



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION AGENDA

Thursday, December 15, 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. SWEARING IN OF NEW BOARD MEMBERS

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 2022-30 - 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 DECEMBER 23, 2022 – JANUARY 22, 2023, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

It is recommended to approve Resolution 2022-30, continuing teleconferencing meetings for the period of December 23, 2022 - January 22, 2023.

- 8. RESOLUTION NO. 2022-31 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT RECOMMENDING APPROVAL OF A NOTICE OF EXEMPTION DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES FOR THE SUPPLEMENTAL ENVIRONMENTAL PROJECT**

It is recommended to adopt Resolution No. 2022-31, recommending approval of a Notice of Exemption determination under the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15300 for the Supplemental Environmental Project and direct the General Manager to sign the attached Notice of Exemption and file same with the Riverside County Clerk.

- 9. RESOLUTION 2022-32 - AMENDING RESOLUTION NO. 2022-17; REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

It is recommended to adopt Resolution No. 2022-32 providing for the revisions to Mission Springs Water District Personnel Rules and Regulations.

- 10. ANNUAL REPORT OF CAPACITY FEES AND RELATED CAPITAL EXPENDITURES**

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

- 11. ELECTION OF MSWD BOARD OFFICERS FOR 2023**

**DISCUSSION ITEMS**

- 12. MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

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

- 14. ENERGY CONSERVATION AND EFFICIENCY SERVICES PLAN – ENGIE SERVICES U.S.**

**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.*

- 15. APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

November 17, 2022 - Study Session

November 21, 2022 - Board Meeting

**16. REGISTER OF DEMANDS**

The register of demands totaling \$857,374.50

**17. 2023 BOARD OF DIRECTORS MEETING SCHEDULE**

**REPORTS**

**18. DIRECTOR'S REPORTS**

**19. GENERAL MANAGER'S REPORT**

Included in the General Manager's report is the following oral reports:

- A. Financial Report
- B. Public Affairs Update

**COMMENTS**

**20. DISTRICT COUNSEL COMMENTS**

**21. DIRECTOR COMMENTS**

**22. 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 December 12, 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):** DECEMBER 15 & 19, 2022

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



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## HUMAN RESOURCES REPORT

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

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**NEW HIRES**

None

**ANNIVERSARIES**

Amanda Lucas	Administrative Assistant	6 Years
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**PROMOTIONS**

None

**CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS**

None

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** DECEMBER 15 & 19, 2022

**FROM:** LEGAL COUNSEL

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




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## RESOLUTION 2022-30

**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 DECEMBER 23, 2022 – JANUARY 22, 2023, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

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### STAFF RECOMMENDATION

It is recommended to approve Resolution 2022-30, continuing abbreviated teleconferencing procedures for meetings of legislative bodies of the District, on a month-to-month basis, for the period of December 23, 2022, through January 22, 2023.

### 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 are 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.

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 September 20, 2022, the requirement that unvaccinated individuals mask in indoor public settings will shift from a strong recommendation for the general population, in all indoor settings at all times to the use of CDC Community Levels to help inform masking recommendations, which is consistent with August 11th CDC updated recommendations
- Aligns **correctional facilities** with current CDC recommendations (CDC updated guidance on May 3rd) which notes that correctional facilities may make masks optional when CDC community levels are low.
- Aligns recommendations for **homeless shelters, emergency shelters and cooling centers** to the above recommendation for correctional facilities, i.e., also shifts from requirements to masking recommendations in these settings when CDC community levels are low
- Updated guidance is effective September 23, 2022.
- Universal masking shall remain required in specified high-risk settings.

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

### **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 2022-30

**RESOLUTION NO. 2022-30****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 OF DECEMBER 23, 2022 – JANUARY 22, 2023, 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. 2022-27 on November 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) January 22, 2023, 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 December 2022, by the following vote:

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

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

ATTEST:

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

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** DECEMBER 15 & 19, 2022

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

**FOR:** ACTION   X                        DIRECTION                             INFORMATION       




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## RESOLUTION 2022-31 RECOMMENDING APPROVAL OF A NOTICE OF EXEMPTION DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR THE SUPPLEMENTAL ENVIRONMENTAL PROJECT

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### STAFF RECOMMENDATION

Adopt Resolution No. 2022-31, recommending approval of a Notice of Exemption determination under the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15300 for the Supplemental Environmental Project and direct the General Manager to sign the attached Notice of Exemption and file same with the Riverside County Clerk.

### SUMMARY

Pursuant to a settlement of an enforcement action with the Colorado River Basin Water Board, a proposal by Mission Springs Water District (MSWD) to develop and complete a Supplemental Environmental Project (SEP) was recently approved. The proposed SEP will be funded by MSWD to provide funding to construct private sanitary service laterals from MSWD sanitary sewers located in public rights-of-way to the on-site sewer plumbing and abandon septic systems located on private property, thus enhancing groundwater quality protection by removing known point sources of groundwater degradation in high-density economically disadvantaged areas.

Staff estimates that 21 properties can be benefited by this project, and depending upon the construction bids received, the number of properties connected will be adjusted to maximize the available monies. Presently, staff is developing the project plans, specifications and completing the necessary environmental clearances.

Staff has requested Tom Dodson & Associates (currently on an 'On Call' contract) to complete the necessary environmental compliance and exemptions pursuant to the California Environmental Quality Act for the project. Staff has requested Tom Dodson & Associates (TDA) to evaluate the basis for the District to adopt a Categorical Exemption in compliance with CEQA and to prepare and file a Notice of Exemption. After review by TDA, the project is determined to qualify for a Categorical Exemption under the California Environmental Quality Act Guidelines pursuant to Section 15304, Replacement or Reconstruction.

### ANALYSIS

Based on the review and determination by TDA, Staff finds that the Project is exempt from review under the CEQA and recommends approval of the Notice of Exemption.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The adoption of the resolution approving the Notice of Exemption has no fiscal impact.

### ATTACHMENTS

Resolution 2022-31  
Notice of Exemption Form

**RESOLUTION NO. 2022-31**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT RECOMMENDING APPROVAL OF A NOTICE OF EXEMPTION DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES FOR THE SUPPLEMENTAL ENVIRONMENTAL PROJECT**

**WHEREAS**, the Mission Springs Water District’s consultant, Tom Dodson & Associates, has reviewed the Supplemental Environmental Project (“Project”) and it is determined to qualify for a Categorical Exemption under the California Environmental Quality Act Guidelines pursuant to Section 15300 – *A list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provision of CEQA.; specifically Section 15304, minor public or private alterations in the conditions of land, water, and/or vegetation which do not involve removal of healthy, mature scenic trees....(f) Minor trenching and backfilling where the surface is restored; and*

**WHEREAS**, a Notice of Exemption has been prepared for the Project.

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

Section 1. Based on the review and determination of the Mission Springs Water District’s consultant, Tom Dodson & Associates, the Mission Springs Water District finds that the Project is exempt from review under the California Environmental Quality Act.

Section 2. A Notice of Exemption is recommended for approval for the Project.

Section 3. Upon approval of the Project by the Board of Directors of the Mission Springs Water District, District Staff may file the Notice of Exemption with the Riverside County Clerk and, if the Project requires a discretionary approval from any state agency, with the State Office of Planning and Research, State Clearinghouse, pursuant to the provisions of Section 21152(b) of the Public Resources Code and the State EIR Guidelines adopted pursuant thereto.

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

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

ATTEST:

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

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

### NOTICE OF EXEMPTION

**To:** County of Riverside  
County Clerk-Recorder  
2724 Gateway Drive  
Riverside, CA 92507

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

**Project Title:** MSWD Private Septic-System Closure and Connection to the MSWD Collection System Project (Supplemental Environmental Project (SEP))

**Project Location:** The private septic-system closure area is located in core residential areas of the City of Desert Hot Springs. This core area occurs in the general vicinity of Pierson Boulevard and Palm Drive intersection in Desert Hot Springs.

**Project Location - City:** City of Desert Hot Springs

**Project Location - County:** Riverside County

**Description of Nature, Purpose, and Beneficiaries of the Project:** The purpose of the proposed MSWD Private Septic-System Closure and Connection to the MSWD Collection System Project is to remove a source of groundwater pollution and maintain the overall quality of the local groundwater aquifer. An estimated 21 residences are proposed to undergo the closure of the septic system and connection to the wastewater collection system by installing a lateral on the private property. All of the above proposed activities will occur within the footprint of existing disturbed areas at the residences.

**Name of Public Agency Approving Project:** Mission Springs Water District

**Name of Person or Agency Carrying Out Project:** Mission Springs Water District

**Exempt Status:** (Check One)

- Ministerial (Sections 21080(b)(1); 15268)
- Declared Emergency (Sections 21080(b)(3); 15269(a))
- Emergency Project (Sections 21080(b)(4); 15269)
- Categorical Exemption (Sections 21084; 15304(f))

**Reasons why project is exempt:** The State CEQA Guidelines provide a series of Categorical Exemptions for projects that have been deemed to have minimal impacts on the environment. The proposed installation of the MSWD Private Septic-System Closure and Connection to the MSWD Collection System Project in the City of Desert Hot Springs has been determined to have no potential to cause significant adverse effects on the environment and will ensure the current degradation of the aquifer is eliminated. Categorical Exemption Class 4 exempts "minor public or private alterations in the conditions of land, water, and/or vegetation which do not involve removal of healthy, mature scenic trees...(f) Minor trenching and backfilling where the surface is restored." The exceptions to the issuance of Categorical Exemptions have been evaluated for the proposed project activities. The proposed installation and operation of the MSWD Private Septic-System Closure and Connection to the MSWD Collection System Project has been determined not to have a potential to cause significant adverse environmental effects as a result of any of the exceptions. Therefore, this proposed action is not forecast to cause any potential for significant adverse environmental impacts and qualifies with the requirements for Class 4(f) exemption.

**Lead Agency**

**Contact Person:** Arden Wallum Telephone: (760) 329-6448

Signature: \_\_\_\_\_ Title: General Manager Date: \_\_\_\_\_

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** DECEMBER 15 & 19, 2022

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

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




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**RESOLUTION NO. 2022-32  
AMENDING RESOLUTION NO. 2022-17; REVISION TO MISSION  
SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

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**STAFF RECOMMENDATION**

Adopt Resolution No. 2022-32 amending Resolution No. 2022-17; updating Mission Springs Water District Personnel Rules and Regulations.

**SUMMARY**

The MSWD Personnel Rules and Regulations (aka Employee Handbook) provides guidance and information related to the District’s policies, procedures, and benefits in a written format.

The Employee Handbook was most recently updated in July 2022. On July 18, 2022, the MSWD Board of Directors (Board) adopted Resolutions No. 2022-17, which rescinded all previous resolutions related to personnel policies and regulations and replaced in its entirety the MSWD Personnel Rules and Regulations.

In order to ensure that the District is in full compliance with laws implemented by state and federal agencies, the District’s Human Resources Manager and the District Counsel regularly review and revise the personnel rules and regulations. The revised MSWD Personnel Rules and Regulations includes updates to existing policies to comply with the law or to clarify policy language.

Exhibit “A” outlines the updates to the MSWD Personnel Rules and Regulations. The updated MSWD Personnel Rules and Regulations is in conformance with all required California and federal employment laws.

**FISCAL IMPACT**

None

**ATTACHMENTS**

Resolution No. 2022-32

Exhibit “A” – Revisions to Personnel Rules and Regulations

**RESOLUTION NO. 2022-32**

**A RESOLUTION TO THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT AMENDING RESOLUTION 2022-17, REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

**WHEREAS**, on July 18, 2022, the Board of Directors of Mission Springs Water District (“Board of Directors”) adopted Resolution No. 2022-17 and

**WHEREAS**, this Resolution shall amend Resolution No. 2022-17, and

**WHEREAS**, other minor revisions to the Personnel Rules and Regulations are required for consistency and clarity, and

**WHEREAS**, in order to ensure that the District is in full compliance with all required California and federal employment laws it is necessary to regularly update the District’s personnel rules and regulations, and

**WHEREAS**, to the extent the provisions of this Resolutions conflict with any other order, policy, resolution, or ordinance of Mission Springs Water District, the provisions of this Resolutions shall control, and

**WHEREAS**, updates to the Mission Springs Water District Personnel Rules and Regulations has been submitted to the Board of Directors for consideration and action,

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of Mission Springs Water District, that the revisions shown in Exhibit A are duly adopted and incorporated into the Mission Springs Water District Personnel Rules and Regulations as of January 1, 2023; and

**BE IT FURTHER RESOLVED**, by the Board of Directors that the District hereby adopts the changes to the Mission Springs Water District Personnel Rules and Regulations as described in Exhibit “A” attached hereto as of January 1, 2023.

**ADOPTED** this \_\_\_\_ day of December, 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

**Exhibit A**

Below represents the changes made to the Mission Springs Water District Personnel Rules and Regulations:

Rule 7.C. Workers' Compensation Disclaimer Notice – Revised.

An employee's workers' compensation absence and Family Medical Leave entitlement **will** run concurrently when the work-related injury or illness is one that meets the criteria for “serious health condition” under the Family Medical Leave.

Rule 12.A.2. Promotion – Revised.

Upon promotion **or reclassification**, a new anniversary date shall be established for purposes of performance evaluation, eligibility for future step increases; as of the effective date of the promotion. **Upon reclassification, the General Manager will determine whether the employee in the newly reclassified position will need to serve a new probationary period.**

Rule 19.D.3. Travel Expenses: Meals – Revised.

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. Actual meal costs will be reimbursed up to the rates specified **by the in the Internal Revenue Service Guidelines (see Publication 1542 at [www.irs.gov/per diem](http://www.irs.gov/per diem)) U.S. General Services Administration (GSA). Meal costs exceeding GSA guidelines will be at the employee's own expense.** Any amount spent on meals above and beyond rates established by the GSA will be the sole responsibility of the employee.

Rule 22.D.5. Compensatory Time – Revised.

Nonexempt employees may elect to accumulate compensatory time in lieu of overtime pay. Compensatory time will be calculated at the rate of one and one-half (1.5) hours of compensatory time for every hour of overtime worked. **Once compensatory time has been converted from overtime at one and one-half (1.5) hours, it will be treated as regular pay when used and will be paid out at the employee's regular rate of pay.**

Rule 26. Sick Leave – Revised.

- A. Eligibility An employee qualifies to accrue paid sick leave under this policy upon the start of the employee's employment. In addition, employees may take paid sick leave accrued under this policy if they have worked for the District **as a regular employee** for at least 90 calendar days.



## B. Leave Usage

Additionally, employees may use the first three sick days available to them each year to care for a “designated person” so long as the employee identifies that person at the time of requesting sick leave. The “designated person” does not have to be related to the employee by blood or have an association with the employee that is the equivalent of a family relationship. Employees may only care for a “designated person” once per 12-month period.

### Rule 27.B.2. Permissible Uses – Revised.

Family care and medical leave may be requested for (1) the birth or adoption of an employee's child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling, or (4) an employee's own serious health condition. Pursuant to California Government Code section 12945.2, “child” includes biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis; and “parent” includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. Additionally, employees may take leave under the CFRA to care for a “designated person” who is an individual related to the employee by blood or whose association with the employee is equivalent to a family relationship. Employees taking leave under the CFRA to care for a “designated person” must identify the “designated person” at the time of requesting the leave. Employees are limited to take leave to care for one “designated person” per 12-month period.

### Rule 27.E. Other Leaves: Bereavement Leave – Revised.

~~When a full-time regular or probationary employee is~~ Employees who have been employed with the District for at least 30 days and who are compelled to be absent from work because of the death of the employee's parent, including biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child, ~~step-parent,~~ grandparent, sibling, sister-or brother-in-law, spouse, registered domestic partner, child of any age, including biological, adopted, or foster child or stepchild, a legal ward, or a child of an employee or the employee's registered domestic partner, or a person to whom the employee stands in loco parentis, or ~~legal dependent,~~ grandchild, ~~or a parent or child of a spouse or domestic partner,~~ the employee may ~~upon approval of the Appointing Authority,~~ take up to five (5) days ~~paid~~ leave ~~during a fiscal year, provided the employee has accrued at least eighteen (18) hours unused sick leave,~~ to attend the funeral or memorial services. The five (5) day ~~paid~~ leave shall be as follows:

1. Employees are allowed a maximum of three (3) days ~~paid~~ bereavement leave.
2. If the employee has accrued at least eighteen (18) hours of unused sick leave, the employee may substitute two (2) paid sick leave days for any unpaid portion of bereavement

leave, and the two (2) days will be deducted from accrued leave entitlement OR employees may take an additional two (2) unpaid bereavement days if the employee does not have enough accrued sick leave.

3. Additional time off may be granted by the General Manager.

The District reserves the right to request documentation of the death of the family member, including a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. If requested, the documentation must be provided within thirty days of the first day of bereavement leave. The District will maintain the confidentiality of any employee who requests bereavement leave under this policy.

Rule 29.A.1. Probationary Employees/New Appointments – Revised.

Failure to provide a probationary employee with a probationary performance evaluation shall not preclude the rejection of such employee during his/her probationary period. The District strives for probationary periods lasting a year. However, there will be instances in which a probationary period last longer. Probationary period ends when the supervisor takes affirmative steps to release the employee from probation. If a supervisor does not release an employee from probation, the probationary period will continue.

Rule 39. Education and Certification Incentive Pay – Revised.

B. Certification

c. ~~Wastewater employees who maintain their commercial driver’s license: an additional two and one half percent (2 ½ %).~~

Field employees who voluntarily maintain a commercial driver’s license that is not ordinarily required as part of their job duties for the District will be entitled to an additional two and one half percent (2 ½ %).

D. Eligibility– Added.

c. Employees who maintain their commercial driver’s license will be placed in the DOT random drug testing program.

F. Exceptions – Added.

b) Temporary, part-time, seasonal, emergency, student or provisional appointments are not eligible for incentive pay.

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** DECEMBER 15 & 19, 2022

**FROM:** ARTURO CEJA

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




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## ANNUAL REPORT OF CAPACITY FEES AND RELATED CAPITAL EXPENDITURES

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### STAFF RECOMMENDATION

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

### SUMMARY

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

### ANALYSIS

Since January 1989, the District has collected \$23,210,168 of water capacity fees and expended \$41,923,639 on qualifying projects. Since 1989, the District has collected \$19,799,198 of sewer capacity fees and expended \$36,591,077 on qualifying projects.

### FISCAL IMPACT

None

### ATTACHMENTS

Connection Fees Summary – Water

Connection Fees Summary – Sewer

**MISSION SPRINGS WATER DISTRICT  
WATER DISTRICT  
CONNECTION FEE SUMMARY**

<u>FISCAL YEAR ENDING JUNE 30.</u>	<u>BEGINNING BALANCE</u>	<u>CONNECTION FEES COLLECTED</u>	<u>CAPITAL EXPENDITURES</u>	<u>INTEREST EARNED</u>	<u>ENDING BALANCE</u>
1989	0	291,357	(1,315,290)	0	(1,023,933)
1990	(1,023,933)	707,740	(6,282,023)	0	(6,598,216)
1991	(6,598,216)	535,450	(1,010,898)	0	(7,073,664)
1992	(7,073,664)	659,550	(32,377)	0	(6,446,491)
1993	(6,446,491)	555,839	(3,379,162)	0	(9,269,814)
1994	(9,269,814)	424,693	(17,617)	0	(8,862,738)
1995	(8,862,738)	202,514	(385,684)	0	(9,045,908)
1996	(9,045,908)	205,284	(567,173)	0	(9,407,797)
1997	(9,407,797)	112,318	(372,909)	0	(9,668,388)
1998	(9,668,388)	302,489	(433,919)	0	(9,799,818)
1999	(9,799,818)	82,322	(1,063,006)	0	(10,780,502)
2000	(10,780,502)	148,612	(248,576)	0	(10,880,466)
2001	(10,880,466)	139,917	(98,389)	0	(10,838,938)
2002	(10,838,938)	378,476	(1,664,485)	0	(12,124,947)
2003	(12,124,947)	1,022,171	(1,664,313)	0	(12,767,089)
2004	(12,767,089)	2,483,871	(296,099)	0	(10,579,317)
2005	(10,579,317)	4,631,651	(909,065)	0	(6,856,731)
2006	(6,856,731)	3,557,626	(9,189,925)	0	(12,489,030)
2007	(12,489,030)	1,676,665	(1,339,397)	0	(12,151,762)
2008	(12,151,762)	240,944	(1,404,631)	0	(13,315,449)
2009	(13,315,449)	285,354	(5,211,199)	0	(18,241,294)
2010	(18,241,294)	359,728	(1,782,695)	0	(19,664,261)
2011	(19,664,261)	254,079	(325,142)	0	(19,735,325)
2012	(19,735,325)	142,810	(355,801)	0	(19,948,315)
2013	(19,948,315)	63,904	(681,533)	0	(20,565,944)
2014	(20,565,944)	79,880	(380,002)	0	(20,866,066)
2015	(20,866,066)	182,826	(103,891)	0	(20,787,131)
2016	(20,787,131)	246,430	(81,958)	0	(20,622,659)
2017	(20,622,659)	394,957	0	0	(20,227,702)
2018	(20,227,702)	544,395	0	0	(19,683,307)
2019	(19,683,307)	547,625	(68,552)	0	(19,204,234)
2020	(19,204,234)	515,169	(177,060)	0	(18,866,125)
2021	(18,866,125)	560,063	(758,662)	0	(19,064,724)
2022	(19,064,724)	673,459	(322,206)	0	(18,713,471)
<b>TOTALS</b>		<b>23,210,168</b>	<b>(41,923,639)</b>	<b>0</b>	<b>(18,713,471)</b>

**MISSION SPRINGS WATER DISTRICT  
SEWER DISTRICT  
CONNECTION FEE SUMMARY**

FISCAL YEAR ENDING JUNE 30,	BEGINNING BALANCE	CONNECTION FEES COLLECTED	CAPITAL EXPENDITURES	INTEREST EARNED	ENDING BALANCE
1989	0	95,555	(97,152)	0	(1,597)
1990	(1,597)	91,230	(209,911)	0	(120,278)
1991	(120,278)	104,902	(14,189)	0	(29,565)
1992	(29,565)	214,062	(374,563)	0	(190,066)
1993	(190,066)	197,322	(1,682,235)	0	(1,674,979)
1994	(1,674,979)	196,760	(48,381)	0	(1,526,600)
1995	(1,526,600)	89,037	(8,175)	0	(1,445,738)
1996	(1,445,738)	189,138	(326,095)	0	(1,582,695)
1997	(1,582,695)	159,024	(671,368)	0	(2,095,039)
1998	(2,095,039)	294,084	(132,602)	0	(1,933,557)
1999	(1,933,557)	248,898	(141,319)	0	(1,825,978)
2000	(1,825,978)	217,838	(156,352)	0	(1,764,492)
2001	(1,764,492)	65,885	(387,494)	0	(2,086,101)
2002	(2,086,101)	848,371	(1,108,307)	0	(2,346,037)
2003	(2,346,037)	594,617	(9,195,293)	0	(10,946,713)
2004	(10,946,713)	2,532,502	(167,116)	0	(8,581,327)
2005	(8,581,327)	2,018,676	(1,437,624)	0	(8,000,275)
2006	(8,000,275)	1,303,777	(10,774,463)	0	(17,470,961)
2007	(17,470,961)	1,873,601	(1,720,261)	0	(17,317,621)
2008	(17,317,621)	1,554,861	(827,701)	0	(16,590,461)
2009	(16,590,461)	65,660	(612,170)	0	(17,136,971)
2010	(17,136,971)	122,030	(76,243)	0	(17,091,184)
2011	(17,091,184)	164,610	(34,850)	0	(16,961,424)
2012	(16,961,424)	61,280	(261,637)	0	(17,161,781)
2013	(17,161,781)	3,161,599	(1,405,790)	0	(15,405,971)
2014	(15,405,971)	717,840	(153,001)	0	(14,841,132)
2015	(14,841,132)	61,350	(265,984)	0	(15,045,766)
2016	(15,045,766)	61,350	(191,977)	0	(15,176,393)
2017	(15,176,393)	1,773,159	(161,475)	0	(13,564,709)
2018	(13,564,709)	176,240	(477,932)	0	(13,866,402)
2019	(13,866,402)	28,590	(1,441,641)	0	(15,279,453)
2020	(15,279,453)	62,170	(705,967)	0	(15,923,249)
2021	(15,923,249)	174,740	(1,013,388)	0	(16,761,897)
2022	(16,761,897)	278,440	(308,422)	0	(16,791,879)
<b>TOTALS</b>		<b>19,799,198</b>	<b>(36,591,077)</b>	<b>0</b>	<b>(16,791,879)</b>

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** DECEMBER 15 & 19, 2022

**FROM:** DORI PETEE – EXECUTIVE ASSISTANT

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




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## ELECTION OF MSWD BOARD OFFICERS FOR 2023

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### STAFF RECOMMENDATION

Proceed with the election of officers in the following order:

- President
- Vice President

### SUMMARY

At the Regular December Board meeting of each year, a new President and Vice President are elected for the coming year.

At the pleasure of the sitting President, the Clerk/Secretary may be asked to facilitate the process of calling for nominations. There is no second required for a given nomination.

After all nominations are received, the secretary will take a roll call vote for each name put forth in turn. The President will be indicated by the highest number of votes, but not less than a majority.

After the President is elected, he/she will then commence with or cause the Secretary to commence with the election of Vice President in the same manner.

Newly elected positions will take effect January 1, 2023.

### ANALYSIS

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

### FISCAL IMPACT

No fiscal impact

### ATTACHMENTS

MSWD Board Handbook  
Election of Chair procedure



**Mission Springs Water District**  
**Board of Directors Handbook**

Adopted by Resolution No. 2020-02

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## **SECTION 1 - INTRODUCTION**

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

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

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

## **SECTION 2 – EXECUTIVE SUMMARY**

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

### **Section 2.01 - Board Best Practices**

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

## **SECTION 3 – CULTURE: VISION AND CORE VALUES**

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

### **Section 3.01 –Vision**

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

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

### **Section 3.02 – Core Values**

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

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

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

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

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

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

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

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

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

### **Section 4.01 - Authority**

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

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

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

#### **Section 4.02 – Responsibilities of Office**

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

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

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

#### **Section 4.03 – Role of the Board**

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

The Board has three (3) major responsibilities:

1. Promote the best interests of the District's customers by establishing policies that support the Board's vision and core values for the District and by ensuring the implementation of those policies. Policies include the governing principles, plans, and approved actions of the organization. Policy-making is the process of visionary planning and should reflect the broadest possible principles and provide parameters within which staff can operate. Policy-making sets the overall direction for the District.
2. Assure the fiscal health of the District. The Board establishes policies that ensure fiscal stability and the effective use of funds. In order to achieve this, each fiscal year the Board adopts a budget covering the anticipated revenues and expenditures of the District. Additionally, the Board annually adopts and monitors cash reserves and investment policies.
3. Hire a General Manager to manage the day-to-day operations of the District. The Board holds the General Manager accountable for the effective operational management of the District. It also has a responsibility to properly evaluate the General Manager on an annual basis.

#### **Section 4.04 – Best Practices General Guidelines**

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

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

### **Section 5.01 - President of the Board**

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

### **Section 5.02 - Vice-President of the Board**

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

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

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

### **Section 6.01 – Principles of Behavior and Performance Expectations**

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



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

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

## **SECTION 7 – BOARD OF DIRECTORS’ INTERACTION AND COMMUNICATION**

### **Section 7.01 – Board Member Interaction**

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

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

### **Section 8.01 - Role of the General Manager**

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

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

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

### **Section 8.02 - Board Interaction with the General Manager**

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

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

### **Section 8.03 - Board Interaction with Staff**

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

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

### **Section 8.04 - Role of District's Legal Counsel**

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

## **SECTION 9 – CUSTOMER AND PUBLIC COMMUNICATIONS**

### **Section 9.01 – Customer Communications**

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

## **SECTION 10 – CONDUCT OF MEETINGS OF THE BOARD OF DIRECTORS**

### **Section 10.01 – General Guidelines for Conduct of Board Meetings – Rosenberg’s Rules of Order**

1. All noticed meetings are conducted using Rosenberg’s Rules of Order (“Rosenberg’s Rules”) as a procedural guideline. Rosenberg’s Rules are intended to provide for constructive and efficient conduct of meetings.
2. Meetings of the Board are called, posted and conducted in accordance with the Open Meetings Law (“Brown Act”). A quorum of the Board must be present for a meeting to be held or decisions made.
3. The General Manager is responsible for setting the agenda for all Board meetings, in consultation with the Board President and Legal Counsel. Any Director may request that an item be placed on the agenda by request to the General Manager and President of the Board. Where appropriate, a requested item may be referred By the General Manager or Board President to a Board committee for study, review, decision or referral to the Board for determination.
4. The General Manager confers with the President of the Board regarding, and reviews agendas for upcoming meetings, prior to posting.
5. The General Manager informs the Board of significant items that will be placed on future agendas for Board consideration and/or decision.

6. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised by public comments to the General Manager for follow-up, as appropriate. Directors may briefly ask clarifying questions. Occasionally, a prompt response may be offered when an obvious answer or resolution is available, provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments.
7. The President of the Board presides at all meetings, and decides all points of order and procedure during meetings. The President is responsible for the maintenance of order and decorum at all Board meetings. No person should be allowed to speak who has not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once upon any one subject until every other member of the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. The President will entertain a motion on any item on the Board agenda. Members of the public shall be given three minutes to speak on agenda items. In order to ensure the orderly progress of Board meetings, the Board President regulates the amount of time to be dedicated to a particular agenda item.
8. Each Director may be allowed to make technical points or ask clarifying questions prior to the making of a motion.
9. A roll call vote on any item may be requested by a Director, at the discretion of the President. The results of the roll call vote shall be recorded in the minutes of the action taken. Roll call votes are encouraged in connection with resolutions, ordinances and action after a public hearing.
10. The Board works diligently to achieve a common understanding of all action items. At the request of a Director, and the discretion of the President, an item on which unanimity may not be achieved may be referred to a committee to consider a resolution of the issue prior to a vote.
11. Once an agenda item has been approved by the Board of Directors, the disposition is considered the "action" of the Board, recognized by the individual members as the decision of the District. Board members shall at all times respect the will of the majority on matters properly before and acted upon by the Board.

### **Section 10.02 - Consent Agenda**

1. The District utilizes a Consent Agenda to approve routine business matters, such as minutes, operational production reports, project status reports, cash reports and approval of previously approved budgetary items.
2. If a Director has a question on a Consent Agenda item, he/she is encouraged to contact the General Manager for clarification prior to the meeting, rather than having it pulled for separate discussion during the meeting.
3. Items may be pulled from the Consent Agenda for a separate vote, upon approval of the President of the Board. The balance of the Consent Agenda shall be voted on prior to consideration of any item pulled for separate vote.

### **Section 10.03 - Closed Session**

All Closed Session discussions and materials are considered legal and confidential information, and as such, shall not be shared or distributed outside the Closed Session unless reportable action has been taken, in which case Legal Counsel will make any required report of action taken, in open session. All Closed Sessions are conducted in accordance with the Brown Act. Documents shared in closed session shall not to be distributed or disclosed outside of Closed Session without clear authorization from Legal Counsel and the General Manager. This prohibition applies also to disclosure of confidential information to representatives of other agencies and/or the media.

Closed Sessions may be held at times other than the regular meetings of the Board of Directors so long as the meeting is posted pursuant to all applicable requirements of the Brown Act.

A Board Member should refer requests for information regarding Closed Session items to the General Manager who, in consultation with Legal Counsel, will provide an appropriate response.

## **SECTION 11 – ROLES AND RESPONSIBILITY OF STANDING COMMITTEES AND SPECIAL COMMITTEES**

### **Section 11.01 – Role and Responsibility of Committees**

1. Committees of the Board of Directors, including Standing and Ad Hoc Committees, are given authority to obtain more information, investigate, and provide reports or recommendations to the full Board. The committee format allows the Board to conduct its business more efficiently.
2. Standing Committees are established, and may be renamed or have their functions changed or terminated, by the Board. Standing Committees consist of two Board members, one of whom may be appointed as the Committee Chair. Standing Committee meetings are open to the public and subject to provisions of the Brown Act. Other Board members may attend Standing Committee meetings, but may not participate in the meetings.
3. Staff, at the direction of the General Manager, may provide support for Standing Committees by preparing agendas, staff reports, distributing materials, and performing other administrative functions as directed and approved by the General Manager. Standing Committee members may request staff assistance only through the General Manager.
4. Ad Hoc Committees are established for a limited purpose and duration, usually to review and report to the Board on an item of special but limited interest. Members of Ad Hoc Committees are appointed and serve at the pleasure of the President of the Board, and their terms expire upon completion of the project or issue for which the Committee was formed or at the recommendation of the Board President.
5. Copies of Committee agendas are made available to the entire Board. If members of Committee are in disagreement on a recommendation, the issue may be brought to the full Board for consideration.

## **SECTION 12 – COMPLAINT RESOLUTION PROCEDURES**

### **Section 12.01 – General Guidelines for Complaint Resolution Procedures**

The Board Handbook establishes standards of performance and expectations for governance for members of the Board of Directors. The District's core values of Professionalism, Accountability, Respect, Integrity, Servant Attitude, Excellence, and Stewardship define the performance expectations for Board members and staff. As adopted, the Board Handbook is the policy of the Board related to the standards and performance expectations contained therein.

It is intended that the standards of conduct established in this Board Handbook be self-enforcing by the Board and its members. However, the Board recognizes that there may be instances where even after receiving guidance and counsel to resolve unintentional (or intentional) violation, a party may continue to violate the provisions hereof, or an individual's repeated or egregious disregard and conscious intent to violate the agreed-upon standards of conduct are clearly demonstrated. In those cases, sanctions may apply and would occur in a public meeting. In the event that members of the Board breach this policy or any other applicable state, local or federal law, they may be subject to sanction or disciplinary action by the Board as outlined below.

### **Section 12.02 - Informal Sanction – Admonishment**

Admonishment is the least severe form of sanction or disciplinary action. A verbal or written admonishment may be directed to a Board member, reminding him or her that a particular type of behavior is in violation of this Board Handbook, District policy or law, and that, if it is found to have occurred, or is repeated, could subject the Board member to censure, the most severe disciplinary action.

An admonishment may be issued in response to a particular alleged action or actions. An admonishment may be issued by the Board prior to any findings of fact regarding allegations, and because it is a warning or reminder, would not necessarily require an investigation or separate hearings to determine whether the allegations are true.

An admonishment should be directed to a particular member or members of the Board based on a particular action (or set of actions) that has been determined by the Board to be in violation of District policy or law but is considered by the Board to not be sufficiently serious to require censure or other form of disciplinary action.

An admonishment may be issued upon the Board's review and consideration of a written or verbal allegation of a Handbook or policy violation. The member accused of such violation shall be entitled to notice of the allegation and will have an opportunity to provide a written or verbal response to the allegation prior to any action by the Board. A sanction may be issued by the Board of Directors and because it is not punishment or discipline, would not necessarily require an investigation or separate hearings.

**Section 12.03 - Formal Sanction or Censure**

Before the imposition of any formal sanction, the accused shall be entitled to a formal investigation, notice of the allegation, and opportunity to respond.

