandum based on TAC/RB comments; send to TAC/Stakeholders		2	4		4	8			8		2	4	1	32	8			\$11,552																	
4.10.6.4 Meet with Stakeholder Committee to review draft memorandum; follow-on Public workshop		6	8		8	4			4		2		1	32	8	16	\$600	\$16,404																	
4.10.6.5 Prepare final memorandum based on Stakeholder/TAC/RB comments			2		4	4			2		2		1	16	8	4		\$8,274																	
4.10.6.6 Coordination with Steering Committee and Regional Board to obtain approval		4	12										1	16	12	4		\$11,236																	
<b>Workplan Task 4.11: Prepare Final CV-SNMP</b>																		<b>\$70,432</b>																	
4.11.1 Prepare admin-draft report and send to TAC/Regional Board for review			4			8					8	40	1	60	15	4		\$18,110																	
4.11.2 Meet with TAC (including Regional Board) to review draft report		4	4			4					2		1	14	4	4		\$6,594																	
4.11.3 Prepare draft report based on TAC/RB comments; send to TAC/Stakeholders			4			8					4	8	1	24	6	2		\$8,366																	
4.11.4 Prepare for and meet with Stakeholder Committee to review draft report			8			8							1	16	6	16	\$600	\$11,044																	
4.11.5 Prepare for and lead a Public meeting to review draft report			2			2							1	4	6	16		\$6,916																	
4.11.6 Prepare final report based on Stakeholder/TAC/RB/Public comments		2	4			4					4	8	1	22	6	8		\$9,114																	
4.11.7 Coordination with Steering Committee and Regional Board to obtain approval			12			8							1	20	8	4		\$10,288																	
<b>Project Subtotals</b>																		<b>65</b>	<b>291</b>	<b>1,255</b>	<b>1,437</b>	<b>344</b>	<b>826</b>	<b>104</b>	<b>1,284</b>	<b>330</b>	<b>1,227</b>	<b>974</b>	<b>301</b>		<b>718</b>	<b>623</b>	<b>9,779</b>	<b>9,300</b>	<b>\$2,556,297</b>
<b>Contingency (10%)</b>																												<b>\$255,630</b>							
<b>Project Total</b>																												<b>\$2,811,927</b>							

# West Yost 2022 Billing Rate Schedule

(Effective January 1, 2022 through December 31, 2022)\*

Positions	Labor Charges (Dollars per Hour)
<b>ENGINEERING</b>	
Principal/Vice President	\$318
Engineer/Scientist/Geologist Manager I / II	\$301 / \$315
Principal Engineer/Scientist/Geologist I / II	\$272 / \$289
Senior Engineer/Scientist/Geologist I / II	\$244 / \$256
Associate Engineer/Scientist/Geologist I / II	\$209 / \$224
Engineer/Scientist/Geologist I / II	\$168 / \$195
Engineering Aide	\$98
Field Monitoring Services	\$90
Administrative I / II / III / IV	\$86 / \$109 / \$130 / \$144
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$313 / \$315
Principal Tech Specialist I / II	\$287 / \$297
Senior Tech Specialist I / II	\$263 / \$275
Senior GIS Analyst	\$238
GIS Analyst	\$225
Technical Specialist I / II / III / IV	\$168 / \$191 / \$215 / \$240
Technical Analyst I / II	\$120 / \$144
Technical Analyst Intern	\$97
Cross-Connection Control Specialist I / II / III / IV	\$125 / \$136 / \$152 / \$170
CAD Manager	\$189
CAD Designer I / II	\$147 / \$166
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$304
Construction Manager I / II / III / IV	\$185 / \$199 / \$211 / \$267
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$162 / \$180 / \$201 / \$209
Apprentice Inspector	\$147
CM Administrative I / II	\$79 / \$106
Field Services	\$209

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

\* This schedule is updated annually

## West Yost 2022 Billing Rate Schedule (continued)

(Effective January 1, 2022 through December 31, 2022)\*

### Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$270 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Gas Detector	\$80 / day
Generator	\$39 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Controller	\$75 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter	\$19 / day
Stainless Steel Wire per Foot	\$0.03 / day
Storage Tank	\$15 / day
Sump Pump	\$24 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$22 / day
Vehicle	\$10 / day
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$27 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day

\* This schedule is updated annually

### Subcontractor Hourly Rates

- Tess Dunham = \$400/hour
- Meagan Wylie = \$175/hour



# A APPENDIX A - RESUMES

Appendix A presents full resumes for the entire West Yost team in the following order:

- Andy Malone, PG
- Charles Duncan, PE
- Samantha Adams, MESM
- Carolina Sanchez, PE
- Eric Chiang, PhD
- Veva Weamer, MESM
- Erik Cadaret, PG, CHG
- Sodavy Ou, MESM
- Garrett Rapp, PE
- Lauren Sather, PhD
- Meagan Wylie | Zephyr Collaboration
- Tess Dunham | Kahn, Soares & Conway, LLP



## Andy Malone, PG

### Project Manager and Technical Supervisor

Andy is a hydrogeologist with over 25 years of professional experience in water resources consulting and in geologic sciences. His technical expertise includes sedimentary geology, tectonics, basin characterization, hydrogeologic and hydrologic analyses, aquifer mechanics, Geographic Information Systems, and database design and implementation. Andy develops investigative strategies for hydrogeologic studies, leads stakeholder technical committees, manages projects and staff, works to increase the technical expertise of the company, and mentors and guides junior staff as they develop into the next generation of expert water-resources professionals. At present, Andy is: managing engineering services for the Chino Basin Watermaster, where he is leading sophisticated hydrogeologic investigations in pumping-induced land subsidence, groundwater/surface-water interactions, and the monitoring of groundwater-dependent ecosystems; leading an effort with the Six Basins Watermaster to develop and implement an improved water-resources management program in the Six Basins to maximize the beneficial use of the groundwater basin; leading an effort to develop a Groundwater Sustainability Plan for the Spadra Basin; leading all technical services for the newly-established Borrego Springs Watermaster; and, developing a groundwater monitoring program in the Coachella Valley Groundwater Basin to support a Salt and Nutrient Management Plan.

Earlier in his career, Andy was the lead geologist in the development of a hydrogeologic conceptual model of the Chino Basin that was subsequently translated into a very well calibrated numerical groundwater-flow model. Andy continues to work with the modeling team to refine the conceptual model based on new geologic and monitoring data and to use the model to inform numerous basin-management initiatives, such as the management of land subsidence. Andy's professional experience also includes employment as a field geologist for the Indiana State Geological Survey and as a geology instructor at Saddleback College in Southern California.

## EXPERIENCE

**Coachella Valley Salt and Nutrient Management Plan Update, Coachella Valley Water District, Coachella, CA:** Project Manager and Principal Geologist. The State Water Board's Recycled Water Policy requires the stakeholders in the Coachella Valley to develop an SNMP that sustainably manages salt and nutrient loading in the Coachella Valley Groundwater Basin (Basin) to protect its beneficial uses. In 2015, the Coachella Valley stakeholders submitted an SNMP to the Regional Board (2015 SNMP); however, the Regional Board found the 2015 SNMP insufficient. Of concern to the Regional Board was the insufficiency of the proposed monitoring program to fill data gaps and adequately characterize the spatial and vertical distribution of water quality conditions; lack of an antidegradation analysis to support salt and nutrient loading from the use and recharge of Colorado River water; and the absence of proposed implementation measures to manage salt and nutrient loading on a sustainable



**STAFF TITLE:** Principal Geologist II

**YEARS OF EXPERIENCE:** 25

#### PROFESSIONAL REGISTRATIONS

- Professional Geologist, California No. 8700

#### EDUCATION

- MS, Geological Sciences, Indiana University Bloomington
- BA, Geological Sciences, University of California, Santa Barbara
- BA, Environmental Studies, University of California, Santa Barbara

#### PROFESSIONAL AFFILIATIONS

- National Ground Water Association
- Groundwater Resources Association of California
- South Coast Geological Society

basis. Of concern to the Coachella Valley stakeholders is the ability for continued use and recharge of Colorado River water, which is a critical source of supplemental water to support the sustainability of the Basin and the economy of the Coachella Valley. In 2020/21, Mr. Malone led a multi-stakeholder effort, including the Regional Board staff, in the development of a workplan to update the 2015 CV-SNMP (CV-SNMP Development Workplan). The workplan includes a major re-design of the SNMP groundwater monitoring program and a technical process to set numeric TDS objectives for the Basin. The Regional Board approved the proposed groundwater monitoring program in February 2021, and approved the CV-SNMP Development Workplan in October 2021.

**Land Subsidence Management Programs, Chino Basin Watermaster, Riverside, San Bernardino and Orange Counties, CA:** Project Manager conducting ongoing investigations to determine the extent, rate, and mechanisms of land subsidence and ground fissuring in the Chino Basin. Manages and directs a technical committee of hydrogeologic consultants that are responsible for designing and implementing land subsidence investigations and monitoring programs. A common cause of ground fissuring within alluvial basins is the removal of subsurface fluids, which results in the compaction of poorly consolidated aquifer materials and land subsidence. Andy supervised the construction of multiple depth piezometers and a dual-borehole extensometer, a highly sophisticated monitoring facility that records the data necessary to establish relationships between pore pressure changes and aquifer system compaction in the area of acute subsidence and historical ground fissuring. Though this is an ongoing project, its results were used to develop an adaptive management plan in the Chino Basin that will minimize and/or abate permanent land subsidence and ground fissuring in the future.

**Nitrogen/Total Dissolved Solids Studies, Santa Ana Watershed Project Authority – N/TDS Task Force, Riverside County, CA:** Lead hydrogeologist conducting studies to revise the water quality objectives for groundwater sub-basins throughout the Santa Ana River Watershed. The result of this study was a comprehensive update to the salt and nutrient management plan for the entire Santa Ana River Watershed. For this effort, Andy developed revised sub-basin boundaries—based on a reassessment of hydrogeology, groundwater flow paths, and groundwater quality—to create “management zones” for more effective management and stewardship of these groundwater systems. This effort also included the development and testing of sophisticated statistical techniques to set new TDS and nitrate groundwater quality objectives based on historical water quality data. He has since directed four subsequent recomputations of ambient water quality in the groundwater management

zones, which were compared to the objectives and used by the Regional Board to assess the existence and magnitude of assimilative capacity.

**Investigation of the Cause(s) of Recent Exceedances of the TDS Concentration Objective for Reach 3 of the Santa Ana River, Santa Ana Watershed Project Authority – Basin Monitoring Program Task Force, Riverside County, CA:** Lead hydrogeologist conducting a study to characterize the causes of an increasing trend in the TDS concentration of Reach 3 of the Santa Ana River (SAR). The increasing trend had resulted in summertime exceedances of the TDS objective for Reach 3 in the Basin Plan. The purpose of the investigation was to provide the Regional Board with insight as it reviews and revises its approach to regulating SAR water quality. The study employed a mass-balance analysis and sensitivity study of the inflows and outflows to Reach 3 during the summertime months of 2004-2012. The investigation showed that the observed summertime increases in the TDS concentration of the SAR from 2004-2012 was correlated with a decrease in POTW discharges with relatively low TDS concentrations. In other words, the TDS concentration of the SAR is diluted by these POTW discharges. The decrease in summertime POTW discharge resulted from increased recycled-water reuse, decreased wastewater influent due to the 2008-09 economic recession, and implementation of indoor water-conservation measures.

**Hydraulic Control Monitoring Program, Watermaster Engineering Services, Chino Basin Watermaster, Riverside, San Bernardino and Orange Counties, CA:** Project manager designing monitoring programs for regulatory compliance. Andy is conducting ongoing investigations to determine the state of groundwater outflow from the Chino Basin as rising groundwater in the Santa Ana River. Crucial groundwater management practices, such as the recharge of recycled water, are dependent upon the demonstration that Chino Basin producers are controlling groundwater outflow. Through an extensive literature review and analyses of geologic, geophysical, and hydrologic data, Andy generated a conceptual hydrogeologic model of the Chino Basin near the river. Based on this model, he developed a detailed groundwater monitoring program that included the construction of nine nested, multiple-depth monitoring wells. The data derived from this monitoring program has characterized: the three-dimensional hydraulic gradients in this part of the basin over time and in response to specific management practices and the hydraulic relationships between the groundwater basin and the river.

**Arlington Basin Desalter Expansion Studies, Western Municipal Water District, Norco and Riverside, CA:** Project manager conducting a feasibility study to expand the Arlington Desalter facility in western Riverside County. The

study included hydrogeologic investigations, groundwater and surface water monitoring programs, and the development and calibration of a numerical, computer-simulation, groundwater-flow model of the Arlington Basin aquifer system. This model was used to predict the hydrologic impacts of an expanded desalter and the ability of the aquifer system to supply the expanded desalter with the required volumes of raw groundwater over the life of the facility (at least 30 years) without causing unacceptable impacts at the desalter wells, within the groundwater basin, or within neighboring basins. The model results indicated that the desalter expansion was feasible but that new wells would need to be constructed and that the drawdown caused by pumping these new wells would impact the neighboring Riverside Basin. Additional feasibility studies and model runs were conducted, which included the artificial recharge of supplemental waters in the Arlington Basin. The objectives of artificial recharge are to temporarily store supplemental water supplies, increase the yield of the Arlington Basin, and mitigate the regional drawdown impacts that would be caused by increased desalter pumping.

**Prado Basin Habitat Sustainability Program, Watermaster Engineering Services, Chino Basin Watermaster, Riverside, San Bernardino and Orange Counties, CA:** Project manager designing monitoring programs for regulatory compliance. Andy conducting ongoing investigations to determine whether the groundwater management plan in the Chino Basin is having adverse impacts on a groundwater-dependent riparian habitat in the downgradient portion of the basin. The investigation is a monitoring and mitigation requirement of the EIR for the groundwater management plan. The intent of this investigation is to characterize the historical, current, and future extent and quality of riparian habitat, and if degradation of the riparian habitat is documented, to provide information on the cause(s) of that degradation. If the cause(s) of degradation are attributed to the implementation of the groundwater management plan, the data from the investigation will aid in the development of efficient and effective mitigation measures. Andy and his team designed the monitoring program and investigation, and they are now implementing it. The investigation includes: remote-sensing and field surveys of the riparian habitat, the construction of monitoring wells and ongoing monitoring of water levels and quality, monitoring of surface water discharge and quality, monitoring of climatic trends, and analysis of other factors that can affect riparian habitat such as pests and wildfire. These data are analyzed and reported annually to a Watermaster sub-committee, which is led by Andy. The annual reports include recommendations for modifications to the monitoring program and a proposed budget for the following fiscal year.

### Technical and Administrative Services, Six Basins

**Watermaster, Lake Forest, CA:** Manages and directs the technical and administrative services for the Six Basins Watermaster. In this role, Andy and Ms. Sanchez perform the following functions: prepare for and lead Board meetings; conduct monitoring programs; database management; coordinate recharge activities; review and revise Watermaster governing documents; prepare annual reports, annual budgets and assessments; determine the annual operating safe yield; perform water rights and storage accounting; and perform other tasks requested by the Board.

Andy is also managed the development of a Strategic Plan for the Watermaster Board. The objective of the Strategic Plan is to develop a water-resources management program that sustains and enhances the water supplies available to the Six Basins in a cost-effective manner and in accordance with the Judgment. This effort began in 2012 and included defining the goals and objectives of the stakeholders: maintaining or improving the yield of the Six Basins, maintaining and/or improving groundwater quality—especially in areas where beneficial uses are constrained by poor groundwater quality, minimizing losses due to rising groundwater and/or subsurface outflow, and optimizing the management of the Six Basins such that all Watermaster parties can reliably pump their shares of the basin yield. This effort also included a description of the water demands and supplies of the Six Basins and the physical nature of the Six Basins, such as surface-water availability and quality, recharge, groundwater production, groundwater quality, groundwater levels, basin boundaries and groundwater barriers, aquifer geometry and aquifer properties, groundwater flow, storage, and yield. From this information, impediments to achieving the stakeholders' goals were identified, which assisted in the development of concepts for improved basin management that will remove impediments and achieve the goals.

Subsequently, Andy directed an effort to develop and evaluate the potential components of the Strategic Plan (e.g. project alternatives). This included: describing the so-called "Baseline Alternative," which is the parties' operations without the Strategic Plan; developing and describing multiple Project Alternatives in enough detail to estimate the expected yield and the associated capital and operating costs; developing and using computer-simulation tools to evaluate the physical impacts of the project alternatives; evaluating and ranking the Project Alternatives based on yield and cost; and developing a plan for the implementation of the preferred alternative(s). Currently, the stakeholders in the Six Basins are moving forward to project implementation and financing for the Strategic Plan. Andy is assisting this effort by leading the technical work to support the preparation of a program EIR for the Strategic Plan.



## Charles Duncan, PE

### Principal-in-Charge



**STAFF TITLE:** Principal

**YEARS OF EXPERIENCE:** 30

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 55498
- Professional Civil Engineer, Oregon No. 91819

#### EDUCATION

- MA, Business Administration, California State University, Sacramento
- BS, Civil Engineering, University of Southern California, Los Angeles

#### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Water Works Association
- Bay Area Water Works Association

#### SPECIALIZED TRAINING

- InfoWater
- EPANET
- H<sub>2</sub>ONET
- H<sub>2</sub>OMAP
- SynerGEE
- KYPIPE
- CYBERNET
- KYPIPE III

#### PUBLICATIONS

- "Unidirectional Flushing Headlines Water Quality Programs," Brenda Estrada & Charles Duncan, AWWA Opflow, June 2016

Charles Duncan is President of West Yost Associates. His experience is focused in water resources master planning of water and recycled water systems. His expertise includes the development and use of hydraulic network distribution system models to optimize water systems and associated infrastructure. Charles specializes in model development, calibration, analysis of reservoir outage plans, and analysis of alternative demand and system configuration scenarios, using InfoWater, EPANET, H<sub>2</sub>ONET, KYPIPE, CYBERNET, and SynerGEE. He has used hydraulic simulation models to analyze water quality constituents to locate, size, and evaluate various water supply sources, reservoirs and elevated storage tanks, wells, booster pump stations, main transmission lines and turn-outs and other points of demand in a distribution system network under various average day, maximum day, peak hour, fire-flow demand, and emergency conditions. In addition, Charles is known for establishing technically feasible and constructible reservoir outage plans and cost-effective capital improvement projects that optimize the system performance based on the results of distribution system model analyses.

## EXPERIENCE

**Recycled Water Feasibility Study/Urban Reuse Plan – California Water Service Company, Chico District:** Project Manager for development of a recommendation on recycled water for California Water Service Company's (Cal Water's) future water supply to identify the ultimate size of Cal Water's Urban Reuse Project, and develop a phased approach to Project implementation. The project was completed the project in two phases. One of the main objectives of the first phase was to determine the potential "size" of Cal Water's Urban Reuse Project. Enhanced the existing GIS database by adding additional data sets such as existing/known wells used to irrigate other parks, school fields, etc., that are not served by Cal Water, to help identify those potential application areas not currently served by Cal Water supplies, and to also add Cal Water's "government" water meter data set. Identified the most cost effective project elements and determined requirements for seasonal storage. A key element of Phase 1 work included interviewing and discussing the reuse project with potential end users, including the City of Chico, Chico Area Recreation and Park District, California State University, Chico, and Caltrans. Facilitated a workshop with key individuals from each stakeholder group to discuss and present the proposed project and evaluate their interest in future participation. For Phase 2, developed a conceptual reuse system and created a hydraulic system model. Based on the physical location and required demands of each potential user (developed in Phase 1), and the required seasonal storage quantities and potential storage locations identified in Phase 1, two (2) conceptual urban reuse system alternatives were developed and evaluated. Alternative 1 evaluated the supply of recycled water from the existing water pollution control plant (WPCP). This alternative would evaluate the conceptual layout of a recycled water backbone system from the existing WPCP

(with all assumed seasonal storage located at the WPCP). Alternative 3 evaluated supplying recycled water from multiple (2) decentralized wastewater treatment facilities (WWTF) throughout the City. This alternative would evaluate the conceptual layout of multiple satellite WWTF systems to serve clusters of recycled water demand customers. Each alternative's potential backbone system pipelines, pump stations, and storage tanks, were identified, sized, and located. A feasibility-level cost estimate for the system was also prepared.

**Water Facilities Master Plan Update, Eastern Municipal Water District, Perris, CA:** Principal-in-Charge for a potable water facilities master plan update for the Eastern Municipal Water District. The District serves customers in a 550 square mile area in western Riverside County. The potable water system has five major service areas with a total of 70 pressure zones. The District anticipates significant future growth, with demand projected to increase approximately threefold through buildout of the District's service area. The water master plan update, which will identify needed capital facilities to meet future growth. The fast-track nature of the project necessitated managing six modeling teams to evaluate potable water system needs. Project tasks included preparing demand and supply projections, updating the hydraulic model with new facilities not in the GIS, validating the hydraulic model through comparisons with field operating data, preparing hydraulic evaluations to identify deficiencies and needed improvements, developing cost estimates for capital facilities and documenting results of the master plan in a comprehensive report. The Master Plan was completed in 2016.

**Water Treatment Plant and Distribution System Master Plan, City of Yuba City, CA:** Principal-in-Charge for a comprehensive master plan update that included developing a new hydraulic model for the City in InfoWater, providing a completed evaluation of the distribution system performance for existing and future demand conditions, including evaluations of system capacity and pressure, distribution system water quality, and performance of the system for different outage scenarios. West Yost also evaluated the future system configuration to assess transmission and distribution system needs to distribute water from the Water Treatment Plant to future growth area. Based on the analysis results, West Yost developed a list of necessary improvements to address existing deficiencies, serve the City's future growth areas, and a phasing plan to serve near-term development. The Master Plan also included an asset evaluation for key facilities and linear assets and used InfoMaster Water to develop a risk assessment model for City's water distribution pipelines.

**2021 Water Master Plan, City of Sacramento, CA:** Principal-in-Charge for the preparation of the City's 2021 Water Master Plan. Tasks include evaluation of existing and future demands,

including the impacts of the passages of SB 606 and AB 1008, which will establish urban water use efficiency standards for residential indoor water use, residential outdoor water use, commercial, industrial and institutional outdoor irrigation use, and water losses. The City's existing water supplies will be reviewed, and future potential supplies will be evaluated. A prioritized capital improvement program will be developed to meet the City's needs through buildout of the City's General Plan.

**RiverArc Sacramento River Water Reliability Study, Placer County Water Agency, Auburn, CA:** Principal-In-Charge for Phase 2 of the RiverArc Regional Water Supply Project. Phase 2 is a five year on-call contract that is focused on building momentum for the RiverArc Project through project promotion and strategy with strategic partners such as the Bureau of Reclamation, the Regional Water Authority/Sacramento Groundwater Authority, the Building Industry Association and the development community. Simultaneously, overseeing Project Implementation that focuses on refining the project's infrastructure needs and costs and developing a range of project phases, beginning with a quick start Initial Phase 1 Project to meet the requirements of those Project Partners with the most immediate surface water needs.

**Sacramento River Water Reliability Study, Phase I, Placer County Water Agency, Auburn, CA:** Project Manager for a multi-agency study involving stakeholders throughout the Sacramento area. The goal of the project is to regionally enhance water supply diversity and reliability, increase sustainability of regional groundwater supplies, and increase environmental protection in the American River watershed. The Phase I Study is a conceptual plan for the implementation and funding of the project and includes project phasing, project alternatives, and estimated planning-level costs.

**French Valley and Winchester Sub-Regional Water Master Plan, Eastern Municipal Water District, CA:** Principal-in-Charge for the development of a Sub-Regional Water Master Plan for the French Valley and Winchester area of Eastern Municipal Water District (EMWD). This planning effort includes reviewing EMWD's existing calibrated hydraulic model; adjusting facility control settings; updating existing demand assumptions; and projecting future demand assumptions within the study area. West Yost assessed the re-zoning of pressure zone areas to improve existing and future service to customers. Existing condition and ultimate buildout of the study area were evaluated. West Yost also evaluated various supply options and timing for the need of the supply; evaluated the system storage requirements for the study area; and made recommendations for the volume of storage required and propose preliminary site locations for the storage.



## Samantha Adams, MESM

### QA/QC

Samantha has over 15 years of professional experience in the water resources industry. Her technical expertise includes salt and nutrient management planning, groundwater management planning, regulatory support and compliance reporting, Watermaster services, water supply and demand analysis, surface and groundwater quality analysis, development and implementation of field monitoring programs, and database management. Samantha has managed, developed and negotiated, and implemented salt and nutrient management compliance plans for the Elsinore Valley MWD, Eastern MWD, the Chino Basin Watermaster and Inland Empire Utilities Agency, the City of Beaumont, the South Orange County Wastewater Authority, and Coachella Valley Water District. Many of these efforts included leading multi-stakeholder groups through collaborative decision-making processes based on complex technical information.

### EXPERIENCE

**Coachella Valley Salt and Nutrient Management Plan Update, Coachella Valley Water District, Coachella, CA:** Principal Scientist and Technical Reviewer for the development of a work plan to update the Salt and Nutrient Management Plan (SNMP) for the Coachella Valley Groundwater Basin (Basin). The Regional Water Quality Control Board for the Colorado River Basin required that the stakeholders in the Coachella Valley develop an updated SNMP to comply with the 2018 Recycled Water Policy and that sustainably manages salt and nutrient loading in the Basin to protect its beneficial uses. Two key challenges in developing an actionable SNMP that complies with the Recycled Water Policy are the absence of water quality objectives for total dissolved solids in the Colorado River Basin Plan and the need for improved monitoring in the Coachella Valley. West Yost prepared a detailed work plan that will lead to the development of scientifically-based water quality objectives and a robust, adaptable monitoring and management program that will meet the objectives of the Regional Board to protect beneficial uses and achieve the desired level of certainty needed by the stakeholders to support financial investments in monitoring and for capital improvements where needed. The work plan was developed through a collaborative, step-wise process with the eight stakeholder agencies required to prepare the SNMP. The SNMP development work plan was submitted to the Regional Board for review and approval in April 2021.

**FY 2021 / 22 Basin Planning Priorities to Update the Santa Ana River Watershed SNMP, Basin Monitoring Program Task Force (administered by the Santa Ana Watershed Project Authority), Riverside County, CA:** Principal Scientist for regulatory and technical support in assessing the Santa Ana River Basin Plan SNMP for compliance with the 2019 Recycled Water Policy. For this project, West Yost is preparing an updated watershed-wide groundwater monitoring program, a surface water monitoring program, and recommendations for updated technical methods to assess assimilative capacity through periodic computation of ambient water quality.

**STAFF TITLE:** Scientist Manager I

**YEARS OF EXPERIENCE:** 15

#### EDUCATION

- Master of Environmental Science and Management (MESM), Water Resources Management, Donald Bren School of Environmental Science and Management, University of California, Santa Barbara, 2006
- BS, Environmental Science, University of Notre Dame, 2002

#### PROFESSIONAL AFFILIATIONS

- Groundwater Resources Association of California
- National Groundwater Association

**Development and Implementation of the South Orange County Wastewater Authority (SOCWA) Salt and Nutrient Management Plan (2012 - present), South Orange County Wastewater Authority, and San Juan Basin Authority, Orange County, CA:**

Project scientist in the development of the SOCWA SNMP from 2012 to 2014. As a subconsultant, developed the SNMP in accordance with the State Water Resources Control Board's 2009 Recycled Water Policy. In this role, Samantha directed the technical analyses to estimate current ambient water quality in the Lower San Juan Basin, performed antidegradation analyses to support the reuse of recycled water in the SOCWA service area, and prepared a detailed plan and schedule for implementing the recommended SNMP, which includes developing a comprehensive surface water and groundwater monitoring program and re-evaluating compliance with the San Diego Basin Plan in the future. In 2015, the San Juan Basin Authority assumed responsibility for the implementation of the SNMP. Since then, Samantha has developed and overseen the implementation of a new watershed-wide surface and groundwater monitoring program and supported negotiations with the San Diego Regional Board related to recycled water reuse and the SNMP. In 2018, during a workshop presenting the proposed amendments to the Recycled Water Policy, State Board staff singled out the San Juan Creek Watershed SNMP as a model to be followed by others in the State. The SNMP is currently being updated to comport with new requirements of the Recycled Water Policy.

**Development, Implementation, and Update of the the Chino Basin Maximum Benefit Salt and Nutrient Management Plan, Chino Basin Watermaster and Inland Empire Utilities Agency, Rancho Cucamonga, CA:** Project scientist involved in the implementation of the Watermaster's salt and nutrient management planning efforts since 2006. As a project scientist, she worked for many years implementing and redesigning the surface and groundwater monitoring programs required to support the program and preparing annual compliance reports to the Santa Ana Regional Board. In 2012, Samantha led an effort to obtain a Basin Plan Amendment to revise the monitoring program requirements, which resulted in an annual savings of nearly \$250,000 for the Watermaster. Samantha is now managing a technical study and regulatory support process to obtain amendments to recycled water reuse/discharge permits and the Basin Plan to change the averaging period used to determine compliance with TDS discharge limitations. Due to conditions outside the control of the dischargers, the TDS concentration of recycled water is expected to increase above the current discharge limitation for short periods of time during dry periods. The objective of the study is to demonstrate the long-term impacts on the TDS concentration of the Chino Basin with and without the change to the objective, develop a regulatory

compliance strategy, and update the Watermaster's SNMP, incorporated in the Basin Plan. This work includes the development of complex fate-and-transport water quality models (surface and groundwater) that simulate the TDS and nitrate processes for the entire Chino Basin, including the historical, current, and future loading associated with land use management for agriculture and dairy operations.

**Upper Temescal Valley Salt and Nutrient Management Plan (2013 - present), Elsinore Valley Municipal Water District and Eastern Municipal Water District, Lake Elsinore and Perris, CA:**

Project manager and lead scientist for the development of the Upper Temescal Valley SNMP. The Santa Ana Regional Board required the EVMWD and EMWD to prepare an SNMP to support their recycled water discharge and reuse plans in the Upper Temescal Valley. The objectives of this project were to establish scientifically based antidegradation objectives for the Upper Temescal Valley groundwater management zones (these objectives currently do not exist); estimate current ambient water quality and assimilative capacity; project future TDS and nitrogen concentrations based on the water resources management plans of local water supply agencies; identify the regulatory challenges posed by the recycled water reuse and discharge plans of the EVMWD and EMWD; and develop an SNMP that addresses these challenges. Samantha was responsible for developing the technical basis of the demonstration, developing a long-term compliance strategy, leading negotiations with the Regional Board, and stakeholder outreach. The plan was approved for incorporation into the Basin Plan by the Executive Officer in November 2017 and the team is supporting the process to prepare and amendment to the Basin Plan to incorporate the SNMP. Also, Samantha serves as the current principal-in-charge to the team of scientists managing the implementation of the SNMP.

**Maximum-Benefit Demonstration for the Elsinore Groundwater Management Zone (2014-present), Elsinore Valley Municipal Water District, Lake Elsinore, CA:** Project manager and lead scientist for developing a maximum-benefit demonstration to raise the TDS and nitrate concentration objectives for the Elsinore Groundwater Management Zone (GMZ) in the Water Quality Control Plan for the Santa Ana River Basin (Basin Plan). The District is seeking new, maximum benefit-based TDS and nitrate concentration objectives so it can have the flexibility to develop and invest in a water resources plan that optimizes the management and use of all its water supply assets to achieve a reliable water supply in an environmentally sound manner. The District's maximum-benefit proposal is designed to facilitate the maximum reuse of recycled water, to protect the beneficial uses of groundwater in the Elsinore GMZ and downstream GMZs for future generations, and to be consistent with Executive Order 68-16, Water Code section 13241, and State Board orders



and policies that promote recycled water reuse. Samantha is responsible for: developing the technical basis of the demonstration; developing alternative salinity management alternatives for evaluation; managing a team of scientists that are using numerical groundwater modeling tools to develop TDS and nitrate concentration projections for the Elsinore GMZ; developing a long-term compliance strategy to ensure that the beneficial uses of the Elsinore GMZ will be protected under the maximum-benefit program; leading negotiations with the Santa Ana Regional Board; and stakeholder outreach. The proposal was accepted by the Regional Board staff in February 2020 and the team is now supporting the process to prepare and amendment to the Basin Plan to incorporate the new maximum benefit objectives and management plan.

**Triennial Update of the Maximum-Benefit Salinity Management Plan (2013 - 2018), Eastern Municipal Water District, Perris, CA:**

Developed the technical basis and regulatory compliance program to support the adoption of maximum-benefit-based objectives for TDS and nitrate in the San Jacinto Upper Pressure GMZ. The maximum-benefit objectives and associated salt and nutrient management plan were incorporated into the Santa Ana Basin Plan in 2010. To support the maximum-benefit objectives, the Regional Board required that EMWD implement specific salinity monitoring and management programs, known as “maximum-benefit commitments” within the San Jacinto Upper Pressure GMZ and throughout their service area within the San Jacinto Watershed. One such commitment requires the EMWD to develop and implement a salinity management plan to control the TDS concentrations of source water and recycled water in the EMWD service area. This program is needed to ensure that groundwater quality is protected from degradation associated with the reuse and discharge of recycled water. The plan must be updated every three years. The EMWD contracted with in 2013 to develop the salinity management plan and again in 2015 to update it. The Maximum-Benefit Salinity Management Plan provides a comprehensive overview of the regulatory environment, the EMWD’s water and wastewater supply operations and associated water quality, the nexus of these source waters to groundwater quality, and the EMWD’s existing and planned salinity management activities. In 2013, Samantha was wholly responsible for designing and writing this first-of-its-kind report for the San Jacinto Watershed. In 2015, Samantha managed the team of scientists that prepared the first triennial update to the plan. In 2018, Samantha served as the technical advisor to for the triennial update.

**2020 Update of the Chino Basin Optimum Basin Management Program (OBMP), Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:**

Project manager for the 2020 update of the Chino Basin OBMP. The OBMP is the Chino Basin’s sustainable

groundwater management plan. In 2000, the OBMP was developed in a collaborative public process that identified the needs and wants of all stakeholders, described the physical state of the groundwater basin, developed a set of management goals, identified impediments to those goals, developed a series of actions that could be taken to remove those impediments and achieve the management goals, and developed agreements to implement the OBMP. Most of the planned actions contained in the 2000 OBMP were implemented and resulted in significant increases in the use of recycled water, increased storm and supplemental water recharge, groundwater storage, water quality protection and the maintenance of safe yield.

Watermaster is now working on the 2020 OBMP Update and is using the same process developed by the team for the 2000 OBMP. It is addressing current and projected challenges to water supply reliability from climate change, limitations in imported water supply and its reliability, new water quality challenges, basin salinity, land subsidence and groundwater dependent ecosystems. In addition to her role as project manager, Samantha is responsible for preparing meeting materials and leading a series of public listening sessions to obtain stakeholder feedback that will guide the development of basin management activities and the ultimate OBMP 2020 implementation plan. Following each meeting, Samantha prepares detailed memos to document the feedback provided during the Listening Sessions. The OBMP update will be completed in 2020.

**Triennial Recomputation of Ambient Water Quality (2007 – 2014), Santa Ana Watershed Project Authority, Riverside County, CA:**

Participant in the Recomputation of Ambient Water Quality for the Santa Ana Watershed for the 1987-2006, 1990-2009, and 1993-2012 periods. The objective of this study is to calculate the ambient TDS and nitrate concentrations for 40 groundwater management zones (GMZs) in the Santa Ana River Watershed. The ambient water quality determinations are compared to water quality objectives and used to assess assimilative capacity, which is a measure used by the Regional Water Quality Control Board to set discharge permit limitations. This study involved a rigorous and stringent technical approach to collect, QA/QC, and analyze data and statistics. For the 1987-2006 and 1990-2009 efforts, Samantha was responsible for overseeing the collection, compilation, and QA/QC of the data used in the analysis, and for assisting in the development of water quality contours for the GMZs. In the 1993-2012 effort, Samantha was responsible for leading the effort to develop the water quality contours for the GMZs and to perform QA/QC of the contours.



## Carolina Sanchez, PE

### Water Quality (Salts and Nutrients)

Carolina has eight years of professional experience in the water resources industry. Her skills include groundwater monitoring, numerical analysis, water resources, and GIS. As a Senior Engineer, Carolina is involved in a variety of projects. Her tasks include: analysis of groundwater level and water quality data; data management; CASGEM compliance; developing charts and contour maps to characterize groundwater flow systems and associated water quality; conducting hydrologic and hydraulic analyses of groundwater recharge using imported, recycled, and storm waters; modeling groundwater production trends; creating tables, charts, and maps to analyze and characterize surface water discharge and associated water quality; and reconnaissance-level design of surface water management facilities.

### EXPERIENCE

**Salt and Nutrient Management Plan - Monitoring and Data Collection Implementation, San Juan Basin Authority, Orange County, CA:** Project engineer responsible for the implementation of the monitoring and data collection work plan, which is an addendum to the Salt and Nutrient Management Plan (SNMP) for the South Orange County Aliso Creek, San Juan Creek, and Portions of Other Basins. The SNMP was developed for the South Orange County Wastewater Authority in 2014. The work plan, which is required by the San Diego Regional Water Quality Control Board as part of the State Board's Recycled Water Policy, was developed in collaboration with all of the regional agencies that serve recycled water in the San Juan Creek Watershed. Carolina was responsible for coordinating the field monitoring programs and for collecting, compiling, and checking recycled water, surface water, and groundwater data. Data collected through the SNMP monitoring program will be used to evaluate "current" groundwater quality, project future changes in groundwater quality, determine the impact of recycled water reuse on current and future groundwater quality, and determine if current or future groundwater quality exceeds the groundwater quality objectives.

**Upper Temescal Valley Salt and Nutrient Management Plan, Elsinore Valley Municipal Water District (EVMWD) and Eastern Municipal Water District (EMWD), Lake Elsinore and Perris, CA:** Project engineer for the Upper Temescal Valley SNMP. The Santa Ana Regional Board required the EVMWD and EMWD to prepare an SNMP to support their recycled water discharge and reuse plans in the Upper Temescal Valley. The objectives of this project were to establish technically based antidegradation objectives for the Upper Temescal Valley groundwater management zones (these objectives currently do not exist), estimate current ambient water quality and assimilative capacity, project future total dissolved solids (TDS) and nitrogen concentrations based on the water resources management plans of the local water supply agencies, identify the regulatory challenges posed by the recycled water reuse and discharge plans of the EVMWD and EMWD, and develop a salt and nutrient management plan that addresses these challenges. Carolina was responsible for



#### OFFICE LOCATION:

- Lake Forest, CA

**STAFF TITLE:** Senior Engineer I

**YEARS OF EXPERIENCE:** 8

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California, No. 85598

#### EDUCATION

- MS CEE Environmental Fluid Mechanics and Hydrology, Stanford University, Stanford, 2013
- BS, Civil Engineering, Loyola Marymount University, Los Angeles, 2012

#### PROFESSIONAL AFFILIATIONS

- Groundwater Resources Association of California
- Technical Board, Thirst Project

collecting, organizing and managing the data compilation and management efforts, and analyzing data to estimate historical and future irrigation return flows and associated TDS and nitrate concentrations from historical and projected land use and period-appropriate irrigation and fertilizer practices. Carolina was also the project engineer in the development of the 2020 update to the 2017 SNMP and is currently the project manager for the implementation of the SNMP.

**Total Dissolved Solids and Nitrate Concentration Projections for the San Jacinto Upper Pressure and Canyon Groundwater Management Zones (2020). Eastern Municipal Water District, Perris, CA:** Project engineer on a project to prepare a TDS and nitrate concentration projections for the San Jacinto Upper Pressure Groundwater Management Zone (SJUP GMZ) to demonstrate the water quality impacts of the various water management activities being implemented by the Eastern Municipal Water District (EMWD). Carolina served as the lead engineer for this study and was responsible for the collection and compilation of hydrogeologic and planning data, the coordination of meetings to develop model scenarios, and the implementation of a constantly stirred reactor model (CSRМ).

**Total Dissolved Solids Studies, Santa Ana Watershed Project Authority, Orange County, CA:** Project engineer on a TDS study to characterize the volume-weighted summertime TDS concentration of POTW recycled water discharges above Prado Dam. The objective of this study was to evaluate the causes of recent TDS concentration exceedances at the Santa Ana River Reach 3 above the TDS objective and to characterize the relative magnitude of each factor contributing to the exceedance of the summertime surface water objectives. Carolina was responsible for collecting and compiling data and preparing charts and graphics to support data analysis.

**2020 Update of the Chino Basin Optimum Basin Management Program (OBMP), Chino Basin Watermaster, Rancho Cucamonga, CA:** Project engineer for the 2020 update of the Chino Basin OBMP. The OBMP is the Chino Basin’s sustainable groundwater management plan. The 2000 OBMP was developed in a collaborative public process that identified the needs and wants of all stakeholders, described the physical state of the groundwater basin, developed a set of management goals, identified impediments to those goals, developed a series of actions that could be taken to remove those impediments and achieve the management goals, and developed agreements to implement the OBMP. Most of the planned actions contained in the 2000 OBMP were implemented and resulted in significant increases in the use of recycled water, increased storm and supplemental water recharge, groundwater storage, water quality protection and the maintenance of safe yield.

Watermaster is now working on the 2020 OBMP Update and is using the same process developed for the 2000 OBMP. It is addressing current and projected challenges to water supply reliability from climate change, limitations in imported water supply and its reliability, new water quality challenges, basin salinity, land subsidence and groundwater dependent ecosystems. As the project engineer, Carolina is responsible for preparing meeting materials and documenting stakeholder feedback during a series of eight public listening sessions that will guide the development of basin management activities and the ultimate OBMP 2020 implementation plan. Carolina also presents technical information to the stakeholders and leads group sessions during the public listening sessions. The Inland Empire Utilities Agency (IEUA) recently completed and published the draft Programmatic Environmental Impact Report (PEIR) of the 2020 OBMP Update. Carolina was responsible for drafting and reviewing sections of the draft PEIR.

**Development of a Strategic Plan for the Six Basins, Six Basins Watermaster, Lake Forest, CA:** Project engineer for the development of the Strategic Plan for the Six Basins Watermaster. The objective of the Strategic Plan is to develop a water-resources management program that sustains and enhances the water supplies available to the Six Basins parties in a cost-effective manner and in accordance with the Six Basins Judgment. This effort began in early 2012 and included the preparation of a comprehensive “state of the basin” report and the articulation of the issues, needs, and wants of the Watermaster Parties—individually and collectively as a group. This information was used to define Strategic Plan project alternatives. The evaluation of the alternatives required the use of surface water and groundwater computer-simulation models. Carolina developed a project economic forecasting tool to estimate the annual water supply cost for each party for the “no strategic” plan, or baseline case, and for alternative management plans being considered in Strategic Plan development. She was responsible for analyzing water production trends; hydrologic and hydraulic modeling of increased stormwater diversion and recharge at the San Antonio and Thompson Creek Spreading Grounds; and the preparation, of maps, charts, and tables to communicate the results of groundwater model simulations of the Strategic Plan alternatives. She also worked on the final report, documenting the development of the Strategic Plan, and a planning proposal for the implementation of the Strategic Plan. Currently, she is working on the implementation of the Strategic Plan, which includes developing planning scenarios for the Six Basins Parties, coordinating with groundwater modelers, and coordinating with the environmental consultants for the preparation of the Programmatic Environmental Impact Report.

# MEAGAN WYLIE

## FACILITATION & STAKEHOLDER ENGAGEMENT

### CONTACT

meagan@zephyrcollaboration.com  
619-886-8152  
San Diego, CA

### EXPERTISE

- Facilitation and Mediation
- Participatory Planning
- Stakeholder Assessments
- Stakeholder Engagement and Large Stakeholder Processes
- Community Outreach
- Project Management
- Materials Development
- Meeting Logistics Planning

### EDUCATION & CERTIFICATIONS

#### B.S., Marine Biology and Oceanography

Hawai'i Pacific University | Honolulu, HI

#### Non-Profit Management Solutions Certifications | San Diego, CA

- Succeeding as a Supervisor
- Producing Peak Performance
- Team Building
- Interviewing and Hiring for NGOs

#### Certificate, Professional Development

Center for Collaborative Policy, Sacramento, CA

### MEMBERSHIPS

#### Accord 3.0 Network

### PUBLICATIONS

Groundwater Sustainability Plans: California's Newly Formed Groundwater Sustainability Agencies: The Rewards of Optimizing Effective Coordination and Collaboration. The Water Report, Issue #162. 2017

### SUMMARY

#### Senior Facilitator and Project Manager

Zephyr Collaboration | 2018 - Present  
Seatone Consulting | 2015 - Present

#### Lead Facilitator and Project Manager

California State University, Sacramento | 2013 - Present

#### Marine Conservation Initiative Program Consultant

Natural Resources Defense Council | 2013 - 2015

#### Marine Conservation Program Manager

San Diego Coastkeeper | 2006 - 2012

### SELECTED RECENT PROJECT EXPERIENCE

#### Landscape Stakeholder Advisory Group

California Department of Water Resources | 2017 to Present

Facilitation of the Landscape Stakeholder Advisory Group and its eight subcommittees for 300+ interested stakeholders in the landscape industry and public agency sector to provide input on landscape water use efficiency topics to DWR ([weblink](#)). Ms. Wylie also provides overall project management and document development support to DWR project staff.

#### Owens Lake Groundwater Development Program

Los Angeles Department of Water and Power | 2019 to Present

A component of the Owens Lake Master Project is to utilize groundwater from beneath Owens Lake to provide a portion of water demand for dust mitigation on Owens Lake in an environmentally sustainable manner. Ms. Wylie facilitates a technical Groundwater Work Group that was convened to provide feedback and recommendations to Los Angeles Department of Water and Power on their efforts, as well as the Patsiata Cultural Resources Task Force, comprised of the five Tribes, regulatory agencies, and technical consultants focused on protection of cultural resources in this area.

#### Sea Level Rise Working Group

California Coastal Commission | 2019 to Present

Facilitation support and document development for a Working Group of California Coastal Commissioners and elected officials of coastal cities and counties to address strategies and improved coordination for Seal Level Rise and coastal resiliency.

#### Peyton Slough Marsh Complex Management Planning

California Water Quality Regional Control Board | 2021 - Present

Performed a situation assessment and designed a collaborative process for stakeholders who have been working for 30 years to restore and manage a series of tidal wetlands in the California Bay-Delta. Facilitation support of a Planning Group of regulatory agencies, landowners, nonprofits and interested parties working to develop a marsh-wide Management Plan.

### **Turlock Subbasin Groundwater Sustainability Plan Community Engagement**

[California Department of Water Resources | 2017 to 2022](#)

Pursuant to the Sustainable Groundwater Management Act (SGMA), facilitated the successful creation of a basin-wide Communications Committee, led the development of a robust Groundwater Sustainability Plan (GSP) Communication and Engagement Plan, and managed/supported implementation of activities outlined in the Plan including community workshops, technical advisory committee meetings, virtual "office hours", website and outreach materials development. [www.turlockgroundwater.org](http://www.turlockgroundwater.org)

### **Cosumnes Subbasin Groundwater Sustainability Plan Community Engagement**

[Cosumnes | 2021 to Present](#)

Supports the Cosumnes Groundwater Authority in stakeholder and public engagement efforts including updates to its comprehensive Communication and Engagement Plan, the development of outreach materials, website content, planning of public workshops and virtual meetings. <https://www.cosumnesgroundwater.org>

### **Sustainable Groundwater Management Program: Borrego Valley Groundwater Basin**

[California Department of Water Resources | 2016 to 2020, and 2022](#)

Pursuant to SGMA, in October 2016, the Borrego Water District and the County of San Diego approved a Memorandum of Understanding (MOU) to establish the Borrego Valley Groundwater Sustainability Agency (GSA). The GSA was responsible for developing a GSP for the Borrego Basin, due January 31, 2020, with input provided by a formally established Advisory Committee (AC) to aid in the development of the planning and policy recommendations contained in the GSP. Ms. Wylie facilitated meetings of the AC, the GSA "Core Team" that includes representatives from the GSA agencies and GSP technical consultants, public workshops, and completes related project management activities.

### **Owens Valley Subbasin Groundwater Sustainability Plan Community Engagement**

[Owens Valley Groundwater Authority | 2019 to 2021](#)

Facilitated an Ad Hoc Committee of the Owens Valley Groundwater Authority in the development of a Guiding Principles document and comprehensive Communications and Engagement Plan, including tribal engagement, that the OVGA will implement during GSP development and future implementation. <https://ovga.us>

### **California 2020 Census**

[Governor's Office of Planning and Research | 2018 to 2021](#)

Public and engagement and project management for the Census 2020 series of 25 statewide Regional Convenings of grassroots project partners held in 2018/19 and again in 2020. Facilitation support of the California Complete Count Committee and its four working groups. Is part of team of writers who developed the state's census Statewide Outreach and Communication Strategy, as well as several other reports on Census 2020 efforts for submission to the Governor's Office and to the Legislature every six months beginning in early fall 2018 through March 2021.

### **Environmental Health Leadership Summit**

[California Air Resources Board | 2017 to 2020](#)

The annual Environmental Health Leadership Summit in Imperial Valley draws attention to degradation of air quality and public health, associated air quality monitoring programs, and allied environmental justice efforts. Ms. Wylie assists with Summit preparation and organization efforts, Summit facilitation, and developed the comprehensive meeting reports. <https://www.ejsummit.com>

### **AB 32 Environmental Justice Advisory Committee**

[California Air Resources Board | 2016 to Present](#)

Support facilitated discussions among ARB and Environmental Justice Advisory Committee (EJAC). The first EJAC was convened in 2007 to advise the ARB in developing a Scoping Plan, and any other pertinent materials for implementing AB 32. The EJAC is comprised of representatives from communities in the State with the most significant exposure to air pollution, including, but not limited to, communities with minority populations or low-income populations, or both. The EJAC was reconvened in 2013 to advise the Board on the 2013 Scoping Plan Update. The ARB must update the current Scoping Plan by March 2017. Project roles include meeting facilitation, coordination among the EJAC members and ARB, and assisting with preparation of community workshop agendas and materials.

