BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION AGENDA

Thursday, June 13, 2024 at 3:00 PM

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

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

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

JOIN ZOOM MEETING:

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

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **ANNOUNCEMENT AND VERIFICATION OF REMOTE MEETING PARTICIPATION PURSUANT TO AB 2449 OR GC 54953(b)**

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**

PRESENTATIONS

7. **CWEA AWARDS PRESENTATION**

8. GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) AWARD PRESENTATION
Award for excellence in budget reporting

ACTION ITEMS

9. PUBLIC HEARING (MONDAY 6/17/2024) RESOLUTION 2024-11 ~TO ESTABLISH WATER STANDBY ASSESSMENTS
It is recommended that Resolution 2024-11 be adopted, making a determination to fix, levy, and collect water service standby assessments for the fiscal year 2024-2025.

10. PUBLIC HEARING (MONDAY 6/17/2024) - RESOLUTION 2024-12 ~ TO ESTABLISH SEWER STANDBY ASSESSMENTS
It is recommended to adopt Resolution No. 2024-12, making a determination to fix, levy, and collect sewer service standby assessments for the fiscal year 2023-2024.

11. RESOLUTION 2024-13 ~ ADDITION OF DELINQUENT ACCOUNTS TO COUNTY TAX ROLLS
It is recommended to adopt Resolution No. 2024-13 requesting the Addition of Delinquent Water and Sewer Charges and Other Fees of $5.00 or more to the 2024-2025 Riverside County Tax Rolls.

12. FISCAL YEAR 2024-25 BUDGET
A. It is recommended to adopt Resolution No. 2024-14, adopting the Operating and Capital Budgets FY 2024-25.

B. It is recommended to adopt Resolution No. 2024-15, adopting its Appropriations Limit for FYE June 30, 2025.

C. It is recommended to adopt Resolution No. 2024-16, adopting its Employee Classification Plan effective July 1, 2024.

13. RESOLUTION 2024-18 ~ AMENDING RESOLUTION 2024-02 REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS
It is recommended to adopt Resolution 2024-18 providing for the revisions to Mission Springs Water District Personnel Rules and Regulations.

14. CONTRACT AGREEMENT WITH PREMIER PROPERTY PRESERVATION, LLC FOR ANNUAL JANITORIAL SERVICES FOR FY 2024-2025
It is recommended that the General Manager be authorized to approve a one-year contract agreement with Premier Property Preservation, LLC, titled Annual Janitorial Services for 2024-2025 in the amount of $34,320.00, plus a 10% contingency for a total of $37,752.00. The agreement can be extended for two additional years and negotiated at a revised price if necessary. The not-to-exceed amounts are $37,752.00 for fiscal years 2024-25, 2025-26, and 2026-27.

15. PUBLIC WATER AND SEWER SYSTEMS CONSTRUCTION AGREEMENTS FOR TRACT 32030-3, SKYBORNE VILLAGE III
It is recommended to approve the Public Water and Sewer Systems Construction Agreements for

the Skyborne Village III - Tract No. 30230-3 residential development project (Project) and authorize the General Manager to do all things necessary to complete the agreements.

16. AWARD OF CONTRACT TO MWH CONSTRUCTORS INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR SKYBORNE VILLAGE 111 - LENNAR HOMES

It is recommended that the General Manager be authorized to execute a contract agreement with MWH Constructors, Inc., for construction management and inspection services for Skyborne Village III—Lennar Homes for an amount not to exceed $285,572.

17. CONTRACT AGREEMENT RENEWAL WITH INTELESYS COMMUNICATIONS SERVICES FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

It is recommended to authorize the General Manager to enter into a contract with Intelesys Communications Services for Information Technology (IT) Professional Services for the twelve-month period of July 1, 2024 – June 30, 2025, and do all things necessary to execute the agreement.

18. AWARD OF CONTRACT AGREEMENT WITH TRIMBLE FOR WORK ORDER AND ASSET MANAGEMENT SOFTWARE SUBSCRIPTION AND SUPPORT SERVICES

It is recommended to authorize the General Manager to execute a three-year contract with Trimble Inc. for work order and asset management software subscription and support services in the amount of $139,584.00, plus a 10% contingency for a total of $153,542.40, and authorize the General Manager to do all things necessary to complete the project.

19. BOARD MEMBER AFFILIATION LISTING (UPDATED)

It is recommended to approve the updated Board Affiliation Listing.

DISCUSSION ITEMS

20. NANCY WRIGHT REGIONAL WATER RECLAMATION FACILITY UPDATE

21. CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE

CONSENT AGENDA

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

22. APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

May 16, 2024 - Study Session
May 20, 2024 - Board Meeting

23. REGISTER OF DEMANDS

The register of demands totaling $4,183,241.80

24. RESOLUTION 2024-17 ~ NOTICE OF GENERAL DISTRICT ELECTION, NOVEMBER 5, 2024, AND ESTABLISHMENT OF DEPOSIT FOR OPTIONAL CANDIDATE'S STATEMENT

It is recommended to adopt Resolution No. 2024-17 and authorize the District Secretary to notify the County Registrar of Voters that the offices of three members of the Board are to be filled and that candidates will be responsible for costs associated with the Candidate's Statement.

25. RESOLUTION 2024-19 ~ OPPOSING BALLOT INITIATIVE 1935
It is recommended to approve Resolution 2024-19 taking an opposing position on Ballot Initiative 1935.

REPORTS

26. DIRECTOR'S REPORTS

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

COMMENTS

28. DISTRICT COUNSEL COMMENTS

29. DIRECTOR COMMENTS
A. Director General Comments
B. Director Requests for Future Agenda Items
C. Director Request for Future Meetings

CLOSED SESSION

30. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - SIGNIFICANT EXPOSURE TO LITIGATION
pursuant to Government Code Section 54956.9 (d)(1) and/or (2) and/or (3). One Case.

31. REPORT ON ACTION TAKEN DURING CLOSED SESSION

32. ADJOURN

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

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

CERTIFICATION OF POSTING

I certify that on or before June 10, 2024, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 72 hours in advance of the meeting (Government Code Section 54954.2).



Dori Petee
Executive Assistant

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETINGS

MEETING DATE(S): JUNE 13 & 17, 2024

FROM: ORIANA HOFFERT-HUMAN RESOURCES MANAGER

HUMAN RESOURCES REPORT

PERSONNEL ACTIVITY FOR THE PERIOD MAY 1-31, 2024

NEW HIRES

ANNIVERSARIES

Joseph McElrone	Collections Operator II	3 Year
Alexander Nine	Field Operations Technician II	7 Years

PROMOTIONS

CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

Charles Bell	Bachelor of Science in Business Administration
Brian Macy	Master of Public Administration (MPA)

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION 2024-11 -TO ESTABLISH WATER STANDBY ASSESSMENTS

STAFF RECOMMENDATION

Adopt Resolution 2024-11, making a determination to fix, levy, and collect water standby assessments for fiscal year 2024-2025.

SUMMARY

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

ANALYSIS

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

FINANCIAL DATA		
Cost Associated with this action:		-0-
Current FY cost:		-0-
Future FY cost:		-0-
Is it covered in current year budget:	YES ☐	NO ☒
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:		N/A
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:		Property Tax
BID/Job#		359 & 420
Current BID/Job balance		$225,900
Balance remaining if approved:		$225,900

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The proposed standby charge is estimated to generate revenue of $232,689.84 for the ensuing fiscal year beginning July 1, 2024. This action is consistent with Strategic Plan Goal 3.2 – Control costs and manage debt responsibly.

ATTACHMENTS

Resolution 2024-11

2024-2025 Standby Water Summary Listings

RESOLUTION NO. 2024-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT MAKING ITS DETERMINATION TO FIX, LEVY AND COLLECT WATER STANDBY ASSESSMENTS FOR THE FISCAL YEAR 2024-2025

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

WHEREAS, a written Report of Water Standby Assessments for 2024-2025 was prepared by Willdan Financial Services using the same methodology as was used in 1966 and in subsequent years, and which report was filed with the District Secretary; and

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

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

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

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

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

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

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

Section 4. That the water standby assessments for Improvement District Nos. 2, "B", "F", "G" and Service Area No. 2 for the fiscal year commencing July 1, 2024 and ending June 30, 2025, be and are hereby fixed as follows:

a. $26.80 for each parcel of land less than an acre, which abuts a street or easement in which a water distribution line operated by the district is located.

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

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

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

a. Parcels of land which do not abut a street or easement in which a water distribution line operated by the district is located.

b. Parcels of land less than an acre on which an active metered service connection exists at the time the report is prepared.

c. With respect to parcels of an acre or more, one acre of land shall be exempted from the water standby assessment for each active metered service connection which exists thereon at the time the report is prepared.

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

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

ADOPTED this ____ day of June 2024, by the following vote:

Ayes:
Noes:
Abstain:

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

ATTEST:

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

Mission Springs Water District
Standby Water 684868
Fiscal Year 2024/2025 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	SitusNumber	SitusStreet	Charge
Total					$31,014.78
Count					656

Mission Springs Water District
Standby Sewer 684853
Fiscal Year 2024/2025 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	SitusNumber	SitusStreet	Charge
Total					$48,062.50
Count					411

Mission Springs Water District
Standby Sewer 684856
Fiscal Year 2024/2025 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	SitusNumber	SitusStreet	Charge
Total					$2,179.54
Count					52

Mission Springs Water District
Standby Water 684859
Fiscal Year 2024/2025 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	SitusNumber	SitusStreet	Charge
Total					$24,650.22
Count					121

Mission Springs Water District
Standby Water 684866
Fiscal Year 2024/2025 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	SitusNumber	SitusStreet	Charge
Total					$126,782.80
Count					3,389

Mission Springs Water District
TOTAL Standby WaterFiscal Year 2024/2025 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	SitusNumber	SitusStreet	Charge
Total					$232,689.84
Count					4,629

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION 2024-12 -TO ESTABLISH SEWER STANDBY ASSESSMENTS

STAFF RECOMMENDATION

Adopt Resolution 2024-12, making a determination to fix, levy, and collect sewer standby assessments for fiscal year 2024-2025.

SUMMARY

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

ANALYSIS

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

FINANCIAL DATA		
Cost Associated with this action:		-0-
Current FY cost:		-0-
Future FY cost:		-0-
Is it covered in current year budget:	YES ☐	NO ☒
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:		N/A
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:		Property Tax
BID/Job#		443
Current BID/Job balance		$12,948
Balance remaining if approved:		$12,948

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The proposed standby charge is estimated to generate revenue of $12,870.50 for the ensuing fiscal year beginning July 1, 2024. This action is consistent with Strategic Plan Smart Goal 3.2 – Control costs and manage debt responsibly.

ATTACHMENTS

Resolution 2024-12

2024-2025 Standby Sewer Summary Listings

RESOLUTION NO. 2024-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT MAKING ITS DETERMINATION TO FIX, LEVY AND COLLECT SEWERAGE AND WASTE SERVICE STANDBY ASSESSMENTS FOR THE FISCAL YEAR 2024-2025

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

WHEREAS, a written Report of Sewerage and Waste Service Standby Assessments for Fiscal Year 2024-2025 was prepared by Willdan Financial Services using the same methodology as was used in 1974 and in subsequent years, and which Report was filed with the District Secretary; and

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

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

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

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

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

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

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

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

Section 4. That the sewerage and waste service standby assessments for Improvement District "S" for the fiscal year commencing July 1, 2024, and ending June 30, 2025, be and are hereby fixed as follows:

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

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

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

a. Parcels of land, which do not abut a street or easement in which a sewage collection line operated by the district is located.

b. Parcels of land less than an acre on which an active service connection exists at the time the report is prepared.

c. With respect to parcels of one acre or more, one acre shall be exempted from the assessment for each equivalent single-family residential service connection, which is active and exists thereon at the time the report is prepared.

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

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

ADOPTED this ____ day of June 2024, by the following vote:

Ayes:
Noes:
Abstain:

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

ATTEST:

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

Mission Springs Water District
Standby Sewer 684870
Fiscal Year 2024/2025 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	SitusNumber	SitusStreet	Charge
Total					$12,870.50
Count					1,078

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION 2024-13 – ADDITION OF DELINQUENT ACCOUNTS TO THE 2024-2025 COUNTY ROLLS

STAFF RECOMMENDATION

Adopt Resolution No. 2024-13, requesting the Addition of Delinquent Water and Sewer Charges and Other Fees of $5.00 or more to the 2024-2025 Riverside County Tax Rolls.

SUMMARY

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

ANALYSIS

Approximately 170 accounts were identified with a minimum balance of $5.00 and over 60 days delinquent for approximately $200,700 of delinquent charges that are being proposed to be added to the 2024-2025 tax rolls.

FINANCIAL DATA		
Cost Associated with this action:	-0-	
Current FY cost:	-0-	
Future FY cost:	-0-	
Is it covered in current year budget:	YES ☐	NO ☒
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Property Tax	
BID/Job#	357 & 418	
Current BID/Job balance	$612,000	
Balance remaining if approved:	$612,000	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

This action does not result in additional revenue to the District, just collection of outstanding delinquent accounts. These amounts have already been included in revenue in the month they were charged. However, this action does save staff the time and materials to continue to reach out to these customers to pay their unpaid water bill. This action is consistent with Strategic Plan Smart Goal 3.2 – Control costs and manage debt responsibly.

ATTACHMENTS

Resolution 2024-13

Exhibit A – Listing of Delinquent Accounts.

RESOLUTION NO. 2024-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT REQUESTING ADDITION OF DELINQUENT WATER AND SEWER CHARGES AND OTHER FEES OF $5.00 OR MORE TO THE 2024-2025 RIVERSIDE COUNTY TAX ROLLS

BE IT RESOLVED by the Board of Directors of Mission Springs Water District that, pursuant to Sections 31701 and 31701.5 of the Water Code, district charges of $5.00 or more that remain delinquent and unpaid for 60 days or more as of July 1, 2024 (Exhibit "A") are to be added to, and become a part of, the annual taxes on the applicable properties; and

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

ADOPTED this ___ day of June 2024, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

A	5200700118	12975 JOHNSON ST	-628.79	T
A	6683600157	19095 KING RD	-2,064.01	T
A	6672200025	13555 OLD MORONGO RD	-514.47	T
A	5231130111	12660 RUSHMORE AVE	-1,210.42	T
A	6570930053	16154 VIA QUEDO	-891.18	T
A	6570930053	16154 VIA QUEDO	-97.49	T
A	6683600278	19300 ATKINS RD	-529.07	T
A	6683800160	19855 KING RD	-760.24	T
A	6683800193	19995 KING RD	-566.06	T
A	5173300205	55981 HAUGEN-LEHMANN WAY	-618.69	T
A	5172220047	13180 JOSHUA RD	-741.31	T
A	6564200825	15300 PALM DR #209	-365.01	T
A	6564200825	15300 PALM DR #209	-219.77	T
A	5171620185	55536 SAN PIERRE RD	-1,028.57	T
A	5171440013	12980 CREST LANE	-1,182.11	T
A	6564100615	15300 PALM DR #76	-6,802.70	T
A	6564100615	15300 PALM DR #76	-1,276.06	T
A	6391810570	66201 8TH ST	-1,236.42	T
A	6680600105	15050 CHOLLA RD	-1,064.81	T
A	5171530022	55525 LAUREL CREST DR	-1,640.98	T
A	6412710070	66570-80 IRONWOOD DR	-810.67	T
A	6412710070	66560 IRONWOOD DR	-810.67	T
A	6680600259	15301 SEELEY RD	-551.48	T
A	5171310035	55705 ROCKVIEW DR	-1,228.22	T
A	6630200162	64565 PIERSON BLVD B	-1,678.71	T
A	5172730144	13276 OCOTILLO RD	-838.48	T
A	6391810547	66032 7TH ST	-614.63	T
A	5172840016	13354 OCOTILLO RD	-2,781.47	T
A	5173400064	55860 HAUGEN-LEHMANN WAY "A"	-750.62	T
A	5172500275	55860 HAUGEN-LEHMANN WAY "E"	-5,917.28	T
A	5173400064	55860 HAUGEN-LEHMANN WAY "C"	-1,684.98	T
A	6564700424	66392 N AGUA DULCE DR	-1,308.87	T
A	6650300376	65311 SAN JACINTO ST	-5,527.76	T
A	6650300376	65311 SAN JACINTO ST B	-21,094.19	T
A	6661100105	63690 DILLON RD	-565.76	T
A	6412620038	13156 OCOTILLO RD	-379.89	T
A	6412620038	13156 OCOTILLO RD	-188.37	T
A	6630810402	64150 THOMAS AVE	-551.62	T
A	6664220066	19437 NEWHALL ST	-1,314.27	T
A	6664220044	19391 NEWHALL ST	-1,003.11	T
A	666340035	18462 SKYWALKER CT	-8,935.71	T
A	6631200105	64425 DOUGLAS WAY	-3,867.10	T
A	6662400284	17720 N INDIAN CYN DR	-1,757.48	T
A	6672110193	61730 CREST LN	-1,214.74	T
A	6662030081	17118 SANBORN ST	-941.26	T
A	6411040149	66710 BUENA VISTA AVE	-1,422.32	T
A	6411040149	66710 BUENA VISTA AVE	-174.80	T
A	6662130181	17313 KEITH ST	-626.32	T
A	6411210108	66907 PIERSON BLVD	-595.52	T
A	6391920013	66011 5TH ST	-1,257.35	T
A	6661600100	64175 16TH AVE	-1,462.39	T
A	6540960039	69421 POOLSIDE DR	-742.02	T

A	6392410212	11555 PALM DR	-1,983.93	T
A	6392410212	11555 PALM DR	-1,424.59	T
A	6541350116	69480 PARKSIDE DR	-488.87	T
A	6541350116	69480 PARKSIDE DR	-87.49	T
A	6612910078	9651 CHOLLA DR	-610.78	T
A	6612910078	9651 CHOLLA DR	-15.32	T
A	6611110334	9650 TROON CT	-619.73	T
A	6614700125	8669 ROCKIES AVE	-1,492.47	T
A	6614700158	8747 ROCKIES AVE	-1,181.92	T
A	6392510048	66309 2ND ST	-563.66	T
A	6392310408	66220 1ST ST	-745.68	T
A	6541450030	69430 FAIRWAY DR	-747.37	T
A	6392320160	66155 1ST ST	-1,886.66	T
A	6613600455	8313 MEADOWS WAY	-1,415.74	T
A	6613600455	8313 MEADOWS WAY	-33.63	T
A	6540820157	69240 PARKSIDE DR	-542.94	T
A	6540820157	69240 PARKSIDE DR	-189.51	T
A	6392520294	66338 PIERSON BLVD	-545.17	T
A	6392720054	11285 MESQUITE AVE	-946.38	T
A	6392720054	11285 MESQUITE AVE	-1,183.06	T
A	6392720043	66705 6TH ST	-1,190.40	T
A	6392720043	66705 6TH ST	-2,534.52	T
A	6392720153	66700 5TH ST	-14,186.20	T
A	6392720153	66700 5TH ST	-18,343.97	T
A	6392720087	66634 5TH ST	-7,683.02	T
A	6392720087	66634 5TH ST	-9,282.88	T
A	6392720131	66659 6TH ST	-2,379.92	T
A	6392720131	66659 6TH ST	-2,608.60	T
A	6382800304	10615 SMOKEWOOD CIR	-980.40	T
A	6633140115	65958 DESERT VIEW AVE	-1,676.69	T
A	6422130154	13585 QUINTA WAY	-1,982.34	T
A	6410510245	12331 PALM DR	-732.14	T
A	6410510245	12331 PALM DR	-1,271.81	T
A	6440720087	68165 CLUB CIRCLE DR	-1,840.33	T
A	6440720087	68165 CLUB CIRCLE DR	-201.31	T
A	6410810039	66283 DESERT VIEW AVE	-1,429.47	T
A	6410810040	66291 DESERT VIEW AVE	-1,395.90	T
A	6410810040	66291 DESERT VIEW AVE	-173.53	T
A	6641500040	65805 MISSION LAKES BLVD	-812.82	T
A	6411530228	66604 HACIENDA AVE	-889.26	T
A	6420410054	67223 PIERSON BLVD	-933.51	T
A	6420410054	67223 PIERSON BLVD	-1,940.99	T
***				
A			-187,211.13	
C	6683600058	61595 WILSON RD	-13.11	T
C	6672600360	62555 S STARCROSS DR	-213.05	T
C	6672700790	62732 N CRESCENT ST	-422.67	T
C	6570720058	16160 VIA CORTO W	-11.81	T
C	5200960031	13122 ZANE WAY	-11.42	T
C	5200940079	13110 HADLEY WAY	-113.31	T
C	5201020040	13215 HADLEY WAY	-67.84	T

C	6562640054	67715 SAN ANTONIO ST	-14.33	T
C	6561020174	15415 AVE MANZANA	-12.27	T
C	6561210151	15847 AVE MANZANA	-64.31	T
C	6561210151	15847 AVE MANZANA	-13.92	T
C	6412020131	13045 LA MESA DR	-28.20	T
C	6411620138	66885 ESTRELLA AVE	-219.46	T
C	6572040055	67325 CAMINO SILVOSO	-93.30	T
C	6680400323	14920 PAINTED HILLS RD	-1,290.44	T
C	6421610055	67255 HACIENDA AVE	-46.33	T
C	6633740188	13675 WEST DR	-59.44	T
C	6564900107	66206 LANTANA LN	-12.17	T
C	6564900107	66206 LANTANA LN	-1.57	T
C	6632220067	13955 UNITED RD	-284.31	T
C	6682200253	61568 SMOKETREE RD	-45.53	T
C	667290045	62886 LOFTWOOD ST	-18.47	T
C	6672700482	11599 KITETAIL DR	-20.82	T
C	666340017	18194 BLUE DREAM CROSSING	-111.31	T
C	666340017	18194 BLUE DREAM CROSSING	-649.97	T
C	6631100115	64295 SHERMAN WAY	-59.75	T
C	6630700156	64055 ENCHANTED RD	-79.72	T
C	6411110118	66604 CAHUILLA AVE	-220.29	T
C	6411110118	66604 CAHUILLA AVE	-25.59	T
C	6411030124	12221 OCOTILLO RD	-222.44	T
C	6411030124	12221 OCOTILLO RD	-60.32	T
C	6391910274	66022 5TH ST	-37.23	T
C	6541310170	69331 CRESTVIEW DR	-251.25	T
C	6392210232	66221 4TH ST	-131.80	T
C	6392210506	66078 3RD ST	-217.29	T
C	6613020060	65933 AVE DORADO	-6.09	T
C	6613110057	9735 EL RIO LN	-33.03	T
C	6614500376	9073 SILVER STAR AVE	-129.88	T
C	6392220455	11737 CACTUS DR	-44.60	T
C	6610830064	9644 CAPILAND RD	-24.55	T
C	6613600390	8419 MEADOWS WAY	-37.41	T
C	6540810055	69239 WESTWOOD CT	-25.19	T
C	6540810055	69239 WESTWOOD CT	-9.52	T
C	6383210047	11585 AMBROSIO DR	-5.65	T
C	6384100217	11637 POMELO DR	-18.94	T
C	6641710320	65786 7TH ST	-54.96	T
C	6641810266	65868 5TH ST	-70.23	T
C	6641810321	65786 5TH ST	-20.86	T
C	6641810321	65786 5TH ST	-14.00	T
C	6442600165	13774 OASIS DR	-19.19	T
C	6440410333	12308 SPRUCE ST	-40.12	T
C	6410220366	66140 BUENA VISTA AVE	-113.63	T
C	6410220377	66124 BUENA VISTA AVE	-66.99	T
C	6564410149	67891 AVA CT	-165.37	T
C	6564400179	67988 NICOLE CT	-46.20	T
C	6612010046	64878 BOROS CT	-332.70	T
C	6441650062	13150 CALLE AMAPOLA	-21.28	T
C	6611810078	64977 RAY CT	-180.63	T
C	6440620174	12735 AVE ALTA LOMA	-63.47	T

C	6421840133	67711 HACIENDA AVE	-73.42	T
C	6421840133	67711 HACIENDA AVE	-4.76	T
C	6421010103	12817 PARMA DR	-53.96	T
C	6411710037	66785 FLORA AVE	-749.31	T
C	6391320314	66820 YUCCA DR	-287.97	T
C	6390330011	10270 SANTA CRUZ RD	-556.92	T
C	6390310093	66113 14TH ST	-199.89	T
C	6382210037	66856 RAYO DEL SOL	-410.00	T
C	6381030098	66238 AVE SUENOS	-198.23	T
C	6381020095	66285 AVE SUENOS	-1,155.03	T
C	6381510097	9641 SANTA CRUZ RD	-242.64	T
C	6381510097	9641 SANTA CRUZ RD	-5.00	T
***				
C			-10,626.66	
A	6562020393	15900 AVE RAMADA	-1,203.84	
A	6441710159	68257 CALLE AZTECA	-1,641.46	
			-200,683.09	

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

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

RESOLUTIONS 2024-14, 2024-15 AND 2024-16 2024-2025 OPERATING AND CAPITAL BUDGET, APPROPRIATIONS LIMIT AND CLASSIFICATION PLAN

STAFF RECOMMENDATION

Adopt the following resolutions related to the fiscal year ending June 30, 2025, operating and capital budgets:

- 2024-14 Operating and Capital Budgets FY 2024-2025
- 2024-15 Appropriations Limit for FYE June 30, 2025
- 2024-16 Employee Classification Plan

SUMMARY

The California Water Code requires that a budget be adopted by the Board of Directors by June 30. The 2024-2025 Operating and Capital budgets were presented in detail at the June 5, 2024, Board Workshop. Staff recommends adoption as presented.

ANALYSIS

As detailed in the materials handed out and discussed at the June 5, 2024, Board Workshop.

FINANCIAL DATA FY 2024-2025	
Operating Revenues:	$20,328,928
Operating Expenses:	$27,077,762
Net Operating Loss:	($6,748,834)
Non-Operating Revenues:	$27,546,080
Non-Operating Expenses:	$469,455
Net Income:	$20,327,791
Assessment District Collections:	$625,780
Depreciation & Amortization:	$5,089,296
Cash Available:	$26,042,867
FUNDING CASH APPLIED	
Principal Debt Payments:	$15,621,677
Capital Improvements:	$38,118,540
Vehicles and Equipment:	$691,717
Capital Replacement Reserve:	$2,544,648
Reserves Decreased:	($30,933,715)
Net Cash:	-0-

FISCAL IMPACT

As detailed in the materials handed out and discussed at the June 5, 2024, Board Workshop. This action is consistent with the Mission Springs Water District 2024 Strategic Plan.

ATTACHMENTS

MSWD FY 2024-25 Operating & Capital Budget Report
2024-2025 Departmental Budgets
2024-2025 Capital Budget and Continuing Appropriations
2024-2025 Employee Classification Plan
2024-2025 Salary Matrix
Resolutions 2024-14, 2024-15 and 2024-16



FISCAL YEAR 2024-2025
OPERATING & CAPITAL BUDGET

MSWD
Mission Springs Water District

Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
www.mswd.org
760-329-6448

Mission Statement

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

Board of Directors



Ivan Sewell
President



Robert Griffith
Vice President

MSWD
Mission Springs Water District



Amber Duff
Member



Russ Martin
Member

Ted Mayrhofen
Member

TABLE OF CONTENTS

TABLE OF CONTENTS i

LIST OF FIGURES v

LIST OF TABLES vi

GENERAL MANAGER'S MESSAGE 1

- Budget Highlights 2
- Revenues 3
- Expenses 4
- Financial Stability 5
- In Conclusion 5

BUDGET RESOLUTIONS 6

- Operating & Capital Budget 6
- Appropriations Limit 7
- Classification & Compensation Plan 8

PROFILE OF THE MISSION SPRINGS WATER DISTRICT 9

- A Brief History 9
- Formation 9
- Government 9
- Service Area 10
- District Office 10
- Water Production & Distribution 11
- Wastewater Collection, Treatment, & Disposal 12
- Water Conservation 12

STATISTICAL SECTION 14

- Climate 14
- Demographics 15
- Customer Base 16
- Ten Largest Water and Sewer Customers 17

DRAFT AND SUBJECT TO CHANGE

Ten Largest Property Taxpayers 18
Ten Largest Employers in Riverside County 18

ORGANIZATIONAL STRUCTURE 19
Divisions and Departments 19
Summary of Authorized Positions 20
Organizational Chart 23

STRATEGIC PLANNING 24
Strategic Plan 24
Strategic Plan Implementation 24
Mission Statement, Vision, & Core Values 25
Mission of Mission Springs Water District 25
Vision of Mission Springs Water District 25
Values of Mission Springs Water District 25
SWOT Analysis, Actions, & Employee Feedback 26
SMART Goals 26
SMART Goal 1 – Customer Communications 27
SMART Goal 2 – Water Supply 30
SMART Goal 3 – Financial Management 31
SMART Goal 4 – System Reliability 33
SMART Goal 5 – Environmental Sustainability 36
SMART Goal 6 – Improved Technology & Processes 37
SMART Goal 7 – Workforce Excellence 39

FINANCIAL STRUCTURE, PROCESS, & POLICY 42
Fund Structure 42
Fund-Department Relationship 43
Blended Component Unit 43
Property Taxes 44
Basis of Budgeting 44
Budget Process 44
Budget Schedule 45

DRAFT AND SUBJECT TO CHANGE

Budget Control & Amendment 46
Financial Policies & Resolutions 46
Reserve Policies 46
Bidding and Contract Procedures Policy 47
Investment Policies 47
Procurement and Disbursement Policies 48
Debt Management Policy 48

FINANCIAL SUMMARIES 49

Budget Summary 49
Net Income Summary 50
Summary of Revenue by Operating Fund 51
Total Revenue for Fiscal Year 2025 52
Summary of Revenue by Year 53
Operating Fund Revenue Over Expenditures by Fund 54
Total Expenses for Fiscal Year 2025 55
Operating Fund Revenue Over Expenditures by Year 56
Summary of Expenditures by Year 57
Long-Range Financial Plans 58

CAPITAL & DEBT 59

Capital Improvements 59
Summary of Reserve 59
Capital Improvement Program Summary 61
Capital Improvement Program Projects 62
Capital Improvement Program Project Information 67
Debt Service Fund Detail 83
Assessment District #7 Special Assessment Bonds 83
Certificates of Participation – United States Department of Agriculture 84
Assessment District #12, Phase I and Phase II – Refinance 84
Mission Creek – 80 Acres 84
State Water Resources Control Board – State Revolving Fund Assessment District #12, Phase IV 84

DRAFT AND SUBJECT TO CHANGE

Assessment District #12, Phase V 85
Assessment District #12, Phase VI 85
Installment Sales Agreement – Nancy Wright Regional Water Reclamation Facility 85

DEPARTMENT INFORMATION 86
Department Descriptions 86
Executive Division 87
Board of Directors & Office of the General Manager 87
Administration Division 91
Administration Department 91
Human Resources Department 94
Public Affairs Department 97
Engineering Division 103
Engineering & Water Resources Department 103
Finance Division 109
Finance & Accounting Department 109
Customer Service Department 113
Innovation & Technology Department 116
Operations & Maintenance Division 120
Operations Administration Department 120
Construction & Maintenance Department 121
Field Services Department 125
Water Production Department 126
Wastewater Collections Department 130
Wastewater Treatment & Disposal Department 133

APPENDICES 136
Appendix A – List of Acronyms 136
Appendix B – Glossary 138

DRAFT AND SUBJECT TO CHANGE

LIST OF FIGURES

Figure 1: Total Revenue by Type for FY 2025 3
Figure 2: Total Expenses by Type for FY 2025 4
Figure 3: Mission Springs Water District Service Area 10
Figure 4: Mission Springs Water District Main Office 10
Figure 5: Annual Water Consumption (AF) vs. Total Number of Customers 11
Figure 6: Annual Precipitation in Desert Hot Springs, CA 14
Figure 7: Annual Growth Percentage of Major Cities in the Coachella Valley 15
Figure 8: Water Service Accounts by Type 16
Figure 9: Sewer Service Accounts by Type 16
Figure 10: MSWD Organizational Chart 23
Figure 11: Strategic Plan Implementation Schedule 24
Figure 12: Total Revenue by Type for FY 2025 52
Figure 13: Total Expenses by Type for FY 2025 55

DRAFT AND SUBJECT TO CHANGE

LIST OF TABLES

Table 1: Budget Summary by Fiscal Year 2
Table 2: Key Demographics by Year for Riverside County, California 15
Table 3: Ten Largest Water Service Customers 17
Table 4: Ten Largest Sewer Service Customers 17
Table 5: Ten Largest Property Taxpayers 18
Table 6: Ten Largest Employers in Riverside County 18
Table 7: Organizational Divisions, Departments, and FY 2025 FTEs 19
Table 8: Summary of Authorized Positions by Fiscal Year 20
Table 9: District Enterprise Fund Structure 42
Table 10: Fund-Department Relationship Matrix 43
Table 11: Budget Planning Schedule for FY 2025 45
Table 12: Budget Summary by Fiscal Year 49
Table 13: Net Income Summary by Fiscal Year 50
Table 14: Summary of Revenue by Operating Fund for FY 2025 51
Table 15: Summary of Revenue by Fiscal Year 53
Table 16: Operating Fund Revenue Over Expenditures by Fund for FY 2025 54
Table 17: Operating Fund Revenue Over Expenditures by Fiscal Year 56
Table 18: Summary of Expenditures by Fiscal Year 57
Table 19: Summary of Reserve for FY 2025 60
Table 20: Capital Improvement Program Summary for FY 2025 61
Table 21: Capital Improvement Program by Funding Source for FY 2025 61
Table 22: Capital Improvement Program by Fund for FY 2025 61
Table 23: Capital Improvement Program Projects for FY 2025 62
Table 24: Long-Term Debt Service Fund Detail for FY 2025 83
Table 25: Organizational Divisions, Departments, and FTEs for FY 2025 86
Table 26: Office of the General Manager FTE Positions for FY 2025 87
Table 27: Board of Directors Operating Expenses for FY 2025 90
Table 28: Administrative FTEs for FY 2025 91
Table 29: Administration Operating Expenses for FY 2025 93
Table 30: Human Resources FTE Positions for FY 2025 94
Table 31: Human Resources Operating Expenses for FY 2025 96
Table 32: Public Affairs FTE Positions for FY 2025 97
Table 33: Performance Measures for Public Affairs 102
Table 34: Public Affairs Operating Expenses for FY 2025 102

DRAFT AND SUBJECT TO CHANGE

Table 35: Engineering & Water Resources FTE Positions for FY 2025 103
Table 36: Engineering & Water Resources Operating Expenses for FY 2025 108
Table 37: Finance & Accounting FTE Positions for FY 2025 109
Table 38: Finance & Accounting Operating Expenses for FY 2025 112
Table 39: Customer Service FTEs for FY 2025 113
Table 40: Performance Measures for Customer Service 114
Table 41: Customer Service Operating Expenses for FY 2025 115
Table 42: Innovation & Technology FTEs for FY 2025 116
Table 43: Innovation & Technology Operating Expenses for FY 2025 119
Table 44: Operations Administration FTE Positions for FY 2025 120
Table 45: Construction & Maintenance FTE Positions for FY 2025 121
Table 46: Performance Measures for Construction & Maintenance 123
Table 47: Construction & Maintenance Operating Expenses for FY 2025 124
Table 48: Field Services FTE Positions for FY 2025 125
Table 49: Field Services Operating Expenses for FY 2025 125
Table 50: Water Production FTE Positions for FY 2025 126
Table 51: Performance Measures for Water Production 129
Table 52: Water Production Operating Expenses for FY 2025 129
Table 53: Wastewater Collections FTE Positions for FY 2025 130
Table 54: Performance Measures for Wastewater Collections 131
Table 55: Wastewater Collections Operating Expenses for FY 2025 132
Table 56: Wastewater Treatment & Disposal FTE Positions for FY 2025 133
Table 57: Performance Measures for Wastewater Treatment & Disposal 135
Table 58: Wastewater Treatment & Disposal Operating Expenses for FY 2025 135

DRAFT AND SUBJECT TO CHANGE



General Manager's Message

MSWD
Mission Springs Water District

GENERAL MANAGER'S MESSAGE

June 17, 2024

To the Board of Directors:

Mission Springs Water District has proudly served residents in the greater Desert Hot Springs Area for more than 71 years, and we remain well-positioned to continue to provide water and wastewater services for our current and future customers.