**Section 12.04 - Investigative Process**

All complaints regarding Board member conduct shall be filed with the General Manager. Once the complaint is filed, the General Manager shall convene a meeting with the complainant, accused, and the District's Legal Counsel. Each allegation shall be considered in a manner that is fair to all parties involved in the allegation(s), ensuring that due process is respected and provided. This will include allowing all members of the Board named in the allegation(s) an opportunity to consider and respond to the allegation(s).

If the General Manager and Board President determines that it is warranted, the complaint may be referred to the appropriate enforcement authority or authorities for investigation. If the complaint has merit, a report of the findings along with the accused individual's defense is presented to the Board of Directors for majority action. If there is no merit, the matter is disposed of.

When the Board of Directors decides, based on findings of the investigation and the accused individual's defense, that a violation has occurred, the Board may decide, by resolution, take the further disciplinary action including censure.

**Section 12.05 – Censure**

Censure is the most severe form of action contemplated in this Board Handbook. Censure is a formal statement of the Board of Directors officially reprimanding one or more of its members. It is punitive action, which serves as a penalty imposed for wrongdoing, but it carries no fine or suspension of the rights of the Board member as an elected official. Censure should be used only where the Board of Directors has determined that the violation of policy is a serious offense.

Any member of the Board of Directors who fails to comply with the terms of this Handbook, a Board or District policy or any applicable law or regulation is subject to censure by a majority vote of the Board. Censure by a majority vote of the Board may include revocation of appointment(s) to Standing Committees, Ad Hoc Committees or outside organizations. Examples of other punitive action that may be considered with censure include, but are not limited to, the following: issuance of an official letter of censure or reprimand, including denial of paid attendance at and travel to and from said functions or events not considered necessary to the censured Director's role as an elected official. The Board of Directors reserves the right to establish an ad hoc committee to: (1) investigate and review allegations of unethical conduct, unlawful conduct or conduct that violates the terms of this Handbook, a Board or District policy or any applicable law or regulation; and (2) make recommendations to the full Board for censure and/or discipline, as the majority of the Board deems appropriate.



**SECTION 13 – COMMITMENT TO BOARD OF DIRECTORS’ BEST PRACTICES**

As a member of the Mission Springs Water District Board of Directors, I have read the Board of Directors Handbook, and understand the expectations placed on me as an elected official and representative of the District. I am committed to upholding the public trust and representing the best interests of the District and its customers, by complying with the Board Handbook. By signing this letter commitment to Board of Directors Best Practices, I am pledging to comply with the terms of the Board of Directors Handbook, Board and District policies and all applicable laws and regulations. I further commit to conduct myself professionally as a Board Member and to carry out my duties with integrity and competence, which may be above and beyond what may otherwise be required by law, including but not limited to the following:

1. I shall help create and maintain an atmosphere of professionalism, respect and civility where individual Directors, District staff and the public are free to express their ideas and strive to work together to their full potential.
2. I shall conduct my personal business and public affairs with honesty, accuracy, integrity, fairness and respect for others.
3. I shall keep the common good of the Mission Springs Water District and those it serves as my highest priority and focus on achieving constructive solutions for the benefit of the District and the public.
4. I shall avoid and discourage conduct which is harmful to the best interests of the Mission Springs Water District.
5. I shall respect the decisions of the Board of Directors, acting through its majority, including its policies and procedures, and avoid utilizing the District’s financial resources in a wasteful, manner.
6. I shall not interfere with the orderly progress of District Board meetings or the meetings of its committees;
7. I shall not interfere with the execution by the General Manager of his/her powers and duties, or give direction, assignments or orders to his/her staff without the General Manager’s prior consent;
8. I shall be accurate and truthful when communicating as a Board Member of the District, including communications about District issues, activities and/or business;
9. I shall treat all people with whom I come into contact in a professional and respectful manner and consistent with the way I wish to be treated by others.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

I have read the Board of Directors Handbook and understand the expectations placed on me as an appointed official of the District

\_\_\_\_\_  
General Manager/Board Secretary

Date: \_\_\_\_\_

**APPENDIX A**

**Rosenberg's Rules of Order Summary**



# Rosenberg's Rules of Order

REVISED 2011

*Simple Rules of Parliamentary Procedure for the 21st Century*

*By Judge Dave Rosenberg*



## MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

## VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

### About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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### ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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## INTRODUCTION

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The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

### Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

### The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

### The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

**First**, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

**Second**, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

**Third**, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

**Fourth**, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

**Fifth**, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

**Sixth**, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

**Seventh**, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

**Eighth**, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

**Ninth**, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

**Tenth**, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

## Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

## The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

**The basic motion.** The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

**The motion to amend.** If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

**The substitute motion.** If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

### Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

**First**, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

**Second**, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

**Third**, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

### To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

**Motion to adjourn.** This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

**Motion to recess.** This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

**Motion to fix the time to adjourn.** This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



**Motion to table.** This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

**Motion to limit debate.** The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

**NOTE:** A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

### Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

**Motion to limit debate.** Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

**Motion to close nominations.** When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

**Motion to object to the consideration of a question.** Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

**Motion to suspend the rules.** This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

### Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?*

*Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

### The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

## Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

**Privilege.** The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

**Order.** The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

**Appeal.** If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

**Call for orders of the day.** This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

**Withdraw a motion.** During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

## Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

**Rule One:** Tell the public what the body will be doing.

**Rule Two:** Keep the public informed while the body is doing it.

**Rule Three:** When the body has acted, tell the public what the body did.




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## ROSENBERG'S RULES OF ORDER CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn" (Only needed prior to the end of the agenda)	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question" or "Call the question"	No	Yes	No	No	2/3
Postpone consideration of	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Introduce a motion	"I move that..." or "I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..." (You can also ask for a friendly amendment, which is less formal; if mover and second concur, no vote needed)	No	Yes	Yes	Yes	Majority
Refer to a Committee	"I move that the question be referred to a committee for more study"	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Object to considering some undiplomatic or improper matter	"I object to consideration of this question" (This would generally just be used if something is not on the agenda)	Yes	No	No	No	2/3
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..." (Only a member of the prevailing side can make a motion to reconsider)	Yes	Yes	Only if original motion	No	Majority
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

**APPENDIX B**

**Signed Oath of Office**

## Election of President & Vice President

*The members of the board are of equal status and there is no requirement to have been a board member a certain amount of time prior to election.*

### Procedure:

Each member has the right to nominate another member. No second is required for a nomination. Begin with the office of the President.

Elections proceed by voting on candidates in the order in which they were nominated. Members first vote on the election of the first nominee. If that person does not receive a majority vote, then a vote is taken on the second member nominated, and so on, until a member receives a majority vote. A vote is not taken on the remaining nominees, since the position is filled.

Example: Mr. A: "I nominate Mr. D. for the office of president". The presiding officer asks, "Are there further nominations for the office of president?" If there are none then the presiding officer calls for the vote, "All those in favor of Mr. D serving as president of this board say "aye", those opposed say "no." "Mr. D has received a majority vote and is elected as president of the board".

If there is more than one nominee for this office then the following is done:

Mr. A, "I nominate Mr. D for the office of president". Mr. B., "I nominate Ms. E for the office of president". The presiding officer asks, "Are there further nominations for the office of president?" If none, the presiding officer proceeds, "Mr. D and Ms. E are nominated for the office of president. "All those in favor of Mr. D raise your hands (count)." If Mr. D gets a majority vote then the election is over. If Mr. D does not receive a majority vote then the presiding officer calls for the vote for Ms. E, "All those in favor of Ms. E raise your hands (count). If she receives a majority vote then she is elected as chairman. If there is a tie vote then the voting continues until one of the other gets a majority vote or one of the nominees withdraws.

This procedure continues with each office.

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING  
**MEETING**  
**DATE(S):** DECEMBER 15 & 19, 2022  
**FROM:** Brian Macy – Assistant General Manager



**FOR:** ACTION  DIRECTION  INFORMATION

---

## ENERGY CONSERVATION AND EFFICIENCY SERVICES PLAN – ENGIE SERVICES U.S.

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### SUMMARY

On June 30, 2022, MSWD staff solicited qualifications for qualified contractors to demonstrate the competence and capacity of contractors to perform a design-build contract to assist MSWD in becoming more energy efficient. The design-build contract will include three (3) distinct phases:

- Development of an Energy Conservation and Efficiency Services Plan (feasibility study)
- Comprehensive Plan development and the filing of solar interconnection applications
- Construction of energy enhancements and capital improvements to reduce electrical consumption

The selected contractor's expertise should include but is not limited to a focus on energy conservation, energy efficiency, energy generation, and other energy-related capital improvements services as described in the Request for Qualifications (see Attachment A).

Staff reviewed the three (3) proposals received from various consulting firms and contractors. Based on the qualifications received on July 28, 2022, staff evaluated the qualifications and selected ENGIE Services U.S. Inc. (ENGIE) as the most qualified contractor (See Attachment B) based on the scoring criteria in the Request for Qualifications. With Board concurrence, ENGIE will begin the development of an Energy Conservation and Efficiency Services Plan by evaluating the energy consumption and needs of the Alan L. Horton Wastewater Treatment Plant as well as other District-wide consumption and energy needs as outlined in their Statement of Qualifications (see Attachment C).

ENGIE is proposing to complete the Energy Conservation and Efficiency Services Plan, the development of the Comprehensive Plan, filing of the necessary solar interconnection applications on the District's behalf, and make final recommendations for Board approval at no cost to the District. Once the recommendations are thoroughly vetted by staff and the Board, staff will bring an Energy Services Contract to the Board for approval. Based on the schedule provided by ENGIE, the Energy Services Contract will be presented to the Board in the next 12 months.

### FISCAL IMPACT

No fiscal impact at this time

### ATTACHMENTS

Attachment A – Request for Qualifications Energy Conservation and Efficiency Plan  
 Attachment B – Summary of Total Scores  
 Attachment C – Statement of Qualifications Engie Services U.S. Inc.



**REQUEST FOR QUALIFICATIONS  
FOR  
ENERGY CONSERVATION AND EFFICIENCY  
SERVICES PLAN**



**Proposal Issue Date:  
June 30, 2022**

**Proposal Due Date:  
July 28, 2022, at 2:00 p.m.**

NOTICE IS HEREBY GIVEN that the Secretary of the MISSION SPRINGS WATER DISTRICT, hereinafter referred to as "MSWD or District", on behalf of and as authorized by the Board of Directors of MSWD, will receive electronic sealed proposals for the **"Energy Conservation and Efficiency Services Plan"** consisting of public works improvements as described below. Proposals will be received via the Project's Portal in Planet Bids up to the hour of **2:00 p.m. (Pacific Time), July 28, 2022**, and then will be evaluated and announced in the Project's Portal. Said proposals will thereafter be referred to the Board of Directors for consideration at a meeting of the Board of Directors.

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

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

MSWD is requesting proposals (Proposals) from qualified contractors (Respondents) for Well Rehabilitation Prioritization Plan.

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

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

## 1. INTRODUCTION

### 1.1 Mission Springs Water District

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

MSWD offices are located in Desert Hot Springs, California. MSWD water supply and distribution system includes three separate and distinct water supply and distribution systems with the largest of the three systems serving the community of Desert Hot Springs; the surrounding communities of West Garnet (located south of Interstate 10 (I-10) and West of Indian Avenue); and North Palm Springs. The two smaller systems, Palm Springs Crest System and West Palm Springs Village System, are located approximately five miles west of Desert Hot Springs. These two communities are located on the north side of I-10 abutting the Morongo Indian Reservation.

### 1.2 Project Description

MSWD request proposals from qualified firms capable of designing and implementing energy conservation, energy efficiency, energy generation and other energy related capital improvements services as described in the Request for Qualifications (RFQ). The District expects major reduction in annual utility cost through the implementation of these services. The District intends to select the most qualified provider for the development, implementation, and monitoring of an energy efficiency program. Upon award, the District will enter into a professional services agreement with the most qualified provider for an Investment Grade Audit (IGA), at no cost to the District. Prior to the District entering into a contractual agreement for project implementation, an agreed upon scope of work and project pricing will be prepared for the District's Board of Directors approval at a regularly scheduled public meeting.

## 2. SCOPE OF SERVICES

### 2.1 Scope of Work/Deliverables

MSWD is interested in the identification, engineering design, installation, training, maintenance, and financing of approved energy projects for the Alan H. Horton Wastewater Treatment Plant (Horton) from a qualified provider.

Upon selection, the provider shall perform an IGA of Horton, at no cost to the District. The IGA should include the following but not limited to:

- Inventory of all energy consuming equipment
- Energy rates and costs figures for all utilities
- Analysis of at least one year of historical utility billing data
- Identification of the major energy consuming equipment and processes
- Analysis of opportunities for energy efficiency measures and their potential saving and payback periods.
- Identification of suitable retrofits and technology for these measures

The selected respondent will be required to perform a detailed site walk at the identified facility to evaluate the facility infrastructure improvements as part of the Energy Conservation and Efficiency Plan. Specifically, the awarded respondent will evaluate the propose applicable energy conservation measures including but not limited to:

- Wastewater Facility Operations
- Wastewater Pumping Operations, including all pumps, motors, lift stations, and processes.
- Heating, ventilation, and air conditioning (HVAC) system optimization, retrofit, upgrade or replacement (must meet American Rescue Plan Act (ARPA) requirements, HEPA plus Germicidal)
- Interior and exterior lighting retrofit or replacement
- Solar installations and battery energy storage
- Water conservation to include irrigation controls and sanitary restroom upgrades (must meet ARPA Requirements, sanitary touch free fixtures)
- Building Automation System (BAS) installation, upgrades, or expansion leveraging existing technology.

## 2.2 Correspondence

All correspondence shall be addressed to either Assistant General Manager and/or designated staff, Mission Springs Water District, 66575 Second Street, Desert Hot Springs, CA 92240.

## 2.3 Project Administration

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

- A detailed description of the services to be provided by the Consultant
- A detailed description of the services to be provided by an outside third party
- The estimated cost, including breakdown, to compete the services
- A work schedule including commencement, milestones, project length, and expected completion date

MSWD will evaluate the Letter Proposal to ensure that services and costs proposed are commensurate with the expected level of service as outlined in the RFP. No

services shall be provided until MSWD has provided written acceptance of the Letter Proposal. Once authorized to proceed, Contractor shall diligently perform the duties in the approved Letter Proposal in compliance with the proposed work schedule.

### 3. SCHEDULE OF EVENTS AND KEY DATES

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

Description	Date
RFP Release	June 30, 2022
Deadline for Requests for Clarification	July 15, 2022
RFP'S Due Date	July 28, 2022
Anticipated Final Selection	August/Sept. 2022
Award by Board of Directors	September 2022
Anticipated Execution of Contract	October 2022

### 4. PROPOSAL REQUIREMENTS

#### 4.1 Proposal Format

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

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

- a) Table of Contents
- b) Cover Letter & Executive Summary  
Identify Respondent's legal name, background, and contact person, including corporate office and local office address, city, state, zip code, telephone number, fax number, website address, and email address. Summarize the content of your firm's Proposal in a clear and concise manner.
- c) Personnel  
Names and specific qualifications, experience, skill set fit, and appropriate licenses held, if applicable, of the primary staff to be assigned to the project.
- d) Understanding of the Project  
A detailed description of the Respondent's approach to the project (see Scope of Services)
- e) References  
Provide five (5) references regarding the Respondent's experience and performance performing similar services. Include the following information:

- Organization contact name, phone number, email address
  - (2) Project size and description, if applicable, and description of services
- f) List of Representative Projects  
List of representative projects undertaken by Respondent in the last three (3) years demonstrating experience in each category of the project.
- g) Schedule  
Provide timeline and schedule for completion of each task in the scope of service
- h) Additional Services  
Respondent may provide additional value-added services not included in the scope of services that may benefit the District and the project.

#### 4.2 No Deviations from the RFP

MSWD will not consider any deviation from this RFP. In submitting a Proposal in response to this RFP, Respondent is certifying that it takes no exceptions to this RFP, including but not limited to, the Contract Services Agreement included as Attachment A to this RFP. Respondent is directed to carefully review the proposed Contract Services Agreement, and in particular, the insurance provisions included in section 5.0 of this RFP.

#### 4.3 Submittal Instructions

To be considered, MSWD must receive the Proposal through Planet Bids no later than **2:00 p.m.** local time on **July 28, 2022**.

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

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

## 5. INSURANCE REQUIREMENTS

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

The successful Respondent shall submit all required proof of insurance per the following MSWD insurance requirements **PRIOR** to issuance of a Notice to Proceed.

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the District. The successful Contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance for the duration of the Agreement. The Contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self- insurance programs maintained by the District.

- **Comprehensive Commercial General Liability.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of \$2,000,000 per occurrence and \$4,000,000 aggregate with an insurance carrier acceptable to the District and name the District as additional insured.
- **Commercial Automobile Liability Insurance.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$1,000,000, combined single limit for bodily injury liability and property damage liability and name the District as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non- ownership vehicles.
- **Workers' Compensation and Employer's Liability Insurance.** If applicable, the Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation and Employer's Liability Insurance in the amount that meets the statutory requirement and shall be in force with an insurance carrier acceptable to the District. Contractor and any sub-consultants or subcontractors shall comply fully with the California Workers' Compensation Law.
- **Professional Liability Insurance.** If applicable, the Consultant shall obtain and maintain throughout the life of the Agreement Professional Liability Insurance in an amount of \$1,000,000 per claims made and \$2,000,000 aggregate with an insurance carrier accepted to the District.
- The Contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the District.
  - The name of the insured Contractor, the specified job by name and/or RFP number, the name of the insurer, the number of the policy, its effective date, and its termination date.
  - Certificates of insurance shall clearly evidence coverage required above.

- Certificates of insurance shall be submitted by the broker directly to Mission Springs Water District via e-mail to the contract manager assigned. The insurer will notify the District at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.

The District reserves the right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

## 6. REQUESTS FOR CLARIFICATIONS

All questions and requests for interpretations or clarifications, either administrative or technical must be submitted in writing to MSWD through Planet Bids by selecting the Q&A Tab. Questions sent directly to MSWD staff **will not be addressed** and you will be directed to submit your questions online. All questions properly submitted will be answered in writing through Planet Bids. Verbal statements regarding this RFP by any persons should be considered unverified information unless confirmed in writing. To ensure a response, questions must be received through Planet Bids by 5:00 p.m. local time on June 09, 2022.

## 7. EVALUATION PROCESS

### 7.1 Evaluation Criteria

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

- a) Cover Letter and Company Profile..... (30%)
- b) Execution Plan ..... (30%)
- c) Personnel Assigned ..... (5%)
- d) Expected Annual Saving for the District ..... (25%)
- e) References (Past Projects) ..... (10%)

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

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

### 7.2 Interviews

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



### **7.3 Award of Contract**

If awarded, the contract will be awarded to the firm selected on the basis of information provided in the Proposal, the results of MSWD's research and investigation, and if conducted, oral interviews. The shortlist of Respondents selected for interviews will be made on the basis of the criteria set forth in Section 7.1 of this RFP.

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

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

## **8. GENERAL PROVISIONS**

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

### **8.1 Amendments to RFP**

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

### **8.2 No Commitment to Award**

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

### **8.3 Amendments to Proposals**

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

### **8.4 Non-Responsive Proposals**

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

### **8.5 Late Proposals**

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

### **8.6 Costs for Preparing**

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

### **8.7 Public Documents**

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

### **8.8 No Exceptions**

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

### **8.9 Withdrawal**

Respondent's authorized representative may withdraw its proposal only by written request received by the District before the submittal deadline.

### **8.10 Contractor Registration**

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

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

### **8.11 President's Executive Order**

Bidders on this Work will be required to comply with the President's Executive Order No. 11246 (Equal Employment Opportunity Clause) as amended, California Labor Code 1410 et. seq., California Labor Code 1777.6, and implementary regulations concerning equal opportunity for Apprentices.

### **8.12 Labor Compliance**

This project is subject to the requirements of California Labor Code Section 1770 et seq. requiring the payment of prevailing wages, requiring the training of apprentices, and compliance with other applicable requirements. In accordance with provisions of

Section 1773 of the Labor Code, the Director of the Department of Industrial Relations has ascertained the general prevailing rate of wages and employer payments for health and welfare, pension, vacation, and similar purposes applicable to the particular craft, classification, or type of workers employed on the work. The wage determinations shall be included in the bid specifications. All pertinent wage determinations shall be posted on the jobsite. If federal funding is included in the project, the higher of the State and Federal wage rates shall be used.

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

# ATTACHMENT A

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

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

TITLE: \_\_\_\_\_

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 and Rate Schedule provided by **CONTRACTOR**, and per Exhibit C – Term, Early Termination & Notice**

Contract price \$: Not to Exceed \$ \_\_\_\_\_

Term: \_\_\_\_\_

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: \_\_\_\_\_ Consultant: \_\_\_\_\_  
Mission Springs Water District **BUSINESS NAME**  
(Business Name)

By: \_\_\_\_\_ By: \_\_\_\_\_

Title **General Manager** \_\_\_\_\_ Title \_\_\_\_\_

Other authorized representative(s): \_\_\_\_\_ Other authorized representative(s): \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Name**  
**Title**  
\_\_\_\_\_

Consultant agrees with the Mission Springs Water District that:

Consultant agrees with the Mission Springs Water District that:

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

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

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

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

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

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

**Required Provisions –**

- The general liability coverage shall give Mission Springs Water District, its directors, officers, employees (collectively the District), and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or **both** CG 20 10 plus CG 20 37 if a later 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.

**Mission Springs Water District**  
**Energy Conservation and Efficiency Services Plan**  
**RFQ - Evaluation Criteria and Scoring**

**Summary of Total Scores**

Date: 07/28/2022

<b>Submittals</b> <i>*Score for the three (3) highest ranked teams from 1 to 1000, with 1 being the lowest/worst.</i>	<b>Climitec LLC</b>	<b>Wildan Energy Solutions</b>	<b>ENGIE Services U.S. Inc.</b>
<b>Reviewer</b>	<b>Respondents Total Score</b>	<b>Respondents Total Score</b>	<b>Respondents Total Score</b>
<b>Reviewer #1</b>	907.5	935	947.5
<b>Reviewer #2</b>	910	935	980
<b>Reviewer #3</b>	917.5	927.5	930
<b>Total - Submittals</b>	<b>2735</b>	<b>2797.5</b>	<b>2857.5</b>



# Statement of Qualifications Mission Springs Water District Energy Conservation and Efficiency Services Plan

July 28, 2022

**Prepared For:**

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

**Prepared By:**

ENGIE  
1420 Iowa Avenue  
Riverside, CA 92507



## Statement of Qualifications

# Mission Springs Water District Energy Conservation and Efficiency Services Plan

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July 28, 2022

**PREPARED FOR:**

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

**PREPARED BY:**

ENGIE  
1420 Iowa Avenue  
Riverside, CA 92507

Ashu Jain, PE  
Senior Program Development Manager  
714-473-7837  
ashu.jain@engie.com

This proposal, in whole or in part, is to be used only for evaluation purposes. If the proposal is accepted and a contract entered into then, to the extent, federal or state law requires disclosure, advance notice to ENGIE Services U.S. Inc. is requested with a right to oppose or seek to narrow the disclosure. The data subject to this restriction is contained in all sheets marked, "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

ENGIE Services U.S. Inc. is not a municipal advisor and cannot give advice with respect to municipal securities or municipal financial products. This information is provided for educational purposes about possible financing options and is not the provision of advice, or a recommendation to pursue, any financing option. Consult with your municipal advisor or financial advisor about the financing option appropriate for your situation.

ENGIE Services U.S. Inc. can provide information to your municipal advisor or financial advisor about the hypothetical assumptions and educational scenarios used in these materials. To ensure compliance with requirements imposed by the IRS under Circular 230, we inform you that any U.S. federal tax advice contained in this communication (including any attachments), unless otherwise specifically stated, was not intended or written to be used, and cannot be used, for the purpose of (1) avoiding penalties under the Internal Revenue Code or (2) promoting, marketing or recommending to another party any matters addressed herein.

The information contained herein is general in nature and based on authorities that are subject to change. ENGIE Services U.S. Inc. recommends that you consult your tax adviser to understand its applicability to specific situations. ENGIE Services U.S. Inc., the Respondent, is a wholly owned subsidiary of ENGIE Holdings Inc.



## A. Table of Contents



# A. Table of Contents

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## B. Cover Letter and Executive Summary





## B. Cover Letter and Executive Summary

July 28, 2022

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

### RE: Energy Conservation and Efficiency Services Plan

Dear Sir:

Mission Springs Water District (MSWD or the District) can save money through a guaranteed energy savings program and engage its local community with a custom program by partnering with ENGIE Services U.S. Inc.

The District can reduce its energy, save money, and modernize its facilities by partnering with ENGIE Services U.S. through a no-cost, no-risk energy project.

The Respondent, ENGIE Services U.S. Inc. (ENGIE Services U.S.), is part of the ENGIE Group (ENGIE), a global company in low-carbon energy services.

As one of the largest energy efficiency companies in the world with a strong local presence and deep experience in Riverside County, ENGIE Services U.S. is qualified to serve the District's objectives specified in this RFQ. By choosing ENGIE Services U.S., the District will partner with one of the **most experienced and financially sound companies in the energy services industry.**

We bring an unparalleled record working with California public entities and have an unmatched understanding of the unique facilities, financial, and community needs that the District will face in the development and delivery of this project. We are confident that the increased rigor of our Water District specific process results in improved outcomes across the board, including lower costs, optimized savings, a greater breadth of proposed technological solutions, reduced risk, and an on-time, on-budget delivery.

ENGIE Services U.S. is the best energy partner for the District and our experience and qualifications will benefit the District in the following ways:

- **No-Cost, No-Risk IGA:** ENGIE Services U.S.'s proposal includes performing the comprehensive energy audit, also known as the Investment Grade Audit (IGA), at no cost and at our own risk. If the District decides not to implement the project after receipt of the IGA, the District will not owe money to ENGIE Services U.S., making the project development risk-free for the District.
- **Excellent Customer References:** We have several Special District partnerships around the state of California, including **Yucaipa Valley Water District, Indian Wells Valley Water District, West County Wastewater District**, and many others. Specifically, in Riverside County, we have completed projects with the following entities: City of Palm Springs, City of Moreno Valley, City of San Jacinto, Banning USD, Jurupa USD, Lake Elsinore USD, Moreno Valley USD, Nuvview USD, and Perris Union High School District.

- More Experienced Resources Than Any Other Company:** We offer more resources in California than any of our competitors. Because of this, ENGIE Services U.S. can work efficiently and effectively to meet and exceed the project schedule. Our California team includes 27 registered California PEs, 11 Certified Energy Managers, and 9 LEED Accredited Professional certified engineers. Our project team has decades of experience and includes in-house project finance, project management, water/wastewater process upgrades, construction management, operations and maintenance (O&M), post-construction training, and measurement & verification (M&V) professionals to ensure savings for years to come. **ENGIE Services U.S. has a team of some of the most talented individuals in the industry that are dedicated to water/wastewater projects.**

- Financial Strength:** We currently have a \$75,000,000 single project bonding limit, with an aggregate bonding capacity of \$1,000,000,000. As a wholly owned subsidiary of ENGIE, we have an investment-grade credit rating and significant balance sheet strength. ENGIE Services U.S. has delivered billions in public sector energy performance contracts nationwide. Our strong fiscal backing means we will be able to offer the District multiple financing options and proudly stand behind our work for years to come.

- Guaranteed Performance:** While our customer references and repeat business can speak to the customer satisfaction and quality of our work, our actual guaranteed performance speaks to our quality performance as well. Our M&V team oversees a **guarantee portfolio in excess of \$900 million** with a national average inception-to-date performance against guarantee is **108% for Comprehensive** projects. This performance is among the leaders in the energy services industry. If project performance does not meet or exceed our guaranteed performance, ENGIE Services U.S. writes the customer a check for the difference, without delay or legal hassle.

- On-Time, On-Budget Delivery with Transparent Open Book Pricing:** ENGIE Services U.S. contracts are firm fixed price where we absorb the technical and financial risks. The only change orders we implement are driven by the customer to incorporate scope they would like to add to the project. **We have a straightforward open book pricing approach.** This approach assures you will receive a top-performing project at a fair and reasonable price. Each identified expense or cost item will be reviewed by the District prior to contract approval. We will bid the installation work competitively and provide all the bids to the District for information.

- Community Based Programs:** We understand your District area’s population is growing immensely, therefore, we believe we can provide a large impact for the residents. At our cost, ENGIE Services U.S. offers a robust community engagement program. Through our community engagement professionals, we can partner with the District and identify ways to support and enrich the community through our energy partnership. ENGIE Services U.S. can create a customized community engagement and education program. For example, we can explore new programs, identify existing District programs that we can support, and partner with the local school district.

**48**  
Years of ESPC experience

**Highest Industry Accreditation**  
NAESCO Energy Services Provider designation

**\$700 million**  
Customer energy costs saved over 11 years

**108%**  
Savings guarantee success rate

**\$75 million**  
Available bonding for single project

**9,000+**  
Energy projects to date

**500+**  
Energy projects for Public Sector Agencies

### *Potential Project Savings*

As discussed in further depth in the proposal, ENGIE Services U.S. has in-house experience for all of the measures listed in the RFQ. Based on the knowledge of our highly experienced team, and our review of publicly available information, we believe there is an excellent opportunity for a financially attractive project for MSWD. However, without having access to your facilities, drawings, and electrical data, all the potential energy conservation measures (ECMs) mentioned below remain to be confirmed. A more detailed description of these ECMs is given in Section D of the SOQ:

- **ECM 1:** Oxidation Ditch Sequenced Aeration at Horton Wastewater Treatment Plant (Horton)
- **ECM 2:** Install VFDs on Oxidation Ditch Aerators at Horton
- **ECM 3:** Solar Installation for Horton
- **ECM 4:** Solar Installation for New Regional Water Reclamation Facility
- **ECM 5:** Mixing in the Storage Tanks to Reduce Disinfectant Use
- **ECM 6:** Pump Upgrades

The total estimated savings from this project are \$580,000 annually with a total project price of \$5,400,000. As the cash flow given on page 19 shows, this project could be very attractive for MSWD with almost \$0.5 million in net savings annually and almost \$15 million over the life of the project.

Given our extensive experience contracting with California public entities on design-build energy projects, we applaud the District's process for carefully considering both qualifications and compliance. Our standard development process as described in Section D ensures clear communication, collaboration and transparency with District staff and leadership throughout the process. If selected as your partner through this RFQ, we are prepared to provide both design and implementation services under a single contract to satisfy the requirements of California Government Code Section 1090. As such, we will conduct the IGA completely at our risk without the need of entering into a Professional Services Agreement.

ENGIE Services U.S. is confident our team brings the highest value and lowest risk to the District due to our public sector experience, company balance sheet, stability, and ability to partner on a unique, customized community engagement program. Should you have any questions, please do not hesitate to reach out to Ashu Jain, Senior Program Development Manager, at (714) 473-7837 or [ashu.jain@engie.com](mailto:ashu.jain@engie.com).

Sincerely,



**Courtney Jenkins**

Vice President and General Manager  
Authorized to Sign on Behalf of  
ENGIE Services US Inc.

**Ashu Jain, PE**

Senior Program Development Manager  
714-473-7837  
[ashu.jain@engie.com](mailto:ashu.jain@engie.com)  
*Primary Point of Contact*

Local Office: 1420 Iowa Avenue, Suite 210 Riverside, CA 92507

Corporate HQ: 500 12<sup>th</sup> Street, Suite 300 Oakland, CA 94607



## C. Personnel



# C. Personnel

## C.1 Organizational Chart

ENGIE’s Project Team’s structure is shown in Figure 1 and details the roles, responsibilities, and relationships between team members. Staff resumes follow the organizational chart.

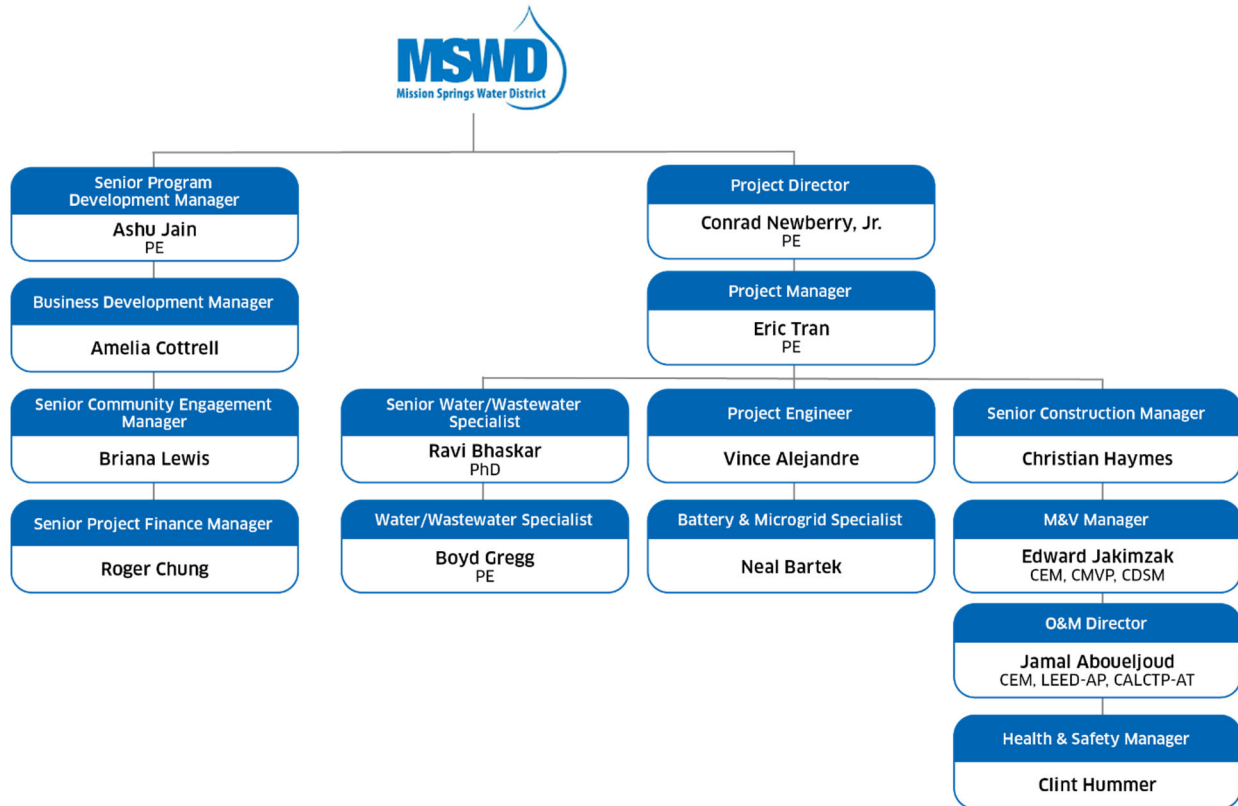


Figure 1. Organizational Chart

## C.2 Team Resumes



**Ashu Jain, PE**  
*Senior Program Development Manager*

**Role:** Ashu brings 40+ years of experience in solar, HVAC, and energy infrastructure project development to this project.