### **Sediment Management and Technical Advisory Group**

[University of California, Irvine | 2017 to 2021](#)

As a component of their FloodRISE project, University of California, Irvine (UCI) conducted a National Oceanic and Atmospheric Administration (NOAA) funded research project to analyze the potential implications of various sediment management options on the resiliency and vulnerability of coastal communities and coastal wetlands under climate change scenarios in two areas: the Tijuana River Valley and Newport Beach, California, and to develop modeling tools. Ms. Wylie provides collaborative services to UCI to coordinate and facilitate the annual meetings of the Management and Technical Advisory Group. Efforts include project coordination, meeting preparation, workbook development, meeting facilitation, and development of comprehensive meeting summary reports.

### **Central Valley Landscape Conservation Project**

[U.S. Fish and Wildlife Service | 2014 to 2018](#)

Cooperative Landscape Conservation (CLC) is a process that achieves common goals and priorities across a network of partners to ensure sustainable ecosystems throughout a broad landscape. This project links CLC with climate adaptation planning for avian, fish, and terrestrial species of significance in California's Central Valley. Ms. Wylie facilitated the collaborative efforts of a group of over 100 stakeholders representing an array of agencies, organization, businesses, landowners and Tribes to produce climate-smart conservation goals and objectives for priority resources; vulnerability assessments for priority resources; adaptation strategies and actions, and spatially explicit design options to support prioritization of priority resources; and an online toolbox and outreach plan to help partners implement the adaptation strategies. This project's website with outputs and products developed to-date can be accessed at:

<http://climate.calcommons.org/cvlcp>.

### **Independent Technical Panel (ITP) for Demand Management Measures**

[California Department of Water Resources | 2014 to 2016](#)

DWR convened an Independent Technical Panel (ITP) to provide information and recommendations to DWR and the Legislature on new demand management measures (DMM), technologies, and approaches. DWR convened the ITP in 2013, and submitted its first legislative report on DMM in December 2014. Shortly thereafter in early 2015, the ITP engaged in efforts to address urban landscape water use efficiency throughout the state. After 30 two-day intensive meetings, the ITP finalized its second legislative report in May 2016.

### **San Diego IRWM Regional Water Data Management Program**

[County of San Diego | 2013 to 2015](#)

This project involved a collaborative, stakeholder-driven process to summarize current data gathering efforts, assesses and prioritizes data management needs, and recommend basic design parameters for the development of the Integrated Regional Watershed Management (IRWM) data management system. Ms. Wylie facilitated Advisory Work Group meetings, stakeholder workshops and public meetings, and supported outreach and coordination efforts.

### **Tijuana River Estuary Temporal Investigations of Marsh Ecosystems (TIME) Assessment and Technical Workshops**

[National Estuarine Research Reserve System | 2013 to 2015](#)

Following a comprehensive needs assessment and a workshop devoted to scenario planning for climate change, the TIME project then focused on identifying ecosystem services and analyzing trade-offs between major management strategies in the Tijuana River Valley. Ms. Wylie facilitated Advisory Group meetings and technical Workshops with numerous agency partners.



## Theresa (Tess) A. Dunham

### Areas

- ❖ Water Quality
- ❖ Public Policy
- ❖ Regulatory Facilitation

### Education

- McGeorge School of Law (J.D.)
- Boston University (B.A)
- California Agricultural Leadership Program (1999-2001)
- University of California Davis, Executive Leadership Program (2018)

Tess Dunham is a partner at Kahn, Soares & Conway. Her legal skills are combined with a unique background outside of law, allowing her to help clients more strategically. A leading water quality lawyer, Tess was raised on her family's farm. While still active in the family's business, she forged a career in politics, lobbying, environmental consulting, and public policy – eventually balancing some roles while attending law school at night. Now an accomplished advisor on water quality issues, she is called upon by municipalities, private industries, sanitation agencies, growers, ranchers and more to help with situations they face. She is also called upon by large associations and industry groups, including one of the largest statewide coalitions of dairy organizations and a trade group whose members provide half of the nation's fresh fruits and vegetables.

Tess also deftly handles highly complex work for some of California's largest cities, counties, publicly-owned treatment works, and public agencies.

Her policy experience, gained from working for the Governor's Office, the Department of Conservation, the California Farm Bureau Federation, and as a lobbyist, leaves her with not only an inside perspective of working with the public agencies that govern water quality, but with relationships that can mean the difference between reaching productive resolutions to problems.

When precedent-setting issues are at stake, she is often the attorney called on because of her substantive knowledge of water quality. She has submitted briefs to the U.S. Supreme Court, California Supreme Court, and California Appellate Courts. Tess routinely appears before the State Water Resources Control Board and many of the nine regional water quality control boards. She is well known by many Water Board staff and members and has developed a reputation of someone who is thoughtful and willing to work with the Water Boards to find mutually agreeable solutions for clients and the Water Boards.

## REPRESENTATIVE MATTERS

### Groundwater Policy

In her role as attorney/policy advisor for the Central Valley Salinity Coalition (CVSC), Tess served as one of the chief architects of the Central Valley Salt and Nitrate Management Plan (SNMP), which is designed to deal with the problem of salt and nitrate in Central Valley groundwater basins. Once the Central Valley SNMP was accepted by the Central Valley Water Board, Tess then helped to draft the Central Valley's Basin Plan Amendments to implement the Central Valley's SNMP. This process encompassed working with diverse stakeholders to draft amendments that were generally acceptable by all stakeholders, including the Central Valley Water Board and other participating agencies. Tess continues to actively participate in the Central Valley Salinity Alternatives for Long-term Sustainability (CV SALTS) Executive Committee along with the Central Valley Regional Water Quality Control Board, environmental justice advocates, state agencies, federal agencies, and others to implement the Basin Plan Amendments.

In addition to CV SALTS, Tess provides regulatory facilitation services and public policy expertise to the Santa Ana Watershed Project Authority in its administration of the Basin Monitoring Task Force, which oversees implementation of the Santa Ana region's historic salt and nitrate management plan. Tess also provides regulatory strategy and facilitation services to a special project under the Central Valley Clean Water Association (CVCWA), a 15+ year collaboration with lead policy staff from six of the Central Valley's largest publicly-owned treatment works (POTWs).

### Agricultural Resources

Tess provides ongoing water quality regulatory and legal services to the California Rice Commission, East San Joaquin Water Quality Coalition, and others. For example, Tess assisted Central Valley agricultural entities in negotiating a Long-Term Irrigated Lands Program with the Central Valley Regional Water Quality Control Board, State Water Board and environmental justice advocates. She continues to advise and represent Central Valley agriculture in the implementation of this program. Tess also represents Central Coast agricultural interests in regards Waste Discharge Requirements issued by the Central Coast Regional Water Quality Control Board.

Besides representing irrigated agricultural interests, Tess also represents the California dairy industry on water quality issues that occur before the various regional water boards and the State Water Board.

### Water Quality

- Provide ongoing water quality regulatory and legal services to the Pyrethroid Working Group.
- Provide ongoing regulatory and legal services to the Central Valley Clean Water Association, which represents over 50 POTWs located in the Central Valley.
- Represent numerous POTWs before various Regional Water Quality Control Boards, including the Lahontan and Central Valley Regional Boards, in negotiating and obtaining favorable NPDES permits and state issued waste discharge requirements.



- Represent numerous POTWs before the State Water Resources Control Board in various petition proceedings.
- Represent Ventura County in prolonged negotiations and proceedings before the Los Angeles Regional Water Quality Control Board for County-wide Phase I Municipal Separate Storm Sewer (MS4) Permit.
- Represent numerous public agencies in enforcement proceedings brought by various Regional Water Quality Control Boards.
- Represent various companies in negotiating reasonable settlement agreements with the State Water Board's Office of Enforcement as well as with environmental organizations that have brought Clean Water Act suits under the act's citizen suit enforcement provisions.

### **Insights and Activities**

- Member, California Association of Sanitation Agencies (CASA)
- Member, California Association of Stormwater Quality Agencies (CASQA)
- Presenter, Groundwater Resources Association of California
  - 2020 David Keith Todd Lectureship
- Guest Columnist, "Balancing farming and water quality in the Central Valley," The Daily Journal, May 1, 2019
- Panelist, "Salt and Nitrate Control and Sustainable Groundwater Management: Challenges and Opportunities," ACWA Spring Conference, May 8, 2019
- Panelist, "Groundwater Contamination: Are We Stuck With It?," 15th Annual California Water Law Symposium, February 2, 2019
- Panelist, "Water Quality: What's Coming Next, and How to Prepare for the Challenges and Opportunities," California Dairy Sustainability Summit, November 2018
- Panelist, "CV-SALTS and Nitrate Control Program," First Annual Western Groundwater Congress, September 2018
- Presenter, "CV-SALTS – What it Means to Your Permits and Your Community," Central Valley Clean Water Association Annual Conference, May 2018



## Eric W.H. Chiang, PhD

### Modeling Lead



Dr. Chiang's experience has focused on research and application in the areas of numerical groundwater and surface water modeling, 3D Visualization, software development, data management, planning and decision analysis, and geographic information systems (GIS). Eric develops and applies several computer software packages, notably Processing MODFLOW -- a graphical user interface for groundwater and surface water flow and transport modeling with MODFLOW, MODPATH, MT3D, GSFLOW, SEAWAT, and PEST. He applies Processing MODFLOW in many modeling projects to assist in planning, decision making, regulatory compliance, and to facilitate stakeholder involvement and understanding.

In addition, he develops and applies HydroDaVE -- a cloud-based groundwater and surface water data management system that enables users to remotely manage, visualize, analyze, and share groundwater, surface water, climatic data, and model results on a map-based user interface. He incorporates innovative remote-sensing or model-based data in HydroDaVE, such as Normalized Difference Vegetation Index (NDVI) to quantify vegetation and Next Generation Weather Radar (NEXRAD) and Global Circulation Models (GCMs) to provide historical and future daily/hourly precipitation estimates. Eric has extensive experience in several modeling software programs including MODFLOW, GSFLOW, PRMS, HYDRUS, MT3DMS, RT3D, SEAWAT, PEST, UCODE, GSLIB, ArcGIS, SURFER, and GRAPHER, and he is well versed in the SQL Database and several programming languages such as C, C#, C++, Python, Fortran, Visual Basic, and R.

Eric was a Professor at the University of the Free State, South Africa where he authored and published 3D Groundwater Modeling with PMWIN, a textbook that covers Processing MODFLOW and computer codes for groundwater flow and contaminant transport simulation. In addition, Eric served as a University Instructor at the University of Bremen, Germany where he taught Applied Groundwater Modeling short courses from 1996 to 2004.

## EXPERIENCE

**Update of the Salt and Nutrient Management Plan for the Chino Basin, Chino Basin Watermaster, Rancho Cucamonga, CA:** Lead water quality modeler for the update of the salt and nutrient management plan for the Chino Basin. The objective of the study is to demonstrate the long-term impacts of recycled water reuse and recharge on the total dissolved solids (TDS) concentration of the Chino Basin during prolonged future droughts. This work includes the development of a series of numerical models, including complex fate-and-transport water quality models (land surface, streams, vadose zone, and groundwater) that simulates the water flow and TDS and nitrate transport processes for the entire Chino Basin, including the historical, current, and future loading associated with land use management for agriculture and dairy operations. The specific models used include R4, Hydrus-2D, MODFLOW-NWT

**STAFF TITLE:** Principal Scientist II

**YEARS OF EXPERIENCE:** 30

### EDUCATION

- PhD, Civil Engineering, University of Kassel, Germany, 1998
- MS, Civil Engineering, University of Stuttgart, Germany, 1989
- BS, Civil Engineering, National Central University, Taiwan, 1983

### PROFESSIONAL AFFILIATIONS

- Groundwater Resources Association of California
- National Ground Water Association
- International Association of Hydrological Sciences

and USGS-MT3D. Dr. Chiang developed software to iteratively run the models to honor feedback loops in the system. This enables the projected changes in groundwater quality to be represented in projected water supply and recycled water quality, the returns flows of which contribute to subsequent changes in groundwater quality and Santa Ana River quality (the feedback loop). This model is the most detailed and sophisticated TDS and nitrate simulation ever done for the Santa Ana Watershed.

**2015 and 2020 Safe Yield Recalculation for the Chino Basin, Chino Basin Watermaster, Rancho Cucamonga, CA:**

**Lead Modeler.** The safe yield of the Chino Basin is re-calculated pursuant to the Peace Agreement and Watermaster rules and regulations. For the 2015 investigation to recalculate the safe yield of the Chino Basin, Eric obtained all historical precipitation and temperature data from surface stations and radar estimates, PRISM, and spatially disaggregated and bias-corrected projections of precipitation and temperature from NASA for the available GCM projections. Eric compared historical and GCM projected precipitation information at various locations in the Upper Santa Ana Watershed to determine the reliability of using GCM-based projections of precipitation to compute stormwater recharge and the deep infiltration of precipitation and applied water. This information was used in the estimation of Safe Yield in the Chino Basin. Eric served as the project engineer for the 2020 investigation to recalculate the safe yield of the Chino Basin. The 2020 safe yield estimate was prepared consistent with the sustainable yield requirements in the SGMA. The 2020 safe yield estimate was prepared consistent with the sustainable yield requirements in the SGMA and went was also subjected to peer review. The 2020 Safe Yield Recalculation report was published on May 15, 2020.

**Integrated Surface and Groundwater Model, Santa Margarita Water District, CA:**

**Lead Modeler.** The Santa Margarita Water District (District) retained West Yost to provide engineering and hydrogeologic services to support a preliminary design report and environmental documentation for the San Juan Watershed Project (Project) that included work to evaluate the amount of new stormwater recharge generated by the Project, to develop groundwater pumping plans to recover the new recharge and other hydrogeologic tasks. Dr. Chiang serves as the lead modeler for developing an integrated surface water and groundwater model for the San Juan Watershed and San Juan Creek groundwater basin to support the advanced planning, design and implementation of the Project; ensure that the facilities and associated operating plans are reliably developed; provide accurate estimates of Project yield and unit cost of the new yield; assess environmental responses; and develop the detailed information needed to obtain permits and allocate new yield

of the Project. Using the Processing MODFLOW software as well as climate data, such as PRISM and CIMIS, collected and stored in the HydroDaVE System, the model is built with the USGS coupled surface water and groundwater flow model called GSFLOW. GSFLOW is based on USGS's groundwater flow model MODFLOW and precipitation-runoff modeling system PRMS. A benefit of GSFLOW is that both headwater, valley settings and groundwater can be simulated simultaneously, so that flows throughout a watershed can be simulated comprehensively.

**Recomputation of Ambient Water Quality, Santa Ana Watershed Project Authority, Riverside County, CA:**

**Principal engineer** providing high-level technical support for the Recomputation of Ambient Water Quality for the Santa Ana Watershed for the 1987-2006, 1990-2009, and 1993-2012 periods. In this study, the ambient water quality determinations in Santa Ana River Watershed groundwater management zones were compared to water quality objectives and used by the Regional Board to assess assimilative capacity as part of the basin monitoring program required by the Santa Ana Region Basin Plan. Eric was responsible for developing software code to generate the twenty-year statistics of TDS and nitrate data for all of the wells in the watershed. He was responsible for finding outliers in the data based on the methodology in the RFP, computing ambient water quality statistics, and the final computation of ambient water quality.

**Maximum-Benefit Demonstration for the Elsinore Groundwater Management Zone, Elsinore Valley Municipal Water District, Lake Elsinore, CA:**

**Lead groundwater modeler** for developing a maximum-benefit demonstration to raise the total dissolved solids (TDS) and nitrate concentration objectives for the Elsinore Groundwater Management Zone (GMZ) in the Water Quality Control Plan for the Santa Ana River Basin (Basin Plan). The District is seeking new, maximum benefit-based TDS and nitrate concentration objectives such that it can have the flexibility to develop and invest in a water resources plan that optimizes the management and use of all its water supply assets to achieve a reliable water supply in an environmentally sound manner. The District's maximum-benefit proposal is designed to facilitate the maximum reuse of recycled water, to protect the beneficial uses of groundwater in the Elsinore GMZ and downstream GMZs for future generations, and to be consistent with Executive Order 68-16, Water Code section 13241, and State Board orders and policies that promote recycled water reuse. Eric is responsible for developing a numerical groundwater model to develop TDS and nitrate concentration projections for the Elsinore GMZ, based on the EVMWD's Integrated Resources Supply Plan. The groundwater model is being developed with the Processing Modflow software, authored by Eric.



## Garrett Rapp, PE

### Modeling Support

Garrett has eight years of experience in the water resources industry. His technical expertise as a professional engineer includes water resources engineering and planning, including surface and groundwater hydrology and hydraulics, water resources planning, surface and groundwater computer simulation modeling and software development, ground-level monitoring, water rights, regulatory compliance, surface water and groundwater quality, municipal recycled water discharge impacts in receiving waters, and water supply and flood control facility design.

### EXPERIENCE

#### **Development of a Storage Framework for the Chino Basin, Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:**

Project engineer that collaborated on the development of a storage framework for the Chino Basin. This is a comprehensive investigation to assess the groundwater basin response to the planned use of managed storage in the Chino Basin, including potential storage and recovery projects. Garrett worked with the Watermaster and various groundwater producers to develop planning estimates to project future behavior in the basin, including pumping and replenishment estimates. Garrett provided information to develop new groundwater model scenarios, reviewed and analyzed the results of the scenarios, and presented the groundwater model results to the Watermaster Board and other stakeholders. His analysis involved assessing potential impacts of future behavior on land subsidence, production sustainability, and the overall balance of recharge and discharge in the basin and making recommendations to mitigate any undesirable impacts. Garrett also collaborated on the report of this investigation, developing text, tables, and charts to characterize and document the results of the various model scenarios.

**Evaluation of the Local Storage Limitation Solution, Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:** Project engineer that collaborated on the development of a model and report documenting the evaluation of a storage and recovery project in the Chino Basin. His work involved developing the model assumptions, post-processing and interpreting the results, and writing the report to document the results and interpretations. Garrett also supported the development of project documentation pursuant to the California Environmental Quality Act, providing expert opinions on the hydrologic effects of the project and the project's effect on greenhouse gas emissions.

**Development of the 2017 and 2021 Chino Basin Groundwater Model Update and Required Demonstrations Reports, Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:** Project engineer developing the 2021 Chino Basin Groundwater Model Update and Required Demonstrations Report for Watermaster and assisting with the development of the 2017 Report. For the



**STAFF TITLE:** Associate Engineer II

**YEARS OF EXPERIENCE:** 8

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California, No. 86007

#### EDUCATION

- MS, Hydrology, University of Arizona
- BS, Civil Engineering, University of Virginia

#### PROFESSIONAL AFFILIATIONS

- Arizona Hydrological Society
- California Water and Environmental Modeling Forum
- Groundwater Resources Association of California

2021 Report, Garrett updated and ran the groundwater and surface water model to quantify the balance of recharge and discharge in the Chino Basin and to estimate the effects of water rights transfers across the basin. For both the 2017 and 2021 Reports, Garrett developed text, tables, and charts to characterize the results of the updated models. For the 2017 Report, he also developed text, tables, and figures to describe the modeled effects of the storm water recharge projects proposed in the 2013 Amendment to the 2010 RMPU on the Chino Basin.

#### **Support for Recharge Master Plan Updates (RMPUs), Watermaster Engineering Services, Chino Basin**

**Watermaster, Rancho Cucamonga, CA:** Project engineer performing as-needed technical work to support the implementation of the 2013 Amendment to the 2010 RMPU for the Chino Basin Watermaster. The implementation phase is focused on the design and operation of the storm water recharge projects recommended as part of the RMPU. Garrett's ongoing duties include building and running surface water models to quantify the storm water recharge for planned projects under various modes of operation, developing plans and engineering cost estimates for new projects, creating maps and documents to communicate these analyses, and coordinating with Watermaster on the operations of the Recharge Investigations/Projects Committee (RIPCom). This work included using surface water modeling to optimize pumping operations in the San Sevaine Basin to refine the design recommendations of the pump, including a sensitivity analysis of the basin volume to the volume of water recharged. Garrett was also responsible for developing a surface water model and cost opinions for several alternatives for a potential new storm water recharge project in eastern Chino Basin. This involved analyzing subsurface investigations to design several feasible project alternatives, estimating the cost and potential performance of each scenario, and presenting these findings to RIPCom and Chino Basin Watermaster's Appropriative Pool.

In 2018, Garrett was a project engineer for the development of the 2018 RMPU. The work to develop the 2018 RMPU included working with Watermaster Staff to lead the Steering Committee meetings and workshops and presenting technical information to the Chino Basin pools and Board. Garrett was also responsible for characterizing projected availability and cost of imported water, understanding and characterizing the future water supplies for the Chino Basin Parties, identifying the need for additional recharge capacity in the Basin, and preparing the report. The 2018 RMPU was approved by the Watermaster Board in September 2018 to meet the October 2018 deadline of the Court submittal.

#### **Modeling Work to Support the Completion of a Title 22 Engineering Report, City of Beaumont, CA:**

Project engineer for the completion of a Title 22 Engineering Report for the City of Beaumont. The objectives of this project were to create surface water and groundwater models to characterize the impact of recycled water discharge in the Beaumont and San Timoteo Groundwater Management Zones as part of the development of a Title 22 Engineering study to allow the City of Beaumont to increase the capacity of its wastewater treatment plant, implement a recycled water reuse and recharge program, and receive credit for groundwater replenishment of new storm water in recharge basins. Garrett's work was focused on developing and running the HSPF surface water model of the study area, including gathering data to create model input files, characterizing the operation of stormwater recharge basins, and designing networks to characterize the watershed. Garrett was also responsible for supporting the development of a numerical groundwater-flow model, including summarizing lithology data from across the Beaumont Basin and quantifying the impact of riparian vegetation evapotranspiration on the groundwater table.

#### **Upper Temescal Valley Salt and Nutrient Management Plan, Elsinore Valley Municipal Water District and Eastern Municipal Water District, Lake Elsinore and Perris, CA:**

Project engineer for the development of an Upper Temescal Valley SNMP. The Regional Board has required the EVMWD and EMWD to prepare an SNMP to support their recycled water discharge and reuse plans in the Upper Temescal Valley. The objectives of this project are to establish antidegradation objectives for the Upper Temescal Valley groundwater management zones (these objectives currently do not exist), estimate current ambient water quality and assimilative capacity, project future total dissolved solids and nitrogen concentrations based on the water resources management plans of the local water supply agencies, identify the regulatory challenges posed by the recycled water reuse and discharge plans of the EVMWD and EMWD, and develop a salt and nutrient management plan that addresses these challenges. Garrett was responsible for implementing the Wasteload Allocation surface water model that is being used to characterize historical, current, and future surface water runoff and recharge (storm water and recycled water) in the Upper Temescal Valley. In support of the model, he implemented a procedure to create a daily precipitation record by synthesizing data from local precipitation gages and PRISM data, a spatial climatic dataset that accounts for changes in elevation, location, and topography. Garrett's work also involved creating maps and tables showing the inputs to the surface water model, including precipitation, land use, and delineated sub-watersheds in the Upper Temescal Valley study area.

**Development of the 2014/15, 2015/16, and 2016/17 Annual Streamflow Monitoring Reports for Chino Basin Watermaster's Water Rights Permit 21225, Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:** Project engineer for the completion of the 2014/15, 2015/16, and 2016/17 Annual Streamflow Monitoring Reports for Chino Basin Watermaster's Water Rights Permit 21225, serving as the primary project engineer for the latter two. The objective of this report is to assess the impacts of Watermaster's storm water diversions on the Santa Ana River. Garrett's work focused on developing and running surface water models to quantify the flows in several tributary creeks, quantifying the impacts to the Santa Ana River, and developing a report summarizing these impacts and the methodology used to quantify them.

**Characterization of Potential for Stormwater Diversion and Hydrologic Impacts at Prado Basin, City of Corona, Corona, CA:** Project engineer for this analysis to characterize the potential for stormwater diversion to recharge groundwater in the Temescal Basin and to assess the resultant impacts at Prado Basin. The project objective was to update an existing surface water model of the watershed overlying and surrounding the City of Corona to quantify the stormwater available for capture and to assess downstream impacts on surface water flows entering Prado Dam from Temescal Creek. Garrett's responsibilities involved gathering data to update the model, running several operation scenarios to quantify the stormwater capture potential and downstream flow, and creating tables and charts quantifying the results.

**Cloud/Web-based Advanced Modeling and Simulation Turnkey High-Performance Computing Environment for Surface and Subsurface Science, US Department of Energy:** Project developer for the design and development of an open-source, Python-based user interface (UI) for ParFlow-CLM, a fully integrated, parallel environmental modeling software tool. This project required combining the input from stakeholders across the academic and non-profit sectors to develop an accessible user interface that will improve the adoption and use of the ParFlow-CLM modeling software. Garrett was responsible for developing the UI and integrating it with the ParFlow-CLM software, interfacing between the software team and hydrologists, documenting and publishing the code, and conducting several tutorials for current and prospective users of ParFlow-CLM.

**Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:** Garrett, as project engineer, worked on various tasks and reports on 10+

projects for the Watermaster since 2013. A shortlist of projects include:

- Development of a Storage Framework for the Chino Basin
- Support for Recharge Master Plan Updates (RMPUs)
- Assessment of the Cumulative Effects of Water Transfers in the Chino Basin,
- Development of the 2017 Chino Basin Groundwater Model Update and Required Demonstrations Report

**Evaluations of Potential Material Physical Injury to the Chino Basin Resulting from Various Recharge Applications, Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:** As project engineer since 2015, Garrett evaluates various agencies' applications to recharge water into the Chino Basin and determining whether they may cause Material Physical Injury (MPI) to the Chino Basin. The evaluation criteria to determine MPI included impacts related to land subsidence, liquefaction, water quality, and others. Garrett evaluated potential recharge activities that may include delivering water to existing spreading basins, constructing new spreading basins, or injection via Aquifer Storage and Recovery wells.

**Development of the 2016 Annual Report of the Ground-Level Monitoring Committee, Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:** Project engineer for the development of the 2016 Annual Report of the Ground-Level Monitoring Committee. Garrett's role was to analyze vertical and horizontal survey data to determine relationships and trends in land movement and to make recommendations as to future monitoring activities. Garrett developed maps and charts to depict relationships between the horizontal and vertical survey data.

**Development of the 37th, 38th, 39th, and 40th Annual Reports, Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:** Project engineer working with the team and Watermaster staff to develop three Annual Reports over a 12-month period to bring Watermaster's Annual Reporting to the current period. His work involved developing over 15 appendices that characterize Watermaster events and accounting for each of the three years, developing text and graphics to describe the highlighted events and statistics for each year, and coordinating on the review and design of each report. For the most recent report (40th Annual Report), Garrett compiled information for several of the appendices and coordinated on the review and design of the report.

**Development of Water Rights Progress Reports and Certification of Water Diversion Measurements, Watermaster Engineering Services, Chino Basin**

**Watermaster, Rancho Cucamonga, CA:** Primary project engineer, developing the Watermaster's progress reports for their three surface water diversion permits, including demonstrating compliance with the Emergency Regulation for Measuring and Reporting the Diversion of Water (Senate Bill 88). This involved extensive data collection and coordination with Watermaster's legal counsel to ensure compliance with the new measurement and reporting requirements.

**Assessment of the Cumulative Effects of Water Transfers in the Chino Basin, Watermaster Engineering Services, Chino Basin Watermaster, Rancho Cucamonga, CA:** Project engineer responsible for developing methods and quantifying the impacts of water transfers between water appropriators in the Chino Basin. He was responsible for developing a methodology to analyze Watermaster's water rights assessment packages to determine the magnitude and spatial variability in the water rights that have been transferred between parties since 2001 and determining the change in balance of recharge and discharge in the basin over this time period in the absence of the transfers.

**Calculation of the Change in Groundwater Storage for Water Years 2015 and 2016, Cucamonga Valley Water District, Rancho Cucamonga, CA:** Project engineer collaborating on the calculation of the change in storage of the Cucamonga Groundwater Basin, an adjudicated basin that must report this calculation to the Department of Water Resources each year pursuant to the Sustainable Groundwater Management Act. Garrett's duties included choosing water levels representative of the regional groundwater levels in the Cucamonga Basin, developing contour maps to characterize the change in groundwater levels, and preparing graphics to accompany the technical memoranda.

## CONFERENCE PRESENTATIONS/ PROCEEDINGS

- Storage and Recovery Program Framework for the Chino Basin (Talk) – 17th Biennial Symposium on Managed Aquifer Recharge, Tempe, AZ (Remote), October 2020
- Sensitivity of Simulated Mountain-Block Hydrology to Heterogeneous Soil Depth and Recharge (Poster) – American Geophysical Union Fall Meeting, San Francisco, CA, December 2019
- Sensitivity of Mountain-Block Hydrology to Heterogeneous Soil Depth and Recharge (Talk) – Geological Society of America Annual Conference, Phoenix, September 2019
- Adaptive Management of Land Subsidence and Ground Fissuring in the Chino Groundwater Basin, CA (Poster) – Groundwater Resources Association of California Annual Conference, Sacramento, CA, October 2017
- 2013 Chino Basin Recharge Master Plan Implementation (Poster) – 16th Biennial Symposium on Managed Aquifer Recharge, San Diego, CA, March 2018
- 2013 Chino Basin Recharge Master Plan Implementation (Poster) – 16th Biennial Symposium on Managed Aquifer Recharge, San Diego, CA, March 2018
- 2013 Chino Basin Recharge Master Plan Implementation (Talk) – National Groundwater Association Annual Groundwater Summit, Nashville, TN, December 2017

## PUBLICATIONS

- Rapp, G. A., Condon, L. E., & Markovich, K. H. (2020). Sensitivity of simulated mountain block hydrology to subsurface conceptualization. *Water Resources Research*, 56, e2020WR027714. <https://doi.org/10.1029/2020WR027714>
- WEI. 2018 Recharge Master Plan Update. Prepared for the Chino Basin Watermaster, Sept. 2018.
- Rapp, G. and Wildermuth, M. Estimation of Evaporation Losses in Recharge Facilities in the Chino Basin. Prepared for the Chino Basin Watermaster, Sept. 2017.
- Rapp, G. and Wildermuth, M. Annual Streamflow Monitoring Report for Water Rights Permit 21225. 2015, 2016, and 2017.
- WEI. Chino Basin Optimum Basin Monitoring Program 2016 State of the Basin Report. Prepared for the Chino Basin Watermaster, June 2017.
- WEI. Stormwater Resources Plan Functional Equivalency Document. Prepared for the Inland Empire Utilities Agency, May 2016.



## Lauren Sather, PhD

### Modeling Support

Lauren has three years of professional experience in the water resources industry. Her technical expertise includes surface and groundwater computer simulation modeling, water resources and water quality statistical analysis, Geographical Information Systems (GIS) and geospatial analysis. She is experienced in the evaluation of Storage and Recovery Programs, using modeling results to support decision-making under deep uncertainty, and developing data processing and analysis tools in python to analyze large amounts of measured environmental data. Lauren performs statistical analysis like the Mann-Kendall trend test to characterize historical trends and predict future trends in water quality, and estimates spatially distributed groundwater contaminant concentrations through kriging. She is proficient in major programming languages (Python, R, FORTRAN, MATLAB, Visual Basic) and major surface water and groundwater numerical models (MODFLOW, One-Water, IWFM, BCM, MODPATH, MT3D, HSPF). Her passion is harnessing the power of computers to create automated modeling workflows that generate robust and reproducible results in an efficient manner. For her Doctorate, Lauren worked on an NSF funded numerical and experimental investigation into improving the efficacy of in-situ groundwater remediation.

**STAFF TITLE:** Scientist II

**YEARS OF EXPERIENCE:** 3

#### EDUCATION

- PhD, Civil Engineering, University of Colorado, Boulder
- MS, Civil Engineering, University of Colorado, Boulder
- BA, Mathematics, University of California, Berkeley

## EXPERIENCE

### **Salt and Nutrient Management Planning, Chino Basin Watermaster, Rancho Cucamonga, CA:**

Project scientist involved in the implementation of the Watermaster's salt and nutrient management planning efforts and technical study to support the regulatory process to change the averaging period used to determine compliance with TDS discharge limitations. Developed a procedure to predict the quarterly variations in the TDS concentration of State Water Project (SWP) water. The procedure was developed based on the relationship between the April 1st SWP allocation and the TDS concentration in SWP water for the four quarters following April 1st of each year. Use of this new predictive tool provides a greater temporal resolution of SWP water TDS concentrations, which directly influences the model-projected TDS concentrations in wastewater effluent.

### **Implementation of the South Orange County Wastewater Authority (SOCWA) Salt and Nutrient Management Plan, South Orange County Wastewater Authority, and San Juan Basin Authority, Orange County, CA:**

Modeling Support for the 2020 Update development of the SOCWA SNMP. Contributed to the analysis of surface and groundwater quality conditions in accordance with the State Water Resources Control Board's 2018 Recycled Water Policy.

### **2020 Safe Yield Recalculation for the Chino Basin, Chino Basin Watermaster, Rancho Cucamonga, CA:**

Modeling Support for the 2020 safe yield recalculation for the Chino Basin. Worked with the Watermaster and various groundwater producers to develop planning estimates to project future behavior in the basin, including pumping and recycled recharge estimates. Updated the Chino Valley Model to incorporate the



new planning projections. Estimated the extent and density of the riparian vegetation along the Santa Ana River within the Chino Basin Groundwater Model Boundary for a range of years spanning the model calibration period. Replaced the MODFLOW Evapotranspiration (EVT) package with the MODFLOW Segmented Function Evapotranspiration (ETS1) package which uses a more realistic relationship between depth to groundwater and the rate of ET from groundwater. Collaborated on the report of this investigation, developing text, tables, and charts to characterize and document the results.

**Support for Implementation of Safe Yield Court Order for FY 2021-2022, Chino Basin Watermaster, Rancho Cucamonga, CA:** Modeling Support for recalculating the safe yield for the Chino Basin. Characterized uncertainty in the Chino Valley Model and are currently performing a survey of the state-of-the-art approaches to address these sources of uncertainty identified (i.e., model parameters, water supply/demand projections, and climate projections). Will support the determination of applicability and value of these approaches to the Safe Yield Reset.

**Chino Basin Optimum Basin Management Program State of the Basin Report, Chino Basin Watermaster, Rancho Cucamonga, CA:** Support staff for the water quality section of The Chino Basin State of the Basin Report, a court-ordered document, prepared pursuant to the Chino Basin Optimum Basin Management Plan and subsequent implementation plans and agreements. Estimated the spatially distributed VOC plume concentrations through kriging using measured concentrations and local groundwater flow patterns.

**Development of a Groundwater Storage Management Plan for the Chino Basin Watermaster, Rancho Cucamonga, CA:** Technical analyst for the development of the Chino Basin storage management plan. With the help of the client, developed the four storage and recovery scenarios to be analyzed. Updated the Chino Valley Model numerical groundwater flow model to incorporate the storage and recovery scenarios. Performed contaminant transport modeling using MT3D and particle tracking modeling using MODPATH. Performed analysis assessing potential impacts of future behavior on land subsidence, production sustainability, hydraulic control, and the overall balance of recharge and discharge in the basin and making recommendations to mitigate any undesirable impacts. Collaborated on the report of this investigation, developing text, tables, and charts to characterize and document the results of the various model scenarios.

**Prado Basin Habitat Sustainability Program, Prado Basin Habitat Sustainability Committee, Chino Basin Watermaster, Rancho Cucamonga, CA:** Support staff for the preparation of the Prado Basin Habitat Sustainability

Program (PBHSP) Water Year 2020 Annual Report. Performed the Mann-Kendall statistical trend test on the average growing-season NDVI metrics for the period of 1984 to 2020. The Mann-Kendall test was utilized to evaluate whether the average growing-season NDVI increased, decreased, or remained stable over time.

## PUBLICATIONS

- Methods for Laser-Induced Fluorescence Imaging of Solute Plumes at the Darcy Scale in Quasi-Two-Dimensional, Refractive Index-Matched Porous Media; Authors Eric J Roth, David C Mays, Roseanna M Neupauer, Lauren J Sather, John P Crimaldi; Publication date 2021/2; Journal Transport in Porous Media; Volume 136; Issue 3; Pages 879-898; Publisher Springer Netherlands; Doi 10.1007/s11242-021-01545-x
- Contributions of Pore-Scale Mixing and Mechanical Dispersion to Reaction During Active Spreading by Radial Groundwater Flow; Authors Roseanna M Neupauer, Lauren J Sather, David C Mays, John P Crimaldi, Eric J Roth; Publication date 2020/7; Journal Water Resources Research; Volume 56; Issue 7; Doi 10.1029/2019wr026276
- Wall Effect Mitigation Techniques for Experiments with Planar Walls; Authors Eric J Roth, Roseanna M Neupauer, David C Mays, Lauren J Sather, John P Crimaldi; Publication date 2020/3; Journal Transport in Porous Media; Volume 132; Issue 2; Pages 423-441; Publisher Springer Netherlands; Doi 10.1007/s11242-020-01399-9

## PRESENTATIONS

- L.J. Reising, R.M. Neupauer, and D.C. Mays, "Effects of active and passive spreading on mixing and reaction during groundwater remediation by engineered injection and extraction," at American Geophysics Union Fall Meeting, Washington, D.C. Dec 2018.
- L.J. Reising, R.M. Neupauer, and D.C. Mays, "Estimating mixing and reaction in porous media using a flow-based metric incorporating dispersion," at American Geophysics Union Fall Meeting, New Orleans, LA Dec 2017.
- L.J. Reising, R.M. Neupauer, and D.C. Mays, "A mechanistic approach to designing active spreading injection and extraction sequences for in situ remediation of contaminated groundwater," at Hydrologic Sciences Student Symposium, Boulder, CO Apr 2017.
- L.J. Reising, R.M. Neupauer, and D.C. Mays, "Relative contributions of heterogeneity and imposed time varying flows on spreading and contaminant degradation in groundwater," at American Geophysics Union Fall Meeting, San Francisco, CA Dec 2016.



## Veva Weamer

### Water Quality Lead and Data Management Lead

Veva Weamer has 13 years of professional experience in environmental and geological science. Veva is a supervising scientist with a focus on the managing the implementation of various regulatory compliance programs for agencies in Southern California. Her areas of expertise include database management, data analysis, water quality monitoring and analysis, salt and nutrient analysis, Geographical Information Systems (GIS), and groundwater and surface water monitoring program implementation and evaluation. Veva graduated from California State University, Fullerton in 2005 with a Bachelors in Geological Sciences. In 2007, she completed her Masters degree in Environmental Studies from California State University, Fullerton with an emphasis in water resources management. Her Master's research involved the quantification of groundwater movement and aquifer characterization of the Harper Lake Basin located in Mojave Desert, California, using GIS tools and bore log data. Veva was awarded the 2006 Prem K. Saint award for outstanding work in hydrogeology for her research.

## EXPERIENCE

### **Triennial Recomputation of Ambient Water Quality, Santa Ana Watershed**

**Project Authority, Riverside, CA:** Project scientist providing QA/QC and assisting with the Recomputation of Ambient Water Quality for the Santa Ana Watershed for the 1987-2006 and 1990-2009 periods and was the project manager for 1993-2012 period effort. In this study, ambient water quality determinations in Santa Ana River Watershed's Groundwater Management Zones are calculated and compared to water quality objectives, which are used by the Regional Water Quality Control Board, Santa Ana Region (Regional Board) to assess assimilative capacity as part of the basin monitoring program required by the Santa Ana Region Basin Plan. This study involves a thorough and stringent technical approach to collect, QA/QC, and analyze data to quantify ambient total dissolved solids (TDS) and nitrogen concentrations in Groundwater Management Zones. For the 1993-2012 effort, Veva was responsible for overseeing the collection, compilation, and QA/QC of the data used in the analysis; managing the development of water quality contours and spatiotemporal estimates of TDS and nitrogen; calculating the ambient TDS and nitrate concentrations for every Groundwater Management Zone in the Santa Ana Watershed; preparing descriptive technical maps on how and where ambient water quality is changing; and preparing a technical report documenting the results of the analysis.

### **Upper Temescal Valley Salt and Nutrient Management Plan, Elsinore Valley Municipal Water District (EVMWD) and Eastern Municipal Water District (EMWD), Lake Elsinore and Perris, CA:**

Project scientist assisting with the data collection efforts and analysis required to estimate current ambient water quality and assimilative capacity for the Upper Temescal Valley groundwater management zone. The Santa Ana Regional Board required the EVMWD and EMWD to prepare a Salt and Nutrient Management Plan (SNMP) to support their recycled water

**STAFF TITLE:** Senior Scientist II

**YEARS OF EXPERIENCE:** 13

#### EDUCATION

- MS, Environmental Studies, California State University, Fullerton, December 2007
- BS, Geological Sciences, California State University, Fullerton, June 2005

#### PROFESSIONAL AFFILIATIONS

- Groundwater Resources Association of California

discharge and reuse plans in the Upper Temescal Valley. The objectives of this project were to establish technically based antidegradation objectives for the Upper Temescal Valley groundwater management zones; estimate current ambient water quality and assimilative capacity; project future TDS and nitrogen concentrations based on the water resources management plans of local water supply agencies; identify the regulatory challenges posed by the recycled water reuse and discharge plans of the EVMWD and EMWD; and develop a salt and nutrient management plan that addresses these challenges.

**Database Management and Analysis of Groundwater and Surface Water Data using HydroDaVE<sup>SM</sup>, Various Clients, CA:** Veva is responsible for the management of various groundwater and surface water data collection programs using relational database software, HydroDaVE. This includes well information data, groundwater-quality data, groundwater-level data, production data, surface water station information, and surface water quality and flow data. The data is obtained through various field monitoring and cooperative collection programs and from publicly available datasets available online. Veva performs administrative tasks to maintain database integrity. The data are reviewed thoroughly, processed into HydroDaVE format, and uploaded into the database. The data are thoroughly checked for quality control and assurance upon uploads. Veva performs sophisticated analyses of data in HydroDaVE for various groundwater management issues and executes the analysis of data extracted from the database in support of client reports and investigations. She has managed data for numerous clients, including the Chino Basin Watermaster, San Gabriel Water Quality Authority, Elsinore Valley Municipal Water District, Mammoth Community Water District, Santa Ana Watershed Project Authority, Cucamonga Valley Water District, City of Beaumont, and San Juan Basin Authority.

**Total Dissolved Solids and Nitrate Concentration Projections for the Temescal Groundwater Management Zone, City of Corona Department of Water and Power, Corona, CA:** Project manager working on the projections of TDS and nitrate concentration projections for the Temescal Groundwater Management Zone pursuant to the requirements in the “Cooperative Agreement to Protect Water Quality and Encourage the Conjunctive Uses of Imported Water in the Santa Ana River Basin” (Cooperative Agreement). The Cooperative Agreement requires that signatory parties within the watershed monitor and analyze water quality to determine whether the conjunctive use of imported water has a significant impact on compliance with water quality objectives. Twenty-year TDS and nitrate projections for the Temescal Groundwater Management Zone were prepared using an existing calibrated MODLFLOW groundwater-flow model for the Chino and Temescal

Basins in conjunction with a MT3D fate-and-transport model. Veva served as the project manager for this study and was responsible for the collection and compilation of updated planning data for the groundwater flow model; the compilation of water-quality data for the fate-and-transport model; working with modeling staff on the implementation of model; the preparation of a technical report, summarizing the results; and the presentation of the results to the established Imported Water Recharge Committee in the watershed.

**Triennial Reporting of the Salinity Management Plan, Eastern Municipal Water District, Perris, CA:** Project scientist assisting with the reporting of the Salinity Management Plan. In October 2010, the Santa Ana Regional Water Quality Control Board adopted Resolution R8-2010-0039 to amend the Basin Plan and incorporate less stringent maximum-benefit water quality objectives for TDS and nitrogen in the San Jacinto Upper Pressure groundwater management zone. The application of the maximum-benefit objectives allows the Eastern Municipal Water District to reuse recycled water in the San Jacinto Upper Pressure groundwater management zone and thereby achieve its water supply management goals for the Hemet/San Jacinto Water Management Area. To support the maximum-benefit TDS and nitrogen objectives the Regional Board requires the Eastern Municipal Water District implement specific salinity monitoring and management programs termed the maximum-benefit commitments. One of the maximum-benefit commitments is to develop a salinity management plan to control TDS concentrations of source water and recycled water in the Eastern Municipal Water District’s service area to ensure that groundwater quality is protected from degradation, and report on the progress every three years. The initial maximum-benefit Salinity Management Plan was submitted to the Regional Board on April 23, 2013. The maximum-benefit Salinity Management Plan provides a comprehensive overview of the regulatory environment, the EMWD’s water and wastewater supply operations and associated water quality, the nexus of these source waters to groundwater quality, and the EMWD’s existing and planned salinity management activities. Veva assisted with the preparation of the 2015 triennial update report to maximum-benefit Salinity Management Plan and is the project manager for the preparation of the 2018 triennial update report.

**Maximum Benefit Monitoring Program, Chino Basin Watermaster, Rancho Cucamonga, CA:** Project manager of the Chino Basin Watermaster’s Maximum Benefit Monitoring Program. The objective of this program is to demonstrate that the management of the Chino Basin’s groundwater resources prevents poor quality groundwater with high TDS and nitrogen concentrations from impacting downstream beneficial uses. To receive the assimilative capacity afforded by the maximum-benefit objectives for TDS and nitrogen

in the Chino-North Groundwater Management Zone, the Regional Board requires that the Chino Basin Watermaster and Inland Empire Utilities Agency implement a set of projects and programs known as the Chino Basin Maximum Benefit Commitments. Veva is responsible for managing the surface and groundwater monitoring programs that produce the data required to demonstrate hydraulic control of Chino-North groundwater, managing the collection of all other data needed to demonstrate compliance with the Maximum Benefit Commitments, and writing an annual report that demonstrates compliance to the Regional Board.

**Total Dissolved Solids and Nitrate-Nitrogen Projections for the Elsinore Groundwater Management Zone, Elsinore Valley Municipal Water District, Lake Elsinore, CA:** Project scientist for the preparation of total dissolved solids (TDS) and nitrate-nitrogen concentration projections for the Elsinore Groundwater Management Zone to demonstrate the impact of recycled water reuse within the Elsinore Valley Municipal Water District's (the District) service area. The Regional Board required the District to develop and provide these projections prior to renewing its waste discharge permit to allow the use of high-TDS recycled water for irrigation. Veva served as the project scientist for this study and was responsible the collection and compilation of hydrogeologic and planning data, the presentation of information used to develop model scenarios, the design and implementation of a constantly stirred reactor model, and the preparation of a technical report, summarizing the results and recommendations of the analysis.

**Phase I Salinity Management Program Study, Santa Ana Watershed Project Authority, Riverside County, CA:** Project scientist on a study to perform a planning-level analysis of the salt budget of the Santa Ana Watershed region to develop recommendations for optimal salt removal strategies that maximize the efficiency of the region's salt removal needs. Veva was responsible for the collection and compilation of hydrogeologic and planning data for the region, the development of 50-year water supply and demand projections for 30 regional water supply entities, and implementing a series of constantly stirred reactor models to project groundwater storage, wastewater disposal requirements, and the amount of salt in storage for each management zone in the watershed.

**Maximum Benefit Monitoring Program, City of Beaumont, Beaumont, CA:** Project scientist on the Maximum Benefit Monitoring Program of the City of Beaumont. She was responsible for implementing and managing the surface and groundwater monitoring requirements of the program, overseeing the collection of data from municipal water agencies and Publicly Owned Treatment Works, and preparing annual reports for the Regional Water Quality Control

Board. These monitoring programs are required as part of the commitments made to the Regional Board by the City to gain access to the assimilative capacity afforded by the maximum benefit-based objectives for total dissolved solids and nitrogen in the Beaumont and San Timoteo Management Zones.

**Maximum Benefit Monitoring Program, Yucaipa Valley Water District, Yucaipa, CA:** Project scientist on the Maximum Benefit Monitoring Program of the Yucaipa Valley Water District (YVWD). She was responsible for overseeing the collection of data from municipal water agencies and Publicly Owned Treatment Works and preparing annual reports for the Regional Water Quality Control Board. These monitoring programs are required as part of the commitments made to the Regional Board by the YVWD to gain access to the assimilative capacity afforded by the maximum benefit-based objectives for total dissolved solids and nitrate in the Yucaipa and San Timoteo Management Zones.



## Sodavy Ou, MESM

### Data Analyst



Sodavy Ou is an environmental scientist with 4 years of experience in water resources industry. Her areas of expertise include implementation and management of field groundwater and surface water monitoring programs, analysis of water quality data, implementation of salt and nutrient management plans, analysis of salt offset requirement and compliance, utilization of visual tools to analyze the interactions between surface water quality and groundwater quality, regulatory support and compliance reporting, and database management. As a project scientist and manager, Sodavy works with the regional and local governments to ensure that the science-based approach employed in technical reports prepared for her clients meet the strict criteria of the regional government in order to ensure regulatory compliance. Sodavy is an advanced user of geographical information system (GIS), Grapher, and HydroDaVE.

## EXPERIENCE

**Upper Temescal Valley Salt and Nutrient Management Plan (UTV SNMP) Monitoring and Reporting Program, Elsinore Valley Municipal Water District and Eastern Municipal Water District, Upper Temescal Valley Watershed, CA:** Project manager and scientist for UTV SNMP. The Santa Ana Regional Water Quality Board (Regional Board) requires Elsinore Valley and Eastern MWDs to prepare the SNMP to support their recycled water discharge and reuse plans in the Upper Temescal Valley. The SNMP establishes water quality objectives for total dissolved solids (TDS) and nitrate-nitrogen (nitrate) and management actions for the Upper Temescal Valley groundwater management zone (GMZ). The UTV SNMP was adopted by the Regional Board on December 4, 2020 for incorporation into the Water Quality Control Plan for the Santa Ana River Basin (Basin Plan). As the project manager and scientist, Sodavy plays a key role in the implementation and adoption of the UTV SNMP.