Ensuring we can continue to meet demand in the future requires a calculated approach. With this in mind, the District has focused on responsible planning to meet our long-term goals. These efforts include creating and adopting new Strategic, Water/Wastewater Master, and Long-Range Financial plans.

Developed and adopted by our Board of Directors, the Strategic Plan provides the management team with an overall vision for the District's future. Our plan focuses on the District's key functions, including customer communications, water supply, system reliability, financial management, technology and processes, environmental sustainability, and workforce excellence. Focusing on these critical initiatives will allow us to deliver enhanced services, improve efficiency, and promote environmental stewardship.

Aligning with that vision, the District recently started work revising its Water and Wastewater Master Plans, which include an examination and analysis of Capital Improvement Projects. These plans will help identify and prioritize infrastructure improvements needed to keep up with demand and maintain the high standards placed on the District's water and wastewater treatment systems.

Prioritization of the capital improvement projects and their subsequent costs will be vital for the completion of our new Long-Range Financial Plan, which is currently under development. This plan takes a closer look at projected revenue and anticipated expenses in the years to come, allowing the District to make informed decisions on projects and timelines while minimizing the impact on customer bills.

These strategic initiatives come amid new leadership here at MSWD. Following the retirement of our previous general manager, I was honored to be chosen to lead this incredible organization, and I am committed to responsible stewardship of the vital services the District provides to the community.

DRAFT AND SUBJECT TO CHANGE

Budget Highlights

The operating budget for fiscal year (FY) 2025 is $27,077,762 as shown in **Table 1** below. There is an additional $44,810,257 in capital improvements proposed for a total budget of $71,888,019. This is a significant decrease in total budget expenses when compared to FY 2024. The decrease is primarily in the capital improvements budget due to the final construction of the Regional Water Reclamation Facility (RWRF) expected to be completed in early FY 2025. Also, MSWD staff continues to monitor the impacts of strict State regulations and drought mandates on District operations and will make any necessary changes to the budget as part of the mid-year budget evaluation.

Table 1: Budget Summary by Fiscal Year

	Budget FY 2025	Budget Change	Budget FY 2024*	Budget Change	Budget FY 2023*
Operating Budget					
Operating Revenue	$20,328,928	($862,860)	$21,191,788	$5,364	$21,186,424
Operating Expenses	$27,077,762	$2,166,336	$24,911,426	$1,784,433	$23,126,993
Operating Income	**($6,748,834)**	**($3,029,196)**	**($3,719,638)**	**($1,779,069)**	**($1,940,569)**
Expenses					
Operating Expenses	$27,077,762	$2,166,336	$24,911,426	$1,784,433	$23,126,993
Capital Improvement Projects	$44,810,257	($31,870,431)	$76,680,688	$13,011,655	$63,669,033
Total Budget	**$71,888,019**	**($29,704,095)**	**$101,592,114**	**$14,796,088**	**$86,796,026**

* - Revised after midyear Board approval.

DRAFT AND SUBJECT TO CHANGE



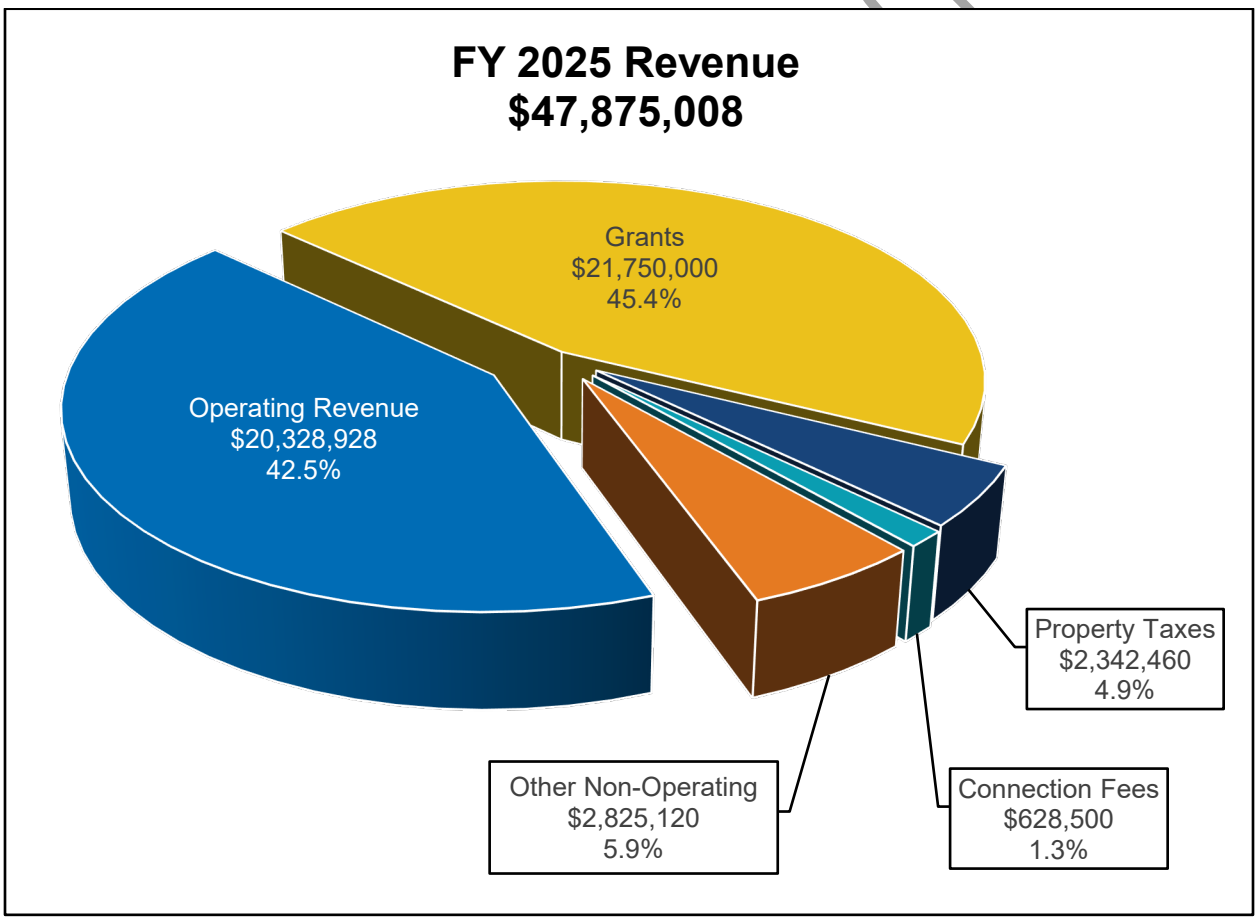
Revenues

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

For FY 2025, the Operating Revenue and Non-Operating Revenue budgets amounted to $20,328,928 and $27,546,080, respectively, for a total revenue budget of $47,875,008 as shown in **Figure 1** below. Significant sources of funding are grants expected for capital improvement projects. These state and federal grants have allowed MSWD to adopt a budget that includes capital improvements with no projected fee or rate increases for its services.

CHANGE

Figure 1: Total Revenue by Type for FY 2025

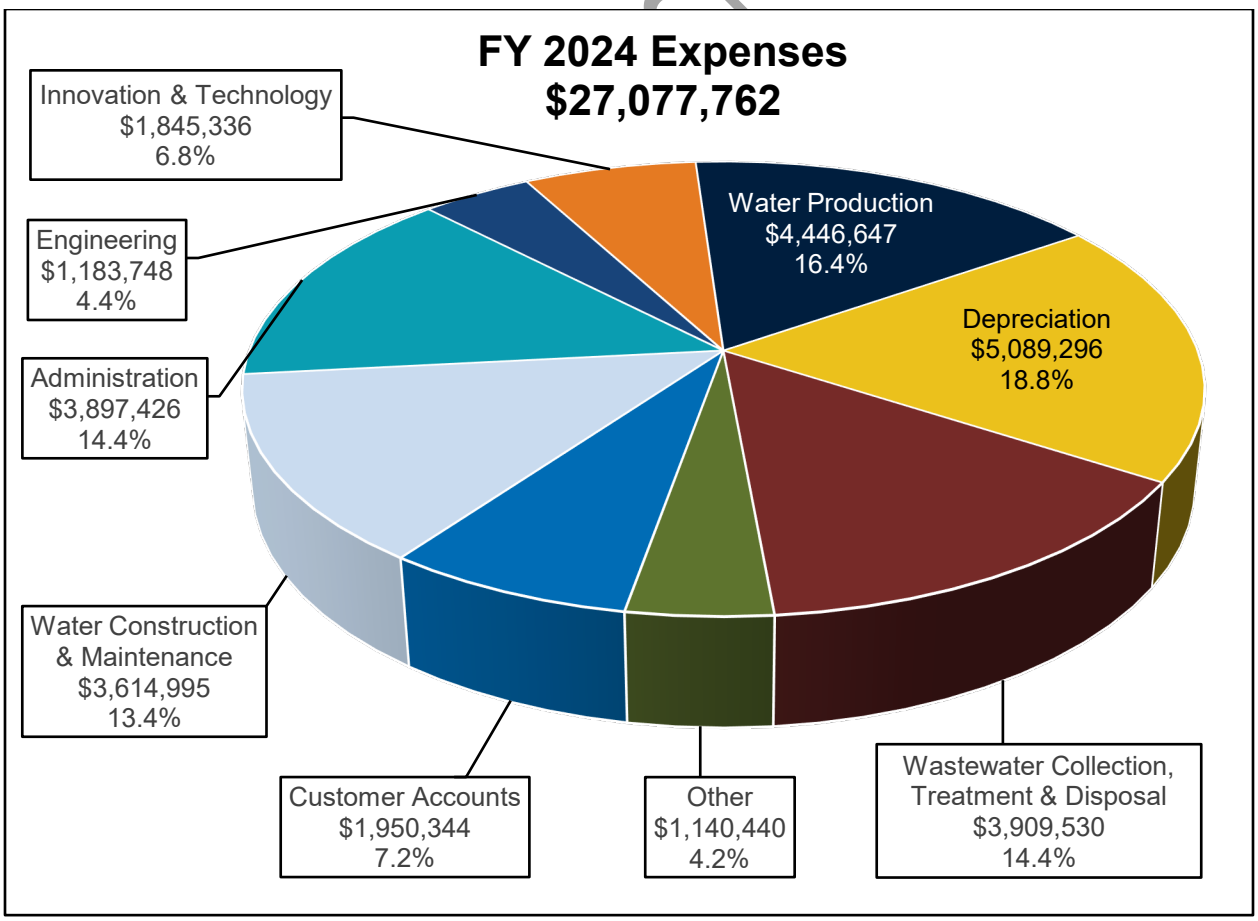


Expenses

Operating expenses for FY 2025, amount to $27,077,762 as shown in **Figure 2** below, representing an increase of $2,166,336 from FY 2024. To keep up with an increase in contract work, the District added a new Contracts Analyst position. There is also an expected increase in Electric expense of at least 20% over FY 2024. The RWRF is coming online increasing operating costs. Finally, the increase in operating expenses also reflects an increase in deferred maintenance cost on District pipeline and equipment that is being addressed in FY 2025. For FY 2025, the Board approved a 4.78% Cost of Living Adjustment (COLA) as recommended by the Human Relations Committee.

There is also $44,810,257 in capital improvement expenses made up primarily by the final construction of the RWRF Conveyance and septic to sewer conversion projects. There are several developer driven projects for Wells 34 and 35, and the beginning of construction for the new administrative building, of approximately $3.9 million and $5 million, respectively. The District continues to prioritize capital improvements that can be covered by grant revenue.

Figure 2: Total Expenses by Type for FY 2025



SUBJECT TO CHANGE

Financial Stability

MSWD continues to maintain strong reserves through prudent and conservative money management practices, despite a volatile financial market. The District maintains a Capital Reserve Fund of $45,707,208 as of May 31, 2024. While the FY 2025 budget was adopted with no rate increases, future budgets may require rate increases to ensure reserve targets and expenses are met.

In Conclusion

As we keep an eye toward the future, our mission remains the same: to Provide, Protect and Preserve our most precious resource… water. This budget addresses the priorities established for FY 2025 to continue to meet customer needs and provide exceptional water and wastewater services.

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

Respectfully submitted,

Brian E. Macy
General Manager



DRAFT AND SUBJECT TO CHANGE



Budget Resolutions

MSWD
Mission Springs Water District

BUDGET RESOLUTIONS

Operating & Capital Budget

DRAFT AND SUBJECT TO CHANGE

Appropriations Limit

DRAFT AND SUBJECT TO CHANGE

Classification & Compensation Plan

DRAFT AND SUBJECT TO CHANGE



Profile of the Mission Springs Water District

MSWD
Mission Springs Water District

PROFILE OF THE MISSION SPRINGS WATER DISTRICT

A Brief History

While prospecting for water, early homesteaders in the desert discovered the hot springs that made this area famous. It was not until 1940, however, that the first subdivisions were established and L.W. Coffee started the village he called Desert Hot Springs.

The critical need for freshwater led residents to form a mutual water company, which eventually proved unsatisfactory. Later, a privately-owned utility, called the Desert Hot Springs Mutual Water Company, acquired its assets. But this too failed and widespread dissatisfaction led local citizens to form a publicly-owned water district.

Formation

By 1953, an election swept the new Desert County Water District into existence with a vote of 246 to 9. The new District began with 100,000 feet of pipelines, five water wells, and two reservoirs. It covered one square mile.

The District was later renamed the Mission Springs Water District (MSWD) and expanded rapidly. It absorbed parts of the Coachella Valley County Water District, the West Palm Springs Village, and San Gorgonio Mutual Water Company systems. Today, it boasts more than 1.25 million feet of pipelines, 13 water wells, and 24 reservoirs, serving an area of 135 square miles.

As early as 1954, local citizens petitioned for sewer service. The cost, however, was prohibitive. But growth brought an overload to the septic systems and health hazards to the community. MSWD built the Alan L. Horton Wastewater Treatment Plant in 1972, and it has expanded four times to a treatment capacity of 2.0 million gallons of wastewater per day.

Government



Mission Springs Water District (MSWD) is County Water District under Subsection 30000 et seq. of the California Water Code and was incorporated in 1953. MSWD is governed by a five-member, publicly elected Board of Directors. Directors are elected concurrent with the general elections every even-numbered year in their specific division. Director's terms are four years. The election of Directors alternates between three seats and two seats, respectively, every two years.

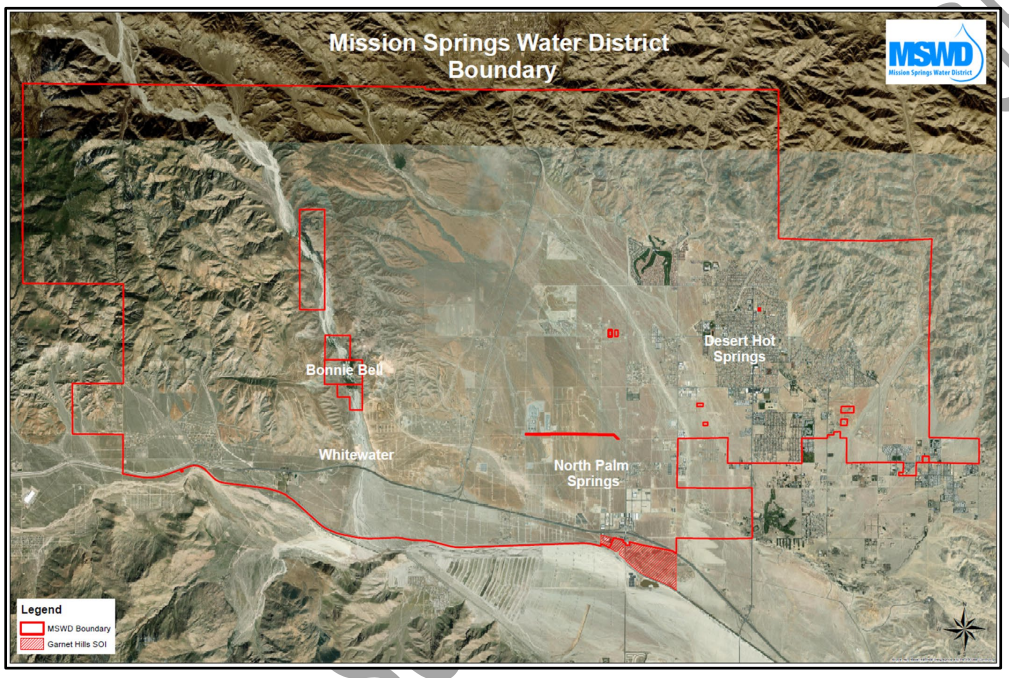
MSWD has statutory authority over water supply and provides water services to residential and commercial customers.

DRAFT AND SUBJECT TO CHANGE

Service Area

Located in Riverside County, California, MSWD initially covered an area of one square mile in 1953. Today, MSWD covers an area of about 135 square miles including the City of Desert Hot Springs, and the unincorporated areas of North Palm Springs, Whitewater, and Bonnie Bell serving a population of over 44,000 residents as shown in **Figure 3**.

Figure 3: Mission Springs Water District Service Area



District Office

The Mission Springs Water District Main Office, as shown in **Figure 4**, is located at 66575 Second Street, Desert Hot Springs, California 92240.

Figure 4: Mission Springs Water District Main Office



DRAFT AND SUBJECT TO CHANGE

Water Production & Distribution

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

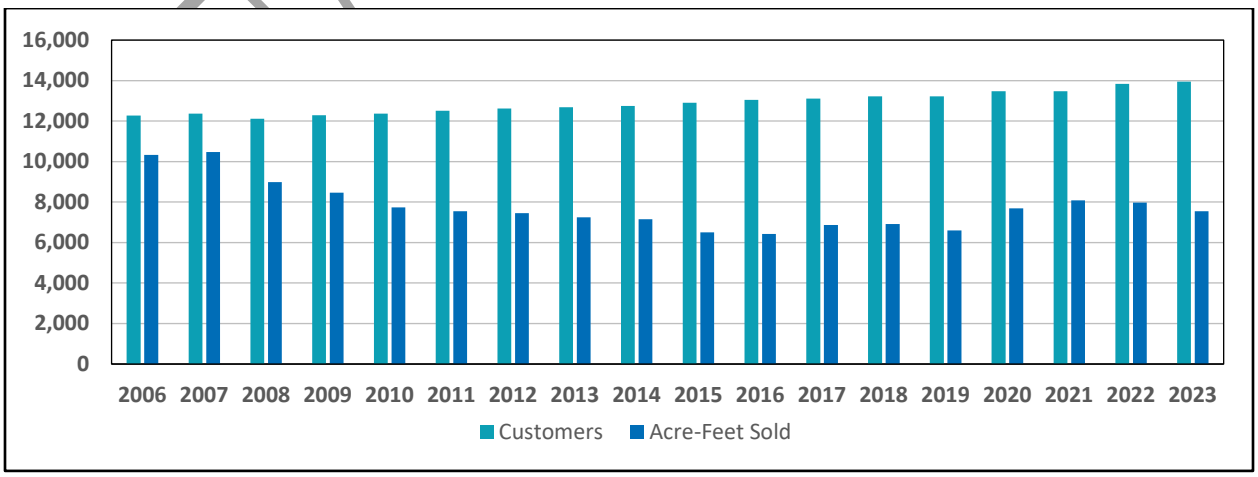
The distribution system includes three separate and distinct community systems including West Palm Springs Village, Village Crest, and Desert Hot Springs. The largest system is the greater Desert Hot Springs service area.

MSWD's sole source of supply for its 13,957 water accounts is groundwater. MSWD produces groundwater from the Mission Creek Subbasin, San Gorgonio Pass Subbasin, and Garnet Hill Subarea of the Indio Subbasin, in the greater Coachella Valley Groundwater Basin. The quality of the groundwater is remarkably high and has been awarded an unprecedented 10 medals, including best tasting municipal water in the world, at the International Water Tasting Competition in Berkely Springs, West Virginia.

For over 70 years, MSWD has been managing groundwater through conservation, groundwater protection projects, and general stewardship of its multi-award-winning water resource. The District is, and has always been, committed to a sustainable future both in water supply and finance. As the state requires ongoing, and possibly increased regulations, through Conservation and the Sustainable Groundwater Management Act (SGMA), MSWD has responded to ensure compliance both now and in the future. Over the last 18 years, MSWD has already witnessed the beneficial effects of these efforts as total annual water consumption decreased while the total number of customers has increased as shown in **Figure 5** below.

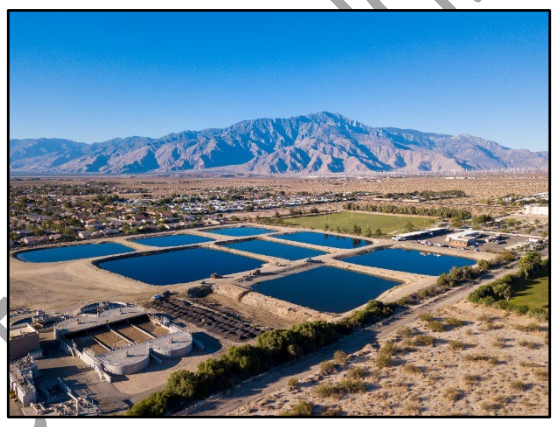
T AND SUBJECT TO CHANGE

Figure 5: Annual Water Consumption (AF) vs. Total Number of Customers



Wastewater Collection, Treatment, & Disposal

MSWD currently serves 9,719 sewer connections. Wastewater is treated at the Horton Wastewater Treatment Plant and the Desert Crest Wastewater Treatment Plant. MSWD treats about 2 million gallons per day (MGD) prior to discharging effluent in an environmentally sustainable manner. MSWD is also constructing a new Regional Water Reclamation Facility that is expected to be operational in 2024. This facility continues to be the largest capital project and will serve as the long-term central wastewater treatment and reclamation facility for the region.



The District's Groundwater Quality Protection Plan (GQPP) began in 1996 and has been highly successful to date. Over $22 million of grant funds have been secured by the District for this program which has made over 4,500 parcels sewer service ready. This includes the abatement of over 2,800 septic tanks and the installation of over 33 miles of sewer lines. The pursuit of these grant funds continues today for the disadvantaged communities served by the District. The GQPP is ongoing and a significant part of the FY 2025 capital improvement program.

Water Conservation

In 2009, the California legislature passed SBx7-7 which required a statewide 20% reduction in urban per capita water use by 2020. It required that urban water retail suppliers determine baseline water use and set reduction targets according to specified requirements and required agricultural water suppliers to prepare plans and implement efficient water management practices. A combination of a population and land-use-based demand forecasting was used to project future demands in the District's service area. Based on the District's evaluation of years 1997 to 2006, the 10-year maximum per capita water use was 289.7 gallons per capita per day. In addition, based on the District's evaluation of years 2004 to 2008, the 5-year maximum per capita water use was 291.2 gallons per capita per day. To achieve a 20% reduction by 2020 as written under SBx7-7, the average per capita demand target was set at 234.9 gallons per capita per day.

From 2012 to 2017, California experienced historic drought conditions. In April 2015 the State Water Board set conservation standards for each water supplier, and based on this reduction, the District was required to set a conservation target of 32% as compared to 2013. On August 18, 2014, the Stage 1A-Drought Contingency Plan was implemented by the District. On April 27, 2015, the Stage 2-Threatened Water Supply Shortage was implemented by the District. During this time, the District also implemented a toilet

DRAFT AND SUBJECT TO CHANGE

replacement rebate program, a turf replacement rebate program, a conservation kit program, and multiple conservation educational programs for customers. On April 7, 2017 the Governor issued an Executive Order lifting the emergency drought declaration. By 2020, the District's maximum per capita water use was 189 gallons per capita per day, far exceeding the targeted reduction goal.

On July 19, 2021, the District adopted a Water Shortage Contingency Plan (WSCP) in conjunction with a Regional Urban Water Management Plan. In the Winter months of 2022, drought conditions in Northern California prompted the Governor to issue an Executive Order requiring the State Water Board to design and adopt emergency water conservation regulations. On May 24, 2022, the State Water Board adopted regulations that require urban water supplies to implement Level 2, at a minimum, of their Water Shortage Contingency Plans, as well as other measures. However, the regulations stop short of the one-size-fits-all philosophy by recognizing local water supply conditions, investments and conservation efforts by providers.

Making Conservation a California Way of Life is a new way of managing urban water use. The State Water Board will consider a regulation that establishes unique efficiency goals for each Urban Retail Water Supplier in California and provides those suppliers flexibility to implement locally appropriate solutions. As part of the state's all-of-the-above strategy to expand storage, develop new water supplies, and promote more efficient water use, this regulation seeks to cultivate long-term practices that help communities adapt to California's ongoing water challenges. The proposed regulation will lessen the need for the emergency water use reduction targets that were important in recent droughts. As part of the proposed regulation, urban retail water suppliers, not individual households or businesses, will be held to "urban water use objectives." An urban water use objective is the sum of standard-based budgets for a subset of water uses, such as residential outdoor use.



DRAFT AND SUBJECT TO CHANGE



Statistical Section

MSWD
Mission Springs Water District

STATISTICAL SECTION

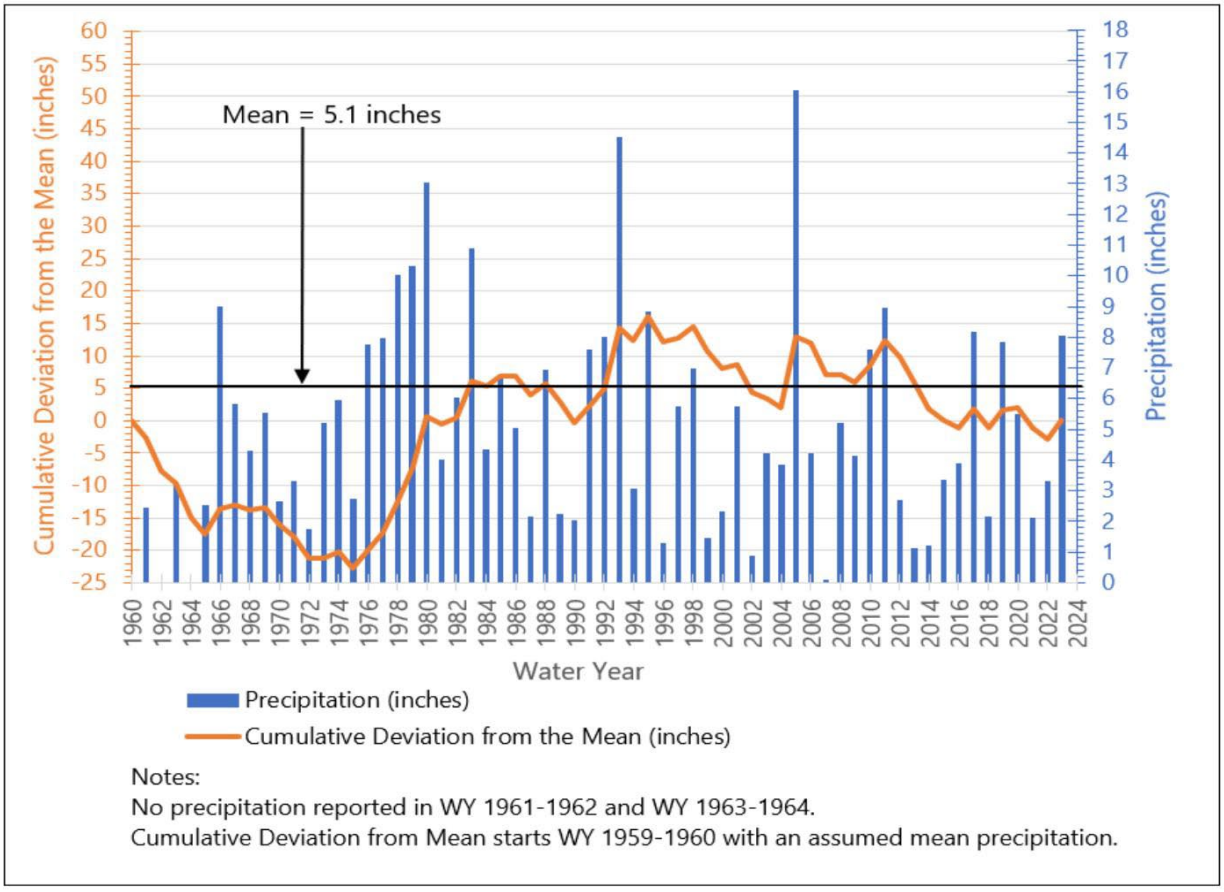
Climate

Average high temperatures exceed 100 degrees Fahrenheit (°F) in the months of June July, August, and September. Based on National Oceanic and Atmospheric Administration (NOAA) records from 1991 to 2020, average high temperatures in May and October are in the low to mid 90s°F and average high temperatures in the months of November through April range from 69°F to 87°F. Average low temperatures range from 46°F in December to 80°F in August.