**Years of Experience:** 40 years

**Education:** MBA, University of California, Los Angeles  
BS, Mechanical Engineering, Indian Institute of Technology, Kanpur, India

**License(s)/Registration(s):** Registered Professional Engineer – Mechanical, CA

**Relevant California Experience:**

- West County Wastewater District
- Yucaipa Valley Water District
- Selma Kingsburg Fowler County Sanitation District
- Indian Wells Valley Water District
- City of Palm Springs
- Victor Valley College
- Copper Mountain College



**Amelia Cottrell**

*Business  
Development  
Manager*

**Role:** Amelia develops and implements energy efficiency and renewable generation projects for public sector clients. She ensures that our programs positively impact our client's general fund, improves facility operations and efficiency, promotes clean renewable energy, and provides measurable improvements to customers' defined goals and objectives.

**Years of Experience:** 4 years

**Education:** BA, Finance, Michigan State University, Easting Lansing, MI

**Relevant California Experience:**

- West County Wastewater District
- Yucaipa Valley Water District
- Central USD
- Santa Barbara Unified School District
- City of Corcoran
- City of Buellton



**Conrad  
Newberry, Jr.,  
PE**

*Project Director*

**Role:** Conrad leads a team of experienced engineers, project managers, and construction personnel fulfilling project implementation.

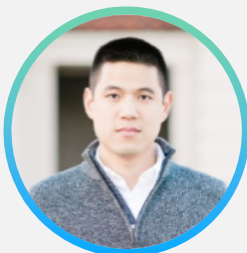
**Years of Experience:** 34 years

**Education:** BS, Mechanical Engineering, California State Polytechnic University, Pomona, CA

**License(s)/Registration(s):**  
Registered Professional Engineer –  
Mechanical, CA

**Relevant California Experience:**

- Indian Wells Valley Water District
- Orange County USD – Multi-Phases
- Los Angeles CCD
- Santa Monica College – Multi-Phases
- Dinuba USD – Multi-Phases
- City of La Habra



**Eric Tran, PE**

*Project Manager*

**Role:** Eric identifies and develops scopes, costs, and savings that address customers' priorities and needs. He also maintains budgets and schedules and ensures stakeholder satisfaction.

**Years of Experience:** 10 years

**Education:** BS, Environmental Engineering, University of California, San Diego

**License(s)/Registration(s):**  
Registered Professional Engineer –  
Mechanical, CA

**Relevant California Experience:**

- Indian Wells Valley Water District
- Desert Sands USD
- City of Port Hueneme
- City of Santa Clarita
- City of Corcoran
- County of Tulare
- County of Kings



**Vince Alejandre**

*Project Engineer*

**Role:** Vince provides solar PV, energy storage, electrical and mechanical engineering, solar thermal, lighting, and construction services. He models and designs Battery Energy Storage Systems (BESS) projects and performs site usage audits and rate structure analysis to determine technology feasibility, design, and implementation techniques.

**Years of Experience:** 8 years

**Education:** BS, Mechanical Engineering, California State Polytechnic University, Pomona, CA

**Relevant California Experience:**

- Yucaipa Valley Water District
- County of Riverside
- City of Corcoran
- City of Moreno Valley
- City of San Jacinto
- Montebello USD
- Banning USD
- Burbank USD
- La Mesa Spring Valley USD
- Magnolia SD
- San Diego USD



**Briana Lewis**

*Senior Community Engagement Manager*

**Role:** Briana develops programs that compliment and build on the energy work. She collaborates with customers at every phase of a project, serving as an ongoing point of contact and resource for customers with our education and engagement programs.

**Years of Experience:** 22 years

**Education:** MPA, California State University, Dominguez Hills

BA, University of California, Santa Cruz

**Relevant California Experience:**

- West County Wastewater District
- Nuview USD
- Magnolia SD
- Helendale SD
- Mount Baldy SD
- Montebello USD
- Perris UHSD
- Moreno Valley USD



**Neal Bartek**

*Battery & Microgrid Specialist*

**Role:** Neal ensures that designs, procures, constructs, and microgrid projects meet our customers' requirements. His experience includes microgrids, BESS, distributed controls, and integrating renewable generation.

**Years of Experience:** 23 years

**Education:** BS, Operations Research & Industrial Engineering, Cornell University, Ithaca, NY

**Relevant California Experience:**

- Yucaipa Valley Water District
- Adventist Health Systems/West
- El Dorado UHSD
- Chula Vista ESD
- Santa Barbara USD
- City of Milpitas
- City of Menlo Park
- Solano County
- Sierra Southwest Cooperative: Anza Microgrid



**Ravi Bhaskar,**  
PhD

*Senior  
Water/Wastewater  
Specialist*

**Role:** Ravi specializes in energy and operational efficiency improvement measures in water and wastewater treatment plants. His projects include control systems design, aeration optimization, biological nutrient removal process retrofits, and biosolids process optimization.

**Years of Experience:** 33 years

**Education:** PhD, Chemical Engineering, University of Kansas

MS, Chemical Engineering, University of Kansas

MSc, Chemistry, University of Madras, Madras, India

BSc, Chemistry, Loyola College, Madras, India

**Relevant California Experience:**

- West County Water District
- U.S. Patent 8,221,331 for Aeration Basin Dissolved Oxygen control with off gas monitoring (Honeywell)
- U.S. Patent 4,513,034 for membrane with electrically controlled permeability (Merck)
- U.S. Patent 5,120,349 for Microcapsule with temperature sensitive release profile (Landec)



**Boyd Gregg,**  
PE

*Water/Wastewater  
Specialist*

**Role:** Boyd specializes in co-digestion, biosolids, waste-to-energy, and combined heat and power (CHP) systems. He works on many co-digestion, biosolids, waste-to-energy, and CHP projects as an engineer and project manager.

**Years of Experience:** 20 years

**Education:** MS, Civil Engineering – Applied Fluid Mechanics, Clemson, University, Clemson, SC

BS, Civil Engineering, Clemson, University, Clemson, SC

**License(s)/Registration(s):**

Registered Professional Engineer – Civil

**Relevant Experience:**

- Altoona Water Authority Biosolids Improvement, PA
- City of Oneida's Organics and Water Resource Recovery Center, NY
- Frederick-Winchester Service Authority, VA
- Middle Oconee Water Reclamation Facility (WRF) Expansion and Upgrade, GA
- Northwest Cobb WRF Expansion, GA



**Christian  
Haymes**

*Senior Construction  
Manager*

**Role:** Christian manages all facets of field requirements, including safety, customer interaction and communication, permit acquisition, subcontractor selection, pricing, and project coordination.

**Years of Experience:** 25 years

**Education:** OSHA-30 Training

**Relevant California Experience:**

- Los Angeles Community College District
- San Diego USD
- Orange USD
- Los Angeles USD
- Chula Vista Elementary USD
- Escondido USD
- East Los Angeles College





**Edward  
Jakimzak,**  
CEM, CMVP,  
CDSM  
*M&V Manager*

**Role:** Ed manages all ongoing services necessary to fulfill performance contracting responsibilities. He coordinates and performs all physical measurements and creates the reports in accordance with the International Performance M&V Protocol (IPMVP).

**Years of Experience:** 18 years

**Education:** MS, Energy Management, New York Institute of Technology, Old Westbury, NY  
BS, Electrical Engineering, California State University, Northridge, CA

**Certifications:** Certified Energy Manager (CEM) – Association of Energy Engineers (AEE)  
Certified Measurement & Verification Professional (CMVP) – AEE  
Certified Demand-Side Manager (CDSM) – AEE

**Relevant California Experience:**

- Yucaipa Valley Water District
- Selma-Kingsburg- Fowler County Sanitation District
- Indian Wells Water District
- West County Wastewater District
- County of Riverside
- County of Kings
- Adventist Health Systems/West
- Santa Barbara USD
- City of Palm Springs
- City of Garden Grove



**Jamal  
Aboueljoud,**  
CEM, LEED-AP,  
CALCTP-AT  
*O&M Director*

**Role:** Jamal directs all post-construction field commitments, including O&M and warranties.

**Years of Experience:** 23 years

**Education:** MS, Mechanical Engineering, Lawrence Technological University, Southfield, MI

BS, Mechanical Engineering, Lawrence Technological University, Southfield, MI

**License(s)/Registration(s):**

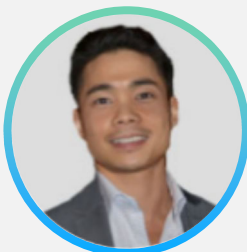
CEM – AEE

LEED AP – USGBC

California Advanced Lighting Controls Training Program (CALCTP-AT) – CEC

**Relevant California Experience:**

- Yucaipa Valley Water District
- Selma-Kingsburg- Fowler County Sanitation District
- Indian Wells Water District
- County of Riverside
- Adventist Health Systems/West
- Santa Barbara USD
- City of Palm Springs



**Roger Chung**  
*Senior Project  
Finance Manager*

**Role:** Roger has arranged more than \$400 million in paid from savings project financings in various structures. He is responsible for analyzing client needs/ concerns and then structuring and coordinating all project financing activities to assure the optimal form and cost of financing is obtained.

**Years of Experience:** 17 years

**Education:** BS, Management Science, University of California San Diego, CA

**Relevant California Experience:**

- Indian Wells Valley Water District
- West County Water District
- Santa Barbara USD
- City of Moreno Valley
- Kings County – Multi-Phases
- Adventist Health Systems/West



**Clint Hummer**

*Health & Safety  
Manager*

**Role:** Clint specializes in construction safety consulting, risk assessment, training, and regulatory compliance. He provides a broad spectrum of loss control, risk management, environmental and safety services.

**Years of Experience:** 16 years

**Education:** BA, Public Administration, Rutgers University, Camden, NJ

**Relevant California Experience:**

- Indian Wells Valley Water District
- West County Water District
- Santa Barbara USD
- City of Moreno Valley
- Kings County – Multi-Phases
- Adventist Health Systems/West



## D. Understanding of the Project

## D. Understanding of the Project

### D.1 Project Approach

#### D.1.1 Performing Site Assessments and Identifying Infrastructure Improvements

ENGIE offers true turn-key design-build general construction services specializing in energy and water conservation, water, and wastewater process upgrades, building system retrofits, and renewable generation and battery energy storage projects. ENGIE has the people, processes, technology, and delivery model to meet and exceed MSWD’s requirements and expectations.

The principal guideline ENGIE has adopted for delivery of a successful project is the concept that team members assigned to a project will remain with that project from conception through commissioning. This approach ensures continuity and the concepts that were derived in the audit are reflected in the engineering designs and installation at the facility.

Figure 2 shows our 7-Step Process of developing and managing a performance-based energy services project. We have been honing this process for more than 48 years. Many in the industry attempt to emulate this approach, but none can match the efficiency and success that only decades of experience can bring.



Figure 2. ENGIE’s 7-Step Project Development Process



**STEP 1**

**Feasibility Study:** The feasibility study is a preliminary engineering assessment of project feasibility yielding a budgetary savings and cost analysis. It is an early, quick overview of energy-saving potential and is typically conducted soon after selection.



**STEP 2**

**Investment Grade Audit:** The audit is an investment-grade, computer-modeled audit yielding energy savings and a detailed scope of work with an M&V plan. This audit will uncover more specific savings in lighting, mechanical and control equipment, building automation systems, energy storage, water and wastewater process upgrades, water conservation, and solar PV. The audit is a thorough and detailed accounting of your energy-consuming infrastructure right down to nameplate data.



**STEP 3**

**Engineering:** The engineering and design will include the preparation of specifications and submittals, including design and construction documents by our registered PEs. Sound, unbiased strategies from experienced professional energy engineers will provide you with a roadmap that is engineered in-house to ensure all customer requirements are fully met.



#### STEP 4

**Construction Management:** On-site construction management of your project, using seasoned ENGIE personnel, will ensure the project scope is constructed correctly. ENGIE uses an organized and time-tested process that minimizes disruption to the customer's operation and staff. The construction managers are responsible for construction scheduling, subcontractor and vendor coordination, safety programs, security issues, permits and licenses, and progress meetings with subcontractors and vendors. They inspect all work of the subcontractors for compliance to design and performance specifications. Complete as-built drawings are prepared for the customer at the conclusion of the construction phase.

During the implementation phase, our on-site construction manager will hold weekly or bi-weekly construction meetings with designated facilities maintenance staff and contractors. These meetings will consist of reviewing the previous week's construction progress, outstanding issues, and action items, and cover the anticipated schedule for the next few weeks. The construction manager will coordinate the anticipated installation/retrofit of equipment with MSWD's facilities maintenance staff.

In addition, we use proven construction methods to ensure ongoing operations are maintained to extent possible, including:

- Rigorously employ OSHA safety guidelines and practices for all workers and during material lifts to the roof as this work is especially hazardous
- Supervising contractor attendance and use of personal protective equipment at the work site
- Following an accelerated installation process to minimize our construction phase impact on local activities
- Employing security personnel as needed to monitor job sites overnight and help with traffic when construction necessitates changing regular traffic flow
- Scheduling installations with MSWD staff that may temporarily impact parking availability to assure limited disruption to the daily activities



#### STEP 5

**Commissioning:** This is the customer's quality assurance process. An experienced ENGIE team conducts point-to-point examinations of all installed equipment and systems affected to ensure 100% of all performance standards are met.



#### STEP 6

**Training:** We fully understand that training ensures the long-lasting success of a project. At the conclusion of construction and commissioning, we provide training that is tailored to address both the components of the equipment installed and the needs of the customer.



#### STEP 7

**Monitoring and Verification:** Customized monitoring and M&V designed to sustain energy savings over the long term, completes the cycle of exceeding customer expectations. Our committed in-house monitoring staff includes over 15 team members experienced in tracking, forecasting, and alarm notification of energy use and equipment functionality. Our M&V methodology employs the IPMVP, which NAESCO (National Association of Energy Services Companies) recognizes as the standard guideline of how savings resulting from energy conservation projects should be measured.

Our in-house energy management staff will conduct monitoring electronically to the extent possible. We will provide the District staff with monthly reports documenting utility savings to ensure that savings accrue as projected and create a customized program to meet the customer's needs. On-going monitoring also means that any problems that may occur with building operation will be discovered in a timely fashion, thereby helping to maximize the opportunity to correct problems quickly.

ENGIE stands behind its performance guarantee. If ENGIE does not achieve the promised savings, ENGIE will perform a failure analysis and will reconcile the difference with the District. Reconciliation can take the form of providing additional work or services or providing the District with a check that accounts for the difference between the guaranteed and realized savings.

## D.1.2 Funding for California Public Agency Infrastructure Needs and Sustainability Programs

ENGIE helps its customers with project finance by offering information and perspective based on our experience delivering hundreds of projects to a wide variety of customers, each with their own unique technical and economic circumstances and desired outcomes.



We do not act as financial advisor, but we can help facilitate the entire financial review and solicitation process. We have the in-house experience to help craft customized financing solutions for projects that provides optimal outcomes, reduces risk, and maximizes financial returns.

**ENGIE has helped facilitate financing of \$2.5 billion in paid from savings projects for our public sector clients throughout the US.** ENGIE maintains a dedicated project finance team staffed with experienced professionals who keep apprised of developments in energy project finance, financial markets, rebates, and utility incentives.

Our project finance department also maintains strong relationships with leading banks, financial advisors, and renewable energy financiers, which will ensure that the District has access to all available resources. We will review financing options with MSWD staff throughout the development cycle and help make the project viable by identifying the lowest-cost, highest-value funding instruments. **We do not charge any fee for facilitating the financing.**

### *Type of Instrument, Typical Term, and Frequency of Payments*

Based on the size and scope of a project for MSWD, we would investigate the following financing options as part of an overall financing plan:

- **Tax Exempt Lease Purchases (TELP) or Installment Purchase Agreement (IPA):** ENGIE can submit a request for proposal (RFP) for competitive financing proposals. This is 100% financed through capital lease using equipment as collateral, with longer terms available using real property as collateral. The interest rates are low tax-exempt, up to 20-year terms per statute, and with semi-annual or monthly payments.
- **Debt financing including lease-backed Certificates of Participation (COPs), Bonds (General Obligation, Revenue, Clean Renewable Energy Bonds, etc.):** ENGIE can work with MSWD's municipal advisor to structure the project for maximum savings utilizing low tax-exempt interest rates, 20- to 30-year terms, and with semi-annual payments.
- **Power Purchase Agreement (PPA):** ENGIE can provide an energy purchase contract for distributed generation components that utilizes tax benefits to enhance cost structure, 100% financing, and contract terms on 20 or longer year contracts with possible early buyout provisions, paid on a monthly basis.
- **State and Federal Grants:** ENGIE has worked with an array of public agencies throughout the state to identify state and federal grand funding opportunities to support the implementation efforts of this project.
- **Utility Rebates and Incentives:** ENGIE has extensive experience assisting public sector clients leverage multiple funding sources, including grants, rebates, incentives, utility, and maintenance budget savings. Our in-house finance team continually tracks financial markets, utility rebate and incentive programs, and other public and private grant and incentive opportunities. Over the past 5 years, ENGIE has helped to secure more than \$200 million in state and utility incentive or rebate funding on behalf of our customers in California.

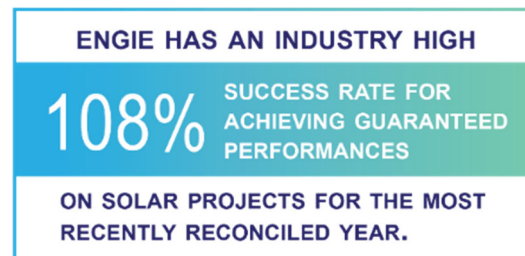
- **On-bill financing (OBF):** OBF is a utility program that provides funding for qualified energy efficiency improvements that uses the utility bill as the repayment vehicle. OBF is a no fee, 0% loan with terms and maximum loan amounts that vary depending on type of applicant. Payments are calculated to be “bill neutral” based on savings achieved by the project.
- **Any combination of self-funding (capital contribution)** in combination with other financing options above.

## D.2 Savings

### D.2.1 Approach to Projecting and Proving Utility Savings

#### *Projecting and Proving Energy Savings*

ENGIE uses many proven engineering methods to estimate energy savings, including computer modeling, graphical analysis, sub-metering and testing of facilities, spreadsheet analysis, and field M&V. Our goal is to select an M&V approach that is straightforward and can be easily verified by the customer and/or their third-party reviewer.



ENGIE guarantees performance by establishing a baseline energy use, predicting the savings reduction by using industry established building modeling and calculations, and monitoring and verifying the energy reduction throughout the guarantee.

#### *Establishing the Baselines Energy Use and Projecting Savings*

Energy consumption savings are calculated by establishing a baseline (an equation that describes the energy that would be consumed if no energy efficiency measures were installed) and subtracting from that baseline the actual post-installation energy consumption. This procedure applies to all forms of energy, including electric, natural gas, steam, and even water consumption. Dollar savings are calculated by applying the appropriate consumption unit charges to the calculated consumption savings and summing overall forms of energy.

The energy consumption or usage attributable to a given ECM is determined as the product of its rate of consumption and the duration of that consumption. Quantifying the pre- and post-installation energy consumption may be a straightforward matter (e.g. change in light fixture wattage) or a complex procedure, depending on the variability of consumption rates and duration.

Electrical demand savings are based on maximum demand reduction. In general, post-installation demand during the peak demand month is subtracted from base-period demand for the same month and adjusted for miscellaneous changes in equipment. Dollar savings depend on local utility rate structures. The best method for calculating savings of a given measure may include using modeling software such as DOE-2/eQuest or Trace 600, or may involve spreadsheet analysis or other accepted, standard engineering procedures. Calculations will follow the methodology of ASHRAE or other nationally recognized authority and will be based on sound engineering principles.

The savings are proved by an M&V process as described further starting on the next page.

### D.2.2 Methodology and Formulas Utilized for Reporting of Savings

For any energy services performance contracting program, the selection of an appropriate M&V plan is key to the success of the contract. To assure confidence in these processes, ENGIE

follows the IPMVP. NAESCO recognizes this protocol as the standard guideline of how savings resulting from energy conservation projects should be measured.

The IPMVP defines 4 broad options for M&V of energy savings. Each option is applicable to specific situations, and oftentimes, more than one option is possible. Multiple options are frequently implemented on a single project. Due to the variables and dynamics that are unique to each performance contract, and often to each facility within a performance contract, an individual M&V plan must be developed for each situation. While the specifics may vary, the general method employed will always follow one of the techniques outlined in the IPMVP Guidelines, which are categorized in Figure 3 below.

	Option A	Option B	Option C	Option D
<b>Savings Calculation</b>	<b>Engineering Calculations:</b> Short-term or continuous post-retrofit measurements	<b>Engineering Calculations:</b> Short-term or continuous measurements	<b>Analysis of Whole Facility:</b> Utility meter/sub-meter data	<b>Energy Use Simulation:</b> Calibrated with hourly or monthly utility billing data of end-use metering
<b>Example Application</b>	Measure power draw periodically for a lighting retrofit.	Apply controls to vary the load on a constant speed pump using a variable speed drive. A kWh meter is installed to measure actual energy use of the drive.	Multifaceted energy management program affecting many systems in a building. Measure energy use via gas and electric utility meters for a 12 month base-year period and throughout the post-retrofit period.	Multifaceted energy management program affecting many systems in a building, but where no base year data is available. Measure post-retrofit energy use by utility meters and base year energy use is determined by simulation using a calibrated model.

Figure 3. IPMVP Options

There are various formulas used in the calculation of the energy savings. These formulas depend on the specific ECM. If ENGIE is selected by the District, we will provide a detailed writeup and calculations on the energy savings of the ECMs we develop.

### D.2.3 Monitoring Services After Implementation

For measuring savings after construction is complete, ENGIE has one of the largest, most experienced M&V teams in the industry. A professional engineer, Certified M&V Professional (CMVP), with more than 25 years in performance contracting leads a team of full-time committed staff, with 7 staff members in California, and an average time in performance contracting of over 15 years each.

The team has overseen hundreds of guarantees and currently has more than 250 clients with ongoing guarantees. In 2021, ENGIE reconciled \$105 million in at-risk energy guarantees. **The team has one of the highest success rates in the industry — 5-year average of 108% — for achieving our guaranteed performance on projects.** If project performance does not meet or exceed our guaranteed performance, ENGIE writes the customer a check for the difference, without delay or legal hassle.

The exact scope of monitoring required for the District is determined during the design phase and tailored to the energy measures to be implemented. For example, monitoring savings from more efficient lighting would probably not be required, while real-time monitoring for solar PV production is an important part of continued savings. ENGIE uses a proprietary web-based system, Utilityvision™, to monitor data acquired from our energy projects.



ENGIE created a robust web-based energy management platform to manage our diverse portfolio of renewable and energy efficiency projects. We branded this platform Utilityvision. Utilityvision is not only a powerful solar monitoring and data reporting tool, but it can also provide site, building, or individual ECM level diagnostics, trends, and energy consumption profiles depending on the project and our customer needs. ENGIE currently receives about three million data records per day from active renewable energy and energy efficiency customers.

As a standard, we provide monthly value reports from Utilityvision that we can customize based on project and customer needs. Administrative personnel can also use Utilityvision to create summary reports while facilities managers can set alarms and run trend analysis diagrams with the click of a button. **The result is energy intelligence.**

Utilityvision enables our customers to make energy decisions from a place of confidence and assuredness and provides the following:

- **Find anomalies in energy data** in real-time via 15-minute interval data instead of waiting until you get your monthly energy bill
- **Visualize the data** in ways that make sense for a variety of stakeholders from senior administrative leadership to facilities managers and custodial staff – all of whom play an important role in energy conservation
- **Monitor performance of ECMs** so that staff leadership can report on the successes of the programs in which you have invested
- **Identify trends** over time to spot recurring issues and resolve them quickly
- **Track guaranteed performance** to ensure that the investment is performing as hoped
- **Provides alarming capabilities** to alert personnel to excessive energy consumption immediately to reduce lost savings

There are several analytical tools with the Utilityvision platform that assist in the above tasks. Staff will be trained to use the analysis tools to run a variety of reports such as load profiles, trend analysis, and diagnosis, and will also have access to the responsive customer service and support provided by the ENGIE team.

#### D.2.4 Expected Annual Saving for the District

Based on the knowledge of our team, and our review of publicly available information, we believe there is an excellent opportunity for a financially attractive project for MSWD. However, without having access to your facilities, drawings, and electrical data, all the potential ECMs mentioned below remain to be confirmed. We would like to evaluate the following ECMs, if we are selected by MSWD:



- **Wastewater Facility Operations:** The entire operation of Horton, including all the processes and equipment will be evaluated for upgrades and improvements. Sewer lift stations will be evaluated for upgrades, including high efficiency pump motors.
- **HVAC Replacements:** We will evaluate for all MSWD facilities.
- **Interior and Exterior Lighting:** We will evaluate LED lighting for all MSWD facilities. This will include installation of solar lighting for underlit areas.
- **Solar Installations:** We will evaluate solar installations for the Horton, New Regional Water Reclamation Facility, District Office, and well pumps.

- **Battery Energy Storage Systems:** BESS will be evaluated for the Horton, New Regional Water Reclamation Facility, and well pumps. As Southern California Edison (SCE) has run out of incentive funding for battery storage, it is likely that this technology will not be financially viable. We will, however, do the analysis upon selection.
- **Water Conservation Measures:** These will be evaluated for all facilities
- **Building Automation System (BAS):** BAS and SCADA systems will be evaluated for all facilities for upgrades.
- **Pumped Storage Hydropower:** This technology achieves the same goal of energy storage as BESS, but could be financially more attractive. We will evaluate this ECM, if selected.
- **VFD Upgrades:** All pumps will be evaluated to see if variable frequency drives (VFDs) can help reduce the operating cost.

Please note that we will evaluate all the ECMs mentioned above, including pumped storage, if we are selected. However, we are presenting below some potential ECMs that we can estimate using publicly available information to demonstrate our capability and experience as well as to provide MSWD with approximate savings possible from this project. Obviously, without doing detailed analysis, these ECMS, along with the capital costs and savings, are very conceptual in nature.

<p><b>ECM 1 – Oxidation Ditch Sequenced Aeration at Horton</b></p>	<p>Install control systems to regulate oxidation ditch operation to reduce nutrients in the effluent. Potentially run the rotors for a long time to complete nitrification, then turn them off with large bubble mixing to allow denitrification.</p> <p>Mission Springs is under heavy pressure to reduce nutrients in the discharge and the Horton plant has no nutrient removal. Install ammonia and nitrate sensors to determine when full nitrification has been achieved. At full nitrification, the surface aerators would be turned off and the large bubble mixing system would be turned on for mixing.</p> <p>An oxidation reduction potential probe would be installed to monitor for proper anoxic conditions and to ensure the system doesn't become anaerobic. After denitrification has occurred, the surface aerators would be turned back on and the cycle would repeat.</p> <p><b>Capital Cost:</b> \$1,000,000. <b>Energy Savings:</b> \$45,000 per year.</p>
<p><b>ECM 2 – Install VFDs on Oxidation Ditch Aerators at Horton</b></p>	<p>The motors for the oxidation ditch aerators appear to be two-speed. Installing VFDs to control the speed of these motors would allow reduced energy usage. Dissolved Oxygen probes would be installed as well. The motor aerator speed would be adjusted to meet a dissolved oxygen setpoint as read by the dissolved oxygen probes.</p> <p><b>Capital Cost:</b> \$500,000. <b>Energy Savings:</b> \$60,000 per year.</p>
<p><b>ECM 3 – Solar Installation for Horton</b></p>	<p>We understand that MSWD has a 1 MW solar project that is using SCE's RES-BCT (Renewable Energy Self Generation Bill Credit Transfer) rate schedule for cost avoidance at various MSWD accounts. We are guessing that Horton is one of the benefitting accounts for the solar project.</p> <p>RES-BCT rate schedule is very unattractive compared to having solar on site and using SCE's Net Energy Metering rate schedule. We would like to evaluate removing Horton as a benefitting account for the current solar project and installing a 300 kW solar project on site.</p> <p><b>Capital Cost:</b> \$900,000. <b>Energy Savings:</b> \$80,000 per year.</p>

<p><b>ECM 4 – Solar Installation for New Regional Water Reclamation Facility</b></p>	<p>Currently MSWD has a 1 MW solar project that is using SCE’s RES-BCT rate schedule for cost avoidance at various MSWD accounts. This solar project is located next to this facility.</p> <p>As we mentioned above, the RES-BCT rate schedule is very unattractive compared to having solar on site and using SCE’s Net Energy Metering rate schedule. It will be financially very attractive to have the current solar project be directly connected to the electric meter for this new facility and change it from RES-BCT to NEM rate schedule. We will work with SCE to make this happen.</p> <p><b>Capital Cost:</b> \$500,000. <b>Energy Savings:</b> \$120,000 per year.</p>
<p><b>ECM 5 – Mixing in the Storage Tanks to Reduce Disinfectant Use</b></p>	<p>The MSWD website mentions 24 storage tanks in service. Mixing in finished water storage will allow for better distribution of disinfectant, often resulting in lower dosing. Mixers can be powered by either compressed air or solar.</p> <p><b>Capital Cost:</b> \$300,000. <b>Chemical Cost Savings:</b> \$25,000 per year.</p>
<p><b>ECM 6 – Pump Upgrades</b></p>	<p>Determine the wire to water efficiency on all the well pumps and implement one of the following measures to improve efficiency. The well pumps could be operating outside of the best efficiency point.</p> <p>If operating in this regime, the pumps could experience excess vibration, cavitation, and/or heat generation. These could all lead to excessive energy usage, and excessive wear and tear on the pumps, resulting in further degradation of pumping performance. Depending on the outcomes of the evaluation, the prescriptive solution could be to replace the pump, replace the impeller in the pump, or install a VFD.</p> <p>We used Figure 4 on the next page (showing one of two for illustrative purposes) and cataloged the well pumps in the system. We developed a list of the pumps and their installed horsepower based on calculating the differential pressure and flow rates. The average pump size is approximately 100 hp.</p> <p><b>Capital Cost:</b> \$2,200,000. <b>Energy Savings:</b> \$250,000 per year.</p> <div data-bbox="581 1197 1318 1669" data-label="Diagram"> </div>

Figure 4. Process for Determining Pump Size

For the project as outlined on the previous page, the **Total Estimated Capital Cost** works out to **\$5,400,000** and the **Total Annual Savings** are **\$580,000** annually.

To demonstrate the benefit of this project over its life, we have included a project cash flow below with industry standard assumptions on interest rates, finance term, electricity escalation, and

operation costs. As the cash flow shows, this project could be very attractive for MSWD with almost **\$0.5 million in net savings annually** and almost **\$15 million over the life of the project**.

Mission Springs Water District Comprehensive Energy Services Program								
Preliminary Cash Flow Analysis								
Project Cost								\$5,400,000
District Contribution								\$0
Amount to be Financed								\$5,400,000
Finance Term								20
Annual Interest Rate								3.75%
Annual Escalation of Electricity Cost								5.00%
Annual Escalation of O&M Cost								3.00%
Annual Degradation of Solar Panels								0.5%
Year	Solar Energy Savings	Energy Efficiency Savings	Chemical Cost Savings	Total Program Savings	Lease Payment	Solar Maintenance Cost	Total Program Costs	Net Savings
Year 1	\$200,000	\$355,000	\$25,000	\$580,000	\$94,112	\$26,000	\$120,112	\$459,888
Year 2	\$208,950	\$372,750	\$25,750	\$607,450	\$120,782	\$26,780	\$147,562	\$459,888
Year 3	\$218,301	\$391,388	\$26,523	\$636,211	\$148,739	\$27,583	\$176,322	\$459,888
Year 4	\$228,069	\$410,957	\$27,318	\$666,345	\$178,045	\$28,411	\$206,456	\$459,888
Year 5	\$238,276	\$431,505	\$28,138	\$697,918	\$208,766	\$29,263	\$238,030	\$459,888
Year 6	\$248,938	\$453,080	\$28,982	\$731,000	\$240,971	\$30,141	\$271,112	\$459,888
Year 7	\$260,078	\$475,734	\$29,851	\$765,664	\$274,730	\$31,045	\$305,775	\$459,888
Year 8	\$271,717	\$499,521	\$30,747	\$801,984	\$310,119	\$31,977	\$342,096	\$459,888
Year 9	\$283,876	\$524,497	\$31,669	\$840,042	\$347,218	\$32,936	\$380,154	\$459,888
Year 10	\$296,580	\$550,722	\$32,619	\$879,921	\$386,108	\$33,924	\$420,032	\$459,888
Year 11	\$309,852	\$578,258	\$33,598	\$921,707	\$426,877	\$34,942	\$461,819	\$459,888
Year 12	\$323,717	\$607,170	\$34,606	\$965,494	\$469,615	\$35,990	\$505,605	\$459,888
Year 13	\$338,204	\$637,529	\$35,644	\$1,011,377	\$514,419	\$37,070	\$551,489	\$459,888
Year 14	\$353,338	\$669,405	\$36,713	\$1,059,457	\$561,387	\$38,182	\$599,569	\$459,888
Year 15	\$369,150	\$702,876	\$37,815	\$1,109,841	\$610,625	\$39,327	\$649,952	\$459,888
Year 16	\$385,670	\$738,020	\$38,949	\$1,162,639	\$662,243	\$40,507	\$702,750	\$459,888
Year 17	\$402,929	\$774,920	\$40,118	\$1,217,967	\$716,356	\$41,722	\$758,078	\$459,888
Year 18	\$420,960	\$813,667	\$41,321	\$1,275,947	\$773,085	\$42,974	\$816,059	\$459,888
Year 19	\$439,798	\$854,350	\$42,561	\$1,336,708	\$832,557	\$44,263	\$876,820	\$459,888
Year 20	\$459,479	\$897,067	\$43,838	\$1,400,383	\$894,904	\$45,591	\$940,495	\$459,888
Year 21	\$480,040	\$0	\$0	\$480,040	\$0	\$46,959	\$46,959	\$433,081
Year 22	\$501,522	\$0	\$0	\$501,522	\$0	\$48,368	\$48,368	\$453,154
Year 23	\$523,965	\$0	\$0	\$523,965	\$0	\$49,819	\$49,819	\$474,146
Year 24	\$547,413	\$0	\$0	\$547,413	\$0	\$51,313	\$51,313	\$496,099
Year 25	\$571,909	\$0	\$0	\$571,909	\$0	\$52,853	\$52,853	\$519,057
Year 26	\$597,502	\$0	\$0	\$597,502	\$0	\$54,438	\$54,438	\$543,064
Year 27	\$624,240	\$0	\$0	\$624,240	\$0	\$56,071	\$56,071	\$568,169
Year 28	\$652,175	\$0	\$0	\$652,175	\$0	\$57,754	\$57,754	\$594,422
Year 29	\$681,360	\$0	\$0	\$681,360	\$0	\$59,486	\$59,486	\$621,874
Year 30	\$571,909	\$0	\$0	\$571,909	\$0	\$52,853	\$52,853	\$519,057
<b>Totals</b>	<b>\$12,149,859</b>	<b>\$11,738,414</b>	<b>\$671,759</b>	<b>\$24,560,032</b>	<b>\$8,771,658</b>	<b>\$1,236,961</b>	<b>\$10,008,618</b>	<b>\$14,551,413</b>



## E. References



# E. References



**Yucaipa Valley Water District**  
Yucaipa, CA

1

**Project Size**  
\$25.9 million

**Total Project Net Savings**  
\$73 million

**Start / Completion Dates**  
2019 / Ongoing

**Contact**  
Joe Zoba  
909-797-5119  
zoba@yvwd.us

**Description of Services**

- 7.4 MW of solar ground mount
- 3.3 MW/13 MWh battery energy storage system
- 3.2 MW of natural gas gensets and microgrid controllers

**Funding Sources**

PPA, SGIP

**Benefits**

- Keep rates stable while hedging against rising energy costs
- Improve the District’s capacity to serve residents
- Meet the District’s long-term resiliency goals
- Ensure safe, reliable power to the District’s key facilities during public safety power shutoff (PSPS) events

*“Maintaining the reliability and resilience of our energy and water systems is the key to long-term sustainability and our overall success. The YVWD depends on uninterrupted power 24/7 to conduct mission critical operations. This project not only allows critical facilities to remain operational if there is a grid outage but also reduces our carbon footprint.”*

YVWD General Manager Joseph Zoba



**Indian Wells Water District**  
Ridgecrest, CA

2

**Project Size**  
\$6.9 million

**Total Project Net Savings**  
\$9 million

**Start / Completion Dates**  
2016 / 2018

**Contact**  
Don Zdeba  
(760) 384-5555  
don.zdeba@iwwwd.us

**Description of Services**

- 2.08 MW of solar PV projects across five water well sites and the District Office
- LED lighting at the District Office
- Replace aging HVAC units at the District Office

**Funding Sources**

TELP

**Benefits**

- Expected to generate \$9.4 million in savings over the program life
- Expected to reduce District electricity spending by approximately 63%
- Offsets carbon emissions equivalent to removing 574 cars from highways annually

## City of Palm Springs, CA



3

**Project Size**  
\$17.5 million

**Total Project Net Savings**  
\$4.2 million

**Start / Completion Dates**  
2013 / 2014

**Contact**  
Staci Schafer  
760-323-8167  
staci.schafer@palmspringsca.gov

### Description of Services

- Retrofitted Municipal Cogeneration Plant and converted Sunrise Cogeneration Plant to a new electric and cooling plant
- New utility metering and energy management systems and centralized irrigation control system
- LED lighting retrofits

### Funding Sources

Bond Funds, Certificates of Participation, TELP

### Benefits

- Saved 3.6 million kWh per year
- Saved more than 260,000 therms of gas and 108 million gallons of water annually
- Aligned with state-wide climate action goals
- Reduced annual greenhouse gas emission equivalent to removing 535 passenger vehicles off Palm Springs roadways each year

## City of Moreno Valley, CA



4

**Project Size**  
\$2.9 million

**Total Project Net Savings**  
\$13 million

**Start / Completion Dates**  
2017 / 2018

**Contact**  
Jeannette Olko  
951-413-3502  
jeannetteo@moval.org

### Description of Services

- Installed 611 kW of solar photovoltaic (PV) across nine structures at City Hall
- Installed 75 kW of energy storage capacity
- Integrated energy storage system with existing electric vehicle (EV) charging stations

### Funding Sources

Cash Contribution (GF, CIP, etc.)