**FY 2021 / 22 Basin Planning Priorities to Update the Santa Ana River Watershed SNMP, Basin Monitoring Program Task Force (administered by the Santa Ana Watershed Project Authority), Riverside County, CA:** Associate Scientist for regulatory and technical support in assessing the Santa Ana River Basin Plan SNMP for compliance with the 2019 Recycled Water Policy. For this project, West Yost is preparing an updated watershed-wide groundwater monitoring program, a surface water monitoring program, and recommendations for updated technical methods to assess assimilative capacity through periodic computation of ambient water quality.

**Salt and Nutrient Management Plan Update, Chino Basin Watermaster, Chino Basin, CA:** Project scientist responsible for the analysis of historical land uses and development of visual tools to analyze groundwater quality data in the Chino Basin to assist the update of the SNMP for the Chino Basin Watermaster. This project is an effort to amend the monitoring requirements in the Basin Plan for Chino Basin Watermaster which can result in an annual saving of approximately \$250,000. The project requires the technical study to obtain amendments to recycled water reuse/discharge permits

**STAFF TITLE:** Associate Scientist I

**YEARS OF EXPERIENCE:** 5

### EDUCATION

- Master of Environmental Science and Management (MESM), Bren School of Environmental Science & Management, University of California, Santa Barbara, 2017.
- BA, Environmental Studies, emphasis in Biology, University of California, Santa Cruz, 2013.

### AFFILIATIONS

- Groundwater Resources Association of California

and the Basin Plan to change the averaging period used to determine compliance with TDS discharge limitations. Due to conditions outside the control of the dischargers, the TDS concentration of recycled water is expected to increase above the current discharge limitation for short periods of time during dry periods. The objective of the study is to: demonstrate the long-term impacts on the TDS concentration of the Chino Basin with and without the change to the objective; develop a regulatory compliance strategy; and update the Watermaster's SNMP, incorporated in the Basin Plan. This study includes the development of fate-and-transport surface and groundwater quality models that mimic historical, current, and future TDS and nitrate loading associated with land use management for agriculture and dairy operations in Chino Basin. Sodavy played a key role in creating comprehensive visual tools to analyze groundwater quality trends and the change in land uses in the Chino Basin.

#### **Basin Plan Amendment (BPA) to Incorporate the Maximum-Benefit SNMP for the Elsinore GMZ, Elsinore Valley**

**Municipal Water District, Elsinore GMZ, CA:** Project manager and scientist leading the effort for the Regional Board to approve a BPA to incorporate the maximum-benefit SNMP for the Elsinore GMZ. The proposed maximum-benefit SNMP composes of maximum-benefit TDS and nitrate objectives and management commitments that would provide flexibility to the Elsinore Valley MWD to develop and invest in a water resources plan that optimizes the management and use of all its water supply assets to achieve a reliable water supply in an environmentally sound manner. The proposed maximum-benefit SNMP will maximize recycled water reuse, protect the beneficial uses of the Elsinore GMZ and downstream GMZs, and will be consistent with Executive Order 68-16, Water Code section 13241, and State Board orders and policies that promote recycled water reuse. Sodavy manages the process to amend the Basin Plan with the Regional Board including drafting regulatory and technical reports to meet all compliance requirements for Basin Plan amendments.

**Antidegradation Demonstration to Support the Brine Management Alternative for the Groundwater Reliability Plus Project, Eastern Municipal Water District, San Jacinto Watershed, CA:** Project manager and lead scientist responsible for data collection and management, and numerical projections of salt offset requirements and mitigations by the Eastern MWD. The Groundwater Reliability Plus Project is Eastern MWD's effort to improve water supply reliability, increase regional groundwater levels, improve local groundwater quality, and decrease its dependence on imported water. Part of this effort includes the Purified Water Replenishment (PWR) and groundwater banking projects to increase groundwater recharge in the Hemet San Jacinto Groundwater Management Area. Part of the recharge sources includes advanced-treated recycled water through reverse osmosis process which

produces brine waste. The Eastern MWD is proposing to convey the brine solution to the Perris Valley Regional Water Reclamation Facility (RWRF) where it will be treated with existing wastewater inflows to the RWRF and will be distributed for recycled water use across the San Jacinto Watershed. The objective of this project is to evaluate the impacts of the proposed brine management plan on the TDS concentrations of recycled water served across the watershed.

#### **Triennial Salinity Management Plan Reporting, Eastern Municipal Water District, San Jacinto Upper Pressure GMZ, CA:**

Project scientist responsible for corresponding with EMWD to collect and compile salinity management project-related information and data to assist with the preparation of the 2018 triennial update report to the maximum-benefit salinity management plan (SMP). The Regional Board approved a Basin Plan amendment to incorporate maximum-benefit SMP for the San Jacinto Upper Pressure GMZ. The SMP consists of maximum-benefit TDS and nitrate objectives and management commitments. The maximum-benefit objectives allow EMWD to reuse recycled water in the San Jacinto Upper Pressure GMZ and achieve its water supply management goals for the Hemet/San Jacinto Water Management Area. One of the commitments requires a development of a salinity management plan to control TDS concentrations of source water and recycled water in EMWD's service area to ensure that groundwater quality is protected from degradation, and to report on this salinity management progress every three years. The triennial maximum-benefit SMP provides a comprehensive overview of the regulatory environment, the EMWD's water and wastewater supply operations and associated water quality, the nexus of these source waters to groundwater quality, and the EMWD's existing and planned salinity management activities. Sodavy plays a key role in compilation of data and analysis tools required to update the triennial report.

#### **Municipal Separate Storm Sewer System (MS4) Data Collection and Database Management, Chino Basin**

**Watermaster, Chino Basin, CA:** Project Scientist responsible for corresponding with water appropriators in Chino Basin to collect, compile, and review MS4 project information. In 2014, the Court ordered Watermaster to provide MS4 project-related information to help determine the amount of net new stormwater recharge created by MS4 projects or other local storm water management projects within the Chino Basin. Since July 2014, Watermaster annually requests MS4-related data. Sodavy analyzed MS4 documents and compiled MS4-related information (i.e. stormwater infiltration drainage areas, etc.) in a database. The database is used to check the data sets for completeness, to analyze the data, and to prepare reconnaissance-level estimates of the potential new recharge of these projects.



## Erik Cadaret, PG

### Geologist

Erik's professional experience includes a mix of technical and project management roles related to environmental and water resources. His project management experience includes managing large regional and complex projects involving regional water quality evaluations, water resources planning and engineering, and the Sustainable Groundwater Management Act (SGMA). His technical experience includes construction management and oversight of monitoring wells, municipal supply wells, and injection wells; field management of groundwater and surface water monitoring programs; development of ambient water quality reports, salt nutrient management plans, groundwater sustainability plans, and watershed scale models using PRMS and GSFLOW; and performing water quality evaluations, aquifer testing, and groundwater basin analysis using GIS. He provides innovative solutions to clients and colleagues by leveraging knowledge of and accessibility to readily available technology. Outside of work, he sits on the Board of Directors as a Board Member of the Groundwater Resources Association of California, where he regularly works with a wide variety of leaders in the water industry to engage GRA's membership to help achieve sustainable groundwater for all.

### EXPERIENCE

**Salt and Nutrient Management Plan for the Upper Santa Ana River Watershed Groundwater Basins, San Bernardino Valley Water District, San Bernardino, CA:** Project Geologist and Assistant Project Manager. While at another firm under prior employment, managed and supported the development of a Salt and Nutrient Management Plan that is required to permit and implement various water resource management projects in the San Bernardino Basin Area (SBBA). An additional objective of this Project was to determine if the development of a maximum benefit study is needed. Work included developing water quality objectives, estimating ambient water quality, evaluating trends in water quality and quantifying assimilative capacity, identify areas of significant water impairment for TDS and nitrate, and developing develop site-specific nitrogen-loss coefficients for SBBA and characterize source loading for groundwaters impaired by TDS or nitrate.

**Recomputation of Ambient Water Quality for the Period 1999 to 2018, Basin Monitoring Program Task Force, Santa Ana Watershed Project Authority, Santa Ana River Watershed, CA:** Project Geologist. While at another firm under prior employment, completed the recomputation of ambient water quality for the Santa Ana River Watershed. The Water Quality Control Plan (Basin Plan) for the Santa Ana River Basin requires the implementation of a watershed-wide total dissolved solids (TDS) and nitrogen groundwater monitoring program to determine ambient water quality in groundwater, assess compliance with groundwater quality objectives, and determine if assimilative capacity exists in groundwater management zones. The Basin Plan requires that the ambient water quality (AWQ) be computed every three years. Work included ambient water quality determinations, preparation of groundwater quality and groundwater elevation contour maps in the management zones with



**STAFF TITLE:** Associate Geologist II

**YEARS OF EXPERIENCE:** 7

#### PROFESSIONAL REGISTRATIONS

- Professional Geologist, California No. 9965

#### CERTIFICATIONS

- OSHA 40-hour HAZWOPER

#### EDUCATION

- MS, Hydrogeology & MBA Minor, University of Nevada, Reno, NV
- BS, Geology, California State University, Fullerton, CA

#### PROFESSIONAL AFFILIATIONS

- Groundwater Resources Association of California
- National Groundwater Association
- American Water Resources Association

requisite data, computing the volume-weighted ambient TDS and nitrate-nitrogen concentrations using the data generated from the contour maps, development of the interpretive tools which included a spatial analysis of groundwater quality change and a web-based tool, perform temporal analysis of groundwater change comparing basin-scale trends to trends observed in key well locations, and forward looking well attrition analysis.

**PCE Plume Characterization and Water Supply Impacts Project, Proposition 1 Groundwater Grant Program, City of San Luis Obispo, San Luis Obispo, CA:** Project Geologist and Project Manager. While at another firm under prior employment, managed, directed, and supported the development of the Prop 1 Grant funded PCE Plume Characterization and Water Supply Impacts Project. The objectives of this project were to characterize the current extent of the PCE contamination that impacts the San Luis Valley Basin aquifer, identify the most appropriate wellhead treatment method, model the fate and transport of the PCE contamination given and optimize placement of extraction wells equipped with wellhead treatment, and equip existing wells and install additional monitoring wells to measure progress of the PCE plume migration. Work included: obtained Prop 1 Grant funding, characterized the current PCE contamination, prepared a Remedial Investigation and Feasibility Study (RI/FS) Work Plan, developed a field data collection program and oversaw data collection, developed monitoring and reporting plan, and prepared bidding and technical specification documents.

**Water Supply Studies for Jensen-Alvarado Historic Ranch and Louis Robidoux Nature Center, San Bernardino Valley Municipal Water District, San Bernardino, CA:** Project Geologist. While at another firm under prior employment, evaluated water supply and demand needs at the Jensen-Alvarado Historic Ranch and Louis Robidoux Nature Center. The current source of water for these two locations comes from the Jurupa Ditch. The Jurupa Ditch has been in use since the 1800s and has a diverse group of stakeholders. The objectives of this project were to work closely with stakeholders to assess the current water supplies at each location and facilitate teaming arrangements to develop onsite water supplies, evaluate current and future water demands, and assess the state of the Jurupa Ditch and provide recommendations. Work included engaging multiple stakeholders to gather water supply and demand data of the Jurupa Ditch, evaluating water supply and demands, assessing the state of the Jurupa Ditch and feasibility to provide water, and facilitating stakeholder negotiations to develop onsite water supplies.

**Groundwater Sustainability Plan, San Luis Valley Basin, County of San Luis Obispo, San Luis Obispo, CA:** Project Hydrogeologist and Assistant Project Manager.

While at another firm under prior employment, managed and supported the development of the Groundwater Sustainability Plan (GSP) for the San Luis Valley Basin and assisted in the development of the integrated groundwater-surface water model. The San Luis Valley Basin lies within a water stressed region of the state, contains a large variety of stakeholders, and has experienced declining water levels. The development of this GSP required engaging a diverse set of stakeholders and developing a large scale fully integrated groundwater-surface water model. Work included managing internal and subconsultant team, leading team meetings, preparing workshop materials, data collection, and development of the surface water model and integrated groundwater-surface water model.

**Central Coast Blue – Regional Groundwater Sustainability Study, Multiple Agencies, Pismo Beach, CA:** Project Geologist. While at another firm under prior employment, conducted well siting and preliminary engineering of an injection well network and water treatment plant facility. The Central Coast Blue project was envisioned to help solve drought-induced migration of salt water into the regional freshwater aquifer. A new advanced treatment facility will be constructed to treat the secondary wastewater effluent before injecting the treated effluent into the Santa Maria Groundwater Basin to supplement water supplies and protect the basin from seawater intrusion. Work included siting preliminary injection wells, creating injection well and monitoring technical specifications and construction layouts, identifying land ownership and piped water sources, preparing a monitoring and reporting plan, and overseeing the installation and construction of an injection and a dual-nested monitoring well.

**Groundwater Sustainability Plan, Santa Maria River Valley - Arroyo Grande Subbasin, County of San Luis Obispo, Arroyo Grande, CA:** Project Geologist and Project Manager. While at another firm under prior employment, managed, directed, and supported the development of the Groundwater Sustainability Plan (GSP) for the Arroyo Grande Subbasin and assisted in the development of the integrated groundwater-surface water model. The Arroyo Grande Subbasin lies within a water stressed region of the state, contains a variety of groundwater dependent ecosystems which are sensitive to water level changes, and is partly dependent on the downstream releases from Lopez Reservoir. The development of this GSP required engaging a diverse set of stakeholders, integrating water rights and reservoir operations, and developing a large scale fully integrated groundwater-surface water model. Work included managing internal and subconsultant team, leading team meetings, preparing workshop materials, data collection, and development of the surface water model and integrated groundwater-surface water model.



**WE SUPPORT OUR COMMUNITIES**

**WE ARE WATER FOCUSED**

**WE TAKE PRIDE IN WHAT WE DO**

**WE STRIVE TO BECOME OUR BEST**

**WE DO WHAT'S RIGHT**

**WE BELIEVE IN QUALITY**

**WE LISTEN**

**WE SOLVE CHALLENGING PROBLEMS**

**WE SEE THE BIGGER PICTURE**

**WE TAKE OWNERSHIP**

**WE COLLABORATE**

**WE HAVE FUN**

**WE ARE WEST YOST**



FIRST SUPPLEMENT TO  
MEMORANDUM OF UNDERSTANDING  
REGARDING COLLABORATION ON THE  
COACHELLA VALLEY SALT AND NUTRIENT MANAGEMENT PLAN

This FIRST SUPPLEMENT is entered into among the Parties identified herein which are the Parties to that certain Memorandum Of Understanding Regarding Collaboration On The Coachella Valley Salt And Nutrient Management Plan (“MOU”) dated as of November 5, 2020. The purpose of the MOU is to collaborate on development of a Coachella Valley Salt and Nutrient Management Plan Development Workplan (“Development Workplan”) and a Groundwater Monitoring Program Workplan, and on subsequent work that may arise from the Development Workplan and Groundwater Monitoring Program Workplan. The purpose of this FIRST SUPPLEMENT is to provide for the implementation of the completed Development Workplan. Unless otherwise stated herein, all capitalized terms in this FIRST SUPPLEMENT shall have the same definition as said terms are defined in the MOU. The Parties to this FIRST SUPPLEMENT shall be collectively referred to herein as “Parties” and individually as “Party.”

PARTIES

1. City of Palm Springs, a charter city that owns its wastewater treatment plant and manages municipal wastewater within its service area.
2. Coachella Valley Water District (“CVWD”), a county water district organized under the California County Water District Law, codified at Sections 30000, et seq., of the California Water Code and the Coachella Valley Water District Merger Law, Water Code section 33100, et seq.
3. City of Coachella, a general-law City that provides water service through the Coachella Water Authority (“CWA”), a joint powers authority formed as a component of the City of Coachella and the Housing Authority of the City of Coachella, and manages municipal wastewater in its service area through its subsidiary Coachella Sanitary District (“CSD”).
4. Desert Water Agency (“DWA”), an independent special district organized under the Desert Water Agency Law, codified at Sections 100-1, et seq., of the Appendix to the California Water Code.
5. Indio Water Authority (“IWA”), a joint powers authority formed as a component of the City of Indio and Housing Authority of the City of Indio.
6. Mission Springs Water District (“MSWD”), a county water district organized under the California County Water District Law, codified at Sections 30000, et seq., of the California Water Code.
7. Myoma Dunes Mutual Water Company (“MDMWC”), a mutual water utility system organized under California Corporations Code Sections 14300, regulated under the U.S. EPA Safe Drinking Water Act, and by California’s Water Code, Health and Safety Code.

- 8. Valley Sanitary District (“VSD”), a California special district, which operates under the authority of the Health and Safety Code, Sanitary District Act of 1923, Sections 6400 et seq.

RECITALS

WHEREAS, the Parties recognize the importance of basin-wide management of salts and nutrients in groundwater; and

WHEREAS, the Parties wish to supplement the MOU for the purpose of retaining consultants to assist in the implementation of the Development Workplan approved by the Colorado River Basin Regional Water Quality Control Board on October 4, 2021; and

WHEREAS, the Parties selected WEST YOST ASSOCIATES, INC. (“WEST YOST”) to assist with the implementation of the Workplan through a competitive process;

NOW, THEREFORE, it is mutually understood and agreed as follows:

RETENTION OF CONSULTANT

- 1. WEST YOST submitted the scope of work and fee schedule included as Exhibit 1 to this FIRST SUPPLEMENT for the implementation of the Workplan, hereafter referred to as the “Project.”
- 2. The Parties agree to have CVWD retain WEST YOST on behalf of the Parties, and under the MOU, to complete the Project for an amount not to exceed \$2,684,212, inclusive of a 5% contingency. Said price shall not be exceeded without prior authorization of all Parties.
- 3. Each Party shall be provided the opportunity to attend all Project meetings.
- 4. Each Party shall be provided the opportunity to review and provide comments on all Project deliverables.

COST-SHARE

- 5. The Parties agree to share the cost to implement the Development Workplan in accordance with the cost-share schedule included below.

Cost-Share Schedule

Party	Amount	Percentage
City of Palm Springs	\$151,126.67	5.6%
City of Coachella	\$199,062.79	7.4%
CVWD	\$1,220,381.36	45.5%
DWA	\$490,339.90	18.3%
IWA	\$209,941.92	7.8%
MSWD	\$209,611.78	7.8%

MDMWC	\$79,852.57	3.0%
VSD	\$123,795.02	4.6%

- 6. It is the stated goal of the Parties to pursue grant funding opportunities to off-set the cost of the Project. Grant funding secured by the Parties, collaboratively or individually, for the Project will be applied to the cost-share amount of all Parties in accordance with the percentages in the cost-share schedule.
- 7. It is the stated goal of the Parties to expand participation in this collaboration to any and all interested local salt contributing stakeholders. Any funding provided for the Project by future collaborators shall result in an adjustment to the cost-share amount of all Parties in accordance with the percentages in the cost-share schedule.

INVOICING AND PAYMENT

- 8. CVWD shall enter into a contract with WEST YOST and pay submitted invoices per the terms of the contract.
- 9. CVWD shall invoice each Party for reimbursement of its cost-share percentage of paid invoices on a quarterly basis.
- 10. Each Party shall pay the invoice submitted by CVWD within 30 days of receipt of the invoice.

OTHER PROVISIONS

- 11. All terms of the MOU remain unchanged, except, as supplemented herein.
- 12. The term of this FIRST SUPPLEMENT shall be from the date on which all Parties sign this FIRST SUPPLEMENT (“Effective Date”) to the date of completion of the Project.
- 13. Any Party terminating participation in the MOU, and by extension this FIRST SUPPLEMENT, shall be responsible for its share of the Project costs, as set forth in the MOU and this FIRST SUPPLEMENT, which are incurred on or before the effective date of said termination.
- 14. During the term of this FIRST SUPPLEMENT, the Parties shall ensure that Confidential Information shall not be disclosed to any person or entity. Each Party agrees to protect the confidentiality of the Confidential Information of the other in the same manner that it protects the confidentiality of its own confidential information but in no event shall either Party exercise less than reasonable care in protecting such Confidential Information. Any and all requests for information related to the Project shall be shared with the other Parties so that they may identify Confidential Information. If any Party receives a subpoena or other validly issued administrative or judicial process requesting Confidential Information of one or more of the other Parties, it shall provide prompt notice to the other of such receipt. The Party receiving the subpoena shall thereafter be entitled to comply with such subpoena or legal process to that extent permitted by law. The Parties’ obligations under this provision shall be binding and shall survive the expiration or termination of this FIRST SUPPLEMENT.

15. This FIRST SUPPLEMENT may be executed in any number of counterparts, each of which shall be deemed original, but all of which, when taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this FIRST SUPPLEMENT as of the date indicated below.

\_\_\_\_\_  
Justin Clifton  
City of Palm Springs

\_\_\_\_\_  
Date

\_\_\_\_\_  
J. M. Barrett  
Coachella Valley Water District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gabriel Martin  
City of Coachella

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark S. Krause  
Desert Water Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bryan H. Montgomery  
Indio Water Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arden Wallum  
Mission Springs Water District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michele Donze  
Myoma Dunes Mutual Water Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Beverli A. Marshall  
Valley Sanitary District

\_\_\_\_\_  
Date

# AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING(S)  
 MEETING  
 DATE(S): JUNE 16 & 20, 2022  
 FROM: BRIAN MACY – ASSISTANT GENERAL MANAGER  
 FOR: ACTION X DIRECTION \_\_\_\_\_ INFORMATION \_\_\_\_\_




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## ACCEPTANCE AND NOTICE OF COMPLETION OF THE EMERGENCY REPAIR OF 150 LINEAR FEET OF 8-INCH SANITARY LINE AND FIVE SERVICE CONNECTIONS ON ACOMA AVENUE

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### STAFF RECOMMENDATION

Board acceptance of the Emergency Repair of 150 linear feet of 8-inch sanitary sewer on Acoma Avenue Project as complete and authorize the release of retention money held for Tryco General Engineering Inc. in the amount of \$3,994.08, thirty-five days after filing the Notice of Completion.

### SUMMARY

On March 21, 2022, the Board approved the construction contract with Tryco General Engineering, Inc. for the Emergency Repair of 150 linear feet of 8-inch sanitary sewer on Acoma Avenue Project. This project involved the removal and replacement of 150 feet of sewer line and five residential sewer connections that were damaged due to roots infiltrating the sewer line. Staff prepared an informal emergency bid proposal and solicited three contractors to provide quotes for the repair of the sewer. Tryco General Engineering, Inc. provided the lowest cost proposal.

### ANALYSIS

This project was inspected and was determined to be complete by District staff. All progress payment invoices were authorized for payment to the contractor. The Notice of Completion will be recorded at the County of Riverside Recorder's Office following Board acceptance.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The total contract cost for the project is \$79,881.60. The total contract cost includes one change order totaling a contract increase of \$2,281.60. Total contract cost did not exceed the approved contract price of \$85,360.00 (which included a 10% contingency).

### ATTACHMENTS

Notice of Completion (to be filed with the County of Riverside)

**RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:**

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

**EXEMPT – GOV'T CODE 6103**

The undersigned grantor declares:  
Documentary transfer tax is \$ 0.00.  
( ) computed on the full value of property conveyed, or  
( ) computed on full value less value of liens and encumbrances remaining at time of sale.  
( ) Unincorporated area: ( ) City of \_\_\_\_\_, and County of \_\_\_\_\_.

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FOR RECORDER'S USE ONLY

**NOTICE OF COMPLETION**

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is Mission Springs Water District
3. The full address of the owner is 66575 Second Street, Desert Hot Springs, CA 92240
4. The nature of the interest or estate of the owner is in fee.

(if other than fee, strike "in fee" and interest, for example, "purchaser under contract of purchases," or "lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAME	ADDRESS

6. A work of improvement on the property hereinafter described was completed on 3/22/2022  
The work done was: Emergency Repair of 150 Linear Feet of 8-Inch Sewer Line and Five Service Connections on Acoma Avenue
7. The name of the contractor, if any, for such work of improvement was Tryco General Engineering, Inc., PO Box 391, Rimforest, CA 92378

03/21/2021

(If no contractor for work of improvement as a whole, insert "none")

(Date of Contract)

8. The property on which said work of improvement was completed is in the City of Desert Hot Springs  
County of Riverside, State of California, and is described as follows: Acoma Avenue, between Mesquite Avenue and Verbena Drive, within MSWD's service area.

9. The street address of said property is: None  
(if no street address has been officially assigned, insert none)

Dated: \_\_\_\_\_

Arden Wallum, General Manager  
Mission Springs Water District

**VERIFICATION**

I, the undersigned, say: I am the General Manager, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my knowledge. I declare under penalty or perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20 22, at Desert Hot Springs, California.  
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)



# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** JUNE 16 & 20, 2022

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

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




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## AWARD THE ON-CALL POTABLE WATER AND SANITARY SEWER REPAIR SERVICES WITH TRYCO GENERAL ENGINEERING AND TRI-STAR CONTRACTING II, INC.

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### STAFF RECOMMENDATION

Authorize the General Manager to award and do all things necessary to complete the On-Call Potable Water and Sanitary Sewer Repair Services contracts for the two (2) contractors listed below:

- a) TryCo General Engineering, Inc. in the not to exceed amount of \$150,000; and
- b) Tri-Star Contracting II, Inc. in the not to exceed amount of \$150,000.

### SUMMARY

On April 12, 2022, Mission Springs Water District (MSWD) issued a Request for Proposals for On-Call Potable Water and Sanitary Sewer Repair Services. On the proposal due date, May 5, 2022, five proposals were received from experienced and qualified Contractors. After reviewing the proposals, staff identified two Contractors as the best to provide service for MSWD under the proposed scope of work.

### ANALYSIS

The purpose of the Request for Proposal is to select experienced contractors to provide on-call emergency repairs for potable water and sanitary sewer services, and small scale planned/scheduled projects on a time and materials basis. The selected Contractors shall be able to mobilize within 2 (two) hours in the event of an emergency and perform necessary repairs.

The initial term of the contract is anticipated to be from July 2022 to June 2023. MSWD will have the option to extend the agreement and negotiate revised prices, if any, for up to three (3) additional one-year terms. Both selected contractors are licensed appropriately in the State of California and will maintain an active license throughout the duration of the contract. The intent of these contracts is such that they will allow MSWD to have Contractors available on an as needed basis for underground water and sewer infrastructure needs. Therefore, the Contractor may not exhaust the entire \$150,000 unless there is a larger than expected repair. Based on the type of the service needed, staff will refer to the bid proposals, and select the appropriate Contractor with the best bid price.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The Project is approved in the FY 2022/2023 Budget.

### ATTACHMENTS

Contracts  
 BID Summary/Tabulation

AGREEMENT

**CONTRACT DIR #:** \_\_\_\_\_

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the MISSION SPRINGS WATER DISTRICT hereinafter called "Owner", and **Tryco General Engineering, 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 Potable Water and Sanitary Sewer 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, 2023**, 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 each thirty (30) days. Final payment shall be made thirty-five (35) days subsequent to 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 \_\_\_\_\_, 2022

No. \_\_\_\_\_, dated \_\_\_\_\_, 2022

No. \_\_\_\_\_, dated \_\_\_\_\_, 2022

- 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 Arden Wallum  
(Please Type)

Title General Manager

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Title \_\_\_\_\_

CONTRACTOR:

\_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Address \_\_\_\_\_

\_\_\_\_\_

Contractor's License No. \_\_\_\_\_

CORPORATE CERTIFICATE

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
Secretary of the Corporation named as CONTRACTOR in the foregoing contract; that  
\_\_\_\_\_, who signed said contract  
on behalf of the CONTRACTOR was then \_\_\_\_\_ 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.

\_\_\_\_\_

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Title \_\_\_\_\_

AGREEMENT

**CONTRACT DIR #:** \_\_\_\_\_

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the MISSION SPRINGS WATER DISTRICT hereinafter called "Owner", and **Tri-Star Contracting II, 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 Potable Water and Sanitary Sewer 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, 2023**, 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.

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

Payment shall not be made more often than once each thirty (30) days. Final payment shall be made thirty-five (35) days subsequent to 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 \_\_\_\_\_, 2022

No. \_\_\_\_\_, dated \_\_\_\_\_, 2022

No. \_\_\_\_\_, dated \_\_\_\_\_, 2022

- 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 Arden Wallum  
(Please Type)

Title General Manager

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Title \_\_\_\_\_

CONTRACTOR:

\_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Address \_\_\_\_\_

\_\_\_\_\_

Contractor's License No. \_\_\_\_\_

CORPORATE CERTIFICATE

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
Secretary of the Corporation named as CONTRACTOR in the foregoing contract; that  
\_\_\_\_\_, who signed said contract  
on behalf of the CONTRACTOR was then \_\_\_\_\_ 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.

\_\_\_\_\_

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Title \_\_\_\_\_



**On-Call Potable Water and Sanitary Sewer Repair Services,  
Bid Summary and Tabulation,  
Bid Date May 05, 2022**

Contractors	Evaluation Panel Scoring			Average Score
	Reviewer 01	Reviewer 02	Reviewer 03	
MCC Equipment Rentals, Inc.	820	660	660	713
Sancon Technologies, Inc.	750	790	660	733
TryCo General Engineering	900	810	710	807
Tri-Star Contracting II, Inc.	810	860	790	820
T.E. Roberts, Inc.	890	690	650	743

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** JUNE 16 & 20, 2022

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

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




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## APPROVE CHANGE ORDER NO. 2 AND CONTRACT AMENDMENT FOR WELL 24 ELECTRICAL PANEL REHABILITATION

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### STAFF RECOMMENDATION

Authorize the General Manager to negotiate and execute two (2) contract modifications related to additional work required by Southern California Edison for Well 24 Electrical Panel Rehabilitation. The two (2) contract modifications are:

- Change Order No. 2 with R.I.C. Construction Co., Inc. for a not to exceed amount of \$21,362.62 (total of \$552,417.32)
- Contract Amendment with Murow Development Consultants for a not to exceed amount of \$15,000 (total of \$90,000) for construction management and inspection services

### SUMMARY

In June 2021, Mission Springs Water District (MSWD) executed a contract with R.I.C. Construction Co., Inc. for the construction of the Well 24 Electrical Panel Rehabilitation Project. On October 26, 2021, MSWD received direction from Southern California Edison (SCE) requiring additional work not included in the original design and subsequent bidding documents. The additional work required by SCE includes the following: removal of all existing conduits and cabling from power pole to transformer, transformer to SCE meter at panel box, removal of transformer pad, installation of new slab box for new transformer, and installation of new conduits from power pole to transformer, transformer to SCE meter at panel box.

### ANALYSIS

Well 24 provides water for the Annandale 1400 Zone and is a critical piece of MSWD infrastructure. Due to the additional work required by SCE and equipment procurement delays, contract modifications are required for both the construction (R.I.C. Construction Co., Inc.) and construction management (Murow Development Consultants) contracts.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

Both items are covered in the approved capital budget.

### ATTACHMENTS

Change Order No. 2 – R.I.C. Construction Co., Inc.  
Contract Amendment – Murow Development Consultants

CHANGE ORDER

Order No. 2

Date: June \_\_, 2022

Agreement Date: June 30, 2021

Sheet: 1 of 2

Owner: **MISSION SPRINGS WATER DISTRICT (DISTRICT)**Project Description: **Well 24 Electrical Panel Rehabilitation**Contractor: **R.I.C Construction Inc.**

The following changes are hereby made to the Contract:

- Contractor shall provide all labor, materials and equipment to remove existing Southern California Edison (SCE) conduits, wires, and transformer pad per SCE Design/DRWG No. 1439791\_0.01.
- Contractor shall provide all labor, materials and equipment to install new conduits, wires, slab box, and barriers per SCE Design/DRWG No. 1439790\_0.01

JUSTIFICATION

On October 26, 2021, SCE provided the District with final approved plans requiring District to perform required work to upgrade undersized conduit runs and installation of a new slab box needed to bring the site up to SCE standards.

CHANGE TO CONTRACT PRICE

Original Contract Price \$ 482,777.00

Current Contract Price adjusted by  
Previous Change Order(s) \$ 482,777.00

Contract Price increased due to this  
Change Order \$ 69,640.32

New Contract Price including this  
Change Order \$ 552,417.32

CHANGE TO CONTRACT TIME

Contract Time will be increased 0 Calendar Days

Date for Completion of all Work July 15, 2022

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: R.I.C. Construction Date: 5/06/2022  
Contractor

Recommended by: \_\_\_\_\_ Date: 6/ /2022  
Murrow Development  
Greg Brooks, Construction Manager

Ordered by: \_\_\_\_\_ Date: 6/ /2022  
Bassam Alzammar, MSWD

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
R.I.C. Construction





# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** JUNE 16 & 20, 2022

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

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




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## CONTRACT AGREEMENT WITH B-81 PAVING INC. FOR PAVEMENT REPAIRS FOR WATER AND SEWER PROJECTS FOR 2022-2023

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### STAFF RECOMMENDATION

Authorize the General Manager to approve a contract agreement with B-81 Paving Inc. titled Pavement Repairs for Water and Sewer Projects for fiscal year 2022-2023, for a not to exceed amount of \$250,000.00, for a period of one year and authorize the General Manager to do all things necessary to complete the project.

### SUMMARY

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

### ANALYSIS

In May 2022, the District advertised the Pavement Repairs for Water and Sewer Projects for FY 2022-2023 through Planet Bids. On May 26<sup>th</sup>, 2022, the District received and opened three bids as shown in the bid summary table below. Based on an evaluation of the bids received, staff determined B-81 Paving Inc. to be the lowest responsible bidder with possible contract extension options for one (1) year up to a total of three (3) additional one-year terms.

BIDDER	BID AMOUNT
B-81 Paving Inc.	\$ 2,342.50
A & Y Asphalt Contractors, Inc.	\$ 20,000.00
Onyx Paving Company Inc.	\$ 30,222.00

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract will be covered by the approved operating budget for FY 2022-2023.

### ATTACHMENTS

Contract Agreement  
 BID Summary/Tabulation

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

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

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

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

PROJECT DIR#: \_\_\_\_\_

PROJECT: **Pavement Repairs for Water and Sewer Projects for 2022-2023**

The undersigned Contractor offers to furnish the following:

**All Work/Services per the attached Exhibit A – Scope of Work and in accordance with Exhibit B – Proposal provided by B-81 Paving, Inc., and per Exhibit C – Term, Early Termination & Notice**

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

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

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

Accepted:  
Mission Springs Water District

Consultant:  
B-81 Paving, Inc.  
(Business Name)

By: \_\_\_\_\_  
Arden Wallum  
Title General Manager

By: \_\_\_\_\_  
Alberto Bedolla  
Title President

Other authorized representative(s):  
Jeff Nutter  
Maintenance Superintendent

Other authorized representative(s):  
\_\_\_\_\_

Chad Finch  
Water Production Supervisor

\_\_\_\_\_

Contractor or supplier (Contractor) agrees with the Mission Springs Water District (MSWD) that:

- a) **Indemnification:** To the fullest extent permitted by law, Contractor will immediately defend, indemnify and hold harmless MSWD, its directors, officers, employees, or authorized volunteers (collectively the District) from all claims and demands of all persons arising out of or in connection with this Contract or the performance of the work or the furnishing of materials; including but not limited to, claims by the Contractor or Contractor's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of MSWD, its directors, officers, employees, or authorized volunteers. Contractor shall immediately defend upon the MSWD's tender, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against MSWD, its officials, officers, agents, employees and representatives, notwithstanding whether Contractor's liability is or can be established; Contractor's obligation to indemnify shall survive the termination or completion of this agreement for the full period of time allowed by law and shall not be restricted by the insurance requirements of this Contract or to insurance proceeds, if any received by MSWD, or its directors, officers, employees, or authorized volunteers. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Contractor.
- b) Contractor 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 representatives."
- c) Payment, unless otherwise specified on Page 1, is to be (30) thirty days after acceptance and approval by the MSWD of Contractor's invoice.
- d) Permits required by governmental authorities will be obtained at Contractor's expense, and Contractor shall comply with local, state and federal regulations and statutes including the Cal/OSHA requirements.
- e) Any change in the scope of the work 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 work 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 the MSWD. Contractor's "authorized representative(s)" has (have) the authority to execute such written change for Contractor.

### **INSURANCE REQUIREMENTS**

**Workers' compensation Coverage:** By his/her signature hereunder, Contractor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this agreement. Contractor and sub-contractors will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. The Contractor shall provide employer's liability insurance with limits of no less than \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

**Commercial General Liability and Automobile Liability Insurance** - The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance before beginning any work:

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

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

**Limits** - The Contractor shall maintain limits no less than the following:

1. General Liability – Two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage and products & completed operations liability. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (via ISO endorsement at least as broad as the ISO CG 2503, or ISO CG 2504, provided to MSWD) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.
3. Excess Liability - The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the MSWD (if agreed to in a written contract or agreement) before the MSWD's own primary or self-Insurance shall be called upon to protect it as a named insured.

**Required Provisions** - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. MSWD, its directors, officers, employees, and authorized volunteers are to be given insured status at least as broad as ISO endorsement CG 2010 11 85; or both CG 20 10 10 01 and CG 20 37 04 13 (or the 20 10 04 13 (or earlier edition date) specifically naming all of the MSWD parties required in this agreement, or using language that states "as required by contract"). All Subcontractors hired by Contractor must also have the same forms or coverage at least as broad; as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to MSWD, its directors, officers, employees, or authorized volunteers.
2. For any claims related to this project, the Contractor's insurance shall be primary insurance as respects MSWD, its directors, officers, employees, or authorized volunteers using the ISO CG 20 01 04 13 or coverage at least as broad. Any insurance, self-insurance, or other coverage maintained by the MSWD, its directors, officers, employees, or authorized volunteers shall not contribute to it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to MSWD, its directors, officers, employees, or authorized volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the MSWD.

Such liability insurance shall indemnify the Contractor and his/her sub-contractors against loss from liability imposed by law upon, or assumed under contract by, the Contractor or his/her sub-contractors for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.

The automobile liability policy shall cover all owned, non-owned, and hired automobiles.

All of the insurance shall be provided on policy forms and through companies satisfactory to MSWD.

**Deductibles and Self-Insured Retentions** - Any deductible or self-insured retention must be declared to and approved by MSWD. At the option of MSWD, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or additional insureds, co-insurers, and/or insureds other than the First Named Insured.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-: VII or equivalent or as otherwise approved by MSWD.

**Evidences of Insurance** - Prior to execution of the agreement, the Contractor shall file with MSWD a certificate of insurance (Acord Form 25 or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. **Such evidence shall include 1.) attached additional insured endorsements with primary & non-contributory wording, 2.) Workers' Compensation waiver of subrogation, and 3.) a copy of the CGL declarations or endorsement page listing all policy endorsements, and confirmation that coverage includes or has been modified to include Required Provisions 1-5 above.** The MSWD reserves the right to obtain complete, certified copies of all required insurance policies, at any time. Contractor shall maintain the Insurance required by this agreement for a period of not less than 5 years following the termination or completion of this agreement. Contractor further waives all rights of subrogation under this agreement. Failure to continually satisfy the Insurance requirements is a material breach of contract.

If any of the required coverages expire during the term of this agreement, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement to MSWD at least ten (10) days prior to the expiration date. Failure to comply with any of the Insurance requirements shall constitute a material breach of contract.

The Insurance requirements in this agreement do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's obligations under this agreement. All Insurance or self-insurance coverage and limits applicable to a given loss or available to the named insured shall be available and applicable to the additional insured. The insurance obligations under this agreement are independent of and in addition to the defense and indemnity obligations contained elsewhere in this agreement and shall not in any way act to limit or restrict the defense or Indemnity or additional insured obligations of the Contractor or the Contractor's insurance carrier, and shall be for (1) the full extent of the Insurance or self-insurance coverages and limits carried by or available to the Contractor, or (2) the minimum Insurance coverage and amounts shown in this agreement; whichever is greater. The MSWD reserves the right to add such other parties as may be required in the future to the indemnity and additional insured requirements of this agreement.

### **GENERAL CONDITIONS**

**Laws, Regulations and Permits** - The Contractor shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the conduct of the work. The Contractor shall be

liable for all violations of the law in connection with work furnished by the Contractor. If the Contractor observes that the drawings or specifications are at variance with any law or ordinance, rule or regulation, he/she shall promptly notify the MSWD authorized representative(s) in writing and any necessary changes shall be made by written instruction or change order. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules or regulations and without giving notice to the MSWD authorized representative(s), the Contractor shall bear all costs arising there from.

**Safety** - The Contractor shall execute and maintain his/her work so as to avoid injury or damage to any person or property. The Contractor shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work.

In carrying out his/her work, the Contractor shall at all times exercise all necessary precautions for the safety, health and sanitation of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including California Department of Industrial Relations (Cal/OSHA) regulations. In case of conflict in regulations, the most stringent shall apply. The Contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract. Safety precautions, as applicable, shall include but shall not be limited to: adequate life protection and lifesaving equipment; adequate illumination; instructions in accident prevention for all employees, such as the use of machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection, and other safety devices; equipment and wearing apparel as are necessary or lawfully required to prevent accidents, injuries, or illnesses; and adequate facilities for the proper inspection and maintenance of all safety measures.

It is a condition of this contract, and shall be made a condition of each subcontract which the contractor enters into pursuant to this contract, that the Contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under Cal/OSHA safety and health standards.

The Contractor shall be responsible for the safeguarding of all utilities. At least two working days before beginning work, the Contractor shall call the Underground Service Alert (USA) in order to determine the location of sub-structures. The Contractor shall immediately notify the MSWD and the utility owner if he/she disturbs, disconnects, or damages any utility.

In accordance with Section 6705 of the California Labor Code, the Contractor shall submit to the MSWD specific plans to show details of provisions for worker protection from caving ground during excavations of trenches of five feet or more in depth. The excavation/trench safety plan shall be submitted to and accepted by the MSWD prior to starting excavation. The trench safety plan shall have details showing the design of shoring, bracing, sloping or other provisions to be made for worker protection from the hazard of caving ground. If such a plan varies from the shoring system standards established by the Construction Safety Orders of the California Department of Industrial Relations (Cal/OSHA), the plan shall be prepared by a California registered civil or structural engineer. As part of the plan, a note shall be included stating that the registered civil or structural engineer certifies that the plan complies with the Cal/OSHA Construction Safety Orders, or that the registered civil or structural engineer certifies that the plan is not less effective than the shoring, bracing, sloping or other provisions of the Safety Orders. In no event shall the Contractor use a shoring, sloping, or protective system less effective than that required by said Construction Safety Orders. Submission of this plan in no way relieves the Contractor of the requirement to maintain safety in all areas. If excavations or trench work requiring a Cal/OSHA permit are to be undertaken, the Contractor shall submit his/her permit with the excavation/trench work safety plan to the MSWD before work begins.

Pavement Repairs for Water and Sewer Projects for 2022-2023

B-81 Paving, Inc.

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The names and telephone numbers of at least two medical doctors practicing in the vicinity and the telephone number of the local ambulance service shall be prominently displayed adjacent to telephones.

This work is subject to the State of California "Prevailing Wage Rates". This work 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 (DIR) 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.

Pursuant to SB 854, 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 electronic certified payroll records directly to the Labor Commissioner using the California Division of Labor Standards Enforcement's online portal.

# EXHIBIT A

## SCOPE OF WORK

### Pavement Repairs for Water and Sewer Projects for 2022-2023

#### A. Services

Contractor will provide all parts, materials, tools, equipment, and labor to repair or replace asphalt pavement, on an as-needed basis, throughout various locations within the District service area. Most of the pavement repairs will be subsequent to underground repairs of the District's water and wastewater infrastructure. The average pavement repair will range from 25 square feet and up. All work must conform to MSWD, City of Desert Hot Springs, County of Riverside, and Standards for Public Works Construction (latest edition) requirements and standard drawings. Contractor shall ensure traffic control is in conformance with the City of Desert Hot Springs, County of Riverside, WATCH Manual (latest edition), and state and federal regulations. All pavement repairs shall be completed within ten (10) working days after the contractor receives a notification from the District. District will provide a list of repairs needed on a quarterly basis or as needed.

- Prior to the start of any pavement repair work, a 48-hour advance notice must be provided to the District project manager or inspector.
- Saw cut or grind a clean, straight, vertical edge 12-inches beyond the edge of the repair section. All liquids generated by the saw cutting shall be vacuumed and legally disposed of in compliance with the Federal Clean Water Act (NPDES). Saw cutting must be completed in advance of pavement repair, allowing moisture to evaporate before applying SS 1-H to edges.
- Remove the repair section to a depth of 1-inch greater than the existing pavement but no less than three inches.
- Compact sub-grade to a minimum of 95% relative compaction. Compaction testing to be performed by the District.
- Apply an even hot tack coat to dry and clean vertical edges.
- Apply base course using ¾-inch PG 64-10 hot mix asphalt and compact to maximum density, leaving compacted surface 1 ½ inch below finished grade.
- Grind/cold mill 24 inches outside of sawcut section minimum 0.10 foot and prepare for cap.
- Apply an even hot tack coat to edges and surface to be capped.
- Apply finish course using ½-inch PG 64-10 hot mix asphalt and compact to maximum density.
- Apply seal coat to finish edges of finished pavement.
- Apply #30 silica-sand to edges of finished pavement.
- The finished surface shall exhibit a smooth, uniform appearance, free of voids and segregation.
- Traffic control shall remain in place until the new pavement is allowed to cool to the point that it can sustain motor vehicles without scuffing or rutting.
- All finished repairs shall be within 0.125 inches of existing asphalt surfaces.



# EXHIBIT B

## Bid Results

### Bidder Details

**Vendor Name** b-81 paving inc.  
**Address** 12189 Seventh St #166 Yucaipa, CA 92399  
 Yucaipa, California 92399  
 United States  
**Respondee** Adalberto Bedolla  
**Respondee Title** Owner/President  
**Phone** 909-709-7954  
**Email** Berto@B81paving.com  
**Vendor Type**  
**License #**

### Bid Detail

**Bid Format** Electronic  
**Submitted** 05/25/2022 11:12 AM (PDT)  
**Delivery Method**  
**Bid Responsive**  
**Bid Status** Submitted  
**Confirmation #** 292729

### Respondee Comment

### Buyer Comment

### Attachments

File Title	File Name	File Type
		General Attachment

## Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Section 1							\$2,342.5000		
1	1		Saw cut & remove temporary asphalt & replace with conventional hot mix asphalt	SF	25	\$12.5000	\$312.5000	Yes	
2	2		Grind and overlay 0.10 ft min and replace with conventional asphalt per City of Desert Hot Springs and County of Riverside Standards	SF	64	\$7.5000	\$480.0000	Yes	
3	3		Remove existing temporary materials and place 4-inches in depth PCC (560-C-3250) over compacted base per City of Desert Hot Springs and County of Riverside Standards	SF	20	\$20.0000	\$400.0000	Yes	
4	4		Remove existing temporary materials and install PCC curb and gutter per City of Desert Hot Springs Standards	LF	10	\$50.0000	\$500.0000	Yes	
5	5		Remove existing temporary materials and install PCC rolled curb per City of Desert Hot Springs and County of Riverside Standards	LF	10	\$50.0000	\$500.0000	Yes	
6	6		Replace pavement striping (paint)	LF	50	\$3.0000	\$150.0000	Yes	

## Line Item Subtotals

Section Title	Line Total
Section 1	\$2,342.5000
Grand Total	\$2,342.5000

# EXHIBIT C

## TERM, EARLY TERMINATION & NOTICE

### Pavement Repairs for Water and Sewer Projects for 2022-2023

#### **A. Term of Agreement**

This professional services agreement shall be effective upon approval by the parties thereof and shall expire upon (1) one year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between the District and B-81 Paving, Inc. for Pavement Repairs for Water and Sewer Projects for 2022-2023 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 B-81 Paving, Inc.

#### **OWNER**

Attn: Jeff Nutter  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240

#### **CONTRACTOR**

Attn: Alberto Bedolla  
B-81 Paving, Inc.  
2609 Ramsey St.  
Banning, CA 92220

**Bid Results for Project Pavement Repairs for Water and Sewer Projects for 2022-2023 (050522AL)**

Issued on 05/09/2022

Bid Due on May 26, 2022 5:00 PM (PDT)

Exported on 05/31/2022

Line Totals (Unit Price \* Quantity)

Item No.	Description	Unit of Measure	Quantity	B-81 Paving Inc. Unit Price	B-81 Paving Inc. Line Total	A & Y Asphalt Contractors, Inc. Unit Price	A & Y Asphalt Contractors, Inc. Line Total	Onyx Paving Company Inc. Unit Price	Onyx Paving Company Inc. Line Total
1	Saw cut & remove temporary asphalt & replace with conventional hot mix asphalt	SF	25	\$12.50	\$312.50	\$216.00	\$5,400.00	\$448.00	\$11,200.00
2	Grind and overlay 0.10 ft min and replace with conventional asphalt per City of Desert Hot Springs and County of Riverside Standards	SF	64	\$7.50	\$480.00	\$56.25	\$3,600.00	\$150.00	\$9,600.00
3	Remove existing temporary materials and place 4-inches in depth PCC (560-C-3250) over compacted base per City of Desert Hot Springs and County of Riverside Standards	SF	20	\$20.00	\$400.00	\$75.00	\$1,500.00	\$92.00	\$1,840.00
4	Remove existing temporary materials and install PCC curb and gutter per City of Desert Hot Springs Standards	LF	10	\$50.00	\$500.00	\$450.00	\$4,500.00	\$330.20	\$3,302.00
5	Remove existing temporary materials and install PCC rolled curb per City of Desert Hot Springs and County of Riverside Standards	LF	10	\$50.00	\$500.00	\$450.00	\$4,500.00	\$303.00	\$3,030.00
6	Replace pavement striping (paint)	LF	50	\$3.00	\$150.00	\$10.00	\$500.00	\$25.00	\$1,250.00
				Subtotal	\$2,342.50		\$20,000.00		\$30,222.00
				Total	\$2,342.50		\$20,000.00		\$30,222.00

**B-81 Paving Inc is the apparent low bidder.**

# AGENDA STAFF REPORT

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

**DATE(S):** JUNE 16 & 20, 2022

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

**FOR:** ACTION  X  DIRECTION      INFORMATION    



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## ACCEPTANCE OF BILL OF SALE FOR THE NEW DOLLAR GENERAL

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### STAFF RECOMMENDATION

Authorize the General Manager to execute the Bill of Sale for the Water and Sewer Infrastructure for the New Dollar General project located at 11405 Palm Drive, Desert Hot Springs as contributed assets.