Annual precipitation from Water Year (WY) 1960-1961 to WY 2022-2023 for the Riverside County Flood Control and Water Conservation District station at Desert Hot Springs is shown in **Figure 6** below. The mean annual precipitation for the water year over the period of record was 5.1 inches, with a standard deviation of 3.5 inches. The maximum precipitation was just over 16 inches in WY 2004-2005.

SUBJECT TO CHANGE

Figure 6: Annual Precipitation in Desert Hot Springs, CA



Demographics

Table 2 shows key demographics regarding residents of Riverside County, CA.

Table 2: Key Demographics by Year for Riverside County, California

Calendar Year	Population[1]	Personal Income [2] (In Thousands)	Per Capita Personal Income[2]	Unemployment Rate[3]
2013	2,279,967			8.3%
2014	2,280,191			8.2%
2015	2,347,828			6.7%
2016	2,384,783			6.1%
2017	2,415,955	$56,801,939	$23,511	5.2%
2018	2,440,124	$60,522,468	$24,803	4.4%
2019	2,442,304	$64,686,882	$26,486	4.2%
2020	2,454,453	$68,958,268	$28,095	9.9%
2021	2,435,525	$72,924,895	$29,942	7.3%
2022	2,439,234	$77,289,878	$31,686	4.2%

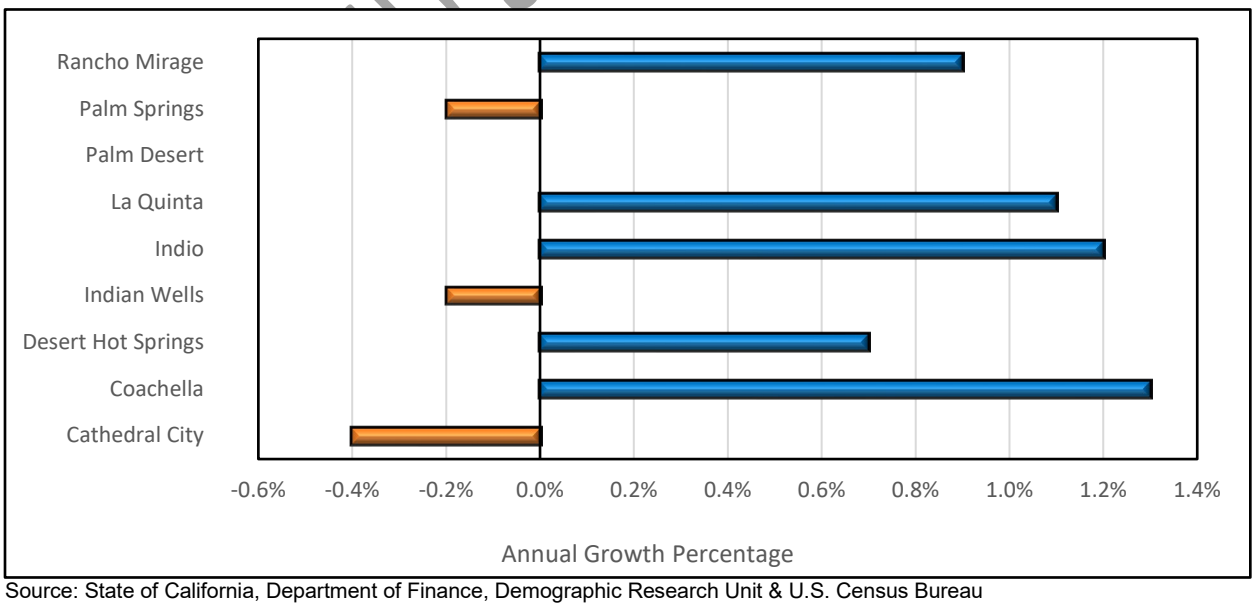
Source:
1. State of California, Department of Finance, Demographic Research Unit
2. U.S. Census Bureau, most recent American Community Survey
3. State of California, Employment Development Department

Notes: Data shown represents the entire County of Riverside

SUBJECT TO CHANGE

Figure 7 shows annual growth rates for cities in the Coachella Valley. Located within the District, the City of Desert Hot Springs has an annual growth rate of approximately 0.7%.

Figure 7: Annual Growth Percentage of Major Cities in the Coachella Valley



Source: State of California, Department of Finance, Demographic Research Unit & U.S. Census Bureau

Customer Base

Approximately 90% of the District's water and sewer service customer accounts are single-family residential, as shown in **Figure 8** and **Figure 9** respectively, and most are located within the City of Desert Hot Springs, California.

Figure 8: Water Service Accounts by Type

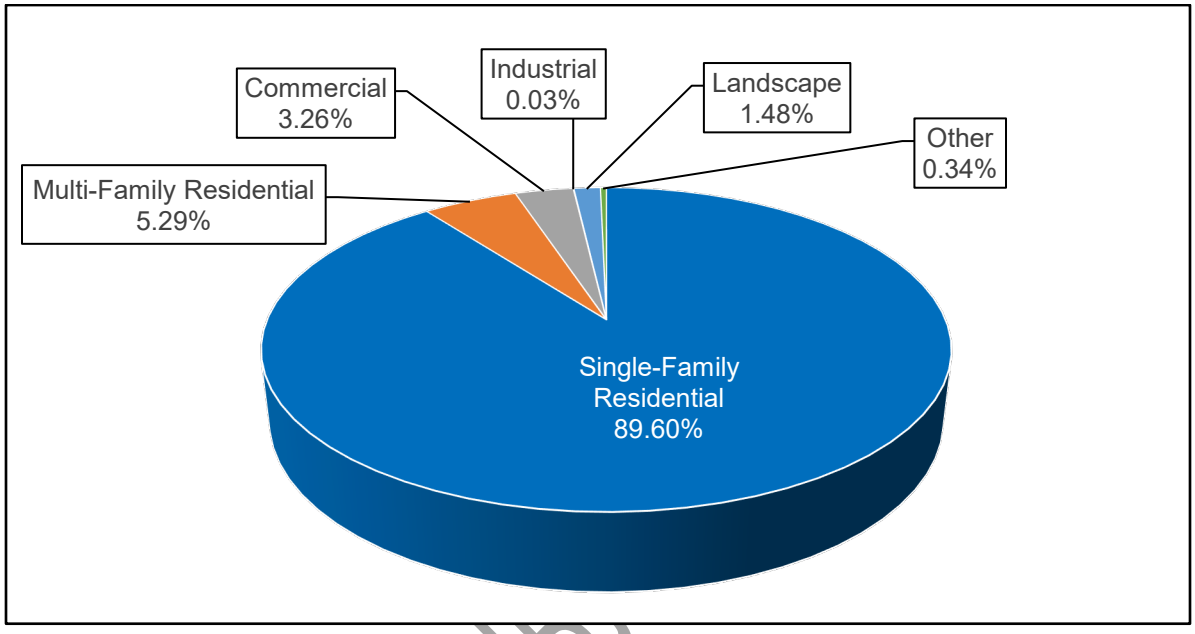
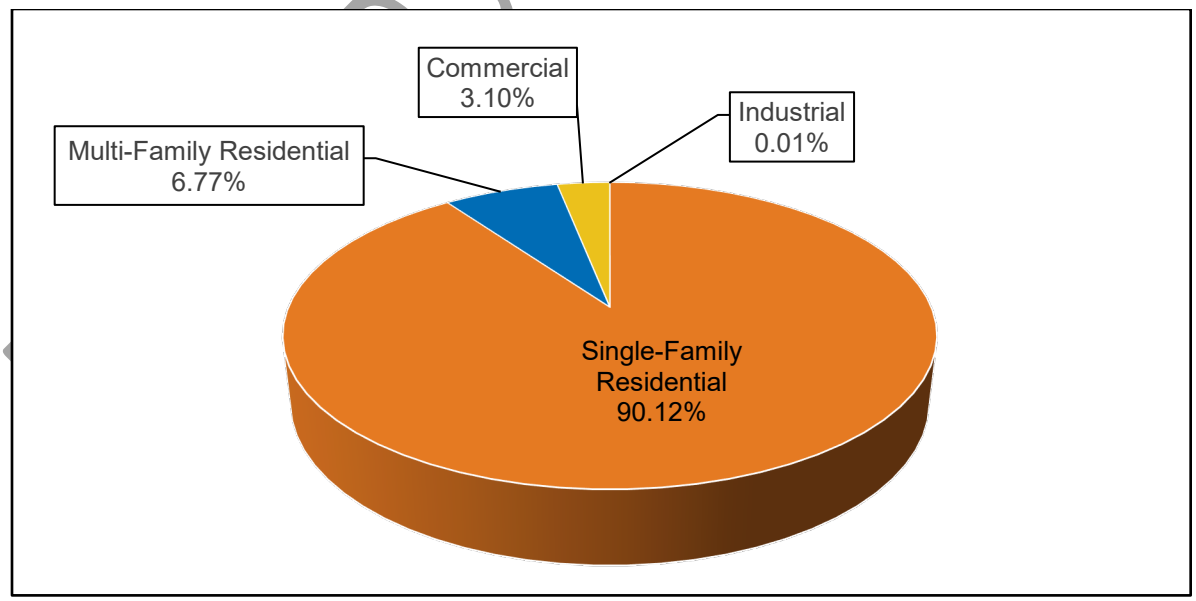


Figure 9: Sewer Service Accounts by Type



Source: Mission Springs Water District Billing System

Ten Largest Water and Sewer Customers

The District has a diverse customer base. The largest ten water service customers by consumption volume represented only 10.85% of the total water sales revenue as shown in **Table 3**, and the largest ten sewer service customers represented only 4.34% of the total sewer revenue as shown in **Table 4**, for FY 2022.

Table 3: Ten Largest Water Service Customers

Rank	Water Service Customer	2022 Revenues	Percentage of Total 2022 Revenues
1	Palm Springs Unified School District	$359,590.80	3.92%
2	Palm Springs Unified School District	$102,828.24	1.12%
3	Two Bunch Palms, Bliss	$96,589.92	1.05%
4	Henry Baghdady	$78,604.44	0.86%
5	Palm Springs Unified School District	$68,735.76	0.75%
6	Palm Springs Unified School District	$67,923.84	0.74%
7	Breit Hidden Springs MHC	$64,333.39	0.70%
8	City of DHS	$55,300.32	0.60%
9	Vista Montana HOA	$51,338.64	0.56%
10	Mission Lakes Country Club HOA	$51,047.41	0.56%
	2022 Top Ten Total	**$996,292.76**	**10.85%**
	2022 District Total	**$9,179,862.00**	**100.00%**

Table 4: Ten Largest Sewer Service Customers

Rank	Sewer Service Customer	2022 Revenues	Percentage of Total 2022 Revenues
1	Sky Haven HOA	$75,810.85	0.76%
2	Snider Interests	$74,602.64	0.75%
3	Mission Lakes Country Club HOA	$64,078.32	0.64%
4	Snider Interests	$51,005.00	0.51%
5	Jennifer Chen	$38,331.93	0.38%
6	Vons	$30,972.76	0.31%
7	Quick Quack Car Wash	$30,073.65	0.30%
8	Stater Bros.	$25,991.98	0.26%
9	Desert Inn Hotel/Spa	$22,694.69	0.23%
10	Ranch Recovery Centers	$19,974.78	0.20%
	2022 Top Ten Total	**$433,536.60**	**4.34%**
	2022 District Total	**$9,983,371.00**	**100.00%**

Source: Mission Springs Water District Billing System

DRAFT - SUBJECT TO CHANGE

Ten Largest Property Taxpayers

Table 5 below is a listing of the top ten property taxpayers located within the District.

Table 5: Ten Largest Property Taxpayers

Rank	Taxpayer	FY 2023 Total Taxable Assessed Value	Percentage of FY 2023 Total District Taxable Assessed Value
1	Sentinel Energy LLC	$400,000,000	9.79%
2	IIP – California 6	$51,000,000	1.25%
3	Windpower Partners 1993 LP	$42,001,071	1.03%
4	IIP California 2	$35,179,590	0.86%
5	Kings Garden Inc	$26,651,631	0.65%
6	Dillon Wind LLC	$26,165,993	0.64%
7	CCL Realty V	$23,679,499	0.58%
8	Walton California LLC	$22,849,849	0.56%
9	DHS Facilities	$21,301,633	0.52%
10	San Gorgonio Westwinds II LLC	$18,871,116	0.46%
	2023 Top Ten Total	**$667,700,379**	**16.35%**
	2023 County Total	**$4,083,765,198**	**100.00%**

Source: County of Riverside Combined Tax Rolls and the SBE Nonunitary Tax Roll

Ten Largest Employers in Riverside County

Table 6 below is a listing of the top ten employers within the County of Riverside, California where the District's service area is located.

Table 6: Ten Largest Employers in Riverside County

Rank	Employer	Number of 2022 Employees	Percentage of Total 2022 County Employment
1	County of Riverside	23,772	2.13%
2	Amazon	14,500	1.30%
3	March Air Reserve Base	9,600	0.86%
4	University of California, Riverside	8,593	0.77%
5	Moreno Valley Unified School District	6,020	0.54%
6	Kaiser Permanente Riverside Medical Clinic	5,817	0.52%
7	Corona-Norco Unified School District	5,478	0.49%
8	Riverside Unified School District	5,431	0.49%
9	Stater Brothers	4,699	0.42%
10	Mount San Jacinto Community College District	4,638	0.42%
	2022 Top Ten Total	**88,548**	**7.94%**
	2022 County Total	**1,115,214**	**100.00%**

Source: County of Riverside Economic Development Agency

DRAFT AND SUBJECT TO CHANGE



Organizational Structure

MSWD
Mission Springs Water District

ORGANIZATIONAL STRUCTURE

Divisions and Departments

The District sets the overall organization-wide goals that support the District's mission and strategic plan. The departments are the link that converts planning into action. Departments are overseen by a manager, and the departments are organized into divisions which are overseen by a Director. There are currently 54 funded full-time equivalent (FTE) positions reflected in the current budget as shown in **Table 7**.

Table 7: Organizational Divisions, Departments, and FY 2025 FTEs

Division	Department	FY 2025 FTEs
Executive	Board of Directors	(5)
	Office of the General Manager	2
Administration	Administration	4
	Human Resources	1
	Public Affairs	1
Engineering	Engineering & Water Resources	6
Finance	Accounting	5
	Customer Service	4
	Finance	1
	Innovation & Technology	1
Operations & Maintenance	Construction & Maintenance	11
	Field Services	4
	Operations Administration	1
	Water Production	4
	Wastewater Collection	2
	Wastewater Treatment & Disposal	7
	Total FTEs	**54**

Note: Board of Directors are not included in the FTE count for the District.

DRAFT AND SUBJECT TO CHANGE

Summary of Authorized Positions

On July 1, 2016, MSWD began a reorganization process. The organizational structure was adjusted to meet current operational and fiscal needs. This effort is ongoing and includes positional/staffing changes, changes in corporate culture, greater integration of its mission, vision, and values of the organization, a customer experience overhaul, and streamlining of policies and procedures. In FY 2024, MSWD repurposed the Regulatory Compliance & Safety Officer position to a GIS Specialist position, as well as a Customer Service Representative I/II position to an Office Specialist I/II position. There was also a downgrade of the Field Service Supervisor to a Lead Field Service Representative position. For FY 2025, MSWD repurposed two Office Specialist I/II positions to a Business Analyst position and an Accounting Technician position. There was also a downgrade of the Government & Public Affairs Manager to a Programs & Public Affairs Specialist position. To keep up with an increase in contract work, the District added a new Contracts Analyst position. These adjustments and 54 funded full-time equivalent (FTE) positions are reflected in the current budget as shown in **Table 8**.

Table 8: Summary of Authorized Positions by Fiscal Year

Budgeted Division, Department, & Title	FY 2023 Adopted	FTE Changes	FY 2024 Adopted	FTE Changes	FY 2025 Adopted
EXECUTIVE					
Office of the General Manager:					
General Manager	1	0	1	0	1
Assistant General Manager	1	0	1	0	1
Sub-Total Budgeted FTEs	**2**	**0**	**2**	**0**	**2**
ADMINISTRATION					
Administration:					
Business Analyst	0	0	0	1	1
Contracts Analyst	0	0	0	1	1
Executive Assistant	1	0	1	0	1
Administrative Assistant	1	0	1	0	1
Sub-Total Budgeted FTEs	**2**	**0**	**2**	**2**	**4**
Human Resources:					
Human Resources Manager	1	0	1	0	1
Sub-Total Budgeted FTEs	**1**	**0**	**1**	**0**	**1**
Public Affairs:					
Government & Public Affairs Manager	1	0	1	-1	0
Programs and Public Affairs Specialist	0	0	0	1	1
Office Specialist I/II	1	0	1	-1	0
Sub-Total Budgeted FTEs	**2**	**0**	**2**	**-1**	**1**

DRAFT AND SUBJECT TO CHANGE

Budgeted Division, Department, & Title	FY 2023 Adopted	FTE Changes	FY 2024 Adopted	FTE Changes	FY 2025 Adopted
ENGINEERING					
Engineering & Water Resources:					
Engineering Manager	1	0	1	0	1
Associate Engineer	1	0	1	0	1
Engineering Technician I/II	2	0	2	0	2
Administrative Assistant I/II	1	-1	0	0	0
Office Specialist I/II	0	1	1	0	1
GIS Specialist	0	1	1	0	1
Sub-Total Budgeted FTEs	**5**	**1**	**6**	**0**	**6**
FINANCE					
Finance:					
Director of Finance	1	0	1	0	1
Office Specialist I/II	0	1	1	-1	0
Sub-Total Budgeted FTEs	**1**	**1**	**2**	**-1**	**1**
Accounting:					
Accounting Manager	1	0	1	0	1
Accountant	1	0	1	0	1
Accounting Technician	1	0	1	1	2
Purchasing and Warehouse Specialist	1	0	1	0	1
Sub-Total Budgeted FTEs	**4**	**0**	**4**	**1**	**5**
Customer Service:					
Customer Service Manager	1	0	1	0	1
Senior Customer Service Representative	1	0	1	0	1
Customer Service Representative I/II	3	-1	2	0	2
Sub-Total Budgeted FTEs	**5**	**-1**	**4**	**0**	**4**
Innovation & Technology:					
Innovation & Technology Manager	1	0	1	0	1
Sub-Total Budgeted FTEs	**1**	**0**	**1**	**0**	**1**

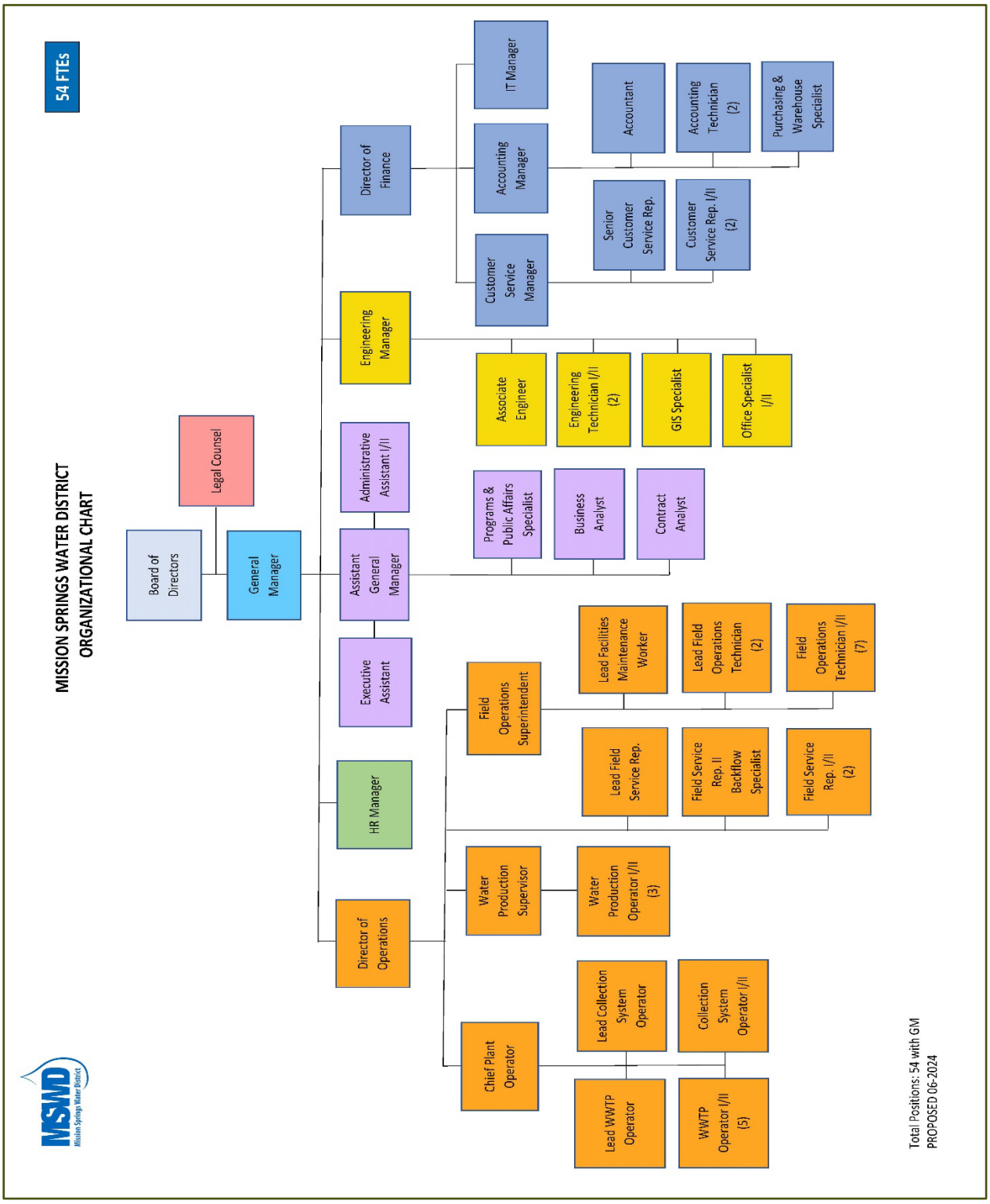
DRAFT AND SUBJECT TO CHANGE

Budgeted Division, Department, & Title	FY 2023 Adopted	FTE Changes	FY 2024 Adopted	FTE Changes	FY 2025 Adopted
OPERATIONS & MAINTENANCE					
Operations Administration:					
Director of Operations	1	0	1	0	1
Sub-Total Budgeted FTEs	**1**	**0**	**1**	**0**	**1**
Construction & Maintenance:					
Field Operations Superintendent	1	0	1	0	1
Lead Facilities Maintenance Worker	1	0	1	0	1
Lead Field Operations Technician	2	0	2	0	2
Field Operations Technician I/II	7	0	7	0	7
Sub-Total Budgeted FTEs	**11**	**0**	**11**	**0**	**11**
Field Services:					
Field Service Supervisor	1	-1	0	0	0
Lead Field Service Representative	0	1	1	0	1
Field Service Representative II/ Backflow Specialist	1	0	1	0	1
Field Service Representative I/II	2	0	2	0	2
Sub-Total Budgeted FTEs	**4**	**0**	**4**	**0**	**4**
Water Production:					
Water Production Supervisor	1	0	1	0	1
Water Production Operator I/II	3	0	3	0	3
Sub-Total Budgeted FTEs	**4**	**0**	**4**	**0**	**4**
Wastewater Treatment & Disposal:					
Chief Plant Operator	1	0	1	0	1
Lead WWTP Operator	1	0	1	0	1
WWTP Operator I/II	5	0	5	0	5
Sub-Total Budgeted FTEs	**7**	**0**	**7**	**0**	**7**
Wastewater Collections:					
Lead Collection System Operator	1	0	1	0	1
Collection System Operator I/II	1	0	1	0	1
Sub-Total Budgeted FTEs	**2**	**0**	**2**	**0**	**2**
Total Budgeted FTEs	**53**	**0**	**53**	**1**	**54**

DRAFT AND SUBJECT TO CHANGE

Organizational Chart

Figure 10: MSWD Organizational Chart





Strategic Planning

MSWD
Mission Springs Water District

STRATEGIC PLANNING

Strategic Plan

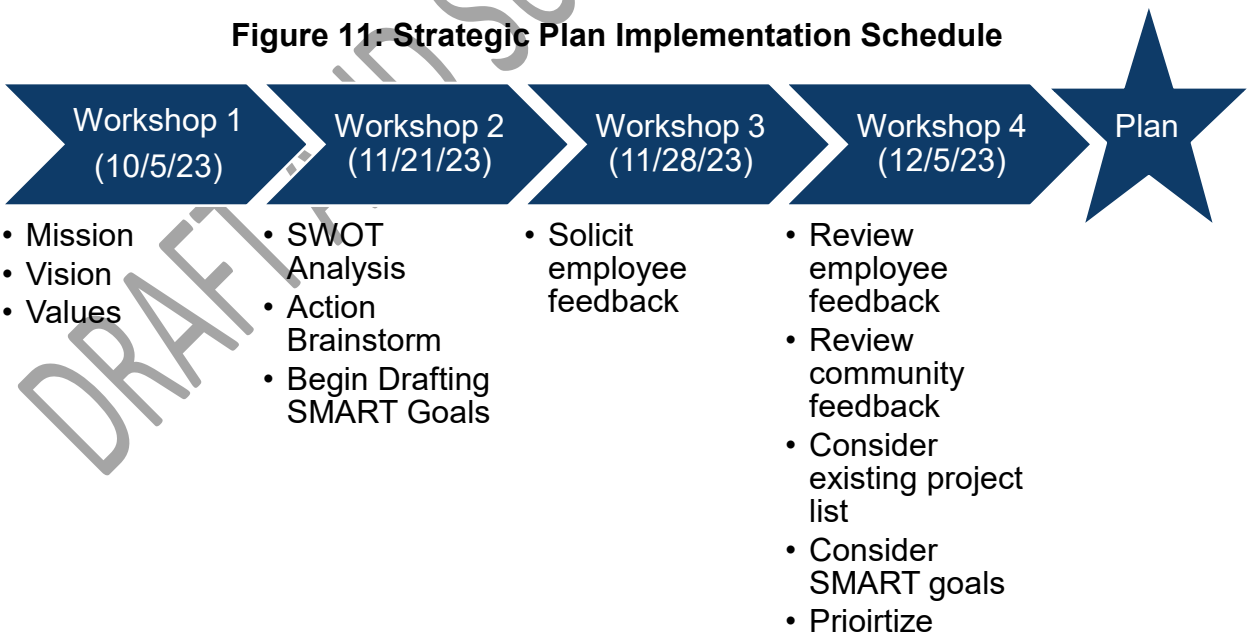
Mission Springs Water District's (MSWD's) 2024 Strategic Plan outlines a focused roadmap for efficient water management and community service. Building on a 70-year legacy, the plan aligns with MSWD's mission to provide, protect, and preserve water resources. In essence, the MSWD Strategic Plan is a forward-looking blueprint that underscores the District's commitment to responsible water management and community service, guided by a clear mission, vision, and set of values.

The MSWD Strategic Plan serves as the overarching guide, ensuring that every action, activity, and decision aligns with our vision and upholds our mission. This framework is designed to enhance the efficiency of leadership, management, and overall District operations. A strategic plan stands as the pinnacle planning document for our organization. It establishes the foundation upon which all other organizational, operational, financial, and resource planning effort are built, emphasizing it paramount significance.

Strategic Plan Implementation

The MSWD Strategic Plan for 2024 builds upon the achievements of the 2017 plan, considering the rich history, current strengths, weaknesses, opportunities, and threats. It is not merely a document but a dynamic action plan that propels MSWD forward, ensuring our continued success in providing, protecting, and preserving water resources. The overall process of the development of our Strategic Plan included four workshops with distinct purposes as described in **Figure 11** below.

Figure 11: Strategic Plan Implementation Schedule



DRAFT IN SUBJECT TO CHANGE

Mission Statement, Vision, & Core Values

In 2023, MSWD initiated a formal strategic planning effort that builds on the achievements of the 2017 plan by developing a Mission Statement, an accompanying Vision Statement, and a set of Core Values for the District.

Mission of Mission Springs Water District

Our Mission at MSWD encapsulates the core function and intrinsic value that defines our existence. It is a simple yet robust statement, articulating our fundamental purpose and the reasons that drive our daily endeavors.

MSWD has one simple mission: We provide, protect, and preserve our most precious resource…Water!

Vision of Mission Springs Water District

Our Vision at MSWD serves as a compass, charting our course toward a future state that reflects our aspirations and commitment to excellence. It encapsulates not just what we aim to become but envisions the success we strive for and the positive transformations we aim to bring to all those we serve.

Trust: Our vision at MSWD is to build a trusting community through open communication, accountability, collaboration, and mutual respect among the Board of Directors, staff, and our customers.

Employees: Our vision for MSWD employees is to cultivate a workplace where each person is empowered as a steward of our community's water, fostering a culture of excellence, innovation, and service in alignment with our shared mission.

Customers: Our vision for MSWD is to deliver reliable, sustainable, and community-focused service to our customers, ensuring you can trust us to meet your water needs while contributing to a healthier, vibrant community.

Environment: Our vision for the natural environment in MSWD is harmonious coexistence through responsible management, aiming to be a model for environmental stewardship and sustainable practices, ensuring the health and vitality of our local ecosystems.

Public Health: Our vision for MSWD is to serve as a cornerstone of community well-being by providing reliable and safe water services that protect and support a healthy and thriving community.

Values of Mission Springs Water District

Our Values at MSWD stand as the bedrock of our organization, shaping how we work and defining who we are. These guiding principles not only clarify our identity, but also serve as a compass for our purpose, culture, and decision-making processes.

Accountability: We are accountable for our actions, committed to transparency, integrity, and rectifying mistakes, ensuring the District's operations are conducted with honesty and responsibility.

Leadership: Leadership is a core value for us, representing a commitment to setting a positive example, inspiring others, and fostering innovation to address water management challenges and drive progress in our community.

Professionalism: We maintain the highest standards of competence, ethics, and integrity in our actions, delivering water services with accountability and respect for the community, ensuring professionalism and expertise in every operation.

Service: We ensure access to clean, reliable water and cultivate a positive, supportive, and respectful environment for our staff, recognizing that community well-being and employee satisfaction are integral to achieving our mission.

SWOT Analysis, Actions, & Employee Feedback

MSWD's Board and staff conducted a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, assessing internal strengths and weaknesses, along with external opportunities and threats.



Following SWOT analysis, the Strategic Plan Team separated into groups to brainstorm action steps that could be taken. Four groups worked on developing lists of ideas, then each presented their ideas to the full team.

MSWD hosted an "all hands" meeting where employees were invited to learn more about the Strategic Plan and provide feedback. Several changes were made to the vision and values as a result.

Based on the SWOT analysis, the actions, and employee feedback, staff and the MSWD Board identified key themes that are essential for our sustainable growth and effective service delivery. The Board also considered current and ongoing projects identified in the 2017 Strategic Plan. Through this discussion several themes emerged that strategically aligned with our strengths with opportunities, address weaknesses, and mitigate threats. Serving as a compass for decision-making and resource allocation, they guide our operational enhancements, allowing us to fulfill our mission. This prioritization ensures a focused and targeted approach with optimal impact. As SMART goals were developed, they were categorized into themes.

SMART Goals

Specific, Measurable, Achievable, Realistic, and Timely (SMART) goals represent the tangible outcomes and achievements we aspire to accomplish. Serving as beacons of

DRAFT AND SUBJECT TO C

direction and purpose, these goals provide clarity for our activities, shaping a path towards success.

Our SMART goals directly stem from the insights of our SWOT analysis. While a SWOT paints a picture of "what" needs attention within a timeframe, SMART goals become the actionable "how" to address the identified areas of focus.

Each SMART goal is accompanied by specific actions and activities, forming a detailed plan of action. Referred to as key performance measures, these components outline the intricate steps required to achieve the overarching SMART goal.



The beauty of SMART goals lies in their precision. They not only articulate the desired outcome but also outline the specific actions necessary for successful implementation. This approach ensures that our efforts are targeted, measurable, and aligned with our strategic objectives.

In essence, each SMART goal, with its associated initiatives, is a blueprint for success. It guides our teams in translating strategic priorities into actionable steps, driving purposeful action towards the realization of MSWD's mission and vision.

Our commitment to SMART goals reflects our dedication to strategic planning, effective implementation, and continuous improvement for the benefit of the communities we proudly serve.

SMART Goal 1 – Customer Communications

Enhance customer trust, satisfaction, and understanding of water and wastewater services.