### Benefits

- Expected to generate more than 1.05 million kWh in the first year of the program, the equivalent to powering 84 homes
- Provides an informational kiosk in City Hall displaying energy savings data to the public

*“We strive to engage as many citizens as possible in our transition to clean energy production and the City Hall solar array is our opportunity to make our efforts tangible for people. We couldn’t be more excited to provide this sustainable energy project to the public.”*

Mayor Yxstian A. Gutierrez

**West County  
Wastewater  
District**  
Richmond, CA



5

**Project Size**

\$62.4 million

**Total Project Net Savings**

\$83 million

**Start / Completion Dates**

2021 / Ongoing

**Contact**

Andrew Clough  
Deputy General Manager  
510-222-6700  
AClough@wcwd.org

**Description of Services**

- 1.1 MW Solar PV
- 450 kW Cogeneration System
- LED Lighting
- EV Chargers
- WWTP Upgrades: New Grit Separation System, Rotary Drum Thickeners, High Efficiency Aeration Blower, New Digesters, Sludge Dewatering System, Sludge Thermal Dryer System, and Equalization Basins
- Production of Class A Biosolids
- Community Engagement

**Funding Sources**

Certificates of Participation

**Benefits**

- \$83 million in net program life savings
- Expedite Capital Improvement Plan substantially
- Upgrade the wastewater treatment processes to increase efficiency  
4.2 million kWh energy use reduction guaranteed per year
- 93% reduction in greenhouse gas over the life of the program





## F. List of Representative Projects



## F. List of Representative Projects

In addition to the projects highlighted in Section E, a list of representative projects demonstrating our relevant experience in the last 3 years is provided in Table 1 below.

Customer	Contract Amount (Millions)	Wastewater	HVAC	Lighting	Solar	BESS	BAS	Water	Community Engagement
City of American Canyon	\$5.2								
City of Buellton	\$4.6								
City of Corcoran	\$10.8								
City of Escalon	\$5.7								
City of Firebaugh	\$4.5								
City of Hercules	\$3.9								
City of Lakeport	\$4.5								
City of Madera	\$18.8								
City of Mendota	\$3.9								
City of Milpitas	\$33.9								
City of Pismo Beach	\$4.9								
City of Port Hueneme	\$3.7								
Contra Costa County Fire Protection District	\$4.3								
County of Solano	\$4.1								
County of Tulare – Multi-Phases	\$37.4								
Hayward USD	\$32.6								
Jurupa USD	\$4.1								
Lake Elsinore USD	\$2.6								
Santa Barbara USD	\$22.0								
Selma-Kingsburg-Fowler County Sanitation District	\$9.8								

Table 1. ENGIE's Proven Track Record of Successful Relevant Projects



## G. Schedule



## G. Schedule

Table 2 below highlights ENGIE’s preliminary Timeline/Schedule to complete each task in the scope of services for this project. If selected for this project, this schedule will be finalized with the District’s input.

ID	Task Name	Duration in Days	Start	Finish
1	Notice of Selection for the Project	0	09-20-22	09-20-22
2	Project Kick-Off Meeting	0	09-27-22	09-27-22
3	Site Walk of all Included Facilities: <ul style="list-style-type: none"> <li>• Inventory of all energy consuming equipment</li> <li>• Identification of the major energy consuming equipment and processes</li> </ul>	1	10-04-22	10-05-22
4	Utility Bills Analysis: <ul style="list-style-type: none"> <li>• Analysis of at least one year of historical utility billing data</li> <li>• Develop energy rates and costs figures for all utilities</li> </ul>	4	10-10-22	10-14-22
5	Feasibility Study: <ul style="list-style-type: none"> <li>• Analysis of opportunities for ECMs and their potential saving and payback periods</li> </ul>	18	10-10-22	10-28-22
6	Meeting with District for identification of suitable retrofits and technology for these measures	0	10-31-22	10-31-22
7	Investment Grade Audit: <ul style="list-style-type: none"> <li>• Develop final scope of work</li> <li>• Develop guaranteed savings for each ECM</li> <li>• Develop maximum guaranteed price of each ECM</li> </ul>	91	11-01-22	01-31-23
8	Staff review and decision on final scope of work, savings, and pricing	27	02-01-23	02-28-23
9	Approval of Energy Services Contract & Financing	30	03-01-23	03-31-23
10	Engineering & Permitting	90	04-01-23	06-30-23
11	Construction	214	07-01-23	01-31-24
12	Commissioning	28	02-01-24	02-29-24
13	Training	28	02-01-24	02-29-24
14	Punch List & Final Completion	30	03-01-24	03-31-24
15	M&V of Energy Savings	20 years	04-01-24	03-31-43

Table 2. Project Schedule



## H. Additional Services



## H. Additional Services

### H.1 Community Engagement

#### H.1.1 Our Approach

ENGIE believes in giving back to the communities who we partner with in the public sector. We provide this service at no-cost to the District. We believe that our construction projects drive opportunity for communities by maximizing the impact of installing renewables and implementing ECMs in your community that **create jobs, stimulate the local economy, and provide education resources**. With the District’s service area’s population flourishing and growing rapidly, we can provide a lot of value to your community. ENGIE’s comprised of community impact team former educators, nonprofit leaders, and outreach experts is committed to building custom comprehensive engagement programs that deliver valuable, high-quality, engagement and educational resources for communities.

The experience and creativity of the community impact team can support multiple departments within MSWD—such as Programs & Public Affairs, Customer Service, Operations, and Engineering—add value to both your energy project, your community, and your organization.

ENGIE works hard to listen to our partners, to understand their goals so that we can collaborate on programs to meet those unique needs. For example, **ENGIE could help support your ‘Student Drink Water Festival’ and ‘Groundwater Guardian Program.’**

Below are examples of various engagement scopes for water and energy programs we have designed and implemented in California.




#### West County Wastewater District

Looking to focus on workforce development and creating a pipeline of interested and qualified wastewater employees, ENGIE has partnered with the District to develop and implement:

- |  |   |
|--|---|
|  <p>Full internship program for local community college students, including all necessary recruitment, training, assessment and feedback documents and processes.</p> |  <p>Communications support: social media posts, website optimization, guest speakers guide.</p>  |
|  <p>Multimedia projects including timelapse project video, interactive maps, and virtual tours.</p>   |  <p>Commitment to identifying and applying for grants and awards that will highlight the progressive view and actions around energy, climate, and overall sustainability measures.</p> |





#### City of American Canyon

Supporting their Marketing Department of one, and building an employee pipeline for their Wastewater Department by attracting local talent; ENGIE partnered with the City to deliver:

- |  |   |
|--|---|
|  <p>Paid internships to support the City’s Wastewater and Marketing departments.</p>  |  <p>Communications support through City newsletter articles and project updates.</p> |
|  <p>Supporting City Earth Day events over multiple years with youth activities and hands-on materials, energy savings tips, and other handouts and giveaways.</p> |   |

**City of Milpitas**

With a water infrastructure program ranging from residential and business AMI to automated water testing and treatment, to secure web-based systems, ENGIE enhanced the project with:

 <p>Successful application for an international Smart 50 award for the smart work done around wastewater, residential water, and overall energy and resiliency.</p>	 <p>Creation of an online Sustainability Portal to share project initiatives, progress, and impacts.</p>
 <p>Development of an informational web page, 24-hour call center, and multi-lingual print outreach for the smart water meter roll out to residents and businesses.</p>	 <p>Support and creation of community outreach events: Earth Day and Sustainability Cycling Tour.</p>

Our community impact team will meet with key engagement leaders and stakeholders at MSWD to determine a unified vision for your engagement program. We look forward to understanding the unique values, goals, and initiatives of the District, and developing a program that will support and propel those forward. Below are elements of an engagement program that are flexible and can be shaped and refined once we are selected and learn more about your specific goals.

### H.1.2 Community Events

ENGIE would love to support community events, like the Student’s Drinking Water Festival, with a range of activities. From providing support, booths, and activities for existing events to creating a new custom outreach event for the District. As an example, the City of Milpitas has a strong cycling community and together we are developing a sustainability bike ride for residents to bike to several of the City’s green projects and learn about them from City staff.

### H.1.3 Communications

ENGIE can provide project updates, energy saving tips, and write ups on various topics to include on water bills or MSWD website. We can help to develop or refresh a sustainability or project hub on the District’s website. We can also provide presentations at Board meetings or community events, develop social media posts, and even videos to educate residents about the energy project.

### H.1.4 Education

ENGIE can enrich your existing Kid’s Corner on your website with new activities. We can support your Groundwater Guardian program and participating schools by creating a deeper engagement program with MSWD or in providing design challenges, hands-on materials, guest speakers, or site field trips to the existing programs. We can bring activities for preschool through high school students on a range of topics from water, energy, sustainability, climate change and resiliency, and engineering.

### H.1.5 Paid Internships

ENGIE has put considerable time and effort into developing an internship program that provides youth with real work experience; enriching and networking experiences with mentors; and exposure to and communication with interns nationwide. Interns can work onsite supporting MSWD.

### H.1.6 Civic Spark Fellow

ENGIE can leverage its partnership with CivicSpark, a resiliency focused division of AmeriCorps, to bring a full-time fellow to the District. CivicSpark Fellows, recruited from the country’s top sustainability-focused programs, spend 11 months with agencies to help build capacity for research, planning, and implementation. Projects focus on climate change, energy, wastewater, stormwater, and other environmental topics.

A quote from the Fellow’s supervisor at the City of Lakeport:

*“Alex has entered the past 4 years of lift station and wastewater plant data into a complex spreadsheet. This has allowed us to analyze the flow trends with dry weather conditions vs. storm events and how the flows correlate with rainfall and lake levels. This data has allowed us to determine the areas most affected by inflow & infiltration so we can begin to further investigate and plan mitigation efforts which will in turn lead to greater capacity.”*

### H.1.7 Award Identification and Application

ENGIE wants to share the leadership, initiative, and impacts of our partners with the broader community. Bringing attention to your sustainability work both inspires other communities and recognizes and rewards your dedication and work for your residents and stakeholders. ENGIE can research and identify award and grant opportunities for MSWD pertaining to our partnership’s sustainability and outreach programs. ENGIE can manage the writing, compilation, editing, submission, and follow-up process that comes with these opportunities.

### H.1.8 Local Business Outreach and Participation

ENGIE's efforts to build local supplier capacity and use local businesses are among the most important contributions ENGIE makes in the communities where we operate. Investing in these suppliers and contractors helps foster local economic development and meet business needs across the U.S. We are committed to creating local jobs for skilled men and women working in the region’s construction industries.

Examples of the job creation and economic impact from our projects are depicted below. We will prioritize the construction businesses within the District’s boundaries to help support the local economy and reinvest public funds in the community. Examples of new and/or local jobs that have been generated from our projects include:

<b>City of Livermore</b> will <b>create 188 new jobs</b> over the life of the program
<b>Selma-Kingsburg-Fowler County Sanitation</b> will <b>create the equivalent of 244 jobs</b> resulting from the economic multiplier effect
<b>Franklin McKinley School District</b> created <b>70 jobs</b>
<b>East Side Union High School District</b> created <b>85 local jobs</b>
<b>Salinas City Elementary School District</b> created more than <b>20 union construction jobs</b>

To implement projects, we prefer to use local subcontractors with outstanding track records. We use an extensive pre-qualification process to select local subcontractors and suppliers for our projects. This process is based on our experience identifying subcontractor quality that assures optimal contract completion and quality performance, service, and products. Figure 4 highlights the benefits of local hiring.





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## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, November 17, 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 Ivan Sewell, Director Steve Grasha, Director Robert Griffith

### STAFF MEMBERS PRESENT

Marion Champion, Danny Friend, Bassam Alzammam, Eric Weck, Jeannie Beaver, Dori Petee, Arden Wallum, Kurt Kettenacker, Theresa Murphy, Amanda Lucas, Chad Finch, Rachel Pust, Oriana Hoffert, April Scott

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

### HUMAN RESOURCES REPORT

This item will be further recognized on Monday.

### ACTION ITEMS

**RESOLUTION 2022-27- 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 NOVEMBER 23, 2022 – DECEMBER 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

It is recommended to approve Resolution 2022-27, continuing teleconferencing meetings for the period of November 23, 2022 - December 22, 2022.

**LETTER OF AGREEMENT FOR COLLABORATION AND COST-SHARING FOR THE MISSION CREEK SUBBASIN ANNUAL REPORT**

It is recommended to authorize the General Manager to execute and Letter of Agreement for collaboration and cost-sharing for the Mission Creek Subbasin Annual Report for Water Years 2021-22 through 2025-26.

Steve Ledbetter presented this item to the Board. Following the approval of SGMA (Sustainable Groundwater Management Act) the California Department of Water Resources (DWR) approved the Mission Creek Subbasin (MCSB) Alternative Plan, finding it functionally equivalent to a Groundwater Sustainability Plan (GSP). In accordance with SGMA, GSP Emergency Regulations (CDWR, 2016), annual

reports are to be submitted to the DWR by April 1 of each year following the adoption of a GSP, or in this case, following submission of an Alternative Plan to the DWR. The MCSB Management Committee (or Agencies), comprised of Coachella Valley Water District, Desert Water Agency, and Mission Springs Water District (MSWD), have collaboratively submitted Mission Creek Subbasin Annual Reports since 2017. The Agencies desire to execute an agreement (Letter of Agreement attached hereto) for collaboration and cost-sharing on the preparation of the MCSB Annual Reports over the next 5 years, including Water Years 2021-22 through 2025-26.

The MCSB Management Committee has selected Wood Environment and Infrastructure Solutions, Inc. (since acquired by WSP Global), through a competitive process, to provide hydrogeological support services including preparation of the MCSB Annual Report for Water Year 2021-22. Wood's proposal to prepare the MCSB Annual Report for Water Year 2021-22 is estimated at \$59,800. Under the Letter of Agreement, the Agencies agree to split costs equally (one-third (1/3) per Agency). As such, MSWD's share of the consultant costs for the MCSB Annual Report for Water Year 2021-22 is \$19,933.33. CVWD will administer the contract directly with Wood.

#### **RESOLUTION 2022-28 AUTHORIZING THE FILING OF AN APPLICATION FOR A ROUND 2 SUSTAINABLE GROUNDWATER MANAGEMENT IMPLEMENTATION GRANT PROGRAM FOR THE MISSION CREEK SUBBASIN**

It is recommended to adopt Resolution No. 2022-28, authorizing the filing of an application for a Sustainable Groundwater Management Grant Program – Round 2 Implementation for the Mission Creek Subbasin.

The Mission Creek Subbasin (MCSB) Management Committee (Coachella Valley Water District, Desert Water Agency, and Mission Springs Water District (MSWD)) initiated and completed the five-year update entitled "Mission Creek Subbasin Alternative Plan Update" (2022 Alternative Plan Update: [Wood and Kennedy Jenks, 2021]) in November 2021. The 2022 Alternative Plan Update was submitted to the DWR in December 2021 and identified a slate of projects and management actions to help achieve MCSB sustainability. Said projects and management actions are eligible to receive grant funding under the Proposition 68 Round 2 Sustainable Groundwater Management Implementation grant program. As such, the MCSB Management Committee is preparing a grant application seeking around \$16 million in grant funding for various projects in the MCSB. The grant application is due to DWR by November 30, 2022, and draft grant awards are anticipated in April/May 2023. Resolution 2022-28 formalizes MSWD's authorization for Coachella Valley Water District to prepare and submit a grant application, and if awarded grant funds, enter into a grant agreement with DWR on its behalf.

The proposed slate of projects in the grant application includes the implementation of the Coachella Valley Salt and Nutrient Management Plan Development Workplan, construction of the MSWD Groundwater Quality Protection Project Area A Sewer Project, construction of the MSWD Recycled Water Project Phase 1A, and continued implementation of the CV Water Counts program. Any projects that receive grant funding must provide at least 25% in local cost share.

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

It is recommended to authorize the General Manager to approve Change Order No. 1 with L.O. Lynch

Quality Wells & Pumps, Inc. for On-Call Well and Booster Maintenance and Repair Services. The change order would increase the contract amount to \$250,000 from \$150,000 to a not to exceed amount of \$400,000 and authorize the General Manager to do all things necessary to complete the project.

Danny Friend presented to the Board. Mission Springs Water District (MSWD) currently has three contractors that are under the on-call well and booster maintenance and repair services contracts. The general scope of work for these contracts provides MSWD with routine and preventative maintenance and repair services for our wells, boosters, pumps and motors. L.O. Lynch Quality Wells & Pumps, Inc. provided the lowest cost for repairs to be completed at Two Bunch Booster Station and Wells 26A, 32, and 33. These necessary repairs exceed the original contract amount.

**APPROVE CHANGE ORDER NO. 1 WITH TRI-STAR CONTRACTING II, INC. FOR ON-CALL SANITARY SEWER REPAIR SERVICES ON 1ST STREET, 4TH STREET, 6TH STREET AND 7TH STREET**

It is recommended to authorize the General Manager to approve Contract Change Order No. 1 with Tri-Star Contracting II, Inc. for On-Call Sanitary Sewer Repair Services on 1st Street, 4th Street, 6th Street and 7th Street. The Change order would increase the contract amount \$250,000 from \$150,000 to a not to exceed amount of \$400,000 and authorize the General Manager to do all things necessary to complete the project.

Danny Friend presented to the Board. Mission Springs Water District (MSWD) currently has two contractors that are under contract to perform On-Call Sewer Maintenance and Repair Services. The scope of work for these contracts allows MSWD to have a quick response in maintaining and repairing sewer facilities. On October 6, 2022, MSWD identified four locations where the existing sewer lines located on 1st Street, 4th Street, 6th Street, and 7th Street were damaged, necessitating the replacement of segments of the sewer lines. Mission Springs Water District solicited quotes from the two On-Call contractors. TriStar Contracting, II Inc. (TriStar) submitted the lowest bid proposal of \$271,598.00. TryCo General Engineering submitted a bid in the amount of \$353,520.00.

**ACCEPTANCE OF THE HORTON WASTEWATER TREATMENT PLANT INFLUENT PUMP STATION ODOR CONTROL SYSTEM PROJECT**

It is recommended to accept the Horton Wastewater Treatment Plant Influent Pump Station Odor Control System as complete and authorize the release of retention money held for Atom in the amount of \$22,981.65 thirty-five days after filing the Notice of Completion (NOC).

Eric Weck presented to the Board. On March 15, 2021, the Board approved the construction contract with AToM Engineering Construction, Inc. for the construction of the Horton WWTP Influent Pump Station Odor Control System Project with an augmented capital improvement budget of \$730,000. The Project included mobilization, stormwater pollution prevention plan, site clearing and grubbing, installation of the odor control system, associated piping, electrical controls, installation of fiberglass reinforced covers, and associated site work.

This project was inspected with contract inspection and was determined to be complete on August 31, 2022. District staff accepted the as-built plans from the contractor on October 19, 2022. All progress payment invoices were authorized for payment to the contractor as recommended by our construction

management and inspection consultant. The NOC will be recorded at the County of Riverside Recorder's Office following Board acceptance.

**ACCEPTANCE OF GRANT OF EASEMENT DEED FOR PUBLIC WATER UTILITY EASEMENT; ELVIS ARANDA - 15TH AVENUE NEW WATER SERVICE**

It is recommended to authorize the General Manager to sign the Certificate of Acceptance, approving and accepting the Grant of Easement Deed from Elvis Aranda, a single man, dated October 28, 2022, for a public water utility easement, located on the easterly 30 feet of APN: 654-030-058, Riverside County, CA.

Eric Weck presented to the Board. During a recent plan check of water improvement plans for a proposed single-family development project fronting 15th Avenue, staff discovered there was no formal utility easement recorded for the existing 12" water main installed and currently in service and maintained by MSWD. This water main has been in service since it was constructed in 1989. This water main is located within existing easements and right-of-way except for the portions within parcels 1 and 4 of Parcel Map No. 9817, on file in Book 61, page 65 of Parcel Maps, within the County of Riverside. The water main crosses Parcel 1 of said map, and the property owner, Mr. Elvis Aranda, desires to record this easement for service for his project. Recording an easement for the water line provides MSWD with the legal right to access the area, and to own, operate and maintain our facilities in perpetuity.

**RESOLUTION NO. 2022-29 ADOPTION OF THE MISSION SPRINGS WATER DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM**

It is recommended to adopt Resolution No. 2022-29 establishing its Employee Injury and Illness Prevention Program in accordance with regulations enacted by Cal/OSHA and Rescind Resolution 2018-18.

Bassam Alzammar presented to the Board. The revised Program is a result of the staff's efforts to bring our program up to date and in compliance with current requirements. The District along with ACWA JPIA has reviewed the draft and approved it in its final form. The updated edition reflects the most current practices, methods, and procedures of District operations, in compliance with current safety and health regulations, rules, and laws. The Program is broken down into general and specific safety practices, procedures, and methods concerning employee conduct, designed to prevent injury and illness on the job. Job safety and accident prevention are the responsibility of all District employees. Management and employee commitments and responsibilities are detailed as well as administering adequate communication of the Program to employees, including training needs.

**DISCUSSION ITEMS**

**MISSION SPRINGS WATER DISTRICT REGIONAL WATER RECLAMATION FACILITY**

Steve Ledbetter presented to the Board an update on the construction progress at the Regional Plant.

**CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

This update will take place on Monday.

**DISTRICT HOLIDAY SCHEDULE**

Discussion on the District's holiday schedule and possible closures. Staff is proposing closing the lobby to walk-in traffic, however, staff will still be in the building working and catching up on work that is accumulating.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

- October 13, 2022 - Study Session Minutes
- October 17, 2022 - Board Meeting Minutes

**REGISTER OF DEMANDS**

The register of demands totaling \$2,755,301.88

**REPORTS**

**DIRECTOR'S REPORTS**

Director Grasha mentioned the recent election and commented on his time on the Board.

Director Griffith congratulated Director Sewell on the "Volunteer of the Year" award he received at today's Desert Hot Springs State of the City.

**GENERAL MANAGER'S REPORT**

General Manager Wallum noted an item that will be added to Monday's agenda.

Marion Champion presented the Public Affairs Update to the Board.

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

No comment

**DIRECTOR COMMENTS**

No comment

**ADJOURN**

With no further action, President Martin adjourned the meeting at 4:13 PM.

Respectfully,

---

Arden Wallum, Secretary of the Board of Directors



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, November 21, 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 Director Sewell, the invocation was led by Vice President Wright.

### ROLL CALL

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

**STAFF MEMBERS PRESENT:** Dori Petee, Brian Macy, Kurt Kettenacker, April Scott, Bassam Alzammam, Eric Weck, Jeannie Beaver, Lee Boyer, Lisa Pelton, Marion Champion, Rachel Pust

### RULES OF PROCEDURE

**Rules of Procedure were read 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

#### ANNIVERSARIES

Jeanie Baver	Administrative Assistant	1 Year
Alex Acevedo	Lead Field Operations Technician	3 Years
David Weaver	Wastewater Treatment Plant Operator II	3 Years
Brian Macy	Assistant General Manager	3 Years
Tim Owens	Water Production Operator II	4 Years
Andy Grunnet	Lead Wastewater Treatment Plant Operator	6 Years

April Scott	Customer Service Manager	6 Years
Dori Petee	Executive Assistant	6 Years
Danny Friend	Director of Operations	25 Years (last month)
Jeff Nutter	Field Operations Superintendent	28 Years

### ACTION ITEMS

**RESOLUTION 2022-27- 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 NOVEMBER 23, 2022 – DECEMBER 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

The Board approved Resolution 2022-27, continuing teleconferencing meetings for the period of November 23, 2022 - December 22, 2022.

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

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

**LETTER OF AGREEMENT FOR COLLABORATION AND COST-SHARING FOR THE MISSION CREEK SUBBASIN ANNUAL REPORT**

The Board authorized the General Manager to execute and Letter of Agreement for collaboration and cost-sharing for the Mission Creek Subbasin Annual Report for Water Years 2021-22 through 2025-26.

**Motion made by Director Griffith, Seconded by Director Grasha.**

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

**RESOLUTION 2022-28 AUTHORIZING THE FILING OF AN APPLICATION FOR A ROUND 2 SUSTAINABLE GROUNDWATER MANAGEMENT IMPLEMENTATION GRANT PROGRAM FOR THE MISSION CREEK SUBBASIN**

The Board adopted Resolution No. 2022-28, authorizing the filing of an application for a Sustainable Groundwater Management Grant Program – Round 2 Implementation for the Mission Creek Subbasin.

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

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

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

The Board authorized the General Manager to approve Change Order No. 1 with L.O. Lynch Quality Wells & Pumps, Inc. for On-Call Well and Booster Maintenance and Repair Services. The change order would increase the contract amount to \$250,000 from \$150,000 to a not to exceed amount of \$400,000 and authorize the General Manager to do all things necessary to complete the project.

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

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith



**APPROVE CHANGE ORDER NO. 1 WITH TRI-STAR CONTRACTING II, INC. FOR ON-CALL SANITARY SEWER REPAIR SERVICES ON 1ST STREET, 4TH STREET, 6TH STREET, AND 7TH STREET**

The Board authorized the General Manager to approve Contract Change Order No. 1 with Tri-Star Contracting II, Inc. for On-Call Sanitary Sewer Repair Services on 1st Street, 4th Street, 6th, Street, and 7th Street. The Change order would increase the contract amount to \$250,000 from \$150,000 to a not to exceed the amount of \$400,000 and authorize the General Manager to do all things necessary to complete the project.

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

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

**ACCEPTANCE OF THE HORTON WASTEWATER TREATMENT PLANT INFLUENT PUMP STATION ODOR CONTROL SYSTEM PROJECT**

The Board accepted the Horton Wastewater Treatment Plant Influent Pump Station Odor Control System as complete and authorize the release of retention money held for Atom in the amount of \$22,981.65 thirty-five days after filing the Notice of Completion (NOC).

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

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

**ACCEPTANCE OF GRANT OF EASEMENT DEED FOR PUBLIC WATER UTILITY EASEMENT; ELVIS ARANDA - 15TH AVENUE NEW WATER SERVICE**

The Board authorized the General Manager to sign the Certificate of Acceptance, approving and accepting the Grant of Easement Deed from Elvis Aranda, a single man, dated October 28, 2022, for a public water utility easement, located on the easterly 30 feet of APN: 654-030-058, Riverside County, CA.

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

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

**RESOLUTION NO. 2022-29 ADOPTION OF THE MISSION SPRINGS WATER DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM**

The Board adopted Resolution No. 2022-29 establishing its Employee Injury and Illness Prevention Program in accordance with regulations enacted by Cal/OSHA and Rescind Resolution 2018-18.

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

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

**FIRST AMENDMENT TO CONTRACT AGREEMENT WITH WEST YOST & ASSOCIATES, INC. FOR HORTON WASTEWATER TREATMENT PLANT TECHNICAL REPORTS**

The Board authorized the General Manager to amend the contract agreement with West Yost Associates, Inc. to prepare a Total Dissolved Solids Impact Evaluation Work Plan and a Nitrogen Control Strategy Technical Report for the Horton Wastewater Treatment Plant. The contract amendment increases the contract amount of \$44,166.00 by \$137,140.00, to a not to exceed amount of \$181,306.00, and authorizes the General Manager to do all things necessary to complete the project.

Vice President Wright recused herself from this item due to her position on the Regional Board Colorado Basin.

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

Voting Yea: President Martin, Director Sewell, Director Grasha, Director Griffith

Voting Abstaining: Vice President Wright

## DISCUSSION ITEMS

### **MISSION SPRINGS WATER DISTRICT REGIONAL WATER RECLAMATION FACILITY**

No further report

### **CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

Alvin Flores of Rhanu Clarke presented a brief update to the Board.

### **DISTRICT HOLIDAY SCHEDULE**

Discussion on the District's holiday schedule and possible closures.

## CONSENT AGENDA

Minutes: **Motion made by Director Griffith, Seconded by Director Sewell.**

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

Register of Demands: **Motion made by Vice President Wright, Seconded by Director Griffith.**

Voting Yea: President Martin, Vice President Wright, Director Sewell, Director Grasha, Director Griffith

### **APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

October 13, 2022 - Study Session Minutes

October 17, 2022 - Board Meeting Minutes

### **REGISTER OF DEMANDS**

The register of demands totaling \$2,755,301.88

## REPORTS

### **DIRECTOR'S REPORTS**

Director Griffith reported he attended the following events: 10/4 & 10/18 DWA Board Meeting, 10/25 CVWD Board Meeting.

Director Sewell reported he attended the following events: 10/6 PSUSD State of the District Breakfast, 10/31 CVEP Economic Summit

President Martin reported he attended the following events: 10/4 RivCo Board of Supervisors Meeting, 10/4 DHS City Council Meeting, 10/6 DVBA Legislative Meeting, 10/18 DHS City Council Meeting, 10/19

DVBA Public Officials Luncheon, 10/31 CVEP Economic Summit, 10/13 DVBA General Membership Luncheon, 10/18 RivCo Board of Supervisors Meeting, 10/20 PS Chamber of Commerce Event, 10/24 Cabot's Museum Board Meeting.

**GENERAL MANAGER'S REPORT**

Nothing further to add

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

General Counsel announced no closed session today. He reviewed key pieces of legislation that will impact the Board.

**DIRECTOR COMMENTS**

Director Sewell, although the election results have not yet been certified, took a moment to thank Nancy Wright for her over 30 years of service.

Director Griffith echoed Director Sewell's sentiments.

Vice President Wright noted she is very proud of the District and no matter what happens with the election, she will continue to advocate for water, the water District, and our water rights. She will continue to advocate for water quality as a member of the State Water Resources Control Board – Colorado River Basin. Next year is MSWD's 70<sup>th</sup> Anniversary and she is looking forward to celebrating this wonderful milestone. She wishes all a Happy Thanksgiving and noted we all have something to be thankful for...unlike many in the Eastern Coachella Valley, we have clean reliable water coming from our taps, but they do not. She thanked MSWD for our reliable water services.

President Martin wished Nancy well, two young kids who grew up in the same neighborhood, it has been a pleasure to serve with her.