### SUMMARY

The attached Bill of Sale is to establish District ownership of the constructed water and sewer system improvements for the New Dollar General project, which are not otherwise formalized by a subdivision or development agreement. Subdivision and/or development agreements are still required for large projects as applicable.

### ANALYSIS

This project was inspected with contract inspection and determined to be completed in accordance with the approved plans on May 25, 2022. District staff has reviewed and recommends the project to be accepted.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The project’s infrastructure will add \$18,052.00 to the District’s depreciable assets.

### ATTACHMENTS

Bill of Sale

**BILL OF SALE  
FOR PURPOSES OF TRANSFERRING WATER/SEWER INFRASTRUCTURE TO  
MISSION SPRINGS WATER DISTRICT**

For good and valuable consideration, receipt of which is hereby acknowledged, the UNDERSIGNED hereby conveys and transfers to Mission Springs Water District ("**District**"), and its successors and assigns, all right, title, and interest in and to the Water and Sewer Installations ("**Project**"), including mains, hydrants, laterals, valves, PRV, manholes and other appurtenances to said **Project**, constructed and installed in accepted and recorded public right-of-ways or easements per approved Mission Springs Water District plans ("**MSWD Plan No.**").

**Project: New Dollar General**

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**MSWD Plan No.: Water and Sewer Improvement Plan W1114 and S1086**

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The undersigned, and its successors and assigns, covenants and agrees to and with the **District**, its successors and assigns, that the undersigned is the owner of the facilities and appurtenances for the **Project** and has the right and authority to sell the same, that the facilities and appurtenances for the **Project** are free of all liens or encumbrances, and that the undersigned will, and does, hereby warrant and agree to defend the title of the **District**, its successors and assigns, against the claims of all third parties claiming to own the same or claiming any interest therein or encumbrance thereon.

The undersigned warrants that all bills and taxes relating to the construction and installation of the facilities and appurtenances for the **Project** have been paid in full and that there are no lawsuits pending involving the **Project**. The undersigned further warrants that in the event any lawsuit is filed as a result of, or involving this **Project**, the undersigned will undertake to defend the lawsuit and will accept responsibility for all costs of litigation, including costs on appeal, and will hold the **District** harmless on any judgment rendered against the **District**.

The undersigned further warrants that all laws and ordinances respecting construction of the facilities and appurtenances for the **Project** have been complied with, and that facilities and appurtenances for the **Project** are in proper working condition, order and repair and are fit for the purposes intended; i.e., for use as a water distribution/sewer collection system.

The undersigned covenants and agrees with the **District** to replace, repair and correct any defect in work or materials in respect to the facilities and appurtenances for the **Project** subject to this Bill of Sale arising during a period of one (1) year from May 25, 2022, without cost to the **District**. The undersigned shall further warrant the corrected work for one (1) year after acceptance of the corrected work by the **District**.

**Developer/Owner** NNNDG13 LLC  
\_\_\_\_\_  
**Signature**  
DAVID CAWERT  
\_\_\_\_\_  
**Name**  
Manager  
\_\_\_\_\_  
**Title**  
5/25/22  
\_\_\_\_\_  
**Date**

**Mission Springs Water District**  
\_\_\_\_\_  
**Signature**  
Arden Wallum  
\_\_\_\_\_  
**Name**  
General Manager  
\_\_\_\_\_  
**General Manager**  
**Title**  
\_\_\_\_\_  
**Date**

### ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

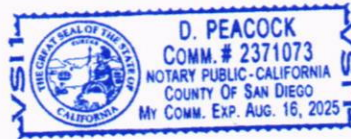
State of California  
County of San Diego)

On May 25 2022 before me, D. Peacock Notary public  
(insert name and title of the officer)

personally appeared David church,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature D. Peacock (Seal)



# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** JUNE 20, 2022

**FROM:** DORI PETEE, EXECUTIVE ASSISTANT



**FOR:** ACTION  DIRECTION  INFORMATION

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**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION  
BOARD OF DIRECTORS ELECTION BALLOT – TERM 2023-2025;  
SEAT B – SOUTHERN NETWORK**

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## STAFF RECOMMENDATION

Board consideration of one (1) of three (3) candidates nominated to serve on Seat B in the Southern Network, and direct the General Manager to vote for the selected candidate.

## SUMMARY

Each of CSDA's six (6) networks has three seats on the Board and the candidates are either a board member or management-level employee of a member district located in our Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat B.

## ANALYSIS

CSDA will begin electronic voting on June 2, 2022. All votes must be received through the system no later than 5:00 p.m. July 8, 2022. The successful candidates will be notified no later than July 12, 2022. All selected CSDA Board Members will be introduced at the CSDA Annual Conference & Exhibitor Showcase in Palm Desert, CA in August 2022.

## ATTACHMENTS

Don Bartz Candidate Info Sheet and Statement and letter of support  
Ken Endter Candidate Info Sheet  
Beverli Marshall Candidate Info Sheet and Statement



**2022 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Don Bartz

**District/Company:** Phelan Pinon Hills Community Services District

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 14 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I currently hold the CSDM designation through CSDA and I was appointed to my position on the CSDA Board in 2020. I attend most CSDA conferences and events.

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA, AWWA, CPRA, CalRural Water  
Institute for Local Government

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

LAFCo, ASBCSD (local chapter of CSDA) High Desert Mountain Water Association

**4. List civic organization involvement:**

I serve as a commissioner on the Hesperia Planning Commission

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

# DON BARTZ

GENERAL MANAGER




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## CANDIDATE STATEMENT

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It is an honor to be considered for election to CSDA's Seat B - Southern Network to continue my service as a member of the Board of Directors. I have been active with CSDA for over 20 years during my time as General Manager for three different Southern Network agencies. I hold the Certified Special District Manager designation through CSDA and I understand just how valuable membership in CSDA is for special districts. Special districts often do not have a voice with our legislators and CSDA advocates for us. Most recently, when special districts were completely overlooked in regard to state and federal COVID-19 funds, CSDA worked with our legislators to provide COVID-19 funding for special districts.

I have been the General Manager of the Phelan Pinon Hills Community Services District ("District") since it formed 14 years ago. Our District has utilized CSDA's education and legislative programs to educate both District directors and staff in order to establish sound governance and best practices for our authorized services. I have served on CSDA's Professional Development and Membership Committees and recommend all special districts join CSDA to strengthen our coalition and bring recognition to our unique districts.

Because my District provides water, parks and recreation, solid waste, and street lighting services, I will bring a variety of experience and understanding of the needs of special districts in our region. As a regular attendee of CSDA conferences and workshops, I am willing to attend meetings and conferences. As a regular panelist on CSDA's, "So You Want to be a General Manager," workshop, I understand the role CSDA plays in helping general managers manage special districts and how CSDA is essential in training the next generation of managerial staff.

I currently serve as CSDA's representative for the Institute of Local Government and I also serve as an appointed planning commissioner for the City of Hesperia. I understand the land use and other hurdles special districts face when developing projects. I will utilize my legislative relationships for the benefit of CSDA members to advocate for special districts and to ensure we have a voice in the legislature and are considered for funding and grants. I would be honored to receive your agency's vote.

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## CONTACT INFORMATION

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 760-868-1212 x306

 [dbartz@pphcsd.org](mailto:dbartz@pphcsd.org)

 4176 Warbler Road • Phelan, CA 92371



A. 4176 Warbler Rd  
P.O. Box 294049 Item 21.  
Phelan, CA 92329  
P. (760) 868-1212  
F. (760) 868-2323  
W. www.pphcsd.org

May 23, 2022

General Manager Arden Wallum  
Mission Springs Water District  
66575 2nd Street  
Desert Hot Springs, CA 92240-3711

**RE: CSDA's Seat B – Southern Network Election**

Dear General Manager Wallum,

It is an honor to be considered for election to CSDA's Seat B - Southern Network to continue my service as a member of the Board of Directors. I have been active with CSDA for over 20 years during my time as General Manager for three different Southern Network agencies. I hold the Certified Special District Manager designation through CSDA and I understand just how valuable membership in CSDA is for special districts. Special districts often do not have a voice with our legislators and CSDA advocates for us. Most recently, when special districts were completely overlooked in regard to state and federal COVID-19 funds, CSDA worked with our legislators to provide COVID-19 funding for special districts.

I have been the General Manager of the Phelan Pinon Hills Community Services District ("District") since it formed 14 years ago. Our District has utilized CSDA's education and legislative programs to educate both District directors and staff in order to establish sound governance and best practices for our authorized services. I have served on CSDA's Professional Development and Membership Committees and recommend all special districts join CSDA to strengthen our coalition and bring recognition to our unique districts.

Because my District provides water, parks and recreation, solid waste, and street lighting services, I will bring a variety of experience and understanding of the needs of special districts in our region. As a regular attendee of CSDA conferences and workshops, I am willing to attend meetings and conferences. As a regular panelist on CSDA's, "So You Want to be a General Manager," workshop, I understand the role CSDA plays in helping general managers manage special districts and how CSDA is essential in training the next generation of managerial staff.

I currently serve as CSDA's representative for the Institute of Local Government and I also serve as an appointed planning commissioner for the City of Hesperia. I understand the land use and other hurdles special districts face when developing projects. I will utilize my legislative relationships for the benefit of CSDA members to advocate for special districts and to ensure we have a voice in the legislature and are considered for funding and grants. I would be honored to receive your vote.

Sincerely,

Don Bartz, General Manager



**2022 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ken Endter

District/Company: Fallbrook Public Utility District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 4 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Workshops and events

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA workshops and events

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

\_\_\_\_\_  
\_\_\_\_\_

4. List civic organization involvement:

San Diego County Emergency Preparedness, Supervisor District #14

\_\_\_\_\_  
\_\_\_\_\_

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**



**California Special  
Districts Association**  
*Districts Stronger Together*

**2022 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Beverli A. Marshall

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 2.5 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am currently on the Professional Development and Membership Services committees. I have served on various committees over the past 10 years.

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I am a member of CSMFO, CASA, CWEA, CalPELRA, and Cal-ICMA. I am also a member of NACWA, AWWA, ICMA, WEF, and WateReuse.

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

I serve on the Advisory Board of the UCSB Professional & Continuing Education Women in Leadership Executive Program and am Chairman for the Water Sector Management Committee for the Desert Region Apprenticeship Program.

**4. List civic organization involvement:**

I am President of Indio Sunrise Rotary club, Parliamentarian of the Woman's Club of Indio, a member of the Daughters of the American Revolution, and my application is being processed for the Mayflower Society.

**\*\*Candidate Statement –** Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

# Beverli A. Marshall

General Manager  
Valley Sanitary District

Candidate - Southern Network (Seat B)



## ABOUT ME

I have worked in public agencies for over 20 years and, for the past 13 years, served in management positions at special districts. I am an outspoken advocate for the critical work that districts do for their communities every day.

### EDUCATION



Doctoral Candidate - 2022  
Business Administration

MPA - 1996  
Public Administration

Bachelor of Arts - 1994  
Sociology

### CSDA

Professional Development, Legislative, Elections & Bylaws, Fiscal, and Membership Services committees

### Mt. View Sanitary District

Board Member

### CSRMA

Board Member

### Indio Sunrise Rotary Club

Board President

### Woman's Club of Indio

Board Parliamentarian

### BOARD EXPERIENCE



### AWWA

Workforce Strategies Committee

### CWEA

DEI Task Force

### CSMFO

Budget Award Review

### VOLUNTEER



### SDLF

Certified Special District Manager

### SDLF

Special District Governance

### ICMA

Credentialed Manager

### CERTIFICATION



### VOTE



If elected, I will serve the Southern Network ethically, responsibly, and enthusiastically. Remember - ballots will be sent out electronically before June 2 and are due July 8.

# Vote for Beverli A. Marshall - Southern Network (Seat B)



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, May 12, 2022, at 3:00 PM  
Via Teleconference – No Live Attendance

### CALL TO ORDER

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

### ROLL CALL

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

**STAFF MEMBERS PRESENT:** Arden Wallum, Brian Macy, Dori Petee, Oriana Hoffert, April Scott, Kurt Kettenacker, Danny Friend, Arturo Ceja, Marion Champion, Bryan Hendry, Erik Weck

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

#### HUMAN RESOURCES REPORT

Employee recognition will take place on Monday

### ACTION ITEMS

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

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

Monthly routine item to continue remote teleconference meetings.

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

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

In April of 2020 this item went out for bid in a competitive process. This item renews the contract for general engineering for one year.

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

It is recommended to authorize the General Manager to amend the contract agreement with B-81 Inc.,



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

Mr. Wallum noted this contract was also the result of a competitive bid process. MSWD uses a contractor of this type to repair the roads after staff makes repairs or upgrades to the system.

## **DISCUSSION ITEMS**

### **MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

Steve Ledbetter of TKE presented. Construction on the Regional Water Reclamation Facility, began on April 4, 2022. Construction has also begun on two of the three required monitoring wells. These wells will monitor the impact of discharges from the plant. Mr. Ledbetter shared pictures of the progress at the site. He also shared the live video feed that monitors the site. JF Shea hosted a partnering session with the District and the construction management team in April. The District also met with the City to discuss the Right of Way and roadways in and around the site. Workplans continue for the Total Dissolved Solids (TDS Workplan). Grant agreement for full grant funding is still in review, staff expects to hear back in the coming weeks. Lastly, staff completed the 95% plan checks for the conveyance line plans and directed the consultant to begin preparing the final plans.

### **CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE**

Assistant General Manager, Brian Macy, noted work continues with Ruhnau Clarke on the schematics for the new building. Currently RCA is working on the revision requested by the Board. Due to the spike in inflation, staff has asked for a reevaluation of cost for options in consideration by the Board. The tentative schedule for bidding this project is December of 2022, with completion in late 2023 or early 2024.

## **CONSENT AGENDA**

President Martin instructed the Board to review the items below for Monday's meeting.

### **APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

April 14, 2022 - Study Session

April 18, 2022 - Board Meeting

### **REGISTER OF DEMANDS**

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

## **REPORTS**

### **DIRECTOR'S REPORTS**

Director Duncan reported he attended the following events: 4/5 DWA Board Meeting, 4/12 CVWD Board Meeting, 4/19 DWA Board Meeting, 4/26 CVWD Board Meeting, 5/10 CVWD Board Meeting

**GENERAL MANAGER'S REPORT**

Mr. Wallum deferred to his written report.

**A. Financial Report**

Arturo Ceja presented the financial report for the period ending March 31, 2022.

**B. Public Affairs Report**

Marion Champion presented the Public Affairs Report.

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

Mr. Pinkney announced closed session.

**DIRECTOR COMMENTS**

Director Grasha asked about the intake from Mission Creek.

Director Sewell thanked Carol Morin for organizing the MSWD Blood Drive.

**CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION**

pursuant to Government Code Section 54956.9(d)(1)

One Case: Case No. RIC 2003782

(George Padilla and Sharon Moreno vs. Mission Springs Water District)

**CONFERENCE WITH LEGAL COUNSEL REGARDING PENDING LITIGATION**

pursuant to Government Code Section 54956.9(d)(1)

One Case: (MSWD vs. Master Meter)

**REPORT ON ACTION TAKEN DURING CLOSED SESSION**

No reportable action taken

**ADJOURN**

With no further business, President Martin adjourned the meeting at 5:30 PM

Respectfully,

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Arden Wallum  
Secretary of the Board of Directors



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, May 16, 2022, at 3:00 PM

Via Teleconference – No Live Attendance

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

Led by President Martin, Invocation led by Vice President Wright. President Martin led a moment of silence for the victims of the Buffalo, NY shooting.

### ROLL CALL

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

**STAFF MEMBERS PRESENT:** Arden Wallum, Brian Macy, Dori Petee, Oriana Hoffert, April Scott, Kurt Kettenacker, Danny Friend, Arturo Ceja, Marion Champion, Bryan Hendry, Erik Weck

### RULES OF PROCEDURE

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

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

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

#### HUMAN RESOURCES REPORT

The Board recognized the following employees:

#### ANNIVERSARIES

Jason Weekley	Lead Field Operations Technician	2 Years
Ann Rogers	Customer Service Representative I	6 Years
Robert Lopez	Purchasing and Warehouse Specialist	16 Years

David Pena	Field Service Representative II	17 Years
Nancy Mezquita	Customer Service Representative III	30 Years

#### **CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS**

David Weaver                      Grade II Wastewater Treatment Plant Operator certification

#### **ACTION ITEMS**

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

The Board approved Resolution 2022-07, continuing teleconferencing meetings for the period of May 24, 2022 - June 22, 2022.

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

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

#### **PROFESSIONAL ENGINEERING SERVICES CONTRACT FOR TKE ENGINEERING, INC.**

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

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

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

**Voting Nay:** Director Grasha

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

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

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

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

**Voting Nay:** Director Grasha

#### **DISCUSSION ITEMS**

#### **MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

Steve Ledbetter took a moment to show the board the live construction camera installed at the site.

**CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE**

Nothing further to add

**CONSENT AGENDA**

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

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

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

April 14, 2022 - Study Session

April 18, 2022 - Board Meeting

**REGISTER OF DEMANDS**

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

**REPORTS**

**DIRECTOR'S REPORTS**

Vice President Wright reported she attended the following events: 5/1 JPIA Board Meeting, 4/14 CVAG ~ CVCC and E&E Meeting, 4/28 Water 101

Director Sewell reported he attended the following events: 4/28 Water 101, 5/3-5/5 ACWA Conference

President Martin reported he attended the following events: 4/5 DHS City Council Meeting, 4/6 DVBA Networking Night, 4/7 DVBA Legislative Meeting, 4/12 RivCo Board of Supervisors Meeting, 4/14 CVAG ~ CVCC and E&E Meeting, 4/19 DHS City Council, 4/23 Cabot’s Earth Day Celebration, 4/27 Agua Caliente Tribal Water Authority Meeting

**GENERAL MANAGER'S REPORT**

Nothing further to add

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

John Pinkney announced closed session.

**DIRECTOR COMMENTS**

Director Grasha thanked staff for their quick response to a leak report. He also noted he attended a couple of community events to discuss water quality and the importance of voting.

Director Duncan confirmed some dates on his calendar.

Vice President Wright commented on accusations made against the Board with no proof or backup.

**CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION**

pursuant to Government Code Section 54956.9(d)(1)

One Case: Case No. RIC 2003782

(George Padilla and Sharon Moreno vs. Mission Springs Water District)

**REPORT ON ACTION TAKEN DURING CLOSED SESSION**

No reportable action at this time.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 5:15 PM

Respectfully,

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Arden Wallum  
Secretary of the Board of Directors



## BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Monday, May 23, 2022 at 1:00 PM

Via Teleconference – No Live Attendance

### CALL TO ORDER

President Martin called the meeting to order at 1:00 PM

### ROLL CALL

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

**STAFF MEMBERS PRESENT:** Arden Wallum, Brian Macy, Dori Petee, Oriana Hoffert

### PUBLIC INPUT

No public input

### CLOSED SESSION

#### CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency designated representative: Arden Wallum or his designee Unrepresented Employees within the following classifications: Accounting Manager, Accounting Technician, Administrative Assistant, Associate Engineer, Chief Plant Operator, Customer Service Manager, Customer Service Rep. I, Customer Service Rep. III, Field Operations Tech II, Field Operations Tech. I, Field Service Rep. I, Field Service Rep. II, Field Service Supervisor, HR Manager, Lead Field Operations Tech., Maintenance Superintendent, Office Specialist II, Programs & Public Affairs Manager, Purchasing & Whse Spec., Water Production Op. II, Assistant General Manager, Collections System II, Collections System Op. Lead, Customer Service Rep. II, Director of Accounting and Finance, Director of Administrative Services, Director of Engineering & Operations, Engineering Manager, Executive Assistant, Facilities Maintenance Lead, Engineering Technician I, Field Operations Manager, Innovation & Technology Manager, Senior Accounting Technician, Water Production Foreperson, Water Production Operator I, WWTP0 I, WWTP0 II, WWTP0 Lead.

#### REPORT ON ACTION TAKEN DURING CLOSED SESSION

There was no reportable action taken in closed session.

### ADJOURN

With no further business, President Martin adjourned the meeting at 3:12 PM.

Respectfully,

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Arden Wallum  
Secretary of the Board of Directors

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
74645	05-12-22	J.F. SHEA CONSTRUCTION, INC.	CONSTRUCTION PROGRESS PYMT #1	0.00	1,273,294.50	1,273,294.50
74643	05-12-22	DESERT WATER AGENCY	DWA RAC FEES FOR ID-E	297,089.23		297,089.23
			DWA RAC FEES FOR MAIN SYSTEM			
9998911	05-06-22	WELLS FARGO BANK	AUTO DEP PPE 04.29	115,894.53		115,894.53
9999114	05-20-22	WELLS FARGO BANK	AUTO DEP PPE 05.13	111,977.43		111,977.43
74650	05-12-22	SOUTHERN CALIFORNIA EDISON COMPANY	CREDIT FOR ACCOUNT 700265866334	97,275.84		97,275.84
			ELECTRIC BILL + CREDIT FOR ACCT.700265866334			
74736	05-25-22	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL - APRIL 2022	95,583.31		95,583.31
74656	05-20-22	ACWA-JPIA HEALTH BENEFITS AUTH.	JUNE 2022 MEDICAL/VISION	89,577.67		89,577.67
74620	05-06-22	MICHAEL BAKER INTERNATIONAL, INC.	CONSULTANT SERVICES FOR FEB 2022	0.00	68,330.98	68,330.98
			WATER MASTER PLAN UPDATE			
9998912	05-06-22	WELLS FARGO BANK	FED TAX DEP PPE 04.29	52,591.03		52,591.03
9999115	05-20-22	WELLS FARGO BANK	FED TAX DEP PPE 05.13	48,392.68		48,392.68
74637	05-06-22	YELLOW JACKET DRILLING SERVICES, LLC	PROGRESS PAYMENT #1 - CONSTRUCTION SERVICES	0.00	41,707.38	41,707.38
74663	05-20-22	CITY OF DESERT HOT SPRINGS	ENCROACHMENT PERMITS - 06/21	31,685.90		31,685.90
			UU TAX - APRIL 2022			
9999108	05-06-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 05.06.2022	29,841.66		29,841.66
9999117	05-19-22	SLOVAK BARON EMPY MURPHY & PINKNEY LLP	LEGAL SERVICES	28,615.50		28,615.50
74740	05-25-22	TKE ENGINEERING, INC	APRIL 2022 - C&M SERVICES	0.00	23,817.50	23,817.50
			APRIL 2022 CONSULTING SERVICES			
			CONSULTANT DESIGN SERVICES			
			DESIGN SERVICES FOR APRIL 2022			
			WELLS 22 REHAB - PROGRESS PAYMENT #12			
74630	05-06-22	TKE ENGINEERING, INC	FEB 2022 CONSULTANT SERVICES	8,637.50	14,751.87	23,389.37
			MARCH 2022 CONSULTANT SERVICES			
			MARCH 2022 DESIGN SERVICES			
74689	05-20-22	SCHNEIDER ELECTRIC SYSTEMS USA INC	GEOSCADA SERVER UPGRADES	0.00	21,984.86	21,984.86
74694	05-20-22	TULE RANCH/MAGAN FARMS	APRIL 2022 - SLUDGE HAULING	21,385.65		21,385.65
74626	05-06-22	SOUTHERN CALIFORNIA EDISON COMPANY	8247-04182022 P	18,386.48		18,386.48
9999047	05-18-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS COLA RETRO	16,341.98		16,341.98
74685	05-20-22	PLUMBERS DEPOT INC	ESRI MODULE INTERFACE FOR CCTV TRUCK	15,516.00		15,516.00
74610	05-06-22	BECK OIL, INC.	DIESEL FUEL	14,495.27		14,495.27
			UNLEADED GASOLINE			
74691	05-20-22	SO CAL LAND MAINTENANCE,INC.	APRIL 2022 LANDSCAPING	13,232.21		13,232.21
			EXTRA LANDSCAPING WORK - FIXED VALVES			
			MAY 2022 MONTHLY LANDSCAPING			
9999118	05-23-22	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.13	12,234.58		12,234.58
9998914	05-06-22	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.29	11,569.99		11,569.99
74615	05-06-22	CV STRATEGIES	COM SVCS-AIR MUSEUM	11,542.49		11,542.49
			JAN 2022 SERVICES + PRINTING			
			MEDALS LOGO REVISION			
74665	05-20-22	ENTERPRISE FM TRUST	APRIL 2022 - FLEET LEASE PAYMENT	9,968.43		9,968.43
74613	05-06-22	CITIES DIGITAL INC.	LASERFICHE LICENSE/MAINTENANCE RENEWAL	8,680.00		8,680.00
74632	05-06-22	UMETECH, INC.	IT SERVICES	8,599.75		8,599.75
9998913	05-06-22	STATE OF CA EDD	STATE TAX PPE 04.29	8,596.41		8,596.41
74624	05-06-22	POLYDYNE,INC.	2-TOTES POLYMER SLUDGE WASTING	8,464.71		8,464.71
9999116	05-20-22	STATE OF CA EDD	STATE TAX PPE 05.20	8,357.34		8,357.34
74688	05-20-22	ROBERT G MODRICH	APRIL 2022 UNIDATA SUPPORT	4,050.00	4,050.00	8,100.00



CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
74621	05-06-22	NOBEL SYSTEMS INC.	GEOVIEWER ONLINE UPDATES	8,000.00		8,000.00
74693	05-20-22	THE LINCOLN NATL. LIFE INS. CO.	JUNE 2022 PREPAID INS.	6,722.17		6,722.17
74607	05-06-22	AES WATER INC.	SEISMIC VALVE MAINT. FOR RESERVOIRS	6,255.00		6,255.00
74684	05-20-22	PLANETBIDS, INC.	ANNUAL SUBSCRIPTION	6,232.79		6,232.79
74611	05-06-22	CARL OTTESON'S CERTIFIED BACKFLOW	APRIL BACKFLOW TESTING	6,060.00		6,060.00
74680	05-20-22	ON POWER INDUSTRIES, LLC	WELL 33 TROUBLESHOOTING	5,770.00		5,770.00
74692	05-20-22	SUNPOWER CORPORATION,SYSTEMS	O&M SERVICE FEE - YEAR 3	5,152.50		5,152.50
PR052422	05-24-22	EMPLOYEES	PAPER PAYROLL CHECKS	4,873.96		4,873.96
74717	05-25-22	INTERNATIONAL ACCREDITATION SERVICE, INC	LAB ASSESSMENT FOR HORTON ELAP CERT.	4,800.00		4,800.00
74619	05-06-22	MANPOWER US INC.	STAFFING SERVICES - FIELD SERVICES TEMP.	4,724.26		4,724.26
			STAFFING SERVICES - FRONT OFFICE TEMP			
			STAFFING SERVICES - GM REPORT/GRANTS			
			STAFFING SERVICES - WEBSITE COM.			
74699	05-20-22	XYLEM DEWATERING SOLUTIONS INC	VOID AND REISSUE OF CHECK LOST IN MAIL	4,534.46		4,534.46
74648	05-12-22	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTION REQUESTS	4,470.00		4,470.00
74634	05-06-22	VERIZON WIRELESS	VERIZON CELL PHONE SERVICES	4,289.24		4,289.24
74713	05-25-22	CYPRESS DENTAL ADMINISTRATORS	JUNE 2022 DENTAL	4,245.60		4,245.60
74644	05-12-22	INFOSEND INC	MONTHLY CHARGES	4,195.31		4,195.31
			MONTHLY SUPPORT FEED + EBILLS			
74698	05-20-22	WEST YOST & ASSOCIATES, INC.	CONSULTING SERVICES 03/22 TO 04/22	0.00	4,112.75	4,112.75
			PROJECT MGMT 02/22 TO 03/22			
74716	05-25-22	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	4,008.63		4,008.63
74664	05-20-22	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL SERVICES CONSULTING CLASS ACTION	3,696.00		3,696.00
74718	05-25-22	IRENE VALENTI	ACCOUNT REFUND 12840 INAJA ST	3,601.51		3,601.51
74671	05-20-22	INFOSEND INC	MONTHLY BILL SERVICE	3,579.72		3,579.72
74666	05-20-22	EXECUTIVE FACILITIES SERVICES, INC.	DESINFENCTION SERVICES - MAY 2022	3,464.58		3,464.58
			JANITORIAL SERVICES			
74681	05-20-22	PALM SPRINGS MOTORS INC	UNIT 404 LIGHT REPAIR	3,295.63		3,295.63
			UNIT 406 RODENT DAMAGE REPAIR			
74628	05-06-22	THE LINCOLN NATL. LIFE INS. CO.	MAY 2022 PREPAID INSURANCE	3,261.94		3,261.94
74635	05-06-22	WATERLINE TECHNOLOGIES INC.	4 DRUMS REFILLED	3,218.20		3,218.20
			5 DRUMS REFILLED			
			8 DRUMS REFILLED			
74646	05-12-22	KOFF & ASSOCIATES, INC.	MSWD - CLASS COMP	0.00	2,640.00	2,640.00
74737	05-25-22	T4 SPATIAL, LLC	JUNE 2022 CCTV STORAGE	2,500.00		2,500.00
			MAY 2022 CCTV STORAGE			
74727	05-25-22	MANPOWER US INC.	FIELD SERVICE TEMP	2,383.60		2,383.60
			FRONT OFFICE TEMP			
			GM REPORT/GRANT			
			MICHAEL WEBSITE COM			
74647	05-12-22	MANPOWER US INC.	TEMP FIELD SERVICE	2,382.48		2,382.48
			TEMP FRONT OFFICE			
74676	05-20-22	MANPOWER US INC.	FIELD SERVICE TEMP	2,298.94		2,298.94
			FRONT OFFICE TEMP			
74668	05-20-22	FORSHOCK	GEO SCADA SOFTWARE UPGRADE	0.00	2,297.44	2,297.44
74641	05-12-22	CITY OF DESERT HOT SPRINGS	ENCROACHMENT PERMITS - 10/21	2,009.55		2,009.55
			ENCROACHMENT PERMITS - 08/21			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
			ENCROACHMENT PERMITS - 09/21			
74638	05-12-22	AECOM TECHNICAL SERVICES INC.	PROGRESS REPORT 01/22-03/22	0.00	1,969.00	1,969.00
74652	05-12-22	USA BLUEBOOK	DIPSTICK CORE SAMPLER	1,937.28		1,937.28
			DPD DISPENSERS			
			ENCLOSED THERMOMETER			
			RELAY OUTPUT CABLES			
			SURVEY FLAGS			
74658	05-20-22	AECOM TECHNICAL SERVICES INC.	WELL 42 REDESIGN PP#14	0.00	1,668.50	1,668.50
74614	05-06-22	CORE & MAIN LP	STD REPAIR CLAMP	1,557.15		1,557.15
74618	05-06-22	INLAND WATER WORKS SUPPLY CO.	ROMAC CLFC CLAMP	1,497.23		1,497.23
74695	05-20-22	ULTIMATE MOTORS INC.	UNIT 381 REPAIRS	1,445.32		1,445.32
74655	05-13-22	FEDEX	WELLS FARGO OVERNIGHT CHARGES	1,267.48		1,267.48
74686	05-20-22	QUADIENT FINANCE USA, INC.	LEASE PAYMENT	1,183.11		1,183.11
			POSTAGE REPLENISHMENT			
74642	05-12-22	DESERT VALLEY DISPOSAL, INC.	APRIL SERVICE CHARGES - ADMIN BLDG	1,138.48		1,138.48
			APRIL SERVICE CHARGES - CORP YARD			
74659	05-20-22	AIR & HOSE SOURCE INC.	3/4" GHT WATER NOZZLES	1,100.55		1,100.55
			SENSUS 3" MIPT X 2-1/2" FNST W/STRAINER			
74679	05-20-22	MICHAEL BAKER INTERNATIONAL, INC.	PROFESSIONAL SERVICES ENDING 05/01/22	0.00	975.00	975.00
74705	05-25-22	BARBARA J. SMALL	ACCOUNT REFUND 68265 CALLE CERRITO	891.55		891.55
74696	05-20-22	UNITED RENTALS NORTHWEST, INC.	SCISSOR LIFT RENTAL	885.40		885.40
74653	05-12-22	WESTERN PUMP INC	TESTING/REPAIRS TO FUEL PUMP	855.00		855.00
74661	05-20-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERICES 05.03.22	838.86		838.86
			UNIFORM SERVICES 04.26.22			
			UNIFORM SERVICES 04.27			
74743	05-25-22	YELLOW JACKET DRILLING	ACCOUNT REFUND LITTLE MORONGO RD WELL 33	800.00		800.00
74609	05-06-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 04.12.22	711.77		711.77
			UNIFORM SERVICES 04.19.22			
74711	05-25-22	CUNNINGHAM DAVIS CORP	ACCOUNT REFUND 670 GARNET AVE WEST OF FEDEX BUILD	690.22		690.22
74712	05-25-22	CWEA	D.WEAVER CWEA MEMBERSHIP RENEWAL	662.00		662.00
			J.MCELDRONE CWEA MEMBERSHIP RENEWAL			
			L.BOYER CSM GRADE II/LAB ANALYST CERT.			
			M.VERMEER CSM CERT. RENEWAL			
74612	05-06-22	CASEY DOLAN	DIGITAL AD MGMT & CONSULTANT-MAY	650.00		650.00
74700	05-25-22	ADT COMMERCIAL LLC	ALARM SERVICE	563.71		563.71
74723	05-25-22	LANDMARK CONSULTANTS, INC.	PROFESSIONAL SERVICES FOR 04/2022 TO 05/2022	0.00	547.20	547.20
74670	05-20-22	HOME DEPOT CREDIT SERVICES	3/4" VACUUM BREAKERS	504.95		504.95
74636	05-06-22	XEROX CORPORATION	LEASE PAYMENT + PROPERTY TAX	500.49		500.49
74702	05-25-22	ANSAFONE CONTACT CENTERS	MAY 2022 ANSAFONE SERVICE	494.10		494.10
74710	05-25-22	CAROL OSBORN	ACCOUNT REFUND 65952 6TH ST	492.06		492.06
74674	05-20-22	KSM ELECTRIC INC.	SERVICE CALL FRP DPLS	472.00		472.00
74683	05-20-22	PHILLIPS, FRACTOR & COMPANY, LLC	LEGAL SERVICES CLASS ACTION	469.00		469.00
PR050622	05-06-22	EMPLOYEES	PAPER PAYROLL CHECKS	462.17		462.17
74677	05-20-22	MATHESON TRI-GAS, INC	NITRILE GLOVES	397.73		397.73
74730	05-25-22	RANDI FJAERAN	ACCOUNT REFUND 66183 8TH ST	368.03		368.03
74654	05-12-22	WHITE CAP CONSTRUCTION SUPPLY	BLUE STAKE CHASERS + BOX OF NAILS	366.93		366.93
74678	05-20-22	MCMMASTER-CARR	HORTON PLANT NUTS AND BOLTS	341.44		341.44
74667	05-20-22	FARMER BROS. CO	ADMIN. COFFEE	328.63		328.63

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
74617	05-06-22	HI-DESERT AIR INC.	SERVICE CALL FOR 5 SYSTEMS	325.00		325.00
74720	05-25-22	J SANTUCCI	ACCOUNT REFUND 66580 BUENA VISTA AVE	317.95		317.95
74639	05-12-22	BASSAM ALZAMMAR	B.ALZAMMAR REIMB. - ACWA CONFERENCE	317.93		317.93
			B.ALZAMMAR REIMB. - LUNCH W/SWRCB - SANITARY SURVEY			
			B.ALZAMMAR REIMB. - SWRCB TREATMENT GRADE III			
PR050922	05-09-22	EMPLOYEES	PAPER PAYROLL CHECKS	310.85		310.85
74616	05-06-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	DOT - ALEX ACEVEDO AND TIMOTHY OWENS	310.00		310.00
74608	05-06-22	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE - APRIL 2022	303.90		303.90
74651	05-12-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	298.35		298.35
74672	05-20-22	JOSEPH MCELRONE	WORK BOOTS - JOSEPH MCELRONE	296.28		296.28
74726	05-25-22	MAC'S MOBILE AUTOGLASS	UNIT 381 WINDSHIELD REPLACEMENT	289.12		289.12
74649	05-12-22	SOUTH COAST AIR QUALITY	AQMD HOT SPOT FEES - DPLS 07/21-06/22	287.76		287.76
			AQMD HOT SPOT FEES - HORTON PLANT 06/21-06/22			
74690	05-20-22	SHERWIN-WILLIAMS	6 GALLONS YELLOW SAFETY PAINT	287.03		287.03
74728	05-25-22	O'REILLY AUTOMOTIVE,INC.	MISC. ITEMS FOR PLANT	244.43		244.43
			RETURN ON MISC. PLANT ITEMS			
			UNIT 381 BULB REPLACEMENT			
			UNIT 398 BATTERY REPLACEMENT			
74697	05-20-22	VALLEY LOCK & SAFE	PADLOCKS FOR C&M	229.24		229.24
			REKEY BREAK ROOM CORP YARD			
74640	05-12-22	BRINKS INCORPORATED	MONTHLY SERVICES	223.00		223.00
			MONTHLY TRANSPORTATION FEE			
74731	05-25-22	RAZMIK/LIDA ROSTAMI	ACCOUNT REFUND 64910 BOROS CT	221.63		221.63
74657	05-20-22	ADT COMMERCIAL LLC	ANNEX/ADMIN BUILDING SECURITY ALARM	207.74		207.74
74701	05-25-22	ANDY CANADA	ACCOUNT REFUND 66199 AVE SUENOS	200.93		200.93
74706	05-25-22	BARRY PROG	ACCOUNT REFUND 64381 DIEGEL CT	193.42		193.42
74662	05-20-22	BABCOCK LABORATORIES, INC.	APRIL 2022 - TOTAL N TESTING	187.42		187.42
74742	05-25-22	XEROX CORPORATION	ENG. COPY MACHINE LEASE	172.39		172.39
74738	05-25-22	THERESA MURPHY	T.MURPHY - MILEAGE REIMB.	169.34		169.34
			T.MURPHY - SWRCB CERT. REIMB.			
			T.MURPHY - SWRCB TREATMENT EXAM REIMB.			
74734	05-25-22	SANDRA BROWN	ACCOUNT REFUND 66223 AVE SUENOS	160.00		160.00
74741	05-25-22	WORD OF LIFE FELLOWSHIP CENTER	ACCOUNT REFUND 66290 ESTRELLA AVE	158.26		158.26
74725	05-25-22	LUANA STAUDINGER	ACCOUNT REFUND 68171 VIA DOMINGO	139.93		139.93
74682	05-20-22	PARKERS BUILDING SUPPLY	ICE MAKER INSTALLATION KIT POLY TUBING	130.35		130.35
			MISC ITEMS - PRODUCTION			
9999119	05-23-22	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	L.DOSSANTOS MERIT PERS RETRO	98.96		98.96
74669	05-20-22	GRAINGER	POCKET SCREWDRIVERS, PAINT	98.90		98.90
74629	05-06-22	THERESA MURPHY	T. MURPHY BOOT REIMB.	97.86		97.86
74709	05-25-22	CAROL OSBORN	ACCOUNT REFUND 65952 6TH ST	97.47		97.47
74627	05-06-22	THE UPS STORE #5062	RWRF GROUNDBREAKING CEREMONY INVITES	0.00	95.91	95.91
74633	05-06-22	USA BLUEBOOK	CAP MEMBRANE KIT	94.55		94.55
74673	05-20-22	KAMAN INDUSTRIAL TECHNOLOGIES	REPLACEMENT BEARINGS FOR JIB CRANE	93.96		93.96
74675	05-20-22	MAC'S MOBILE AUTOGLASS	UNIT 408 WINDOW REPAIR	75.00		75.00
74631	05-06-22	TOPS N BARRICADES, INC	BLUE SURVEY FLAG	74.23		74.23
			MESH CLASS 2 SAFETY VEST			
74721	05-25-22	JASON BISSONETTE	ACCOUNT REFUND 16260 VIA QUEDO	68.32		68.32



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CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
74607	05-06-22	AES WATER INC.	SEISMIC VALVE MAINT. FOR RESERVOIRS	6,255.00		6,255.00
74608	05-06-22	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE - APRIL 2022	303.90		303.90
74609	05-06-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 04.12.22	711.77		711.77
			UNIFORM SERVICES 04.19.22			
74610	05-06-22	BECK OIL, INC.	DIESEL FUEL	14,495.27		14,495.27
			UNLEADED GASOLINE			
74611	05-06-22	CARL OTTESON'S CERTIFIED BACKFLOW	APRIL BACKFLOW TESTING	6,060.00		6,060.00
74612	05-06-22	CASEY DOLAN	DIGITAL AD MGMT & CONSULTANT-MAY	650.00		650.00
74613	05-06-22	CITIES DIGITAL INC.	LASERFICHE LICENSE/MAINTENANCE RENEWAL	8,680.00		8,680.00
74614	05-06-22	CORE & MAIN LP	STD REPAIR CLAMP	1,557.15		1,557.15
74615	05-06-22	CV STRATEGIES	COM SVCS-AIR MUSEUM	11,542.49		11,542.49
			JAN 2022 SERVICES + PRINTING			
			MEDALS LOGO REVISION			
74616	05-06-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	DOT - ALEX ACEVEDO AND TIMOTHY OWENS	310.00		310.00
74617	05-06-22	HI-DESERT AIR INC.	SERVICE CALL FOR 5 SYSTEMS	325.00		325.00
74618	05-06-22	INLAND WATER WORKS SUPPLY CO.	ROMAC CLFC CLAMP	1,497.23		1,497.23
74619	05-06-22	MANPOWER US INC.	STAFFING SERVICES - FIELD SERVICES TEMP.	4,724.26		4,724.26
			STAFFING SERVICES - FRONT OFFICE TEMP			
			STAFFING SERVICES - GM REPORT/GRANTS			
			STAFFING SERVICES - WEBSITE COM.			
74620	05-06-22	MICHAEL BAKER INTERNATIONAL, INC.	CONSULTANT SERVICES FOR FEB 2022	0.00	68,330.98	68,330.98
			WATER MASTER PLAN UPDATE			
74621	05-06-22	NOBEL SYSTEMS INC.	GEOVIEWER ONLINE UPDATES	8,000.00		8,000.00
74622	05-06-22	O'REILLY AUTOMOTIVE, INC.	MISC. TOOLS	49.55		49.55
74623	05-06-22	PARKERS BUILDING SUPPLY	HARDWARE TO SECURE HITCH ON TRUCKS	8.01		8.01
74624	05-06-22	POLYDYNE, INC.	2-TOTES POLYMER SLUDGE WASTING	8,464.71		8,464.71
74625	05-06-22	RUSS MARTIN	R. MARTIN MILEAGE REIMB.	42.12		42.12
74626	05-06-22	SOUTHERN CALIFORNIA EDISON COMPANY	8247-04182022 P	18,386.48		18,386.48
74627	05-06-22	THE UPS STORE #5062	RWRF GROUNDBREAKING CEREMONY INVITES	0.00	95.91	95.91
74628	05-06-22	THE LINCOLN NATL. LIFE INS. CO.	MAY 2022 PREPAID INSURANCE	3,261.94		3,261.94
74629	05-06-22	THERESA MURPHY	T. MURPHY BOOT REIMB.	97.86		97.86
74630	05-06-22	TKE ENGINEERING, INC	FEB 2022 CONSULTANT SERVICES	8,637.50	14,751.87	23,389.37
			MARCH 2022 CONSULTANT SERVICES			
			MARCH 2022 DESIGN SERVICES			
74631	05-06-22	TOPS N BARRICADES, INC	BLUE SURVEY FLAG	74.23		74.23
			MESH CLASS 2 SAFETY VEST			
74632	05-06-22	UMETECH, INC.	IT SERVICES	8,599.75		8,599.75
74633	05-06-22	USA BLUEBOOK	CAP MEMBRANE KIT	94.55		94.55
74634	05-06-22	VERIZON WIRELESS	VERIZON CELL PHONE SERVICES	4,289.24		4,289.24
74635	05-06-22	WATERLINE TECHNOLOGIES INC.	4 DRUMS REFILLED	3,218.20		3,218.20
			5 DRUMS REFILLED			
			8 DRUMS REFILLED			
74636	05-06-22	XEROX CORPORATION	LEASE PAYMENT + PROPERTY TAX	500.49		500.49
74637	05-06-22	YELLOW JACKET DRILLING SERVICES, LLC	PROGRESS PAYMENT #1 - CONSTRUCTION SERVICES	0.00	41,707.38	41,707.38
74638	05-12-22	AECOM TECHNICAL SERVICES INC.	PROGRESS REPORT 01/22-03/22	0.00	1,969.00	1,969.00
74639	05-12-22	BASSAM ALZAMMAR	B.ALZAMMAR REIMB. - ACWA CONFERENCE	317.93		317.93
			B.ALZAMMAR REIMB. - LUNCH W/SWRCB - SANITARY SURVEY			

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74640	05-12-22	BRINKS INCORPORATED	B.ALZAMMAR REIMB. - SWRCB TREATMENT GRADE III MONTHLY SERVICES	223.00		223.00
74641	05-12-22	CITY OF DESERT HOT SPRINGS	MONTHLY TRANSPORTATION FEE ENCROACHMENT PERMITS - 10/21 ENCROACHMENT PERMITS - 08/21 ENCROACHMENT PERMITS - 09/21	2,009.55		2,009.55
74642	05-12-22	DESERT VALLEY DISPOSAL, INC.	APRIL SERVICE CHARGES - ADMIN BLDG APRIL SERVICE CHARGES - CORP YARD	1,138.48		1,138.48
74643	05-12-22	DESERT WATER AGENCY	DWA RAC FEES FOR ID-E DWA RAC FEES FOR MAIN SYSTEM	297,089.23		297,089.23
74644	05-12-22	INFOSEND INC	MONTHLY CHARGES MONTHLY SUPPORT FEED + EBILLS	4,195.31		4,195.31
74645	05-12-22	J.F. SHEA CONSTRUCTION, INC.	CONSTRUCTION PROGRESS PYMT #1	0.00	1,273,294.50	1,273,294.50
74646	05-12-22	KOFF & ASSOCIATES, INC.	MSWD - CLASS COMP	0.00	2,640.00	2,640.00
74647	05-12-22	MANPOWER US INC.	TEMP FIELD SERVICE TEMP FRONT OFFICE	2,382.48		2,382.48
74648	05-12-22	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTION REQUESTS	4,470.00		4,470.00
74649	05-12-22	SOUTH COAST AIR QUALITY	AQMD HOT SPOT FEES - DPLS 07/21-06/22 AQMD HOT SPOT FEES - HORTON PLANT 06/21-06/22	287.76		287.76
74650	05-12-22	SOUTHERN CALIFORNIA EDISON COMPANY	CREDIT FOR ACCOUNT 700265866334 ELECTRIC BILL + CREDIT FOR ACCT.700265866334	97,275.84		97,275.84
74651	05-12-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	298.35		298.35
74652	05-12-22	USA BLUEBOOK	DIPSTICK CORE SAMPLER DPD DISPENSERS ENCLOSED THERMOMETER RELAY OUTPUT CABLES SURVEY FLAGS	1,937.28		1,937.28
74653	05-12-22	WESTERN PUMP INC	TESTING/REPAIRS TO FUEL PUMP	855.00		855.00
74654	05-12-22	WHITE CAP CONSTRUCTION SUPPLY	BLUE STAKE CHASERS + BOX OF NAILS	366.93		366.93
74655	05-13-22	FEDEX	WELLS FARGO OVERNIGHT CHARGES	1,267.48		1,267.48
74656	05-20-22	ACWA-JPIA HEALTH BENEFITS AUTH.	JUNE 2022 MEDICAL/VISION	89,577.67		89,577.67
74657	05-20-22	ADT COMMERCIAL LLC	ANNEX/ADMIN BUILDING SECURITY ALARM	207.74		207.74
74658	05-20-22	AECOM TECHNICAL SERVICES INC.	WELL 42 REDESIGN PP#14	0.00	1,668.50	1,668.50
74659	05-20-22	AIR & HOSE SOURCE INC.	3/4" GHT WATER NOZZLES SENSUS 3" MIPT X 2-1/2" FNST W/STRAINER	1,100.55		1,100.55
74660	05-20-22	ANA PATRICIA MURILLO	MILEAGE REIMBURSEMENT 3/10 TO 5/16	13.69		13.69
74661	05-20-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERICES 05.03.22 UNIFORM SERVICES 04.26.22 UNIFORM SERVICES 04.27	838.86		838.86
74662	05-20-22	BABCOCK LABORATORIES, INC.	APRIL 2022 - TOTAL N TESTING	187.42		187.42
74663	05-20-22	CITY OF DESERT HOT SPRINGS	ENCROACHMENT PERMITS - 06/21 UU TAX - APRIL 2022	31,685.90		31,685.90
74664	05-20-22	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL SERVICES CONSULTING CLASS ACTION	3,696.00		3,696.00
74665	05-20-22	ENTERPRISE FM TRUST	APRIL 2022 - FLEET LEASE PAYMENT	9,968.43		9,968.43
74666	05-20-22	EXECUTIVE FACILITIES SERVICES, INC.	DESINFENCTION SERVICES - MAY 2022 JANITORIAL SERVICES	3,464.58		3,464.58
74667	05-20-22	FARMER BROS. CO	ADMIN. COFFEE	328.63		328.63
74668	05-20-22	FORSHOCK	GEO SCADA SOFTWARE UPGRADE	0.00	2,297.44	2,297.44