A strategic effort to enhance outreach and engagement directly correlates to the District's vision statements, which are focused on trust. Because MSWD has a positive and progressive story to tell the public, this enhanced effort will better inform the customers while creating greater engagement throughout the community.

1.1 Develop and initiate an annual plan to increase customer outreach and engagement through various communication channels, technologies, and community events. The goal is to enhance customer trust, satisfaction, and understanding of water services with ongoing refinement of the communications plan and its goals.

Key Success Measures

DRAFT AND SUBJECT TO CHANGE

1. By the end of the second quarter 2024, identify and design an annual plan outlining deliberate strategies to increase customer outreach and engagement.
2. Leverage a mix of communication channels, technologies, and community events to convey information and engage with the community effectively.
3. Cultivate a vital customer service focus through communicating and engaging with the community on matters important to our region.
4. Survey customer groups involved in water-related events (e.g., construction activities, service interruptions, water quality changes, emergencies, and other vital issues) to hear about the customer experience and determine if MSWD can improve how the event is handled.
5. Refine the communications plan annually based on feedback, evolving customer needs, and emerging communication trends.
6. Incorporate District initiatives, including Chromium-6, conservation and fleet electrification, and other mandated projects so that customers understand District operations and mandates better.
7. Communicate the goals of the strategic plan to both internal and external customers. Improve recognition and familiarity of MSWD and the services we provide. Differentiate the District from its State Water Contractor and City, and clearly explain the nexus between the agencies. Use regular customer polling to document progress made in this area.

1.2 When customers better understand what the District does and how it operates, they will recognize MSWD's work to protect and provide water services. Enhancing customer education will increase trust in the District's services.

Key Success Measures

1. Continue providing Water 101 presentations for schools, service organizations, and elected officials.
2. Hold monthly Water Talks to engage and educate the public on water issues facing our valley and state water systems. Include information on District infrastructure, water quality, financials, and/or future water issues.
3. As the Long-Range Financial Master Plan is completed, ensure customers' understanding of water costs and impacts on rates.
4. Establish a communication plan that empowers our customer service workers to be brand ambassadors and build relationships with the public.
5. Expand tour and lecture opportunities and work with staff to create a speaker's bureau of knowledgeable presenters.



DRAFT AND SUBJECT TO CHANGE

6. Increase school opportunities and expand the Groundwater Guardian activities within the schools.
7. Partner with the DHS High School Real Academy to increase school opportunities for students to learn more about the District.

1.3 Deliberate customer outreach also has a ripple effect of educating employees about the District. Employees can serve as ambassadors for the District, helping create and strengthen customer relationships.

Key Success Measures

1. Create an internal Intranet as a hub for employee communications.
2. Resume employee tours and onboarding programs so new employees can learn about our operations better.
3. Promote water outreach opportunities to employees, like the CV Water Counts Academy.
4. Enhance and strengthen the organizational culture by promoting the District's Strategic Plan, Mission, Vision, and Values. Work with Human Resources to add these to the employee evaluation process.

1.4 Cultivate positive community relations and partnerships with industry, media, and legislative contacts.

Key Success Measures



1. Create a culture of transparency and provide comprehensive information on the MSWD website.
2. Cultivate supportive and positive relationships with federal, state, and local agencies that may impact District operations.
3. Cultivate positive relationships with key industry professionals to stay informed and gather feedback.
4. Pursue grants and projects that would benefit our customers.
5. Develop and enhance media relationships and write and distribute press releases promptly to communicate topics important to the community. Share these stories on social media and to industry publications for greater pickup.
6. Identify and influence legislation that aligns with the District's Legislative Platform and continue to foster positive relationships with city, county, state, and federal legislators.
7. Participate in ACWA, CASA, CSDA, and other industry committees to help shape industry trends and bring back best practices to the organization.

DRAFT AND SUBJECT TO CHANGE

8. Apply for and receive individual and organizational certifications for leadership, transparency, and excellence and publish these accomplishments as an example of MSWD's leadership within the water/wastewater industries

SMART Goal 2 – Water Supply

Comprehensively evaluate and present viable options for implementing a diversified water supply.

Water supply is of the utmost importance to the District. Several types of concerns about water supply were identified throughout the strategic planning process; ensuring and securing long-term water supply is a critical priority for the District. This goal will investigate options for creating recycled water and stormwater capture programs to ensure sustainable and reliable water provision for its customers.

2.1 Ensure excellence in regulatory compliance.

Key Success Measures

1. Actively monitor new regulations and engage in the rulemaking process.
2. Deliver services in accordance with standards set by regulatory agencies.
3. Chromium-6 MCL
    a. Share best practices and collaborate with other water districts in the Coachella Valley through our consultant to develop a cost-effective approach to managing Chromium-6 levels within our water supply.
    b. Increase transparency, create an education and outreach plan to share the District's approach with the community, and increase overall awareness of water quality and supply issues facing the District.
    c. Ensure the District's Chromium–6 plan is incorporated in the Long Range Financial Plan and that any capital projects are incorporated into the Five-Year CIP Program.
4. Lead & Copper Rule
    a. Develop a lead service line inventory and make it publicly available.
    b. Develop a lead service line replacement plan.
    c. Sample schools and childcare facilities for lead and copper.
    d. Strengthen treatment to comply with the new 10 microgram/liter (µg/L) trigger level.
    e. Develop a communications plan to educate the public about the Lead and Copper Rule Revision's requirements and the steps MSWD takes to meet them.
5. Conservation as a Way of Life
    a. Continue to work with regulators to address the feasibility of state-set conservation goals.
    b. Continue to review regulations and apply for variances based on agriculture, evaporative coolers, and seasonal populations while evaluating other areas that may reduce conservation targets.

DRAFT AND SUBJECT TO CHANGE

c. Solicit grant support to help pay for an MSWD weather station to obtain better precipitation and evaporation rates in our service area.
d. Enhance customer rebate programs to include water-saving appliances like dishwashers, clothes washers, and high-efficiency toilets.
e. Budget for and incorporate a Conservation as a Way of Life engagement campaign into the annual customer communications plan.
f. Solicit grant funding to develop an Evaporative Cooler Maintenance and Replacement Program.
g. Review the turf rebate program and target outreach efforts to customers with turf.
h. As part of the new Critical Services Center, construct a new demonstration garden to encourage the use of native drought-resilient plants.

2.2 Support / Advocate regional development of local water supply and reduce reliance on imported supply.

Key Performance Measures

1. Explore options and grant funding to create a financially feasible recycled water program (looking at potable and non-potable options) at the Horton and Wright facilities.
2. Work with the City and other water districts to encourage the use of native drought-resilient plants; work with the City to add to developer requirements.
3. Evaluate options for stormwater capture and reuse.
4. Participate in negotiations for the final determination of the Ground Sustainability Agency for basins within the District's service area, which include the San Gorgonio Pass Sub-Basin, the Mission Creek Sub-Basin, the Indio Sub-Basin, and the Desert Hot Springs Sub-Basin.
5. Work with the Salt Nutrient Management Plan stakeholders to continue monitoring Total Dissolved Solids in the Coachella Valley and advocate for project funding to protect our aquifer.
6. Continue to explore opportunities with the Agua Caliente Indian Reservation to access groundwater.
7. Review and explore options with our State Water Project allocation, preparing for contract expiration and the possibility of reduced Colorado River supplies.
8. As part of the Water Master Plan, include projects that connect the MSWD IDE areas to the MSWD "main" system.

SMART Goal 3 – Financial Management

Ensure long-term financial stability and resilience by implementing sound financial management practices, optimizing revenue streams, and minimizing financial risks.

Enhancing Mission Springs Water District's financial sustainability and resilience will result in a more stable, flexible, and forward-looking organization. It strengthens the

DRAFT AND SUBJECT TO CHANGE

District's ability to navigate challenges, fulfill its mission, and provide reliable water services to the community.

3.1 Conduct Long Range Financial Planning to ensure adequate and reliable revenue streams.

Key Success Measures

1. Update of the Long-Range Financial Master Plan
    a. Review and maintain a robust reserve fund to mitigate the impact of unforeseen financial challenges or emergencies. Ensure the District has a clear policy for allocating and replenishing the reserve fund based on financial risk assessments.
    b. Evaluate existing debt structures and explore opportunities to refinance or restructure debt for better terms. Implement a disciplined approach to debt management, ensuring that new debt is acquired strategically and aligned with long-term financial goals.
    c. Develop a prioritized infrastructure investment plan that aligns with the District's long-term goals and regulatory requirements. Explore financing options for major infrastructure projects, considering short-term and long-term financial implications.
    d. Assess financial risks, including market fluctuations, regulatory changes, and environmental factors. Develop contingency plans and risk mitigation strategies to safeguard financial stability in the face of unforeseen challenges.
2. Update Cost of Service Study – Water & Sewer
    a. Conduct a comprehensive review of current water/sewer rates and fees to ensure they align with operational costs and market trends.
    b. Implement efficiency measures, such as adopting technology solutions and streamlined processes, to reduce operational expenses.
    c. Adopt a flexible rate structure that allows the District to react to external factors and internal demands.
    d. Considers regulatory compliance needs, conservation requirements, and drought restrictions and ensures the model can perform what-if scenarios.
    e. Ensure the rate structure is sound and defensible and that customer groups are charged appropriately.
    f. Increase revenue stability by recovering more fixed costs through fixed charges while maintaining customer group fairness.
3. Update of Water and Wastewater Master Plans
    a. Conduct a financial and operational analysis of the impact of future residential and commercial development based on the Cities of Desert Hot Springs' and Palm Springs' General Plan.
    b. Evaluate options for relocation of existing water infrastructure within inaccessible areas of the District for ease of maintenance.

DRAFT AND SUBJECT TO CHANGE

c. Pipeline replacement project for aging pipes within the water distribution system. Incorporate the project in the Master Plan updates.

3.2 Control costs and manage debt responsibly.

Key Success Measures

1. Actively manage costs and live within the "approved" budget.
2. Adjust spending in response to revenue fluctuations and restrictions.
3. Look for ways to reduce water loss and increase system efficiencies.
4. Limit the impact of unexpected expenditures.
5. Preserve the District's credit rating, enabling us to qualify for favorable borrowing terms in the future.
6. Stabilize rates and develop a plan to finance essential projects conservatively.

3.3 Enhance transparency in financial reporting by adopting best practices and ensuring timely and accurate financial disclosures.

Key Success Measures

1. Communicate financial performance and challenges effectively to internal and external stakeholders, fostering trust and confidence in the District's financial management.
2. Implement budget best practices to ensure ongoing GFOA certification.
3. Develop and provide financial reporting tools (dashboard) to internal and external stakeholders.
4. Keep customer bills fresh and straightforward while providing sufficient information about charges and water use.
5. Ensure ongoing dissemination of financial information, including performance to budget, water sales and purchases, and wastewater, as part of the District's overall financial health.
6. Provide information to customers about internal versus external cost of services and pass through appropriate Replenishment Assessment Charges and City of Desert Hot Springs Utility Users Tax increases.
7. Foster a culture of financial responsibility and accountability across the organization.

SMART Goal 4 – System Reliability

Ensure each component of the water and wastewater systems contributes to the long-term health and reliability of overall operations.

The District must maintain and improve our current water and wastewater infrastructure in a costeffective manner to ensure the safe-sustainable delivery of water and wastewater services now and in the future. We will protect these valuable assets while preparing for emergencies. This strategic goal emphasizes a holistic and forward-thinking approach to water and wastewater system management and infrastructure, fostering innovation,

DRAFT AND SUBJECT TO CHANGE

collaboration, and enduring strategies that align with the District's mission while ensuring the long-term reliability of its overall operation.

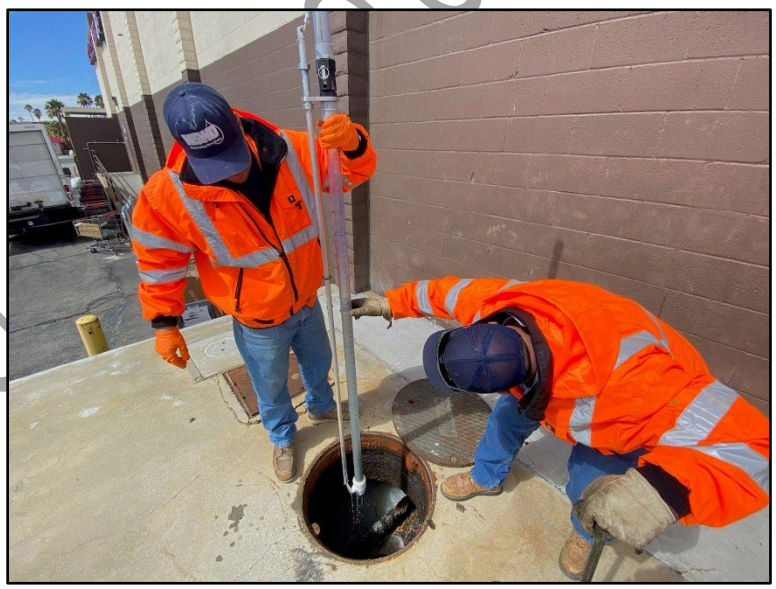
4.1 By September 2026, complete the construction of a Critical Service Center, which will foster increased collaboration, communication, and teamwork among employees working at one central location.

Key Success Measures

1. Construct a new administrative and operations building to allow the District to grow and continue to provide service to its customers.
2. With the Two Bunch location no longer feasible, ensure that the District's second choice, the Corporate Yard, is feasible and meets the District's future needs before engaging a contractor.

4.2 Update Existing Water and Wastewater Master Plans.

Key Success Measures



1. Review the District's five-year Capital Improvement Plan and ensure it aligns with the Long Range Financial Master Plan and all long-term financial strategies.
2. Conduct a financial and operational analysis of the impact of future residential and commercial development based on the Cities of Desert Hot Springs' and Palm Springs' General Plans.
3. Work with the City of Desert Hot Springs to develop an infrastructure feasibility study for unserved areas poised for growth.
4. Execute a mutual services agreement with Coachella Valley Water District (CVWD) to serve customers in the CVWD service territory without water/sewer access.
5. Collaborate with the City of Desert Hot Springs, Riverside County, and other stakeholders to repair old infrastructure and bring it up to current standards. Ensure that infrastructure improvements not only meet current demand but are designed to support future water and wastewater requirements, contributing to the overall reliability of the systems.

DRAFT AND SUBJECT TO CHANGE

6. Evaluate options for relocating existing water infrastructure within inaccessible areas (including rear lot easements) of the District for ease of maintenance and risk reduction.
7. Identify and remove problematic tamarisk trees and other vegetation to prevent future root-related system issues.
8. Create a Predictive and Preventative Pipeline Replacement Project for aging piping within the water distribution system.
9. Continue to work with the Army Corp of Engineers to design and construct all defined assessment areas while leveraging grant funding to lower customer costs.
10. Identify additional capital projects and improvements that enhance system resiliency. Focus on increasing water yields from current projects through strategic enhancements and upgrades, aligning with the long-term reliability goals.
11. Conduct an analysis of available capacity within the current water system with future water demand projections to forecast the time of demand need. Incorporate results in Urban Water Management Plan updates and Master Plan updates.

4.3 Maintain and renew assets while facilitating strategic Capital Improvements.

Key Success Measures

1. Create a Predictive and Preventive Maintenance Program to meet established performance benchmarks.
2. Diligently manage and maintain current equipment to provide maximum value to the District.
3. Assess existing pipelines and associated equipment as part of the Predictive and Preventive Maintenance Program.
4. Research and implement a complete Computerized Maintenance Management System.
5. Build a connection to the MSWD IDE areas to the MSWD "main" system.
6. Evaluate system interconnects with neighboring agencies.
7. Evaluate emerging technologies and consider implementation.
8. Provide a comprehensive backup transmission system.

4.4 Invest and look at ways to fortify infrastructure security.

Key Success Measures

1. Optimize security preparedness at all sites.
2. Identify, monitor, and resolve risks of flood, earthquake, or natural disaster.
3. Invest in emergency backup generators and system redundancies for fail-safe operations.
4. Enhance security measures at critical remote sites and standardize systems and software to manage these operations.

4.5 Ensure the District is prepared to react to manmade and natural emergencies.

DRAFT AND SUBJECT TO CHANGE

Key Success Measures

1. Continue to improve and refine the District's emergency response plan.
2. Effectively communicate with outside agencies and emergency preparedness partners, including mutual response like CalWARN or first response personnel at the City and County.
3. Continue to train District personnel in National Incident Management Systems (NIMS) to recommended levels and review the applicability of Web-EOC software programs.
4. Ensure earthquake retrofitting of critical infrastructure is included in long-term planning activities, protecting District assets and those of the customers we serve.
5. Participate in regional tabletop exercises to ensure staff are prepared for emergency situations.

SMART Goal 5 – Environmental Sustainability

Increase district-wide efficiency by adding new renewable energy resources, optimizing processes, implementing green building practices, and reducing overall water consumption.

Taking concrete steps toward being more environmentally sustainable, Mission Springs Water District will, in the next three years, increase District-wide energy efficiency by as much as 20% by adding new renewable energy resources, optimizing water treatment processes, implementing green building practices, and reducing overall water consumption through conservation programs and the encouragement of native and desert friendly landscaping by our customers. Being good stewards of our natural resources is part of MSWD's mission and vision for the future. It reflects our commitment and desire to uphold these values for the good of the community we serve.

5.1 Increase Use of Sustainable Energy Sources and Optimize Efficiencies – "There is no waste; just wasted resources".

Key Success Measures

1. Add solar panels to District facilities and convert low electrical use sites to solar.
2. Evaluate hybrid/electric technology opportunities.
3. Explore biofuel opportunities.
4. Reduce overall energy consumption associated with District facilities by 20% in the next three years.
5. Evaluate opportunities to minimize greenhouse gas emissions in District operations.
6. Leverage the District's solar resources and look into expansion financing opportunities, including grants, leasing, and power purchase agreement opportunities.
7. Enhance sustainability by minimizing waste in resources needed to meet operation and maintenance objectives.

DRAFT AND SUBJECT TO CHANGE

8. Consider the environmental impact on all business practices.
9. Explore additional sludge recycling options for future reuse.
10. Create an internal employee culture that proactively seeks ways to conserve water and energy and be more environmentally sustainable in everything we do.

1.2 Fleet Electrification.

Key Success Measures

1. Continue monitoring changes to fleet electrification mandates and work with regulators to ensure mandates are feasible.
2. Create a strategy that meets upcoming fleet electrification regulations and considers operational requirements. A financial analysis includes ongoing maintenance costs and the cost of electricity versus traditional fuel.
3. Pursue grant opportunities to fund the inclusion of Electric Vehicles in our fleet and provide funding for necessary charging infrastructure.

1.3 Embrace Green Building Standards.

Key Success Measures

1. Reduce overall energy consumption associated with District facilities by 20% and incorporate greater green building standards in all building projects, including the new Critical Services Center.
2. Ensure the new Critical Services Center design incorporates energy/water efficiency best practices, including but not limited to the building's positioning, solar control and shading, material selection, building envelope, efficient lighting (possible solar tubes), HVAC systems, and renewable energy systems.
3. Evaluate building designs and perform a cost-benefit analysis of the impact of incorporating LEED Green Building standards in construction projects.
4. Ensure all District construction projects adhere to California environmental laws and regulations.

SMART Goal 6 – Improved Technology & Processes

Ensure each component of the water and wastewater systems contributes to the long-term health, reliability, and addresses workflow inefficiencies by implementing technology solutions and process improvements.

The imperative for addressing workflow inefficiencies through technological advancements has become critical in response to the evolving demands and challenges facing MSWD. This need was elevated through the SWOT analysis and employee feedback; thus, the Board identified this goal as a priority. By addressing these aspects, the District aims to meet its immediate operational needs and future-proof its processes, ensuring sustainable and effective water management for the community. This comprehensive approach reflects a commitment to excellence, innovation, and delivering high-quality services.

DRAFT AND SUBJECT TO CHANGE

6.1 Embracing technological solutions that align the District with industry best practices and modern standards.

Key Success Measures

1. Ensure information systems planning is aligned with the District's Strategic Plan.
2. Enhance cyber security to ensure the continued safety of our system.
3. Ensure secure data access, remote access, and valid customer data.
4. Finalize the solicitation for a new enterprise resource planning software platform, which will seamlessly integrate Finance, Customer Service, and Human Resources needs.
5. Streamline processes and improve customer service by reducing delays and errors to enhance customer satisfaction and trust in the District's services.
6. Automate employee payroll structure and eliminate manual entry of employee time and project numbers.
7. Develop a work order management system and analyze workload allocations for infrastructure and maintenance operations based on industry key performance indicators and standards.
8. Identify opportunities for the privatization of routine maintenance functions to augment staffing levels.
9. Adopt an asset management system to ensure cradle-to-grave tracking of resources that aligns with the asset management and replacement component of the Long Range Financial Master Plan.
10. Continue to enhance purchasing processes to streamline staff processing times while ensuring appropriate approvals are met.
11. Evaluate options for automating the inventory management system for purchasing, receiving, and warehouse operations. Expand and improve the use of mobile computing and communication technology.
12. Adopt a records retention policy, incorporate retention schedules into processes, and automate them into new computer systems.
13. Review lien processing and streamline and consolidate processing to one department.
14. Look for additional ways to leverage technology and increase staff efficiency and operational savings. Information systems should support effective decision-making, system integration, reliable data, and decreased redundancy.

6.2 Hire a designated GIS employee and integrate asset management within the MSWD work order management system.

Key Success Measures

1. Review the existing Nobel platform and ensure it meets the District's ongoing needs. Integrate data collection and analysis to allow for data-driven decision-making based on real-time data.
2. Boost real-time monitoring and incident response.
3. Enhance network analysis and optimization.

DRAFT AND SUBJECT TO CHANGE

SMART Goal 7 – Workforce Excellence

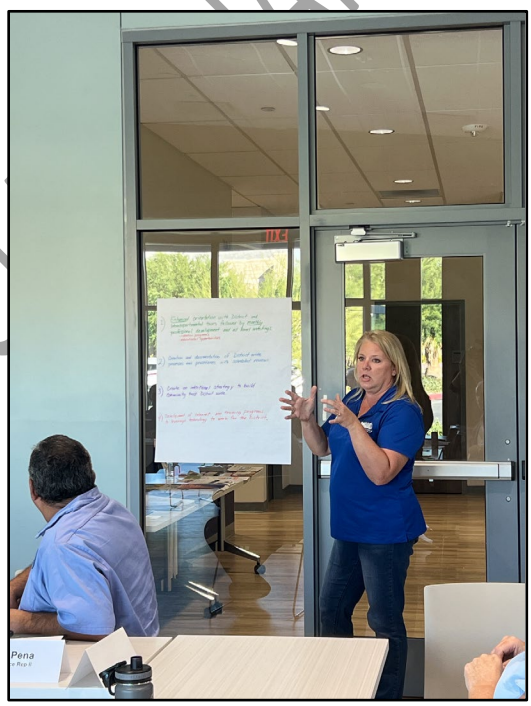
Investment in staff and management to cultivate a high-performing and knowledgeable workforce.

This SMART goal emphasizes the importance of ongoing investment in the District's most valuable assets—its staff and leadership. Through competitive compensation, expanded opportunities, and targeted development initiatives, the goal is to build a workforce that excels in performance, innovation, and leadership, increasing employee satisfaction and ensuring the sustained success of the District.

7.1 Create development opportunities and facilitate staff participation in professional development opportunities.

Key Success Measures

1. Continue to develop individual employee development plans to promote personal and professional growth.
2. Update the organization-wide succession plan, allowing employees the opportunity for professional growth, cross-training, and preparation for succession and temporary assignments to maintain continuity and operational effectiveness.
3. Modify the employee performance evaluation process to align with the District's new Strategic Plan and core values.
4. Hold managers accountable for performing timely performance evaluations that increases job knowledge, documents performance, and supports employees' overall success.



7.2 Expand leadership development programs to enhance the knowledge and skills of employees.

Key Success Measures

1. Leverage our member organizations, including ACWA, AWWA, CSDA, and CWEA to implement training initiatives to support leadership and succession planning to ensure a continuous pipeline of qualified individuals.
2. Create a Board of Directors onboarding program that provides new board members with resources and information to streamline their transition onto the Board.

DRAFT AND SUBJECT TO CHANGE

3. Develop a comprehensive supervisor development and training program for existing managers, supervisors, and employees aspiring to supervisory positions.
4. On an ongoing basis, ensure 100% of employees have clearly defined job-related goals on their performance evaluations.
5. Publish and promote all employees' education/certification accomplishments internally.
6. Continue to hold regular GM/All-Hands meetings to create dialogue and promote organizational culture.

7.3 Recruit and retain employees.

Key Success Measures

1. Update and continue utilizing salary survey insights to inform salary decisions, ensuring that compensation remains competitive. Competitive compensation and expanded internship opportunities attract and retain top talent, contributing to a skilled and motivated workforce.
2. Create an internship program to increase opportunities for students and professionals, supporting industry employment growth and building a robust recruitment pool.
3. Foster collaborations with educational institutions to create pathways for talent to enter and thrive in the organization. Continue to investigate opportunities with local Colleges to create Career Technical Education pathways for some of our hard-to-fill positions.
4. Evaluate and look for ways to keep turnover rates at or below industry standards due to resignations or terminations (related to compensation or working conditions), not including retirements.



7.4 Ensure employee safety and wellness.

Key Success Measures

1. Continue to educate employees on safe working practices.
2. Require supervisors and lead workers to demonstrate their commitment to safe work practices.
3. Work towards a 100% non-litigation rate on Workers' Compensation claims.
4. Encourage Employee Wellness and implement a comprehensive, district-wide Employee Wellness Plan.

7.5 Cultivate a positive culture and teamwork among staff.

DRAFT AND SUBJECT TO CHANGE

Key Success Measures

1. Ensure the lines of communication are open for all employees.
2. Employees experience camaraderie and teamwork through on-site employee events, and the company continues to recruit employees to the events committee to avoid committee burnout.
3. Focus on maintaining high employee morale and a positive organizational culture.
4. Ensure our workforce is ready to embrace Diversity, Equity, and Inclusion differences and continue routine training.

DRAFT AND SUBJECT TO CHANGE



Financial Structure, Process, & Policy

MSWD
Mission Springs Water District

FINANCIAL STRUCTURE, PROCESS, & POLICY

Fund Structure

The District is comprised of the following major enterprise funds that are also listed in **Table 9** below.

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

Water Fund – Acquisition, treatment, and distribution of potable water, and the construction, repair, and replacement of related infrastructure. MSWD provides water service to 13,957 water accounts, of which 95% are residential customers.

Sewer Fund – Collection of domestic, commercial, and industrial wastewater, and the construction, repair, and replacement of conveyance facilities. MSWD provides sewage collection, treatment, and disposal services to 9,719 customer accounts, of which 94% are residential customers.

Each enterprise fund is considered a separate budgetary and accounting entity, reported on a full accrual accounting basis with the exceptions not is the Basis of Budgeting section of this document. Each fund is a separate fiscal entity with its own balancing set of accounts. Rates and budgets are adopted for each fund to support the associated operating and capital costs. Each enterprise fund records cash and financial resources, together with all related liabilities and residual equity balances.

DRAFT AND SUBJECT TO CHANGE

Table 9: District Enterprise Fund Structure

Fund	Fund Type	Description	Included in Budget	Included in ACFR
General	Enterprise	Accounts for activities associated with supporting the administration of the District and long-term administrative capital improvement projects	Yes	Yes
Water	Enterprise	Accounts for potable water operations, debt principle and interest, and long-term water related capital improvement projects	Yes	Yes
Sewer	Enterprise	Accounts for sewer operations and long-term sewer related capital improvement projects	Yes	Yes

Fund-Department Relationship

The cost of operating expenses, including employee wages and benefits, are allocated to each division and department based on actual expenses as tracked by the District's project accounting system, with allocation to the Water or Sewer Funds based on percentages determined by historical trends and service levels. District-wide expenses which are general in nature and not attributable to a particular project or department are allocated to the District's General Fund. **Table 10** shows the relationship between the District's departments and the enterprise funds that are charged for their activities.

Table 10: Fund-Department Relationship Matrix

Division	Department	General Fund	Water Fund	Sewer Fund
Executive	Board of Directors	X	X	X
	Office of the General Manager	X	X	X
Administration	Administration	X	X	X
	Human Resources		X	X
	Public Affairs		X	X
Engineering	Engineering & Water Resources		X	X
Finance	Accounting	X	X	X
	Customer Service		X	X
	Finance		X	X
	Innovation & Technology		X	X
Operations & Maintenance	Construction & Maintenance		X	
	Field Services		X	
	Water Production		X	
	Wastewater Collection			X
	Wastewater Treatment & Disposal			X

DRAFT AND SUBJECT TO CHANGE

Blended Component Unit

In April of 1985, the Mission Springs Water District Improvement Corporation (Corporation) was created by a joint exercise of powers agreement for the purpose of acquiring, constructing, rehabilitating, financing and refinancing, or providing for the sale of leasing of public capital improvements. The Corporation is governed by a board composed of the District's Board of Directors. The corporation has issued debt which is secured solely from installment payments payable under an installment purchase agreement entered into by the District and the Corporation. All accounts and funds created and established pursuant to any instrument or agreement to which the Corporation is a party, and any interest earned and accrued thereon, shall incur to the

benefit of the District. Separate financial statements are not prepared for the Corporation. It is reported as a blended component unit.

Property Taxes

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

Basis of Budgeting

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

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

Budget Process

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

1. **Initiate the Budget.** MSWD managerial staff inputs budgetary estimates for the following year with their departmental goals in mind at the beginning of the budgetary process.
2. **Prepare a draft budget.** Based on these inputs, the Finance Department prepares the draft budget.
3. **Finalize Employee Requests.**
4. **Present Employee Requests to Human Relations Committee.**
5. **Present the draft budget to the GM for review and comment.**
6. **Present the draft budget to the Board of Directors at workshop.**
7. **Present the GM recommended budget to the Board of Directors at Study Session.**

DRAFT AND SUBJECT TO CHANGE

8. **Present the amended GM recommended budget to the Board of Directors at Board Meeting for approval.**
9. **Apply for Government Finance Officers Association (GFOA) Award for Excellence in Budget Reporting.**
10. **Propose any budget amendments.** Staff reviews the performance and budget in January, and if any amendments are necessary, a revised budget will be submitted to the Board of Directors in February. The approved budgets are posted on MSWD's website.

Budget Schedule

Table 11 show the budget calendar for the District's preparation and review process timeline for FY 2025.

Table 11: Budget Planning Schedule for FY 2025

MSWD Budget Planning Fiscal Year 2025	Required By Date
Employee Request Meeting	03/07/2024
Budget Kickoff Meeting	04/01/2024
Update actual numbers and prepare for new budget cycle	04/10/2024
Budget worksheet distributed to managers and supervisors	04/12/2024
Report to staff which Employee Request items will be presented to the Board of Directors as part of the budget	04/18/2024
Special Meeting – Present Employee Request staff recommendations to Human Relations Committee/Board of Directors	04/24/2024
Budget worksheet completed by managers and supervisors	05/03/2024
Finance staff budget review meetings with managers, supervisors, and GM	05/06/2024 – 05/31/2024
Finalize the draft budget	06/04/2024
Budget Workshop - Present draft budget to Board of Directors for review and comment	06/05/2024
Board Study Session - Present GM Revised Budget to Board of Directors for review and comment	06/13/2024
Board Meeting - Present GM Recommended budget to Board of Directors for adoption	06/17/2024
Apply for GFOA Award for Excellence in Budget Reporting	06/30/2024

DRAFT AND SUBJECT TO CHANGE

Budget Control & Amendment

Throughout the budget period management staff are responsible for monitoring their department's budgets. Finance staff provide tools for managers to review their budgets at any time. In addition to the budget process, staff presents a monthly financial results report to the Board for review and approval. This report updates the Board on the progress of all operating revenues and expense for all funds, comparing budget to actual amounts. Finance staff also undertakes a comprehensive mid-year review of the District's operating and capital budgets, which are then submitted to the full Board for discussion and approval. If during the mid-year budget review or during the budget presentation to the Finance Committee it is determined that a significant adjustment is needed, then finance staff will work with managers to prepare the request for the Board of Directors to approve. Managers may transfer funds between their division accounts in accordance with the District's Reserve and Financial Benchmark Policy.

Financial Policies & Resolutions

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

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

Reserve Policies

Resolution No. 95-10

This resolution establishes a Wastewater Capital Reserve Fund.

Resolution No. 95-20

This resolution establishes a Water Capital Reserve Fund.