**ADJOURN**

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
75660	11-10-22	TKE ENGINEERING, INC	PROGRESS FOR CM&INSPECTION AUG 2022	0.00	160,838.72	160,838.72
75616	11-04-22	RUHNAU CLARKE ARCHITECTS	MSWD CRITICAL SVCS CENTER	0.00	155,477.12	155,477.12
75573	11-04-22	ACWA/JOINT POWERS INSURANCE AUTHORITY	PREPAID INS. 22/23	152,485.01		152,485.01
75626	11-10-22	ACWA-JPIA HEALTH BENEFITS AUTH.	DEC. 2022 PREPAID INS.	93,637.43		93,637.43
75656	11-10-22	SOUTHERN CALIFORNIA EDISON COMPANY	101 - 3084-10242022 P	33,113.52		33,113.52
			206 - 4802-10262022 P1			
			301 - 8247-10242022 P			
75596	11-04-22	HUNTER JOHNSEN, INC.	CV WATER COUNTS CONSULTING - NOV. 2022	31,575.90		31,575.90
75669	11-18-22	B-81 PAVING INC	PAVING AT VARIOUS LOCATIONS	31,390.00		31,390.00
75674	11-18-22	ENTERPRISE FM TRUST	NOV.22 - MONTHLY FLEET LEASE	26,083.32		26,083.32
			OCT. 2022 - MONTHLY FLEET LEASE			
75680	11-18-22	MUROW DEVELOPMENT CONSULTANTS	WELL 24 ELECTRICAL REHAB PP #6	0.00	18,472.50	18,472.50
75638	11-10-22	DESERT WATER AGENCY	DWA RAC FEES FOR ID-E	11,288.23		11,288.23
75634	11-10-22	CITY OF DESERT HOT SPRINGS	UU TAX OCT. 2022	9,792.17		9,792.17
75684	11-18-22	POLYDYNE, INC.	3 TOTES POLYMER SLUDGE WASTING	8,464.71		8,464.71
75663	11-10-22	UMETECH, INC.	OCT. 2022 - IT HELPDESK MANAGED SERVICES	8,121.00		8,121.00
75597	11-04-22	INLAND WATER WORKS SUPPLY CO.	MC BALL BALL VALVE W/LOCKWING	7,286.06		7,286.06
75577	11-04-22	BECK OIL, INC.	DIESEL FUEL	7,124.88		7,124.88
			UNLEADED GASOLINE			
75585	11-04-22	CV STRATEGIES	OCT. 2022 GENERAL MARKETING	6,500.00		6,500.00
75618	11-04-22	SOUTHERN CALIFORNIA EDISON	SINGLE PHASE 277/480 PANEL METER	0.00	6,419.67	6,419.67
75655	11-10-22	ROBERT G MODRICH	OCT. 2022 UNIDATA MAINTENANCE	6,336.00		6,336.00
75665	11-10-22	URBAN HABITAT	OCTOBER 2022 - MONTHLY LANDSCAPE	5,855.21		5,855.21
			QUAIL RESERVOIR IRRIGATION REPAIR			
			TWO BUNCH RESERVOIR IRRIGATION REPAIRS			
75639	11-10-22	PUROCLEAN SERVICES	PP#2 - ASBESTOS TESTING	0.00	4,442.63	4,442.63
			REMEDIATION TESTING - PP# 1			
75579	11-04-22	CARPI & CLAY. INC	OCT. 2022 FEDERAL ADVOCACY	4,000.00		4,000.00
75642	11-10-22	INFOSEND INC	MONTHLY BILLING FEE	3,906.45		3,906.45
75687	11-18-22	T4 SPATIAL, LLC	NOV. 2022 CCTV STORAGE	3,750.00		3,750.00
			OCT. 2022 CCTV STORAGE			
			SEPT. 2022 CCTV STORAGE			
75645	11-10-22	KSM ELECTRIC INC.	REPAIR DAMAGED MOTOR - WELL 25	3,643.99		3,643.99
			REPAIRS AT TWO BUNCH - WIRE THEFT			
75630	11-10-22	ARCARO'S AUTO BODY REPAIR, INC.	REPAIRS TO UNIT #402	3,614.95		3,614.95
75646	11-10-22	MANPOWER US INC.	GENERAL CLERICAL AND ADMIN SUPPORT	2,794.29		2,794.29
			STAFFING SERVICES - CUST. SERVICE TEMP			
75607	11-04-22	MANPOWER US INC.	STAFFING SERVICES - GM REPORT/GRANT	2,649.45		2,649.45
			STAFFING SERVICES - HR & ENG.			
			STAFFING SERVICES - TEMP. FIELD SERV.			
75641	11-10-22	FORSHOCK	BATTERY BACKUP/PRESSURE TRANSDUCER	2,511.80		2,511.80
			SCADA SERVER MONITORING			
			SERVER MONITORING SERVICE			
75679	11-18-22	MICHAEL BAKER INTERNATIONAL, INC.	PROFESSIONAL SERVICES	0.00	2,465.00	2,465.00
75662	11-10-22	TOTALENERGIES DISTRIBUTED	MODULE REPLACEMENT	2,378.81		2,378.81
75587	11-04-22	DAVIT ISPIRYAN	TURF REBATE PROGRAM	2,050.00		2,050.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75653	11-10-22	RDO EQUIPMENT CO.	M110159 NUT FOR UNIT#401	2,011.18		2,011.18
			REPLACEMENT PARTS FOR UNIT#117			
75651	11-10-22	POWERPLAN OIB	WATER PUMP REPLACEMENT UNIT #117	2,005.70		2,005.70
75668	11-10-22	WATERLINE TECHNOLOGIES INC.	8 DRUMS REFILLED	1,956.74		1,956.74
75661	11-10-22	TOPS N BARRICADES, INC	FASCIA 4"SCREW BLK AMBER SAFETY LIGHTS	1,903.13		1,903.13
75635	11-10-22	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - SEPTEMBER 2022	1,482.00		1,482.00
			LAB SERVICES FOR SAMPLES - SEPTEMBER 22			
75629	11-10-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 10.18.22	1,389.96		1,389.96
			UNIFORM SERVICES 10.25.22			
PR110422	11-04-22	EMPLOYEES	PAPER PAYROLL CHECKS	1,369.77		1,369.77
75671	11-18-22	COUNTY OF RIVERSIDE	HWWTP RIVCO HAZMAT PERMIT	1,317.00		1,317.00
75672	11-18-22	DESERT VALLEY DISPOSAL, INC.	OCT. 2022 ADMIN SERVICE CHARGES	1,250.51		1,250.51
			OCT. 2022 CORP YARD SERVICE CHARGES			
75632	11-10-22	BABCOCK LABORATORIES, INC.	E.COLI/TOTAL COLIFORM TESTING	1,212.76		1,212.76
			GRONDWATER TESTING - HORTON/DC WWTP			
			GROUNDWATER SAMPLING RWRWF WWTP			
75643	11-10-22	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	SECURITY FOR HORTON PLANT	1,125.00		1,125.00
75648	11-10-22	O'REILLY AUTOMOTIVE,INC.	AIR FITTINGS RESTOCK - MAINT. SHOP	1,000.33		1,000.33
			B.SPLICE CONNECTOR FOR SHOP STOCKS			
			ELECTRIC SAFETY LIGHTS FOR NEW DISTRICT VEHICLES			
			PARTS FOR GODWIN PUMP			
			REPLACEMENT WIPER BLADES			
			UNIT 385 - LED LIGHTS			
			UNIT 390 - BOTTLE JACK			
			UNIT 391 - REPLACEMENT MINI LIGHT BULBS			
			UNIT 397 - REPLACEMENT PARTS			
			UNIT 412 - BATTERY REPLACEMENT			
			UNIT 412 - REPLACEMENT BELT			
75675	11-18-22	INLAND WATER WORKS SUPPLY CO.	GATE VALVE REPLACEMENT - C&M	994.66		994.66
75658	11-10-22	STARLITE RECLAMATION	USED OIL REMOVAL CHARGES	882.63		882.63
75670	11-18-22	CHAD FINCH	C.FINCH D4 CLASSES REIMB.	849.97		849.97
75462	11-09-22	KSM ELECTRIC INC.	LOST IN MAIL	-808.00		-808.00
75627	11-10-22	AIR & HOSE SOURCE INC.	50', 100"WATER HOSES,48"SPRAY WANDS	785.95		785.95
75611	11-04-22	ORR BUILDERS	ACCOUNT REFUND 63795 NEWHALL ST	779.68		779.68
75676	11-18-22	KRUGER'S TRAINING ACADEMY	D.PENA BACKFLOW TESTER COURSE	750.00		750.00
75610	11-04-22	NINYO & MOORE	ACCOUNT REFUND 19TH AVE & NEWHALL ST.	720.10		720.10
75584	11-04-22	COUNTY OF RIVERSIDE	ACCOUNT REFUND CHOLLA RD N OF SAGEBRUSH	714.00		714.00
75594	11-04-22	GUIDE DOGS OF THE DESERT	ACCOUNT REFUND VERNON RD & DILLON	704.56		704.56
75614	11-04-22	REPUBLIC PAVEMENT MAINTENANCE	ACCOUNT REFUND ACOMA AVE & CACTUS DR.	670.14		670.14
75580	11-04-22	CASEY DOLAN	NOV. 2022 DIGITAL AD MGMT. & CONSULTING	650.00		650.00
75657	11-10-22	SOUTHWEST LIFT & EQUIPMENT, INC.	SHOP LIFT REPAIRS	646.55		646.55
75682	11-18-22	PALM SPRINGS UNIFIED	BV ELEMENTARY FIELD TRIP SPONSORSHIP	642.77		642.77
75576	11-04-22	ARIZONA PIPELINE	ACCOUNT REFUND 20TH AVE W OF RUPPERT	639.02		639.02
75636	11-10-22	COVE ELECTRIC, INC.	REPAIRS AT CORP YARD	608.58		608.58
75667	11-10-22	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	591.72		591.72
75677	11-18-22	MANPOWER US INC.	STAFFING SERVICES - GM REPORT/GRANTS	565.50		565.50

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75582	11-04-22	CORE & MAIN LP	MUELLER NUT & GASKET	538.54		538.54
75652	11-10-22	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT	500.00		500.00
75625	11-04-22	WEST COAST SAND AND GRAVEL INC.	26.59 TONS BASE RESTOCK - CORP YARD	463.37		463.37
75664	11-10-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	429.20		429.20
75613	11-04-22	RAUL SANCHEZ	ACCOUNT REFUND 65841 8TH ST	400.00		400.00
75666	11-10-22	VALLEY LOCK & SAFE	PUCK LOCK PADLOCK - C&M	346.41		346.41
			PUCK LOCK/BRACKET C&M			
75628	11-10-22	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	341.27		341.27
75659	11-10-22	THE UPS STORE #5062	BUSINESS CARDS-GRIFFITH & CHAD	334.13		334.13
			NAMEPLATES/TAG - GRIFFITH			
			POSTERS - LOBBY			
			SHIPPING FEE BACKFLOW GAUGES R/R			
75612	11-04-22	PACIFIC ATLANTIC HOMES INC	ACCOUNT REFUND 13128 RUSHMORE AVE	330.13		330.13
75673	11-18-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	DOT YEARLY PHYSICAL EXAM	310.00		310.00
75623	11-04-22	VALENTINE RUIZ	TOILET REBATE PROGRAM	300.00		300.00
75678	11-18-22	MICHAEL MOORE	M.MOORE BOOT REIMB.	300.00		300.00
75620	11-04-22	TERRI DAUBER	ACCOUNT REFUND 66686 SAN RAFAEL DR	281.69		281.69
75633	11-10-22	BRINKS INCORPORATED	MONTHLY FEES PICKUP/TRANSPORT	261.08		261.08
			MONTHLY TRANSPORT FEES			
75608	11-04-22	MATHESON TRI-GAS, INC	MAPA CHEMICAL WORK GLOVES	241.28		241.28
			SZ 9 HD CHEMICAL WORK GLOVES			
75650	11-10-22	PARKERS BUILDING SUPPLY	2"PVC CPLG, 2" COMP X CPLG	234.67		234.67
			HULA HOE, RAKE SHOP MAINT. DEPT.			
			NUTS/BOLTS,WASHERS MAIN SHOP N/I			
			POWER STRIPS FOR CORP YARD			
75685	11-18-22	STATE WATER RES CONTRL BRD	CITATION/ENFORCEMENT ACTIVITIES	205.00		205.00
75637	11-10-22	CWEA	CWEA MEMBERSHIP DUES - GREG C.	202.00		202.00
75574	11-04-22	ANNA MARIE PEREZ	TOILET REBATE PROGRAM	200.00		200.00
75591	11-04-22	EDILBERTO IVAN JIMENEZ	TOILET REBATE PROGRAM	200.00		200.00
75603	11-04-22	JOAQUIN ROMERO	TOILET REBATE PROGRAM	200.00		200.00
75649	11-10-22	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL SERVICE - CORP YARD	195.00		195.00
			PEST CONTROL SERVICES - ADMIN			
75688	11-18-22	XEROX CORPORATION	XEROX LEASE - ENGINEERING	172.39		172.39
75681	11-18-22	NAPA AUTO PARTS	UNIT #323 - MWP FLAP ARM BRACKETS	168.65		168.65
75631	11-10-22	ASTRA INDUSTRIAL SERVICES INC	BACKFLOW GAUGE CALIBRATION FEE	165.93		165.93
75601	11-04-22	JAMES MCNAUGHTON	ACCOUNT REFUND 9124 CALLE DEL DIABLO	147.00		147.00
75586	11-04-22	DANIEL C. VERDUGO	ACCOUNT REFUND 66384 2ND ST	137.47		137.47
75617	11-04-22	RUSS MARTIN	R.MARTIN MILEAGE REIMB.	116.87		116.87
75621	11-04-22	TONG C CHONG	ACCOUNT REFUND 66424 HACIENDA AVE	108.12		108.12
75640	11-10-22	DIAMOND CHEVROLET BUICK GMC	REPLACEMENT RES TANK TRK#397	106.03		106.03
75575	11-04-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	103.90		103.90
75598	11-04-22	ITALO A. D'ALESSIO	TOILET REBATE PROGRAM	100.00		100.00
75615	11-04-22	ROBERT GUERRI	TOILET REBATE PROGRAM	100.00		100.00
75654	11-10-22	RICHARD DOLINA	TOILET REBATE - DOLINA	100.00		100.00
75589	11-04-22	DONG LEE	ACCOUNT REFUND 15455 AVE MANZANA	82.97		82.97
75606	11-04-22	MAGDALENA MARTINEZ	ACCOUNT REFUND 13925 HIDALGO ST	82.00		82.00



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75462	11-09-22	KSM ELECTRIC INC.	LOST IN MAIL	-808.00		-808.00
75573	11-04-22	ACWA/JOINT POWERS INSURANCE AUTHORITY	PREPAID INS. 22/23	152,485.01		152,485.01
75574	11-04-22	ANNA MARIE PEREZ	TOILET REBATE PROGRAM	200.00		200.00
75575	11-04-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	103.90		103.90
75576	11-04-22	ARIZONA PIPELINE	ACCOUNT REFUND 20TH AVE W OF RUPPERT	639.02		639.02
75577	11-04-22	BECK OIL, INC.	DIESEL FUEL	7,124.88		7,124.88
			UNLEADED GASOLINE			
75578	11-04-22	CAROLYN YOUNG	ACCOUNT REFUND 62803 NORTH CRESCENT DR	31.88		31.88
75579	11-04-22	CARPI & CLAY. INC	OCT. 2022 FEDERAL ADVOCACY	4,000.00		4,000.00
75580	11-04-22	CASEY DOLAN	NOV. 2022 DIGITAL AD MGMT. & CONSULTING	650.00		650.00
75581	11-04-22	CHARLES DAVIDSON	ACCOUNT REFUND 15300 PALM DR #120	69.96		69.96
75582	11-04-22	CORE & MAIN LP	MUELLER NUT & GASKET	538.54		538.54
75583	11-04-22	CORI WILLIAMS	ACCOUNT REFUND 15265 VIA VISTA	57.76		57.76
75584	11-04-22	COUNTY OF RIVERSIDE	ACCOUNT REFUND CHOLLA RD N OF SAGEBRUSH	714.00		714.00
75585	11-04-22	CV STRATEGIES	OCT. 2022 GENERAL MARKETING	6,500.00		6,500.00
75586	11-04-22	DANIEL C. VERDUGO	ACCOUNT REFUND 66384 2ND ST	137.47		137.47
75587	11-04-22	DAVIT ISPIRYAN	TURF REBATE PROGRAM	2,050.00		2,050.00
75588	11-04-22	DENNIS STRUNACK	ACCOUNT REFUND 16365 DIABLO RD	50.89		50.89
75589	11-04-22	DONG LEE	ACCOUNT REFUND 15455 AVE MANZANA	82.97		82.97
75590	11-04-22	DOUG/JANET GRAY	ACCOUNT REFUND 69420 CRESTVIEW DR	25.86		25.86
75591	11-04-22	EDILBERTO IVAN JIMENEZ	TOILET REBATE PROGRAM	200.00		200.00
75592	11-04-22	ELEAZAR GARZA	ACCOUNT REFUND 13370 CHAPARRAL RD	33.39		33.39
75593	11-04-22	ERIC WILLIAMS	ACCOUNT REFUND 68214 VIA DOMINGO	76.56		76.56
75594	11-04-22	GUIDE DOGS OF THE DESERT	ACCOUNT REFUND VERNON RD & DILLON	704.56		704.56
75595	11-04-22	HOLLY MCKHANN	ACCOUNT REFUND 65977 CAHUILLA AVE	32.30		32.30
75596	11-04-22	HUNTER JOHNSEN, INC.	CV WATER COUNTS CONSULTING - NOV. 2022	31,575.90		31,575.90
75597	11-04-22	INLAND WATER WORKS SUPPLY CO.	MC BALL BALL VALVE W/LOCKWING	7,286.06		7,286.06
75598	11-04-22	ITALO A. D'ALESSIO	TOILET REBATE PROGRAM	100.00		100.00
75599	11-04-22	IVAN SEWELL	I. SEWELL MILEAGE REIMB.	35.63		35.63
75600	11-04-22	JACQUELINE ALMANZA	ACCOUNT REFUND 66405 4TH ST	25.66		25.66
75601	11-04-22	JAMES MCNAUGHTON	ACCOUNT REFUND 9124 CALLE DEL DIABLO	147.00		147.00
75602	11-04-22	JAMIE PALUMBO	ACCOUNT REFUND 12908 BRITTANY CT	26.84		26.84
75603	11-04-22	JOAQUIN ROMERO	TOILET REBATE PROGRAM	200.00		200.00
75604	11-04-22	JOSH ACKERMAN	ACCOUNT REFUND 68460 HACIENDA AVE	5.04		5.04
75605	11-04-22	LASHANA LIZANA	ACCOUNT REFUND 15025 AVE RAMADA	20.61		20.61
75606	11-04-22	MAGDALENA MARTINEZ	ACCOUNT REFUND 13925 HIDALGO ST	82.00		82.00
75607	11-04-22	MANPOWER US INC.	STAFFING SERVICES - GM REPORT/GRANT	2,649.45		2,649.45
			STAFFING SERVICES - HR & ENG.			
			STAFFING SERVICES - TEMP. FIELD SERV.			
75608	11-04-22	MATHESON TRI-GAS, INC	MAPA CHEMICAL WORK GLOVES	241.28		241.28
			SZ 9 HD CHECMICAL WORK GLOVES			
75609	11-04-22	NATALIE MEDRANO	ACCOUNT REFUND 66780 3RD ST	18.42		18.42
75610	11-04-22	NINYO & MOORE	ACCOUNT REFUND 19TH AVE & NEWHALL ST.	720.10		720.10
75611	11-04-22	ORR BUILDERS	ACCOUNT REFUND 63795 NEWHALL ST	779.68		779.68
75612	11-04-22	PACIFIC ATLANTIC HOMES INC	ACCOUNT REFUND 13128 RUSHMORE AVE	330.13		330.13
75613	11-04-22	RAUL SANCHEZ	ACCOUNT REFUND 65841 8TH ST	400.00		400.00

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75614	11-04-22	REPUBLIC PAVEMENT MAINTENANCE	ACCOUNT REFUND ACOMA AVE & CACTUS DR.	670.14		670.14
75615	11-04-22	ROBERT GUERRI	TOILET REBATE PROGRAM	100.00		100.00
75616	11-04-22	RUHNAU CLARKE ARCHITECTS	MSWD CRITICAL SVCS CENTER	0.00	155,477.12	155,477.12
75617	11-04-22	RUSS MARTIN	R.MARTIN MILEAGE REIMB.	116.87		116.87
75618	11-04-22	SOUTHERN CALIFORNIA EDISON	SINGLE PHASE 277/480 PANEL METER	0.00	6,419.67	6,419.67
75619	11-04-22	SAMUEL GARCIA	ACCOUNT REFUND 65868 FLORA AVE	48.02		48.02
75620	11-04-22	TERRI DAUBER	ACCOUNT REFUND 66686 SAN RAFAEL DR	281.69		281.69
75621	11-04-22	TONG C CHONG	ACCOUNT REFUND 66424 HACIENDA AVE	108.12		108.12
75622	11-04-22	USA BLUEBOOK	REPLACEMENT SAMPLE CELLS - WTR. PRODUCTION	74.92		74.92
75623	11-04-22	VALENTINE RUIZ	TOILET REBATE PROGRAM	300.00		300.00
75624	11-04-22	VERONICA VASQUEZ	ACCOUNT REFUND 64557 BRAEBURN AVE	67.05		67.05
75625	11-04-22	WEST COAST SAND AND GRAVEL INC.	26.59 TONS BASE RESTOCK - CORP YARD	463.37		463.37
75626	11-10-22	ACWA-JPIA HEALTH BENEFITS AUTH.	DEC. 2022 PREPAID INS.	93,637.43		93,637.43
75627	11-10-22	AIR & HOSE SOURCE INC.	50', 100'WATER HOSES,48'SPRAY WANDS	785.95		785.95
75628	11-10-22	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	341.27		341.27
75629	11-10-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 10.18.22	1,389.96		1,389.96
			UNIFORM SERVICES 10.25.22			
75630	11-10-22	ARCARO'S AUTO BODY REPAIR, INC.	REPAIRS TO UNIT #402	3,614.95		3,614.95
75631	11-10-22	ASTRA INDUSTRIAL SERVICES INC	BACKFLOW GAUGE CALIBRATION FEE	165.93		165.93
75632	11-10-22	BABCOCK LABORATORIES, INC.	E.COLI/TOTAL COLIFORM TESTING	1,212.76		1,212.76
			GRONDWATER TESTING - HORTON/DC WWTP			
			GROUNDWATER SAMPLING RWRF WWTP			
75633	11-10-22	BRINKS INCORPORATED	MONTHLY FEES PICKUP/TRANSPORT	261.08		261.08
			MONTHLY TRANSPORT FEES			
75634	11-10-22	CITY OF DESERT HOT SPRINGS	UU TAX OCT. 2022	9,792.17		9,792.17
75635	11-10-22	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - SEPTEMBER 2022	1,482.00		1,482.00
			LAB SERVICES FOR SAMPLES - SEPTEMBER 22			
75636	11-10-22	COVE ELECTRIC, INC.	REPAIRS AT CORP YARD	608.58		608.58
75637	11-10-22	CWEA	CWEA MEMBERSHIP DUES - GREG C.	202.00		202.00
75638	11-10-22	DESERT WATER AGENCY	DWA RAC FEES FOR ID-E	11,288.23		11,288.23
75639	11-10-22	PUROCLEAN SERVICES	PP#2 - ASBESTOS TESTING	0.00	4,442.63	4,442.63
			REMEDATION TESTING - PP# 1			
75640	11-10-22	DIAMOND CHEVROLET BUICK GMC	REPLACEMENT RES TANK TRK#397	106.03		106.03
75641	11-10-22	FORSHOCK	BATTERY BACKUP/PRESSURE TRANSDUCER	2,511.80		2,511.80
			SCADA SERVER MONITORING			
			SERVER MONITORING SERVICE			
75642	11-10-22	INFOSEND INC	MONTHLY BILLING FEE	3,906.45		3,906.45
75643	11-10-22	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	SECURITY FOR HORTON PLANT	1,125.00		1,125.00
75644	11-10-22	KILLER BEE PEST CONTROL	BEE REMOVAL	75.00		75.00
75645	11-10-22	KSM ELECTRIC INC.	REPAIR DAMAGED MOTOR - WELL 25	3,643.99		3,643.99
			REPAIRS AT TWO BUNCH - WIRE THEFT			
75646	11-10-22	MANPOWER US INC.	GENERAL CLERICAL AND ADMIN SUPPORT	2,794.29		2,794.29
			STAFFING SERVICES - CUST. SERVICE TEMP			
75647	11-10-22	NAPA AUTO PARTS	TRAILER CONNECTORS FOR VAC TRAILERS	77.88		77.88
			WHELL DRIP PAN, LUCAS HUB OIL			
75648	11-10-22	O'REILLY AUTOMOTIVE,INC.	AIR FITTINGS RESTOCK - MAINT. SHOP	1,000.33		1,000.33

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			B.SPLICE CONNECTOR FOR SHOP STOCKS			
			ELECTRIC SAFETY LIGHTS FOR NEW DISTRICT VEHICLES			
			PARTS FOR GODWIN PUMP			
			REPLACEMENT WIPER BLADES			
			UNIT 385 - LED LIGHTS			
			UNIT 390 - BOTTLE JACK			
			UNIT 391 - REPLACEMENT MINI LIGHT BULBS			
			UNIT 397 - REPLACEMENT PARTS			
			UNIT 412 - BATTERY REPLACEMENT			
			UNIT 412 - REPLACEMENT BELT			
75649	11-10-22	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL SERVICE - CORP YARD	195.00		195.00
			PEST CONTROL SERVICES - ADMIN			
75650	11-10-22	PARKERS BUILDING SUPPLY	2"PVC CPLG, 2" COMP X CPLG	234.67		234.67
			HULA HOE, RAKE SHOP MAINT. DEPT.			
			NUTS/BOLTS,WASHERS MAIN SHOP N/I			
			POWER STRIPS FOR CORP YARD			
75651	11-10-22	POWERPLAN OIB	WATER PUMP REPLACEMENT UNIT #117	2,005.70		2,005.70
75652	11-10-22	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT	500.00		500.00
75653	11-10-22	RDO EQUIPMENT CO.	M110159 NUT FOR UNIT#401	2,011.18		2,011.18
			REPLACEMENT PARTS FOR UNIT#117			
75654	11-10-22	RICHARD DOLINA	TOILET REBATE - DOLINA	100.00		100.00
75655	11-10-22	ROBERT G MODRICH	OCT. 2022 UNIDATA MAINTENANCE	6,336.00		6,336.00
75656	11-10-22	SOUTHERN CALIFORNIA EDISON COMPANY	101 - 3084-10242022 P	33,113.52		33,113.52
			206 - 4802-10262022 P1			
			301 - 8247-10242022 P			
75657	11-10-22	SOUTHWEST LIFT & EQUIPMENT, INC.	SHOP LIFT REPAIRS	646.55		646.55
75658	11-10-22	STARLITE RECLAMATION	USED OIL REMOVAL CHARGES	882.63		882.63
75659	11-10-22	THE UPS STORE #5062	BUSINESS CARDS-GRIFFITH & CHAD	334.13		334.13
			NAMEPLATES/TAG - GRIFFITH			
			POSTERS - LOBBY			
			SHIPPING FEE BACKFLOW GAUGES R/R			
75660	11-10-22	TKE ENGINEERING, INC	PROGRESS FOR CM&INSPECTION AUG 2022	0.00	160,838.72	160,838.72
75661	11-10-22	TOPS N BARRICADES, INC	FASCIA 4"SCREW BLK AMBER SAFETY LIGHTS	1,903.13		1,903.13
75662	11-10-22	TOTALENERGIES DISTRIBUTED	MODULE REPLACEMENT	2,378.81		2,378.81
75663	11-10-22	UMETECH, INC.	OCT. 2022 - IT HELPDESK MANAGED SERVICES	8,121.00		8,121.00
75664	11-10-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	429.20		429.20
75665	11-10-22	URBAN HABITAT	OCTOBER 2022 - MONTHLY LANDSCAPE	5,855.21		5,855.21
			QUAIL RESERVOIR IRRIGATION REPAIR			
			TWO BUNCH RESERVOIR IRRIGATION REPAIRS			
75666	11-10-22	VALLEY LOCK & SAFE	PUCK LOCK PADLOCK - C&M	346.41		346.41
			PUCK LOCK/BRACKET C&M			
75667	11-10-22	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	591.72		591.72
75668	11-10-22	WATERLINE TECHNOLOGIES INC.	8 DRUMS REFILLED	1,956.74		1,956.74
75669	11-18-22	B-81 PAVING INC	PAVING AT VARIOUS LOCATIONS	31,390.00		31,390.00
75670	11-18-22	CHAD FINCH	C.FINCH D4 CLASSES REIMB.	849.97		849.97
75671	11-18-22	COUNTY OF RIVERSIDE	HWWTP RIVCO HAZMAT PERMIT	1,317.00		1,317.00







## BOARD OF DIRECTORS 2023 REGULAR MEETINGS SCHEDULE

**Meeting time is 3 p.m. unless otherwise noted on the posted agendas**

<b>Regular Meeting Agenda Study Sessions Thursday preceding 3rd Monday</b>	<b>Regular Meeting Action Taken 3rd Monday of each month</b>
January 12	January 17 (Tues. due to holiday)
February 16	February 21 (Tues. due to holiday)
March 16	March 20
April 13	April 17
May 11	May 15
June 15	June 19
July 13	July 17
August 17	August 21
September 14	September 18
October 12	October 16
November 16	November 20
December 14	December 18

Agendas are posted at least 72 hours in advance of a regular meeting and are also available on the District's website at [www.mswd.org](http://www.mswd.org). At regular meetings, members of the public may address the Board of Directors on any item within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda, unless the action is otherwise authorized by Government Code Subdivision 54954.2(b).

Unless otherwise noted, meetings are held at the MSWD Administrative Office at 66575 Second Street, Desert Hot Springs, CA 92240.

For additional information, please contact the Executive Assistant at 760.329.6448 ext. 137.

# AGENDA REPORT

## REGULAR BOARD MEETINGS DECEMBER 15 & 19, 2022

### DIRECTOR REPORTS

#### DIRECTOR REPORTS

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

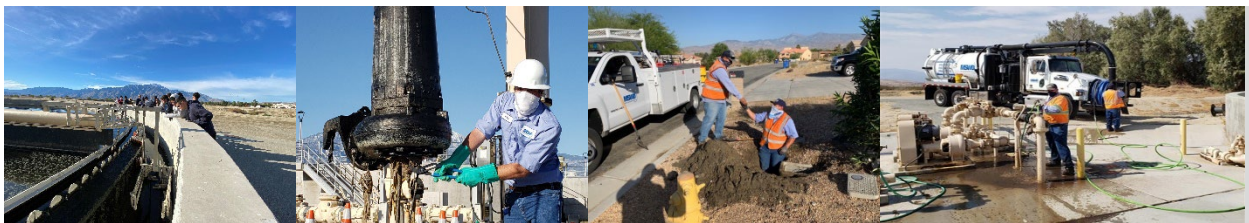
Date	Event	Attendees
11/1/2022	DWA BOARD MEETING	GRIFFITH
11/1/2022	DHS CITY COUNCIL MEETING	MARTIN
11/2/2022	GCVCC EVENING MIXER	SEWELL
11/3/2022	DVBA LEGISLATIVE MEETING	MARTIN
11/8/2022	CVWD BOARD MEETING	GRIFFITH
11/8/2022	RIVCO BOARD OF SUPERVISORS MEETING	MARTIN
11/10/2022	CVAG ~ CVCC AND E&E MEETINGS	WRIGHT
11/15/2022	DWA BOARD MEETING	GRIFFITH
11/15/2022	DHS CITY COUNCIL MEETING	MARTIN
11/29 – 12/1/2022	ACWA FALL CONFERENCE	GRIFFITH, WRIGHT, MARTIN, SEWELL

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

Date	Event	Attendees
11/17/2022	DHS STATE OF THE CITY	WRIGHT, MARTIN
11/2/2022	GCVCC EVENING MIXER	MARTIN
11/10/2022	CVAG ~ CVCC AND E&E MEETINGS	MARTIN
11/11/2022	DHS VETERANS DAY EVENT	MARTIN



# General Manager's Report December 2022





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## ADMINISTRATION

### Customer Service Department

#### Disconnections Due to Non-Payment

After suspending disconnections the past two years due to the COVID pandemic, MSWD announced 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, 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. The November 2022 monthly delinquency process began with 363 auto-dialer calls, and technicians were able to make contact with 78 customers to either pay, set up a payment plan with the office, or to get information for bill assistance to avoid disconnection. This process reduced delinquency disconnections to only 60 in November 2022 out of 13,766 accounts.

284 payment plans were set for MSWD customers with pending balance of payment plans totaling \$121,253.79.



Disconnections for nonpayment resume in April

**CONTACT US FOR HELP!**



### Customer Bill Assistance Programs

Riverside County's Low Income Household Water Assistance Program (LIHWAP) Care Program launched on June 2, 2022. This program provides customers with a one-time payment towards their water and/or sewer bill up to \$2,000. This program will only run through August 2023 with federal funding, but will continue at a state level in September 2023 and will include customers who are current on their bills and qualify for assistance. The program has started strong with LIHWAP paying \$36,628.43 in customer assistance since it opened to the public in June 2022.



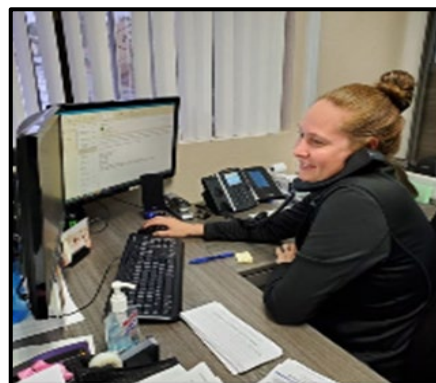
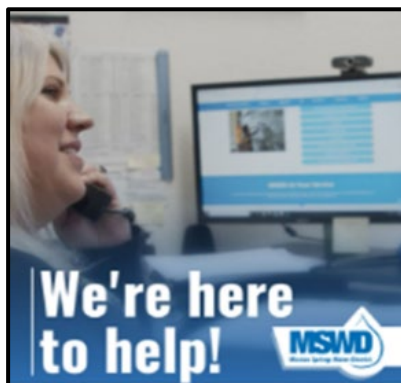
The United Way Customer Bill Assistance Program continues to be utilized by those customers who need assistance one billing period annually, paying \$100 per approved customer. United way has assisted 115 customers since January 1, 2022.

United Lift has assisted many customers and has exhausted current funding.

The State Arrearages Program provides a one-time payment and was applied to eligible accounts on January 24, 2022, totaling \$1,253,914.00.

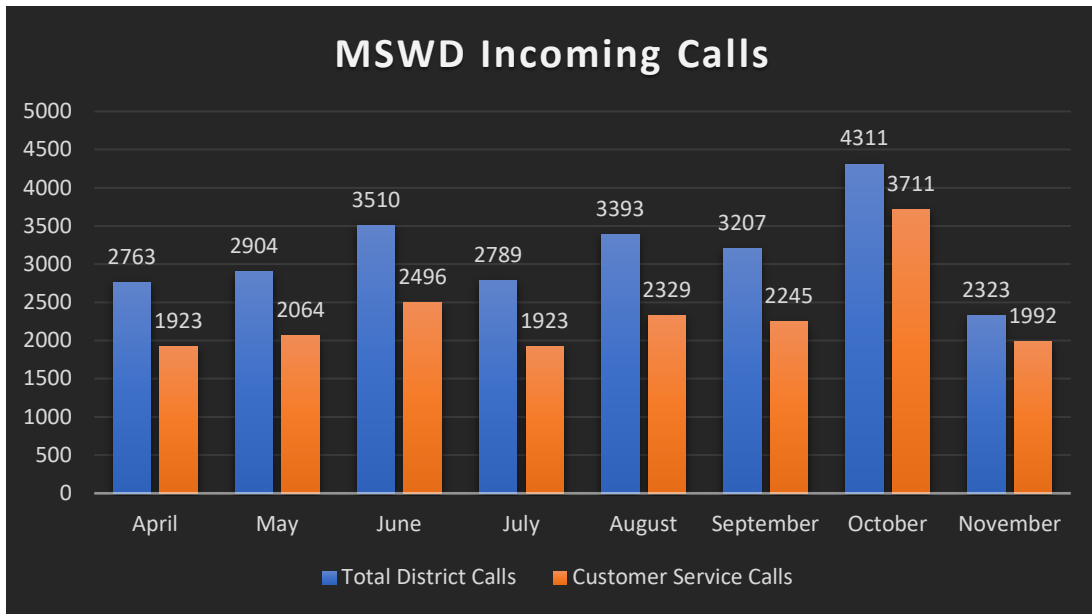
### MSWD Lobby Open

The MSWD lobby is open to the public for express bill pay and application assistance. MSWD Customer Service Representatives continue to assist our customers over the phone or in person by appointment for account review and billing inquiries.