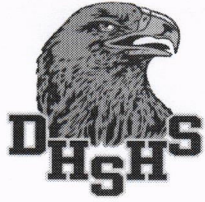
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74669	05-20-22	GRAINGER	POCKET SCREWDRIVERS, PAINT	98.90		98.90
74670	05-20-22	HOME DEPOT CREDIT SERVICES	3/4" VACUUM BREAKERS	504.95		504.95
74671	05-20-22	INFOSEND INC	MONTHLY BILL SERVICE	3,579.72		3,579.72
74672	05-20-22	JOSEPH MCELRONE	WORK BOOTS - JOSEPH MCELRONE	296.28		296.28
74673	05-20-22	KAMAN INDUSTRIAL TECHNOLOGIES	REPLACEMENT BEARINGS FOR JIB CRANE	93.96		93.96
74674	05-20-22	KSM ELECTRIC INC.	SERVICE CALL FRP DPLS	472.00		472.00
74675	05-20-22	MAC'S MOBILE AUTOGLASS	UNIT 408 WINDOW REPAIR	75.00		75.00
74676	05-20-22	MANPOWER US INC.	FIELD SERVICE TEMP	2,298.94		2,298.94
			FRONT OFFICE TEMP			
74677	05-20-22	MATHESON TRI-GAS, INC	NITRILE GLOVES	397.73		397.73
74678	05-20-22	MCMASTER-CARR	HORTON PLANT NUTS AND BOLTS	341.44		341.44
74679	05-20-22	MICHAEL BAKER INTERNATIONAL, INC.	PROFESSIONAL SERVICES ENDING 05/01/22	0.00	975.00	975.00
74680	05-20-22	ON POWER INDUSTRIES, LLC	WELL 33 TROUBLESHOOTING	5,770.00		5,770.00
74681	05-20-22	PALM SPRINGS MOTORS INC	UNIT 404 LIGHT REPAIR	3,295.63		3,295.63
			UNIT 406 RODENT DAMAGE REPAIR			
74682	05-20-22	PARKERS BUILDING SUPPLY	ICE MAKER INSTALLATION KIT POLY TUBING	130.35		130.35
			MISC ITEMS - PRODUCTION			
74683	05-20-22	PHILLIPS, FRACTOR & COMPANY, LLC	LEGAL SERVICES CLASS ACTION	469.00		469.00
74684	05-20-22	PLANETBIDS, INC.	ANNUAL SUBSCRIPTION	6,232.79		6,232.79
74685	05-20-22	PLUMBERS DEPOT INC	ESRI MODULE INTERFACE FOR CCTV TRUCK	15,516.00		15,516.00
74686	05-20-22	QUADIENT FINANCE USA, INC.	LEASE PAYMENT	1,183.11		1,183.11
			POSTAGE REPLENISHMENT			
74687	05-20-22	RITA M. HUBER	PETTY CASH RECONCILIATION	14.40		14.40
74688	05-20-22	ROBERT G MODRICH	APRIL 2022 UNIDATA SUPPORT	4,050.00	4,050.00	8,100.00
74689	05-20-22	SCHNEIDER ELECTRIC SYSTEMS USA INC	GEOSCADA SERVER UPGRADES	0.00	21,984.86	21,984.86
74690	05-20-22	SHERWIN-WILLIAMS	6 GALLONS YELLOW SAFETY PAINT	287.03		287.03
74691	05-20-22	SO CAL LAND MAINTENANCE,INC.	APRIL 2022 LANDSCAPING	13,232.21		13,232.21
			EXTRA LANDSCAPING WORK - FIXED VALVES			
			MAY 2022 MONTHLY LANDSCAPING			
74692	05-20-22	SUNPOWER CORPORATION,SYSTEMS	O&M SERVICE FEE - YEAR 3	5,152.50		5,152.50
74693	05-20-22	THE LINCOLN NATL. LIFE INS. CO.	JUNE 2022 PREPAID INS.	6,722.17		6,722.17
74694	05-20-22	TULE RANCH/MAGAN FARMS	APRIL 2022 - SLUDGE HAULING	21,385.65		21,385.65
74695	05-20-22	ULTIMATE MOTORS INC.	UNIT 381 REPAIRS	1,445.32		1,445.32
74696	05-20-22	UNITED RENTALS NORTHWEST,INC.	SCISSOR LIFT RENTAL	885.40		885.40
74697	05-20-22	VALLEY LOCK & SAFE	PADLOCKS FOR C&M	229.24		229.24
			REKEY BREAK ROOM CORP YARD			
74698	05-20-22	WEST YOST & ASSOCIATES, INC.	CONSULTING SERVICES 03/22 TO 04/22	0.00	4,112.75	4,112.75
			PROJECT MGMT 02/22 TO 03/22			
74699	05-20-22	XYLEM DEWATERING SOLUTIONS INC	VOID AND REISSUE OF CHECK LOST IN MAIL	4,534.46		4,534.46
74700	05-25-22	ADT COMMERCIAL LLC	ALARM SERVICE	563.71		563.71
74701	05-25-22	ANDY CANADA	ACCOUNT REFUND 66199 AVE SUENOS	200.93		200.93
74702	05-25-22	ANSAFONE CONTACT CENTERS	MAY 2022 ANSAFONE SERVICE	494.10		494.10
74703	05-25-22	ASHLEY WILSON	ACCOUNT REFUND 11691 FOXDALE DR	59.84		59.84
74704	05-25-22	BARBARA RODARTE	ACCOUNT REFUND 12390 WOODRIDGE AVE	25.17		25.17
74705	05-25-22	BARBARA J. SMALL	ACCOUNT REFUND 68265 CALLE CERRITO	891.55		891.55
74706	05-25-22	BARRY PROG	ACCOUNT REFUND 64381 DIEGEL CT	193.42		193.42
74707	05-25-22	BIT TRUST	ACCOUNT REFUND 13642 LA MESA DR	44.99		44.99
74708	05-25-22	BRECKENRIDGE PROPERTY FUND 2016 LLC	ACCOUNT REFUND 66204 DESERT VIEW AVE	60.53		60.53



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74709	05-25-22	CAROL OSBORN	ACCOUNT REFUND 65952 6TH ST	97.47		97.47
74710	05-25-22	CAROL OSBORN	ACCOUNT REFUND 65952 6TH ST	492.06		492.06
74711	05-25-22	CUNNINGHAM DAVIS CORP	ACCOUNT REFUND 670 GARNET AVE WEST OF FEDEX BUILD	690.22		690.22
74712	05-25-22	CWEA	D.WEAVER CWEA MEMBERSHIP RENEWAL	662.00		662.00
			J.MCELTRONE CWEA MEMBERHSIP RENEWAL			
			L.BOYER CSM GRADE II/LAB ANALYST CERT.			
			M.VERMEER CSM CERT. RENEWAL			
74713	05-25-22	CYPRESS DENTAL ADMINISTRATORS	JUNE 2022 DENTAL	4,245.60		4,245.60
74714	05-25-22	DAVID BRISTULF	ACCOUNT REFUND 61600 1/2 PIERSON BLVD	4.82		4.82
74715	05-25-22	DESERT TIRE AND AUTO REPAIR	UNIT 412 TIRE REPAIR	30.17		30.17
74716	05-25-22	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	4,008.63		4,008.63
74717	05-25-22	INTERNATIONAL ACCREDITATION SERVICE, INC	LAB ASSESSMENT FOR HORTON ELAP CERT.	4,800.00		4,800.00
74718	05-25-22	IRENE VALENTI	ACCOUNT REFUND 12840 INAJA ST	3,601.51		3,601.51
74719	05-25-22	IVENY VAZQUEZ	ACCOUNT REFUND 66636 ESTRELLA AVE	37.69		37.69
74720	05-25-22	J SANTUCCI	ACCOUNT REFUND 66580 BUENA VISTA AVE	317.95		317.95
74721	05-25-22	JASON BISSONETTE	ACCOUNT REFUND 16260 VIA QUEDO	68.32		68.32
74722	05-25-22	JEREMY ORTEGA	ACCOUNT REFUND 66012 3RD ST	53.71		53.71
74723	05-25-22	LANDMARK CONSULTANTS, INC.	PROFESSIONAL SERVICES FOR 04/2022 TO 05/2022	0.00	547.20	547.20
74724	05-25-22	LEIGH ANN NISCO	ACCOUNT REFUND 13576 LA MESA DR	24.95		24.95
74725	05-25-22	LUANA STAUDINGER	ACCOUNT REFUND 68171 VIA DOMINGO	139.93		139.93
74726	05-25-22	MAC'S MOBILE AUTOGLASS	UNIT 381 WINDSHIELD REPLACEMENT	289.12		289.12
74727	05-25-22	MANPOWER US INC.	FIELD SERVICE TEMP	2,383.60		2,383.60
			FRONT OFFICE TEMP			
			GM REPORT/GRANT			
			MICHAEL WEBSITE COM			
74728	05-25-22	O'REILLY AUTOMOTIVE,INC.	MISC. ITEMS FOR PLANT	244.43		244.43
			RETURN ON MISC. PLANT ITEMS			
			UNIT 381 BULB REPLACEMENT			
			UNIT 398 BATTERY REPLACEMENT			
74729	05-25-22	OLGA VILLALOBOS	ACCOUNT REFUND 66949 CAHUILLA AVE	56.99		56.99
74730	05-25-22	RANDI FJAERAN	ACCOUNT REFUND 66183 8TH ST	368.03		368.03
74731	05-25-22	RAZMIK/LIDA ROSTAMI	ACCOUNT REFUND 64910 BOROS CT	221.63		221.63
74732	05-25-22	REGINA WRIGHT	ACCOUNT REFUND 16227 AVE MONTEFLORA	26.55		26.55
74733	05-25-22	ROGER GARDNER	ACCOUNT REFUND 65105 ROLLING HILLS DR	3.04		3.04
74734	05-25-22	SANDRA BROWN	ACCOUNT REFUND 66223 AVE SUENOS	160.00		160.00
74735	05-25-22	SERGIO MONREAL	ACCOUNT REFUND 12799 MOUNTAIN VIEW RD	45.00		45.00
74736	05-25-22	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL - APRIL 2022	95,583.31		95,583.31
74737	05-25-22	T4 SPATIAL, LLC	JUNE 2022 CCTV STORAGE	2,500.00		2,500.00
			MAY 2022 CCTV STORAGE			
74738	05-25-22	THERESA MURPHY	T.MURPHY - MILEAGE REIMB.	169.34		169.34
			T.MURPHY - SWRCB CERT. REIMB.			
			T.MURPHY - SWRCB TREATMENT EXAM REIMB.			
74739	05-25-22	TIMOTHY & CATHERINE FLYNN	ACCOUNT REFUND 13553 HACIENDA HEIGHTS DR	46.55		46.55
74740	05-25-22	TKE ENGINEERING, INC	APRIL 2022 - C&M SERVICES	0.00	23,817.50	23,817.50
			APRIL 2022 CONSULTING SERVICES			
			CONSULTANT DESIGN SERVICES			
			DESIGN SERVICES FOR APRIL 2022			



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



# Desert Hot Springs High School

psusd.us/dhshs

Janell Estrada – USB Accounting Assistant

65850 Pierson Blvd., Desert Hot Springs, CA 92240

760-288-7013

jestrada@psusd.us



School Year: 2021-2022

To whom it may concern:

Thank you for your donation and interest in supporting our students. Please accept this letter as certification that Desert Hot Springs High School qualifies as a not-for-profit organization. We are a state educational institution, which is considered a political subdivision of the State of California. Because of this, we are considered a nonprofit state entity rather than a private 501(c)(3) nonprofit organization. Donations and private grants made to our school are tax-deductible under these statutes.

## PSUSD Tax ID# 52-1527179

Donor Name: \_\_\_\_\_  
Donation Amount: \$ \_\_\_\_\_  
USB Account: Desert Hot Springs High School

Sincerely,

Janell Estrada  
USB Accounting Assistant  
Desert Hot Springs High School

2-6/14/07

# CERTIFICATE OF APPRECIATION

is proudly presented to

## CAROL MORIN / MSWD

In recognition of your generous donation.  
It's people like you who make it possible.

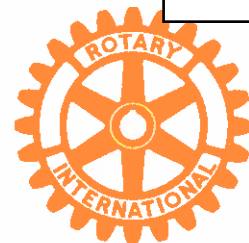
05/13/2022



CABE del Desierto Chapter 91



# Rotary Desert Hot Springs



**JOIN LEADERS EXCHANGE IDEAS TAKE ACTION IN YOUR COMMUNITY**

Dear Mission Springs Water District,

Thank you for your Big Heart Awards sponsorship. Your willingness to help our club makes all the difference in us accomplishing our goals. The Desert Hot Springs Rotary Club is determined to improve the lives of those in our community and beyond. The money raised at this year's Big Heart Awards will fund the following projects:

- 12 College Scholarships (All DHS Students)
- 8 Students to RYLA Leadership Camp (11th Grade)
- 6 Students to PRYDE Leadership Camp (7th Grade)
- 600 Books for SuRF Program - all DHS 2nd Grade Students receive a free book.
- \$550 To our Earlyact and Interact Clubs

We are always in need of volunteers and those willing to help us make a difference. If you would like to get involved and know more, please contact us today.

With sincere thanks,

*Brian Brodowsky*

Rotary President

*Yesenia Preciado*

Big Heart Awards Chair

**WE ARE FOCUSED ON DOING GOOD IN OUR COMMUNITY AND AROUND THE WORLD.  
THE IDEAS AND PASSION OF OUR MEMBERS IS WHAT FUELS THE PROJECTS BELOW.**

**SCHOLARSHIPS** - Assisting DHS High School Seniors

**INTERACT & EARLYACT** - Student Rotary Clubs at DHS Schools

**SuRF BOOK DRIVE** - Donating books to DHS Elementary students

**SCHOOL** - Donating Supplies & Emergency Kits to DHS Schools

**EVENTS** - Community Appreciation Day, Happy Healthy Halloween

**RYLA** - Sending DHS 11th grade students to leadership camp

**PRYDE** - Sending DHS 7th grade students to leadership camp

**STUDENT COMPETITIONS** - 4 Way Test Speech & Music Contest

**INTERNATIONAL** - Helping school children & orphans in Mexico

**SCHOOL SUPPLIES** - Emergency Clothing Kits & Backpacks

**ALL OF OUR PROJECTS ARE PAID FOR BY FUNDRAISING & THE GENEROSITY OF OUR MEMBERS AND THE COMMUNITY**



# Certificate of Appreciation

THE ROTARY CLUB OF DESERT HOT SPRINGS

RECOGNIZES

Mission Springs Water District

for your sponsorship and constant service above self.

We thank you for supporting our projects and making Desert Hot Springs a better place.

Desert Hot Springs

**Rotary**



*Brian Bradawsky*

President 2021-2022

# AGENDA REPORT

## REGULAR BOARD MEETINGS JUNE 16 & 20, 2022

### DIRECTOR REPORTS

**DIRECTOR REPORTS**

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

Date	Event	Attendees
5/1-5/2	JPIA MEETINGS @ ACWA SPRING CONFERENCE	WRIGHT
5/3-5/5/2022	ACWA SPRING CONFERENCE	WRIGHT, SEWELL, MARTIN
5/10/2022	CVWD BOARD MEETING	DUNCAN
5/11/2022	GCVCC MIXER	SEWELL
5/17/2022	DWA BOARD MEETING	DUNCAN
5/17/2022	GCVCC MIXER	SEWELL
5/17/2022	DHS CITY COUNCIL MEETING	MARTIN
5/18/2022	DVBA LUNCHEON	SEWELL, MARTIN
5/19/2022	COUNTY OVERSIGHT BOARD	MARTIN
5/24/2022	CVWD BOARD MEETING	DUNCAN
5/25/2022	DVBA NETWORKING NIGHT	SEWELL, MARTIN

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

Date	Event	Attendees





# General Manager's Report June 2022



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**APPENDIX D – Public Affairs Information**

## EXECUTIVE SUMMARY

We would like to thank the local business leaders, members of the public, and elected officials who joined us as we celebrated the start of construction on the new Regional Water Reclamation Facility during a ceremonial groundbreaking held Friday, June 10, 2022.

Funded primarily by grants and low-interest loans, the new treatment plant will treat an additional 1.5 million gallons of wastewater per day. This new capacity will allow more homes currently using a septic tank system to connect to the MSWD's treatment system. The state-of-the-art facility will also support the addition of tertiary treatment in the future, which would provide recycled water to enhance water conservation efforts.

Located on land already owned by the District, the new plant is being built adjacent to the MSWD solar installation between 19th and 20th Avenues in Desert Hot Springs. The project includes the construction of a Sequence Batch Reactor (SBR) wastewater treatment plant. Two accompanying projects, the Regional Conveyance Line and the M-2 area septic to sewer projects, are also under development.



*Photo (L to R): Shayra Hernandez, Director of Stakeholder Engagement Congressman Ruiz's Office; Miguel A. Romero Ochoa, Field Representative Assemblymember Eduardo Garcia's Office; Grace Elena Garner, Mayor Pro Tem of Palm Springs; Jeff Hewitt, Riverside County Board of Supervisors, District 5; Scott Matas, Mayor of Desert Hot Springs; Peter Satin, Board Member, Colorado River Basin Regional Water Quality Control Board; Russ Martin, President, Mission Springs Water District Board of Directors; Randy Duncan, Mission Springs Water District Board of Directors; Ivan Sewell, Mission Springs Water District Board of Directors; Arden Wallum, General Manager, Mission Springs Water District; Nancy Wright, Vice President Mission Springs Water District Board of Directors; and Esmeralda Perez, Board Assistant Riverside County Supervisor V. Manuel Perez's Office.*

## ADMINISTRATION

### Customer Service Department

#### Disconnections Due to Non-Payment

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

As of April 5, 2022, disconnections have resumed. During May 2022, there were 66 disconnections, and technicians were able to make contact with 75 customers to either pay, set up a payment plan with the office, or to get information for bill assistance.

A total of 415 payment plans have been set up by MSWD customers with the pending balance of the payments plans totaling \$339,029.76.



**Disconnections for nonpayment resume in April**  
**Contact us for help!**

### Customer Bill Assistance Programs

The United Way Customer Bill Assistance Program continues to be utilized by those customers who have been impacted the most by the COVID-19 pandemic, assisting 169 customers since July 1, 2021.

United Lift has assisted customers by paying \$11,136.52 on customer accounts during May 2022.

California's Water and Wastewater Arrearage Program has assisted customers by providing a one-time payment to eligible accounts totaling \$1,253,914.00 since January 24, 2022.

Riverside County's LIHWAP CARE Program is launching on June 2, 2022 and will provide customers with a one-time payment towards their water and/or sewer bill up to \$2,000.00. This program will only run through August 2023.



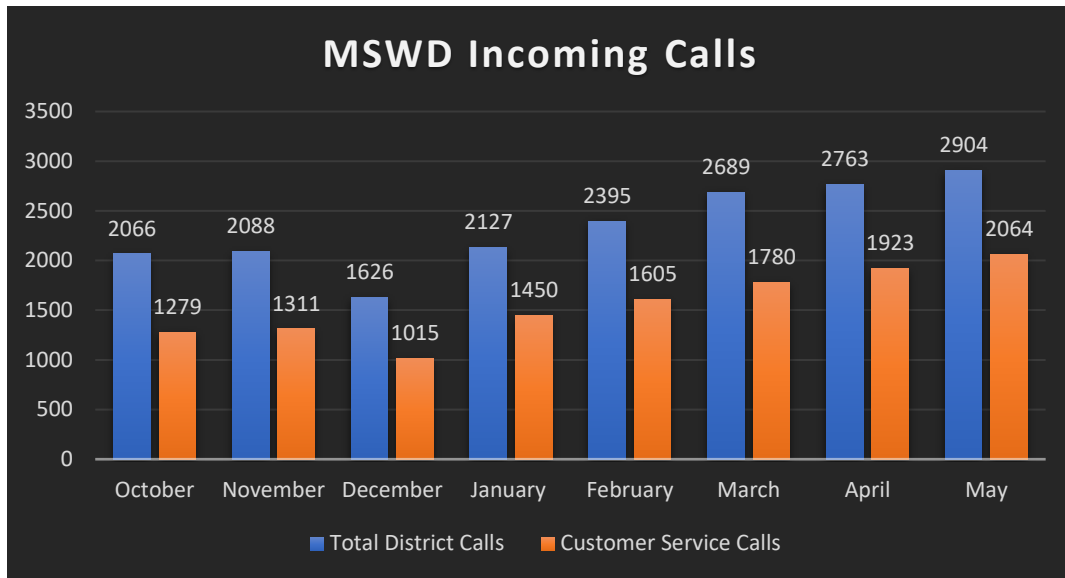
As a result of these programs, customer assistance has totaled \$1,375,037.52 since July 1, 2021.

### Customer Portal Update

Vertex One/WaterSmart integration was completed and launched along with the PayNearMe payment portal on May 2, 2022. A few minor changes and additional features are being completed while the portal is active to the public, such as the PDF bill presentation and e-bill sign up, which should be completed by the end of June 2022.

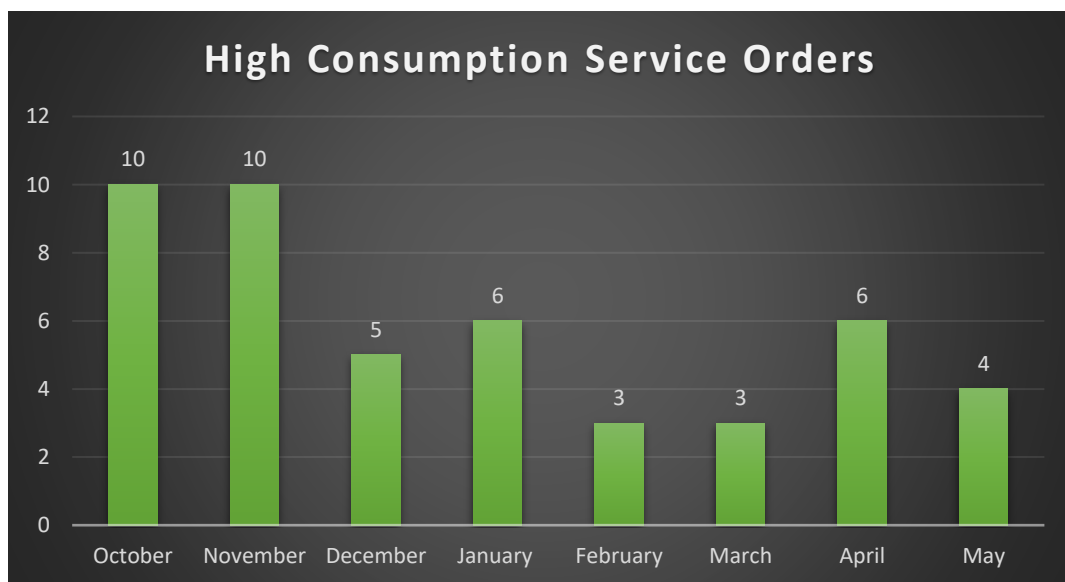
### Calls into the Customer Service Department

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



### High Bill Investigation Requests Versus 13,675 Accounts

The District continues to leverage the new AMI infrastructure and Neptune 360 portal, resulting consistently less high bill service orders. The District continues to see a return on investment through savings of administrative time resulting from consistently less high bill investigations, and a reduction in Field Technician travel and investigation time.



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

As part of the COVID-19 response, the MSWD lobby continues to be open by appointment only. The District had eight appointments in April 2022 to assist customers in person.

MSWD Customer Service Representatives continue to assist our customers with minimal disruption. Staff continues to find creative ways to assist those customers who may have unique requests including those customers who do not have internet access.

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

### Ways to Pay Bills

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

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

**MSWD**  
Mission Springs Water District

# BILL PAY OPTIONS

<p><b>ONLINE</b> MSWD.org/Paperless</p>	<p><b>BY PHONE</b> (760) 329-6448</p>	<p><b>BY MAIL</b> 66575 Second Street Desert Hot Springs, CA 92240</p>	<p><b>IN PERSON</b> Drop off</p>
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**OTHER OPTIONS:** Walmart Pay, PayPal, 7 PayNearMe, YOUR BANK'S E-PAY PROGRAM

## Finance and Accounting Department

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

### **Current Work Priorities**

The Finance Director attended the Spring ACWA conference in Sacramento. There were many topics that focused on the current issues affecting the District.

The Accounting Manager was terminated at the end of the month due primarily to performance issues while still under probation.

The Finance Director along with Accounting staff were primarily focused on the budget and all the budget changes being made to improve District performance.

Finance staff continues to work with Administration, Engineering, and Construction and Maintenance staff on reimbursable jobs. There were five new reimbursable job numbers were requested.

- AMP Industrial Park
- Hit Water Main at 13900 Sarita Dr.
- Heberam
- Affinity Recovery Home – New DCDA
- Hit Fire Hydrant #421: Corner of Kitetail & Amberlight

### **Budget**

Managers completed the budget for the final review with the General Manager who made several changes to the amounts requested before approving the operating and capital budget for fiscal year 2023.

The Finance Director and Assistant General Manager worked tirelessly to complete the budget report that will be used to apply for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

Budget transfers in May 2022 amounted to \$15,650.



## Payroll

May 2022 was an significantly busy month due to several employees that quit or were terminated.

Accounting ordered an additional 1,000 checks to ensure there is enough stock for the upcoming fiscal year and utilize appropriated budget amounts.

Several errors in the Finance system related to payroll were corrected in May 2022. This happens every so often when the District makes changes to the system and don't realize the issues it will create until payroll is completed.

Payroll created a new employee listing report showing terminated employees and up-to-date full-time equivalent (FTE) listing.

The Accounting Manager update the password for the online payroll payments that are made to the State.

## Cash

Total cash receipts for the month of May 2022 amounted to \$6,167,157.00, with the majority being the property tax collections that include sewer fees placed on the property taxes. The District received the Master Meter settlement check of \$400,000.00. Approximately \$1.5 million were for customer normal payment of their water bills.

Cash disbursements for the month of May 2022 amounted to \$2,829,836.00, with the largest payments going to:

- \$1,273,294.50 to J.F. Shea Construction
- \$298,227.00 to Desert Water Agency
- \$192,859.00 to Southern California Edison
- \$281,617.00 to Net Payroll
- \$117,938.00 to Payroll Taxes
- \$98,137.00 to Health & Dental Insurance
- \$28,616.00 to Legal Fees

## Revenues and Expenses

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

- Operating Revenue – \$16,765,241
- Operating Expenses - \$14,468,448
- Non-Operating Income - \$3,046,969
- Non-Operating Expenses - \$461,512
- Net Income - \$4,882,250

## Innovation and Technology Department

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

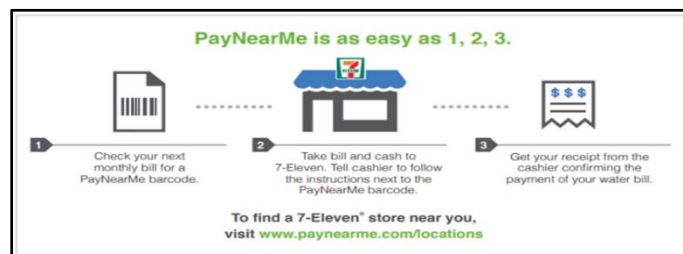
### Technology Improvements

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

- The District has implemented the Arctic Wolf platform for 24/7 continuous security monitoring, a system that uses artificial intelligence and a dedicated team to look for security anomalies and assist in taking corrective or proactive action. Their technology support has been welcomed by all staff as we have worked through the firewall and security precautions necessary to protect our local and cloud environments.
- MSWD continues its push toward paperless operations with the expansion of Laserfiche forms which staff are currently using for managing budgets and submitting overtime. We are working with our work order management system provider to create an Application Programming Interface or API to make the process even easier to staff.
- File storage migration to Microsoft SharePoint continues as staff becomes more familiar with its benefits. In May 2022, our staff utilized our SharePoint program to finalize this General Manager's Report and the Budget from different countries and different states while all under the protection of Microsoft and Arctic Wolf security platforms.

### WaterSmart Customer Portal

Even though the WaterSmart Customer Portal is live, staff continues to work with developers from PayNearMe and WaterSmart to make the portal a more enjoyable experience for MSWD customers. MSWD customer staff tracks all customer feedback regarding the new portal. We are currently working to add more enhanced drought messaging and rebate information to the portal.



## Purchasing Department

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

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

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

Staff are still experiencing some supply chain issues with shipping and delivery of some products, but nothing to extreme to halt any of our production.

Staff is working on a schedule to get all of the Master Meters picked up next month.



## ENGINEERING AND OPERATIONS

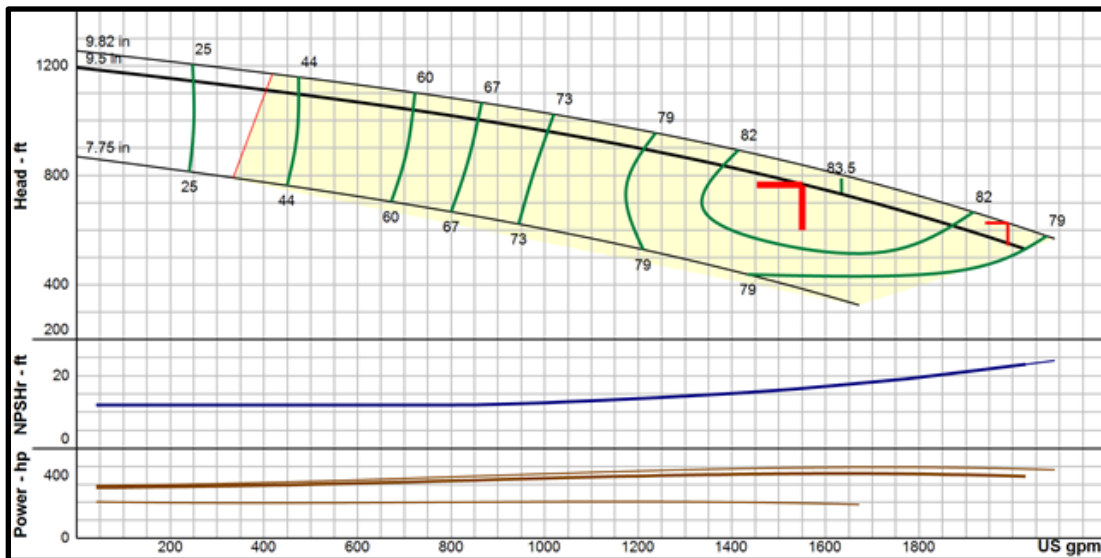
### Engineering Department

Below is a list of Capital Projects and status updates.

#### Well 42 Project

Construction is still on-hold due to revisions to the pumping and electrical equipment.

The Construction Management (CM) Team identified the revised 400 HP pump that best meets the project requirements. The CM Team will update the project specifications and issue a bulletin to the contractor in June 2022 to move forward with equipment procurement.



Construction will likely be on-hold for several more weeks while the equipment submittals are processed and the equipment is ordered, fabricated, and delivered to the site for construction and installation.

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

Staff continued the appraisal process for a required sewer easement. Once completed, staff will begin negotiations with the property owner for the proposed easement area for the pipe alignment.

The consultant, TKE Engineering, continued working on the required final completion report to be submitted to the California Department of Water Resources (DWR) in June 2022 for grant closeout.

### Well 22 Rehabilitation

The design consultant, TKE Engineering, continued working on the final design package, specifically incorporating provisions for a water lubricated well in-lieu of oil lubricated. Staff anticipates receiving the final design package in the coming weeks and bidding the project thereafter.

Staff is coordinating with the on-call well contractors for a bid to complete the well casing and equipment rehabilitation in June 2022, in preparation for increased demand over summer.

### Water and Wastewater System Comprehensive Master Plan Update

The consultant, Michael Baker International, and staff met to discuss the proposed Capital Improvement Program.

The consultant will complete the draft Water and Sewer Master Plans in June 2022.

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

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

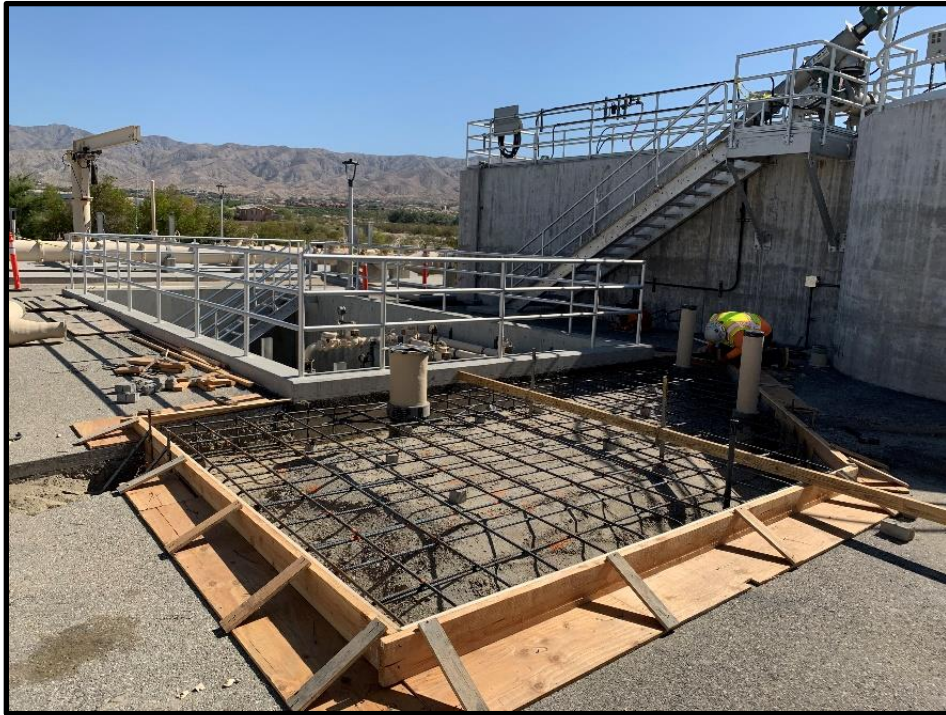
### Horton Effluent Filtration System

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



### Horton Odor Control Project

Staff in conjunction with the construction manager consultant, Michael Baker International (MBI), have completed a no cost change order extending the construction contract completion date from June 18, 2022 to July 29, 2022. The current schedule puts the completion to late July 2022 due to material delivery delays from supply chain issues. Staff has extended the MBI contract to November 29, 2022 with no anticipated cost increase. Construction is currently paused until mid to late June 2022. Staff is continuing to monitor inspection and management costs which may be billed to the contractor.



### On-Call General Engineering Services RFP

Staff is currently requesting proposals from qualified firms to provide on-call construction management and inspection services for the District.

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

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

### Horton Chopper Pumps Project

Staff has contracted with the pump manufacturer, Vaughn Pump, to complete the installation of the four influent chopper pumps. Construction is complete.

### Regional Water Reclamation Facility

Construction has been initiated for the District's new Regional Water Reclamation Facility that will initially treat 1.5 million gallons per day. Note, this item has moved from this report to the Board Packet as a monthly update.



### Contract Renewals

Casamar Group, LLC – Labor Compliance Reporting and Consultant Services for 2022-2023 in the amount of \$75,000. Casamar Group provides monitoring and enforcement of contractors' payroll compliance with California labor and apprenticeship laws for the District's CIP projects.

Anser Advisory DBA Wallace & Associates Consulting, LLC – On-Call Professional Services for Construction Management and Inspection of Capital and Development Projects in the amount of \$75,000. The District continues to use outside construction engineering consultants on an as-needed basis to assist staff with the timely completion of Capital and Development Projects, ensuring the construction projects are completed in accordance with approved plans, specifications, and District standards.

TKE Engineering, Inc – On-Call Professional Services for Construction Management and Inspection of Capital and Development Projects in the amount of \$75,000. The District continues to use outside construction engineering consultants on an as-needed basis to assist staff with the timely completion of Capital and Development Projects, ensuring the construction projects are completed in accordance with approved plans, specifications, and District standards.

EnviroLogic Resources, Inc. – On-Call Professional Hydrogeological Consulting Services in the amount of \$50,000. EnviroLogic Resources will continue to provide consulting services on an as-needed basis for the District's CIP Projects.

Ray Lopez Associates (RLA) – Professional Conservation Services for 2022-2023 in the amount of \$50,000. RLA's services include performing comprehensive review of landscape and irrigation plans to ensure compliance with current water efficient landscaping guidelines, perform post-installation inspections of newly installed landscape and irrigation, and consultation and review of landscaping documents.





## Operations & Maintenance

### Construction & Maintenance

Staff completed approximately 294 water line location requests in May 2022. Staff continues to use iPads with the GeoViewer mobile app to streamline and manage line locations.



Staff replaced 11 water service lines, repaired 12 service line leaks, and four main line leaks in May 2022.



Staff continues to implement maintenance programs, which consist of ground valve exercising, blow-off flushing, air release valves, Cla-Val automatic control valves, and fire hydrant flushing and painting. There were 127 ground valves exercised, 27 fire hydrants flushed, zero air release valve inspected and rebuilt, zero Cla-Val valves inspected, and zero blow-offs flushed in May 2022.



A total of 28 work orders were processed in May 2022 using the CMMS program.

Staff installed eight new water service lines in May 2022.

Staff continues performing field fire flow tests for the Engineering Department. 12 fire flow tests were conducted in May 2022.

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

The District advertised the Pavement Repairs for Water and Sewer Projects for FY 2022-23 through PlanetBids. The District received and opened three bids. Based on an evaluation of the bids received, staff determined the B-81 Paving, Inc. to be the lowest responsive bidder.

The District advertised the Annual Janitorial Services for FY 2022-2023 through Planet Bids. The District received and opened five bids. Based on an evaluation of the bids received, staff determined Blue Collar Contracting to be the lowest responsive bidder.

The District advertised the Semi-Annual HVAC Maintenance and Repairs for FY 2022-2023 through Planet Bids. The District received and opened one bid and determined Hi-Desert Air, Inc. to be the lowest responsive bidder.

### **Fleet and Facility Maintenance**

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

Building Maintenance: Batteries were replaced in door locks at the Administration Building. AC repairs were made to the thermostat on AC unit #3. The control board was replaced on the AC unit for the laboratory at the Horton WWTP. Swamp cooler repairs were made on swamp coolers at the Corporate Yard and units were put into service. Light bulbs were replaced at the Administration Building.

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

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

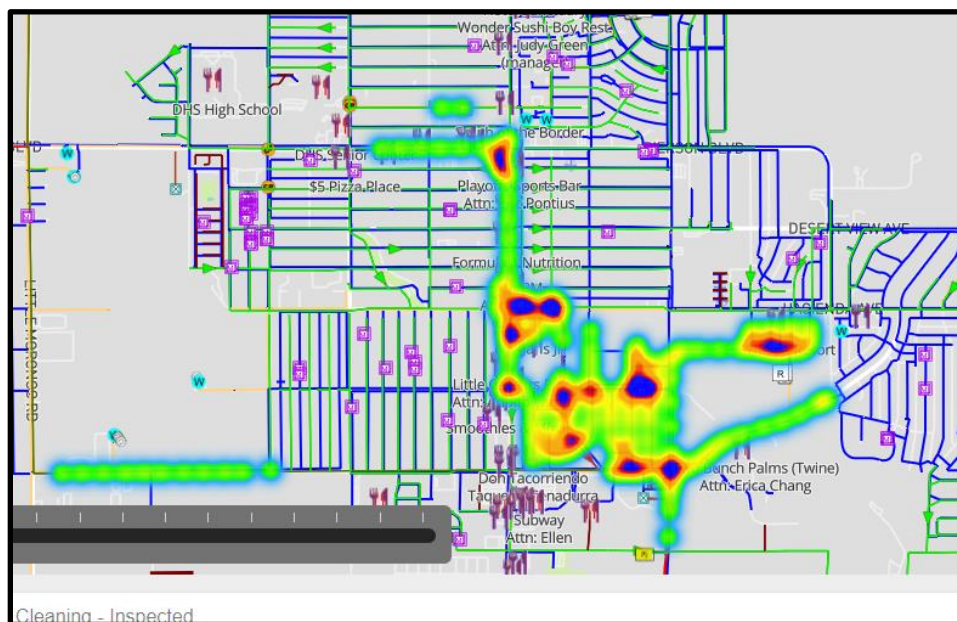
- Services were completed on Units 410 and 421
- Battery was replaced on Unit 413
- Water pump and heater hose repairs were done on the skip loader
- Electrical repairs were completed on Unit 406
- Front brakes were inspected on Unit 415
- Repairs were completed on Unit 381

### Collections

No Sanitary Sewer Overflows (SSOs) occurred in the collection system during May 2022. No problems occurred at the Dos Palmas Lift Station. The operators continued to visit the site each day to check proper pump operation, ensure the SCADA system is working properly, and check site security.

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

Approximately 8.1 miles of sewer mainline were cleaned. This included 151 segments of 8-inch VCP sewer pipe in Assessment Districts 1, 3, and 12F.



Collections staff assisted with the cleaning of the outfalls from Aeration Tanks 4 & 5, removing rags and debris as needed.

## Wastewater Treatment

Staff spent a combined 421-man hours performing routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest plants. Also, during this timeframe staff spent 214-man hours operating the sludge belt filter press, including filling and removing 18 trailers of sludge from the Horton and Desert Crest Plants.

Staff collected 42 samples and spent 63-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes. Both plants are producing an effluent that meets the District's discharge requirement.

Seven ponds were cleaned and rehabilitated in May 2022. Ponds 1, 2, 4, 5, 6, 7, and 8 were all cleaned this month, and Ponds 7 and 8 were cleaned twice.

Odor Control Project: The contractor, ATOM, mobilized and started excavating for the project on May 2, 2022. Currently, they have put in the access vault that is located on the west side of the influent pump station and much of the underground piping. They poured the concrete on May 24, 2022 for the odor control unit. On May 27, 2022 they placed and bolted down the odor control unit on the concrete pad and began running the electrical for it.



Chopper Pump Project: The contractor, Vaughan's Industrial Repair Co., completed the installation of the new chopper pumps for the Horton influent wet wells. Since the installation of the chopper pumps, staff has not had to pull any of them to clear rags or debris. During the installation of the chopper pumps, staff was able to successfully bypass each wet well saving the District an estimated \$95,000 (one of the quotes we received just to bypass the wet well).



The skip loader was down for repairs two different time this month. One issue was a hydraulic hose that was pinched and the other one was the water pump that went out taking the heater hose out with it. Staff used the loader in tandem with the Kubota to clean ponds until the skip loader was repaired.

The District has passed the laboratory assessment (audit) for ELAP which is for our laboratory accreditation. Staff needs to submit the results with some more paperwork to ELAP to finalize it.

The District has received our new waste discharge requirements (WDR) order R7-2022-0008 for the Horton WWTP. In the order, it gives us one year to complete a nitrogen study on how our plant can obtain an effluent limitation of 10 mg/L or less for Total Nitrogen. This study should be completed by April 12, 2023, with the plan put into effect to achieve this new limitation. The study should identify what improvements need to be completed at the Horton WWTP. With the new WDR we can now use ponds 1-3 as well. Another change to the WDR was that our TDS on our effluent shall not exceed 665 mg/L. Previously, it was ordered that it could not exceed over 400 mg/L of the background domestic water TDS.

Staff cleaned five sludge beds at the Desert Crest WWTP with the help of the collections team and the sludge was taken back to Horton WWTP where it was loaded into our sludge trailer. Staff also had taken the drag net out to Desert Crest WWTP to clean up all the banks on the three percolation ponds.

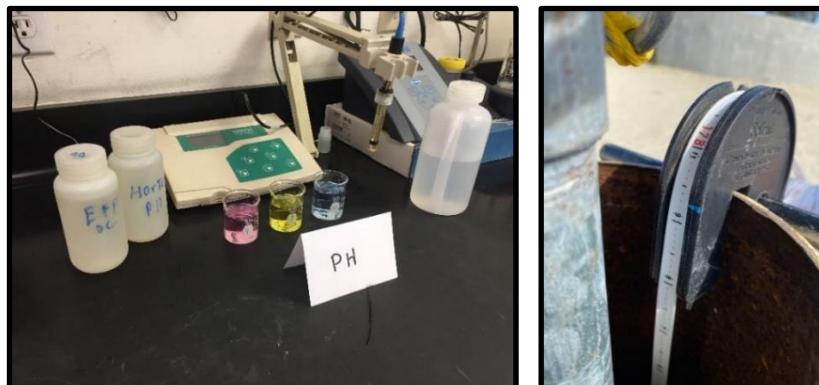


Staff had Inverter Technology come out and work on the drive for influent pump 4. When the drive went down, the new drive still had some bugs to be worked out to operate correctly (HOA switch and the E stop). They were able to fix it and make it identical to the other three pumps and it is now operating as it should.

Staff continues to do a weekly “Wastewater Training” program within the department. These trainings are intended to get all the operators on the same page, so that staff is operating equipment more proficiently and are trained in doing so. This training is also to help keep operators safe when completing maintenance.

This month’s training included:

- Weekly pH
- Horton WDR
- Groundwater Sounding
- Seal Water (RAS Pumps 5-7 and Grit Pumps 2-3)



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

	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
July	18	8	7	9	51	2
Aug.	20	4	1	8	53	2
Sep.	20	5	2	12	8	11
Oct.	36	9	4	8	12	4
Nov.	29	50	10	9	7	7
Dec.	12	9	3	3	64	1
Jan.	14	21	7	1	16	8
Feb.	7	23	5	1	42	0
Mar.	17	48	1	0	23	5
Apr.	7	18	3	3	15	30
May	16	17	11	3	20	45
June		21	7	3	6	70
<b>Annual Total</b>	<b>196</b>	<b>233</b>	<b>61</b>	<b>60</b>	<b>317</b>	<b>185</b>

Additional sanitary service connection information is provided in Appendix C.

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

Monthly Wastewater Flows

<b>WASTEWATER FLOW MGD</b>				
2021/22	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.987088	2.104457	0.042128	0.058130
Aug.	2.059728	2.224424	0.052436	0.064940
Sep.	2.061448	2.234327	0.049729	0.066370
Oct.	2.081568	2.223453	0.046618	0.051660
Nov.	2.084749	2.213652	0.048180	0.053880
Dec.	2.024843	2.311905	0.051887	0.068500
Jan.	1.984410	2.131439	0.048326	0.054720
Feb.	2.009623	2.139096	0.045334	0.052130
Mar.	2.028970	2.171029	0.045059	0.055840
Apr.	1.980131	2.131250	0.041919	0.046130
May	1.975843	2.097045	0.039858	0.047940
June				

Additional wastewater flow information is provided in Appendix C.

## Water Production

Staff collected 45 routine bacteriological (Bac-T) samples, six general physical samples, and uranium samples at Well 26A for analysis in May 2022. Staff works closely with the laboratory when changing sampling dates or taking grab Bac-T samples for any mainline shutdowns. The MSWD Monthly Coliform Monitoring Reports for May 2022 were sent out to the State Water Resources Control Board on June 6, 2022.



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

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



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



Staff, along with our SCADA contractor Forshock, is currently working on making SCADA upgrades. This upgrade is almost completed, as finishing touches are being put on the new system now.

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



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



Staff performed a controlled overflow of the reservoir at Well 33 to help eliminate the buildup of turbine oil on the surface of the water. This was done on May 12, 2022.



Staff continues to oversee the landscape contract for 36 sites throughout the District. Contractors continue to make the necessary repairs on our irrigation systems.

Staff performed fire pump testing at the Gateway Reservoir site on May 18, 2022. This test is performed monthly to ensure the fire pump is in good operating condition and works properly when required.

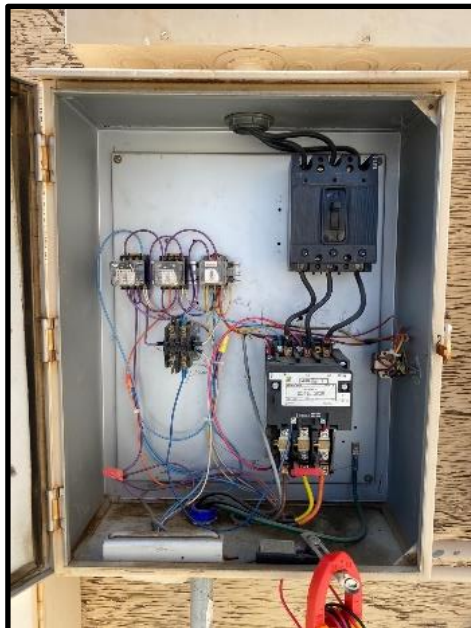


We are currently working on the first phase of a multiphase rehabilitation project for Well 22. The well has been brushed, bailed, and swabbed during this initial phase. The well was video inspected on May 26, 2022 and we are waiting on the findings of that inspection.

Staff is working on the installation of the three chlorine buildings that were previously ordered. Installation locations are at Wells 27/31, 29, and 33. As part of this upgrade, staff will also connect the chlorinators to our SCADA system for remote monitoring and control.



Staff is working on making upgrades to the Low Northridge booster station. These upgrades will help protect the motors from future damages due to electrical spikes, surges, etc. We are currently looking into installing soft starters on these two pumps.



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

The District advertised the Annual Landscape Maintenance for District Facilities 2022-2023 through Planet Bids. The District received and opened five bids. Based on an evaluation of the bids received, staff determined Urban Habitat to be the lowest responsive bidder and will bring to the Board for approval at the June Board meeting.

Staff, along with Kevin McDonald Electric (K.S.M. Electric Inc.), repaired an issue we were having with the compressor at our Gateway hydropneumatic tank. The system is now operating properly.



### Well 33 Solar Site

Staff continues to monitor the performance of the solar system. The May 2022 performance report showed that the system produced 220,662 kilowatt hours, which is within 93% of expected energy output. The April performance report showed that the system produced 257,891 kilowatt hours, which is within 95% of expected energy output.

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

New Service Connections to the Water System

	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
July	18	7	4	5	7	2
August	19	6	10	5	3	2
September	23	18	2	14	4	13
October	33	13	3	21	8	3
November	27	10	16	4	0	7
December	9	2	17	3	3	2
January	14	15	6	3	20	1
February	8	13	8	5	11	1
March	19	16	2	3	6	5
April	6	11	1	3	7	11
May	19	15	12	5	11	9
June		24	11	2	8	2
<b>Annual Total</b>	<b>195</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>	<b>58</b>
<b>Avg./ Mo.</b>	<b>16.25</b>	<b>12.50</b>	<b>7.67</b>	<b>6.08</b>	<b>7.33</b>	<b>4.83</b>

Additional water service connection information is provided in Appendix C.