Resolution No. 95-21

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

DRAFT AND SUBJECT TO CHANGE

Bidding and Contract Procedures Policy

Resolution No. 2013-01

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

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

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

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

Investment Policies

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

Policy No. 2017-1 - Investment Policy

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

Resolution No. 2017-10

The purpose of this resolution is to authorize the District to join with other public agencies as a participant of the Investment Trust of California, carrying on business as CalTrust. The District is a voluntary participant in CalTrust, which is a Joint Powers Authority governed by a Board of Trustees made up of local treasurers and investment officers. As of May 31, 2024, the District's investment in CalTrust is $31,742,931, of which $2,725,391 was invested in the Liquidity funds pool, $6,854,342 in the Short-term pool, and $22,163,198 in the Medium-term pool.

DRAFT AND SUBJECT TO CHANGE

Procurement and Disbursement Policies

Resolution No. 2018-05

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

Policy No. 2009-1

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

Policy No. 2010-3

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

Policy No. 2011-1

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

Resolution No. 2018-02

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

Debt Management Policy

Resolution No. 2017-11

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

DRAFT AND SUBJECT TO CHANGE



Financial Summaries

MSWD
Mission Springs Water District

FINANCIAL SUMMARIES

Budget Summary

The operating budget for fiscal year (FY) 2025 is approximately $27.0 million as shown in **Table 12** below. There is an additional $44.8 million in capital improvements proposed for a total budget of approximately $71.9 million. This is a significant decrease in total budget expenses when compared to FY 2024. The decrease is primarily in the capital improvements budget due to the final construction of the Regional Water Reclamation Facility (RWRF) expected to be completed in early FY 2025. Also, MSWD staff continues to monitor the impacts of strict State regulations and drought mandates on District operations and will make any necessary changes to the budget as part of the mid-year budget evaluation.

Table 12: Budget Summary by Fiscal Year

	Budget FY 2025	Budget Change	Budget FY 2024*	Budget Change	Budget FY 2023*
Operating Budget					
Operating Revenue	$20,328,928	($862,860)	$21,191,788	$5,364	$21,186,424
Operating Expenses	$27,077,762	$2,166,336	$24,911,426	$1,784,433	$23,126,993
Operating Income	**($6,748,834)**	**($3,029,196)**	**($3,719,638)**	**($1,779,069)**	**($1,940,569)**
Expenses					
Operating Expenses	$27,077,762	$2,166,336	$24,911,426	$1,784,433	$23,126,993
Capital Improvement Projects	$44,810,257	($31,870,431)	$76,680,688	$13,011,655	$63,669,033
Total Budget	**$71,888,019**	**($29,704,095)**	**$101,592,114**	**$14,796,088**	**$86,796,026**

* - Revised after midyear Board approval.

DRAFT AND SUBJECT TO CHANGE





Net Income Summary

The Net Income for FY 2025 is approximately $20.3 million as shown in **Table 13**, which is significantly lower than FY 2024. The decrease can be directly attributed to the use of state and federal grants primarily in the capital improvements budget due to the final construction of the Regional Water Reclamation Facility (RWRF) expected to be completed in early FY 2025.

Table 13: Net Income Summary by Fiscal Year

	Budget FY 2025	Budget Change	Budget FY 2024*	Budget Change	Budget FY 2023*
Operating Revenues	$20,328,928	($862,860)	$21,191,788	$5,364	$21,186,424
Operating Expenses (Before Depreciation Expense)	$21,988,466	$2,697,701	$19,290,765	$189,323	$19,101,442
Net Operating Income (Loss)	($1,659,538)	($3,560,561)	$1,901,023	($183,959)	$2,084,982
Depreciation Expense	($5,089,296)	($639,696)	($4,449,600)	($424,049)	($4,025,551)
Non-Operating Revenue/(Expense)	$27,076,625	($46,758,077)	$73,834,702	$27,885,981	$45,948,721
Net Income	**$20,327,791**	**($50,958,334)**	**$71,286,125**	**$27,277,973**	**$44,008,152**

* - Revised after midyear Board approval.

DRAFT SUBJECT TO CHANGE



Summary of Revenue by Operating Fund

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

For FY 2025, the Operating Revenue budget equals $20,328,928, and the Non-Operating Revenue budget equals $27,546,080, for a Total Revenue budget of $47,875,008 as shown in **Table 14**. A significant source of funding is the use of grants for capital improvement projects, which have been obtained from both state and federal agencies and have allowed MSWD to adopt a budget that includes no fee or rate increases for any of its services.

Table 14: Summary of Revenue by Operating Fund for FY 2025

Revenue Source	FY 2025 Total	General District	Water District	Sewer District
Operating Revenue				
Base Service Charge	$2,924,400	$0	$2,924,400	$0
Water Consumption	$8,648,376	$0	$8,648,376	$0
Meter Installations	$122,520	$0	$122,520	$0
Sewer Service	$7,380,000	$0	$0	$7,380,000
Other Operating Revenue	$1,011,532	$0	$1,011,532	$0
Standby Charges	$238,500	$0	$225,732	$12,768
Fats, Oils, and Grease Fees	$3,600	$0	$0	$3,600
Sub-Total Operating Revenue	**$20,328,928**	**$0**	**$12,932,560**	**$7,396,368**
Non-Operating Revenue				
Connection Fees	$628,500	$0	$370,500	$258,000
Property Taxes	$2,342,460	$823,428	$946,464	$572,568
Solar Credits	$350,000	$350,000	$0	$0
Site Rentals	$100,800	$0	$100,800	$0
Investment Income	$2,274,120	$790,300	$878,800	$396,200
Unrealized Gains	$100,200	$24,700	$58,400	$17,100
Grants	$21,750,000	$0	$2,000,000	$19,750,000
Sub-Total Non-Operating Revenue	**$27,546,080**	**$1,988,428**	**$4,354,964**	**$20,993,868**
Total Revenue	**$47,875,008**	**$1,988,428**	**$17,287,524**	**$28,390,236**

SUBJECT TO CHANGE

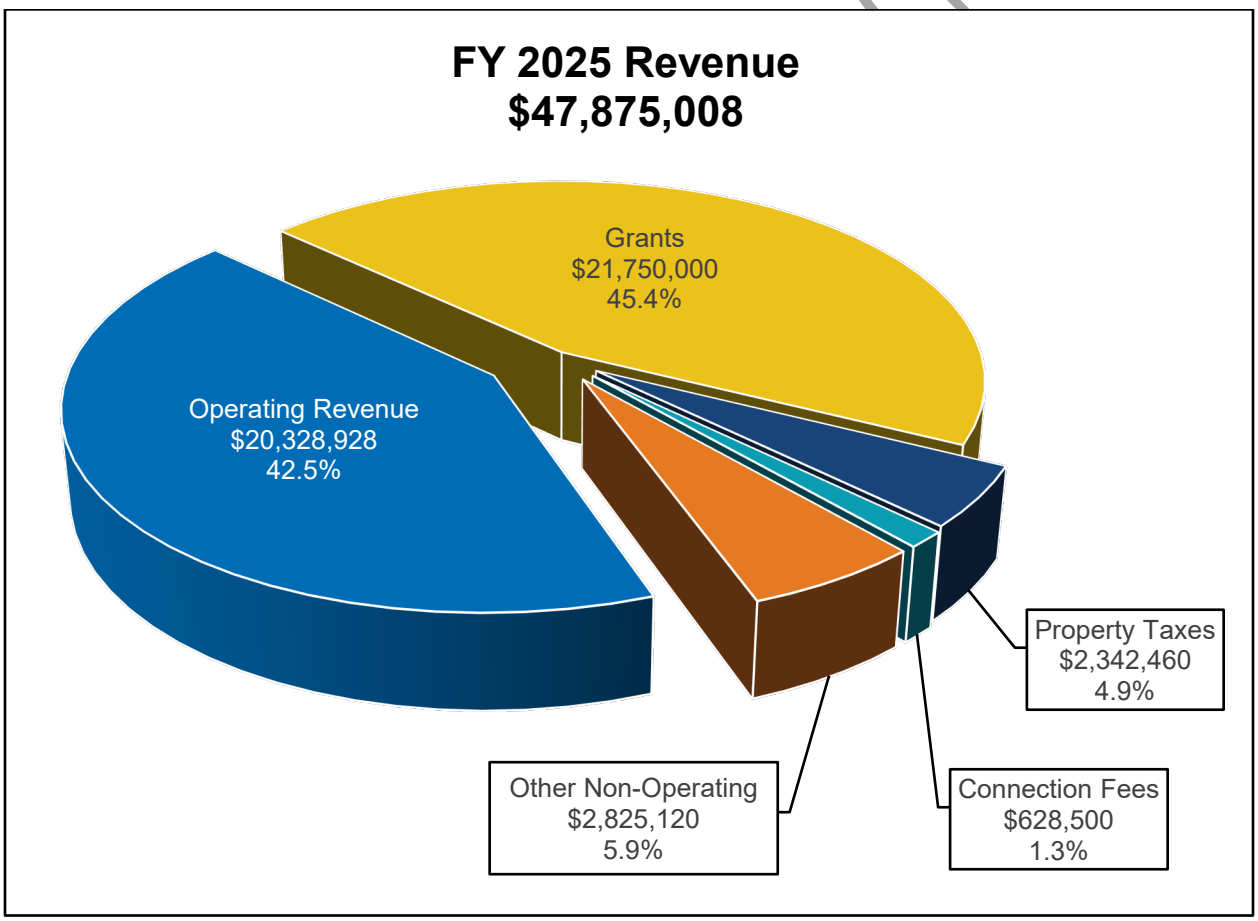
Total Revenue for Fiscal Year 2025

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

For FY 2025, the Operating Revenue and Non-Operating Revenue budgets amounted to $20,328,928 and $27,546,080, respectively, for a total revenue budget of $47,875,008 as shown in **Figure 12** below. Significant sources of funding are grants expected for capital improvement projects. These state and federal grants have allowed MSWD to adopt a budget that includes capital improvements with no projected fee or rate increases for its services.

CHANGE

Figure 12: Total Revenue by Type for FY 2025



Summary of Revenue by Year

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

For FY 2025, Operating Revenue and net Non-Operating Revenue amounted to $20,328,928 and $27,546,080, respectively, for a combined total revenue of $47,875,008 as shown in **Table 15**. FY 2025 Operating Revenue decreased minimally compared to FY 2024. However, FY 2025 Non-Operating Revenue decreased significantly compared to FY 2024 mainly due to the decrease in the use of grants for capital improvement projects, in particular the final construction of the Regional Water Reclamation Facility expected to be completed in early FY 2025.

DRAFT SUBJECT TO CHANGE

Table 15: Summary of Revenue by Fiscal Year

Revenue Source	FY 2025	FY 2024*	FY 2023*
Operating Revenue			
Base Service Charge	$2,924,400	$2,924,400	$2,886,840
Water Consumption	$8,648,376	$9,200,400	$9,171,804
Meter Installations	$122,520	$122,520	$73,800
Sewer Service	$7,380,000	$7,388,400	$7,570,000
Other Operating Revenue	$1,011,532	$1,306,132	$1,231,716
Standby Charges	$238,500	$245,916	$248,244
Fats, Oils, and Grease Fees	$3,600	$4,020	$4,020
Sub-Total Operating Revenue	$20,328,928	$21,191,788	$21,186,424
Non-Operating Revenue			
Connection Fees	$628,500	$922,659	$844,440
Property Taxes	$2,342,460	$2,263,200	$2,099,989
Solar Credits	$350,000	$250,000	$225,000
Site Rentals	$100,800	$100,800	$77,352
Investment Income	$2,274,120	$1,187,472	$1,212,459
Unrealized Gains/(Losses)	$100,200	$101,700	($311,964)
Grants	$21,750,000	$69,850,000	$42,849,311
Sub-Total Non-Operating Revenue	$27,546,080	$74,675,831	$46,996,587
Total Revenue	$47,875,008	$95,867,619	$68,183,011

* - Revised after midyear Board approval.

Operating Fund Revenue Over Expenditures by Fund

Table 16 provides a breakdown of operating revenue and expenditures by fund for FY 2025. The table shows a Net Operating Loss of $6,748,934 for FY 2025.

Table 16: Operating Fund Revenue Over Expenditures by Fund for FY 2025

	Combined District's Total Funds	Operating Funds		
		General District	Water District	Sewer District
Operating Revenues	$20,328,928	$0	$12,902,728	$7,426,200
Operating Expenses				
Customer Accounts	$1,950,344	$954,948	$995,396	$0
Buildings and Grounds	$210,444	$210,444	$0	$0
Vehicle Maintenance	$665,452	$665,452	$0	$0
Central Services	$1,110,539	$1,110,539	$0	$0
Administration	$2,786,887	$2,786,887	$0	$0
Information Technology	$1,845,336	$1,845,336	$0	$0
Board of Directors	$486,092	$486,092	$0	$0
Public Affairs	$1,187,324	$981,740	$205,584	$0
Human Resources	$521,128	$521,128	$0	$0
Engineering	$1,183,748	$1,067,748	$81,000	$35,000
Accounting	$651,840	$651,840	$0	$0
Pumping	$4,446,647	$0	$4,446,647	$0
Transmission & Distribution	$2,739,099	$0	$2,739,099	$0
Collections	$586,236	$0	$0	$586,236
Treatment	$2,060,278	$0	$0	$2,060,278
Disposal	$1,263,016	$0	$0	$1,263,016
Depreciation	$5,089,296	$343,080	$2,762,016	$1,984,200
Administrative Costs Allocated	($1,705,944)	($11,625,234)	$6,443,646	$3,475,644
Total Operating Expense	**$27,077,762**	**$0**	**$17,673,388**	**$9,404,374**
Net Operating Loss	**($6,748,934)**	**$0**	**($4,770,660)**	**($1,978,174)**

DRAFT AND SUBJECT TO CHANGE

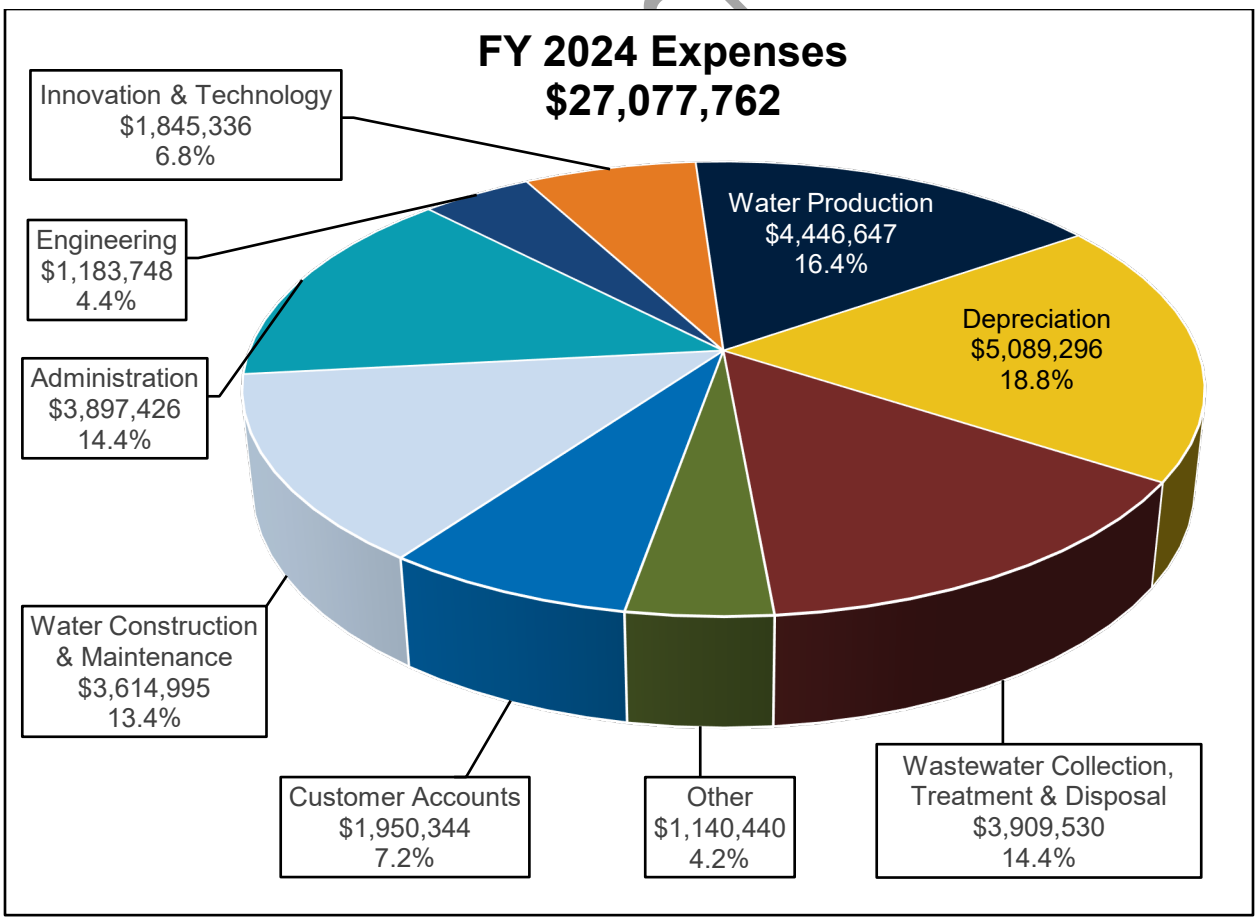
Total Expenses for Fiscal Year 2025

Operating expenses for FY 2025, amount to $27,077,762 as shown in **Figure 13** below, representing an increase of $2,166,336 from FY 2024. To keep up with an increase in contract work, the District added a new Contracts Analyst position. There is also an expected increase in Electric expense of at least 20% over FY 2024. The RWRF is coming online increasing operating costs. Finally, the increase in operating expenses also reflects an increase in deferred maintenance cost on District pipeline and equipment that is being addressed in FY 2025. For FY 2025, the Board approved a 4.78% Cost of Living Adjustment (COLA) as recommended by the Human Relations Committee.

There is also $44,810,257 in capital improvement expenses made up primarily by the final construction of the RWRF Conveyance and septic to sewer conversion projects. There are several developer driven projects for Wells 34 and 35, and the beginning of construction for the new administrative building, of approximately $3.9 million and $5 million, respectively. The District continues to prioritize capital improvements that can be covered by grant revenue.

SUBJECT TO CHANGE

Figure 13: Total Expenses by Type for FY 2025



Operating Fund Revenue Over Expenditures by Year

Table 17 provides a breakdown of operating revenue and expenditures by fund for FY 2025. The table shows a Net Operating Loss of $6,748,834 for FY 2025, which is higher compared to FY 2024.

Table 17: Operating Fund Revenue Over Expenditures by Fiscal Year

	FY 2025	FY 2024*	FY 2023*
Operating Revenues	$20,328,928	$21,191,788	$21,186,424
Operating Expenses			
Customer Accounts	$1,950,344	$1,554,165	$2,096,048
Buildings and Grounds	$210,444	$180,441	$155,360
Vehicle Maintenance	$665,452	$655,244	$488,084
Central Services	$1,110,539	$865,210	$780,891
Administration	$2,786,887	$2,121,964	$3,250,786
Information Technology	$1,845,336	$1,060,397	$1,096,512
Board of Directors	$486,092	$538,746	$399,776
Public Affairs	$1,187,324	$748,817	$770,665
Human Resources	$521,128	$434,304	$382,500
Engineering	$1,183,748	$1,042,829	$1,023,476
Accounting	$651,840	$615,316	$536,796
Pumping	$4,446,647	$4,372,282	$3,507,755
Transmission & Distribution	$2,739,099	$2,470,251	$2,327,279
Collections	$586,236	$720,040	$512,448
Treatment	$2,060,278	$1,825,696	$2,159,312
Disposal	$1,263,016	$1,212,991	$850,198
Depreciation	$5,089,296	$4,449,600	$4,025,551
Administrative Costs Allocated	($1,705,944)	($1,127,928)	($1,236,444)
Total Operating Expense	**$27,077,762**	**$23,740,365**	**$23,126,993**
Net Operating Income (Loss)	**($6,748,834)**	**($2,548,577)**	**($1,940,569)**

* - Revised after midyear Board approval.

DRAFT AND SUBJECT TO CHANGE

Summary of Expenditures by Year

Table 18 provides a breakdown of operating expenses by year. The table shows an increase in operating expenses in FY 2025 compared to FY 2024.

Table 18: Summary of Expenditures by Fiscal Year

Operating Expenses	FY 2025	FY 2024*	FY 2023*
Salaries and Wages	$5,348,569	$5,034,711	$4,795,173
Employee Benefits	$1,082,658	$990,364	$928,302
Fringe Benefits	$2,774,643	$2,668,262	$2,686,731
Materials and Supplies	$2,549,640	$2,403,810	$1,926,622
Outside Services	$5,748,998	$4,937,125	$4,305,731
Groundwater Replenishment Fees	($164,652)	($145,944)	($130,668)
Utilities	$2,848,175	$2,363,631	$2,039,999
Director's Fees	$150,000	$60,000	$60,000
Engineering	$66,000	$66,000	$42,000
Insurance	$245,000	$210,100	$191,040
Audit	$60,000	$60,000	$66,000
Long-Range Financial Plan (Rate Study)	$96,000	$96,000	$72,000
Legal	$504,000	$504,000	$865,000
Fixed Assets	$1,826,664	$771,014	$2,051,157
Depreciation	$5,089,296	$4,449,600	$4,025,551
Standby Reports	$16,300	$16,300	$19,380
Dues and Subscriptions	$193,015	$78,402	$68,907
Training and Conferences	$263,600	$259,558	$254,152
Debt Issuance Cost	$0	$0	$184,008
Groundwater Management	$16,000	$20,000	$20,000
Other Expenses	$69,800	$55,360	$76,360
General District Allocation	($1,705,944)	($1,127,928)	($1,236,444)
Total Operating Expenses	**$27,077,762**	**$23,740,365**	**$23,126,993**

* - Revised after midyear Board approval.

DRAFT AND SUBJECT TO CHANGE

Long-Range Financial Plans

To maintain its financial strength, in 2016 the District developed a Long-Range Financial Rate Study and Model. The model utilized the current fiscal year budget, incorporating multiple year revenue and expense assumptions used to address anticipated operating and capital expenditures, resulting in a dynamic financial report. The capital expenditures are based on the Capital Improvement Program and estimates program costs over a 5-year term. In addition, the model provided the basis for certain criteria to be incorporated into financial policy development, such as debt management, and designated fund levels.

The 2016 Long-Range Financial Rate Study and Model is now outdated and in need of an update. While the District continues to monitor its long-term finances, it is necessary to perform an updated Rate Study and Model. In June of 2023, the District hired Raftelis Financial Consultants, Inc. to perform an updated Rate Study and Model. It is expected to be completed in December of 2024.

TO CHANGE





Capital & Debt

MSWD
Mission Springs Water District

CAPITAL & DEBT

Capital Improvements



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

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

Summary of Reserve

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

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

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

DRAFT AND SUBJECT TO CH

guidepost of Safety, Liquidity, and Yield. The District holds cash reserves for various purposes, the largest of which is a Capital Reserve Fund of approximately $45.7 million as of May 31, 2024 as shown in **Table 19** below.

Table 19: Summary of Reserve for FY 2025

Wells Fargo	Fund Total
Operating Cash Account	$13,661,006
CalTrust	
Liquidity Fund	$2,787,385
Short-Term Fund	$6,972,735
Medium-Term Fund	$22,286,082
Sub-Total CalTrust	**$32,046,202**
Total District Cash	**$45,707,208**

DRAFT NO CHANGE



Capital Improvement Program Summary

The District maintains a 5-year Capital Improvement Program. Currently, there are 96 projects in the Capital Improvement Program totaling $227,474,319. Funds expended on capital projects in the current year will be spent on projects approved by the Board of Directors in previous years (continuing appropriations) as well as the current year. Continuing appropriations from FY 2024 total $152,935,888 and additional projects added during FY 2025 total $76,083,806. However, only 75 projects totaling $44,820,257 will be funded from the FY 2025 Budget as shown in **Table 20** below.

Table 20: Capital Improvement Program Summary for FY 2025

Total Continuing Appropriations from FY 2024 Budget	$152,935,888
Total Capital Projects added for FY 2025 Budget	$76,083,806
Total Capital Projects completed in FY 2024	($1,545,375)
Final Capital and Continuing Appropriations for FY 2025 Budget	$227,474,319
Funded Projects for FY 2025 Budget	$44,820,257

Of the $44,820,257 to be funded during FY 2025, it is expected that $19,750,000 will be funds collected from Assessment Districts and Grants, giving a positive cashflow to the District of $25,070,257 from the District's Capital Reserve Fund as shown in **Table 21** below.

Table 21: Capital Improvement Program by Funding Source for FY 2025

Budgeted Cash Outflow Related to Capital Projects	$38,820,257
Expected Proceeds from Assessment Districts and Grants	($19,750,000)
Expected Net Cash Outflow Related to Capital Projects	($25,070,257)

Of the 75 projects in the 5-year Capital Improvement Program to be funded from the FY 2025 Budget, there are 3 projects totaling $6,049,661 for the General District, 43 projects totaling $22,895,900 for the Water District, 21 projects totaling $15,172,979 for the Sewer District, four equipment replacements totaling $357,400 for the Water District, and four equipment replacements for the Sewer District as shown in **Table 22** below.

Table 22: Capital Improvement Program by Fund for FY 2025

Budgeted Cash Outflow Related to Capital Projects	$38,820,257
3 Capital Projects Benefiting the General District	$6,049,661
43 Capital Projects Benefiting the Water District	$22,895,900
21 Capital Projects Benefiting the Sewer District	$15,172,979
4 Equipment Replacements Benefiting the Water District	$357,400
4 Equipment Replacements Benefiting the Sewer District	$334,317

DRAFT AND SUBJECT TO CHANGE

Capital Improvement Program Projects

The District maintains a 5-year Capital Improvement Program. Currently, there are 96 projects in the Capital Improvement Program totaling $227,474,319. Funds expended on capital projects in the current year will be spent on projects approved by the Board of Directors in previous years (continuing appropriations) as well as the current year. Continuing appropriations from FY 2024 total $152,935,888 and additional projects added during FY 2025 total $76,083,806. However, only 75 projects totaling $44,820,257 will be funded from the FY 2025 Budget as shown in **Table 23** below.

Table 23: Capital Improvement Program Projects for FY 2025

Description	Continuing Appropriations from FY 2024	Proposed/ Completed for FY 2025	Final for FY 2025	Fund in FY 2025 Budget
Sewer Line Encasement I-10 Crossing at Indian	$251,972	$0	$251,972	$0
Well Site – Worsley Rd North – 27 Acres	$39,326	$0	$39,326	$0
Well Site – Worsley – Env/Eng	$2,405	$0	$2,405	$0
Prelim Des/Eng Horton WWTP Expansion #5	$171,703	$0	$171,703	$0
Final Design Horton WWTP Expansion #5	$940,340	$0	$940,340	$0
Well #38 Design & Environmental	$375,000	$0	$375,000	$0
Horton WWTP Expansion #5	$13,404,000	$0	$13,404,000	$0
EIR Horton WWTP Expansion #5	$71,416	$0	$71,416	$0
Well #42	$4,739,000	$0	$4,739,000	$1,475,000
1530 Zone Redbud Tank #2 Land & Construction	$80,000	$0	$80,000	$0
I-10 & Indian Sewer Collection System	$652,000	$0	$652,000	$0
Mission Creek – 80 Acres Land	$328,000	($328,000)	$0	$0
Regional Wastewater Reclamation Facility	$53,049,300	$0	$53,049,300	$3,127,725
Area M-2 (AD #15)	$11,450,000	$0	$11,450,000	$8,000,000
Conveyance Line from LS to RWRF	$8,300,000	$0	$8,300,000	$2,120,528
Chromium-6 Compliance Study	$200,000	$0	$200,000	$181,360

DRAFT AND SUBJECT TO CHANGE

Description	Continuing Appropriations from FY 2024	Proposed/ Completed for FY 2025	Final for FY 2025	Fund in FY 2025 Budget
Horton WWTP Influent Pump Station Odor Control	$730,000	$0	$730,000	$82,030
Well 29 Chromium-6 Treatment Design	$200,000	$0	$200,000	$0
Area J-2	$300,000	$0	$300,000	$6,146
Horton WWTP ASU Demolition	$167,275	$0	$167,275	$0
Horton WWTP Percolation Ponds (2)	$380,000	$0	$380,000	$29,786
Areas H & I Design & Engineering	$460,000	$0	$460,000	$123,679
Block Wall at Corp Yard & Wastewater Facility	$155,000	$0	$155,000	$0
Block Wall & Fence at Terrace Reservoir	$226,288	$0	$226,288	$0
Booster Pump Rehabilitation Program	$150,000	($150,000)	$0	$0
Modular Enclosure-Chlorine Equip/Well Sites	$124,180	$0	$124,180	$35,763
Pavement Repairs – Corporate Yard	$345,575	$0	$345,575	$50,000
Terrace Reservoir No. 1	$754,343	$2,000,000	$2,754,343	$2,723,675
Terrace Reservoir No. 2	$814,461	$2,000,000	$2,814,461	$2,782,086
Terrace Reservoir No. 3	$361,363	$2,000,000	$2,361,363	$2,330,480
Vista Reservoir Rehabilitation	$975,427	$0	$975,427	$848,399
Well Rehabilitation Program – Well 22	$1,560,000	$0	$1,560,000	$955,492
Horton WWTP Above Ground Piping & Appurtenance Rehab	$150,000	$0	$150,000	$25,000
Horton WWTP SCADA Upgrades	$129,008	$0	$129,008	$25,000
Areas A & G Design & Engineering	$1,600,000	$0	$1,600,000	$1,028,499
Administration Building	$33,300,000	$0	$33,300,000	$5,000,000
2020 Water CIP Pipeline Replacement	$2,264,975	$0	$2,264,975	$250,000

DRAFT AND SUBJECT TO CHANGE

Description	Continuing Appropriations from FY 2024	Proposed/ Completed for FY 2025	Final for FY 2025	Fund in FY 2025 Budget
Sewer System Collections	$750,000	$0	$750,000	$188,992
Well and Reservoir Sites Security Cameras	$225,075	$0	$225,075	$50,000
Emergency Backup Generator Well 27/31	$411,002	$0	$411,002	$389,142
Emergency Backup Generator Well 32	$300,331	$0	$300,331	$278,564
Emergency Backup Generator Well 37	$300,331	$0	$300,331	$278,527
Filtration for Horton WWTP	$1,500,000	$0	$1,500,000	$0
GQPP Area D3-1 Sewer Design	$156,000	$0	$156,000	$146,789
Portable Booster/Transfer Pump	$180,000	($180,000)	$0	$0
Trailer Mounted Portable Generators	$537,375	($537,375)	$0	$0
Reservoir Rehabilitation Program Design FY 2022	$120,000	$0	$120,000	$120,000
Well Rehabilitation Program Design FY 2022	$120,000	$0	$120,000	$64,424
Supplemental Environmental Project	$550,000	$0	$550,000	$10,000
Administration Office Repairs (Drywall & Paint)	$135,000	$0	$135,000	$99,661
Pierson Boulevard Slurry Seal Project	$183,000	$0	$183,000	$183,000
Riverside Co. Mountain View Resurfacing Project	$33,000	$0	$33,000	$33,000
Well 35 Equipment Installation	$2,700,000	$0	$2,700,000	$2,680,679
Well 34 Rehabilitation	$475,000	$0	$475,000	$123,062
Well 34/35 Intertie	$1,100,000	$0	$1,100,000	$1,096,825
19th-20th Ave & Little Morongo Roadway Project	$309,000	$0	$309,000	$207,862
John Deere 3032E Compact Utility Tractor	$32,000	$0	$32,000	$0
Muffin Monster 6-inch Inline Grinder	$17,100	$0	$17,100	$17,100
Wachs ERV-750 Valve Machine	$42,000	$0	$42,000	$42,000