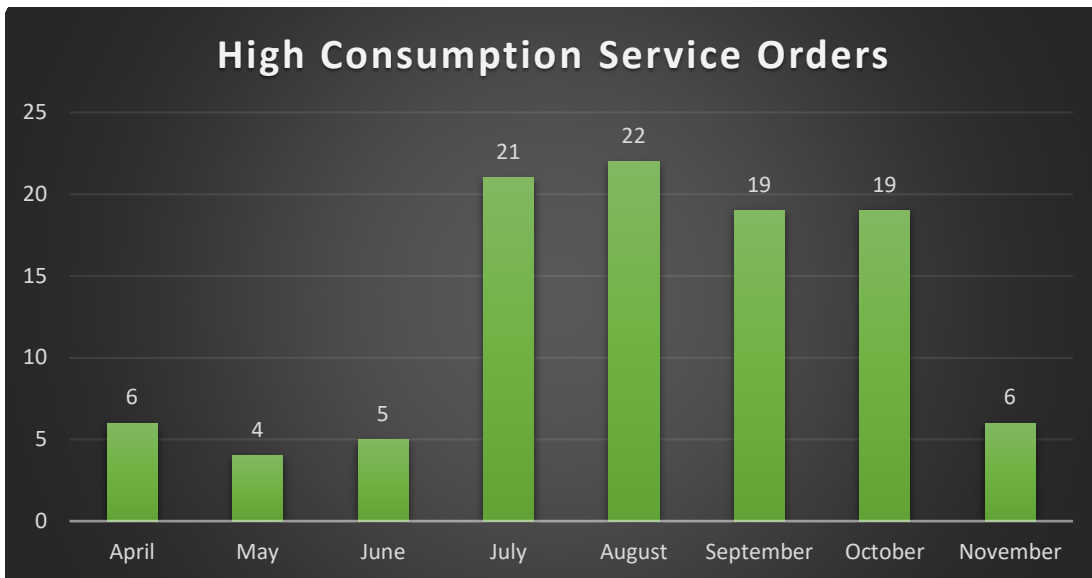
### Calls into the Customer Service Department

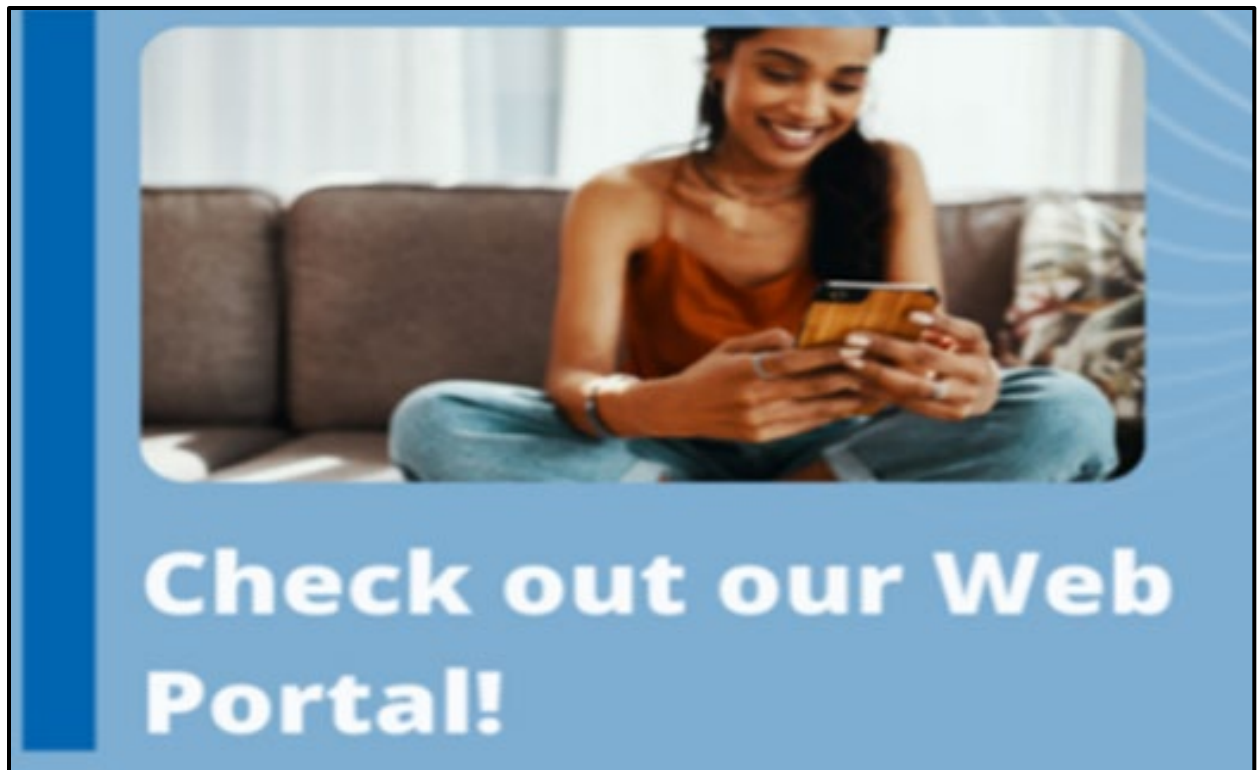
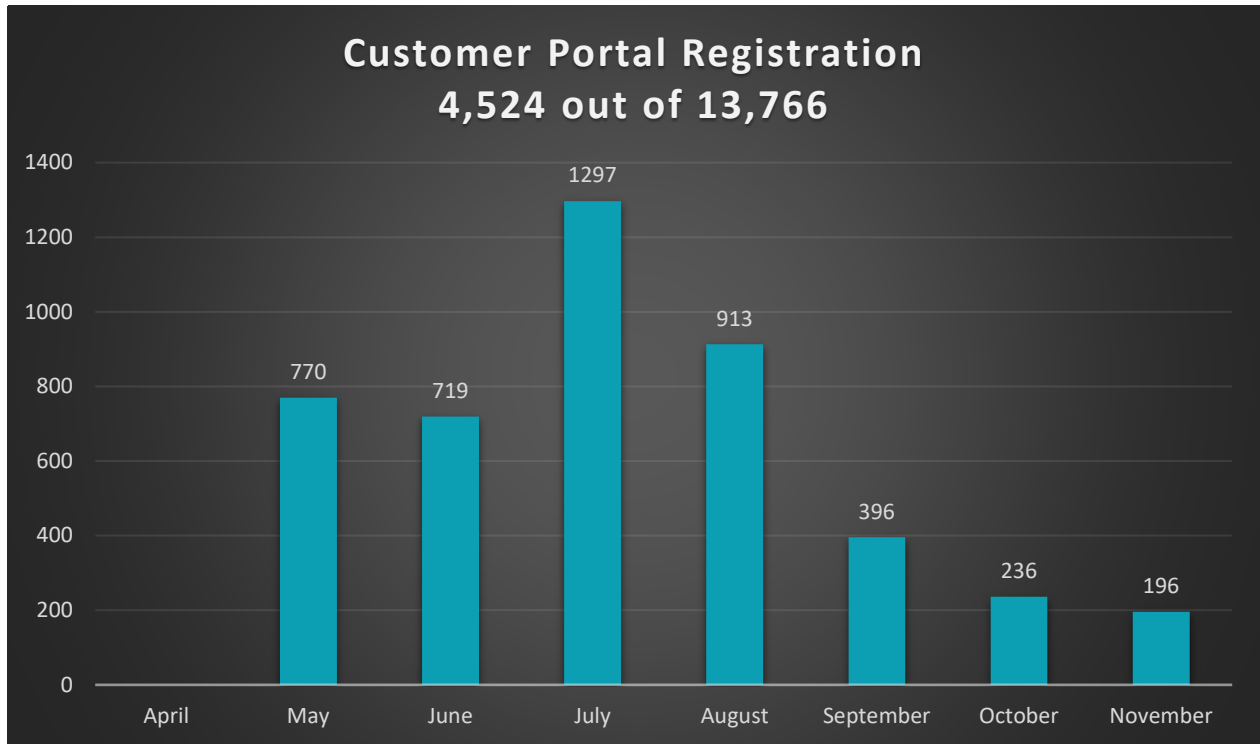
The District is seeing a consistent increase in the number of calls throughout the year, except around the holidays they tend to decrease. Most calls are related to payment plans, bill assistance information, demand/lien release requests, new property start/stop service, and account balance requests. The chart below represents MSWD incoming calls and those received by the Customer Service staff. There were 118 roll-over/"new" customer accounts in November 2022.

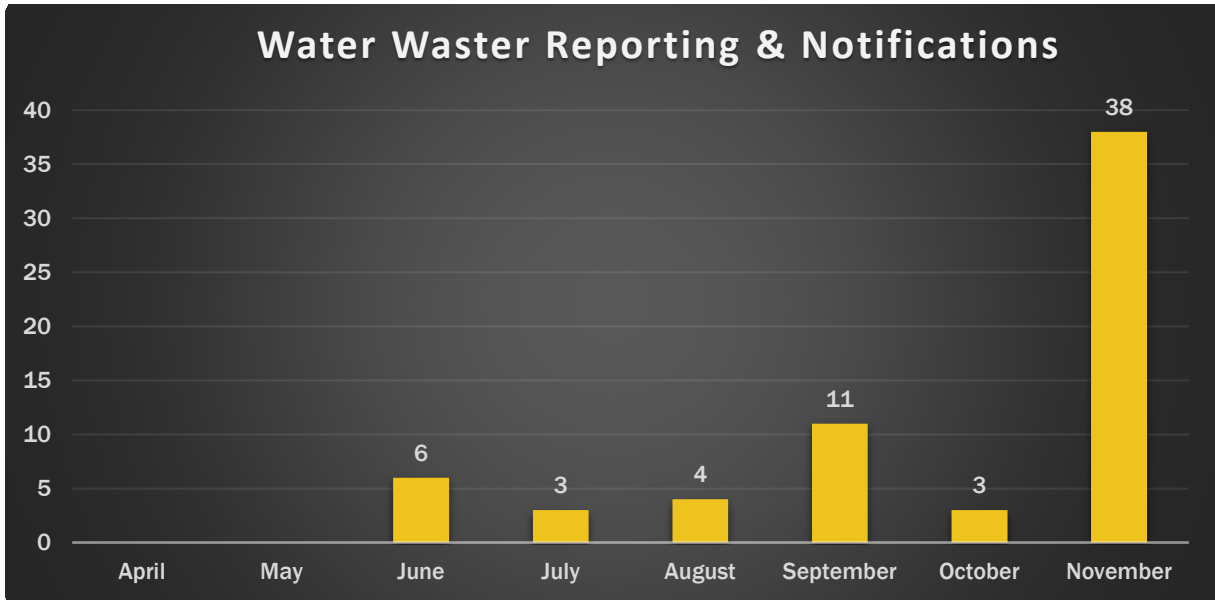


### High Bill Investigation Requests Versus 13,766 Accounts

The District continues to leverage the new AMI infrastructure and Neptune 360 portal. All customers are encouraged to sign up for the portal bill and leak alerts. Customer adoption is trending about 5.3% per month since launching, reaching 33% or 4,524 customers registered so far.







### 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. The addition of Walgreen's will be coming soon.
- Payment Portal on MSWD.org
- Customers can call in and pay through the IVR system, or with Customer Service Representative assistance
- Paypal, Google Pay, Apple Pay, and the QR code on the back of the bill. Customers can pay directly from their smartphone



# BILL PAY OPTIONS



\$

**ONLINE**  
MSWD.org/Paperless



☎

**BY PHONE**  
(760) 329-6448



✉

**BY MAIL**  
66575 Second Street  
Desert Hot Springs, CA 92240



👉

**IN PERSON**  
Drop off

**OTHER OPTIONS:** Walmart Pay PayPal PayNearMe YOUR BANK'S E-PAY PROGRAM

## Finance and Accounting Department

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

### **Current Work Priorities**

The Director of Finance worked with TKE Engineering and the accounting team to coordinate a process to submit reimbursement claims to the State for the Regional Water Reclamation Facility grant agreement. The Director of Finance also received bids for a \$15M line of credit to shore up cashflows through the grant reimbursement timing.

The Long-Range Financial Plan RFQ bid period was completed through PlanetBids and responses were received for review.

The Finance Department continues to update the procurement policy to meet District needs while ensuring it meets State and Federal laws.

The Finance Department made several report corrections to make it easier to identify errors in the accounting system when they are made, instead of waiting until the month is reconciled.

The Accounting Department continues to work with Wells Fargo to implement the payment manager program to help with credit card, ACH, and check payments streamlining the process. This will save time from staff who currently have to manually do many of these procedures.

The Accounting Department began working with Wells Fargo to transition to the new Wells Fargo portal for credit card activity. Wells Fargo will be retiring the previous portal in December 2022. Accounting also began training all other departments on how to use the new portal.

The Accounting Department continues to support other departments as needed.

### Human Resources

- Payroll calculations for employees out on worker's compensation.
- Employee changes within the Accounting Department.

### Information Technology

- Began the process of evaluating the migration from Unidata to another ERP system.
- The Director of Finance attended a webinar hosted by the Government Finance Officers Association (GFOA) on the process to prepare an ERP upgrade.
- The Director of Finance continues to work with IT on continuous receipts of phishing emails. Most have been added to a spam list and have stopped for the most part, however, they continue to get through under different credentials.

### Customer Service

- Finalized the State arrearage data to close the grant provided to help with customer delinquent accounts.
- Provided several corrections to customer service for customer accounts.
- Continued support with Legal for the class action lawsuit. Tom Slovak continues to call the District for information and to provide updated addresses and account status. Staff has spent a considerable amount of time on this project in the current month.

### Public Relations

- Finance continues to work with Public Relations on customer outreach related to delinquent accounts and ways to get help to pay for their past due water bills.
- Finance continues to work with Public Relations to answer customer questions related to assessment districts and questions about property tax statements.

### Engineering and Construction and Maintenance

- One new capital job was requested by Engineering, the Supplemental Environmental Project – M2 Sewer.
- Three new reimbursable jobs were requested by Engineering.
  - Rupert Cultivation Facility Improvements
  - DHS 7 Residential Landscape Project
  - 12746 Via Laredo – Sewer Lateral Repair

### Operations

- The Director of Finance prepared financial data needed for the annual water loss audit reported to the State.

### **Budget**

There were no budget transfers in November 2022.

### **Audit**

The auditors began the audit work by requesting several schedules through June 30, 2022.



## Payroll

The Payroll Department continues to work with other departments to ensure timecards are prepared accurately.

## Cash

Total cash receipts for the month of November 2022 amounted to \$1,279,771 with the majority being normal bill payments and sewer prepayments.

Cash disbursements for the month of November 2022 amounted to \$1,483,782 with the largest payments going to:

- TKE Engineering - \$160,838.72
- Ruhnau Clarke Architects - \$155,477.12
- ACWA JPIA - \$152,485.01
- TKE Engineering - \$170,378
- Net Payroll – \$409,495.47
- Payroll Taxes – \$109,006.75



## Innovation and Technology Department

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

### **Technology Improvements**

The IT Department has been working with other departments evaluating surveillance and access control to be used at the Regional Water Reclamation Facility and Critical Services Center.

An applicant for the GIS Specialist position was selected. This person is expected to start in January 2023, allowing the District to improve its mapping, work order, and asset management systems.

The District continues its push toward paperless operations with the expansion of Laserfiche forms which staff are currently using for managing budgets and submitting overtime. Additional forms are in development along with continuous improvements in current forms.

Improvement continue to be made in data management, enabling staff to perform functions digitally as well as securely from mobile devices.

Desktop computers and laptop upgrades continues as needed.

### **On-Going Cyber Security Training**

The IT Department continues the monthly anti-phishing training scenarios with staff and Board members. Staff has been diligent in reporting suspicious emails or contacting the IT Manager for review of suspicious emails before acting.

## 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.

Inventory purchases for November 2022 totaled \$22,661.70, and \$15,835.22 of inventory was issued for use by crews.

## 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 Contractor is reviewing and implementing the requested contract changes per the most recent addendum requiring a 400 HP motor and water lube pump assembly.

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 to negotiate with the property owner at the south end of Hildago Street for an easement needed to complete the proposed sewer pipe alignment.

#### **Well 22 Rehabilitation**

Staff is evaluating the next rehabilitation method for Well 22 and pending a planned well casing survey, it will determine how aggressive future remediation efforts are used to try to keep Well 22 operational.

Staff anticipates bidding the remaining well rehabilitation items during winter 2023.

#### **Water and Wastewater System Comprehensive Master Plan Updates**

Staff is in the process of reviewing the draft water and sewer master plans.

Engineering and Operations staff are evaluating the breadth and depth of the proposed water CIP.

#### **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. Staff is waiting on a response from the California Department of Water Resources (DWR) regarding repurposing the grant funding.

#### **Horton Effluent Filtration System**

Staff is plan checking the 100% design submittal received from TKE Engineering. Once complete, the final bid package will be prepared.

**AD-18 – GQPP Sewer Project Areas “A” & “G”**

Staff completed review and comment on the preliminary design report.

The design consultant, Genterra, continued progress on the construction plans and specifications.

**Horton Odor Control Project**

The Notice of Completion was approved by the Board in the November 2022 meeting.

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

Staff has the consultant for the project working on completion of the project plans, specifications, and estimate for final staff approval before release for bidding.

**Horton Wastewater Treatment Facility – North Building Improvement Project**

Remodeling work on the North Building is nearing completion. The building has been re-roofed, and the air conditioning/heating system has been installed. New showers and restroom improvements are being installed and expected to be completed in the coming weeks.

**Regional Water Reclamation Facility**

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



## Operations & Maintenance

### Construction & Maintenance

Staff completed approximately 334 water line location requests. Staff continues to use iPads with the GeoViewer Mobile app to streamline and manage line locations.



Staff replaced 14 water service lines with copper, repaired 11 service line leaks, and four mainline leaks.



Staff continues to implement routine maintenance programs, consisting of ground valve exercising, blow-off flushing, air-release valves, Cla-Val automatic control valves, and fire hydrant flushing/painting. There were 255 ground valves exercised, 91 fire hydrants were flushed and maintained, one air-release valves were inspected and/or rebuilt, zero Cla-Val valves were inspected, and zero blow-offs were flushed.



A total of 29 work orders were processed in November 2022 using the CMMS program.

Staff installed 17 new water service lines in November 2022.

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

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

### **Fleet and Facility Maintenance**

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

#### Building Maintenance

- Staff replaced several light bulbs and fixtures in various locations throughout the Administration Building and Accounting Modular
- Staff repaired the front door to the Annex Building
- Staff repaired a plugged drain in the Administration Building
- Staff used a dump truck and dump trailer to remove trash from the storage room at the Administration Building
- Staff removed the old leaky swamp cooler line at the Corporate Yard

#### Standby Generator Monthly Maintenance Program

Staff did not find any issues during the monthly testing of our standby generators. This testing ensures the generators are functioning correctly and ready to be used when needed.

#### Fleet Maintenance/Repairs

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 that were provided in November 2022:

- Preventative maintenance services were completed on Units 419
- Battery was replaced in Unit 404
- Installed warning lights on Unit 428
- Repaired bin door on Unit 399
- Completed recalls on Units 398 and 399
- Repaired leaky hub on Unit 389
- Repaired oil leak on generator mounted on Unit 423
- Repaired leaky hose on Unit 117
- Repaired strobe light on Unit 393

## Collections

There were no Sanitary Sewer Overflows (SSOs) in the collection system during November 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 332 sewer line location requests. Staff continues to use iPads with the GeoViewer mobile application to streamline and manage line locations.

Staff completed 23 CCTV inspections in the AD-11-C1 service area.

Staff cleaned approximately 1,364 feet of sewer mainline in November 2022.

Staff vacuumed out rags and grease from the Dos Palmas Lift Station.

Tri-Star Contracting started the repair work of several sewer mainline points between 1<sup>st</sup> and 7<sup>th</sup> Streets. Damage was caused by tamarisk tree throughout the neighborhood.



## Wastewater Treatment

Staff spent a combined 379-man hours performing routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest Wastewater Treatment Plants (WWTPs). Also, during this timeframe staff spent 165.7-man hours operating the sludge belt filter press, including filling and removing 15 trailers of sludge from the Horton and Desert Crest WWTPs.

Staff collected 45 samples and spent 67.5-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes. Both wastewater treatment plants are producing an effluent that meets the District's discharge requirement.

Staff cleaned and rehabilitated Ponds 1, 2, 6, 7, and 8 in November 2022. Pond 1 was cleaned twice.



Staff took the skip loader out to the Desert Crest WWTP to perform rehabilitation on the entire plant area.





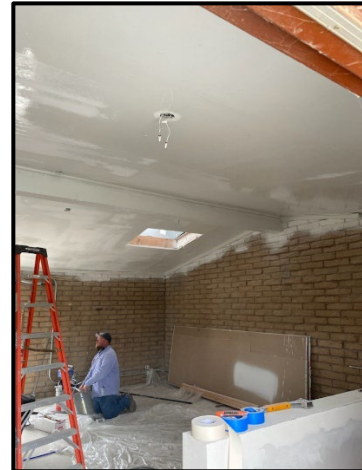
The CORBS plant of the year award tour was held on November 30, 2022. Members of CORBS go to each WWTP to inspect anyone that submitted for plant of the year.



Staff replaced the motor, gearbox, auger brush, and the stainless-steel screen for the auger monster that removes most of the rags that enter the Horton WWTP.



The consultants, PuroClean and Cove Electric, continued work on the Horton North Building Rehabilitation Project with the goal of turning it into a new office, breakroom, and locker room. Southwest Plumbing continued the remodel of the bathroom and installed new plumbing for a new and existing bathroom.



Staff continues to perform monthly groundwater sampling and sound water levels at the groundwater monitoring wells for the RWRF.

Staff continues to conduct a weekly department “Wastewater Training” program. These trainings are intended to provide all operators with consistent knowledge/understanding of processes and operating equipment in a more proficient manner. This training also aids in keeping operators safe when completing maintenance. This month’s training included:

- Pressure Washing Clarifiers
- Rag Safety – Needles and Other Sharp Objects
- Laboratory – Balance Weight Set Calibration
- Effluent Reuse for Plant Wash Water

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

	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
July	4	18	8	7	9	51
Aug.	26	20	4	1	8	53
Sep.	20	20	5	2	12	8
Oct.	13	36	9	4	8	12
Nov.	8	29	50	10	9	7
Dec.		12	9	3	3	64
Jan.		14	21	7	1	16
Feb.		7	23	5	1	42
Mar.		17	48	1	0	23
Apr.		7	18	3	3	15
May		16	17	11	3	20
June		2	21	7	3	6
<b>Annual Total</b>	<b>71</b>	<b>198</b>	<b>233</b>	<b>61</b>	<b>60</b>	<b>317</b>

Additional sanitary service connection information is provided in Appendix B.

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

Monthly Wastewater Flows

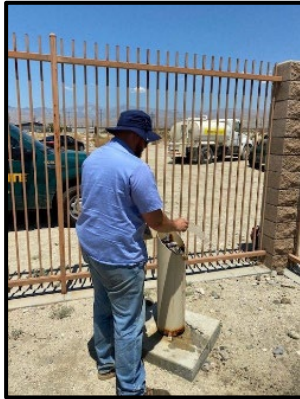
<b>WASTEWATER FLOW MGD</b>				
2022/23	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.980020	2.086591	0.038856	0.045610
Aug.	2.007484	2.156507	0.043378	0.051750
Sep.	2.085598	2.243680	0.042339	0.047130
Oct.	1.980283	2.266199	0.045616	0.052230
Nov.	1.966075	2.124845	0.045861	0.050330
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

Additional wastewater flow information is provided in Appendix B.

## Water Production

### Water Sampling/Testing

Staff collected 66 routine bacteriological (Bac-T) samples and five general physical samples in November 2022. Staff works closely with the laboratory when changing sampling dates or taking grab Bac-T samples for incidental water main shutdowns. The MSWD Monthly Coliform Monitoring Reports for November 2022 were sent out to the State Water Resources Control Board on December 8, 2022.



### Chlorination System

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 are functioning properly in November 2022, with only typical preventative maintenance for these pumps. Staff added monthly pump cleanings using a vinegar-like solution to breakdown any calcification inside the pumps and suction/discharge lines.

Staff is currently working on completing and installing two additional automatic chlorine analyzers. Water Production Operator, Adam Wagner, has begun the build of these two analyzer cabinets. The first of these two analyzers is almost complete and will be installed in the month of December 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, but staff has also been topping them off as needed throughout the week.



### Well Soundings

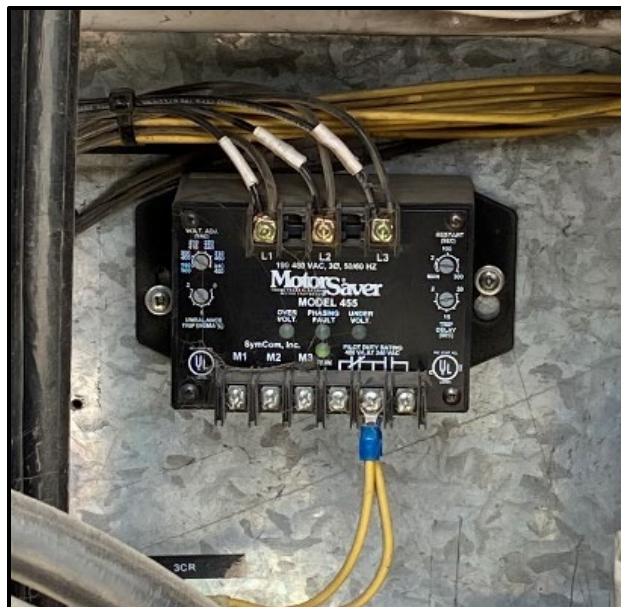
Staff continues to sound the groundwater levels for 13 production wells and nine monitoring wells. Staff usually strives to complete the soundings early in the month to be able to identify any abnormalities. The soundings brought attention to the declining production rate at Well 26A. This well has repaired, but staff is waiting for laboratory results before putting it back online.



### Production Facility Updates

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

There are currently 17 Motor Saver units that still need to be installed. Staff received one quote and will reach out to another contractor for an additional quote.



Staff has received multiple estimates to inspect and clean (via diving) five of the District's reservoirs. Staff is reviewing these estimates and plan to begin work in January 2023.

Staff is currently working on the first phase of a multiphase rehabilitation project for Well 22. In the first phase the contractor, Legend Pumps, performed test pumping of the well confirming it can achieve a sustainable flow rate of approximately 1,200 GPM. After initial chlorination and flushing efforts have failed, staff has asked Kyle Groundwater to provide a more aggressive well rehabilitation plan for this well. Staff has received this rehabilitation evaluation and are waiting on the contractor to provide an updated cost estimate for this well rehabilitation.



The District continues to have intruders at the Two Bunch Booster station. Staff has installed an additional camera at the site. The camera did prove effective in preventing the intruder from stealing wire from the site.



Well 26A has been put back online and is functioning properly. However, staff did notice some sand in the bag filters at the site's treatment system. Staff continues to monitor these sand filters to confirm that there are not further sanding issues at this well.

Rehabilitation of Well 33 and reservoir overflow has begun. Brushing and bailing are complete and the chemical rehabilitation process will begin during the beginning of December 2022.

Pump #4 at the Terrace Booster Station has been installed and has been returned to normal operation. Staff will continue to complete these rehabilitations of the pump seals on the adjacent pumps.

#### Landscaping

Staff continues to oversee the landscape contract with Urban Habitat for 36 sites throughout the District.

#### Well 33 Solar Site

Staff continues to monitor the performance of the solar system. The June and July 2022 performance reports were confirmed being unusual and incorrect by the performance team at Total Energies (formerly SunPower). The performance team is coordinating with the data analytics team and will provide an update once it is resolved. As soon as it is received, staff will provide accurate information for June through November 2022.

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

New Service Connections to the Water System

	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
July	6	18	7	4	5	7
August	28	19	6	10	5	3
September	22	23	18	2	14	4
October	16	33	13	3	21	8
November	10	27	10	16	4	0
December		9	2	17	3	3
January		14	15	6	3	20
February		8	13	8	5	11
March		19	16	2	3	6
April		6	11	1	3	7
May		19	15	12	5	11
June		1	24	11	2	8
<b>Annual Total</b>	<b>82</b>	<b>196</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>
<b>Avg./ Mo.</b>	<b>6.83</b>	<b>16.33</b>	<b>12.50</b>	<b>7.67</b>	<b>6.08</b>	<b>7.33</b>

Additional water service connection information is provided in Appendix B.

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 2022/23	Variance from prior year		FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19
	AF	AF	%	AF	AF	AF	AF
July	751.79	-44.78	-5.6%	796.57	857.77	853.23	857.20
August	850.19	10.26	1.2%	839.93	885.31	795.18	806.47
September	716.03	-22.62	-3.1%	738.65	784.80	757.08	689.47
October	691.98	26.80	4.0%	665.18	755.84	709.39	709.81
November	599.39	-80.46	-11.8%	679.85	690.13	619.87	631.75
December		0.00	0.0%	565.48	588.32	537.23	502.16
January		0.00	0.0%	580.28	537.96	553.20	570.20
February		0.00	0.0%	527.34	495.61	520.85	415.49
March		0.00	0.0%	601.44	625.80	557.73	490.92
April		0.00	0.0%	624.07	649.34	573.02	635.08
May		0.00	0.0%	745.36	723.62	698.99	598.36
June		0.00	0.0%	730.02	761.63	806.02	710.39
<b>TOTAL</b>		<b>-110.80</b>	<b>-3.0%</b>	<b>8094.17</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>

Additional water production information is provided in Appendix B.



## Water Resources

Below is a list of water resources related activities for November 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.

The CVRWVG completed and submitted a grant application for the Urban Community Drought Relief Grant Program. The application included MSWD's Well Rehabilitation Program, Mission Lakes Water Main Replacement Project, and Turf Rebate projects for funding consideration.

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

The 2022 Alternative Plan Update for the Mission Creek Subbasin is still with the California Department of Water Resources (DWR) for review, however, DWR doesn't anticipate completing reviews of alternative plans until 2024.

Staff continued to coordinate with the USGS and CVWD regarding the land subsidence study efforts for the Mission Creek Subbasin. A site access agreement was finalized to allow the USGS to construct two land subsidence benchmarks on MSWD property.

The Mission Creek Subbasin Management Committee began preparing a grant application for the Sustainable Groundwater Management Round 2 Implementation Grant Program. MSWD submitted the GQPP Area A Sewer Project and the Recycled Water Project Phase 1A for funding consideration. The Management Committee plans to submit the grant application to DWR in December 2022.

Staff completed the data request submittal for the Mission Creek Subbasin SGMA Annual Report for Water Year 2021-22. The final report is due to DWR by April 1, 2023.

### **San Geronio Pass Subbasin Sustainable Groundwater Management Act Compliance**

DWR is currently reviewing the 2022 Groundwater Sustainability Plan for the San Geronio Pass Subbasin.

Staff met with the GSAs to discuss the Data Management System and began preparing for the upcoming Annual Report process.

### **Indio Subbasin Sustainable Groundwater Management Act Compliance**

The 2022 Alternative Plan Update for the Indio Subbasin is still with the DWR for review, however, DWR doesn't anticipate completing reviews of alternative plans until 2024.

### Salt and Nutrient Management Planning

Staff attended the monthly Coachella Valley Salt and Nutrient Management Plan (CV SNMP) Update meeting. The CV SNMP Agencies discussed formation and roles for the different committees required to help move the plan through development and completion, including a Steering Committee and a Technical Advisory Committee; as well as coordination and participation with the Regional Board, tribes, and other stakeholders.

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. DWR has noted they plan to allocate funding/services to the project in 2023.



## PUBLIC AFFAIRS

Below is a list of Public Affairs activities:

### Past Sponsorships / Events

#### **Desert Hot Springs State of the City: November 17, 2022**

MSWD was a proud sponsor of the Desert Hot Springs State of the City. Hosted annually by the City and the Greater Coachella Valley Chamber of Commerce, the lunch event provided valuable information about city projects and new development. During the event, MSWD Director Ivan Sewell was honored with a special Volunteer of the Year award.



#### **ACWA Fall Conference: November 29 - December 1, 2022**

The Association of California Water Agencies (ACWA) 2022 Fall Conference & Exhibition took place at the Renaissance Esmeralda and Hyatt Regency in Indian Wells. Breakout sessions covered various topics, including water management, innovation, public communication, affordable drinking water, energy, and finance.



#### **Thanksgiving Food Drive: November 16, 2022**

MSWD employees were proud to partner with Painted Hills Middle School to provide local families with Thanksgiving food bags. Employees donated non-perishable food items and cash donations to families in need. School administrators packaged and paired this with additional contributions and delivered them in MSWD-branded insulated bags.



#### **Desert Hot Springs Women's Club Black & White Fundraiser**

MSWD staff and Directors were pleased to support the Desert Hot Springs Women's Club during their annual winter fundraising event. All proceeds from the event will be used to fund scholarships for Desert Hot Springs youth.

#### **Water 101 Community Workshops: November 10, 2022**

This fall, we kicked off our fall/winter series of Water 101 presentations at the Desert Hot Springs Library. With almost 30 members of the community in attendance, the November 10, 2022 session featured the District's wastewater system. Additional sessions will take place on December 8, 2022 and January 19, 2023 and will feature topics including long-term planning, rate-making, and customer service.

### Upcoming Sponsorships / Events

#### **MSWD Employee Toy Drive: Now through December 15, 2022**

MSWD again supports the Desert Hot Springs community through an employee toy drive. This year, we are supporting Team Mom Charities, working with our local Desert Hot Springs schools to identify families needing presents this holiday season. The city-wide toy drive will culminate in a toy distribution event on December 17, 2022 at the Desert Hot Springs High School gymnasium.

#### **MSWD Blood Drive: December 20, 2022**

Donate your blood at our end-of-the-year Holiday Blood Drive on Tuesday, December 20, 2022. Held in the MSWD Boardroom from 7:00 a.m. to 1:00 p.m., we hope to finish the year strong, saving lives and giving back to the community. Walk-ins are welcome, or click on the [following link](#) to schedule an appointment.

#### **MSWD 70<sup>th</sup> Anniversary Event: February 3, 2023**

Mark your calendars. MSWD is hosting a community celebration at Mission Springs Park on Friday, February 3, 2023 from 4:00 to -7:00 p.m. We will have food vendors, free children's activities, live music, and of course, our award-winning water.



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

**Public & Media Outreach**

**2023 MSWD Conservation & Groundwater Protection Calendar**

The 2023 MSWD community calendar is available for pick-up at District offices and select locations throughout Desert Hot Springs. The English/Spanish calendars feature local student artwork and include conservation and important groundwater protection information.

Top honors were awarded to:

- Joseph V. from Desert Springs Middle School
- Edward S. from Desert Hot Springs High School
- Jacqueline M. from Mission Vista Academy

Every student that submitted an entry into the calendar drawing contest will receive a certificate of appreciation and a copy of the final calendar. For more information or to view the calendar online, please visit [www.MSWD.org/communitycalendar](http://www.MSWD.org/communitycalendar)



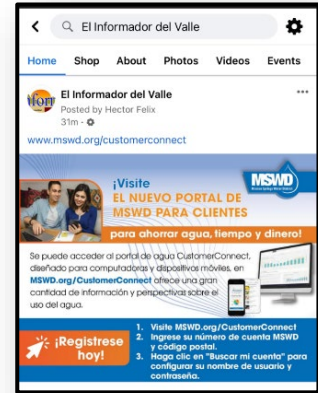
**ACWA – QuenchCA Campaign**

MSWD has partnered with water agencies across the state to increase awareness of the importance of new water infrastructure projects. As part of this effort, MSWD's new Regional Water Reclamation Facility is featured in the QunechCA 2023 calendar and has also been shared on ACWA's social media. Look for additional updates with the #QuenchCA hashtag in the future.