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

Monthly Water Production

	FY	Variance		FY	FY	FY	FY
	2021/22	from prior	year	2020/21	2019/20	2018/19	2017/18
	AF	AF	%	AF	AF	AF	AF
July	796.57	-61.20	-7.1%	857.77	853.23	857.20	835.87
August	839.93	-45.38	-5.1%	885.31	795.18	806.47	829.93
September	738.65	-46.15	-5.9%	784.80	757.08	689.47	712.40
October	665.18	-90.66	-12.0%	755.84	709.39	709.81	733.86
November	679.85	-10.28	-1.5%	690.13	619.87	631.75	642.41
December	565.48	-22.84	-3.9%	588.32	537.23	502.16	584.24
January	580.28	42.32	7.9%	537.96	553.20	570.20	599.52
February	527.34	31.73	6.4%	495.61	520.85	415.49	512.79
March	601.44	-24.36	-3.9%	625.80	557.73	490.92	536.09
April	624.07	-25.27	-3.9%	649.34	573.02	635.08	644.06
May	745.36	21.74	3.0%	723.62	698.99	598.36	697.15
June		0.00	0.0%	761.63	806.02	710.39	688.74
<b>TOTAL</b>	<b>7364.15</b>	<b>-230.35</b>	<b>-3.0%</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>	<b>8017.06</b>

Additional water production information is provided in Appendix C.

## Water Resources

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

### **Integrated Regional Water Management Planning**

The Coachella Valley Regional Water Management Group (CVRWVG) met to discuss on-going grant funded projects and upcoming grant opportunities. The CVRWVG implements the Integrated Regional Water Management (IRWM) Plan for the Coachella Valley IRWM Region.

Consistent with the Governor's Executive Order No. N-7-22 and State Water Resources Control Board's Resolution No. 2022-0018 regarding ongoing drought concerns, staff is working with the Board to adopt and implement the Water Shortage Contingency Plan Stage 2.

MSWD completed and submitted its Annual Water Supply and Demand Assessment reporting. While the assessment identified no water shortage impacts for MSWD, it identified Water Shortage Contingency Plan Stage 1 and 2 actions for implementation to be consistent with State orders.

The CVRWVG assembled a comment letter regarding the Proposition 68 Groundwater Treatment and Remediation Program.

The CVRWVG has closed the Call for Projects under the Proposition 1, Round 2, IRWM Implementation grant program. Project scoring and selection will be completed in June 2022 and formal applications to the California Department of Water Resources (DWR) for all selected projects will be prepared thereafter.

### **Mission Creek Subbasin Sustainable Groundwater Management Act Compliance**

The DWR is currently reviewing the 2022 Alternative Plan Update for the Mission Creek Subbasin and will conduct an additional public comment period following preliminary review.

The consultant, Wood, submitted the final Mission Creek Subbasin Annual Report for Water Year 2020-2021 to DWR for review and approval.

Staff continued to coordinate with the USGS and CVWD regarding the land subsidence study efforts for the Mission Creek Subbasin.

### **San Gorgonio Pass Subbasin Sustainable Groundwater Management Act Compliance**

DWR is currently reviewing the 2022 Groundwater Sustainability Plan for the San Gorgonio Pass Subbasin and will conduct an additional public comment period following a preliminary review.

The consultant, Provost & Prichard, completed the final San Gorgonio Pass Subbasin Annual Report for Water Year 2020-2021 and submitted it to DWR for review and approval.

### **Indio Subbasin Sustainable Groundwater Management Act Compliance**

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

The consultant, Todd Groundwater, completed the final Indio Subbasin Annual Report for Water Year 2020-2021 and submitted it to DWR for review and approval.

### **Salt and Nutrient Management Planning**

The Coachella Valley (CV) Salt and Nutrient Management Plan (SNMP) agencies have prepared the First Supplement to the MOU. Staff will bring it to the Board for approval in June 2022. The First Supplement to the MOU identifies that the CV SNMP agencies have selected West Yost to implement the SNMP Development Workplan and includes a mutually agreed upon cost share schedule to implement the workplan.

Staff continues to coordinate with CVWD on the Technical Support Services grant application with DWR to construct monitoring wells within the Mission Creek and Desert Hot Springs Subbasins.



## PUBLIC AFFAIRS

Below is a list of Public Affairs activities:

### Past Sponsorship Events

#### **Regional Water Reclamation Facility Groundbreaking Ceremony, Friday, June 10, 2022**

Local business leaders, members of the public, and elected officials gathered to celebrate the start of the construction of Mission Springs Water District's new Regional Water Reclamation Facility. Funded primarily by grants and low-interest loans, the new treatment plant will treat an additional 1.5 million gallons of wastewater per day. This new capacity will allow more homes using septic tanks to connect to the MSWD's treatment system. The state-of-the-art facility will also support the addition of tertiary treatment in the future, which would provide recycled water to enhance water conservation efforts. This resulted in media coverage in the Desert Sun, Uken Report, KMIR, and KESQ.



#### **Desert Hot Springs High School - Multicultural Family Fair, Friday, May 13, 2022**

Desert Hot Springs High School held a Multicultural Family Fair highlighting community and school resources available to its families. During the program, they paid a special tribute to MSWD and presented Office Specialist II Carol Morin with a certificate of appreciation for the District's support over the years.



### Upcoming Sponsorships / Events

#### **MSWD Blood Drive, July 13, and September 14, 2022**

MSWD will host the LifeStream bloodmobile on July 13, and September 14, 2022. All donations made during the July 13 event will be counted towards the 9-cities desert challenge. Watch your email or the District's social media for appointment information.



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



## Public Outreach

### **Water 101 – Let's Talk Water!**

We continue to host our Water 101 classes, bringing together community leaders who want to learn more about water. Meetings are held on the fourth Thursday of each month between 6-7 p.m. at the new Desert Hot Springs Library. During the May 2022 meeting, staff focused on the different ways we plan and manage water in California and the Coachella Valley, covering topics that included the Coachella Valley Integrated Regional Water Management Plan, the Urban Water Management Plan, Salt and Nutrient Management Planning, and the Sustainable Groundwater Management Act. On June 23, 2022, our last of the four-part series, we will be covering Ratemaking, Cost of Service Studies, and the new Customer Portal.



### **Customer Connect Portal Outreach**

We promote the portal through bill messaging, email blasts, the MSWD website, social media, and public meetings. As a result, 7% of eligible accounts have signed up for the portal. In addition, on June 1, 2022, Customer Service Manager April Scott and Public Affairs Manager Marion Champion attended the Friends of the Desert Library's June 2022 meeting to overview and demonstrate the MSWD portal. Additional public outreach is planned.



**Media Coverage: Level 2 – Water Shortage Contingency Plan**

Following the adoption of Level 2 demand reduction actions outlined in the District's Water Shortage Contingency Plan, the Public Affairs staff issued a news release and fielded several media inquiries. This resulted in media coverage in the [Desert Sun](#), [Uken Report](#), [KMIR](#), El Informador, and [KESQ](#). Additional outreach, including social media and bill messaging, is planned for later this month.

**MSWD Digital Advertising**

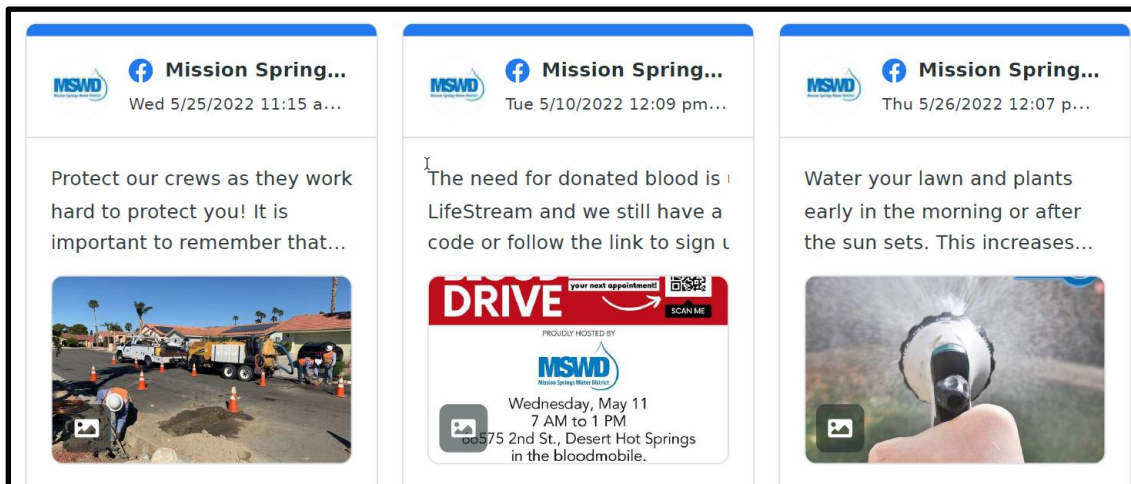
The District featured three Google and Facebook/Instagram ads promoting Rebates and our Customer Connect portal. The rebate campaign continues to perform well, and the launch of the web portal generated over 32,000 video impressions and over 260 clicks. A full report is included in Appendix D.



**Social Media**

A copy of the May 2022 social media report can be found in Appendix D. This report highlights activities and posts on the District's social media platforms. Overall, (across all platforms) impressions were up 92%, with 200,553 impressions across all platforms.

Following are samples from our Facebook account.



### CV Water Counts

The CV Water Counts Outreach report for May can be found in Appendix D. Visitors to the website remained steady from the previous month. However, compared to May 2021, the website saw a relatively significant increase in page views, with May 2022 seeing 5,002 compared to May 2021's count of 3,117. The blog post on Lantana has begun to see organic search results, with 21 clicks and more than 3,000 impressions on organic Google searches during the month. The Digital Ad campaigns resulted in more than 160,000 impressions during the month – with the campaign for "new developments" helping the blog post to be the third most-viewed page on the website during May, with 667 pageviews. Example posts below:



### Rebates & Conservation

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

#### Toilet Rebates

We funded 2 new toilet rebate applications in May 2022 totaling \$853.29. There have been a total of nine rebates funded in 2022.

#### Conservation Kits

In May 2022, we received one new request for a conservation kit and have distributed 87 since the beginning of the year.

#### Turf Rebates

We currently have two pending turf rebates totaling \$5,100.

### Water Donations for May 2022

During the last month, the District received eight requests for a total of 55 cases of water.

Date Supplied	Requests Filled	Event or Purpose	# Cases Requested
5/3/2022	DHSHS	Senior Awards & Scholarship Night	5
5/4/2022	Friends of DHS Library	Author Series - May	6
5/3/2022	DHS Library	Various programs	6
5/4/2022	CVCAN/City of DHS	Desert Cancer Fdtn Golf Tournament-MLCC	10
5/5/2022	DHS Police Dept.	Various projects	5
5/13/2022	DHSHS	Multicultural Family Fair	15
5/12/2022	City of DHS	Council/Commission Meetings/Walk-in Guest	20
5/25/2022	DHS High School	Class of 2022 Graduation	5
	<b>Total Cases</b>		<b>55</b>



APPENDIX A – Financial Report

MISSION SPRINGS WATER DISTRICT  
 COMBINED FUNDS  
 DISTRICT SUMMARY  
 JULY 1, 2021 TO APRIL 30, 2022

Item 29.

YEAR TO DATE				JULY 1, 2020 TO APRIL 30, 2021			
ACTUAL	BUDGET	FAVORABLE	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	FAVORABLE
		(UNFAVORABLE)	(UNFAVORABLE)			(UNFAVORABLE)	(UNFAVORABLE)
		VARIANCE	VARIANCE			VARIANCE	VARIANCE
		AMOUNT	PERCENT			AMOUNT	PERCENT
16,765,241	16,655,961	109,280	1%	17,585,379	18,197,228	(611,849)	-3%
14,468,448	15,588,864	1,120,416	7%	14,254,687	14,761,013	506,325	3%
<u>2,296,793</u>	<u>1,067,097</u>	<u>1,229,696</u>	115%	<u>3,330,692</u>	<u>3,436,215</u>	<u>(105,524)</u>	-3%
3,046,969	2,373,826	673,143	28%	2,485,414	10,859,087	(8,373,674)	-77%
461,512	488,870	27,358	6%	506,778	652,941	146,163	22%
<u>2,585,457</u>	<u>1,884,956</u>	<u>700,501</u>	37%	<u>1,978,635</u>	<u>10,206,146</u>	<u>(8,227,511)</u>	-81%
<u>4,882,250</u>	<u>2,952,053</u>	<u>1,930,197</u>	65%	<u>5,309,327</u>	<u>13,642,361</u>	<u>(8,333,035)</u>	-61%

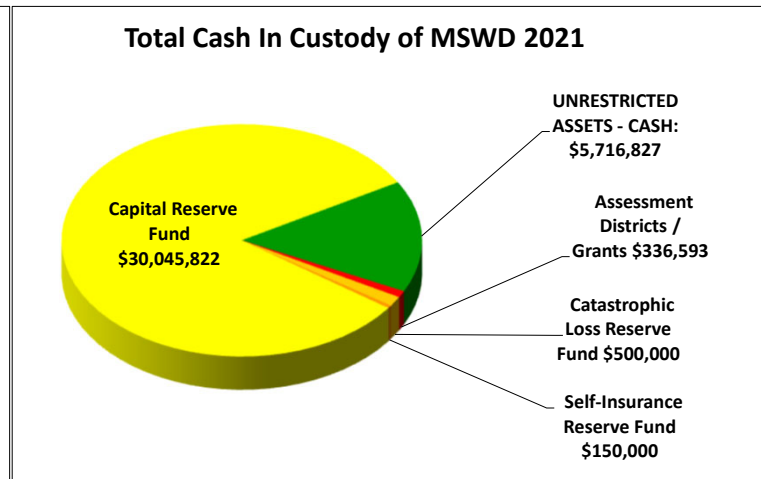
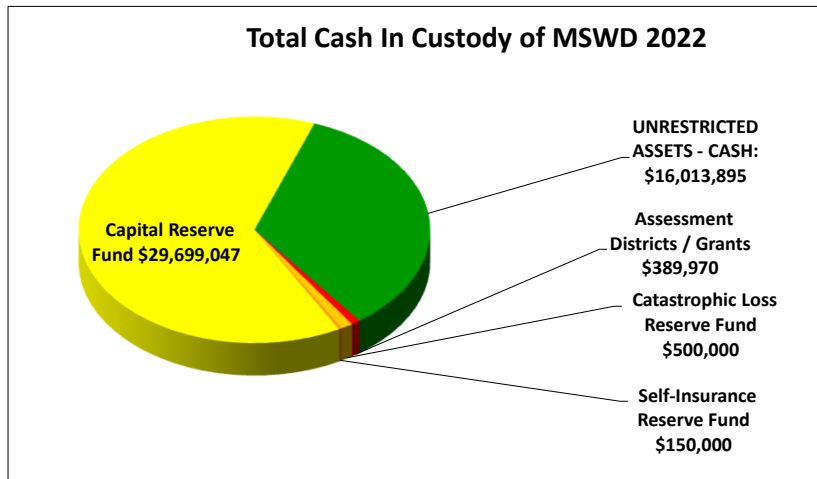
**OPERATING REVENUE:**  
**OPERATING EXPENSE:**  
**NET OPERATING INCOME**

**ADD NON-OPERATING REVENUE**  
**LESS NON-OPERATING EXPENSE**  
**NET NON-OPERATING INCOME**

**NET INCOME**

**OTHER INFORMATION**

	8.12	<b>DEBT SERVICE RATIO</b>	10.61
	0.02%	<b>INVESTMENT RETURN</b>	0.03%
	\$ 39,283,533	<b>CASH - JULY 1</b>	\$ 34,708,247
	\$ 7,469,380	<b>INCREASE/(DECREASE) IN CASH</b>	\$ 2,040,995
	<u>\$ 46,752,913</u>	<b>CASH - END OF PERIOD</b>	<u>\$ 36,749,242</u>
	\$ 16,013,895	<b>UNRESTRICTED CASH</b>	\$ 5,716,827
	\$ 30,739,017	<b>RESTRICTED CASH</b>	\$ 31,032,415
	<u>\$ 46,752,913</u>	<b>CASH IN CUSTODY OF MSWD</b>	<u>\$ 36,749,242</u>
<b>WELLS FARGO</b>	\$ 511,591	<b>RESTRICTED - ASSESSMENT DISTRICTS</b>	\$ 24,732
<b>CALTRUST</b>	\$ 6,398,368	<b>RESTRICTED - SHORT TERM FUND</b>	\$ 6,436,189
<b>CALTRUST</b>	\$ 21,279,272	<b>RESTRICTED - MEDIUM TERM FUND</b>	\$ 22,023,242
<b>CALTRUST</b>	\$ 2,549,787	<b>RESTRICTED - LIQUIDITY FUND</b>	\$ 2,548,252
	<u>\$ 30,739,017</u>	<b>RESTRICTED TOTAL CASH</b>	<u>\$ 31,032,415</u>



**MISSION SPRINGS WATER DISTRICT**  
**FINANCIAL REPORT**  
**APRIL 30, 2022**

MISSION SPRINGS WATER DISTRICT  
COMBINED FUNDS  
CONSOLIDATING BALANCE SHEET  
APRIL 30, 2022

APRIL 30, 2022 - EXCLUDING AD# 13						SCHEDULE A June 30, 2021		
SEE	WATER FUND		SEWER	GENERAL	TOTAL	FINANCIAL	ELIMINATE	BOOK
SCH	"DHS"	"IDE"	FUND	FUND				
<b>CURRENT ASSETS:</b>								
Cash	F	6,262,856	(38,395)	3,389,083	6,400,352	16,013,895	3,758,832	3,758,832
Accounts receivable-								
Water and sewer		1,969,307	47,350	1,793,835		3,810,493	2,724,581	2,724,581
Other		185,632	14,119	41,530	0	241,281	1,409,712	1,409,712
Reimbursable jobs		(4,156,796)	0	7,137	89,434	(4,060,225)	79,787	79,787
Prepaid expenses					284,878	284,878	270,145	270,145
Inventory					581,888	581,888	420,183	420,183
Total current assets		<u>4,260,999</u>	<u>23,074</u>	<u>5,231,585</u>	<u>7,356,552</u>	<u>16,872,210</u>	<u>8,663,240</u>	<u>8,663,240</u>
<b>RESTRICTED ASSETS:</b>								
Cash	F	17,519,589	(3,655,012)	11,610,843	5,263,598	30,739,017	30,949,414	30,949,414
Assessments receivable				7,425,501		7,425,501	8,667,083	4,136,790
Taxes receivable		(48,783)	29,090	(37,987)	(26,447)	(84,127)	65,454	65,454
Restricted cash with trustees	F					0	0	1,088,039
Issuance costs for long-term debt		0	0	0		0	5,583	5,583
Total restricted assets		<u>17,470,806</u>	<u>(3,625,922)</u>	<u>18,998,357</u>	<u>5,237,151</u>	<u>38,080,392</u>	<u>39,687,534</u>	<u>44,912,362</u>
<b>UTILITY PLANT:</b>								
Utility plant in service		91,108,709	2,620,014	81,697,311	8,702,056	184,128,090	182,119,785	182,119,785
Less accumulated depreciation		(45,197,426)	(1,232,125)	(27,876,561)	(3,811,716)	(78,117,828)	(70,761,037)	(70,761,037)
Total		<u>45,911,283</u>	<u>1,387,889</u>	<u>53,820,750</u>	<u>4,890,341</u>	<u>106,010,262</u>	<u>111,358,748</u>	<u>111,358,748</u>
Construction in progress		13,863,862	0	10,797,724	523,113	25,184,699	16,281,016	281,976
Total utility plant		<u>59,775,145</u>	<u>1,387,889</u>	<u>64,618,475</u>	<u>5,413,453</u>	<u>131,194,962</u>	<u>127,639,764</u>	<u>127,921,740</u>
<b>TOTAL ASSETS</b>		<u>81,506,950</u>	<u>(2,214,959)</u>	<u>88,848,416</u>	<u>18,007,157</u>	<u>186,147,564</u>	<u>175,990,537</u>	<u>5,506,805</u>
<b>CURRENT LIABILITIES:</b>								
Accounts payable		95,354	(2,420)	20,551	2,073,840	2,187,324	2,488,628	2,488,628
Accrued expenses		3,807	0	37,083	780,074	820,964	1,194,589	1,194,589
Customer deposits		341,710	9,920			351,630	372,592	372,592
Current portion of long-term debt		15,293	8,200	686,382		709,875	668,353	240,000
Total current liabilities		<u>456,164</u>	<u>15,700</u>	<u>744,015</u>	<u>2,853,913</u>	<u>4,069,793</u>	<u>4,724,162</u>	<u>4,964,162</u>
<b>LONG-TERM DEBT:</b>								
Notes payable		220,309		7,132,526		7,352,835	8,654,239	8,654,239
Special assessment bonds				49,000		49,000	82,000	4,740,000
Certificates of participation-			238,001			238,001	253,401	253,401
1994 refunding/USDA-certificates								
Total		<u>220,309</u>	<u>238,001</u>	<u>7,181,526</u>	<u>0</u>	<u>7,639,836</u>	<u>8,989,640</u>	<u>13,729,640</u>
Less current portion		(15,293)	(8,200)	(686,382)		(709,875)	(668,353)	(240,000)
Total long-term debt		<u>205,016</u>	<u>229,801</u>	<u>6,495,144</u>	<u>0</u>	<u>6,929,961</u>	<u>8,321,287</u>	<u>12,821,287</u>
<b>OTHER LIABILITIES:</b>								
Net Pension Liability					6,994,867	6,994,867	6,994,867	6,994,867
Deferred inflows/outflows GASB 68					(1,771,057)	(1,771,057)	(1,685,622)	(1,685,622)
Interest payable from restricted assets			2,645	1,241		3,886	7,971	81,397
Funds held in trust		0		0		0	38,139	38,139
Advance construction deposits		66,001		3,062,862	0	3,128,863	3,326,863	3,326,863
Total other liabilities		<u>66,001</u>	<u>2,645</u>	<u>3,064,102</u>	<u>5,223,810</u>	<u>8,356,559</u>	<u>8,682,218</u>	<u>8,763,614</u>
<b>TOTAL LIABILITIES</b>		<u>727,181</u>	<u>248,146</u>	<u>10,303,262</u>	<u>8,077,723</u>	<u>19,356,312</u>	<u>21,727,666</u>	<u>26,549,063</u>
<b>NET ASSETS:</b>								
Retained earnings-								
Invested in capital assets, net of debt		48,108,423	1,494,884	56,704,265	5,051,175	111,358,748	111,358,748	111,358,748
Reserved, debt service and other		18,635,576	253,401	15,421,991	5,904,095	40,215,063	40,215,063	685,408
Unrestricted		11,485,173	(4,112,852)	5,252,762	(2,289,892)	10,335,191	2,689,060	2,689,060
Total retained earnings		<u>78,229,173</u>	<u>(2,364,567)</u>	<u>77,379,018</u>	<u>8,665,378</u>	<u>161,909,002</u>	<u>154,262,871</u>	<u>154,948,279</u>
Increases(decreases) 2016-2017:								
Water fund "DHS"-see SCHEDULE B		2,550,596				2,550,596		0
Water fund "IDE"-see SCHEDULE C			(98,538)			(98,538)		0
Sewer fund-see SCHEDULE D				1,166,136		1,166,136		0
General fund-see SCHEDULE E					1,264,055	1,264,055		0
Total net assets		<u>80,779,769</u>	<u>(2,463,105)</u>	<u>78,545,155</u>	<u>9,929,433</u>	<u>166,791,252</u>	<u>154,262,871</u>	<u>154,948,279</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<u>81,506,950</u>	<u>(2,214,959)</u>	<u>88,848,416</u>	<u>18,007,157</u>	<u>186,147,564</u>	<u>175,990,537</u>	<u>5,506,805</u>



MISSION SPRINGS WATER DISTRICT  
COMBINED FUNDS  
INCOME STATEMENT  
JULY 1, 2021 TO APRIL 30, 2022

	YEAR TO DATE								
	CURRENT MONTH ACTUAL	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT	2020-2021 ADOPTED BUDGET			
				TOTAL	REMAINING BUDGET				
						AMOUNT	PERCENT		
<b>OPERATING REVENUE:</b>									
Water fund	1,069,598	10,831,499	10,704,821	126,678	1%	12,845,786	2,014,287	16%	
Sewer fund	611,643	5,933,743	5,951,140	(17,397)	0%	7,141,368	1,207,625	17%	
General fund	0	0	0	0	0%	0	0	0%	
<b>TOTAL OPERATING REVENUE</b>	<b>1,681,240</b>	<b>16,765,241</b>	<b>16,655,961</b>	<b>109,280</b>	<b>1%</b>	<b>19,987,154</b>	<b>3,221,913</b>		
<b>OPERATING EXPENSE:</b>									
Water fund	561,492	9,315,907	10,567,020	1,251,113	12%	12,609,483	3,293,576	26%	
Sewer fund	447,000	5,152,541	5,021,844	(130,698)	-3%	5,995,648	843,107	14%	
General fund-Net Operating Expense	0	0	0	0	0%	0	0	0%	
<b>TOTAL OPERATING EXPENSE</b>	<b>1,008,492</b>	<b>14,468,448</b>	<b>15,588,864</b>	<b>1,120,416</b>	<b>7%</b>	<b>18,605,132</b>	<b>4,136,683</b>	<b>22%</b>	
<b>NET OPERATING INCOME(LOSS)</b>	<b>672,748</b>	<b>2,296,793</b>	<b>1,067,097</b>	<b>1,229,696</b>		<b>1,382,022</b>	<b>(914,771)</b>		
<b>ADD NON-OPERATING REVENUE</b>									
Water fund	143,437	933,487	967,534	(34,047)	-4%	2,238,375	1,304,888	58%	
Sewer fund	99,162	849,426	920,449	(71,023)	-8%	7,312,212	6,462,786	88%	
General fund	81,140	1,264,055	485,843	778,212	160%	583,017	(681,038)	-117%	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>323,738</b>	<b>3,046,969</b>	<b>2,373,826</b>	<b>673,143</b>	<b>28%</b>	<b>10,133,604</b>	<b>7,086,635</b>		
<b>LESS NON-OPERATING EXPENSE</b>									
Water fund	1,770	(2,980)	26,350	29,330	111%	30,928	33,908	110%	
Sewer fund	46,439	464,492	462,520	(1,972)	0%	555,024	90,532	16%	
<b>TOTAL NON-OPERATING EXPENSE</b>	<b>48,208</b>	<b>461,512</b>	<b>488,870</b>	<b>27,358</b>	<b>6%</b>	<b>585,952</b>	<b>124,440</b>		
<b>NET NON-OPERATING INCOME(LOSS)</b>	<b>275,530</b>	<b>2,585,457</b>	<b>1,884,956</b>	<b>700,501</b>		<b>9,547,652</b>	<b>6,962,195</b>		
<b>NET INCOME(LOSS)</b>	<b>948,278</b>	<b>4,882,250</b>	<b>2,952,053</b>	<b>1,930,197</b>	<b>65%</b>	<b>10,929,674</b>	<b>6,047,424</b>	<b>55%</b>	

MISSION SPRINGS WATER DISTRICT  
 COMBINED STATEMENT OF CASH FLOWS  
 EXCLUDING ASSESSMENT DISTRICT #13  
 FOR THE PERIOD  
 JULY 1, 2021 TO APRIL 30, 2022

	2021				YEAR ENDING JUNE 30, 2021
	WATER	SEWER	GENERAL	COMBINED	COMBINED
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>					
Net operating income (loss)	1,515,592	781,202	0	2,296,793	4,112,428
Add (deduct) items not affecting cash in the year:					
Depreciation	1,710,518	1,385,700	235,584	3,331,802	4,026,034
Amortization	0	0		0	-
(Increase) Decrease in accounts receivable	2,106,475	(1,323,686)	0	782,789	(1,102,973)
(Increase) Decrease in assessments receivable	0	450,813	0	450,813	790,769
(Increase) Decrease in taxes receivable	44,778	52,994	46,975	144,746	4,833
(Increase) Decrease in reimbursable job deposits	4,207,859	(22,833)	(50,589)	4,134,437	5,574
(Increase) Decrease in inventory			(127,622)	(127,622)	(34,083)
(Increase) Decrease in prepaid expenses			(235,771)	(235,771)	221,038
Increase (Decrease) in construction deposits	0	0	0	0	(198,000)
Increase (Decrease) in customer deposits	(2,680)	0	0	(2,680)	(18,282)
Increase (Decrease) in accounts payable	(108,931)	17,622	525,521	434,213	(735,516)
Increase (Decrease) in accrued liabilities	1,045	(44,861)	(583,117)	(626,932)	249,222
Increase (Decrease) in P.E.R.S. Prior Year Expenses	0	0	0	0	-
Increase (Decrease) in Pension Expense GASB 68	0	0	0	0	-
Increase (Decrease) in Net Pension Liability	0	0	0	0	-
Increase (Decrease) in deferred inflows/outflows	0	0	0	0	-
Net cash provided by (used by) operating activities	9,474,656	1,296,950	(189,018)	10,582,589	7,321,043
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>					
Backup and front footage fees	583,482	183,130	0	766,612	734,803
Property taxes	512,968	308,101	443,498	1,264,567	2,129,487
Other	21,293	(107)	0	21,186	(35,351)
Grants	12,375	0	0	12,375	665,837
Net cash provided by noncapital financing activities	1,130,118	491,124	443,498	2,064,740	3,494,776
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>					
Net Additions to utility plant	(2,226,085)	(2,648,369)	(142,760)	(5,017,214)	(5,894,775)
Contributed assets	0	0	0	0	72,758
Proceeds from asset disposals - net	162,485	0	31,807	194,292	49,667
Insurance refund - prior years	0	0	654,344	654,344	-
Interest income	38,442	528,645	21,955	589,042	868,616
Investment income/(loss)	(376,265)	(170,449)	112,451	(434,263)	(98,488)
Net cash (used) by investing activities	(2,401,423)	(2,290,174)	677,798	(4,013,799)	(5,002,221)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>					
Cost of issuance-amortized	0	0	0	0	-
Long-term debt retired	(15,312)	(666,139)	0	(681,451)	(668,353)
Long-term debt issued	0	0	0	0	-
Interest expense	(18,313)	(464,385)	0	(482,698)	(569,960)
Net cash provided by (used by) financing activities	(33,625)	(1,130,524)	0	(1,164,149)	(1,238,313)
<b>INCREASE (DECREASE) IN CASH</b>	8,169,726	(1,632,624)	932,278	7,469,380	4,575,285
<b>BALANCE OF CASH AT BEGINNING OF YEAR</b>	11,919,311	16,632,549	10,731,672	39,283,533	29,232,630
<b>BALANCE OF CASH AT APRIL 30, 2022 (Schedule F)</b>	20,089,037	14,999,925	11,663,950	46,752,913	33,807,914

MISSION SPRINGS WATER DISTRICT  
WATER FUND "DHS"  
INCOME STATEMENT  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE B

SEE SCH	CURRENT MONTH			YEAR TO DATE				2020-2021 ADOPTED BUDGET			
	ACTUAL	BUDGET	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	PERCENT USED	TOTAL	REMAINING	83%	
			(UNFAVORABLE) VARIANCE			(UNFAVORABLE) VARIANCE AMOUNT					OF YEAR TO DATE BUDGET
<b>OPERATING REVENUE</b>	1	1,048,281	1,052,210	(3,929)	10,631,458	10,519,571	111,887	101%	12,623,486	1,992,028	84%
<b>OPERATING EXPENSE:</b>											
<b>Pumping-</b>											
Salaries and wages		19,552	32,811	13,259	226,870	328,110	101,240	69%	393,732	166,862	58%
Benefit pay	5	(4,282)	7,585	11,867	62,582	75,850	13,268	83%	91,020	28,438	69%
Fringe benefits	4	5,319	19,630	14,311	194,716	196,300	1,584	99%	235,560	40,844	83%
Electric utility		100,499	92,894	(7,605)	1,267,866	975,753	(292,113)	130%	1,181,780	(86,086)	107%
Materials and services		(87,615)	34,775	122,390	136,995	364,750	227,755	38%	427,300	290,305	32%
<b>Total</b>		<u>33,473</u>	<u>187,695</u>	<u>154,222</u>	<u>1,889,030</u>	<u>1,940,763</u>	<u>51,733</u>	<u>97%</u>	<u>2,329,392</u>	<u>440,362</u>	<u>81%</u>
<b>Transmission and distribution-</b>											
Salaries and wages		40,988	42,312	1,324	399,632	423,120	23,488	94%	507,744	108,112	79%
Benefit pay	5	(9,312)	11,727	21,039	94,897	117,270	22,373	81%	140,724	45,827	67%
Fringe benefits	4	11,033	28,145	17,112	314,930	281,450	(33,480)	112%	337,740	22,810	93%
Materials and services		40,604	38,647	(1,957)	395,078	546,297	151,219	72%	626,066	230,988	63%
<b>Total</b>		<u>83,313</u>	<u>120,831</u>	<u>37,518</u>	<u>1,204,536</u>	<u>1,368,137</u>	<u>163,601</u>	<u>88%</u>	<u>1,612,274</u>	<u>407,738</u>	<u>75%</u>
<b>Customer accounts-</b>											
Salaries and wages		18,047	44,161	26,114	191,022	441,610	250,588	43%	529,932	338,910	36%
Benefit pay	5	(3,829)	12,490	16,319	41,650	124,900	83,250	33%	149,880	108,230	28%
Fringe benefits	4	4,952	30,322	25,370	154,785	303,220	148,435	51%	363,864	209,079	43%
Materials and services		1,730	12,683	10,953	15,674	128,514	112,840	100%	154,380	138,706	10%
<b>Total</b>		<u>20,901</u>	<u>99,656</u>	<u>78,755</u>	<u>403,131</u>	<u>998,244</u>	<u>595,113</u>	<u>40%</u>	<u>1,198,056</u>	<u>794,925</u>	<u>34%</u>
<b>Other operating-</b>											
Standby salaries and wages		7,414	9,846	2,432	75,827	98,460	22,633	77%	118,152	42,325	64%
Standby reports		0	1,100	1,100	8,625	11,000	2,375	78%	13,200	4,575	65%
Consulting engineer		4,648	28,000	23,353	24,497	67,000	42,503	37%	83,000	58,503	30%
Depreciation		166,323	164,062	(2,261)	1,657,874	1,644,497	(13,377)	101%	1,972,622	314,748	84%
Administrative costs	E	218,632	375,963	157,332	3,697,104	3,828,363	131,259	97%	4,551,386	854,282	81%
<b>TOTAL OPERATING EXPENSE</b>		<u>534,704</u>	<u>987,153</u>	<u>452,450</u>	<u>8,960,625</u>	<u>9,956,464</u>	<u>995,839</u>	<u>90%</u>	<u>11,878,082</u>	<u>2,917,458</u>	<u>75%</u>
<b>NET OPERATING INCOME(LOSS)</b>		513,577	65,057	448,521	1,670,833	563,107	1,107,726		745,404	(925,429)	
<b>ADD NON-OPERATING REVENUE</b>	1	141,265	95,678	45,587	868,083	956,793	(88,710)	91%	2,226,384	1,358,301	39%
<b>Total</b>		654,843	160,735	494,108	2,538,916	1,519,900	1,019,017		2,971,788	432,871	
<b>LESS NON-OPERATING EXPENSE</b>	1	860	5,739	4,879	(11,680)	17,250	28,930	-68%	19,408	31,088	-60%
<b>NET INCOME(LOSS)</b>	A	<u>653,983</u>	<u>154,996</u>	<u>498,987</u>	<u>2,550,596</u>	<u>1,502,650</u>	<u>1,047,946</u>	<u>-170%</u>	<u>2,952,380</u>	<u>401,783</u>	<u>403</u>

MISSION SPRINGS WATER DISTRICT  
WATER FUND "DHS"  
OPERATING REVENUE, NON-OPERATING REVENUE AND EXPENSE  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE 1

SEE SCH	CURRENT MONTH			YEAR TO DATE				2020-2021		
	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	PERCENT USED OF YEAR TO DATE BUDGET	ADOPTED BUDGET		83% USED
								TOTAL	REMAINING AMOUNT	
<b>OPERATING REVENUE:</b>										
Water service charge-residential	179,824	208,000	(28,176)	1,891,558	2,080,000	(188,442)	91%	2,496,000	604,442	76%
Water service charge-commercial	15,725	16,800	(1,075)	160,622	168,000	(7,378)	96%	201,600	40,978	80%
Water service charge-landscape	6,328	6,500	(172)	63,106	65,000	(1,894)	97%	78,000	14,894	81%
Water service charge-construction	1,293	1,000	293	11,800	10,000	1,800	118%	12,000	200	98%
Water consumption-residential	513,956	540,000	(26,044)	4,911,304	5,400,000	(488,696)	91%	6,480,000	1,568,696	76%
Water consumption-commercial	84,007	75,000	9,007	770,146	750,000	20,146	103%	900,000	129,854	86%
Water consumption-landscape	143,957	125,000	18,957	1,236,096	1,250,000	(13,904)	99%	1,500,000	263,904	82%
Water consumption-construction	39,622	10,417	29,205	166,967	104,166	62,801	160%	125,000	(41,967)	134%
Drought surcharge fees	0	0	0	0	0	0	0%	0	0	0%
Reconnect/disconnect fees	11,820	6,250	5,570	28,430	62,500	(34,070)	45%	75,000	46,570	38%
New meter installations	10,376	1,140	9,236	136,047	11,400	124,647	1193%	13,680	(122,367)	994%
Temporary const. meter installations	245	0	245	1,610	0	1,610	0%	0	(1,610)	0%
Backflow device maintenance fees	7,581	7,500	81	75,431	75,000	431	101%	90,000	14,569	84%
R.P. & double check installations	530	505	25	2,070	2,525	(455)	82%	3,030	960	68%
Fire flow charges	11,528	10,000	1,528	125,283	100,000	25,283	125%	120,000	(5,283)	104%
Fire flow tests	2,292	300	1,992	21,201	3,000	18,201	707%	3,600	(17,601)	589%
Unauthorized water use penalties	350	150	200	1,100	1,500	(400)	73%	1,800	700	61%
Returned check service charges	750	50	700	6,425	500	5,925	1285%	600	(5,825)	1071%
Site rental - microwave station	6,447	5,975	472	63,626	59,750	3,876	106%	71,700	8,074	89%
Delinquent charges	(7,413)	18,750	(26,163)	753,609	187,500	566,109	402%	225,000	(528,609)	335%
Standby maintenance fees	18,623	18,623	0	186,230	186,230	0	100%	223,476	37,246	83%
Lien recordation/release fees	441	250	191	18,797	2,500	16,297	752%	3,000	(15,797)	627%
<b>Total</b>	<b>1,048,281</b>	<b>1,052,210</b>	<b>(3,929)</b>	<b>10,631,458</b>	<b>10,519,571</b>	<b>111,887</b>	<b>101%</b>	<b>12,623,486</b>	<b>1,992,028</b>	<b>84%</b>
<b>NON-OPERATING INCOME:</b>										
Capacity fees	65,340	41,666	23,674	583,482	416,668	166,814	140%	500,000	(83,482)	117%
Front footage charges	0	0	0	0	0	0	0%	0	0	0%
Annexation fees	0	0	0	0	0	0	0%	0	0	0%
Interest income	0	6,271	(6,271)	45,746	62,710	(16,964)	73%	75,252	29,506	61%
Investment income/(loss)	0	(1,384)	1,384	(427,257)	(13,840)	(413,417)	3087%	(16,608)	410,649	2573%
Property taxes	49,125	49,125	0	491,253	491,255	(2)	100%	589,504	98,251	83%
Grants	0	0	0	12,375	0	12,375	0%	1,078,236	1,065,861	0%
Contributed revenue	0	0	0	0	0	0	0%	0	0	0%
Gain(loss) asset disposals	26,800	0	26,800	162,485	0	162,485	0%	0	(162,485)	0%
<b>Total</b>	<b>141,265</b>	<b>95,678</b>	<b>45,587</b>	<b>868,083</b>	<b>956,793</b>	<b>(88,710)</b>	<b>91%</b>	<b>2,226,384</b>	<b>1,358,301</b>	<b>39%</b>
<b>NON-OPERATING EXPENSE:</b>										
Interest	920	779	(141)	9,213	7,790	(1,423)	118%	9,348	135	99%
County administrative charges	0	0	0	178	0	(178)	0%	0	(178)	0%
Trustee fees C.O.P.'s	0	0	0	0	0	0	0%	0	0	0%
Amortization of C.O.P. discount	0	0	0	0	0	0	0%	0	0	0%
Amortization of C.O.P. issuance costs	0	0	0	0	0	0	0%	0	0	0%
Uncollectable Accounts	(60)	4,960	5,020	(21,071)	9,460	30,531	-223%	10,060	31,131	-209%
Prior year (income) expense	0	0	0	0	0	0	0%	0	0	0%
<b>Total</b>	<b>860</b>	<b>5,739</b>	<b>4,879</b>	<b>(11,680)</b>	<b>17,250</b>	<b>28,930</b>	<b>-68%</b>	<b>19,408</b>	<b>31,088</b>	<b>-60%</b>

MISSION SPRINGS WATER DISTRICT  
WATER FUND "IDE"  
INCOME STATEMENT  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE C

SEE SCH	CURRENT MONTH			YEAR TO DATE				PERCENT USED OF YEAR TO DATE	2020-2021 ADOPTED BUDGET		
	ACTUAL	BUDGET	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	TOTAL		REMAINING	83%	
			(UNFAVORABLE) VARIANCE			(UNFAVORABLE) VARIANCE AMOUNT					AMOUNT
<b>OPERATING REVENUE</b>	2	21,317	18,525	2,792	200,041	185,250	14,791	108%	222,300	22,259	90%
<b>OPERATING EXPENSE:</b>											
<b>Pumping-</b>											
Salaries and wages		1,421	2,094	673	6,784	20,940	14,156	32%	25,128	18,344	27%
Benefit pay	5	(352)	484	836	1,059	4,840	3,781	22%	5,808	4,749	18%
Fringe benefits	4	372	1,253	881	4,107	12,530	8,423	33%	15,036	10,929	27%
Electric utility		0	4,804	4,804	46,609	45,966	(643)	101%	56,619	10,010	82%
Materials and services		2,670	8,873	6,203	75,256	88,730	13,474	85%	106,476	31,220	71%
<b>Total</b>		<u>4,111</u>	<u>17,508</u>	<u>13,397</u>	<u>133,816</u>	<u>173,006</u>	<u>39,190</u>	<u>77%</u>	<u>209,067</u>	<u>75,251</u>	<u>64%</u>
<b>Transmission and distribution-</b>											
Salaries and wages		3,131	2,701	(430)	17,299	27,010	9,711	64%	32,412	15,113	53%
Benefit pay	5	(731)	749	1,480	3,694	7,490	3,796	49%	8,988	5,294	41%
Fringe benefits	4	836	1,796	960	11,896	17,960	6,064	66%	21,552	9,656	55%
Materials and services		0	2,655	2,655	0	26,550	26,550	0%	31,860	31,860	0%
<b>Total</b>		<u>3,235</u>	<u>7,901</u>	<u>4,666</u>	<u>32,889</u>	<u>79,010</u>	<u>46,121</u>	<u>42%</u>	<u>94,812</u>	<u>61,923</u>	<u>35%</u>
<b>Customer accounts-</b>											
Salaries and wages		0	2,766	2,766	3,386	27,660	24,275	12%	33,192	29,807	10%
Benefit pay	5	0	785	785	1,188	7,850	6,662	15%	9,420	8,232	13%
Fringe benefits	4	0	1,900	1,900	2,544	19,000	16,456	13%	22,800	20,256	11%
Materials and services		0	0	0	0	0	0	0%	0	0	0%
<b>Total</b>		<u>0</u>	<u>5,451</u>	<u>5,451</u>	<u>7,118</u>	<u>54,510</u>	<u>47,392</u>	<u>13%</u>	<u>65,412</u>	<u>58,294</u>	<u>11%</u>
<b>Other operating-</b>											
Standby salaries and wages		0	629	629	0	6,290	6,290	0%	7,548	7,548	0%
Standby reports		0	25	25	230	250	20	92%	300	70	77%
Consulting engineer		0	0	0	0	0	0	0%	0	0	0%
Depreciation		5,264	5,265	1	52,644	52,643	(1)	100%	63,173	10,529	83%
Administrative costs	E	14,178	24,045	9,867	128,585	244,847	116,262	53%	291,089	162,504	44%
<b>TOTAL OPERATING EXPENSE</b>		<u>26,789</u>	<u>60,824</u>	<u>34,036</u>	<u>355,282</u>	<u>610,556</u>	<u>255,274</u>	<u>58%</u>	<u>731,401</u>	<u>376,119</u>	<u>49%</u>
<b>NET OPERATING INCOME(LOSS)</b>		(5,472)	(42,299)	(36,827)	(155,241)	(425,306)	(270,065)	37%	(509,101)	(353,860)	30%
<b>ADD NON-OPERATING REVENUE</b>	2	2,172	637	1,535	65,404	10,741	54,663	609%	11,991	(53,413)	545%
<b>Total</b>		(3,300)	(41,662)	38,362	(89,838)	(414,565)	324,728	22%	(497,110)	(407,272)	18%
<b>LESS NON-OPERATING EXPENSE</b>	2	910	910	0	8,700	9,100	400	96%	11,520	2,820	76%
<b>NET INCOME(LOSS)</b>	A	<u>(4,210)</u>	<u>(42,572)</u>	<u>38,362</u>	<u>(98,538)</u>	<u>(423,665)</u>	<u>325,128</u>	<u>23%</u>	<u>(508,630)</u>	<u>(410,092)</u>	<u>19%</u>

MISSION SPRINGS WATER DISTRICT  
WATER FUND "IDE"  
OPERATING REVENUE, NON-OPERATING REVENUE AND EXPENSE  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE 2

SEE SCH	CURRENT MONTH			YEAR TO DATE				2020-2021		
	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	PERCENT USED OF YEAR TO DATE BUDGET	ADOPTED BUDGET		83% USED
								TOTAL	REMAINING AMOUNT	
<b>OPERATING REVENUE:</b>										
	6,642	6,000	642	57,979	60,000	(2,021)	97%	72,000	14,021	81%
	322	150	172	2,808	1,500	1,308	187%	1,800	(1,008)	156%
	16	0	16	119	0	119	0%	0	(119)	0%
	0	0	0	0	0	0	0%	0	0	0%
	10,511	10,000	511	95,732	100,000	(4,268)	96%	120,000	24,268	80%
	0	100	(100)	0	1,000	(1,000)	0%	1,200	1,200	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	50	100	(50)	400	1,000	(600)	40%	1,200	800	33%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	133	75	58	1,139	750	389	152%	900	(239)	127%
	0	0	0	0	0	0	0%	0	0	0%
	197	100	97	1,651	1,000	651	165%	1,200	(451)	138%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	50	0	50	200	0	200	0%	0	(200)	0%
	0	0	0	0	0	0	0%	0	0	0%
	2,396	1,000	1,396	29,425	10,000	19,425	294%	12,000	(17,425)	245%
	1,000	1,000	0	10,000	10,000	0	100%	12,000	2,000	83%
	0	0	0	588	0	588	0%	0	(588)	0%
<b>Total</b>	<b>21,317</b>	<b>18,525</b>	<b>2,792</b>	<b>200,041</b>	<b>185,250</b>	<b>14,791</b>	<b>108%</b>	<b>222,300</b>	<b>22,259</b>	<b>90%</b>
<b>NON-OPERATING INCOME:</b>										
	0	0	0	0	4,353	(4,353)	0%	4,353	4,353	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	(1,532)	1,532	(7,303)	(15,320)	8,017	48%	(18,384)	(11,081)	40%
	0	(3)	3	50,992	(3)	50,995	-1699739%	(36)	(51,028)	-141645%
	2,172	2,172	(1)	21,715	21,711	4	100%	26,058	4,343	83%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
<b>Total</b>	<b>2,172</b>	<b>637</b>	<b>1,535</b>	<b>65,404</b>	<b>10,741</b>	<b>54,663</b>	<b>609%</b>	<b>11,991</b>	<b>(53,413)</b>	<b>545%</b>
<b>NON-OPERATING EXPENSE:</b>										
	910	910	0	9,100	9,100	0	100%	10,920	1,820	83%
	0	0	0	0	0	0	#DIV/0!	0	0	0%
	0	0	0	0	0	0	#DIV/0!	0	0	0%
	0	0	0	(400)	0	400	#DIV/0!	600	1,000	-67%
	0	0	0	0	0	0	0%	0	0	0%
<b>Total</b>	<b>910</b>	<b>910</b>	<b>0</b>	<b>8,700</b>	<b>9,100</b>	<b>400</b>	<b>96%</b>	<b>11,520</b>	<b>2,820</b>	<b>76%</b>