DRAFT AND SUBJECT TO CHANGE

Description	Continuing Appropriations from FY 2024	Proposed/ Completed for FY 2025	Final for FY 2025	Fund in FY 2025 Budget
2024 – New Meters 3/4-inch to 2-inch	$350,000	($350,000)	$0	$0
ERP System Replacements	$1,710,000	$0	$1,710,000	$900,000
Energy Conservation and Efficiency Plan	$50,000	$100,000	$150,000	$71,865
Hurricane Hilary – 13th Avenue	$100,000	$100,000	$200,000	$186,666
Hurricane Hilary – Thomas Avenue	$105,000	$145,000	$250,000	$237,128
Hurricane Hilary – Indian Canyon	$230,000	$0	$230,000	$212,272
Hurricane Hilary – Little Morongo Road	$30,000	$0	$30,000	$30,000
Hurricane Hilary – Mission Lakes Boulevard	$650,000	($125,000)	$525,000	$508,247
GEHL TH842 Telehandler	$177,317	$500	$177,817	$177,817
Case 570N EP Skip Loader	$124,000	$500	$124,500	$124,500
John Deere Gator TE Model (1 of 2)	$15,500	$500	$16,000	$16,000
John Deere Gator TE Model (2 of 2)	$15,500	$500	$16,000	$16,000
John Deere JD210P Skip Loader	$0	$157,300	$157,300	$157,300
Vacuum Excavator	$0	$143,000	$143,000	$143,000
Wachs ERV-750 Valve Machine	$0	$45,000	$45,000	$45,000
Axle Weighing System	$0	$15,070	$15,070	$15,070
Belt Press Horizontal Screw Replacement	$0	$22,775	$22,775	$22,775
Headworks Grit Classifier Screw Replacement	$0	$96,076	$96,076	$96,076
Horton Aviligon Camera System	$0	$71,886	$71,886	$71,886
JWC Auger Replacement	$0	$28,898	$28,898	$28,898
Odor Control Grease Filter	$0	$17,000	$17,000	$17,000
PSC – WPSV Intertie	$0	$358,010	$358,010	$0

DRAFT AND SUBJECT TO CHANGE

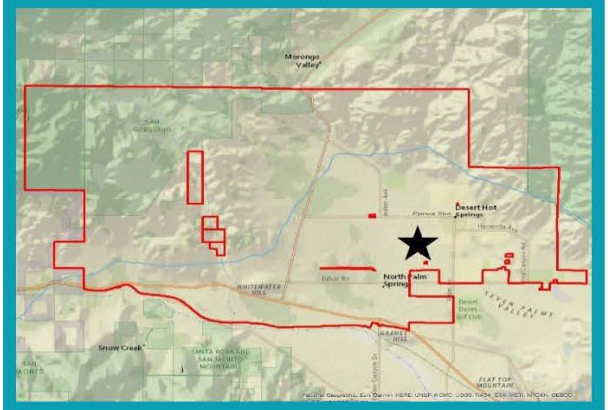
Description	Continuing Appropriations from FY 2024	Proposed/ Completed for FY 2025	Final for FY 2025	Fund in FY 2025 Budget
Water Line Replacement in Easements	$0	$64,000,000	$64,000,000	$300,000
Chlorine Enclosures	$0	$169,474	$169,474	$169,474
Gateway PLC Upgrade	$0	$23,150	$23,150	$23,150
Highland Solar & Communications Upgrade	$0	$23,442	$23,442	$23,442
Little Morongo Booster Install	$0	$167,605	$167,605	$167,605
Low Desert View Booster Rehabilitation	$0	$69,304	$69,304	$69,304
Qual Altitude Valve Upgrade	$0	$40,033	$40,033	$40,033
SCADA Server Upgrade	$0	$24,341	$24,341	$24,341
Terrace Booster Rehabilitation Project	$0	$119,304	$119,304	$119,304
Terrace Cla-Val Replacement	$0	$112,617	$112,617	$112,617
Well 25A Rehabilitation	$0	$104,211	$104,211	$104,211
Well 26A Fencing & Electrical Pole Project	$0	$56,901	$56,901	$56,901
GIS ESRI - SBITA	$0	$140,000	$140,000	$140,000
GIS Cityworks - SBITA	$0	$270,000	$270,000	$270,000
M-2 Waterline Replacement	$0	$3,574,309	$3,574,309	$2,900,000
Total	**$152,935,888**	**$74,538,431**	**$227,474,319**	**$44,820,257**

DRAFT AND SUBJECT TO CHANGE



Capital Improvement Program Project Information

Capital Improvement Project Information
New Administrative Building



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
New Administrative Building

Job Number: 11621

PROJECT TYPE:
Facility Improvements

ESTIMATED SCHEDULE:
DESIGN: To be completed by 12/2024
CONSTRUCTION: 03/2025 – 02/2026

FUNDING SOURCE:
MSWD Funds, State Funds,
Grant Funds

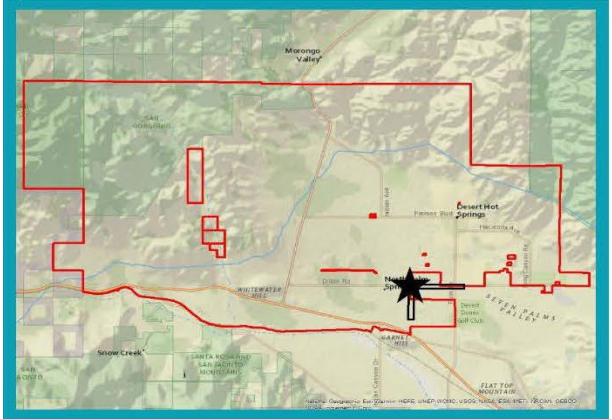
PROJECT MANAGER:
E. Weck

CIP ACCOUNT NO.: 101 General Fund

PROJECT DESCRIPTION: Mission Springs Water District strives to provide the best quality water and wastewater service to its customers. Over the past several decades, Mission Springs Water District has grown and seeks to construct a new Administrative Building to allow the District to grow and continue to provide service to its customers.

PROJECT BUDGET (FY 24/25):
DESIGN: $1,950,000
CONSTRUCTION: $31,350,000
TOTAL: $33,300,000

Capital Improvement Project Information
Conveyance Line Construction



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Conveyance Line Construction

Job Number: 11426

PROJECT TYPE:
Wastewater Construction

ESTIMATED SCHEDULE:
DESIGN: 06/2022
CONSTRUCTION: 02/2023 – 12/2024

FUNDING SOURCE:
MSWD Funds
State Funds

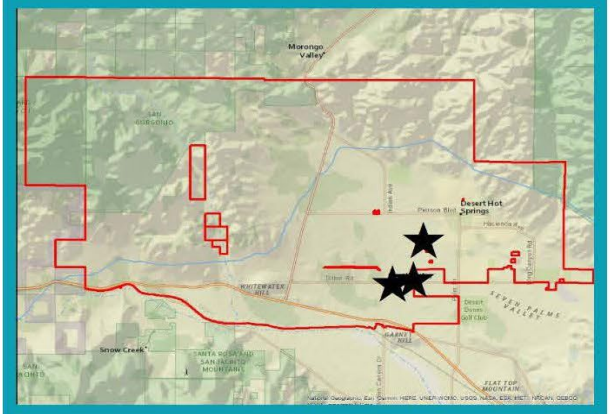
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 301 Sewer Fund

PROJECT DESCRIPTION: MSWD's new West Valley Conveyance Line is one of three concurrent projects that will provide wastewater flows to the District's new Regional Water Reclamation Facility. The West Valley Conveyance Line project includes a force main from the existing Dos Palmas Lift Station at Dillon Road and Avenida Manzana to Little Morongo Road and Dillon Road. From there, a gravity line will bring flows down to the new regional plant.

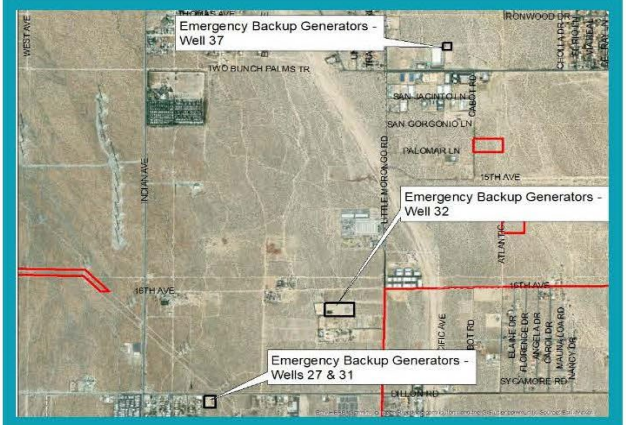
PROJECT BUDGET (FY 24/25):
CONSTRUCTION: $7,450,000
INSPECTION/CONSTRUCTION ENGINEERING: $850,000
TOTAL: $8,300,000

Capital Improvement Project Information
Emergency Generator Backup – Various Well Locations



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Emergency Generator Backup – Wells

Job Numbers: 11666, 11667, 11668

PROJECT TYPE:
Emergency Preparedness

ESTIMATED SCHEDULE:
DESIGN: 7/2023
CONSTRUCTION: 01/2024 – 12/2024

FUNDING SOURCE:
MSWD Funds
State Funds

PROJECT MANAGER:
E. Weck / S. Ledbetter

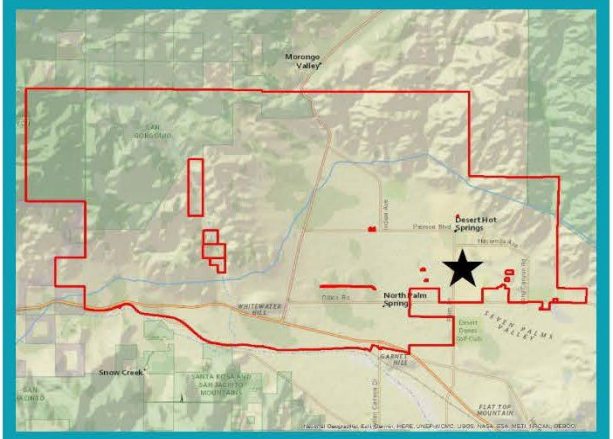
CIP ACCOUNT NO.: 201 Water Fund

PROJECT DESCRIPTION: As part of MSWD's emergency response plan, this project will add fixed base generators with automatic transfer switches at four well sites. Currently, in the design process, the generators will minimize water delivery impacts to our customers in the event of a power outage or Public Safety Power Shutoff by Southern California Edison. Wells 27, 31, 32 and 37 will benefit from this project.

PROJECT BUDGET (FY 24/25):
DESIGN: $96,000
CONSTRUCTION: $915,664
TOTAL: $1,011,664

Capital Improvement Project Information

Horton Wastewater Treatment Plant Upgrade – Tertiary Filtration



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
HWWTP Upgrade – Filtration

Job Number: 11689

PROJECT TYPE:
Horton Wastewater Facility Improvements

ESTIMATED SCHEDULE:
DESIGN: 03/2022
CONSTRUCTION: On hold-pending grant funding

FUNDING SOURCE:
MSWD Funds

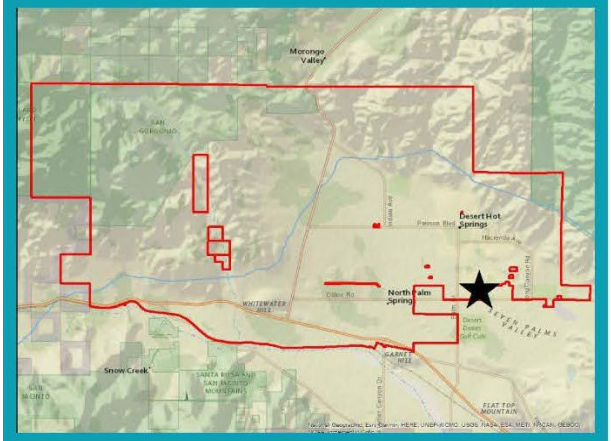
PROJECT MANAGER:
E. Weck/S. Ledbetter

CIP ACCOUNT NO.: 301 Sewer Fund

PROJECT DESCRIPTION: The Horton Wastewater Treatment Plant has experienced problems with poor infiltration rates in the percolation ponds due to the high concentration of suspended solids in the secondary effluent. The new WWTP Tertiary Effluent Filters will increase the pond efficiency as a reduction of the suspended solids concentration in the secondary effluent.

PROJECT BUDGET (FY24/25):
CONSTRUCTION: $1,360,000
INSPECTION/CONSTRUCTION ENGINEERING: $140,000
TOTAL: $1,500,000

Capital Improvement Project Information
M-2, Septic to Sewer Construction



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
M-2 Septic to Sewer Construction

Job Number: 11425

PROJECT TYPE:
Septic tank abatement / Assessment District

ESTIMATED SCHEDULE:
DESIGN: 09/2022
CONSTRUCTION: 12/2024 – 12/2025

FUNDING SOURCE:
Assessment District 15 Proceeds
State Grant Funds

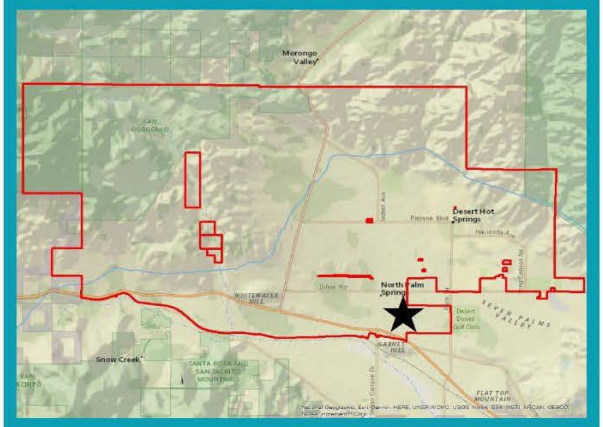
PROJECT MANAGER:
E. Weck/S. Ledbetter

CIP ACCOUNT NO.: 301 Sewer Fund

PROJECT DESCRIPTION: The Area M-2 Sewer Collection System will connect 695 parcels to the MSWD sewer systems and abate 405 on-site septic disposal systems. The Area M-2 Sewer Collection System is one of the three projects that comprise the Regional Water Reclamation Facility Project.

PROJECT BUDGET (FY 24/25):
CONSTRUCTION: $8,950,000
INSPECTION/CONSTRUCTION ENGINEERING: $1,500,000
TOTAL: $10,450,000

Capital Improvement Project Information
Regional Wastewater Treatment Facility



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Regional Wastewater Treatment Facility

Job Number: 11424

Project Type:
Wastewater Treatment Facility

ESTIMATED SCHEDULE:
DESIGN: 07/2021
CONSTRUCTION: 04/2022 – 07/2024

FUNDING SOURCES:
MSWD Funds
State Water Board Funds

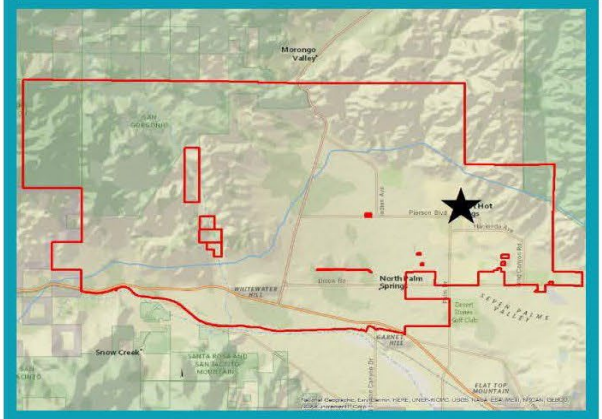
PROJECT MANAGER:
S. Ledbetter/E. Weck

CIP ACCOUNT NO.: 301 Sewer Fund

PROJECT DESCRIPTION: The project will construct a new 1.5 million gallon per day sequence batch reactor wastewater treatment plant. Project includes new operations and administration building that will house a solids processing area, chemical storage area, maintenance, electrical room, and blower room.

PROJECT BUDGET (FY 24/25):
CONSTRUCTION: $50,049,300
INSPECTION/CONSTRUCTION ENGINEERING: $3,000,000
TOTAL: $53,049,300

Capital Improvement Project Information
Terrace Reservoir 1



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Terrace Reservoir 1

Job Number: 11607

PROJECT TYPE:
Reservoir Tank Rehabilitation

ESTIMATED SCHEDULE:
DESIGN: 03/2021
CONSTRUCTION: On hold-additional funding needed

FUNDING SOURCE:
MSWD Funds

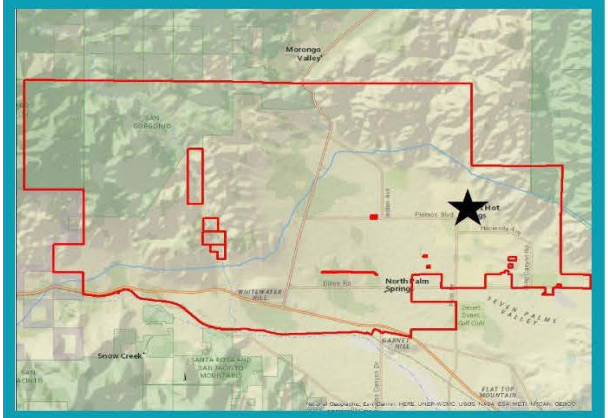
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO. 201 Water Fund

PROJECT DESCRIPTION: District staff has identified required rehabilitation and maintenance of the Terrace Reservoirs site to enhance safety and operations and maintenance activities of the three existing reservoirs.

PROJECT BUDGET (FY 24/25):
CONSTRUCTION: $2,654,343
INSPECTION/CONSTRUCTION ENGINEERING: $100,000
TOTAL: $2,754,343

Capital Improvement Project Information
Terrace Reservoir 2



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Terrace Reservoir 2

Job Number: 11608

PROJECT TYPE:
Reservoir Tank Rehabilitation

ESTIMATED SCHEDULE:
DESIGN: 03/2021
CONSTRUCTION: On hold-additional funding needed

FUNDING SOURCE:
MSWD Funds

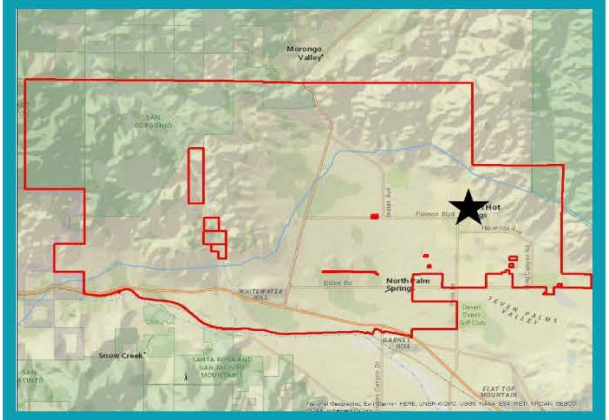
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO. 201 Water Fund

PROJECT DESCRIPTION: District staff has identified required rehabilitation and maintenance of the Terrace Reservoirs site to enhance safety and operations and maintenance activities of the three existing reservoirs.

PROJECT BUDGET (FY 24/25):
CONSTRUCTION: $2,670,461
INSPECTION/CONSTRUCTION ENGINEERING: $144,000
TOTAL: $2,814,461

Capital Improvement Project Information
Terrace Reservoir 3



LOCATION



LIMITS OF PROJECT

PROJECT TITLE:
Terrace Reservoir 3

Job Number: 11609

PROJECT TYPE:
Reservoir Tank Rehabilitation

ESTIMATED SCHEDULE:
DESIGN: 03/2021
CONSTRUCTION: On hold-additional funding needed

FUNDING SOURCE:
MSWD Funds

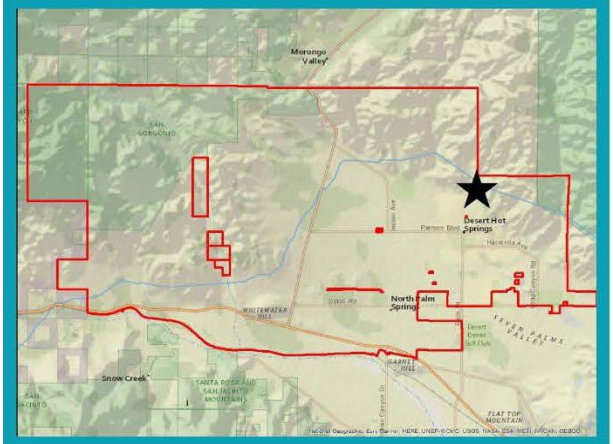
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO. 201 Water Fund

PROJECT DESCRIPTION: District staff has identified required rehabilitation and maintenance of the Terrace Reservoirs site to enhance safety and operations and maintenance activities of the three existing reservoirs.

PROJECT BUDGET (FY 24/25):
CONSTRUCTION: $2,295,363
INSPECTION/CONSTRUCTION ENGINEERING: $66,000
TOTAL: $2,361,363

Capital Improvement Project Information
Vista Reservoir Rehabilitation



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Vista Reservoir Rehabilitation

Job Number: 11610

PROJECT TYPE:
Reservoir Rehabilitation/Upgrade

ESTIMATED SCHEDULE:
DESIGN: 05/2021
CONSTRUCTION: 01/2024 – 09/2024

FUNDING SOURCE:
MSWD Funds

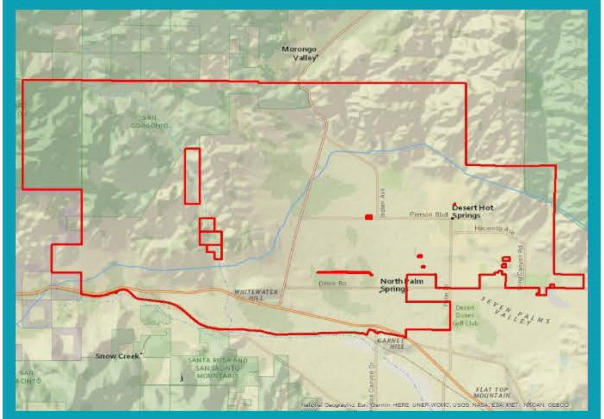
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO. 201 Water Fund

PROJECT DESCRIPTION: Rehabilitation of existing 300,000 gallon reservoir.

PROJECT BUDGET (FY 24/25):
DESIGN: $170,000
CONSTRUCTION: $805,427
TOTAL: $975,427

Capital Improvement Project Information
Water Master Plan and Sewer Master Plan



LOCATION

PROJECT TITLE:
Water Master Plan and Sewer Master Plan

Job Number: 11347 (Water Master Plan), 11348 (Sewer Master Plan)

PROJECT TYPE:
District Planning

VICINITY MAP

DISTRICT WIDE

LIMITS OF PROJECT

ESTIMATED SCHEDULE:
PLAN PREPARATION: 07/2024

FUNDING SOURCE:
MSWD Funds

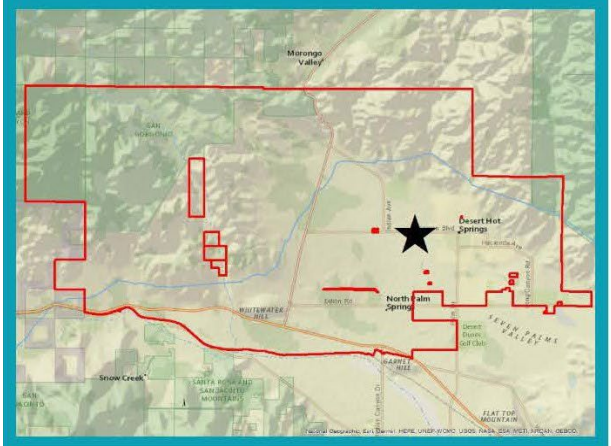
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 201 Water Fund,
301 Sewer Fund

PROJECT DESCRIPTION: MSWD's Water and Wastewater Master Plans are essential tools in identifying current and future system improvements. They allow the District to plan for and meet the ever-changing/growing water and wastewater needs within our service area. The current plans were completed 2005 and 2007, and since that time several projects identified in them have been implemented. This combined with regulatory changes and new District produces that govern how we store, manage, and treat water, dictate that a comprehensive update is necessary.

PROJECT BUDGET (FY 24/25):
Cost: $635,300

Capital Improvement Project Information
Well 22 Rehabilitation



LOCATION



VICINITY MAP

LIMITS OF PROJECT

PROJECT TITLE:
Well 22 Rehabilitation

Job Number: 11611

PROJECT TYPE:
Reservoir Rehabilitation/Upgrade

ESTIMATED SCHEDULE:
DESIGN: 06/2023
CONSTRUCTION: 12/2023 – 07/2024

FUNDING SOURCE:
MSWD Funds

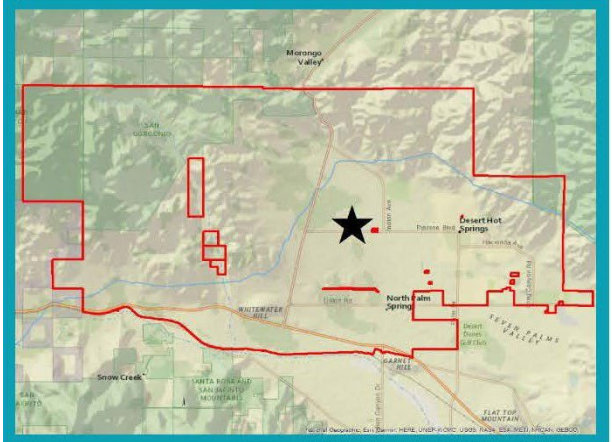
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 201 Water Fund

PROJECT DESCRIPTION: Well 22 needs maintenance and rehabilitation. Well improvements include downhole rehabilitation and chemical treatment, new discharge piping and outlet systems, electrical panels, and new pump improvements.

PROJECT BUDGET (FY 24/25):
CONSTRUCTION: $1,460,000
INSPECTION/CONSTRUCTION ENGINEERING: $100,000
TOTAL: $1,560,000

Capital Improvement Project Information
Well 34/35 Intertie



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Well 34/35 Intertie

Job Number: 11743

PROJECT TYPE:
Well Rehabilitation/Upgrade

ESTIMATED SCHEDULE:
DESIGN: 07/2023
CONSTRUCTION: 05/2024 – 02/2025

FUNDING SOURCE:
Developer Funded

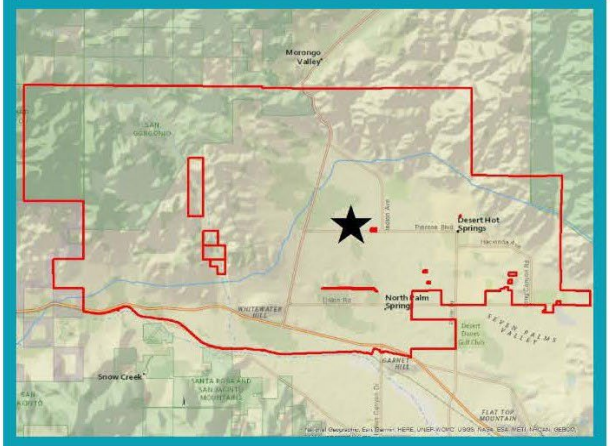
PROJECT MANAGER:
E. Weck

CIP ACCOUNT NO.: 201 Water Fund

PROJECT DESCRIPTION: 18-inch water main along Karen Avenue connecting Well 34 and Well 35.

PROJECT BUDGET (FY 24/25):
DESIGN: $100,000
CONSTRUCTION: $1,000,000
TOTAL: $1,100,000

Capital Improvement Project Information
Well 34 Rehabilitation



LOCATION



LIMITS OF PROJECT

PROJECT TITLE:
Well 34 Rehabilitation

Job Number: 11742

PROJECT TYPE:
Well Rehabilitation/Upgrade

ESTIMATED SCHEDULE:
DESIGN: 06/2023
CONSTRUCTION: 09/2023-12/2024

FUNDING SOURCE:
Developer Funded

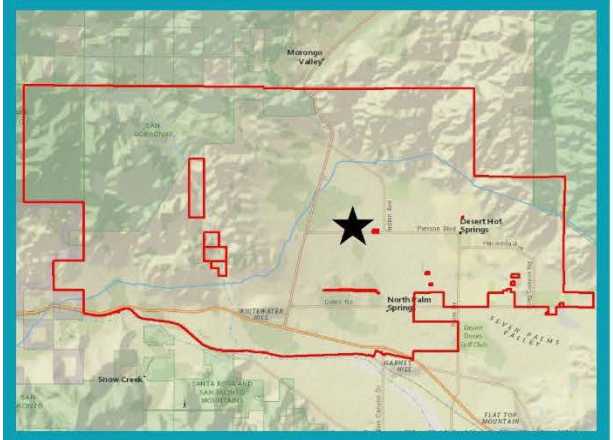
PROJECT MANAGER:
E. Weck

CIP ACCOUNT NO.: 201 Water Funds

PROJECT DESCRIPTION: Rehabilitation of Well 34 will include chemical treatment, brushing, and bailing of casing pipe; and other necessary enhancements.

PROJECT BUDGET (FY 24/25):
DESIGN: $25,000
CONSTRUCTION: $450,000
TOTAL: $475,000

Capital Improvement Project Information
Well 35 Equipment Installation



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Well 35 Equipment Installation

Job Number: 11741

PROJECT TYPE:
Well Rehabilitation/Upgrade

ESTIMATED SCHEDULE:
DESIGN: 09/2022 – 07/2023
CONSTRUCTION: 01/2024 – 12/2024

FUNDING SOURCE:
Developer provided deposit

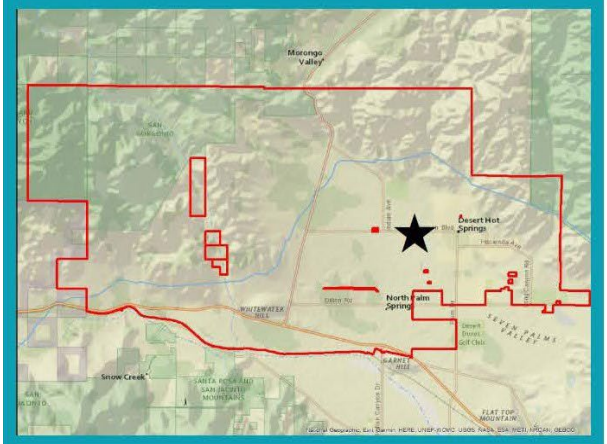
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 201 Water Fund

PROJECT DESCRIPTION: Well 35 was drilled as part of the original development of Skyborne. This project will provide the pump, motor, shelter, and all necessary electrical equipment to bring Well 35 into operation.

PROJECT BUDGET (FY 24/25):
DESIGN: $100,000
CONSTRUCTION: $2,600,000
TOTAL: $2,700,000

Capital Improvement Project Information
Well 42 Construction



LOCATION



VICINITY MAP

LIMITS OF PROJECT

PROJECT TITLE:
Well 42 Construction

Job Number: 11147

PROJECT TYPE:
Well Construction

ESTIMATED SCHEDULE:
DESIGN: 09/2020
CONSTRUCTION: 01/2021 – 12/2024

FUNDING SOURCE:
MSWD Funds

PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 201 Water Fund

PROJECT DESCRIPTION: Currently, under construction, the well will provide an additional water source for MSWD's 1240 and 1400 pressure zones.

PROJECT BUDGET (FY 24/25):
CONSTRUCTION: $4,389,000
INSPECTION/CONSTRUCTION ENGINEERING: $350,000
TOTAL: $4,739,000

Debt Service Fund Detail

At the beginning of FY 2024 the District had approximately $22 million in outstanding long-term debt. $7 million of this debt is related to the Groundwater Quality Protection Program which has been expanding the District's sewer collection system and converting septic systems in the area for over 19 years. It is secured by assessment districts (not sanitary sewer rates) passed by local voters and the District uses collections from those assessments to service the debt payments. Included in the $22 million is $15 million in debt for cashflow support through the construction of the RWRF. **Table 24** is a summary of the long-term debt and the amounts expected to be paid in FY 2025.

Table 24: Long-Term Debt Service Fund Detail for FY 2025

Long-Term Debt	Beginning Balance	(Paid)/Added in FY 2024	Ending Balance	Due in FY 2025
Special Assessment Bonds – Assessment District #7	$31,000	($15,000)	$16,000	$16,000
COP – U.S. Department of Agriculture – 2001	$229,801	($8,600)	$221,201	$8,900
Installment Sale Agreement – City National Bank – 2017	$969,213	($263,792)	$705,421	$271,497
Installment Sale Agreement – Hollman Capital Corporation	$197,140	($16,274)	$180,866	$16,963
SWRCB – Assessment District #12, Phase IV	$2,927,216	($238,111)	$2,689,105	$243,350
Installment Sale Agreement – City National Bank – 2013	$777,281	($60,592)	$716,689	$63,102
Installment Sale Agreement – BBVA Compass Bank – 2014	$1,790,434	($1,790,434)	$0	$0
Installment Sale Agreement – Wells Fargo Bank - 2023	$15,000,000	($0)	$15,000,000	$15,000,000
Total Long-Term Debt	**$21,922,085**	**($2,392,803)**	**$19,529,282**	**$15,619,812**

DRAFT AND SUBJECT TO CHANGE

Assessment District #7 Special Assessment Bonds

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

Certificates of Participation – United States Department of Agriculture

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

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

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

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

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

Mission Creek – 80 Acres

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

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

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

DRAFT AND SUBJECT TO CHANGE

principal and interest payments due annually on January 31 beginning in 2015, final payment is due January 31, 2034.