**Portal Outreach**

As part of our portal outreach, MSWD has partnered with El Informador, which is sharing portal information in both its print publication and its online social media. The portal was also featured in this month's Mission Lakes Country Club homeowner newsletter. We currently have 33 percent of customers registered to the portal and will continue to market its use in the coming months.



**MSWD Awards & Recognition**

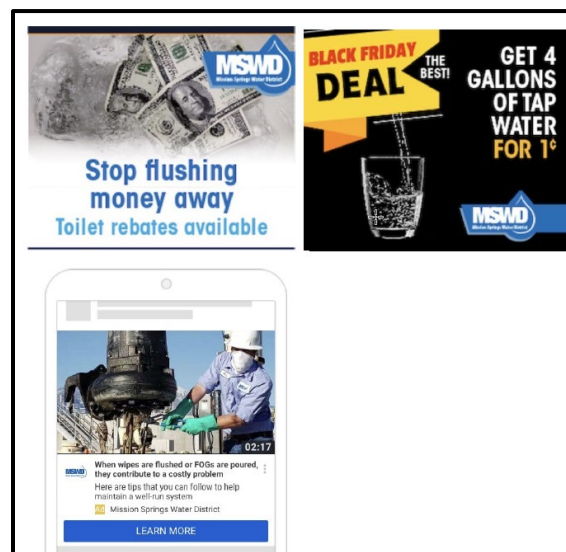
**Friends of the Desert Hot Springs Library: Fall Booksale**

In recognition of our support for the Friends of the Desert Hot Springs Library Fall Booksale, the organization recently provided MSWD with a certificate of Appreciation. The District provided MSWD swag bags and vouchers for MSWD bottled water to support the event.



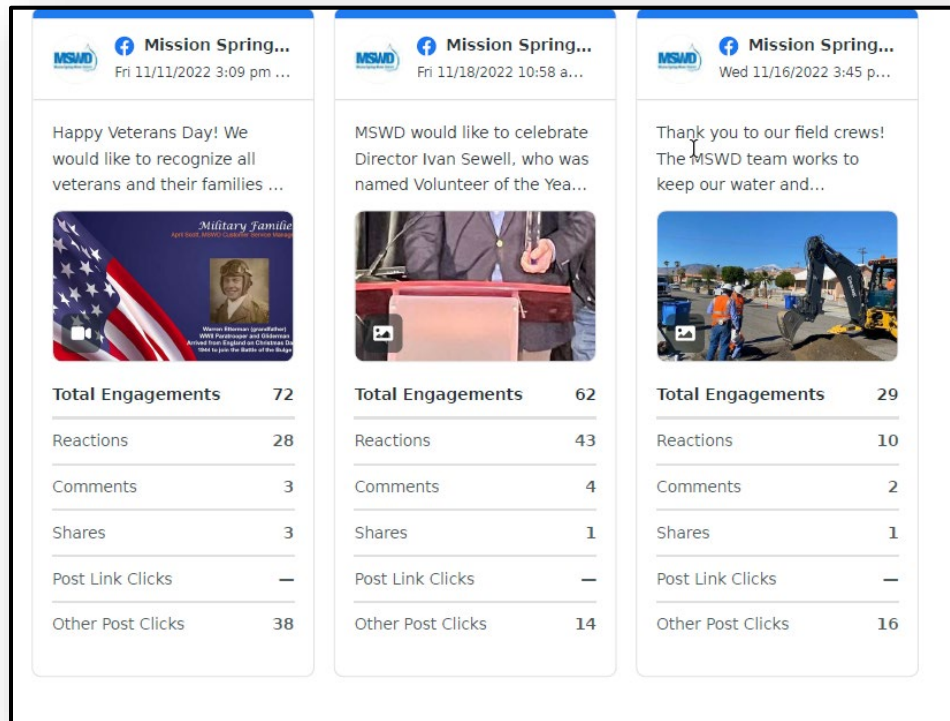
**MSWD Digital Advertising**

The District featured three Google and Facebook/Instagram ads promoting FOG avoidance over the Thanksgiving holiday, toilet rebates, and the value of MSWD water. We garnered more than 183,000 impressions and 862 clicks through Google and 158,00 with 177 clicks on Facebook/Instagram. A full report is included in Appendix C.



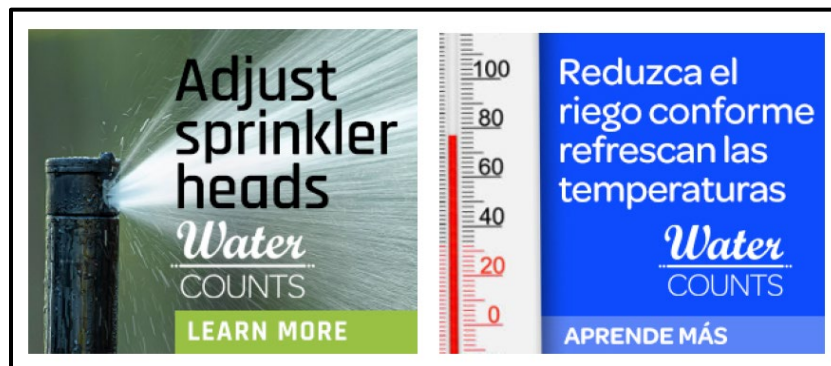
**Social Media**

A copy of the November 2022 social media report can be found in Appendix C. This report highlights activities and posts on the District's social media platforms. Overall, (across all platforms) impressions were up 98%. Some of our most popular posts included our Veterans Day Video, our State of the City Post, and our Worker Wednesday posts.



**CV Water Counts**

The CV Water Counts Outreach report for November 2022 can be found in Appendix C. The month finished with more than 155,591 display ad impressions, 79,515 video impressions, and 2,245 visits to the website. The search term advertising campaign continued to perform well – with 313 clicks, most related to rebates (water rebate, grass removal rebate, toilet rebate, etc.). The e-Newsletter continues to perform exceptionally well, with an open rate of nearly 55%, far above the industry rate of 16%.



**Rebates & Conservation**

The Public Affairs team continued to promote rebates and conservation throughout our service territory during November 2022.

**Toilet Rebates**

Staff did not receive any toilet rebate applications in the month of November 2022, however, staff had multiple inquiries, including a hotelier who is planning to replace between 75-100 toilets at the beginning of 2023.

**Turf Rebates**

Staff paid out one turf rebate application in November 2022 in the amount of \$2,050. Staff received two new applications in November 2022 and have a total of seven pending applications totaling \$101,815.

### Bottled Water Tracking Report November 2022

<b>Date Supplied</b>	<b>Requests Filled</b>	<b>Event or Purpose</b>	<b># Cases Requested</b>
11/2/2022	PSUSD/EWCE ATP	Field Trips	6
11/8/2022	City of DHS	Council/Commission Meetings/Walk-in Guest	25
11/10/2022	Team Mom Charities	Community Thanksgiving Dinner	12
11/11/2022	Diversity DHS	Fundraiser Dance at Cabot's Museum	15
11/17/2022	Quail Valley Assoc.	Fundraiser	10
	<b>Total Cases</b>		<b>68</b>



APPENDIX A –  
Federal Update from Carpi & Clay

# Mission Springs Water District Federal Update

December 1, 2022

## 2022 Midterm Election Results

Coming into the midterm election, Democrats held a 50-50 majority in the Senate (with Vice President Kamala Harris serving as the tie breaking vote). After the election, the Senate stands at 50 Democrats and 49 Republicans—a net gain so far of +1 for Democrats— with one race still undecided. In Georgia, the race between incumbent Senator Raphael Warnock (D) and challenger Herschel Walker (R) will now head to a runoff election on December 6<sup>th</sup> after neither candidate secured 50% of the vote. In the currently divided 50-50 Senate, all committees have an equal number of Democrats and Republicans. Should Sen. Warnock prevail in the Georgia special election, he would deliver a 51-49 Senate Democrat majority, which would alter the committee ratios in Democrats' favor. A Walker win see a return of the 50-50 Senate and parity on committees. Coming into the elections, Democrats held a 220-213 seat majority (with two seats vacant) in the House of Representatives. After the election, the Republicans flipped enough seats to take over the majority in the House with 222-213 seats.

## Congressional Lame Duck Update

Congress returned to Washington, D.C. after the Thanksgiving recess with roughly one month to go before the end the 117<sup>th</sup> Congress. With a limited number of days in the left in the calendar, Congress is running short on time to get movement on their legislative priorities. For context, any legislation that has not passed both the House and the Senate by the end of the 117<sup>th</sup> Congress will need to be reintroduced in the 118<sup>th</sup> Congress to still be active and considered. The following list of legislative items are currently being considered during the lame duck session:

- Fiscal Year (FY) 2023 Appropriations bills—Federal government is currently being funded by a Continuing Resolution (CR) that is set to expire on December 16<sup>th</sup>. Congress is already discussing the need for additional time to finish the FY 2023 appropriations bills and will likely consider another CR to run until December 23<sup>rd</sup>.
- Water Resources Development Act
- National Defense Authorization Act
- National Flood Insurance Act Authorization Extension
- Emergency Supplemental Appropriations bill
- Tax Extenders

## Incoming House Majority Votes on Future of Community Projects

At the end of November, the House Republican Caucus met and discussed internal House rules and procedures for the upcoming 118<sup>th</sup> Congress. During this meeting, one of the items that they were debating was the future of community project requests (formerly earmarks). The Caucus voted overwhelming to keep community projects for the new Congress.

## Congressional Leadership Preview for the 118<sup>th</sup> Congress

Since Congress returned to Washington, D.C. after the midterm election, Members in both the House and the Senate have been sorting out leadership positions for the upcoming 118<sup>th</sup> Congress. Below is the latest on leadership elections:

### Senate Democrats

Senate Democrats are currently scheduled to hold leadership elections the week of December 5<sup>th</sup>, following the election in Georgia. Meanwhile, with the upcoming retirement of Senator Patrick Leahy (D-VT), the current Senate President Pro Tempore, Majority Leader Schumer has selected Sen. Patty Murray (D-WA) to be President Senate Pro Tempore in the 118<sup>th</sup> Congress.

### Senate Republicans (elections were held November 16):

- Leader: Sen. Mitch McConnell (KY)
- Whip: Sen. John Thune (SD)
- Chair of Republican Conference: Sen. John Barrasso (WY)
- Chair of Republican Policy Committee: Sen. Joni Ernst (IA)
- Vice Chair of Republican Conference: Sen. Shelley Moore Capito (WV)
- Chair of Republican Senatorial Committee: Sen. Steve Daines (MT)

### House Republicans (elections held on November 15<sup>th</sup>):

- Republican Nominee for Speaker of the House: Rep. Kevin McCarthy (CA)\*
- Majority Leader: Rep. Steve Scalise (LA)
- Majority Whip: Rep. Tom Emmer (MN)
- Republican Conference Chair: Rep. Elise Stefanik (NY)

\*The full House will vote on Speaker when the new Congress convenes on January 3<sup>rd</sup>. A candidate must receive 218 votes on the floor of the House to win.

### House Democrats (elections held on November 30<sup>th</sup>):

- Minority Leader: Rep. Hakeem Jeffries (NY)
- Majority Whip: Rep. Katherine Clark (MA)
- Democratic Conference Chair: Rep. Pete Aguilar (CA)
- Assistant Democratic Leader: Rep. Jim Clyburn (SC)

## House Releases 2023 Calendar

Incoming House Majority Leader Steve Scalise (R-LA) released the House [calendar](#) for 2023. Senate Majority Leader Schumer has yet to release the Senate calendar 2023. It is anticipated that the Senate calendar will not be released until after the special election in Georgia on December 6<sup>th</sup>.

## EPA Issues BIL Year One Anniversary Report

The EPA released a report marking the first anniversary of the Bipartisan Infrastructure Law (BIL). The report outlines actions by EPA to implement BIL's environmental provisions, including efforts on environmental justice, the Clean School Bus Program, water infrastructure, conservation and restoration, Superfund sites and Brownfields, recycling and waste management, and pollution prevention. The full report can be found [HERE](#).

## Reclamation Announces IRA Funding for Salton Sea Restoration

The Bureau of Reclamation (Reclamation) announced \$250 million in Inflation Reduction Act (IRA) funding for efforts to restore the Salton Sea in exchange for commitments from water agencies to cut their reliance on the drought-ravaged Colorado River. The agreement is with the California Natural Resources Agency, Imperial Irrigation District, and Coachella Valley Water District. Reclamation believes this is a major step forward in efforts to address both the Salton Sea and the Colorado River. Reclamation will provide \$22 million to the state in FY 2023, and the remaining \$228 million will be distributed over four years. More information can be found [HERE](#).

## Federal Funding Opportunities/Announcements

**EPA Selects 29 Environmental Finance Centers.** EPA announced it has selected 29 Environmental Finance Centers (EFCs) to help communities access federal funding for infrastructure and greenhouse gas reduction projects across the country. EPA will award up to \$150 million in grants to EFCs over the next five years through the Clean Water State Revolving Fund, Drinking Water State Revolving Fund, and EPA appropriations. More information can be found [HERE](#).

**Reclamation Awards \$20 Million in BIL Funding for Endangered Species Restoration in the Colorado River Basin.** Reclamation announced \$20 million in BIL funding for five projects that promote endangered species recovery and conservation in the Colorado River Basin. Project funding will support the Upper Colorado River Endangered Fish Recovery Program, the San Juan River Basin Recovery Implementation Program, and the Lower Colorado River Multi-Species Conservation Program. More information can be found [HERE](#).

## Federal Agency Personnel/Regulatory Announcements

### **White House Releases Roadmap for Nature-Based Solutions to Fight Climate Change.**

The White House's National Climate Task Force released its "Roadmap for Nature-Based Solutions to Fight Climate Change." The document calls for policy changes and funding to accelerate nature-based climate solutions, prioritization of nature-based solutions at federal facilities, workforce training, and research and development. The roadmap can be found [HERE](#).

**CEQ Releases Climate and Economic Justice Screening Tool.** The Council on Environmental Quality (CEQ) released its Climate and Economic Justice Screening Tool. The tool contains interactive maps to help federal agencies implement climate-related spending

according to the Administration's Justice40 Initiative. More information can be found [HERE](#).

**EPA Announces Water Workforce Development Webinar.** EPA announced it is hosting the next Water Workforce Development Webinar on December 15<sup>th</sup> at 1:00 pm ET. Speakers from DC Water and the American Water Works Association will discuss workforce and operational issues. Registration can be found [HERE](#).

**EPA to Hold WIFIA Office Hours in December and January.** EPA announced it will host office hours for interested stakeholders on Water Infrastructure Finance and Innovation Act (WIFIA) funding opportunities. Sessions will be held on December 7<sup>th</sup> and January 11<sup>th</sup> at 3:00 pm ET. Registration information can be found [HERE](#).

**EPA Releases Supply Chain Resilience Guide for Water and Wastewater Utilities.** EPA released its "Supply Chain Resilience Guide for Water and Wastewater Utilities." This guide aims to identify actions for water and wastewater utilities to prepare for or respond to chemical or equipment supply chain disruptions. The guide covers available federal and state resources, tips for effective supplier management and communication, local partnerships, and potential operational flexibilities. The guide can be found [HERE](#).

**EPA Issues Drinking Water CCL 5.** EPA published the Final Fifth Drinking Water Contaminant Candidate List (CCL 5), which will serve as the basis for EPA's regulatory considerations over the next five-year cycle under the Safe Drinking Water Act. This update includes a substantial expansion of per- and polyfluoroalkyl substances (PFAS), an important first step towards identifying additional PFAS that may require regulation under the Safe Drinking Water Act. In addition to the group of PFAS, CCL 5 includes 66 individually listed chemicals, two additional chemical groups (cyanotoxins and disinfection byproducts (DBPs)), and 12 microbes. More information can be found [HERE](#).

**EPA Issues Supplemental Proposed Rule Modifying TSCA Fees.** EPA issued a supplemental proposed rule modifying and adjusting certain aspects of the fees rule established under the Toxic Substances Control Act (TSCA). EPA intends to ensure that collected fees provide the Agency with 25 percent of authorized TSCA costs consistent with direction in the FY 2022 appropriations bill. A webinar is scheduled for December 6<sup>th</sup> from 1:00 – 2:30 pm ET to provide an overview for stakeholders on proposed revisions. Registration for the webinar can be found [HERE](#), and more information on the supplemental proposed rule can be found [HERE](#).

**EPA Office of Water Releases BABA Implementation Procedures.** EPA's Office of Water released guidance on implementation procedures for federal financial assistance programs in BABA. The guidance document includes answered questions on BABA waivers, requirements, iron and steel requirements, and program-specific issues for Office of Water programs. The guidance can be found [HERE](#).

**EPA Publishes PFAS Strategic Roadmap Progress Report.** EPA published a report titled "A Year of Progress Under EPA's PFAS Strategic Roadmap." The report details actions taken since the release of the PFAS Roadmap in October 2021 to limit exposure in water supplies. The report also details steps EPA plans to take in the upcoming year, including proposing

national drinking water standards for Perfluorooctanoic Acid (PFOA) and Perfluorooctane Sulfonate (PFOS), advancing the regulatory process for CERCLA hazardous-substance designations, providing of data on PFAS, and further restricting upstream PFAS discharges. More information can be found [HERE](#).

## ## ##

APPENDIX B – Wastewater and Water Production Tables

### WASTEWATER REPORT

SEWER CONNECTION SUMMARY											
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
July	4	18	8	7	9	51	2	1	139	2	0
Aug.	26	20	4	1	8	53	2	4	214	4	0
Sep.	20	20	5	2	12	8	11	2	90	2	1
Oct.	13	36	9	4	8	12	4	21	65	8	2
Nov.	8	29	50	10	9	7	7	1	52	18	7
Dec.		12	9	3	3	64	1	0	86	22	11
Jan.		14	21	7	1	16	8	3	27	3	11
Feb.		7	23	5	1	42	0	3	5	46	6
Mar.		17	48	1	0	23	5	0	31	16	2
Apr.		7	18	3	3	15	30	0	8	95	14
May		16	17	11	3	20	45	7	13	98	3
June		2	21	7	3	6	70	4	4	72	2
<b>Annual Total</b>	<b>71</b>	<b>198</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>

Connections to Sewer Collection System:

As of June 30, 2022

8665

Plus YTD

71

**Total Sewer Connections =**

**8736**

WASTEWATER FLOW MGD				
2022/23	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.980020	2.086591	0.038856	0.045610
Aug.	2.007484	2.156507	0.043378	0.051750
Sep.	2.085598	2.243680	0.042339	0.047130
Oct.	1.980283	2.266199	0.045616	0.052230
Nov.	1.966075	2.124845	0.045861	0.050330
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

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	1.966058	2.095268	0.037201	0.047720



## WATER REPORT

WATER CONNECTION SUMMARY														
	2022/23	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
July	6	18	7	4	5	7	2	0	0	1	0	0	0	1
August	28	19	6	10	5	3	2	2	0	1	0	0	2	1
September	22	23	18	2	14	4	13	3	0	2	2	0	0	1
October	16	33	13	3	21	8	3	20	0	5	1	1	4	2
November	10	27	10	16	4	0	7	3	0	1	0	1	1	5
December		9	2	17	3	3	2	0	0	2	0	0	0	0
January		14	15	6	3	20	1	1	2	2	0	0	1	1
February		8	13	8	5	11	1	0	1	0	1	0	0	1
March		19	16	2	3	6	5	0	12	0	0	4	5	0
April		6	11	1	3	7	11	2	7	0	1	4	1	12
May		19	15	12	5	11	9	8	2	0	1	2	0	0
June		1	24	11	2	8	2	10	1	0	0	0	1	1
<b>Annual Total</b>	<b>82</b>	<b>196</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>Avg./ Mo.</b>	<b>6.83</b>	<b>16.33</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>

**Connections to Water System:**

As of June 30, 2022      13,337  
 Plus YTD                              82  
**Total Water Connections =      13,419**

WATER PRODUCTION														
	FY 2022/23	Variance from prior year		FY 2021/22	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
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	751.79	-44.78	-5.6%	796.57	857.77	853.23	857.20	835.87	714.50	659.11	859.00	942.82	911.87	838.49
August	850.19	10.26	1.2%	839.93	885.31	795.18	806.47	829.93	808.54	706.62	730.71	828.60	853.85	959.02
September	716.03	-22.62	-3.1%	738.65	784.80	757.08	689.47	712.40	679.54	657.37	800.67	813.20	723.92	826.46
October	691.98	26.80	4.0%	665.18	755.84	709.39	709.81	733.86	678.33	575.86	716.30	716.09	788.55	789.71
November	599.39	-80.46	-11.8%	679.85	690.13	619.87	631.75	642.41	601.89	582.22	533.69	557.05	672.3	654.77
December		0.00	0.0%	565.48	588.32	537.23	502.16	584.24	520.63	503.10	590.83	633.09	520.3	575.27
January		0.00	0.0%	580.28	537.96	553.20	570.20	599.52	465.10	431.38	526.86	582.86	609.45	616.19
February		0.00	0.0%	527.34	495.61	520.85	415.49	512.79	453.39	483.92	506.49	522.87	507.31	561.24
March		0.00	0.0%	621.44	625.80	557.73	490.92	536.09	549.50	514.05	614.94	603.89	559.02	583.70
April		0.00	0.0%	624.07	649.34	573.02	635.08	644.06	540.56	502.36	622.58	664.05	744.77	645.93
May		0.00	0.0%	745.36	723.62	698.99	598.36	697.15	731.81	601.83	590.28	708.18	786.79	763.12
June		0.00	0.0%	730.02	761.63	806.02	710.39	688.74	732.68	685.93	706.34	812.96	780.86	794.00
<b>TOTAL</b>		<b>-110.80</b>	<b>-3.0%</b>	<b>8094.17</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>

APPENDIX C – Public Affairs Information



# CVWC Digital Marketing Report

Website, Social, and Marketing Performance

**November, 2022**

by Hunter | Johnsen

## Google Ads Campaigns

 DISPLAY AD IMPRESSIONS  
CV WATER COUNTS

155,591

 SEARCH AD IMPRESSIONS  
CV WATER COUNTS

1,760

 VIDEO IMPRESSIONS  
CV WATER COUNTS

79,515

 CLICKS  
CV WATER COUNTS

2,245

 CTR  
CV WATER COUNTS

0.95%

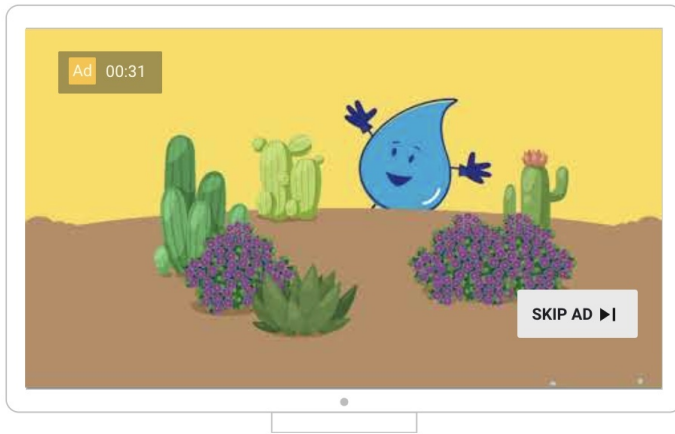
 GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Campaign	Clicks	Impr.
CV Water Counts Nov 2022	884	82,879
Reduce Watering	688	57,073
Sprinkler Heads	196	25,806
CV Water Counts Nov 2022 SPANISH	835	72,712
Reduce Watering (Spanish)	548	44,326
Sprinklers (Spanish)	287	28,386
	1,719	155,591



 GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	79,515	28,461	16,164	213
CVWC Water Saving Tips YouTube Spanish Nov 2022	39,450	17,323	11,426	50
CVWC Water Saving Tips English YouTube Nov 2022 #2	40,065	11,138	4,738	163
	79,515	28,461	16,164	213



## GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE

### CV WATER COUNTS

Campaign	Clicks	Impr.
CVWC Search Campaign 2022	313	1,760
	313	1,760

## KEYWORDS PERFORMANCE

### CV WATER COUNTS

Account name	Clicks	Impr.	CTR
CV Water Counts	236	1,335	17.68%
water rebate program	99	339	29.2%
grass removal rebate	37	176	21.02%
toilet rebate	26	60	43.33%
water rebates	25	143	17.48%
water service	11	216	5.09%
water agency	11	234	4.7%
turf removal rebate	11	54	20.37%
washing machine rebate	7	28	25%
turf rebate programs	6	36	16.67%
water company	3	49	6.12%
	241	1,451	16.61%

# Facebook Ad Campaigns

## FACEBOOK AD PERFORMANCE HUNTER JOHNSEN

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page engagement
<p><b>Conservation Tips</b> cvwatercounts.com</p> <p>We're in a drought. We all need to reduce our water use by 15 percent. That's about 12 gallons of water per person per day. It's easier than you think...Adjust sprinkler heads to not water sidewalks or streets, and save on average 12-15 gallons each time you water.</p> <p>For more water-saving tips, click the link.</p>	361	66,467	21,369	3.11	433
	361	66,467	21,369	3.11	433

# Website Information

## PAGEVIEWS

CV WATER - CV WATER COUNTS - CV WATER ...

4,220

## NEW VISITOR

CV WATER - CV WATER COUNTS - CV WATER ...

1,965

## RETURNING USERS

CV WATER - CV WATER COUNTS - CV WATER ...

615

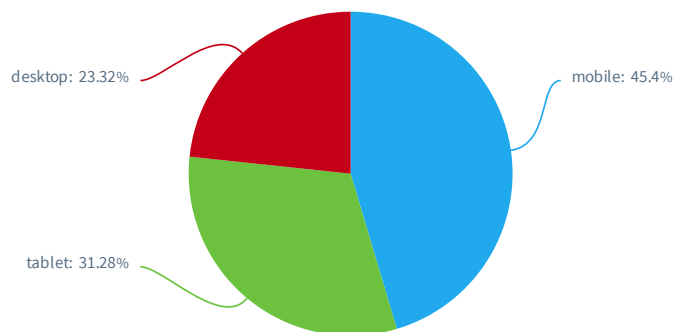
## PAGEVIEWS

CV WATER - CV WATER COUNTS - CV WATER COUNTS

Page Title	Pageviews
Take Advantage of Cooler Seasonal Temperatures - CV Water Counts	1,575
Conservation Tips - CV Water Counts	1,110
Rebates - CV Water Counts	402
Coachella Valley Water Conservation Water Rebate Map - CV Water Counts	186
CV Water Counts	179
CV Water Counts   Water Counts Academy - CV Water Counts	81
Coachella Valley Water District Profile - CV Water Counts	55
Aspiring Gardeners - Now's the Time to Start - CV Water Counts	41
Two Dozen Vegetables to Plant by mid-October in Palm Springs and the Coachella Valley - CV Water Counts	30
Learn - CV Water Counts	29
	4,220

## SESSIONS / DEVICE CATEGORY

CV WATER - CV WATER COUNTS - CV WATER COUNTS



## PAGES / SESSION

CV WATER - CV WATER COUNTS - CV WATER ...

1.29

## AVG. SESSION DURATION

CV WATER - CV WATER COUNTS - CV WATER ...

46s

## BOUNCE RATE

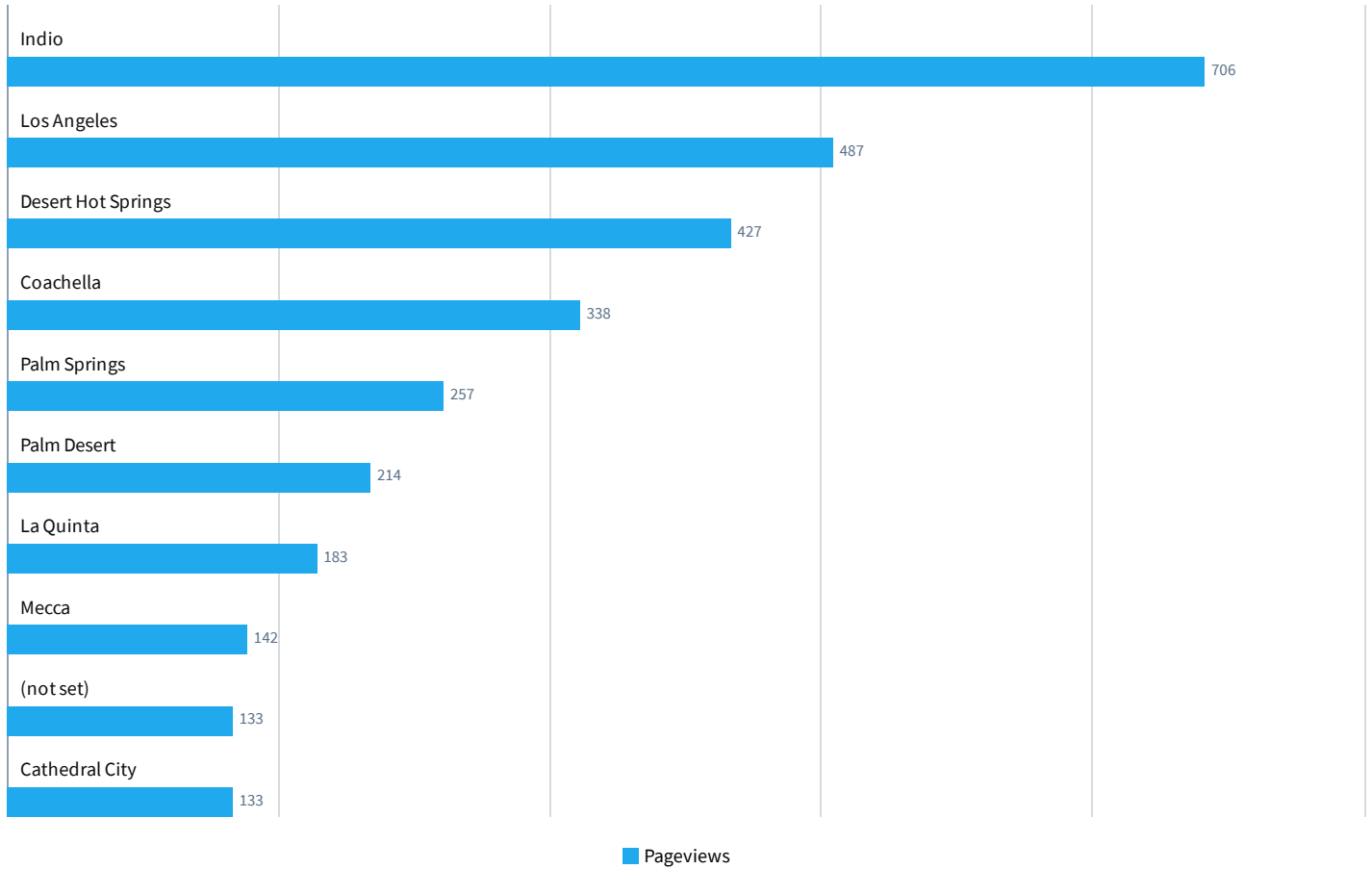
CV WATER - CV WATER COUNTS - CV WATER ...

84.24%

Item 19.

### PAGEVIEWS BY CITY

CV WATER - CV WATER COUNTS - CV WATER COUNTS

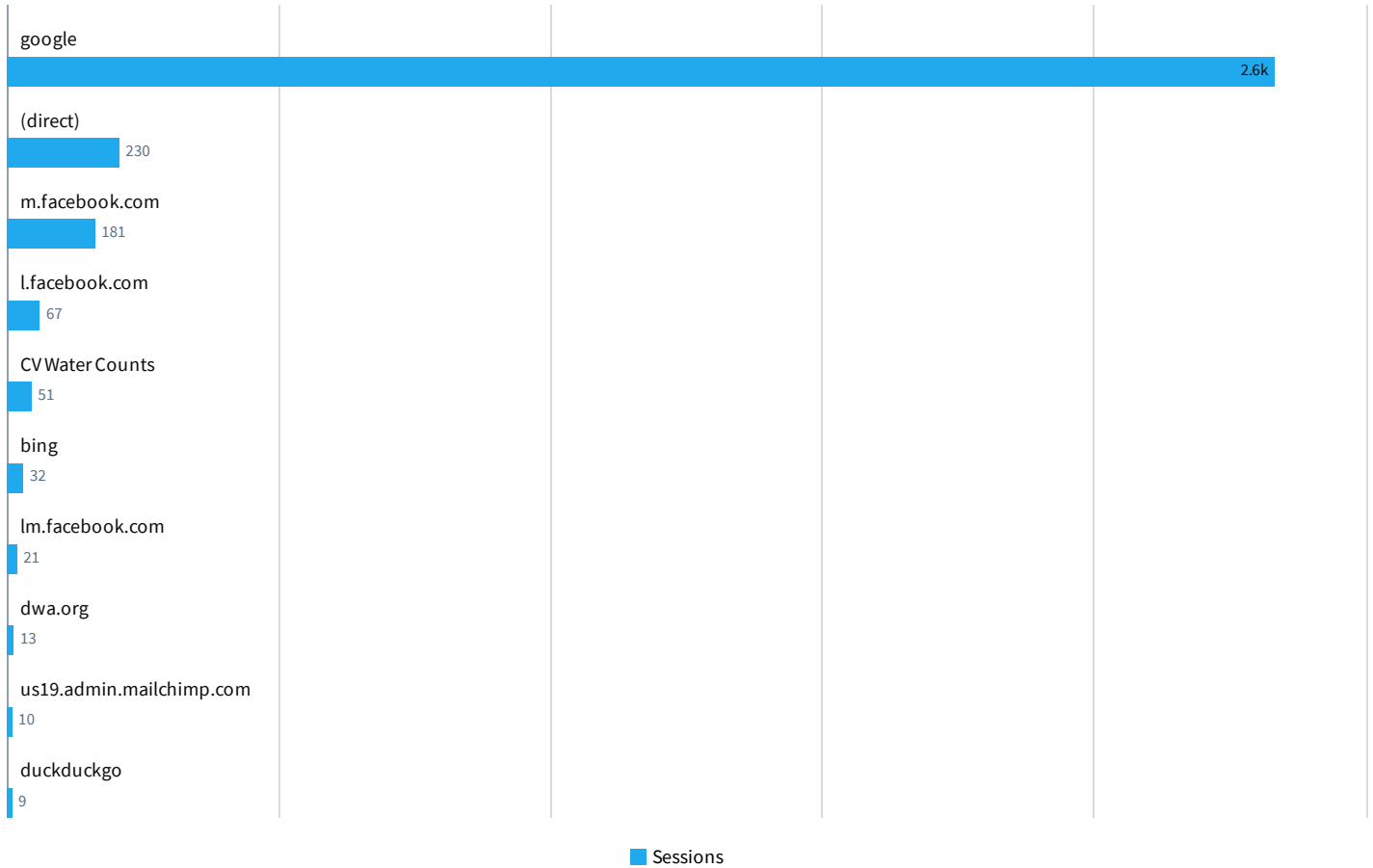




Item 19.