MISSION SPRINGS WATER DISTRICT  
SEWER FUND  
INCOME STATEMENT  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE D

SEE SCH	CURRENT MONTH			YEAR TO DATE				PERCENT USED OF YEAR TO DATE BUDGET	2020-2021 ADOPTED BUDGET		
	ACTUAL	BUDGET	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	TOTAL		REMAINING	83%	
			(UNFAVORABLE) VARIANCE			(UNFAVOR) VARIANCE AMOUNT					AMOUNT
<b>OPERATING REVENUE</b>	3	611,643	595,114	16,529	5,933,743	5,951,140	(17,397)	100%	7,141,368	1,207,625	83%
<b>OPERATING EXPENSE:</b>											
<b>Collection-</b>											
Salaries and wages		18,753	12,505	(6,248)	116,335	125,050	8,715	93%	150,060	33,725	78%
Benefit pay	5	(4,322)	3,265	7,587	24,092	32,650	8,558	74%	39,180	15,088	61%
Fringe benefits	4	5,026	8,106	3,080	94,728	81,060	(13,668)	117%	97,272	2,544	97%
Materials and services		16,122	18,175	2,053	109,769	181,750	71,981	60%	218,100	108,331	50%
Total		35,578	42,051	6,473	344,924	420,510	75,586	82%	504,612	159,688	68%
<b>Treatment-</b>											
Salaries and wages		44,116	42,052	(2,064)	400,906	420,520	19,614	95%	504,624	103,718	79%
Benefit pay	5	(8,420)	8,779	17,199	72,115	87,790	15,675	82%	105,348	33,233	68%
Fringe benefits	4	12,433	25,419	12,986	301,003	254,190	(46,813)	118%	305,028	4,025	99%
Electric utility		23,628	18,684	(4,944)	246,400	183,458	(62,942)	134%	222,989	(23,411)	110%
Materials and services		52,623	65,733	13,110	623,985	750,349	126,364	83%	884,165	260,180	71%
Total		124,380	160,667	36,287	1,644,408	1,696,307	51,899	97%	2,022,154	377,746	81%
<b>Other operating-</b>											
Standby salaries and wages		6,983	6,434	(549)	73,093	64,340	(8,753)	114%	77,208	4,115	95%
Standby reports		0	150	150	2,645	2,345	(300)	113%	2,645	0	100%
Depreciation		138,395	138,115	(280)	1,385,700	1,385,107	(593)	100%	1,661,337	275,637	83%
Administrative costs	E	141,663	142,715	1,051	1,701,771	1,453,235	(248,537)	117%	1,727,692	25,921	98%
<b>TOTAL OPERATING EXPENSE</b>		447,000	490,132	43,132	5,152,541	5,021,844	(130,698)	103%	5,995,648	843,107	86%
<b>NET OPERATING INCOME(LOSS)</b>		164,643	104,982	(26,603)	781,202	929,296	(148,095)	84%	1,145,720	364,518	68%
<b>ADD NON-OPERATING REVENUE</b>	3	99,162	93,156	6,006	849,426	920,449	(71,023)	92%	7,312,212	6,462,786	12%
Total		263,804	198,138	65,666	1,630,628	1,849,745	(219,118)	88%	8,457,932	6,827,304	19%
<b>LESS NON-OPERATING EXPENSE</b>	3	46,439	46,252	187	464,492	462,520	(1,972)	100%	555,024	90,532	84%
<b>NET INCOME(LOSS)</b>	A	217,366	151,886	65,480	1,166,136	1,387,225	(221,089)	84%	7,902,908	6,736,772	15%

MISSION SPRINGS WATER DISTRICT  
SEWER FUND  
OPERATING REVENUE, NON-OPERATING REVENUE AND EXPENSE  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE 3

SEE SCH	CURRENT MONTH			YEAR TO DATE				2020-2021		
	ACTUAL	BUDGET	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	PERCENT USED	TOTAL	REMAINING	83%
			(UNFAVORABLE) VARIANCE			(UNFAVORABLE) VARIANCE AMOUNT				
<b>OPERATING REVENUE:</b>										
	521,764	525,000	(3,236)	5,103,675	5,250,000	(146,325)	97%	6,300,000	1,196,325	81%
	88,164	68,750	19,414	815,728	687,500	128,228	119%	825,000	9,272	99%
	650	300	350	3,700	3,000	700	123%	3,600	(100)	103%
	1,064	1,064	0	10,640	10,640	0	100%	12,768	2,128	83%
D	<u>611,643</u>	<u>595,114</u>	<u>16,529</u>	<u>5,933,743</u>	<u>5,951,140</u>	<u>(17,397)</u>	100%	<u>7,141,368</u>	<u>1,207,625</u>	83%
<b>NON-OPERATING REVENUE:</b>										
	17,640	2,520	15,120	183,130	12,600	170,530	1453%	12,600	(170,530)	1453%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	50,712	60,409	(9,697)	528,645	605,590	(76,945)	87%	726,909	198,264	73%
	0	(584)	584	(170,449)	(5,840)	(164,609)	2919%	(7,008)	163,441	2432%
	30,810	30,811	(1)	308,101	308,099	2	100%	369,721	61,620	83%
	0	0	0	0	0	0	0%	6,209,990	6,209,990	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
D	<u>99,162</u>	<u>93,156</u>	<u>6,006</u>	<u>849,426</u>	<u>920,449</u>	<u>(71,023)</u>	92%	<u>7,312,212</u>	<u>6,462,786</u>	12%
<b>NON-OPERATING EXPENSE:</b>										
	46,439	46,252	(187)	464,385	462,520	(1,865)	100%	555,024	90,639	84%
	0	0	0	107	0	(107)	0%	0	(107)	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
	0	0	0	0	0	0	0%	0	0	0%
D	<u>46,439</u>	<u>46,252</u>	<u>(187)</u>	<u>464,492</u>	<u>462,520</u>	<u>(1,972)</u>	100%	<u>555,024</u>	<u>90,532</u>	84%



MISSION SPRINGS WATER DISTRICT  
GENERAL FUND INCOME STATEMENT  
JULY 1, 2021 TO APRIL 30, 2022

SCHEDULE E, page 1 of 2

SEE SCH	CURRENT MONTH			YEAR TO DATE				2020-2021		
	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE	ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	PERCENT USED OF YEAR TO DATE BUDGET	ADOPTED BUDGET		83% USED
								TOTAL	REMAINING AMOUNT	
<b>REVENUES &amp; EXPENSES NOT SUBJECT TO FUND TRANSFER:</b>										
	44,350	44,350	(0)	443,498	443,493	5	100%	532,197	88,700	83%
Property taxes										
	3,405	4,693	(1,288)	21,955	46,930	(24,975)	47%	56,316	34,361	39%
Interest income										
	0	(458)	458	112,451	(4,580)	117,031	-2455%	(5,496)	(117,947)	-2046%
Investment income/(loss)										
P.E.R.S. prior year costs	0	0	0	0	0	0	0%	0	0	0%
Pension Inflows/Outflows GASB 68	0	0	0	0	0	0	0%	0	0	0%
Credits and refunds	11,151	0	11,151	654,344	0	654,344	0%	0	(654,344)	0%
Gain (Loss) on sale of assets	22,234	0	22,234	31,807	0	31,807	0%	0	(31,807)	0%
<b>Total revenues</b>	<b>81,140</b>	<b>48,585</b>	<b>32,555</b>	<b>1,264,055</b>	<b>485,843</b>	<b>778,212</b>	<b>260%</b>	<b>583,017</b>	<b>(681,038)</b>	<b>217%</b>
<b>GENERAL OPERATING EXPENSE:</b>										
<b>Customer accounts-</b>										
	22,296	4,266	(18,030)	258,749	42,660	(216,089)	607%	51,192	(207,557)	505%
Salaries and wages										
Benefit pay	5 (5,012)	1,100	6,112	69,372	11,000	(58,372)	631%	13,200	(56,172)	526%
Fringe benefits	4 6,020	2,872	(3,148)	214,487	28,720	(185,767)	747%	34,464	(180,023)	622%
Materials and services										
<b>Total</b>	<b>43,278</b>	<b>17,093</b>	<b>(26,185)</b>	<b>660,359</b>	<b>261,430</b>	<b>(398,929)</b>	<b>253%</b>	<b>311,356</b>	<b>(349,003)</b>	<b>212%</b>
<b>Buildings and grounds-</b>										
	330	1,004	674	7,854	10,040	2,186	78%	12,048	4,194	65%
Salaries and wages										
Benefit pay	5 (45)	170	215	1,247	1,700	453	73%	2,040	793	61%
Fringe benefits	4 99	628	529	6,528	6,280	(248)	104%	7,536	1,008	87%
Materials and services										
<b>Total</b>	<b>5,264</b>	<b>12,726</b>	<b>7,462</b>	<b>92,972</b>	<b>138,594</b>	<b>45,622</b>	<b>67%</b>	<b>166,646</b>	<b>73,674</b>	<b>56%</b>
<b>Vehicle maintenance-</b>										
	1,327	1,507	180	10,367	15,070	4,703	69%	18,084	7,717	57%
Salaries and wages										
Benefit pay	5 (180)	254	434	1,332	2,540	1,208	52%	3,048	1,716	44%
Fringe benefits	4 400	943	543	7,475	9,430	1,955	79%	11,316	3,841	66%
Materials and services										
<b>Total</b>	<b>15,956</b>	<b>34,014</b>	<b>18,058</b>	<b>327,211</b>	<b>368,806</b>	<b>41,595</b>	<b>89%</b>	<b>434,334</b>	<b>107,123</b>	<b>75%</b>
<b>Administration-</b>										
	77,127	92,712	15,585	758,939	927,120	168,181	82%	1,066,214	307,275	71%
Salaries and wages										
Benefit pay	5 (10,945)	11,316	22,261	95,975	113,160	17,186	85%	135,793	39,819	71%
Fringe benefits	4 22,994	53,299	30,305	531,695	532,990	1,295	100%	639,594	107,899	83%
Materials and services										
<b>Total</b>	<b>119,080</b>	<b>227,650</b>	<b>108,570</b>	<b>1,799,296</b>	<b>2,246,242</b>	<b>446,946</b>	<b>80%</b>	<b>2,679,949</b>	<b>880,653</b>	<b>67%</b>
<b>Board of directors-</b>										
	34	4,880	4,846	696	48,800	48,104	1%	58,560	57,864	1%
Salaries and wages (staff)										
Benefit pay (staff)	5 (9)	998	1,007	171	9,980	9,809	2%	11,976	11,805	1%
Fringe benefits (staff)	4 9	3,146	3,137	502	31,460	30,958	2%	37,752	37,250	1%
Directors fees										
Group insurance										
Materials and services	2,310	5,000	2,690	25,660	50,000	24,340	51%	60,000	34,340	43%
<b>Total</b>	<b>4,990</b>	<b>27,524</b>	<b>22,534</b>	<b>118,587</b>	<b>274,940</b>	<b>156,353</b>	<b>43%</b>	<b>329,988</b>	<b>211,401</b>	<b>36%</b>

MISSION SPRINGS WATER DISTRICT - GENERAL FUND INCOME STATEMENT SCHEDULE E, Page 2 of 2

Item 29.

SEE SCH	CURRENT MONTH			YEAR TO DATE				2020-2021			
	ACTUAL	BUDGET	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	PERCENT USED	TOTAL	REMAINING	83%	
			(UNFAVORABLE)			(UNFAVORABLE)					OF YEAR TO
			VARIANCE			VARIANCE	DATE		AMOUNT		
<b>GENERAL OPERATING EXPENSE:</b>											
<b>Public affairs-</b>											
	Salaries and wages	10,252	5,440	(4,812)	73,485	54,400	(19,085)	135%	65,280	(8,205)	113%
5	Benefit pay	(1,866)	854	2,720	13,248	8,540	(4,708)	155%	10,248	(3,000)	129%
4	Fringe benefits	2,921	3,369	448	57,749	33,690	(24,059)	171%	40,428	(17,321)	143%
	Materials and services	17,154	32,083	14,929	245,817	287,408	41,591	86%	348,673	102,856	71%
	<b>Total</b>	<b>28,460</b>	<b>41,746</b>	<b>13,286</b>	<b>390,298</b>	<b>384,038</b>	<b>(6,260)</b>	<b>102%</b>	<b>464,629</b>	<b>74,331</b>	<b>84%</b>
<b>Human resources-</b>											
	Salaries and wages	10,163	8,540	(1,623)	88,184	85,400	(2,784)	103%	102,480	14,296	86%
5	Benefit pay	(5,238)	1,665	6,903	9,711	16,650	6,939	58%	19,980	10,269	49%
4	Fringe benefits	1,715	5,462	3,747	64,071	54,620	(9,451)	117%	65,544	1,473	98%
	Materials and services	7,542	7,400	(142)	29,039	56,810	27,771	51%	63,714	34,675	46%
	<b>Total</b>	<b>14,182</b>	<b>23,067</b>	<b>8,885</b>	<b>191,005</b>	<b>213,480</b>	<b>22,475</b>	<b>89%</b>	<b>251,718</b>	<b>60,713</b>	<b>76%</b>
<b>Engineering and planning-</b>											
	Salaries and wages	19,626	16,485	(3,141)	204,908	164,850	(40,058)	124%	197,820	(7,088)	104%
5	Benefit pay	(7,136)	3,414	10,550	35,835	34,140	(1,695)	105%	40,968	5,133	87%
4	Fringe benefits	4,350	10,651	6,301	157,284	106,510	(50,774)	148%	127,812	(29,472)	123%
	Materials and services	13,945	43,765	29,820	202,387	407,567	205,180	50%	477,002	274,615	42%
	<b>Total</b>	<b>30,786</b>	<b>74,315</b>	<b>43,529</b>	<b>600,414</b>	<b>713,067</b>	<b>112,653</b>	<b>84%</b>	<b>843,602</b>	<b>243,188</b>	<b>71%</b>
<b>Accounting-</b>											
	Salaries and wages	24,230	8,728	(15,502)	175,744	87,280	(88,464)	201%	104,736	(71,008)	168%
5	Benefit pay	(5,045)	2,276	7,321	32,878	22,760	(10,118)	144%	27,312	(5,566)	120%
4	Fringe benefits	6,682	5,890	(792)	131,624	58,900	(72,724)	223%	70,680	(60,944)	186%
	Materials and services	38,309	57,221	18,912	339,732	500,022	160,290	68%	605,424	265,692	56%
	<b>Total</b>	<b>64,177</b>	<b>74,115</b>	<b>9,938</b>	<b>679,978</b>	<b>668,962</b>	<b>(11,016)</b>	<b>102%</b>	<b>808,152</b>	<b>128,174</b>	<b>84%</b>
<b>Other general operating-</b>											
	Insurance	0	18,442	18,442	101,877	184,420	82,543	55%	221,304	119,427	46%
	Auditing	0	0	0	45,865	48,000	2,135	96%	48,000	2,135	96%
	Rate study	0	0	0	0	0	0	0%	0	0	0%
	Legal	50,105	62,500	12,396	634,479	725,000	90,521	88%	850,000	215,521	75%
	Ground water management	0	0	0	0	20,000	20,000	0%	15,000	15,000	0%
	Depreciation	23,870	20,051	(3,819)	235,584	201,212	(34,372)	117%	241,316	5,732	98%
	<b>Total operating expenses</b>	<b>400,146</b>	<b>633,243</b>	<b>233,097</b>	<b>5,877,925</b>	<b>6,448,191</b>	<b>570,266</b>	<b>91%</b>	<b>7,665,994</b>	<b>1,788,069</b>	<b>77%</b>
<b>Less - Fund transfers:</b>											
	General reimbursable jobs	(660)	(4,713)	(4,053)	(8,000)	(47,995)	(39,996)	17%	(57,060)	(49,060)	14%
	General construction in progress	(2,940)	(8,973)	(6,032)	(21,122)	(91,368)	(70,246)	23%	(108,624)	(87,501)	19%
	Water reimbursable jobs "DHS"	(9,861)	(18,796)	(8,934)	(118,349)	(191,391)	(73,043)	62%	(227,537)	(109,189)	52%
	Water construction in progress "DHS"	(5,411)	(32,694)	(27,284)	(125,930)	(332,918)	(206,988)	38%	(395,793)	(269,863)	32%
B	Water operating expenses "DHS"	(218,632)	(375,963)	(157,332)	(3,697,104)	(3,828,363)	(131,259)	97%	(4,551,386)	(854,282)	81%
	Water reimbursable jobs "IDE"	0	0	0	0	0	0	0%	0	0	0%
	Water construction in progress "IDE"	0	0	0	0	0	0	0%	0	0	0%
C	Water operating expenses "IDE"	(14,178)	(24,045)	(9,867)	(128,585)	(244,847)	(116,262)	53%	(291,089)	(162,504)	44%
	Sewer reimbursable jobs	(360)	(5,409)	(5,049)	(5,097)	(55,077)	(49,979)	9%	(65,478)	(60,381)	8%
	Sewer construction in progress	(6,441)	(19,935)	(13,494)	(71,966)	(202,997)	(131,031)	35%	(241,334)	(169,369)	30%
D	Sewer operating expenses	(141,663)	(142,715)	(1,051)	(1,701,771)	(1,453,235)	248,537	117%	(1,727,692)	(25,921)	98%
	<b>NET OPERATING EXPENSE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>(0)</b>	<b>0%</b>
A	<b>NET INCOME(LOSS)</b>	<b>81,140</b>	<b>48,585</b>	<b>32,555</b>	<b>1,264,055</b>	<b>485,843</b>	<b>778,212</b>	<b>260%</b>	<b>583,017</b>	<b>(681,038)</b>	<b>217%</b>

MISSION SPRINGS WATER DISTRICT  
COMBINED FUNDS  
BENEFIT PAY ALLOCATION  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE 5

SEE SCH	CURRENT MONTH			YEAR TO DATE				2020-2021			
	ACTUAL	BUDGET	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	PERCENT USED	ADOPTED BUDGET			
			(UNFAVORABLE)			(UNFAVORABLE)		DATE	TOTAL	REMAINING	83%
			VARIANCE			VARIANCE	BUDGET	AMOUNT	USED		
<b>GENERAL OPERATING FUND:</b>											
Customer accounts	E	(5,012)	1,100	6,112	69,372	11,000	(58,372)	631%	13,200	(56,172)	526%
Buildings and grounds	E	(45)	170	215	1,247	1,700	453	73%	2,040	793	61%
Vehicle maintenance	E	(180)	254	434	1,332	2,540	1,208	52%	3,048	1,716	44%
Administration	E	(10,945)	11,316	22,261	95,975	113,160	17,186	85%	135,793	39,819	71%
Board of directors	E	(9)	998	1,007	171	9,980	9,809	2%	11,976	11,805	1%
Public affairs	E	(1,866)	854	2,720	13,248	8,540	(4,708)	155%	10,248	(3,000)	129%
Human resources	E	(5,238)	1,665	6,903	9,711	16,650	6,939	58%	19,980	10,269	49%
Engineering and planning	E	(7,136)	3,414	10,550	35,835	34,140	(1,695)	105%	40,968	5,133	87%
Accounting	E	(5,045)	2,276	7,321	32,878	22,760	(10,118)	144%	27,312	(5,566)	120%
Total		<u>(35,476)</u>	<u>22,047</u>	<u>57,523</u>	<u>259,768</u>	<u>220,470</u>	<u>(39,298)</u>	118%	<u>264,565</u>	<u>4,797</u>	98%
Reimbursable jobs		(52)			396						
Construction in progress		(231)			879						
Total allocation	6	<u>(35,758)</u>			<u>261,044</u>						
<b>WATER OPERATING FUND "DHS":</b>											
Pumping	B	(4,282)	7,585	11,867	62,582	75,850	13,268	83%	91,020	28,438	69%
Transmission and distribution	B	(9,312)	11,727	21,039	94,897	117,270	22,373	81%	140,724	45,827	67%
Customer accounts	B	(3,829)	12,490	16,319	41,650	124,900	83,250	33%	149,880	108,230	28%
Total		<u>(17,423)</u>	<u>31,802</u>	<u>49,225</u>	<u>199,129</u>	<u>318,020</u>	<u>118,891</u>	63%	<u>381,624</u>	<u>182,495</u>	52%
Reimbursable jobs		(774)			6,795						
Construction in progress		(424)			6,081						
Total allocation	6	<u>(18,621)</u>			<u>212,005</u>						
<b>WATER OPERATING FUND "IDE":</b>											
Pumping	C	(352)	484	836	1,059	4,840	3,781	22%	5,808	4,749	18%
Transmission and distribution	C	(731)	749	1,480	3,694	7,490	3,796	49%	8,988	5,294	41%
Customer accounts	C	0	785	785	1,188	7,850	6,662	15%	9,420	8,232	13%
Total		<u>(1,083)</u>	<u>2,018</u>	<u>3,101</u>	<u>5,941</u>	<u>20,180</u>	<u>14,239</u>	29%	<u>24,216</u>	<u>18,275</u>	25%
Reimbursable jobs		0			0						
Construction in progress		0			0						
Total allocation	6	<u>(1,083)</u>			<u>5,941</u>						
<b>SEWER OPERATING FUND:</b>											
Collection	D	(4,322)	3,265	7,587	24,092	32,650	8,558	74%	39,180	15,088	61%
Treatment	D	(8,420)	8,779	17,199	72,115	87,790	15,675	82%	105,348	33,233	68%
Disposal	D	0	0	0	0	0	0	0%	0	0	0%
Total		<u>(12,742)</u>	<u>12,044</u>	<u>24,786</u>	<u>96,207</u>	<u>120,440</u>	<u>24,233</u>	80%	<u>144,528</u>	<u>48,321</u>	67%
Reimbursable jobs		(28)			252						
Construction in progress		(505)			3,127						
Total allocation	6	<u>(13,275)</u>			<u>99,586</u>						
<b>TOTAL BENEFIT PAY</b>	6	<u>(68,738)</u>			<u>578,576</u>						

MISSION SPRINGS WATER DISTRICT  
COMBINED FUNDS  
FRINGE BENEFIT ALLOCATION  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE 4

SEE	CURRENT MONTH			YEAR TO DATE				2020-2021			
	SCF	ACTUAL	BUDGET	FAVORABLE		PERCENT USED	OF YEAR TO DATE	ADOPTED BUDGET			
				(UNFAVORABLE)	VARIANCE			(UNFAVORABLE)	AMOUNT	REMAINING	83%
				ACTUAL	BUDGET	AMOUNT	BUDGET	TOTAL	AMOUNT	USED	
<b>GENERAL OPERATING FUND:</b>											
Customer accounts	E	6,020	2,872	(3,148)	214,487	28,720	(185,767)	747%	34,464	180,023	622%
Buildings and grounds	E	99	628	529	6,528	6,280	(248)	104%	7,536	(1,008)	87%
Vehicle maintenance	E	400	943	543	7,475	9,430	1,955	79%	11,316	(3,841)	66%
Administration	E	22,994	53,299	30,305	531,695	532,990	1,295	100%	639,594	(107,899)	83%
Board of directors	E	9	3,146	3,137	502	31,460	30,958	2%	37,752	(37,250)	1%
Public affairs	E	2,921	3,369	448	57,749	33,690	(24,059)	171%	40,428	17,321	143%
Human resources	E	1,715	5,462	3,747	64,071	54,620	(9,451)	117%	65,544	(1,473)	98%
Engineering and planning	E	4,350	10,651	6,301	157,284	106,510	(50,774)	148%	127,812	29,472	123%
Accounting	E	6,682	5,890	(792)	131,624	58,900	(72,724)	223%	70,680	60,944	186%
Total		45,190	86,260	41,070	1,171,415	862,600	(308,815)	136%	1,035,126	136,289	113%
Reimbursable jobs		127			4,632						
Construction in progress		668			(279,630)						
Total allocation	6	45,985			896,416						
<b>WATER OPERATING FUND "DHS":</b>											
Pumping	B	5,319	19,630	14,311	194,716	196,300	1,584	99%	235,560	(40,844)	83%
Transmission and distribution	B	11,033	28,145	17,112	314,930	281,450	(33,480)	112%	337,740	(22,810)	93%
Customer accounts	B	4,952	30,322	25,370	154,785	303,220	148,435	51%	363,864	(209,079)	43%
Total		21,304	78,097	56,793	664,431	780,970	116,539	85%	937,164	(272,733)	71%
Reimbursable jobs		1,002			23,721						
Construction in progress		545			24,360						
Total allocation	6	22,851			712,512						
<b>WATER OPERATING FUND "IDE":</b>											
Pumping	C	372	1,253	881	4,107	12,530	8,423	33%	15,036	(10,929)	27%
Transmission and distribution	C	836	1,796	960	11,896	17,960	6,064	66%	21,552	(9,656)	55%
Customer accounts	C	0	1,900	1,900	2,544	19,000	16,456	13%	22,800	(20,256)	11%
Total		1,208	4,949	3,741	18,547	49,490	30,943	37%	59,388	(40,841)	31%
Reimbursable jobs		0			0						
Construction in progress		0			0						
Total allocation	6	1,208			18,547						
<b>SEWER OPERATING FUND:</b>											
Collection	D	5,026	8,106	3,080	94,728	81,060	(13,668)	117%	97,272	(2,544)	97%
Treatment	D	12,433	25,419	12,986	301,003	254,190	(46,813)	118%	305,028	(4,025)	99%
Disposal	D	0	0	0	0	0	0	0%	0	0	0%
Total		17,459	33,525	16,066	395,731	335,250	(60,481)	118%	402,300	(6,569)	98%
Reimbursable jobs		79			1,597						
Construction in progress		1,343			16,330						
Total allocation	6	18,881			413,657						
<b>TOTAL FRINGE BENEFITS</b>	6	88,925			2,041,133						

MISSION SPRINGS WATER DISTRICT  
COMBINED FUNDS  
EMPLOYEE BENEFITS  
JULY 1, 2021 TO APRIL 30, 2022

Item 29.

SCHEDULE 6

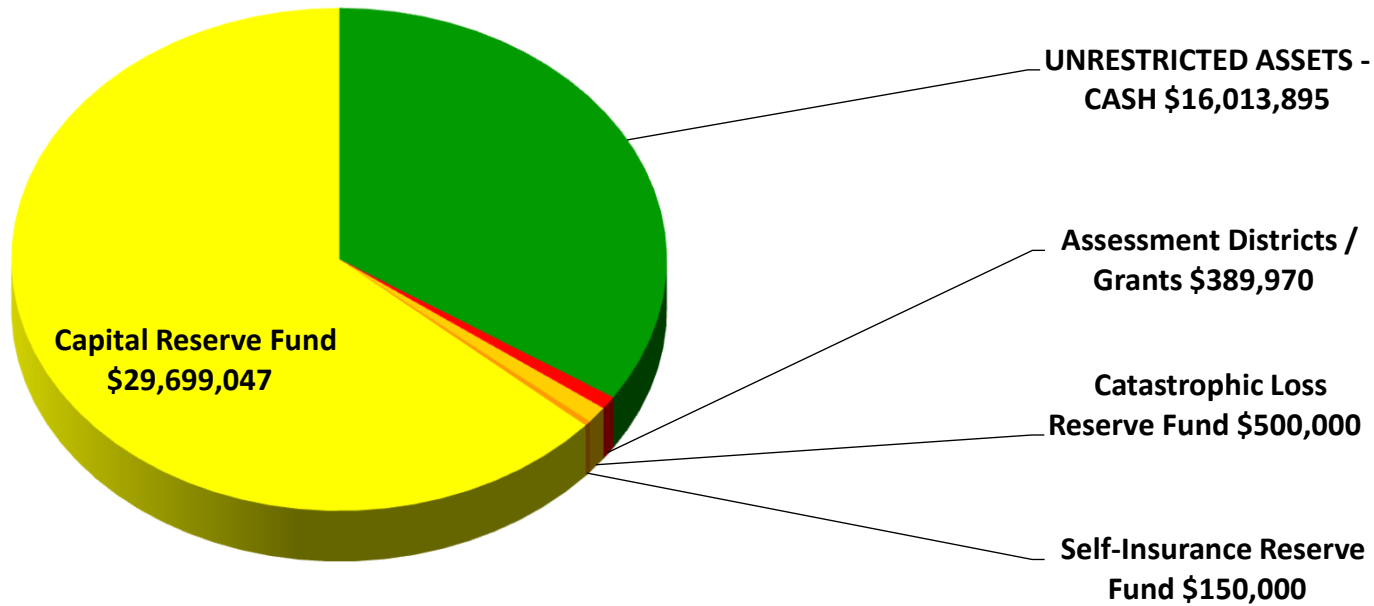
SEE SCH	CURRENT MONTH			YEAR TO DATE				PERCENT USED OF YEAR TO DATE	2020-2021		
	ACTUAL	BUDGET	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	TOTAL		REMAINING	83% USED	
			(UNFAVORABLE) VARIANCE			(UNFAVORABLE) VARIANCE AMOUNT			AMOUNT		
<b>BENEFIT PAY:</b>											
	(58,344)	18,839	77,183	111,207	188,390	77,183	59%	226,068	114,861	49%	
Sick leave											
W.C.I. injuries	0	833	833	0	8,330	8,330	0%	9,996	9,996	0%	
Vacation	(21,822)	26,398	48,220	215,760	263,980	48,220	82%	316,776	101,016	68%	
Bereavement	0	667	667	3,428	6,670	3,242	51%	8,004	4,576	43%	
Holidays	6,726	19,388	12,662	202,192	193,880	(8,312)	104%	232,656	30,464	87%	
Optional Holiday	4,097	5,288	1,191	38,846	52,880	14,034	73%	63,456	24,610	61%	
Jury duty	605	150	(455)	7,142	1,500	(5,642)	476%	1,800	(5,342)	397%	
Military pay	0	0	0	0	0	0	0%	0	0	0%	
Reimbursements	0	125	125	0	1,250	1,250	0%	1,500	1,500	0%	
Total to allocate	<u>(68,738)</u>	<u>71,688</u>	<u>140,426</u>	<u>578,576</u>	<u>716,880</u>	<u>138,304</u>	81%	<u>860,256</u>	<u>281,680</u>	67%	
<b>Allocations:</b>											
General operating fund	5	(35,758)		261,044							
Water operating fund "DHS"	5	(18,621)		212,005							
Water operating fund "IDE"	5	(1,083)		5,941							
Sewer operating fund	5	(13,275)		99,586							
Total allocations		<u>(68,738)</u>	0	<u>578,576</u>	0						
<b>Direct labor</b>		338,443		3,163,711				4,496,942		70%	
<b>Benefit pay percent</b>		-20%		18%				19%			
<b>FRINGE BENEFITS:</b>											
Health insurance	(427)	94,257	94,684	703,194	942,570	239,376	75%	1,131,084	427,890	62%	
Dental insurance	(37)	4,504	4,541	34,647	45,040	10,393	77%	54,048	19,401	64%	
Eye care insurance	0	966	966	7,505	9,660	2,155	78%	11,592	4,087	65%	
Life insurance	0	2,353	2,353	15,344	23,530	8,186	65%	28,236	12,892	54%	
Weekly income & LTD	0	1,430	1,430	13,445	14,300	855	94%	17,160	3,715	78%	
Retiree's insurance	0	2,370	2,370	0	23,700	23,700	0%	28,440	28,440	0%	
Federal payroll taxes	17,664	32,270	14,606	270,664	322,700	52,036	84%	387,240	116,576	70%	
State payroll taxes	270	758	488	10,291	7,580	(2,711)	136%	9,096	(1,195)	113%	
Worker compensation insurance	0	10,369	10,369	47,329	103,690	56,361	46%	124,428	77,099	38%	
Retirement	71,454	63,852	(7,602)	938,715	638,520	(300,195)	147%	766,224	(172,491)	123%	
Retirement professional fees	0	417	417	0	4,170	4,170	0%	5,004	5,004	0%	
Boots and footwear	0	0	0	0	0	0	0%	0	0	0%	
Uniforms	0	0	0	0	0	0	0%	0	0	0%	
Safety and performance	0	0	0	0	0	0	0%	0	0	0%	
Picnic	0	0	0	0	0	0	0%	0	0	0%	
Total to allocate	<u>88,925</u>	<u>213,546</u>	<u>124,621</u>	<u>2,041,133</u>	<u>2,135,460</u>	<u>94,327</u>	96%	<u>2,562,552</u>	<u>521,419</u>	80%	
<b>Allocations:</b>											
General operating fund	4	45,985		896,416							
Water operating fund "DHS"	4	22,851		712,512							
Water operating fund "IDE"	4	1,208		18,547							
Sewer operating fund	4	18,881		413,657							
Total allocations		<u>88,925</u>	0	<u>2,041,133</u>	0						
<b>Direct labor</b>		338,443		3,163,711				4,496,942			
<b>Fringe benefit percent</b>		26%		65%				57%			
<b>Total employee benefits</b>		20,187		2,619,709				3,422,808			
<b>Direct labor</b>		338,443		3,163,711				4,496,942		70%	
<b>Employee benefits percent</b>		6%		83%				76%			

MISSION SPRINGS WATER DISTRICT  
COMBINED FUNDS  
CASH AND INVESTMENTS  
APRIL 30, 2022

## SCHEDULE F

	SEE SCH	WATER DISTRICT		SEWER DISTRICT	GENERAL DISTRICT	COMBINED DISTRICTS	
		"DHS"	"IDE"				
<b>UNRESTRICTED ASSETS - CASH:</b>							
Change fund and petty cash					1,100	1,100	
Checking - Wells Fargo Bank		6,262,856	(38,395)	3,389,083	6,399,252	16,012,795	
Total	A	6,262,856	(38,395)	3,389,083	6,400,352	16,013,895	
<b>RESTRICTED ASSETS - CASH:</b>							
<b>Externally Restricted:</b>							
<b>Assessment Districts / Grants</b>							
Checking - Wells Fargo Bank		106		87,354		87,460	
Escrow account - CVWD Prop #84				0		0	
AD 12 CSWRCB SRF DEBT SERV RESERVE				302,510		302,510	
<b>Internally Restricted:</b>							
<b>Catastrophic Loss Reserve Fund</b>							
Investment Trust of California (CalTrust)					500,000	500,000	
<b>Self-Insurance Reserve Fund</b>							
Investment Trust of California (CalTrust)-MM.#191, 12/82					150,000	150,000	
<b>Capital Reserve Fund</b>							
Investment Trust of California (CalTrust)							
- MM#95-20, 95-10, 95-21, 6/95		22,343,520	826,550	13,323,355	2,637,779	39,131,203	
<b>Financial Assistance Fund</b>							
Investment Trust of California (CalTrust)		0	0	50,656	0	50,656	
<b>Capital Improvements</b>							
Investment Trust of California (CalTrust)		(4,824,038)	(4,481,561)	(2,153,033)	1,975,819	(9,482,812)	
Net Capital Reserves		17,519,483	(3,655,012)	11,220,979	4,613,598	29,699,047	
<b>TOTAL RESTRICTED ASSETS</b>	A	17,519,589	(3,655,012)	11,610,843	5,263,598	30,739,017	
<b>TOTAL CASH IN CUSTODY OF M.S.W.D.</b>	CASH FLOW	23,782,444	(3,693,407)	14,999,925	11,663,950	46,752,913	
<b>INTEREST EARNED: (CalTrust)</b>							
July-21	0.09%	12,229	(3,188)	10,905	7,780	27,726	
August-21	0.08%	11,814	(3,023)	10,517	6,853	26,162	
September-21	0.08%	10,878	(2,763)	9,279	6,290	23,684	
October-21	0.07%	10,334	(2,585)	8,426	5,887	22,062	
November-21	0.05%	8,862	(1,947)	5,922	4,162	16,999	
December-21	0.05%	8,188	(1,795)	5,157	4,045	15,595	
January-22	0.04%	6,354	(1,598)	5,103	3,662	13,521	
February-22	0.04%	5,414	(1,401)	4,786	3,053	11,853	
March-22	0.04%	5,666	(1,433)	4,738	3,128	12,099	
April-22	0.02%	4,755	(1,051)	3,384	1,773	8,861	
May-22	0.00%	-	-	-	-	-	
June-22	0.00%	-	-	-	-	-	
<b>TOTAL</b>		84,494	(20,784)	68,217	46,634	178,562	

### Total Cash In Custody of MSWD



APPENDIX B –  
Federal Update from Carpi & Clay



# Mission Springs Water District Federal Update

May 31, 2022

## **Biden Administration to Extend COVID-19 Public Health Emergency**

On April 16<sup>th</sup>, 2022, the Department of Health and Human Services (HHS) extended the public health emergency related to the COVID-19 pandemic for 90 days. Section 319 of the Public Health Service Act requires the HHS Secretary to issue a 60-day notice of the end of a declaration of a public health emergency. Since the 60-day window has passed, it is expected that HHS Secretary Xavier Becerra will authorize an additional extension beyond July 15<sup>th</sup>, 2022, through October 13<sup>th</sup>, 2022.

## **Administration Announces New Environmental Permitting Action Plan**

The Biden Administration announced a new Permitting Action Plan to help streamline environmental reviews and permitting for infrastructure projects. Brenda Mallory, Chair of the White House Council on Environmental Quality (CEQ), said the goals of the action plan are to develop clear timelines for project review and permitting, make use of public dashboards to track project advancement and maintain timelines, and hire more staff in the offices to review permits. The release of Action Plan is part of the Biden Administration's implementation of BIL. The plan can be found [HERE](#).

## **EPA Announces Water Reuse Interagency Working Group**

The Environmental Protection Agency (EPA) announced the creation of a Water Reuse Interagency Working Group, which was established under the Bipartisan Infrastructure Law (BIL). The Working Group is composed of senior officials from 15 federal agencies and is charged with developing and coordinating actions, tools, and resources to advance water reuse across the country. EPA will capture Working Group activities and findings in a biannual report to Congress, beginning in 2024. The Working Group will remain active until at least 2028 and can be extended at the discretion of the Chair. More information can be found [HERE](#).

## **EPA Announces PFAS Actions**

EPA announced three actions related to per-and polyfluoroalkyl substances (PFAS). The agency intends to:

1. Implement a new testing method to detect PFAS in water at the part per billion level with multi-laboratory validation to take place this summer and an update published in late 2022.

2. Include new permitting direction aimed at reducing PFAS discharges through existing National Pollutant Discharge Elimination System (NPDES) authorities.
3. Develop new Ambient Water Quality recommended criteria that states and Tribes may to develop water quality standards that protect and restore waters, issue permits to address PFAS discharges, and assess the impact of PFAS pollution on local communities and the environment.

More information can be found [HERE](#).

## Federal Funding Opportunities/Announcements

**EPA Announces Additional State Revolving Loan Funds for Water Infrastructure Upgrades.** EPA announced \$1.9 billion in grant funding to the State Revolving Funds (SRF) to accelerate progress on water infrastructure projects. This funding can be used to improve drinking water and clean water infrastructure. More information on the Drinking Water SRF can be found [HERE](#), and information on the Clean Water SRF can be found [HERE](#).

**Reclamation Announces Webinar on Small Water Storage Grant Program.** Reclamation is hosting a webinar on June 2<sup>nd</sup> at 11:00 a.m. PDT regarding feasibility studies for the new Small Water Storage Grant Program. This new program is authorized by BIL, and it provides funding for surface and groundwater storage projects between 2,000 and 30,000 acre-feet. It must also increase the storage or move water to or from the storage project. Federal funding is available for up to 25-percent of eligible project costs. No more than \$30 million is available per project. Up to \$100 million will be available over the next five years. The Teams link to join the webinar can be found [HERE](#), and more information on the grant program can be found [HERE](#).

**Reclamation Announces Grant Awardees for FY22 Water and Energy Efficiency Program.** Reclamation announced the award of \$17.3 million for 22 projects in the WaterSMART Water and Energy Efficiency Grants. These projects will improve water use efficiency, increase renewable energy production, reduce the risk of water conflicts, and provide other benefits that will enhance water supply sustainability in the Western United States. More information can be found [HERE](#).

**Reclamation Publishes NOFO for FY23 Water and Energy Efficiency Program.** Reclamation announced it is accepting applications for the FY23 WaterSMART Water and Energy Efficiency Grants. Category A eligible organizations include local, state or regional authorities, irrigation districts, water districts, and other organizations with water or power delivery. Applications are due July 28<sup>th</sup> and more information can be found [HERE](#).

**White House Releases BIL Technical Assistance Guide.** The White House released a BIL technical assistance guide designed to help state, local, tribal, and territorial governments navigate and deploy infrastructure resources. The guide can be found [HERE](#).

## Federal Agency Personnel/Regulatory Announcements

**DOJ & EPA Launch Comprehensive Environmental Justice Enforcement Strategy.** DOJ and EPA announced a comprehensive enforcement strategy to advance environmental justice. This strategy aims to leverage all available legal tools to secure protections for communities that have been overburdened by pollution and environmental injustices. In the development of this strategy, DOJ and EPA engaged in listening sessions to hear directly from impacted communities and other stakeholders. More information can be found [HERE](#).

**EPA Trash Free Waters Program Releases Report.** EPA's Trash Free Waters Program announced a case study report that highlights the findings and recommendations of "The Cleaner Communities and Waterways" Curbside Disposal Education Pilot Campaign. The primary goal of this initiative was to educate residents about proper waste containment and encourage behavioral changes to reduce unintentional leakage associated with curbside municipal trash collection. This pilot demonstrated an overall positive impact on the target communities, including a statistically significant reduction in the number of overflowing cans and the number of overflowing and open cans combined across all neighborhoods. More information can be found [HERE](#).

**EPA Announces New EJ Toolkit.** EPA released a new toolkit for achieving environmental justice (EJ) goals set by the Biden Administration. The document updates the 2014 toolkit focused on implementing environmental statutes like the Clean Air Act and Clean Water Act. More information can be found [HERE](#).

**OMB Extends RFI Deadline for Build America, Buy America Act.** The Office of Management and Budget (OMB) announced it is extending the deadline for comments on its RFI related to the Build America, Buy America Act from May 23<sup>rd</sup> to June 6<sup>th</sup>. OMB is seeking input on construction materials produced in the US to help develop a final standard for federally funded and financed infrastructure projects. More information can be found [HERE](#).

## ## ##



APPENDIX C – Wastewater and Water Production Tables

### WASTEWATER REPORT

SEWER CONNECTION SUMMARY											
	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	18	8	7	9	51	2	1	139	2	0	0
Aug.	20	4	1	8	53	2	4	214	4	0	2
Sep.	20	5	2	12	8	11	2	90	2	1	0
Oct.	36	9	4	8	12	4	21	65	8	2	1
Nov.	29	50	10	9	7	7	1	52	18	7	3
Dec.	12	9	3	3	64	1	0	86	22	11	2
Jan.	14	21	7	1	16	8	3	27	3	11	1
Feb.	7	23	5	1	42	0	3	5	46	6	1
Mar.	17	48	1	0	23	5	0	31	16	2	1
Apr.	7	18	3	3	15	30	0	8	95	14	3
May	16	17	11	3	20	45	7	13	98	3	2
June		21	7	3	6	70	4	4	72	2	0
<b>Annual Total</b>	<b>196</b>	<b>233</b>	<b>61</b>	<b>60</b>	<b>317</b>	<b>185</b>	<b>46</b>	<b>734</b>	<b>386</b>	<b>59</b>	<b>16</b>

Connections to Sewer Collection System:

As of June 30, 2021 8467

Plus YTD 196

**Total Sewer Connections = 8663**

WASTEWATER FLOW MGD				
2021/22	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.987088	2.104457	0.042128	0.058130
Aug.	2.059728	2.224424	0.052436	0.064940
Sep.	2.061448	2.234327	0.049729	0.066370
Oct.	2.081568	2.223453	0.046618	0.051660
Nov.	2.084749	2.213652	0.048180	0.053880
Dec.	2.024843	2.311905	0.051887	0.068500
Jan.	1.984410	2.131439	0.048326	0.054720
Feb.	2.009623	2.139096	0.045334	0.052130
Mar.	2.028970	2.171029	0.045059	0.055840
Apr.	1.980131	2.131250	0.041919	0.046130
May	1.975843	2.097045	0.039858	0.047940
June				

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

### WATER REPORT

WATER CONNECTION SUMMARY														
	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09
July	18	7	4	5	7	2	0	0	1	0	0	0	1	2
August	19	6	10	5	3	2	2	0	1	0	0	2	1	2
September	23	18	2	14	4	13	3	0	2	2	0	0	1	0
October	33	13	3	21	8	3	20	0	5	1	1	4	2	1
November	27	10	16	4	0	7	3	0	1	0	1	1	5	1
December	9	2	17	3	3	2	0	0	2	0	0	0	0	2
January	14	15	6	3	20	1	1	2	2	0	0	1	1	9
February	8	13	8	5	11	1	0	1	0	1	0	0	1	2
March	19	16	2	3	6	5	0	12	0	0	4	5	0	4
April	6	11	1	3	7	11	2	7	0	1	4	1	12	2
May	19	15	12	5	11	9	8	2	0	1	2	0	0	0
June		24	11	2	8	2	10	1	0	0	0	1	1	0
<b>Annual Total</b>	<b>195</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>	<b>58</b>	<b>49</b>	<b>25</b>	<b>14</b>	<b>6</b>	<b>12</b>	<b>15</b>	<b>25</b>	<b>25</b>
<b>Avg./ Mo.</b>	<b>16.25</b>	<b>12.50</b>	<b>7.67</b>	<b>6.08</b>	<b>7.33</b>	<b>4.83</b>	<b>4.08</b>	<b>2.08</b>	<b>1.17</b>	<b>0.50</b>	<b>1.00</b>	<b>1.25</b>	<b>2.08</b>	<b>2.08</b>

**Connections to Water System:**

As of June 30, 2021      13,141  
 Plus YTD                              195  
**Total Water Connections =      13,336**

WATER PRODUCTION														
	FY 2021/22	Variance from prior year		FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14	FY 2012/13	FY 2011/12	FY 2010/11
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	796.57	-61.20	-7.1%	857.77	853.23	857.20	835.87	714.50	659.11	859.00	942.82	911.87	838.49	902.71
August	839.93	-45.38	-5.1%	885.31	795.18	806.47	829.93	808.54	706.62	730.71	828.60	853.85	959.02	964.34
September	738.65	-46.15	-5.9%	784.80	757.08	689.47	712.40	679.54	657.37	800.67	813.20	723.92	826.46	896.27
October	665.18	-90.66	-12.0%	755.84	709.39	709.81	733.86	678.33	575.86	716.30	716.09	788.55	789.71	701.93
November	679.85	-10.28	-1.5%	690.13	619.87	631.75	642.41	601.89	582.22	533.69	557.05	672.3	654.77	709.98
December	565.48	-22.84	-3.9%	588.32	537.23	502.16	584.24	520.63	503.10	590.83	633.09	520.3	575.27	548.09
January	580.28	42.32	7.9%	537.96	553.20	570.20	599.52	465.10	431.38	526.86	582.86	609.45	616.19	545.04
February	527.34	31.73	6.4%	495.61	520.85	415.49	512.79	453.39	483.92	506.49	522.87	507.31	561.24	486.57
March	601.44	-24.36	-3.9%	625.80	557.73	490.92	536.09	549.50	514.05	614.94	603.89	559.02	583.70	575.84
April	624.07	-25.27	-3.9%	649.34	573.02	635.08	644.06	540.56	502.36	622.58	664.05	744.77	645.93	626.37
May	745.36	21.74	3.0%	723.62	698.99	598.36	697.15	731.81	601.83	590.28	708.18	786.79	763.12	758.58
June		0.00	0.0%	761.63	806.02	710.39	688.74	732.68	685.93	706.34	812.96	780.86	794.00	839.98
<b>TOTAL</b>	<b>7364.15</b>	<b>-230.35</b>	<b>-3.0%</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>	<b>8017.06</b>	<b>7476.47</b>	<b>6,903.75</b>	<b>7,798.69</b>	<b>8,385.66</b>	<b>8,458.99</b>	<b>8,607.90</b>	<b>8,555.70</b>



APPENDIX D – Public Affairs Information



# CVWC Digital Marketing Report

Website, Social, and Marketing Performance

**May, 2022**

by Hunter | Johnsen



## Google Ads Campaigns

 DISPLAY AD IMPRESSIONS  
CV WATER COUNTS

54,712

 SEARCH AD IMPRESSIONS  
CV WATER COUNTS

1,935

 VIDEO IMPRESSIONS  
CV WATER COUNTS

75,572

 CLICKS  
CV WATER COUNTS

1,300


 CTR  
CV WATER COUNTS

0.98%

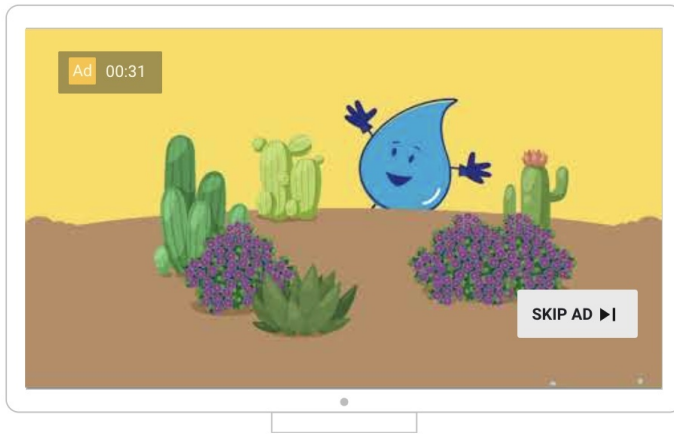
 GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Campaign	Clicks	Impr.
CV Water Counts May 2022 SPANISH	521	29,721
Sprinkler Heads (Spanish)	372	27,017
New Developments (Spanish)	149	2,704
CV Water Counts May 2022	375	24,991
New Developments	309	15,303
Sprinkler Heads	66	9,688
	896	54,712



 GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	75,572	19,968	9,292	133
CVWC Water Saving Tips YouTube Spanish May 2022	36,161	11,664	5,000	59
CVWC Water Saving Tips English YouTube May 2022	39,411	8,304	4,292	74
	75,572	19,968	9,292	133



### GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE

CV WATER COUNTS

Campaign	Clicks	Impr.
CVWC Search Campaign 2022	271	1,935
	271	1,935


### KEYWORDS PERFORMANCE

CV WATER COUNTS

Account name	Clicks	Impr.	CTR
CV Water Counts	241	1,744	13.82%
water agency	83	781	10.63%
water rebates	77	334	23.05%
water company	30	292	10.27%
grass removal rebate	16	102	15.69%
toilet rebate	14	36	38.89%
ways to conserve water	7	42	16.67%
washing machine rebate	5	71	7.04%
save water	3	22	13.64%
water preservation	3	44	6.82%
conservation of water resources	3	20	15%
	241	1,759	13.7%

# Facebook Ad Campaigns

**FACEBOOK AD PERFORMANCE**  
HUNTER JOHNSEN

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page engagement
 <p><b>Tips to Save Water</b> cvwatercounts.com</p> <p>Did you know there are more than 100 ways to save water? And some of them are really easy.</p> <p>Learn more water saving tips by clicking the link.</p>	223	33,091	13,405	2.47	252
	223	33,091	13,405	2.47	252