Assessment District #12, Phase V

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

Assessment District #12, Phase VI

On November 1, 2014, the District entered into an installment sales agreement with BBVA Compass Bank in the amount of $2,700,000. The proceeds were used to purchase Assessment District #12 bonds totaling $2,582,000 for Phase VI costs. The interest rate on the installment sales agreement is 3.95% per annum. Interest on the bonds is payable semi-annually on March 2 and September 2. Principal matures on March 2 and September 2 of each year through 2029. On October 25, 2023 the District received a payoff demand from PNC Bank (formerly BBVA Compass) for the balance of the loan. The District paid the balance on this loan on November 30, 2023 via wire transfer.

Installment Sales Agreement – Nancy Wright Regional Water Reclamation Facility

On January 26,2023, the District entered into an installment sales agreement with Wells Fargo Bank in the amount of $15,000,000. The proceeds were used for cashflow resources while the District waits to submit a grant reimbursement for the Nancy Wright Regional Water Reclamation Facility. The final grant submittal approval was received on June 1, 2023, and the first grant disbursement is expected in August 2023. The interest rate on the installment sales agreement is 3.99% per annum. Interest only payments are due every month and the principal matures on January 25, 2025.



DRAFT AND SUBJECT TO CHANGE



Department Information

MSWD
Mission Springs Water District

DEPARTMENT INFORMATION

Department Descriptions

The Board sets the overall organization-wide goals that support the District's mission and strategic plan. The divisions and departments are the link that converts planning into action. Divisions, departments, and full-time equivalent (FTE) positions are shown in **Table 25** below.

Table 25: Organizational Divisions, Departments, and FTEs for FY 2025

Division	Department	FY 2025 FTEs
Executive	Board of Directors	(5)
	Office of the General Manager	2
Administration	Administration	4
	Human Resources	1
	Public Affairs	1
Engineering	Engineering & Water Resources	6
Finance	Accounting	5
	Customer Service	4
	Finance	1
	Innovation & Technology	1
Operations & Maintenance	Construction & Maintenance	11
	Field Services	4
	Operations Administration	1
	Water Production	4
	Wastewater Collection	2
	Wastewater Treatment & Disposal	7
	Total FTEs	**54**

Note: Board of Directors are not included in the FTE count for the District.

DRAFT AND SUBJECT TO CHANGE

Each department summary that follows will be formatted as follows, if applicable:

- Description of Services Provided – A short overview and explanation of the services provided by the department.
- Staffing – Full-time and part-time positions budgeted for the department.
- 2023-2024 Accomplishments – Notable achievements accomplished by the department.
- 2024-2025 Goals and Objectives – The planned tasks of the department that support the overall District goals as outlined in the Strategic Plan.
- Performance Measures – Specific quantitative measures of work performed by the department that help the District to assess the effectiveness and efficiency of the department.
- Operating Expenses – A summary of budget data by expense type of the current budget year.

Executive Division

Board of Directors & Office of the General Manager

Description of Services Provided

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

The General Manager is the liaison to the Board of Directors and oversees the day-to-day operations of the District. The General Manager provides leadership and initiates strategic planning to implement the goals and vision of the Board of Directors. The Strategic Plan provides guidance in establishing long-term organizational goals and the General Manager utilizes the talent and skills of the entire staff to fulfill the organizational objectives.

Staffing

The Board of Directors consists of five publicly elected members. The Office of the General Manager consists of two FTE positions as shown in **Table 26** below.

Table 26: Office of the General Manager FTE Positions for FY 2025

Office of the General Manager	FY 2025 FTEs
General Manager	1
Assistant General Manager	1
Total	**2**

2023-2024 Accomplishments

- Adopted a balanced FY 2023-2024 Budget Document in June 2023.
- Successfully negotiated the contract for new General Manager, Brian Macy, in August 2024.
- Developed a strategic plan culminating in the adoption of a new 2024 Strategic Plan from September 2023 to March 2024.
- Successfully reviewed and adopted a revised Board Compensation Resolution, encompassing board compensation, reimbursement, and travel policy in March 2024.
- Updated the Board of Directors Handbook to align with the new strategic plan and encouraged increased participation in leadership training in May 2024.

DRAFT AND SUBJECT TO CHANGE

- Vice President Griffith and Director Duff were honored with Special District Governance Certificates through the California Special District Leadership Foundation in September 2023. President Sewell and Director Martin completed the CSDA Leadership Academy in February 2024, while Director Mayrhofen has engaged in two of the five modules during Spring 2024.
- Director Duff was appointed to the ACWA Local Government and Groundwater and SGMA Implementation Subcommittee Committees in January 2024.
- Director Russ Martin was elected to the Riverside Countywide Oversight Board of Directors in September 2023.
- Members of the Board's Legislative Committee participated in lobbying efforts that secured more than $2.7 million in Community Projects grants to support the Groundwater Quality Protection Project (septic to sewer).
- Adopted an amended Article VI of the MSWD Wastewater Discharge Ordinance which sets new rules for commercial wastewater discharge and allows for new business growth in the region, March 2024.
- Throughout the year, members of the Board attended multiple industry conferences, representing the District:
    - ACWA Fall 2023 Conference, December 2023
    - ACWA Spring Conference, May 2024
    - ACWA Legislative Conference, February 2024 (Washington, DC)
    - ACWA Legislative Conference, April 2024 (Sacramento)
    - ACWA – Region 9 board meetings and tours, throughout the year
    - CSDA Annual Conference, September 2023
    - CSDA Leg Days, April 2024
    - Urban Water Institute Conference, February 2024

2024-2025 Goals and Objectives

SMART Goal 1.4 – Cultivate positive community relations and partnerships with industry, media, and legislative contacts.

- Participate in ACWA, CASA, CSDA, and other industry committees to help shape industry trends and bring back best practices to the organization.
- Apply for and receive individual and organizational certifications for leadership, transparency, and excellence and publish these accomplishments as an example of MSWD's leadership within the water/wastewater industries.

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Actively monitor new regulations and engage in the rulemaking process.

SMART Goal 2.2 – Support/Advocate regional development of local water supply and reduce reliance on imported supply.

- Participate in negotiations for the final determination of the Groundwater Sustainability Agency for basin within the District's service area, which include the San Gorgonio Pass Sub-Basin, the Mission Creek Sub-Basin, the Indio Sub-Basin, and the Desert Hot Springs Sub-Basin.

DRAFT AND SUBJECT TO CHANGE

SMART Goal 4.4 – Invest and look at ways to fortify infrastructure security.

- Optimize security preparedness at all sites.
- Identify, monitor, and resolve risks of flood, earthquake, or natural disaster.
- Invest in emergency backup generators and system redundancies for fail-safe operations.
- Enhance security measures at critical remote sites and standardize systems and software to manage these operations.

SMART Goal 4.5 – Ensure the District is prepared to react to manmade and natural emergencies.

- Continue to improve and refine the District's emergency response plan.
- Effectively communicate with outside agencies and emergency preparedness partners, including mutual response like CalWARN or first response personnel at the City and County.
- Continue to train District personnel in National Incident Management Systems (NIMS) to recommended levels and review the applicability of Web-EOC software programs.
- Ensure earthquake retrofitting of critical infrastructure is included in long-term planning activities, protecting District assets and those of the customers we serve.
- Participate in regional tabletop exercises to ensure staff are prepared for emergency situations.

SMART Goal 7.2 – Expand leadership development programs to enhance the knowledge and skills of employees.

- Leverage our member organizations, including ACWA, AWWA, CSDA, and CWEA to implement training initiatives to support leadership and succession planning to ensure a continuous pipeline of qualified individuals.
- Continue to hold regular GM/All-Hands meetings to create dialogue and promote organizational culture.

SMART Goal 7.5 – Cultivate a positive culture and teamwork among staff.

- Ensure the lines of communication are open for all employees.
- Employees experience camaraderie and teamwork through on-site employee events, and the company continues to recruit employees to the event committee to avoid committee burnout.
- Focus on maintaining high employee morale and a positive organizational culture.
- Ensure our workforce is ready to embrace Diversity, Equity, and Inclusion differences and continue routine training.

DRAFT AND SUBJECT TO CHANGE

Operating Expenses

The FY 2025 operating expenses for the Board of Directors are $486,092 as shown in **Table 27** below.

Table 27: Board of Directors Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$88,404
Employee Benefits	$15,408
Fringe Benefits	$49,080
Materials and Supplies	$1,200
Outside Services	$130,200
Director's Fees	$150,000
Training and Conferences	$52,000
Total Operating Expenses	**$486,092**

DRAFT AND SUBJECT TO CHANGE

Administration Division

Administration Department

Description of Services Provided

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

Staffing

The Administration Department consists of four FTEs as shown in **Table 28** below.

Table 28: Administrative FTEs for FY 2025

Administration Department	FY 2025 FTEs
Business Analyst	1
Contract Analyst	1
Executive Assistant	1
Administrative Assistant I/II	1
Total	**4**

2023-2024 Accomplishments

- Successfully secured grant funding from the AQMD Carl Moyer Program for replacement of a backhoe/loader.
- Updated the Mission Springs Water District Personnel Rules and Regulations.
- Hired Timmons to oversee the implementation of a work order and asset management software.
- Continued to work with and support the City of Desert Hot Springs, Riverside County Flood Control & Water Conservation District, Federal Emergency Response Agency, et. al. to response to the impacts of Tropical Storm Hilary.
- Continued to work with Consultants, State, and Local agencies to educate customers of the impacts of the implemented hexavalent chromium (Chromium-6) maximum contaminant level (MCL).
- Entered into an agreement for Information Technology (IT) Professional Services
- Hired three new employees.
- Promoted six employees.

DRAFT AND SUBJECT TO CHANGE

2024-2025 Goals and Objectives

SMART Goal 1.3 – Deliberate customer outreach also has a ripple effect of educating employees about the District. Employees can serve as ambassadors for the District, helping create and strengthen customer relationships.

- Create an internal Intranet as a hub for employee communications.

SMART Goal 1.4 – Cultivate positive community relations and partnerships with industry, media, and legislative contacts.

- Participate in ACWA, CASA, CSDA, and other industry committees to help shape industry trends and bring back best practices to the organization.
- Apply for and receive individual and organizational certifications for leadership, transparency, and excellence and publish these accomplishments as an example of MSWD's leadership within the water/wastewater industries.
- Pursue grants and projects that would benefit our customers.

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Actively monitor new regulations and engage in the rulemaking process.
- Solicit grant support to help pay for an MSWD weather station to obtain better precipitation and evaporation rates in our service area.
- Solicit grant funding to develop an Evaporative Cooler Maintenance and Replacement Program.

SMART Goal 2.2 – Support/Advocate regional development of local water supply and reduce reliance on imported supply.

- Explore options and grant funding to create a financially feasible recycled water program (looking at potable and non-potable options) at the Horton and Wright facilities.

SMART Goal 4.4 – Invest and look at ways to fortify infrastructure security.

- Optimize security preparedness at all sites.
- Identify, monitor, and resolve risks of flood, earthquake, or natural disaster.
- Invest in emergency backup generators and system redundancies for fail-safe operations.
- Enhance security measures at critical remote sites and standardize systems and software to manage these operations.

SMART Goal 4.5 – Ensure the District is prepared to react to manmade and natural emergencies.

- Continue to improve and refine the District's emergency response plan.

DRAFT AND SUBJECT TO CHANGE

- Effectively communicate with outside agencies and emergency preparedness partners, including mutual response like CalWARN or first response personnel at the City and County.
- Continue to train District personnel in National Incident Management Systems (NIMS) to recommended levels and review the applicability of Web-EOC software programs.
- Ensure earthquake retrofitting of critical infrastructure is included in long-term planning activities, protecting District assets and those of the customers we serve.
- Participate in regional tabletop exercises to ensure staff are prepared for emergency situations.

SMART Goal 7.5 – Cultivate a positive culture and teamwork among staff.

- Ensure the lines of communication are open for all employees.
- Employees experience camaraderie and teamwork through on-site employee events, and the company continues to recruit employees to the event committee to avoid committee burnout.
- Focus on maintaining high employee morale and a positive organizational culture.
- Ensure our workforce is ready to embrace Diversity, Equity, and Inclusion differences and continue routine training.

Operating Expenses

The FY 2025 operating expenses for the Administration Department are $2,786,887 as shown in **Table 29** below.

Table 29: Administration Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$484,585
Employee Benefits	$68,826
Fringe Benefits	$255,939
Materials and Supplies	$9,200
Outside Services	$158,652
Insurance	$245,000
Legal	$504,000
Fixed Assets	$898,020
Dues and Subscriptions	$86,365
Training and Conferences	$76,300
Total Operating Expenses	**$2,786,887**

DRAFT AND SUBJECT TO CHANGE

Human Resources Department

Description of Services Provided

Human Resources is responsible for ensuring that the District initiates and facilitates strategies for building a workforce which supports and enhances the organizational objectives and values. In addition to workforce development, the department is responsible for overseeing employee benefits, classification and compensation, policies and procedures, employee relations, administrative support, and employee development. The department also promotes and provides a safe and secure work environment for employees, including employee safety and training programs, workers compensation, emergency management, and disaster preparedness for the District.

Staffing

The Human Resources Department consists of one FTE position as shown in **Table 30** below.

Table 30: Human Resources FTE Positions for FY 2025

Human Resources Department	FY 2025 FTEs
Human Resources Manager	1
Total	**1**

2023-2024 Accomplishments

- Successfully worked with payroll and CalPERS to update the following:
  - General Manager's Salary to be documented on the employee's salary schedule.
  - Update to the employee special compensation policy for Commercial Driver's Licenses, education, and certification degrees.
- Completed a successful open enrollment period for employee's medical insurance changes.
- Updated several handbook policies to meet State and Procedural requirements.
- Hired a consultant to prepare the Workplace Violence Prevention Program required by the State to be in place by July 1, 2024.
- Completed another successful employee request meeting in March of 2024.
- Converted several paper forms to digital format for ease of use and routing.
- Processed thousands of vacation and sick requests throughout the year.
- Implemented a new bilingual pay benefit as approved by the Board that started in FY 2024.
- Maintained a working relationship with several other water and sewer agencies in order to compare benefits when requested by employees and the Board.
- Successfully worked through several employee events, recognitions, retirements and employee developments through the employee recognition committee.

DRAFT AND SUBJECT TO CHANGE

2024-2025 Goals and Objectives

SMART Goal 7.1 – Create development opportunities and facilitate staff participation in professional development opportunities.

- Continue to develop individual employee development plans to promote personal and professional growth.
- Update the organization-wide succession plan, allowing employees the opportunity for professional growth, cross-training, and preparation for succession and temporary assignments to maintain continuity and operational effectiveness.
- Modify the employee performance evaluation process to align with the District's new Strategic Plan and core values.
- Hold managers accountable for performing timely performance evaluations that increases job knowledge, documents performance, and supports employees' overall success.

SMART Goal 7.2 – Expand leadership development programs to enhance the knowledge and skills of employees.

- Leverage our member organizations, including ACWA, AWWA, CSDA, and CWEA to implement training initiatives to support leadership and succession planning to ensure a continuous pipeline of qualified individuals.
- Create a Board of Directors onboarding program that provides new board members with resources and information to streamline their transition onto the Board.
- Develop a comprehensive supervisor development and training program for existing managers, supervisors, and employees aspiring to supervisory positions.
- On an ongoing basis, ensure 100% of employees have clearly defined job-related goals on their performance evaluations.
- Publish and promote all employees' education/certification accomplishments internally.
- Continue to hold regular GM/All-Hands meetings to create dialogue and promote organizational culture.

SMART Goal 7.3 – Recruit and retain employees.

- Update and continue utilizing salary survey insights to inform salary decisions, ensuring that compensation remains competitive. Competitive compensation and expanded leadership opportunities attract and retain top talent, contributing to a skilled and motivated workforce.
- Create an internship program to increase opportunities for students and professionals, supporting industry employment growth and building a robust recruitment pool.
- Foster collaborations with educational institutions to create pathways for talent to enter and thrive in the organization. Continue to investigate opportunities with local colleagues to create Career Technical Education pathways for some of our hard-to-fill positions.

DRAFT AND SUBJECT TO CHANGE

- Evaluate and look for ways to keep turnover rate at or below industry standards due to resignations or terminations (related to compensation or working conditions), not including retirements.

SMART Goal 7.4 – Ensure employee safety and wellness.

- Continue to educate employees on safe working practices.
- Require supervisors and lead workers to demonstrate their commitment to safe work practices.
- Work towards a 100% non-litigation rate on Workers' Compensation claims.
- Encourage Employee Wellness and implement a comprehensive, district-wide Employee Wellness Plan.

SMART Goal 7.5 – Cultivate a positive culture and teamwork among staff.

- Ensure the lines of communication are open for all employees.
- Employees experience camaraderie and teamwork through on-site employee events, and the company continues to recruit employees to the event committee to avoid committee burnout.
- Focus on maintaining high employee morale and a positive organizational culture.
- Ensure our workforce is ready to embrace Diversity, Equity, and Inclusion differences and continue routine training.

Operating Expenses

The FY 2025 operating expenses for the Human Resources Department are $521,128 as shown in **Table 31** below.

Table 31: Human Resources Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$210,168
Employee Benefits	$42,360
Fringe Benefits	$119,400
Materials and Supplies	$2,000
Outside Services	$119,700
Dues and Subscriptions	$2,500
Training and Conferences	$25,000
Total Operating Expenses	**$521,128**

DRAFT AND SUBJECT TO CHANGE

Public Affairs Department

Description of Services Provided

Public Affairs is responsible for government and legislative affairs, community outreach, conservation and water-use efficiency, and educational programs. In addition, the department is responsible for coordinating special events, and conducts outreach with customers, stakeholders, and legislative staff members. Public Affairs also develops a variety of multi-media materials and campaigns to provide information to our community through a variety of methods to help our customers learn about and understand our local water supply, infrastructure, and related issues.

Staffing

The Public Affairs Department consists of one FTE position as shown in **Table 32** below.

Table 32: Public Affairs FTE Positions for FY 2025

Public Affairs Department	FY 2025 FTEs
Programs & Public Affairs Specialist	1
Total	**1**

2023-2024 Accomplishments

- Developed and adopted a new Social Media governance policy in August 2023 to protect the District and guide staff in managing our pages.
- MSWD was featured in a City of Desert Hot Springs and Palm Springs Visitor's Bureau video series on KMIR/NBC in November 2023.
- Initiated a Strategic Plan kick-off in November 2023 and adopted a new Strategic Plan with revised Mission, Vision, and Values in March 2024.
- Held successful canned food and toy drives benefiting the residents of Desert Hot Springs throughout November 2023. Employees donated toys and non-perishable food items, which were distributed to community members in need.
- MSWD's Holiday Float brought joy to the hearts and minds of residents, winning the Best Decorations category with its Grinch-themed float.
- Throughout the year, MSWD provided comment letters and testimony to the State Water Resources Control Board, addressing impacts to the proposed Chromium-6 MCL and the Conservation as a Way of Life regulatory framework.
- Twelve students had their conservation and groundwater quality artwork featured in the District's 2024 community calendar. Participants were honored at the December 2023 Board of Director's meeting, and calendars were provided to community members throughout the year for free.
- Successfully hosted four quarterly LifeStream Community Blood Drives throughout the year.

DRAFT AND SUBJECT TO CHANGE

- Successfully hosted a series of Fall Water 101 classes, educating customers and community members about the MSWD system. The classes, held monthly between August and December 2023 at the Desert Hot Springs Library, detailed how the District works to provide water and wastewater services both now and into the future.
- Started hosting monthly Water Talks featuring presenters from various organizations covering topics important to the water future of the valley, beginning in January 2024. These successful events have drawn as many as 35 participants and are some of our most-viewed social media posts.
- Took home three awards in January 2024, including Small Plant of the Year, Collection System Person of the Year, and Community Engagement & Outreach Project of the Year, during a special awards ceremony hosted by the California Water Environment Association and its Colorado River Basin Section. At the State level, the Public Affairs team placed second for Community Engagement & Outreach Project of the Year and the Horton WWTP took third in the Small Plant of the Year category.
- Amended Article VI of the wastewater discharge ordinance to better serve industrial users. The Public Affairs office solicited community support and input to guide the final changes.
- Public Affairs staff successfully participated in lobbying efforts that helped the District receive more than $2.7 million in community project grants to support the Groundwater Quality Protection Project.
- Partnered with the Desert Hot Springs High School REAL Academy to sponsor a modeling project where students learned about the Mission Creek Subbasin and MSWD's water sources. The project was unveiled during a special ceremony on Earth Day at the Cabbot Yerxa Museum and remains on display in the MSWD Water Room.
- Hosted two Desert Hot Springs High School students in May 2024 as part of a new student internship program started with the REAL Academy. The spring interns spent time in the Engineering and Public Affairs departments learning about the District and its duties. A Summer internship is starting in June 2024, with MSWD hosting four students who will spend their time in Engineering, Wastewater, Production, and Public Affairs Departments.
- Continued to promote rebates and conservation throughout the District including toilet rebates, turf rebates, conservation kits, and bottled water tracking.

2024-2025 Goals and Objectives

SMART Goal 1.1 – Develop and initiate an annual plan to increase customer outreach and engagement through various communication channels, technologies, and community events. The goal is to enhance customer trust, satisfaction, and understanding of water services with ongoing refinement of the communications plan and its goals.

DRAFT AND SUBJECT TO CHANGE

- By the end of the second quarter 2024, identify and design an annual plan outlining deliberate strategies to increase customer outreach and engagement.
- Leverage a mix of communication channels, technologies, and community events to convey information and engage with the community effectively.
- Cultivate a vital customer service focus through communicating and engaging with the community on matters important to our region.
- Survey customer groups involved in water-related events (e.g., construction activities, service interruptions, water quality changes, emergencies, and other vital issues) to hear about the customer experience and determine if MSWD can improve how the event is handled.
- Refine the communications plan annually based on feedback, evolving customer needs, and emerging communication needs.
- Incorporate District initiatives, including Chromium-6, conservation and fleet electrification, and other mandated projects so that customers understand the District operations and mandates better.
- Communicate the goals of the strategic plan to both internal and external customers.
- Improve recognition and familiarity of MSWD and the services we provide. Differentiate the District from its State Water Contractor and City, and clearly explain the nexus between the agencies. Use regular customer plling to document progress made in this area.

SMART Goal 1.2 – When customers better understand what the District does and how it operates, they will recognize MSWD's work to protect and proved water services. Enhancing customer education will increase trust in the District's services.

- Continue providing Water 101 presentations for schools, service organizations, and elected officials.
- Hold monthly Water Talks to engage and educate the public on water issues facing our valley and state water systems. Include information on District infrastructure, water quality, financials, and/or future water issues.
- As the Long-Range Financial Master Plan is completed, ensure customers' understanding of water costs and impacts on rates.
- Establish a communication plan that empowers our customer service workers to be brand ambassadors and build relationships with the public.
- Expand tour and lecture opportunities and work with staff to create a speaker's bureau of knowledgeable presenters.
- Increase school opportunities and expand the Groundwater Guardian activities within the schools.
- Partner with Desert Hot Springs High School Real Academy to increase school opportunities for students to learn more about the District.

SMART Goal 1.3 – Deliberate customer outreach also has a ripple effect of educating employees about the District. Employees can serve as ambassadors for the District, helping create and strengthen customer relationships.

DRAFT AND SUBJECT TO CHANGE

- Create an internal Intranet as a hub for employee communications.
- Resume employee tours and onboarding programs so new employees can learn about our operations better.
- Promote water outreach opportunities to employees, like the CV Water Counts Academy.
- Enhance and strengthen the organizational culture by promoting the District's Strategic Plan, Mission, and Values. Work with Human Resources to add these to the employee evaluation process.

SMART Goal 1.4 – Cultivate positive community relations and partnerships with industry, media, and legislative contacts.

- Create a culture of transparency and provide comprehensive information on the MSWD website.
- Cultivate supportive and positive relationships with federal, state, and local agencies that may impact District operations.
- Cultivate positive relationships with key industry professionals to stay informed and gather feedback.
- Pursue grants and projects that would benefit our customers.
- Develop and enhance media relationships and write and distribute press releases promptly to communicate topics important to the community. Share these stories on social media and to industry publications for great pickup.
- Identify and influence legislation that aligns with the District's Legislative Platform and continue to foster positive relationships with city, county, state, and federal legislators.
- Participate in ACWA, CASA, CSDA, and other industry committees to help shape industry trends and bring back best practices to the organization.
- Apply for and receive individual and organizational certifications for leadership, transparency, and excellence and publish these accomplishments as an example of MSWD's leadership within the water/wastewater industries.

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Actively monitor new regulations and engage in the rulemaking process.
- Chromium-6 MCL
    - Increase transparency, create an education and outreach plan to share the District's approach with the community, and increase overall awareness of water quality and supply issues facing the District.
- Lead & Copper Rule
    - Develop a communication plan to educate the public about the Lead & Copper Rule Revision's requirements and the steps MSWD takes to meet them.
- Conservation as a Way of Life

DRAFT AND SUBJECT TO CHANGE

- Continue to work with regulators to address the feasibility of state-set conservation goals.
- Continue to review regulations and apply for variances based on agriculture, evaporative coolers, and seasonal populations while evaluating other areas that may reduce conservation targets.
- Enhance customer rebate programs to include water-saving appliances like dishwashers, clothes washers, and high-efficiency toilets.
- Budget for and incorporate a Conservation as a Way of Life engagement campaign into the annual customer communications plan.
- Review the turf rebate program and target outreach efforts to customers with turf.
- As part of the new Critical Services Center, construct a new demonstration garden to encourage the use of native drought-resilient plants.

SMART Goal 2.2 – Support/Advocate regional development of local water supply and reduce reliance on imported supply.

- Work with the City and other water districts to encourage the use of native drought-resilient plants; work with the City to add to developer requirements.
- Participate in negotiations for the final determination of the Groundwater Sustainability Agency for basin within the District's service area, which include the San Gorgonio Pass Sub-Basin, the Mission Creek Sub-Basin, the Indio Sub-Basin, and the Desert Hot Springs Sub-Basin.
- Review and explore options with our State Water Project allocation, preparing for contract expiration and the possibility of reduced Colorado River supplies.

DRAFT AND SUBJECT TO CHANGE

Performance Measures

Table 33 shows the specific quantitative performance measures of work performed by the Public Affairs Department that help the District assess the effectiveness and efficiency of the department.

Table 33: Performance Measures for Public Affairs

Activity	2021	2022	2023
Toilet Rebates	27	23	15
Toilet Rebates ($)	$6,954	$5,549	$2,400
Turf Rebates	3	4	13
Turf Rebates	$5,620	$6,812	$104,426
Conservation Kits	58	126	35
Bottled Water Tracking (cases)	372	75	891

Operating Expenses

The FY 2025 operating expenses for the Public Affairs Department are $1,187,324 as shown in **Table 34** below.

Table 34: Public Affairs Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$246,444
Employee Benefits	$38,136
Fringe Benefits	$134,544
Materials and Supplies	$179,000
Outside Services	$409,500
Dues and Subscriptions	$97,700
Training and Conferences	$16,000
Groundwater Management	$16,000
Other Expenses	$50,000
Total Operating Expenses	**$1,187,324**

DRAFT AND SUBJECT TO CHANGE

Engineering Division

Engineering & Water Resources Department

Description of Services Provided

Engineering & Water Resources is responsible for oversight of the Capital Improvement Program, water resources management, the District's Master Plans for Water and Sewer, and all engineering and planning work.

Engineering prioritizes and establishes schedules and methods for the design and construction of the District's Capital Improvement Projects. This department monitors and oversees engineering design activities, including those prepared by consultants; prepares and reviews engineering plans, cost estimates, labor proposals, agreements, public works contracts, and project specifications. This department implements construction management methods to manage contractors that are building the District's capital improvement projects in the field.

Water Resources uses planning and management tools to leverage the Disrict's water supply portfolio to ensure access to reliable and resilient water supplies to meet future projected demands. This department ensures compliance with federal, state, and local regulations such as Integrated Regional Water Management, Urban Water Management Planning, Sustainable Groundwater Management Planning, and Salt and Nutrient Management Planning.

Staffing

The Engineering & Water Resources Department consists of six FTE positions as shown in **Table 35** below.

Table 35: Engineering & Water Resources FTE Positions for FY 2025

Engineering & Water Resources Department	FY 2025 FTEs
Engineering Manager	1
Associate Engineer	1
Engineering Technician I/II	2
GIS Specialist	1
Office Specialist I/II	1
Total	**6**

2023-2024 Accomplishments

- Well 42 Construction – The contractor has procured the well motor, pump assembly, and the MCC equipment from the manufacturer. The hydrogeologist completed a downhole video log and has recommended downhole rehabilitation to remove the biofilm and encrustation found along the well casing.
- AD-18 – GQPP Sewer Project Areas H & I – Staff has been unable to reach an agreement with the property at the south end of Hildago Street for an easement

DRAFT AND SUBJECT TO CHANGE

needed to complete the proposed sewer alignment. Staff is evaluating other options.

- AD-18 – GQPP Sewer Project Area D3-1 – DWR approved repurposing the grant funding for this project and approved an amendment. Staff received a proposal from AECOM to complete the design and CEQA updates to the existing documents. Following Board approval, staff issued a notice to proceed.
- Well 22 Rehabilitation – Staff received the final project plans and specifications for the well site improvements. The project was bid and awarded to Canyon Springs Enterprises. Staff is working with contractor to schedule the work.
- Backup Generators for Well Sites 27-32 and 37 – Staff executed a contract extension with the consultant, and they submitted a revised plan. Once the solar panel layout is finalized for the sites, staff will solicit bids through Planet Bids.
- Supplemental Environmental Project – Completed the connection of the 21 properties to the existing sewer laterals and abatement of the 21 septic tanks.
- Well 34 Rehabilitiation – The project was awarded to Legend Pump and Well Service. The contractor completed bailing, EMDS survey, brushing the well, focused intake pumping, chemical injection and pumping, and swabbing air lifting. The contractor completed final well development, aquifer pump tests, downhole video survey, and disinfection.
- Regional Water Reclamation Facility
- CVRWMG
- Water and Wastewater System Comprehensive Master Plan Updates
- Completed SGMA Annual Reports for the Mission Creek, San Gorgonio Pass, and Indio Subbasins.
- Continued to attend monthly Technical Advisory Committee meetings and monthly Steering Committee meetings for the Coachella Valley Salt and Nutrient Management Plan (SNMP) Updates.

2024-2025 Goals and Objectives

SMART Goal 2.2 – Support/Advocate regional development of local water supply and reduce reliance on imported supply.

- Evaluate options for stormwater capture and reuse.
- Participate in negotiations for the final determination of the Groundwater Sustainability Agency for basin within the District's service area, which include the San Gorgonio Pass Sub-Basin, the Mission Creek Sub-Basin, the Indio Sub-Basin, and the Desert Hot Springs Sub-Basin.
- Work with the Salt and Nutrient Management Plan stakeholders to continue monitoring Total Dissolved Solids in the Coachella Valley and advocate for project funding to protect our aquifer.
- Continue to explore opportunities with the Agua Caliente Indian Reservation to access groundwater.
- Review and explore options with our State Water Project allocation, preparing for contract expiration and the possibility of reduced Colorado River supplies.

DRAFT AND SUBJECT TO CHANGE

- As part of the Water Master Plan, include projects that connect the MSWD IDE areas to the MSWD "main" system.

SMART Goal 3.1 – Conduct Long-Range Financial Planning to ensure adequate and reliable revenue streams.

- Update of Water and Wastewater Master Plans
  - Conduct a financial and operational analysis of the impact of future residential and commercial development based on the Cities of Desert Hot Springs' and Palm Springs' General Plan.
  - Evaluate options for relocation of existing water infrastructure within inaccessible areas of the District for ease of maintenance.
  - Pipeline replacement project for aging pipes within the water distribution system. Incorporate the project in the Master Plan updates.

SMART Goal 4.1 – By September 2026, complete the construction of a Critical Services Center, which will foster increased collaboration, communication, and teamwork among employees working at one central location.

- Construct a new administrative and operations building to allow the District to grow and continue to provide service to its customers.
- With the Two Bunch location no longer feasible, ensure that the District's second choice, the Corporate Yard, is feasible and meets the District's future needs before engaging a contractor.