### 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
November 2022	3,280	2,204	4,220	1.29	46s	84.24%	59.91%
October 2022	3,879	2,601	5,210	1.34	51s	81.75%	60.58%
September 2022	3,589	2,482	4,931	1.37	46s	83.03%	64.11%
August 2022	3,752	2,617	4,926	1.31	48s	83.96%	64.37%
July 2022	4,831	3,293	6,855	1.42	53s	80.23%	65.16%
June 2022	2,927	2,203	3,959	1.35	50s	83.64%	71.47%
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%
	53,802	37,740	71,723	1.33	44s	82.12%	69.87%

# Organic Search

## TOP KEYWORDS CVWATERCOUNTS.COM/

Query	Impr.	Clicks	CTR	Avg. position
lake cahuilla	1,626	1	0.06%	7.49
cv water	403	0	0%	5.86
lantana ground cover	352	1	0.28%	4.45
water pledge	338	0	0%	13.8
cleveland sage	273	1	0.37%	4.69
salvia clevelandii	194	2	1.03%	8.46
myoma water	172	0	0%	3.27
water pledge in english	124	0	0%	1.82
how to save water when washing dishes	108	0	0%	65.23
save water in kitchen	101	0	0%	72.81
	3,691	5	0.14%	18.79

## TOP PAGES CVWATERCOUNTS.COM/

Page	Impr.	Clicks	CTR	Avg. position
<a href="https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/">https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/</a>	2,241	9	0.4%	9.52
<a href="https://cvwatercounts.com/save-water-pledge/">https://cvwatercounts.com/save-water-pledge/</a>	1,501	2	0.13%	4.87
<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>	1,426	11	0.77%	23.18
<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>	835	15	1.8%	34.04
<a href="https://cvwatercounts.com/plant-of-the-month-ocotillo-fouquieria-splendens/">https://cvwatercounts.com/plant-of-the-month-ocotillo-fouquieria-splendens/</a>	810	4	0.49%	19.41
<a href="https://cvwatercounts.com/plant-of-the-month-cleveland-sage-chaparral-sage-salvia-clevelandii/">https://cvwatercounts.com/plant-of-the-month-cleveland-sage-chaparral-sage-salvia-clevelandii/</a>	747	4	0.54%	11.3
<a href="https://cvwatercounts.com/">https://cvwatercounts.com/</a>	639	12	1.88%	7.1
<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>	618	0	0%	42.23
<a href="https://cvwatercounts.com/cv-water-counts-water-counts-academy-program-graduates/">https://cvwatercounts.com/cv-water-counts-water-counts-academy-program-graduates/</a>	543	1	0.18%	18.4
<a href="https://cvwatercounts.com/plant-of-the-month-desert-carpet-acacia-redolens/">https://cvwatercounts.com/plant-of-the-month-desert-carpet-acacia-redolens/</a>	481	13	2.7%	12.76
	9,841	71	0.72%	18.28

# Facebook Information

**f** IMPRESSIONS  
CV WATER COUNTS

67,673

**f** REACH  
CV WATER COUNTS

21,979

**f** NEW PAGE LIKES  
CV WATER COUNTS

0

**f** ENGAGED USERS  
CV WATER COUNTS

559





**f** PAGE VIEWS  
CV WATER COUNTS

158







**f** LIFETIME PAGE LIKES  
CV WATER COUNTS

4,007







**f** POSTS  
CV WATER COUNTS

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Test your toilet for lea...</p>	November 30, 2022	43	2	5%	2	0
 <p>Coachella Valley Water...</p>	November 28, 2022	21	1	5%	1	0
 <p>A vegetable or herb ga...</p>	November 26, 2022	24	1	4%	1	0
 <p>Happy Thanksgiving!</p>	November 24, 2022	67	2	3%	2	0
		1,379	44	3%	36	0



Item 19.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Scrape dishes rather th...</p>	November 23, 2022	27	1	4%	1	0
 <p>If you or someone you...</p>	November 21, 2022	27	2	7%	2	0
 <p>Have you ever heard o...</p>	November 18, 2022	21	3	14%	2	0
 <p>Run your dishwasher o...</p>	November 17, 2022	762	6	1%	1	0
 <p>CV Water Counts is gea...</p>	November 15, 2022	31	2	6%	2	0
 <p>Thank you, Veterans, f...</p>	November 11, 2022	72	7	10%	6	0
		1,379	44	3%	36	0

Item 19.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>This is a twining vine w...</p>	November 10, 2022	28	2	7%	2	0
 <p>The next time you run ...</p>	November 9, 2022	38	2	5%	2	0
 <p>Collaboration Counts! ...</p>	November 7, 2022	56	2	4%	2	0
 <p>Don't forget to change ...</p>	November 5, 2022	45	1	2%	1	0
 <p>As November brings co...</p>	November 4, 2022	25	2	8%	2	0
 <p>We're in a drought. We ...</p>	November 2, 2022	37	4	11%	3	0
		1,379	44	3%	36	0

Item 19.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Save water: Adjust sprinkler heads to not water sidewalks or streets, and save on average 12-15 gallons each time you water.</p> <p><a href="#">CV Water Counts upda...</a></p>	November 1, 2022	0	3	0%	3	0
 <p>Feliz Día de los Muertos</p>	November 1, 2022	55	1	2%	1	0
		1,379	44	3%	36	0

# Instagram Information

 **IMPRESSIONS**  
CV WATER COUNTS

273




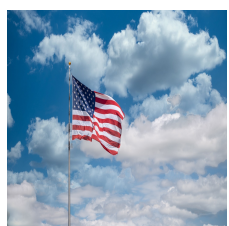

 **LIKES**  
CV WATER COUNTS

12

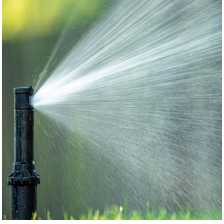

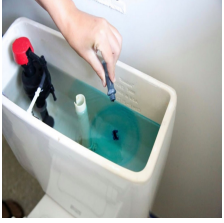
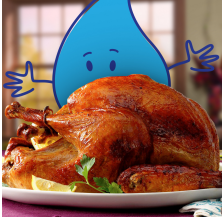
 **FOLLOWERS ( TOTAL )**  
CV WATER COUNTS

233

 **MEDIA PERFORMANCE**  
CV WATER COUNTS

Media	Impr.	Engagement	Reach	Saved	Video views
 <a href="#">Run your dishwasher o...</a>	22	1	19	0	0
 <a href="#">Scrape dishes rather th...</a>	20	1	19	0	0
 <a href="#">Collaboration Counts! ...</a>	20	1	14	0	0
 <a href="#">Thank you, Veterans, f...</a>	16	3	12	0	0
 <a href="#">If you or someone you...</a>	10	2	8	0	0
	121	12	95	0	0

Item 19.

Media	Impr.	Engagement	Reach	Saved	Video views
 <p>We're in a drought. We ...</p>	10	1	5	0	0
 <p>Feliz Día de los Muertos</p>	9	1	5	0	0
 <p>Test your toilet for lea...</p>	8	1	8	0	0
 <p>Happy Thanksgiving!</p>	6	1	5	0	0
	121	12	95	0	0



# Twitter Information

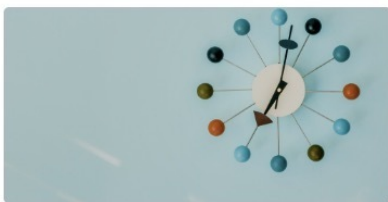
Nov 2022 • 30 days

TWEET HIGHLIGHTS

**Top Tweet** earned 67 impressions

Don't forget to change your clocks back one hour! With the cooler temperatures, it's also a good time to reduce your watering times.

For recommendations on how often you should be watering in November, check out our handy Drought Irrigation Guide here: [cvwatercounts.com/drought-irriga...](http://cvwatercounts.com/drought-irriga...) [pic.twitter.com/oK3lQtwRIE](https://pic.twitter.com/oK3lQtwRIE)



13 1

View Tweet activity

View all Tweet activity

**Top media Tweet** earned 41 impressions

If you or someone you know is in need of water bill assistance, applications are being accepted now for the Help2Others Assistance Program online.

Get details and to fill out an online application here: [unitedwayofthedesert.org/help2others](http://unitedwayofthedesert.org/help2others) [pic.twitter.com/U03KvwrjPO](https://pic.twitter.com/U03KvwrjPO)



2

View Tweet activity

View all Tweet activity

NOV 2022 SUMMARY

Tweets	17	Tweet impressions	394
Profile visits	37	New followers	-5

# 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 November 2022	Wednesday, November 2, 2022 5:00 PM	556	600	54.68%	16.43%	53	4.86%	0.81%	3	0
		556	600	54.68%	16.43%	53	4.86%	0.81%	3	0



# MSWD Digital Marketing and Website Report


Website, Social, and Marketing Performance

**November, 2022**

Casey Dolan

**Casey Dolan Consulting**

## Google Ads Campaigns

 IMPRESSIONS  
MSWD


183,685

 CLICKS  
MSWD


862

 CTR  
MSWD

0.47%

 GOOGLE ADS CAMPAIGN PERFORMANCE  
MSWD

Campaign	Impr.	Clicks	CTR
MSWD Toilet Rebate Nov 2022	116,797	470	0.4%
MSWD Fog Video Nov 2022	15,649	331	2.12%
MSWD Black Friday Nov 2022	51,239	61	0.12%
	183,685	862	0.47%

 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%
Protect Your Pipes	2,977	19.02%	331	8.31%	10.11%	13.04%	18.87%
	2,977	19.02%	331	8.31%	10.11%	13.04%	18.87%

## Facebook Ad Campaigns

 FACEBOOK AD GROUP PERFORMANCE  
MSWD

Ad	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
MSWD FOG Video Nov 2022	MSWD FOG Video Nov 2022	69	9,349	2,574	3.63	0
MSWD Toilet Rebate Nov 2022	MSWD Toilet Rebate Nov 2022	50	123,162	37,816	3.26	0
MSWD Black Friday Nov 2022 #2	MSWD Black Friday Nov 2022	33	12,788	11,132	1.15	0
MSWD Black Friday Nov 2022	MSWD Black Friday Nov 2022	25	13,176	11,940	1.1	0
		177	158,475	52,352	3.03	0

# Website Information

## PAGEVIEWS

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

17,332

## NEW VISITOR

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

4,840

## USERS

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

1,822

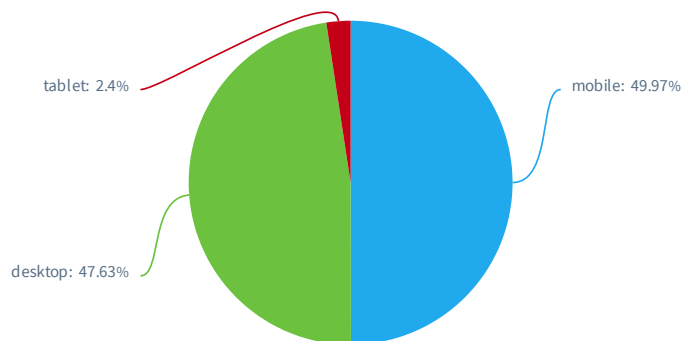
## PAGEVIEWS

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

Page Title	Pageviews
Mission Springs Water District Home Page   Mission Springs Water District CA	5,288
New Customer Portal   Mission Springs Water District CA	4,434
Rebates   Mission Springs Water District CA	861
Bill Pay Options   Mission Springs Water District CA	714
Job Opportunities   Mission Springs Water District CA	431
Application for Water Service   Mission Springs Water District CA	424
FOG Program   Mission Springs Water District CA	324
Careers   Mission Springs Water District CA	293
Start/Stop Water Service   Mission Springs Water District CA	284
Search   Mission Springs Water District CA	256
	17,332

## SESSIONS / DEVICE CATEGORY

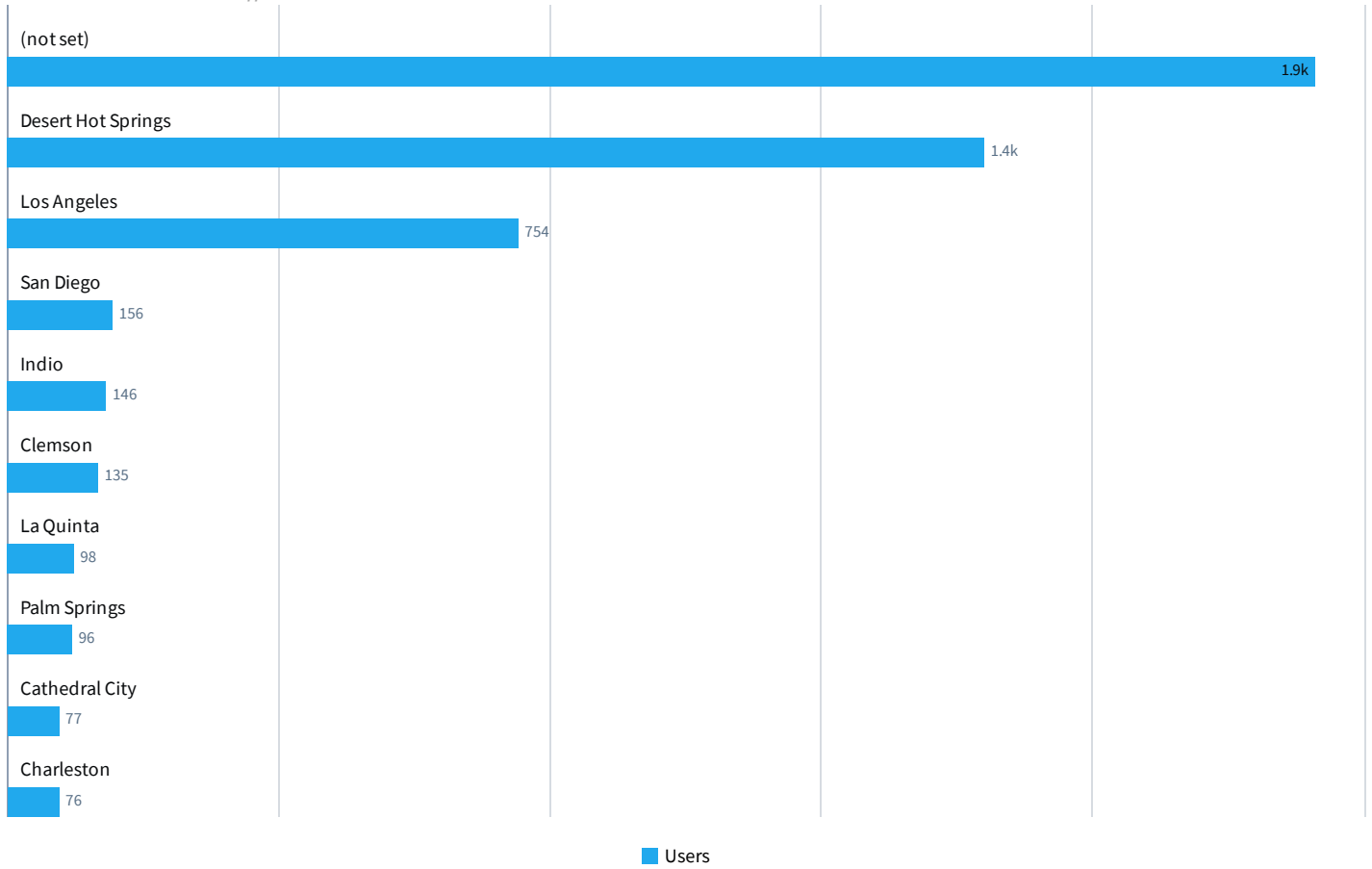
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



Item 19.

### USERS BY CITY

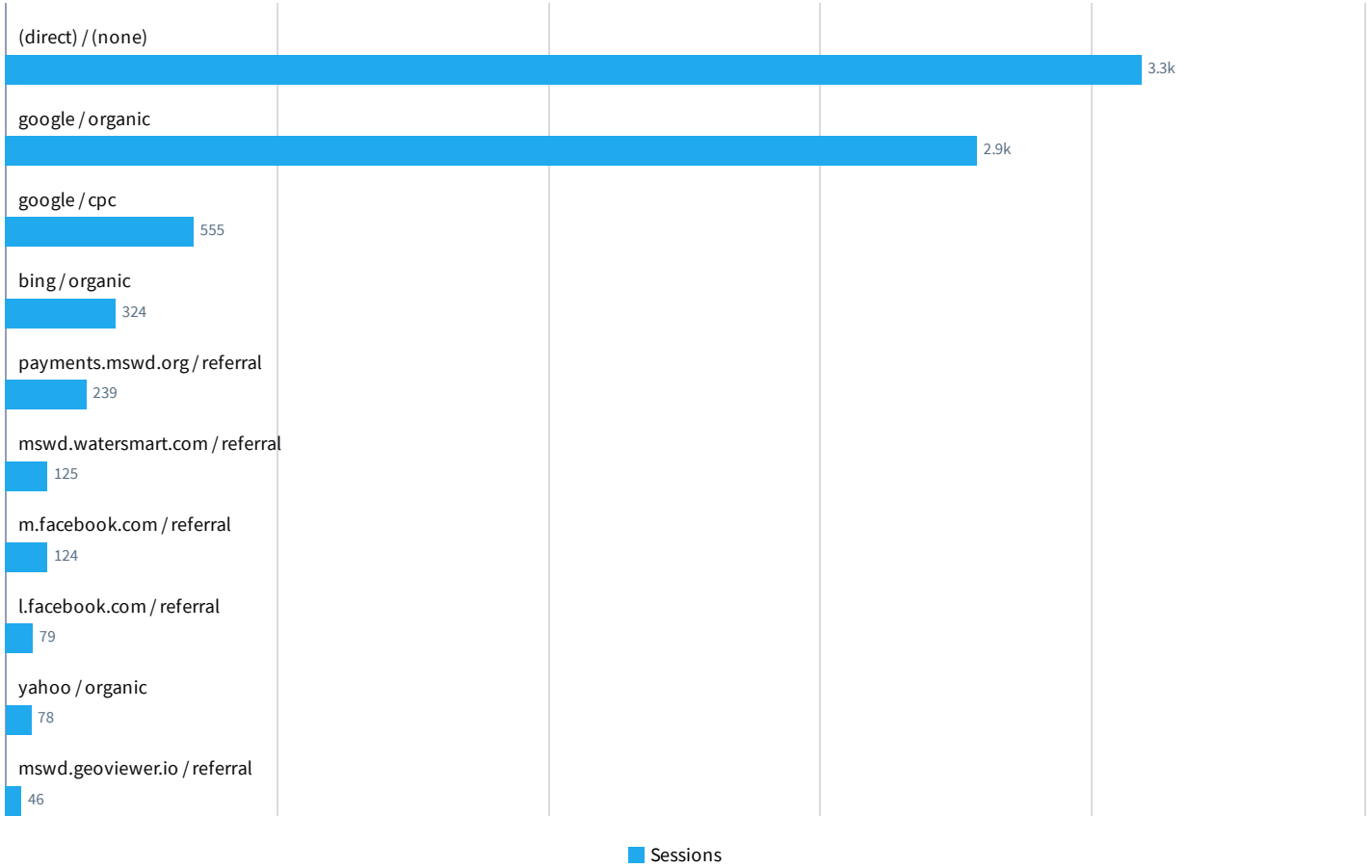
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



Item 19.

### USER REFERRERS

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



### AVG. SESSION DURATION

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

1m 19s

### PAGES / SESSION

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

2.16

### BOUNCE RATE

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

39.53%




# MSWD Social Analytics

November 2022

Mission Springs Water District Social Media Analytics

**Included in this Report**

 @MSWaterDistrict

 missionspringswaterdistrict

 Mission Springs Water District

 Mission Springs Water District

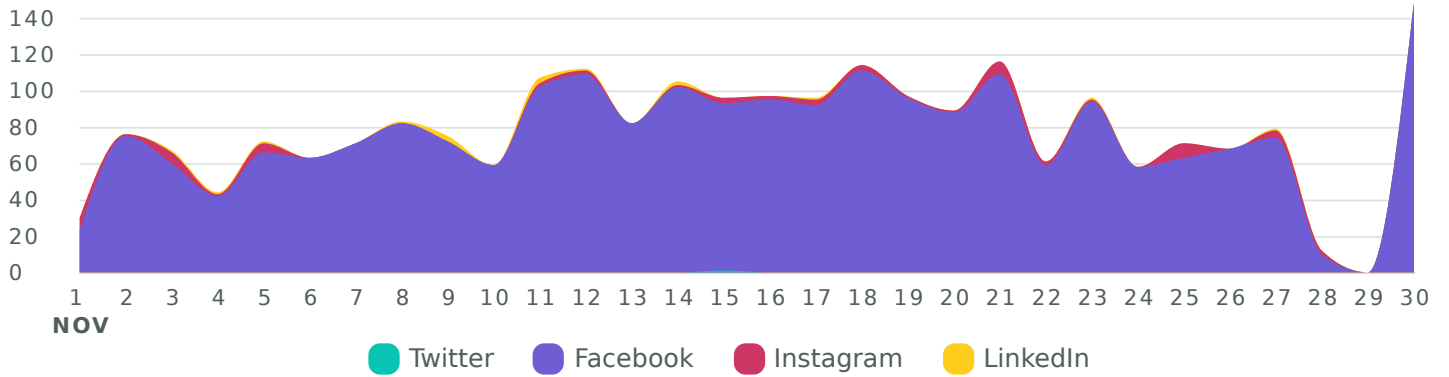


## Cross-Network Engagement

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>2,343</b>	<b>↘30.6%</b>
Twitter Engagements	1	↘85.7%
Facebook Engagements	2,265	↘28.8%
Instagram Engagements	62	↘43.1%
LinkedIn Engagements	15	↘80.8%

### Cross-Network Performance Summary

View your key profile performance metrics from the reporting period.

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

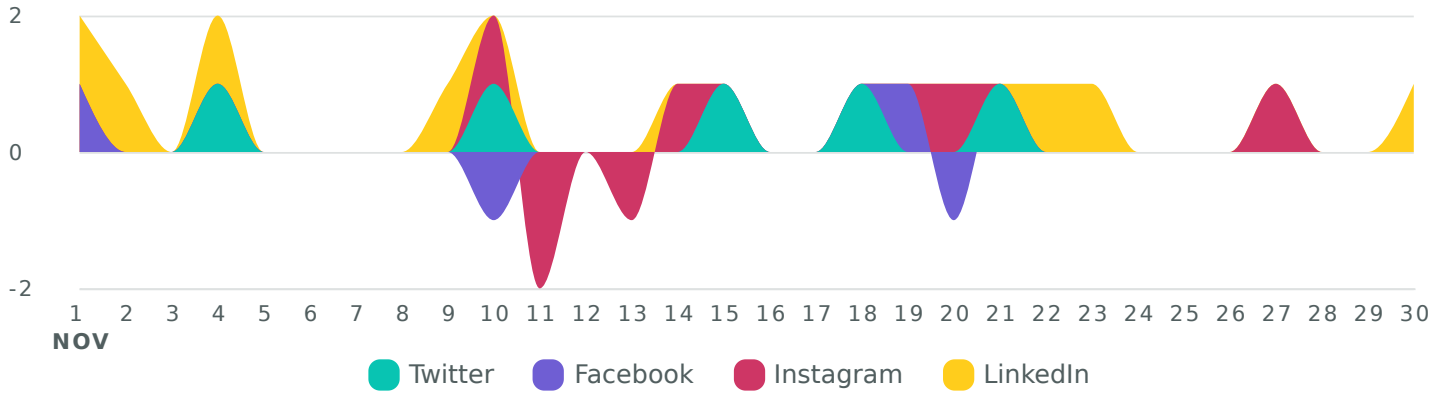
Impressions <b>160,353</b> ↗98%	Engagements <b>2,343</b> ↘30.6%	Post Link Clicks <b>194</b> ↘49.5%
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## Cross-Network Audience Growth

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>1,647</b>	<b>↗0.9%</b>
<b>Total Net Audience Growth</b>	<b>13</b>	<b>↘59.4%</b>
Twitter Net Follower Growth	5	↗—
Facebook Net Page Likes	0	↘100%
Instagram Net Follower Growth	1	↘83.3%
LinkedIn Net Follower Growth	7	↘68.2%

## FACEBOOK

## Facebook Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

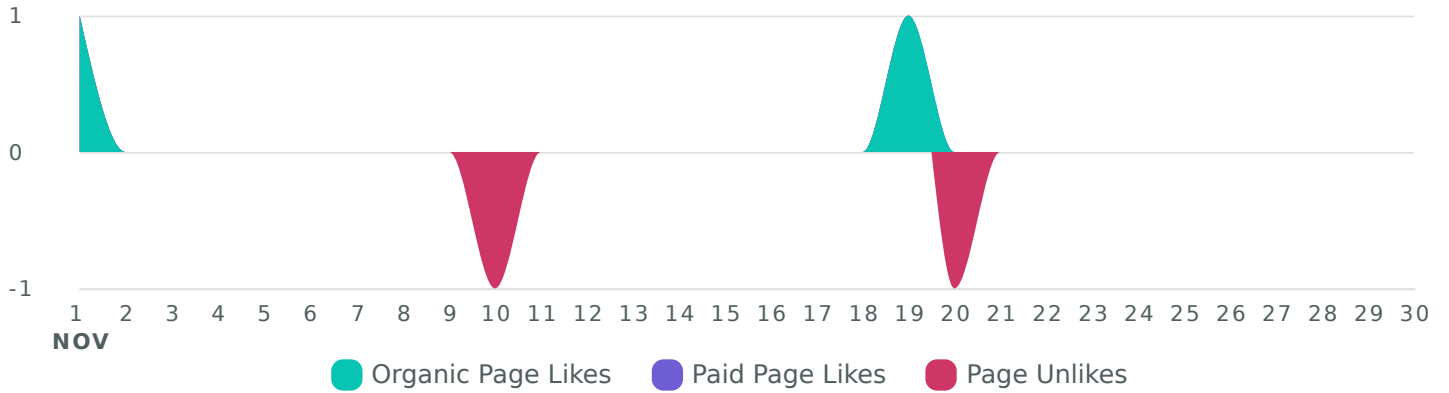
Impressions <b>159,230</b> ↗130.4%	Engagements <b>2,265</b> ↘28.8%	Post Link Clicks <b>190</b> ↘47.5%
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### Facebook Audience Growth

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>1,159</b>	<b>→0%</b>
<b>Net Page Likes</b>	<b>0</b>	<b>↘100%</b>
Organic Page Likes	2	↘60%
Paid Page Likes	0	→0%
Page Unlikes	2	↗100%

### 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

Mission Spring...
Fri 11/11/2022 3:09 pm ...


Happy Veterans Day! We would like to recognize all veterans and their families ...



<b>Total Engagements</b>	<b>72</b>
Reactions	28
Comments	3
Shares	3
Post Link Clicks	—
Other Post Clicks	<b>38</b>

Mission Spring...
Fri 11/18/2022 10:58 a...


MSWD would like to celebrate Director Ivan Sewell, who was named Volunteer of the Yea...



<b>Total Engagements</b>	<b>62</b>
Reactions	43
Comments	4
Shares	1
Post Link Clicks	—
Other Post Clicks	<b>14</b>

Mission Spring...
Wed 11/16/2022 3:45 p...

Thank you to our field crews! The MSWD team works to keep our water and...



<b>Total Engagements</b>	<b>29</b>
Reactions	10
Comments	2
Shares	1
Post Link Clicks	—
Other Post Clicks	<b>16</b>

### INSTAGRAM

### Instagram Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  missionspringswaterdistrict

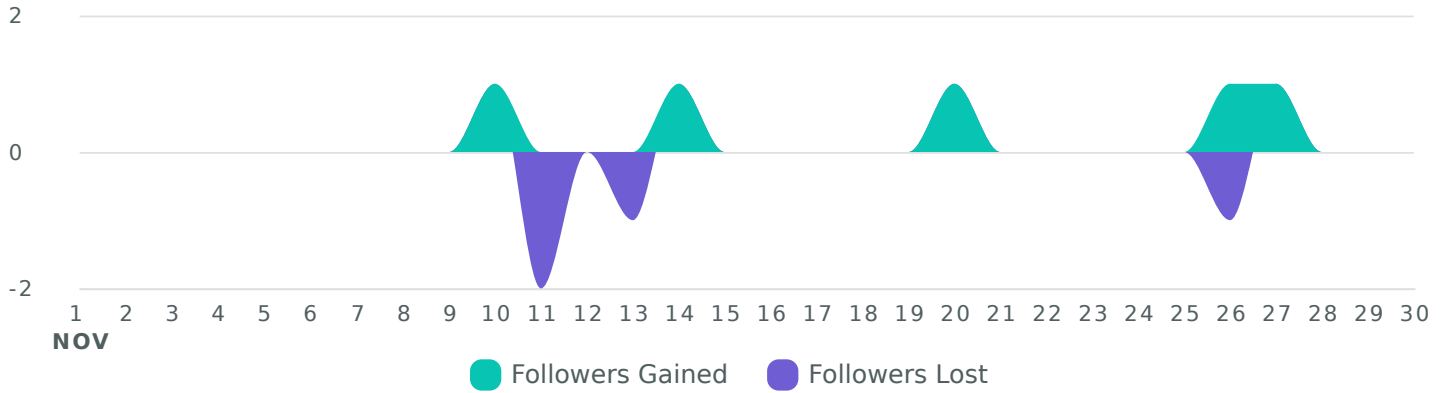
<p>Impressions</p> <p><b>730</b> ↘93.4%</p>	<p>Engagements</p> <p><b>62</b> ↘43.1%</p>	<p>Profile Actions</p> <p><b>1</b> ↗—</p>
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### Instagram Audience Growth

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>245</b>	<b>↗0.4%</b>
<b>Net Follower Growth</b>	<b>1</b>	<b>↘83.3%</b>
Followers Gained	5	↘54.5%
Followers Lost	4	↘20%












### Instagram Top Posts

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

📌 Post
📌 Lifetime
📷 missionspringswaterdistrict

Descending by Lifetime Engagements

MSWD Logo	missionsprings...	Date/Time
	 missionsprings...	Thu 11/24/2022 8:05 a...
<p>Happy Thanksgiving from MSWD! Reminder to keep those yummy fatty foods su...</p> 		
<b>Total Engagements</b>		<b>9</b>
Likes		9
Comments		0
Saves		0
	 missionsprings...	Wed 11/2/2022 1:14 pm...
<p>Thank you to our field crews! The MSWD team works to keep our water and...</p> 		
<b>Total Engagements</b>		<b>9</b>
Likes		9
Comments		0
Saves		0
	 missionsprings...	Sun 11/20/2022 10:01 a...
<p>Thawing your Thanksgiving turkey in the sink can make you one sick bird! The USDA...</p> 		
<b>Total Engagements</b>		<b>6</b>
Likes		6
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

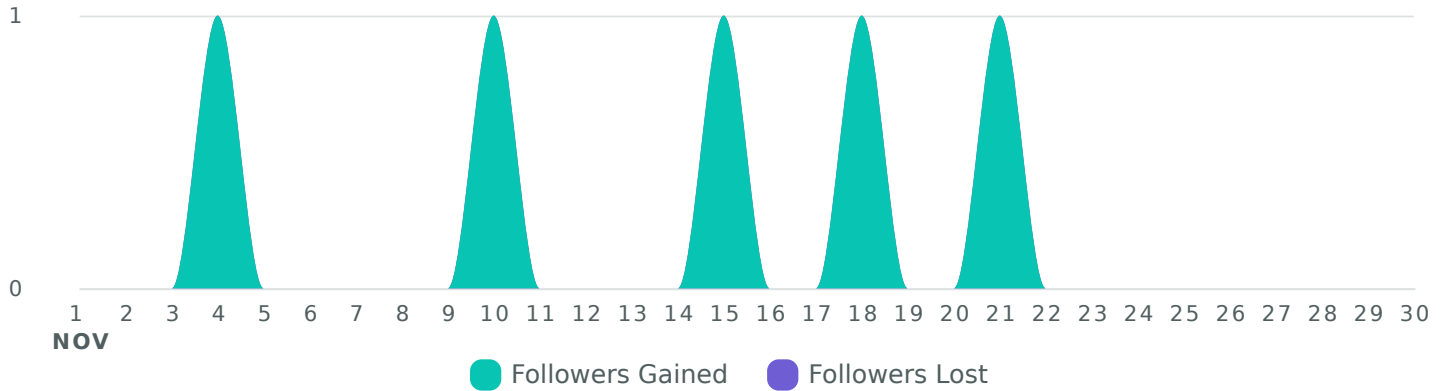
Impressions <b>63</b> ↘28.4%	Engagements <b>1</b> ↘85.7%	Post Link Clicks <b>0</b> ↘100%
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## Twitter Audience Growth

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>87</b>	<b>↗6.1%</b>
<b>Net Follower Growth</b>	<b>5</b>	<b>↗—</b>
Followers Gained	5	↗400%
Followers Lost	0	↘100%
<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



🐦 @MSWaterDist...

Fri 11/11/2022 2:41 am ...

In honor of those who have ser  
MSWD will be closed tomorrow  
November 11, for Veterans Day



<b>Total Engagements</b>	<b>2</b>
Likes	1
@Replies	0
Retweets	0
Post Link Clicks	0
Other Post Clicks	1
Other Engagements	0

## LINKEDIN

### LinkedIn Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

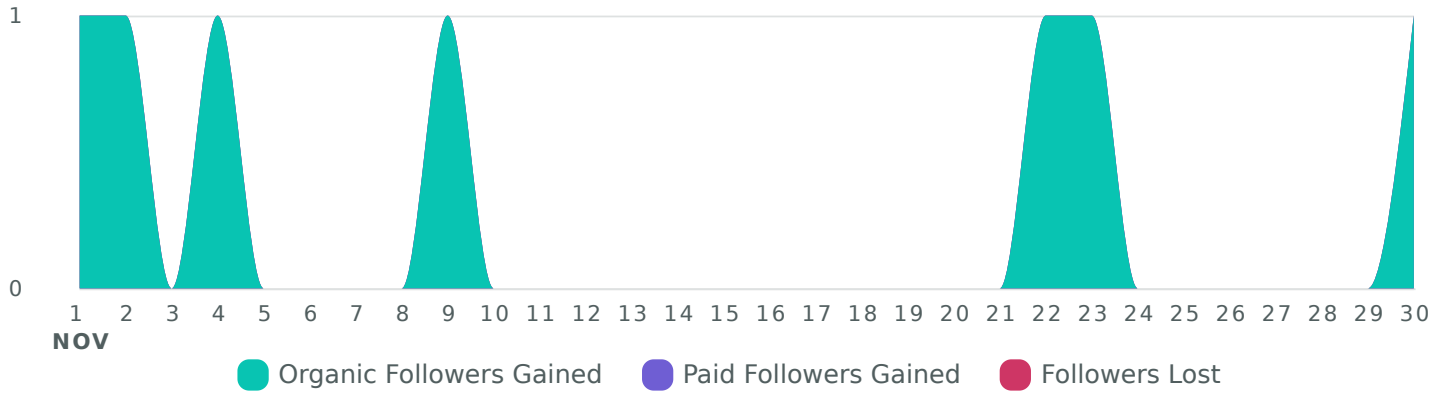
Impressions <b>330</b> ↘52.5%	Engagements <b>15</b> ↘80.8%	Post Clicks (All) <b>4</b> ↘81%
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## LinkedIn Audience Growth

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>156</b>	<b>↗5.4%</b>
<b>Net Follower Growth</b>	<b>7</b>	<b>↘68.2%</b>
Organic Followers Gained	7	↘68.2%
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



**in Mission Spring...**  
Fri 11/11/2022 2:41 am ...

In honor of those who have ser  
MSWD will be closed tomorrow  
November 11, for Veterans Day



<b>Total Engagements</b>	<b>8</b>
Reactions	6
Comments	0
Shares	0
Post Clicks (All)	2