# Website Information

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

5,002

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

2,402

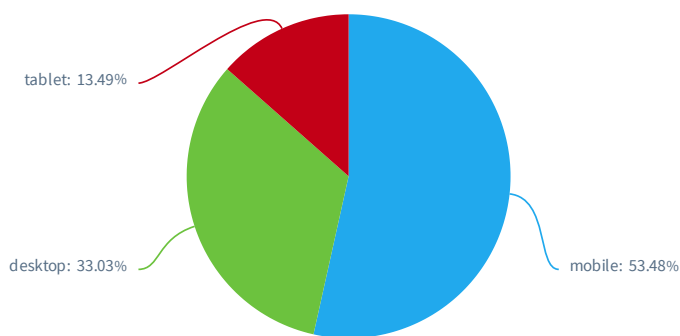
**RETURNING USERS**  
CV WATER - CV WATER COUNTS - CV WATER COUNTS

650

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

Page path	Pageviews
/	1,525
/conservation-tips/	935
/new-developments-in-the-coachella-valley-spur-questions-misinformation/	667
/water-map/	270
/rebates/	240
/plant-of-the-month-trailing-lantana-lantana-montevideensis/	191
/take-the-pledge-to-conserve-water-for-your-new-years-resolution/	71
/plant-of-the-month-red-yucca-hesperaloe-parviflora/	62
/drought-irrigation-guide/	52
/two-dozens-vegetables-to-plant-by-mid-october-in-palm-springs-and-the-coachella-valley/	51
	5,002

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



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

1.43

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

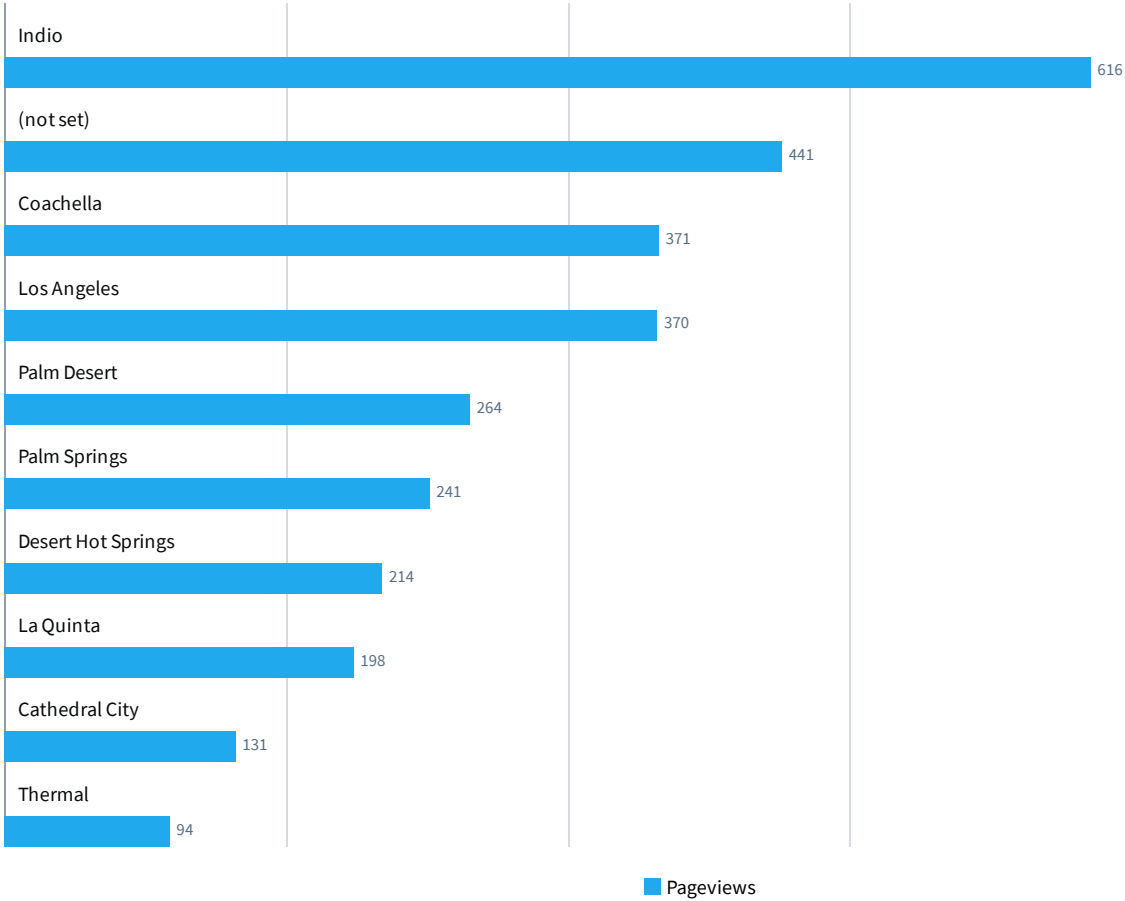
46s

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

71.7%

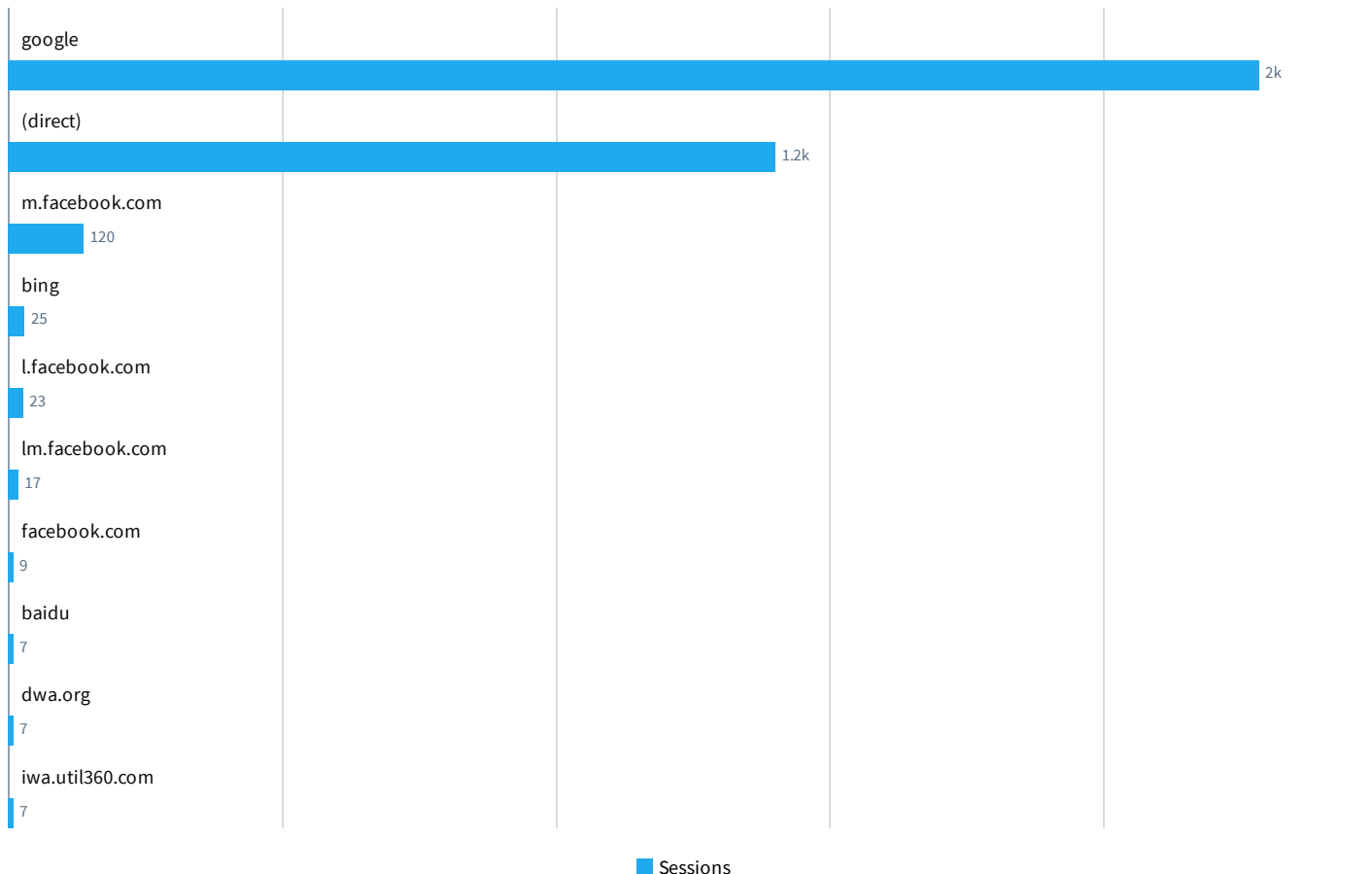
Item 29.

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



Item 29.

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



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

Month	Sessions	Users	Pageviews	Pages / session	Avg. session duration	Bounce rate	% new sessions
May 2022	3,491	2,715	5,002	1.43	46s	71.7%	68.81%
April 2022	3,383	2,545	5,096	1.51	36s	63.38%	71.5%
March 2022	2,476	1,859	3,453	1.39	42s	83.04%	69.55%
February 2022	2,654	1,912	3,625	1.37	44s	81.2%	67.48%
January 2022	8,388	6,410	10,465	1.25	43s	86.27%	74.61%
December 2021	5,138	4,105	6,353	1.24	37s	87.5%	77.29%
November 2021	6,014	4,869	7,628	1.27	34s	86.51%	79.12%
October 2021	2,133	1,588	2,825	1.32	37s	84.2%	70.46%
September 2021	2,035	1,501	2,791	1.37	49s	83.59%	70.37%
August 2021	2,090	1,439	2,877	1.38	56s	82.82%	65.17%
July 2021	2,278	1,553	3,216	1.41	56s	83.01%	63.48%
June 2021	2,354	1,575	3,103	1.32	44s	83.56%	62.7%
May 2021	2,394	1,558	3,117	1.3	37s	84.13%	60.44%
<b>Total</b>	<b>44,828</b>	<b>32,086</b>	<b>59,551</b>	<b>1.33</b>	<b>42s</b>	<b>82.3%</b>	<b>71.35%</b>

# Organic Search

## TOP KEYWORDS CVWATERCOUNTS.COM/

Query	Impr.	Clicks	CTR	Avg. position
lake cahuilla	2,410	0	0%	5.18
trailing lantana	1,933	8	0.41%	13.59
conserve water	1,710	0	0%	8.39
lantana ground cover	1,000	13	1.3%	2.26
water wise	751	0	0%	7.87
be water wise	403	0	0%	6.63
water pledge	400	0	0%	9.95
cv water	364	1	0.27%	5.03
hesperaloe parviflora	319	0	0%	16.07
desert water agency	202	1	0.5%	7.79
	9,492	23	0.24%	8.28

## TOP PAGES CVWATERCOUNTS.COM/

Page	Impr.	Clicks	CTR	Avg. position
<a href="https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevideensis/">https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevideensis/</a>	5,838	67	1.15%	13.07
<a href="https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/">https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/</a>	3,348	1	0.03%	7.23
<a href="https://cvwatercounts.com/take-the-pledge-to-conserve-water-for-your-new-years-resolution/">https://cvwatercounts.com/take-the-pledge-to-conserve-water-for-your-new-years-resolution/</a>	2,998	1	0.03%	8.07
<a href="https://cvwatercounts.com/celebrate-earth-day-by-being-water-wise/">https://cvwatercounts.com/celebrate-earth-day-by-being-water-wise/</a>	1,377	0	0%	8.05
<a href="https://cvwatercounts.com/wp-content/uploads/2019/02/Golf-and-Recycled-Water.pdf">https://cvwatercounts.com/wp-content/uploads/2019/02/Golf-and-Recycled-Water.pdf</a>	1,169	37	3.17%	22.33
<a href="https://cvwatercounts.com/save-water-pledge/">https://cvwatercounts.com/save-water-pledge/</a>	1,150	4	0.35%	5.49
<a href="https://cvwatercounts.com/eco-friendly-car-washes-in-the-coachella-valley/">https://cvwatercounts.com/eco-friendly-car-washes-in-the-coachella-valley/</a>	959	2	0.21%	40.19
<a href="https://cvwatercounts.com/where-does-the-coachella-valley-water-come-from/">https://cvwatercounts.com/where-does-the-coachella-valley-water-come-from/</a>	889	10	1.12%	12.41
<a href="https://cvwatercounts.com/plant-of-the-month-red-yucca-hesperaloe-parviflora/">https://cvwatercounts.com/plant-of-the-month-red-yucca-hesperaloe-parviflora/</a>	745	1	0.13%	32.06
<a href="https://cvwatercounts.com/plant-of-the-month-mexican-bush-sage-salvia-leucantha/">https://cvwatercounts.com/plant-of-the-month-mexican-bush-sage-salvia-leucantha/</a>	686	2	0.29%	40.25
	19,159	125	0.65%	18.91

# Facebook Information

**f** IMPRESSIONS  
CV WATER COUNTS

34,311

**f** REACH  
CV WATER COUNTS

13,335

**f** NEW PAGE LIKES  
CV WATER COUNTS

5

**f** ENGAGED USERS  
CV WATER COUNTS

357





**f** PAGE VIEWS  
CV WATER COUNTS

78

**f** LIFETIME PAGE LIKES  
CV WATER COUNTS







3,969

**f** POSTS  
CV WATER COUNTS

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Coachella Valley Water...</p>	May 31, 2022	18	1	6%	1	0
 <p>Today is National Wate...</p>	May 30, 2022	44	1	2%	1	0
 <p>In many parts of the C...</p>	May 27, 2022	54	3	6%	1	0
 <p>Take 5-minute shower...</p>	May 26, 2022	58	2	3%	1	0
		933	33	4%	25	1









Item 29.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Here are four ways to ...</p>	May 23, 2022	41	2	5%	1	0
 <p>This tall, vertical accen...</p>	May 20, 2022	82	3	4%	3	0
 <p>One drip every second ...</p>	May 19, 2022	55	1	2%	1	0
 <p>If you or someone you...</p>	May 17, 2022	22	1	5%	1	0
 <p>May 16 is Love a Tree D...</p>	May 16, 2022	79	2	3%	2	0
 <p>As the California droug...</p>	May 14, 2022	25	1	4%	1	0

933 33 4% 25 1

433


Item 29.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Remember to weed yo...</p>	May 12, 2022	87	4	5%	3	0
 <p>Water agencies across ...</p>	May 9, 2022	25	1	4%	1	0
 <p>The TRIC system is so...</p>	May 6, 2022	51	2	4%	1	0
 <p>Tip of the Month: Switc...</p>	May 5, 2022	67	2	3%	2	0
 <p>CV Water Counts upda...</p>	May 2, 2022	80	2	3%	1	0
 <p>This week is Drinking ...</p>	May 2, 2022	51	2	4%	2	0

933 33 4% 25 1

434

Item 29.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>May is Water Awareness...</p>	May 1, 2022	94	3	3%	2	1
		933	33	4%	25	1

# Instagram Information

 **IMPRESSIONS**  
CV WATER COUNTS

650

 **LIKES**  
CV WATER COUNTS

0

 **FOLLOWERS ( TOTAL )**  
CV WATER COUNTS

226

 **MEDIA PERFORMANCE**  
CV WATER COUNTS

Nothing found with these settings and date range

# Twitter Information

May 2022 · 31 days

TWEET HIGHLIGHTS

**Top Tweet** earned 99 impressions

One drip every second adds up to five gallons per day! Check your faucets and showerheads for leaks.

For more water-saving tips, visit: [CVWaterCounts.com/Conservation-T...](http://CVWaterCounts.com/Conservation-T...)

#WaterWiseWednesday  
[pic.twitter.com/ePp3iDfX3p](http://pic.twitter.com/ePp3iDfX3p)



1 retweet 2 likes

[View Tweet activity](#)

[View all Tweet activity](#)

**Top media Tweet** earned 76 impressions

May is Water Awareness Month.

Learn more:  
[water.ca.gov/News/Events/20...](http://water.ca.gov/News/Events/20...)  
[pic.twitter.com/wGSNam9scr](http://pic.twitter.com/wGSNam9scr)



1 retweet 2 likes

[View Tweet activity](#)

[View all Tweet activity](#)

MAY 2022 SUMMARY

Tweets	15	Tweet impressions	722
Profile visits	182	New followers	0

**Top Follower** followed by 29 people



**MurCal, Inc.**

@murcal FOLLOWS YOU

MurCal is focused on reliability, offering dependable solutions for a wide range of instrumentation, control, and monitoring applications.

[View profile](#)

# E-Blast Information

CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Campaign	Send Time	Emails Sent	Total Opens	Open Rate	Industry Open Rate	Total Clicks	Click Rate	Industry Click Rate	Hard Bounces	Unsubscribe Count
CV Water Counts March May 2022	Wednesday, May 4, 2022 5:30 PM	514	470	52.72%	15.79%	106	11.28%	0.77%	0	4
		514	470	52.72%	15.79%	106	11.28%	0.77%	0	4



# MSWD Digital Marketing and Website Report

Website, Social, and Marketing Performance

**May, 2022**

Casey Dolan

**Casey Dolan Consulting**

## Google Ads Campaigns

 IMPRESSIONS  
MSWD


209,056

 CLICKS  
MSWD


965

 CTR  
MSWD

0.46%

 GOOGLE ADS CAMPAIGN PERFORMANCE  
MSWD


Campaign	Impr.	Clicks	CTR
MSWD Turf Removal Rebate - May 2022	98,034	395	0.4%
MSWD Toilet Rebate May 2022	85,240	360	0.42%
MSWD CustomerConnect Video May 2022	25,782	210	0.81%
	209,056	965	0.46%

 VIDEO PERFORMANCE  
MSWD

Video	Video views	View rate	Clicks	Video played to 100%	Video played to 75%	Video played to 50%	Video played to 25%
MSWD Customer Connect Water Portal Preview	2,928	11.36%	210	15.85%	20.17%	25.78%	43.22%
	2,928	11.36%	210	15.85%	20.17%	25.78%	43.22%

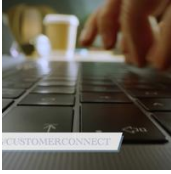
## Facebook Ad Campaigns

 FACEBOOK AD GROUP PERFORMANCE  
MSWD


Ad preview	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
 <p><b>Rebates Available</b> MSWD</p> <p><b>MSWD   Value is Our Mission</b> <a href="http://www.mswd.org">www.mswd.org</a> MSWD encourages customers to reduce outdoor water usage by converting their lawns to desert-friendly landscaping. Residential customers can receive up to \$3,000 in rebates and \$10,000 for commercial customers.</p>	Turf Rebates May 2022	228	29,278	7,640	3.83	0

346 191,919 46,432 4.13 0

Ad preview	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
 <p><b>MSWD - Rebates Available</b>  <a href="http://www.mswd.org">www.mswd.org</a>                      MSWD's Toilet Rebate Program is designed to assist homeowners who want to replace old toilets with newer, more efficient models. Rebates of up to \$100 per toilet are available to eligible homeowners on a first-come, first-served basis. Click to learn more.</p>	MSWD Toilet Rebate May 2022	64	155,900	38,760	4.02	0

 <p><b>MSWD CustomerConnect</b>                      Our CustomerConnect water portal provides a wealth of information and insights about your water use.                       It's now easier than ever to pay bills and manage automatic payments; set and receive leak alerts; identify water waste; access account information instantly - from anywhere; and more.</p>	MSWD Customer Connect Water Portal Video	54	6,741	2,191	3.08	0
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346 191,919 46,432 4.13 0

 VIDEO PERFORMANCE  
MSWD

Campaign	Video Plays	Video Plays at 25%	Video Plays at 50%	Video Plays at 75%	Video Plays at 100%	Video Average Play Time	Link Clicks
MSWD Customer Connect Water Portal Video	6,641	5,354	735	22	17	13s	54
	6,641	5,354	735	22	17	13s	54



# Website Information

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

**25,110**

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

**6,144**

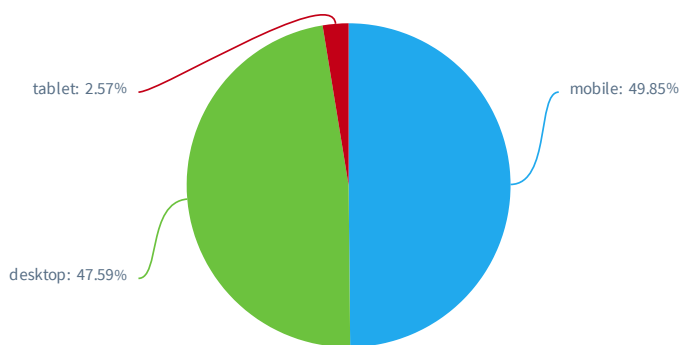
**USERS**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

**2,628**

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

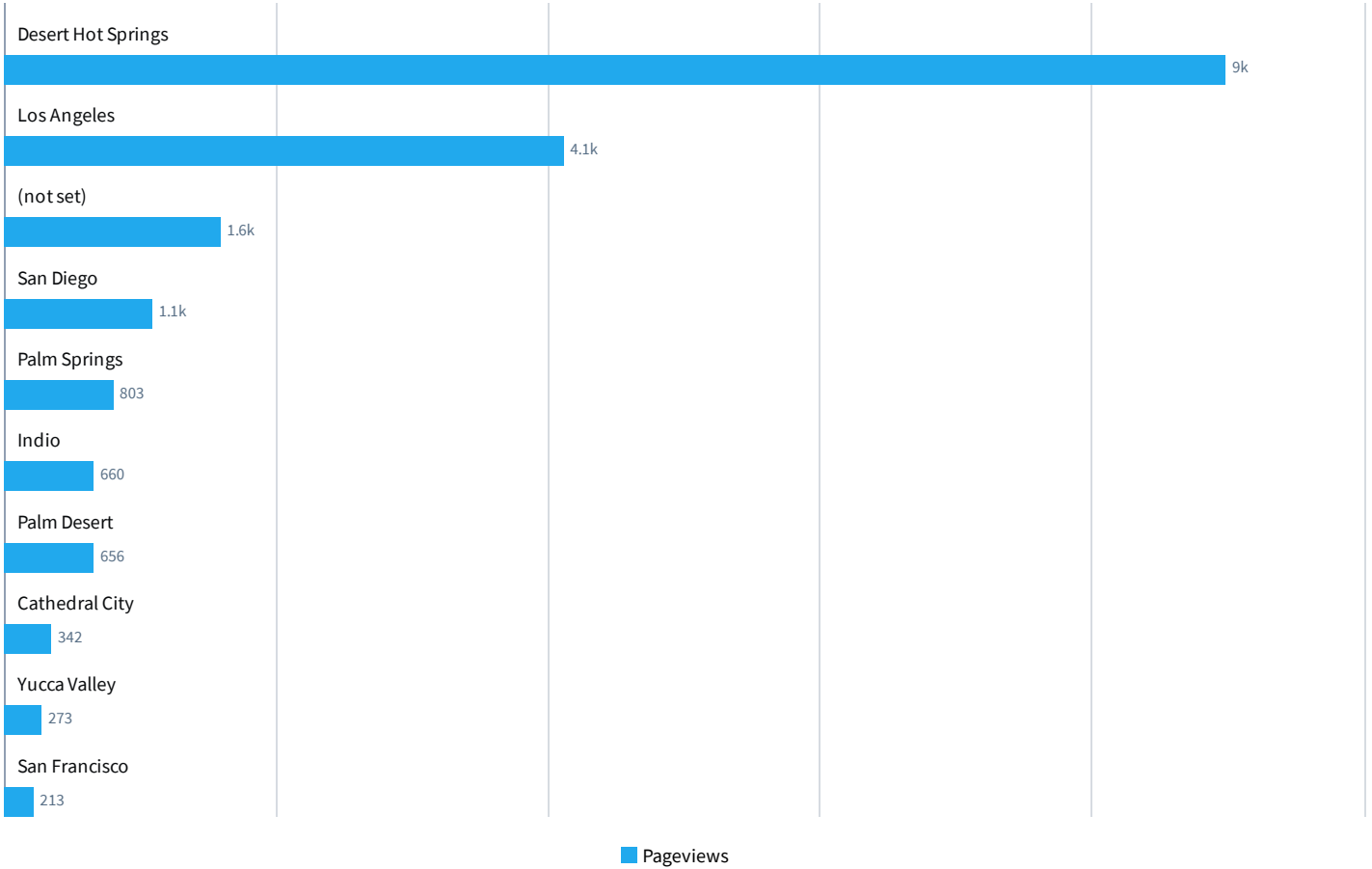
Page Title	Pageviews
Mission Springs Water District Home Page   Mission Springs Water District CA	7,641
New Customer Portal   Mission Springs Water District CA	4,613
Bill Pay Options   Mission Springs Water District CA	1,841
Rebates   Mission Springs Water District CA	1,496
Job Opportunities   Mission Springs Water District CA	1,308
Careers   Mission Springs Water District CA	614
Application for Water Service   Mission Springs Water District CA	549
Log in   Mission Springs Water District CA	495
Start/Stop Water Service   Mission Springs Water District CA	494
Employment Application   Mission Springs Water District CA	416
	25,110

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

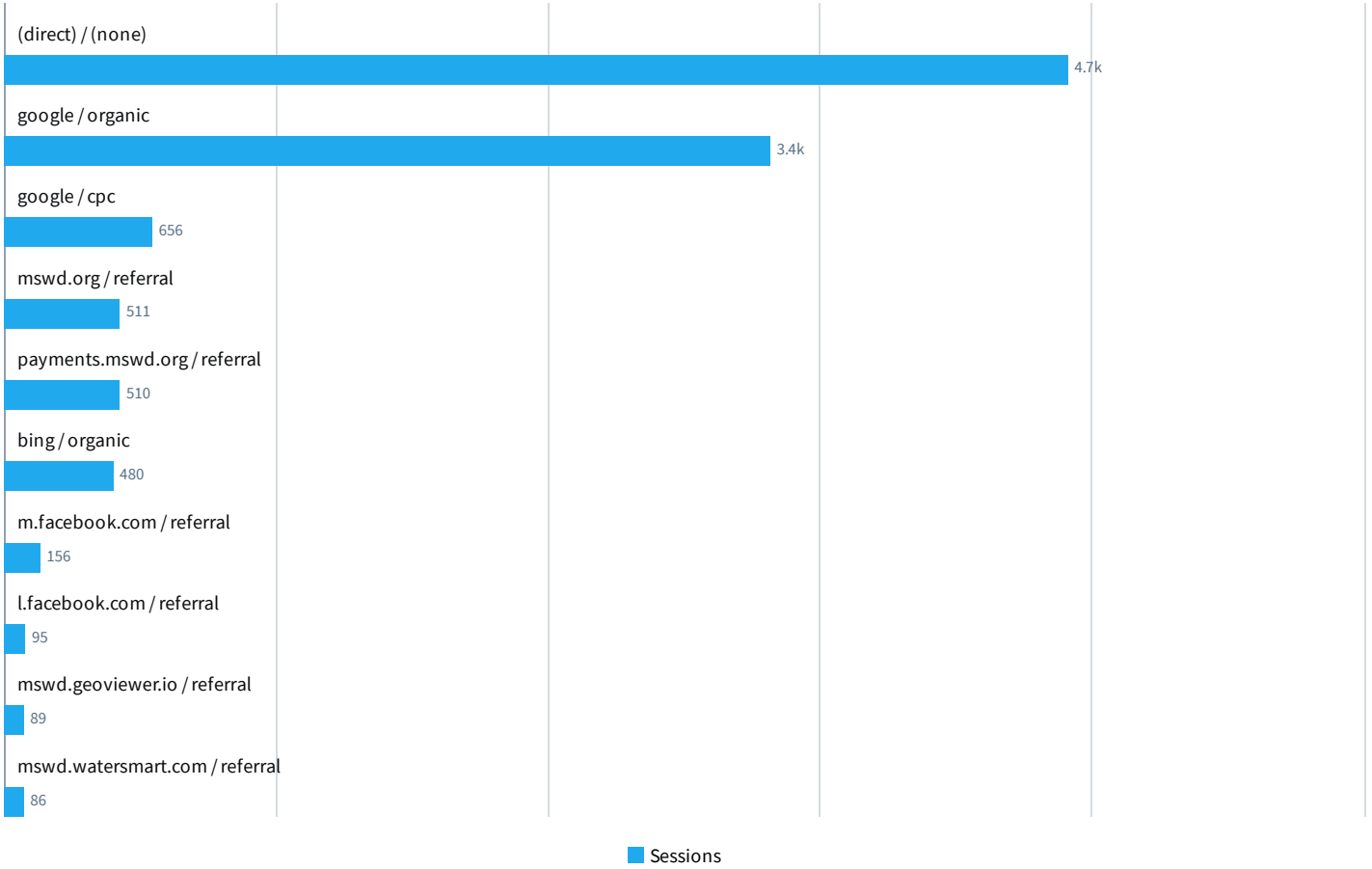


Item 29.

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



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



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

1m 46s

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

2.28

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

35.82%




# MSWD Social Analytics

May 2022

Mission Springs Water District Social Media Analytics

**Included in this Report**

 @MSWaterDistrict

 missionspringswaterdistrict

 Mission Springs Water District

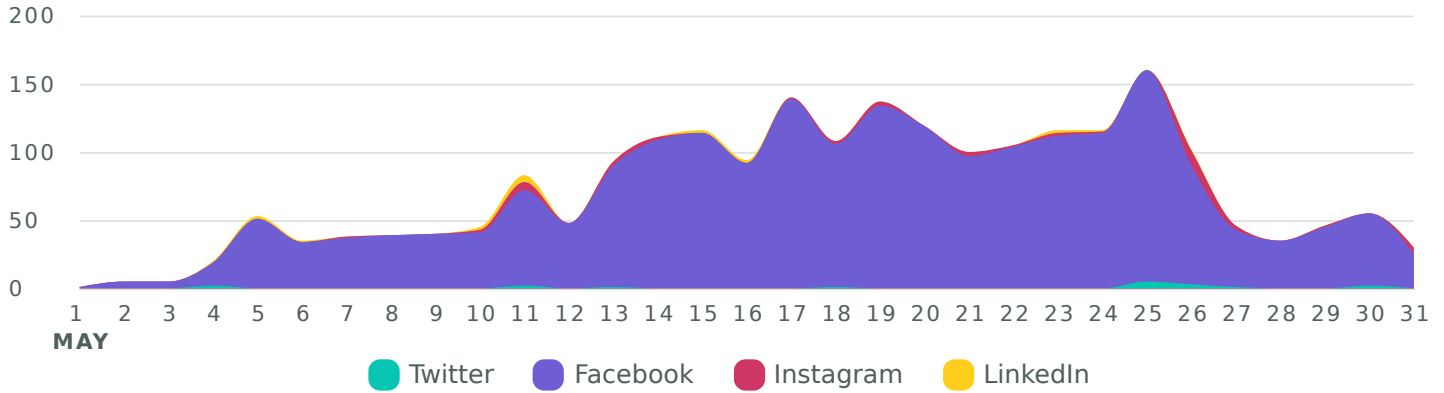
 Mission Springs Water District

## Cross-Network Engagement

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

Profile
Reporting Period
All Profiles
All Twitter Post Types

Engagements, by Day



Engagement Metrics	Totals	% Change
<b>Total Engagements</b>	<b>2,241</b>	<b>↘ 12.6%</b>
Twitter Engagements	17	↗ 142.9%
Facebook Engagements	2,158	↘ 12.7%
Instagram Engagements	47	↗ 17.5%
LinkedIn Engagements	19	↘ 56.8%
<b>Engagement Rate (per Impression)</b>	<b>1.1%</b>	<b>↘ 54.5%</b>

### Cross-Network Performance Summary

View your key profile performance metrics from the reporting period.

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

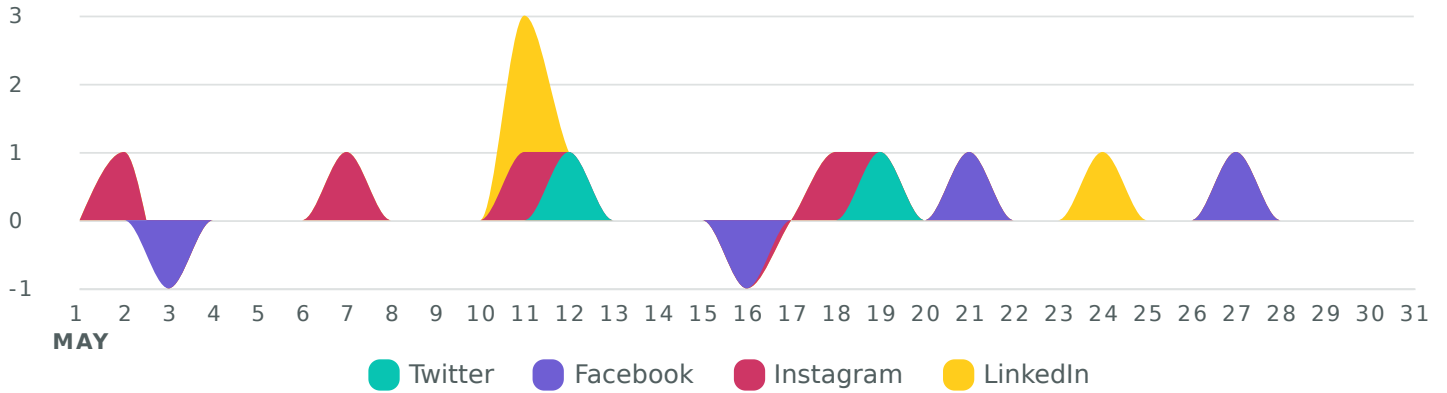
Impressions <b>200,553</b> ↗92.1%	Engagements <b>2,241</b> ↘12.6%	Post Link Clicks <b>372</b> ↗80.6%
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### Cross-Network Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
All Profiles
All Twitter Post Types

Net Audience Growth, by Day



Audience Metrics	Totals	% Change
<b>Total Audience</b>	<b>1,543</b>	<b>↗ 0.6%</b>
<b>Total Net Audience Growth</b>	<b>9</b>	<b>↘ 10%</b>
Twitter Net Follower Growth	2	↗ 100%
Facebook Net Page Likes	0	↘ 100%
Instagram Net Follower Growth	4	↗ 33.3%
LinkedIn Net Follower Growth	3	↘ 40%

### FACEBOOK



### Facebook Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

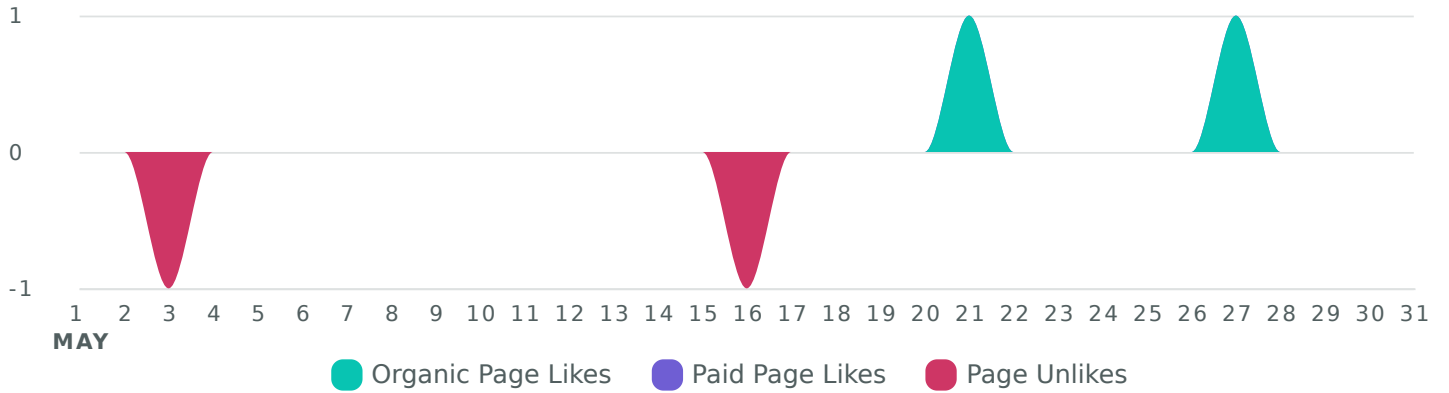
Impressions <b>196,231</b> ↗ 89.7%	Engagements <b>2,158</b> ↘ 12.7%	Post Link Clicks <b>358</b> ↗ 90.4%
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### Facebook Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
Mission Springs Water District

Net Page Likes Breakdown, by Day






Audience Metrics	Totals	% Change
<b>Fans</b>	<b>1,140</b>	<b>→0%</b>
<b>Net Page Likes</b>	<b>0</b>	<b>↘100%</b>
Organic Page Likes	2	↘50%
Paid Page Likes	0	→0%
Page Unlikes	2	↘33.3%

### Facebook Top Posts

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

📌 Post
📌 Lifetime
📌 Mission Springs Water District

Descending by Lifetime Engagements

Post	Total Engagements												
<p><b>Mission Spring...</b> Wed 5/25/2022 11:15 a...</p> <p>Protect our crews as they work hard to protect you! It is important to remember that...</p>  <table border="1"> <tr><td>Total Engagements</td><td>20</td></tr> <tr><td>Reactions</td><td>13</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Shares</td><td>2</td></tr> <tr><td>Post Link Clicks</td><td>—</td></tr> <tr><td>Other Post Clicks</td><td>5</td></tr> </table>	Total Engagements	20	Reactions	13	Comments	0	Shares	2	Post Link Clicks	—	Other Post Clicks	5	20
Total Engagements	20												
Reactions	13												
Comments	0												
Shares	2												
Post Link Clicks	—												
Other Post Clicks	5												
<p><b>Mission Spring...</b> Tue 5/10/2022 12:09 pm...</p> <p>The need for donated blood is LifeStream and we still have a code or follow the link to sign u</p>  <table border="1"> <tr><td>Total Engagements</td><td>18</td></tr> <tr><td>Reactions</td><td>8</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Shares</td><td>3</td></tr> <tr><td>Post Link Clicks</td><td>3</td></tr> <tr><td>Other Post Clicks</td><td>3</td></tr> </table>	Total Engagements	18	Reactions	8	Comments	1	Shares	3	Post Link Clicks	3	Other Post Clicks	3	18
Total Engagements	18												
Reactions	8												
Comments	1												
Shares	3												
Post Link Clicks	3												
Other Post Clicks	3												
<p><b>Mission Spring...</b> Thu 5/26/2022 12:07 p...</p> <p>Water your lawn and plants early in the morning or after the sun sets. This increases...</p>  <table border="1"> <tr><td>Total Engagements</td><td>11</td></tr> <tr><td>Reactions</td><td>7</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Shares</td><td>1</td></tr> <tr><td>Post Link Clicks</td><td>—</td></tr> <tr><td>Other Post Clicks</td><td>2</td></tr> </table>	Total Engagements	11	Reactions	7	Comments	1	Shares	1	Post Link Clicks	—	Other Post Clicks	2	11
Total Engagements	11												
Reactions	7												
Comments	1												
Shares	1												
Post Link Clicks	—												
Other Post Clicks	2												

### INSTAGRAM

### Instagram Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  missionspringswaterdistrict

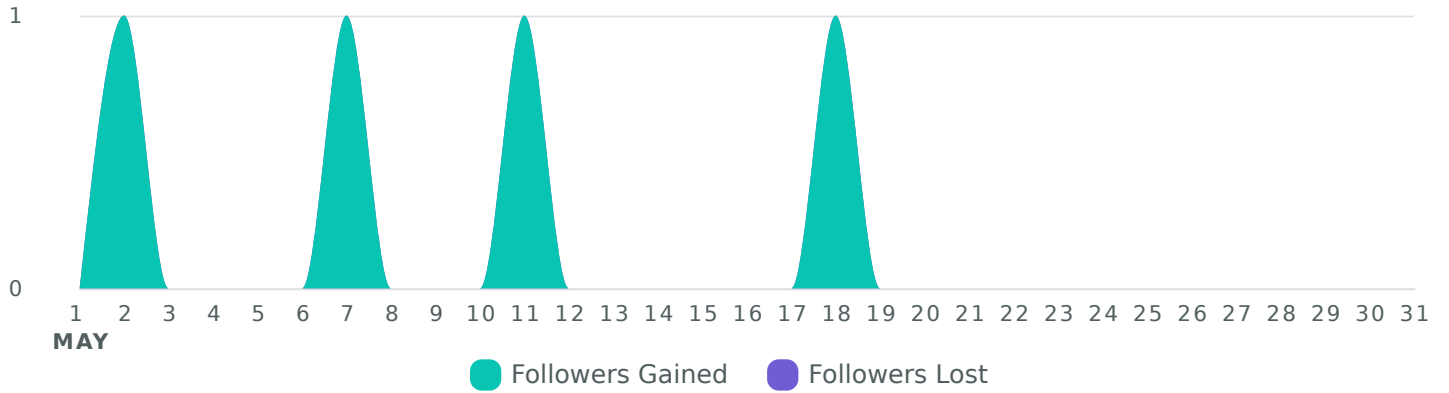
Impressions <b>3,765</b> ↗888.2%	Engagements <b>47</b> ↗17.5%	Profile Actions <b>0</b> →0%
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## Instagram Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
missionspringswaterdistrict

Net Follower Growth Breakdown, by Day












Audience Metrics	Totals	% Change
<b>Followers</b>	<b>223</b>	<b>↗ 1.8%</b>
<b>Net Follower Growth</b>	<b>4</b>	<b>↗ 33.3%</b>
Followers Gained	4	↘ 20%
Followers Lost	0	↘ 100%

### Instagram Top Posts & Stories

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

📌 Post
📌 Lifetime
📷 missionspringswaterdistrict

Descending by Lifetime Engagements

MSWD Logo	Instagram Icon	missionsprings...	Date & Time
		missionsprings...	Wed 5/25/2022 11:15 a...
<p>Protect our crews as they work hard to protect you! It is important to remember that...</p> 			
<b>Total Engagements</b>		<b>7</b>	
Likes		7	
Comments		0	
Saves		0	
		missionsprings...	Mon 5/23/2022 10:55 a...
<p>Temperatures are rising and summer is just around the corner, so pool safety is mo...</p> 			
<b>Total Engagements</b>		<b>5</b>	
Likes		5	
Comments		0	
Saves		0	
		missionsprings...	Wed 5/11/2022 11:06 a...
<p>Rain or shine, our crews work hard to provide the best service for you! Ensuring ou...</p> 			
<b>Total Engagements</b>		<b>5</b>	
Likes		5	
Comments		0	
Saves		0	

### TWITTER

## Twitter Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  @MSWaterDistrict  All Twitter Post Types

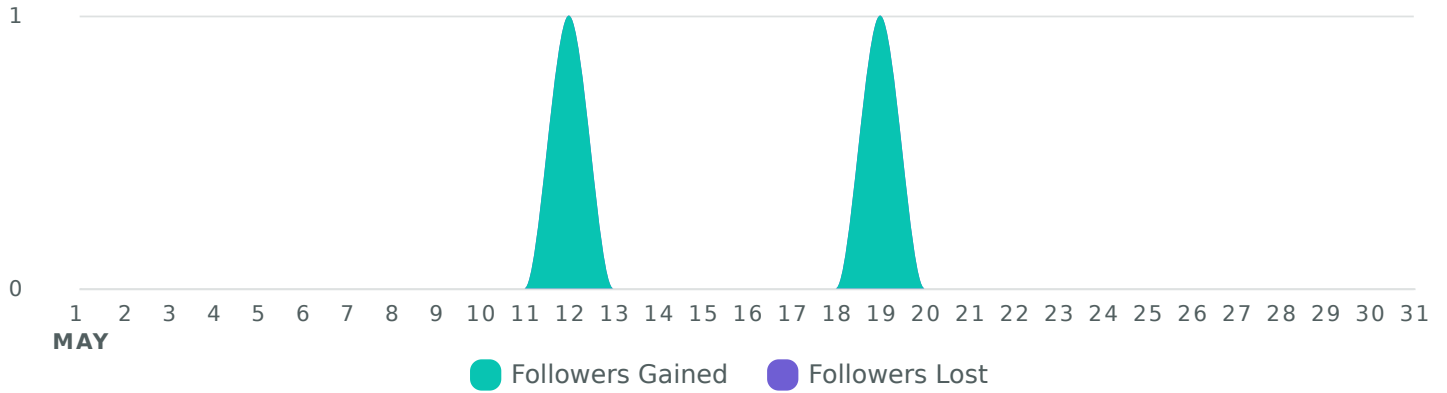
<p>Impressions</p> <p><b>364</b> ↗46.2%</p>	<p>Engagements</p> <p><b>17</b> ↗142.9%</p>	<p>Post Link Clicks</p> <p><b>5</b> ↗—</p>
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### Twitter Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
@MSWaterDistrict
All Twitter Post Types

Net Follower Growth Breakdown, by Day



Audience Metrics	Totals	% Change
<b>Followers</b>	<b>82</b>	<b>↗2.5%</b>
<b>Net Follower Growth</b>	<b>2</b>	<b>↗100%</b>
Followers Gained	2	↗100%
Followers Lost	0	→0%
<b>Following</b>	<b>100</b>	<b>→0%</b>

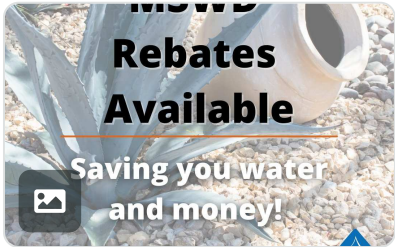




### Twitter Top Posts

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

Post
Lifetime
@MSWaterDistrict
All Twitter Post Types

Descending by Lifetime Engagements

Post	Date	Total Engagements
<p>Let's pass on the grass! Instead, you can reduce outdoor water usage by...</p> 	Mon 5/9/2022 3:13 pm ...	9
<p>Replace your old toilet and you'll be flush with cash! MSWD's Toilet Rebate Progr...</p> 	Fri 5/27/2022 3:11 pm UTC	6
<p>There's nothing like a cool glass of MSWD's award-winning tap water to make...</p> 	Tue 5/31/2022 5:45 pm ...	1

Engagement Type	Post 1 (5/9/2022)	Post 2 (5/27/2022)	Post 3 (5/31/2022)
Total Engagements	9	6	1
Likes	1	1	1
Comments	0	0	0
Shares	0	0	0
Post Link Clicks	3	4	—
Other Post Clicks	5	1	0
Other Engagements	0	0	0

## LINKEDIN

### LinkedIn Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

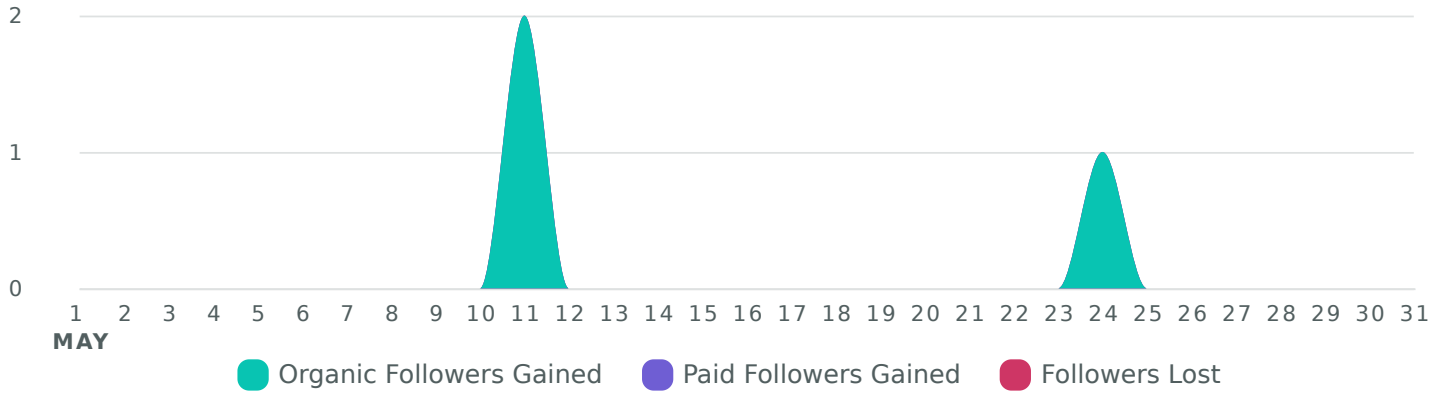
Impressions <b>193</b> ↘ 35.9%	Engagements <b>19</b> ↘ 56.8%	Post Clicks (All) <b>9</b> ↘ 50%
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## LinkedIn Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
Mission Springs Water District

Net Follower Growth Breakdown, by Day






Audience Metrics	Totals	% Change
<b>Followers</b>	<b>98</b>	<b>↗3.2%</b>
<b>Net Follower Growth</b>	<b>3</b>	<b>↘40%</b>
Organic Followers Gained	3	↘40%
Paid Followers Gained	0	→0%
Followers Lost	0	→0%

### LinkedIn Top Posts

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

🚩 Post
🚩 Lifetime
in Mission Springs Water District

Descending by Lifetime Engagements

Post Preview	Total Engagements
<p><b>MSWD</b> <b>in Mission Spring...</b> Mon 5/9/2022 11:34 pm ...</p> <p>Join the #MSWD team! We are looking for an entry-level Field Operations Technician I to...</p> 	<p><b>7</b></p> <hr/> <p>Reactions <b>2</b></p> <hr/> <p>Comments <b>0</b></p> <hr/> <p>Shares <b>1</b></p> <hr/> <p>Post Link Clicks <b>4</b></p>
<p><b>MSWD</b> <b>in Mission Spring...</b> Wed 5/4/2022 6:13 pm ...</p> <p>Let's raise a glass to toast National Drinking Water Week! To maintain reliable service...</p> 	<p><b>7</b></p> <hr/> <p>Reactions <b>3</b></p> <hr/> <p>Comments <b>0</b></p> <hr/> <p>Shares <b>1</b></p> <hr/> <p>Post Link Clicks <b>3</b></p>
<p><b>MSWD</b> <b>in Mission Spring...</b> Mon 5/23/2022 6:12 pm ...</p> <p>Temperatures are rising and summer is just around the corner, so pool safety is mo...</p> 	<p><b>3</b></p> <hr/> <p>Reactions <b>2</b></p> <hr/> <p>Comments <b>0</b></p> <hr/> <p>Shares <b>1</b></p> <hr/> <p>Post Link Clicks <b>0</b></p>