SMART Goal 4.2 – Update Existing Water and Wastewater Master Plans

- Review the District's five-year Capital Improvement Plan and ensure it aligns with the Long-Range Financial Master Plan and all long-term financial strategies.
- Conduct a financial and operational analysis of the impact of future residential and commercial development based on the Cities of Desert Hot Springs' and Palm Springs' General Plans.
- Work with the City of Desert Hot Springs to develop an infrastructure feasibility study for unserved areas poised for growth.
- Execute a mutual services agreement with Coachella Valley Water District (CVWD) to serve customers in the CVWD service territory without water/sewer access.
- Collaborate with the City of Desert Hot Springs, Riverside County, and other stakeholders to repair old infrastructure and bring it up to current standards. Ensure that infrastructure improvements not only meet current demand but are designed to support future water and wastewater requirements, contributing to the overall reliability of the systems.
- Evaluate options for relocating existing water infrastructure within inaccessible areas (including rear lot easements) of the District for ease of maintenance and risk reduction.

DRAFT AND SUBJECT TO CHANGE

- Identify and remove problematic tamarisk trees and other vegetation to prevent future root-related system issues.
- Create a Predictive and Preventative Replacement Project for aging piping within the water distribution system.
- Continue to work with the Army Corp of Engineers to design and construct all defined assessment areas while leveraging grant funding to lower customer costs.
- Identify additional capital projects and improvements that enhance system resiliency. Focus on increasing water yields from current projects through strategic enhancements and upgrades, aligning with the long-term reliability goals.
- Conduct an analysis of available capacity within the current water system with future water demand projections to forecast the time of demand need. Incorporate results in Urban Water Management Plan updates and Master Plan updates.

SMART Goal 4.3 – Maintain and renew assets while facilitating strategic Capital Improvements.

- Create a Predictive and Preventative Maintenance Program to meet established performance benchmarks.
- Diligently manage and maintain current equipment to provide maximum value to the District.
- Assess existing pipelines and associated equipment as part of the Predictive and Preventative Maintenance Program.
- Research and implement a complete Computerized Maintenance Management System.
- Build a connection to the MSWD IDE areas to the MSWD “main” system.
- Evaluate system interconnects with neighboring agencies.
- Evaluate emerging technologies and consider implementation.
- Provide a comprehensive backup transmission system.

SMART Goal 4.4 – Invest and look at ways to fortify infrastructure security.

- Optimize security preparedness at all sites.
- Identify, monitor, and resolve risks of flood, earthquake, or natural disaster.
- Invest in emergency backup generators and system redundancies for fail-safe operations.
- Enhance security measures at critical remote sites and standardize systems and software to manage these operations.

SMART Goal 4.5 – Ensure the District is prepared to react to manmade and natural emergencies.

- Continue to improve and refine the District’s emergency response plan.
- Effectively communicate with outside agencies and emergency preparedness partners, including mutual response like CalWARN or first response personnel at the City and County.

DRAFT AND SUBJECT TO CHANGE

- Continue to train District personnel in National Incident Management Systems (NIMS) to recommended levels and review the applicability of Web-EOC software programs.
- Ensure earthquake retrofitting of critical infrastructure is included in long-term planning activities, protecting District assets and those of the customers we serve.
- Participate in regional tabletop exercises to ensure staff are prepared for emergency situations.

SMART Goal 5.1 – Increase Use of Sustainable Energy Sources and Optimize Efficiencies – "There is no waste; just wasted resources".

- Add solar panels to District facilities and convert low electrical use sites to solar.
- Evaluate hybrid/electric technology opportunities.
- Explore biofuel opportunities.
- Reduce overall energy consumption associated with District facilities by 20% in the next three years.
- Evaluate opportunities to minimize greenhouse gas emissions in District operations.
- Leverage the District's solar resources and look into expansion financing opportunities, including grants, leasing, and power purchase agreement opportunities.
- Enhance sustainability by minimizing waste in resources needed to meet operation and maintenance objectives.
- Consider the environmental impact on all business practices.
- Explore additional sludge recycling options for future reuse.
- Create an internal employee culture that proactively seeks ways to conserve water and energy and be more environmentally sustainable in everything we do.

SMART Goal 5.3 – Embrace Green Building Standards.

- Reduce overall energy consumption associated with District facilities by 20% and incorporate greater green building standards in all building projects, including the new Critical Services Center.
- Ensure the new Critical Services Center design incorporates energy/water efficiency best practices, including but not limited to the building's positioning, solar control and shading, material selection, building envelope, efficient lighting (possible solar tubes), HVAC systems, and renewable energy systems.
- Evaluate building designs and perform a cost-benefit analysis of the impact of incorporating LEED Green Building standards in construction projects.
- Ensure all District construction projects adhere to California environmental laws and regulations.

DRAFT AND SUBJECT TO CHANGE

Operating Expenses

The FY 2025 operating expenses for the Engineering & Water Resources Department are $1,183,748 as shown in **Table 36** below.

Table 36: Engineering & Water Resources Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$308,184
Employee Benefits	$64,932
Fringe Benefits	$176,412
Materials and Supplies	$6,900
Outside Services	$534,320
Engineering	$66,000
Dues and Subscriptions	$3,500
Training and Conferences	$8,500
Other Expenses	$15,000
Total Operating Expenses	**$1,183,748**

DRAFT AND SUBJECT TO CHANGE

Finance Division

Finance & Accounting Department

Description of Services Provided

Finance coordinates the activities for the department. The Director of Finance oversees investment activities, debt administration, rate setting, as well as overall financial and budgetary oversight of the District. Other administrative duties include employee relations and performance, strategic planning, and goal setting.

Accounting performs all financial related services for the District, which includes general ledger functions, investment tracking, debt management, payroll and benefit processing, accounts payable, accounts receivable, customer billing, collection processing/referral, customer payment remittance processing, bank account reconciliation, monthly financial reporting, budget preparation, rate analysis/update, ACFR preparations, State Controller's report preparation, and Capital Improvement Program reporting.

Purchasing and Warehouse administers the decentralized purchasing system for the District, including the operation of a full-service warehouse. The department is responsible for oversight of the procurement and purchase order process for all departments. This department provides enhanced supply management, a high level of accountability and value-added services. The department also works to achieve cost savings and to stock adequate supplies in case of emergencies.

Staffing

The Finance & Accounting Department consists of five FTE positions as shown in **Table 37** below.

Table 37: Finance & Accounting FTE Positions for FY 2025

Finance & Accounting Department	FY 2025 FTEs
Director of Finance	1
Accounting Manager	1
Accountant	1
Accounting Technician	1
Purchasing & Warehouse Specialist	1
Total	**5**

2023-2024 Accomplishments

- Completed the Fiscal Year 2023-2024 Operating & Capital Budget and received the District's first ever Distinguished Budget Award from the GFOA.

DRAFT AND SUBJECT TO CHANGE

- Completed the Fiscal Year 2022-2023 Annual Comprehensive Financial Report and applied for the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Completed the Fiscal Year 2022-2023 Interim Audit.
- Continued work with Raftelis on the Long-Range Financial Master Plan.
- The Director of Finance joined the GFOA's Uncertainty and Risk Advisory Group to collaborate with other government agencies throughout the entire U.S. on issues and uncertainties affecting the District.
- The Director of Finance signed up for and started the CSDA Certified Special District Manager that awards a certificate after completing an exam that covers various special district management, operations and governance.
- The Director of Finance signed up the CSDA's mentorship program and was paired with the General Manager of Monte Vista Water District.
- Updated the Procurement Policy to meet District standards while ensuring it meets State and Federal laws.
- Updated the payroll software module with new features.
- Updated the accounting system with the 2024 Federal Tax Rates, State Tax Rates, Employee 457 Max Contribution, and Group Term Life insurance benefit tax rates.
- Staff attended training for the following:
    - CalPERS – Education Forum
    - CSMFO – Cultivating HR/Finance Relationships
    - CSMFO – Introduction to Governmental Accounting
    - GFOA – GASB Statement No. 101 Compensated Absences
    - Government Tax Seminars – Government Tax and Employee Benefit Annual Update
- Continued to assist and support other departments as needed.

2024-2025 Goals and Objectives

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Chromium-6 MCL
    - Ensure the District Chromium-6 plan is incorporated in the Long-Range Financial Plan and that any capital projects are incorporated into the Five-Year CIP Program.

SMART Goal 3.1 – Conduct Long-Range Financial Planning to ensure adequate and reliable revenue streams.

- Update of the Long-Range Financial Master Plan
    - Review and maintain a robust reserve fund to mitigate the impact of unforeseen financial challenges or emergencies. Ensure the District has a

DRAFT AND SUBJECT TO CHANGE

clear policy for allocating and replenishing the reserve fund based on financial risk assessment.
    - Evaluate existing debt structures and explore opportunities to refinance or restructure debt for better terms. Implement a disciplined approach to debt management, ensuring that new debt is acquired strategically and aligned with long-term financial goals.
    - Develop a prioritized infrastructure investment plan that aligns with the District's long-term goals and regulatory requirements. Explore financing options for major infrastructure projects, considering short-term and long-term financial implications.
    - Assess financial risks, including market fluctuations, regulatory changes, and environmental factors. Develop contingency plans and risk mitigation strategies to safeguard financial stability in the face of unforeseen challenges.
- Update Cost of Service Study – Water & Sewer
    - Conduct a comprehensive review of current water/sewer rates and fees to ensure they align with operational costs and market trends.
    - Implement efficiency measures, such as adopting technology solutions and streamlined processes, to reduce operational expenses.
    - Adopt a flexible rate structure that allows the District to react to external factors and internal demands.
    - Considers regulatory compliance needs, conservation requirements, and drought restrictions and ensures the model can perform what-if scenarios.
    - Ensure the rate structure is sound and defensible and that customer groups are charged appropriately.
    - Increase revenue stability by recovering more fixed costs through fixed charges while maintaining customer group fairness.
- Update of Water and Wastewater Master Plans
    - Conduct a financial and operational analysis of the impact of future residential and commercial development based on the Cities of Desert Hot Springs' and Palm Springs' General Plan.
    - Evaluate options for relocation of existing water infrastructure within inaccessible areas of the District for ease of maintenance.
    - Pipeline replacement project for aging pipes within the water distribution system. Incorporate the project in the Master Plan updates.

SMART Goal 3.2 – Control costs and manage debt responsibly.

- Actively manage costs and live within the "approved" budget.
- Adjust spending in response to revenue fluctuations and restrictions.
- Look for ways to reduce water loss and increase system efficiencies.
- Limit the impact of unexpected expenditures.

DRAFT AND SUBJECT TO CHANGE

- Preserve the District's credit rating, enabling us to qualify for favorable borrowing terms in the future.
- Stabilize rates and develop a plan to finance essential projects conservatively.

SMART Goal 3.3 – Enhance transparency in financial reporting by adopting best practices and ensuring timely and accurate financial disclosures.

- Communicate financial performance and challenges effectively to internal and external stakeholders, fostering trust and confidence in the District's financial management.
- Implement budget best practices to ensure ongoing GFOA certification.
- Develop and provide financial reporting tools (dashboard) to internal and external stakeholders.
- Keep customer bills fresh and straightforward while providing sufficient information about charges and water use.
- Ensure ongoing dissemination of financial information, including performance to budget, water sales and purchases, and wastewater, as part of the District's overall financial health.
- Provide information to customers about internal versus external cost of services and pass through appropriate Replenishment Assessment Charges and City of Desert Hot Springs Utility Tax increases.
- Foster a culture of financial responsibility and accountability across the organization.

Operating Expenses

The FY 2025 operating expenses for the Finance & Accounting Department are $651,840 as shown in **Table 38** below.

Table 38: Finance & Accounting Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$249,876
Employee Benefits	$60,312
Fringe Benefits	$146,652
Audit	$60,000
Training and Conferences	$5,000
Other Expenses	($12,000)
Total Operating Expenses	**$651,840**

DRAFT AND SUBJECT TO CHANGE

Customer Service Department

Description of Services Provided

Customer Service is the first point of contact for approximately 44,000 customers. The department provides call center support, walk-up counter payment service, interactive voice response/internet payment services, new account processing, and work order generation.

Staffing

The Customer Service Department consists of four FTE positions as shown in **Table 39** below.

Table 39: Customer Service FTEs for FY 2025

Customer Service Department	FY 2025 FTEs
Customer Service Manager	1
Senior Customer Service Representative	1
Customer Service Representative I/II	2
Total	**4**

2023-2024 Accomplishments

- Implemented the Customer Experience Enhancement Program providing phone screening and on-the-spot feedback/coaching with a Customer Service Representative.
- Implemented an AMI infrastructure and Neptune 360 customer portal to provide customer access to bills and leak alerts.
- Leveraged the AMI infrastructure and Neptune 360 to investigate high consumption, identify water wasters, and detect leaks.
- Successfully facilitated bill assistance programs for the benefit of customers including United Way Customer Bill Assistance Program and Riverside County's Low Income Household Water Assistance Program.
- Successfully reached out to customers with delinquent bills to provide assistance and repayment options to avoid disconnection.
- Implemented Pay Near Me to provide customers with multiple options for bill payment.
- Completed monthly review of regular bills, delinquent bills, and closing bills.
- Completed monthly refunds to customers resulting from closed accounts.
- Completed monthly filing of liens for delinquent account and release of lien after securing payment for outstanding balances.

DRAFT AND SUBJECT TO CHANGE

2024-2025 Goals and Objectives

SMART Goal 3.3 – Enhance transparency in financial reporting by adopting best practices and ensuring timely and accurate financial disclosures.

- Communicate financial performance and challenges effectively to internal and external stakeholders, fostering trust and confidence in the District's financial management.
- Keep customer bills fresh and straightforward while providing sufficient information about charges and water use.

Performance Measures

Table 40 shows the specific quantitative performance measures of work performed by the Customer Service Department that help the District assess the effectiveness and efficiency of the department.

Table 40: Performance Measures for Customer Service

Activity	2021	2022	2023
Customer Service Calls	16,968	25,234	23,040
Customer Portal Registration	-	4,808	2,074
High Consumption Service Orders	144	124	75
Early Leak Identification through Neptune 360 Customer Portal	-	-	484
Auto-Dialer Calls to Customers	0	1,937	5,107
Door Hangers to Property	0	494	759
Calls to Make Payment Plans	0	378	1,171
Service Disconnections	0	286	656
LIHWAP Care Program ($)	-	$43,707	$90,326
United Way Customer Bill Assistance Program	-	125	130
United Way Customer Bill Assistance Program ($)	-	$12,500	$13,000
Payment Plans	-	286	147
Payment Plans ($)	-	$106,830	$54,158

DRAFT AND SUBJECT TO CHANGE

Operating Expenses

The FY 2025 operating expenses for the Customer Service Department are $1,950,344 as shown in **Table 41** below.

Table 41: Customer Service Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$689,472
Employee Benefits	$190,584
Fringe Benefits	$416,088
Materials and Supplies	$5,000
Outside Services	$267,300
Audit	$
Rate Study	$
Fixed Assets	$350,000
Dues and Subscriptions	$100
Training and Conferences	$15,000
Other Expenses	$16,800
Total Operating Expenses	**$1,950,344**

DRAFT AND SUBJECT TO CHANGE

Innovation & Technology Department

Description of Services Provided

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

Staffing

The Innovation & Technology Department consists of one FTE position as shown in **Table 42** below.

Table 42: Innovation & Technology FTEs for FY 2025

Innovation & Technology Department	FY 2025 FTEs
Innovation & Technology Manager	1
Total	**1**

2023-2024 Accomplishments

- Completed office moves for Field Services and Construction & Maintenance Leads and new computers were purchased and configured.
- Continued push toward paperless operation with the expansion of Laserfiche forms which staff are using for managing budgets and submitting overtime.
- Upgraded the District's endpoint malware protection.
- Continued cybersecurity improvements to improve District security.
- Continued preparation for the onboarding of new staff through the order/setup of new computers and office space.
- Attended the annual Municipal Information Systems Association of California conference.
- Purchased and setup a new web server as part of routine hardware replacement for aging equipment. The new server will improve data transmission with billing services.
- Awarded the IT Services contract to Intelysis, and they created a list of technology and security improvement projects including changes in security policies, environmental monitoring in the server room, and backup management.
- Awarded contract with Timmons Group for the District's GIS Implementation and integration with an asset management and computerized maintenance and management system.

DRAFT AND SUBJECT TO CHANGE

- Purchase and setup of network equipment and computers required for networking the Wright RWRF with the rest of the District's systems.
- Continued monthly anti-phishing training scenarios with staff and Board members.
- Continued upgrade of desktop computers and laptop computers.

2024-2025 Goals and Objectives

SMART Goal 4.3 – Maintain and renew assets while facilitating strategic Capital Improvements.

- Create a Predictive and Preventative Maintenance Program to meet established performance benchmarks.
- Diligently manage and maintain current equipment to provide maximum value to the District.
- Assess existing pipelines and associated equipment as part of the Predictive and Preventative Maintenance Program.
- Research and implement a complete Computerized Maintenance Management System.
- Build a connection to the MSWD IDE areas to the MSWD "main" system.
- Evaluate system interconnects with neighboring agencies.
- Evaluate emerging technologies and consider implementation.
- Provide a comprehensive backup transmission system.

SMART Goal 4.4 – Invest and look at ways to fortify infrastructure security.

- Optimize security preparedness at all sites.
- Identify, monitor, and resolve risks of flood, earthquake, or natural disaster.
- Invest in emergency backup generators and system redundancies for fail-safe operations.
- Enhance security measures at critical remote sites and standardize systems and software to manage these operations.

SMART Goal 6.1 – Embracing technological solutions that align the District with industry best practices and modern standards.

- Ensure information systems planning is aligned with the District's Strategic Plan.
- Enhance cyber security to ensure the continued safety of our system.
- Ensure secure data access, remote access, and valid customer data.
- Finalize the solicitation for a new enterprise resources planning software platform, which will seamlessly integrate Finance, Customer Service, and Human Resources needs.
- Streamline processes and improve customer service by reducing delays and errors to enhance customer satisfaction and trust in the District's services.
- Automate employee payroll structure and eliminate manual entry of employee time and project numbers.

DRAFT AND SUBJECT TO CHANGE

- Develop a work order management system and analyze workload allocations for infrastructure and maintenance operations based on industry key performance indicators and standards.
- Identify opportunities for the privatization of routine maintenance functions to augment staffing levels.
- Adopt an asset management system to ensure cradle-to-grave tracking of resources that aligns with the asset management and replacement component of the Long-Range Financial Master Plan.
- Continue to enhance purchasing processes to streamline staff processing times while ensuring appropriate approvals are met.
- Evaluate options for automating the inventory management system for purchasing, receiving, and warehouse operations. Expand and improve the use of mobile computing and communication technology.
- Adopt a records retention policy, incorporate retention schedules into processes, and automate them into new computer systems.
- Review lien processing and streamline and consolidate processing to one department.
- Look for additional ways to leverage technology and increase staff efficiency and operational savings. Information systems should support effective decision-making, system integration, reliable data, and decreased redundancy.

SMART Goal 6.2 – Hire a designated GIS employee and integrate asset management within the MSWD work order management system.

- Review the existing Nobel platform and ensure it meets the District's ongoing needs.
- Integrate data collection and analysis to allow for data-driven decision-making based on real-time data.
- Boost real-time monitoring and incident response.
- Enhance network analysis and optimization.

DRAFT AND SUBJECT TO CHANGE

Operating Expenses

The FY 2025 operating expenses for the Innovation & Technology Department are $1,845,336 as shown in **Table 43** below.

Table 43: Innovation & Technology Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$108,648
Employee Benefits	$18,540
Fringe Benefits	$60,132
Materials and Supplies	$15,000
Outside Services	$1,240,372
Fixed Assets	$394,644
Training and Conferences	$8,000
Total Operating Expenses	**$1,845,336**

DRAFT AND SUBJECT TO CHANGE

Operations & Maintenance Division

Operations Administration Department

Description of Services Provided

Operations Administration provides leadership and coordination for the activities of the Operations & Maintenance Division. The department is under the leadership of the Director of Operations who oversees the management of the Construction & Maintenance, Field Services, Water Production, Wastewater Collections, and Wastewater Treatment & Disposal Departments.

Staffing

The Operations Administration Department consists of one FTE positions as shown in **Table 44** below.

Table 44: Operations Administration FTE Positions for FY 2025

Operations Administration Department	FY 2025 FTEs
Director of Operations	1
Total	**1**

DRAFT AND SUBJECT TO CHANGE

Construction & Maintenance Department

Description of Services Provided

Construction & Maintenance is responsible for the operation of building mechanical equipment, general building maintenance and repair, landscape, event setup, and the maintenance and repair of the District's vehicles and heavy equipment.

Staffing

The Construction & Maintenance Department consists of 11 FTE positions as shown in **Table 45** below.

Table 45: Construction & Maintenance FTE Positions for FY 2025

Construction & Maintenance Department	FY 2025 FTEs
Field Operations Superintendent	1
Lead Facilities Maintenance Worker	1
Lead Field Operations Technician	2
Field Operations Technician I/II	7
Total	**11**

2023-2024 Accomplishments

- Continued water line location requests using iPads and the GeoViewer Mobile application.
- Continued repair and replacement for components of the water distribution system keeping it in optimum working order and properly functioning without any interruption.
- Continued to implement preventative maintenance and inspection programs keeping the water distribution system keeping it in optimum working order and properly functioning without any interruption.
- Completed asphalt repairs from leaks and scheduled work throughout the District.
- Continued to process work orders using the CMMS program.
- Completed monthly fire flow testing.
- Completed monthly building maintenance throughout the District.
- Continued to implement the Standby Generator Monthly Maintenance Program.
- Completed maintenance and repairs for all Fleet vehicles.
- XXXXXXX

DRAFT AND SUBJECT TO CHANGE

2024-2025 Goals and Objectives

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Lead & Copper Rule
  - Develop a lead service line inventory and make it publicly available.
  - Develop a lead service line replacement plan.
  - Sample schools and childcare facilities for lead and copper.
  - Strengthen treatment to comply with the new 10 microgram per liter (ug/L) trigger level.

SMART Goal 5.1 – Increase Use of Sustainable Energy Sources and Optimize Efficiencies – "There is no waste; just wasted resources".

- Add solar panels to District facilities and convert low electrical use sites to solar.
- Evaluate hybrid/electric technology opportunities.
- Explore biofuel opportunities.
- Reduce overall energy consumption associated with District facilities by 20% in the next three years.
- Evaluate opportunities to minimize greenhouse gas emissions in District operations.
- Leverage the District's solar resources and look into expansion financing opportunities, including grants, leasing, and power purchase agreement opportunities.
- Enhance sustainability by minimizing waste in resources needed to meet operation and maintenance objectives.
- Consider the environmental impact on all business practices.
- Explore additional sludge recycling options for future reuse.
- Create an internal employee culture that proactively seeks ways to conserve water and energy and be more environmentally sustainable in everything we do.

SMART Goal 5.2 – Fleet Electrification.

- Continue monitoring changes to fleet electrification mandates and work with regulators to ensure mandates are feasible.
- Create a strategy that meets upcoming fleet electrification regulations and considers operational requirements. A financial analysis includes ongoing maintenance costs and the cost of electricity versus traditional fuel.'
- Pursue grant opportunities to fund the inclusion of Electric Vehicles in our fleet and provide funding for necessary charging infrastructure.

DRAFT AND SUBJECT TO CHANGE

SMART Goal 5.3 – Embrace Green Building Standards.

- Reduce overall energy consumption associated with District facilities by 20% and incorporate greater green building standards in all building projects, including the new Critical Services Center.
- Ensure the new Critical Services Center design incorporates energy/water efficiency best practices, including but not limited to the building's positioning, solar control and shading, material selection, building envelope, efficient lighting (possible solar tubes), HVAC systems, and renewable energy systems.
- Evaluate building designs and perform a cost-benefit analysis of the impact of incorporating LEED Green Building standards in construction projects.
- Ensure all District construction projects adhere to California environmental laws and regulations.

Performance Measures

Table 46 shows the specific quantitative performance measures of work performed by the Construction & Maintenance Department that help the District assess the effectiveness and efficiency of the department.

Table 46: Performance Measures for Construction & Maintenance

Activity	2021	2022	2023
Water Line Location Requests	1,973	4,234	5,812
Service Lines Replaced	88	160	191
Service Line Leaks Repaired	149	202	173
Main Line Leaks Repaired	39	55	76
Fire Hydrants Repaired/Replaced	4	0	16
Water System Valves Exercised	1,681	1,818	2,436
Fire Hydrants Flushed, Maintained, & Painted	417	792	966
Air/Vacuum Valves Inspected/Rebuilt	189	4	194
Cla-Val Inspected	16	0	12
Blow-Offs Flushed	290	284	294
CMMS Work Orders Processed	325	425	616
New Water Meter & Service Line Installation	85	155	146
Fire Flow Testing	18	129	126

DRAFT AND SUBJECT TO CHANGE

Operating Expenses

The FY 2025 operating expenses for the Construction & Maintenance Department are $875,896 as shown in **Table 47** below.

Table 47: Construction & Maintenance Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$37,176
Employee Benefits	$6,480
Fringe Benefits	$20,640
Materials and Supplies	$398,500
Outside Services	$413,100
Total Operating Expenses	**$875,896**

DRAFT AND SUBJECT TO CHANGE

Field Services Department

Description of Services Provided

Field Services is responsible for all field requests that include turn on/off accounts, meter repairs, water consumption investigations and consultations, new meter installations, meter calibrations, and AMI reading. Field Services also provides customers with assistance via their Customer Portal, which notifies customers of leaks and water waste before their next bill, and by helping customers with the programming of their sprinkler time to further promote water efficiency.

Staffing

The Field Services Department consists of four FTE positions as shown in **Table 48** below.

Table 48: Field Services FTE Positions for FY 2025

Field Services Department	FY 2025 FTEs
Lead Field Services Technician	1
Field Service Representative II - Backflow Specialist	1
Field Services Representative I/II	2
Total	**4**

2023-2024 Accomplishments

XXXXXX

2024-2025 Goals and Objectives

XXXXXXXXXX

Operating Expenses

The FY 2025 operating expenses for the Field Services Department are $1,110,539 as shown in **Table 49** below.

Table 49: Field Services Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$278,700
Employee Benefits	$67,092
Fringe Benefits	$163,500
Materials and Supplies	$80,240
Outside Services	$444,336
Training and Conferences	$11,300
Total Operating Expenses	**$1,110,539**

DRAFT AND SUBJECT TO CHANGE

Water Production Department

Description of Services Provided

Water Production is responsible for water treatment, storage, production, pumping, and distribution systems. Responsibilities include maintenance of the water production system including: 13 wells, 24 storage tanks, and 12 booster stations. Water Production also provides customers with high quality potable water. The distribution system requires a team effort of daily operation and regular maintenance to ensure a reliable and consistent water supply. Water Operations maintains and replaces: service lines, valves, and fire hydrants. This also includes meter readers which read approximately 13,957 meters per month using manual and automated meter reading technology.

Staffing

The Water Production Department consists of four FTE positions as shown in **Table 50** below.

Table 50: Water Production FTE Positions for FY 2025

Water Production Department	FY 2025 FTEs
Water Production Supervisor	1
Water Production Operator I/II	3
Total	**4**

2023-2024 Accomplishments

- Continued to collect monthly routine bacteriological samples, general physical samples, uranium samples for the wells and water systems.
- Continued to submit the Monthly Coliform Monitoring Report to the SWRCB in a timely manner.
- Continued 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.
- Continued checking and documenting chlorine residuals at all well sites and throughout the distribution system.
- Continued to collect monthly groundwater levels for 15 production wells and nine monitoring wells.
- Continued to conduct monthly overflow maintenance and roof inspections for all reservoirs.
- XXXXXX

DRAFT AND SUBJECT TO CHANGE

2024-2025 Goals and Objectives

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Actively monitor new regulations and engage in the rulemaking process.
- Deliver services in accordance with standards set by regulatory agencies.
- Chromium-6 MCL
    - Share best practices and collaborate with other water districts in the Coachella Valley through our consultant to develop a cost-effective approach to managing Chromium-6 levels within our water supply.
    - Increase transparency, create an education and outreach plan to share the District's approach with the community, and increase overall awareness of water quality and supply issues facing the District.
    - Ensure the District Chromium-6 plan is incorporated in the Long-Range Financial Plan and that any capital projects are incorporated into the Five-Year CIP Program.
- Lead & Copper Rule
    - Develop a lead service line inventory and make it publicly available.
    - Develop a lead service line replacement plan.
    - Sample schools and childcare facilities for lead and copper.
    - Strengthen treatment to comply with the new 10 microgram per liter (ug/L) trigger level.
    - Develop a communication plan to educate the public about the Lead & Copper Rule Revision's requirements and the steps MSWD takes to meet them.
- Conservation as a Way of Life
    - Continue to work with regulators to address the feasibility of state-set conservation goals.
    - Continue to review regulations and apply for variances based on agriculture, evaporative coolers, and seasonal populations while evaluating other areas that may reduce conservation targets.
    - Solicit grant support to help pay for an MSWD weather station to obtain better precipitation and evaporation rates in our service area.
    - Enhance customer rebate programs to include water-saving appliances like dishwashers, clothes washers, and high-efficiency toilets.
    - Budget for and incorporate a Conservation as a Way of Life engagement campaign into the annual customer communications plan.
    - Solicit grant funding to develop an Evaporative Cooler Maintenance and Replacement Program.
    - Review the turf rebate program and target outreach efforts to customers with turf.
    - As part of the new Critical Services Center, construct a new demonstration garden to encourage the use of native drought-resilient plants.

DRAFT AND SUBJECT TO CHANGE

SMART Goal 2.2 – Support/Advocate regional development of local water supply and reduce reliance on imported supply.

- Explore options and grant funding to create a financially feasible recycled water program (looking at potable and non-potable options) at the Horton and Wright facilities.
- Work with the City and other water districts to encourage the use of native drought-resilient plants; work with the City to add to developer requirements.
- Evaluate options for stormwater capture and reuse.
- Participate in negotiations for the final determination of the Groundwater Sustainability Agency for basin within the District's service area, which include the San Gorgonio Pass Sub-Basin, the Mission Creek Sub-Basin, the Indio Sub-Basin, and the Desert Hot Springs Sub-Basin.
- Work with the Salt and Nutrient Management Plan stakeholders to continue monitoring Total Dissolved Solids in the Coachella Valley and advocate for project funding to protect our aquifer.
- Continue to explore opportunities with the Agua Caliente Indian Reservation to access groundwater.
- Review and explore options with our State Water Project allocation, preparing for contract expiration and the possibility of reduced Colorado River supplies.
- As part of the Water Master Plan, include projects that connect the MSWD IDE areas to the MSWD "main" system.

SMART Goal 3.1 – Conduct Long-Range Financial Planning to ensure adequate and reliable revenue streams.

- Update of Water and Wastewater Master Plans
    - Evaluate options for relocation of existing water infrastructure within inaccessible areas of the District for ease of maintenance.
    - Pipeline replacement project for aging pipes within the water distribution system. Incorporate the project in the Master Plan updates.

SMART Goal 3.2 – Control costs and manage debt responsibly.

- Look for ways to reduce water loss and increase system efficiencies.

DRAFT AND SUBJECT TO CHANGE

Performance Measures

Table 51 shows the specific quantitative performance measures of work performed by the Water Production Department that help the District assess the effectiveness and efficiency of the department.

Table 51: Performance Measures for Water Production

Activity	2021	2022	2023
Bacteriological Samples Collected	328	639	774
General Physical Samples Collected	40	71	177
Sodium Hypochlorite Usage (gallons)	-	-	18,602
Chlorine Residuals at Well Sites	-	-	2,442
Chlorine Residuals at Distribution System	-	-	1,188
Well Soundings	264	264	264
New Service Connections	129	158	170
Water Production (AF)	4,286	7,972	7,253

Operating Expenses

The FY 2025 operating expenses for the Water Production Department are $7,185,746 as shown in **Table 52** below.

Table 52: Water Production Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$1,454,148
Employee Benefits	$297,924
Fringe Benefits	$703,296
Materials and Supplies	$1,545,200
Outside Services	$956,255
Groundwater Replenishment Fees	($164,652)
Utilities	$2,191,275
Fixed Assets	$152,000
Standby Reports	$13,300
Training and Conferences	$37,000
Total Operating Expenses	**$7,185,746**

DRAFT AND SUBJECT TO CHANGE

Wastewater Collections Department

Description of Service Provided

Wastewater Collections is responsible for the maintenance and repair of the District's wastewater collection system infrastructure which includes 125.1 miles of sanitary sewer pipelines and 2,384 manholes. The department implements preventative maintenance programs to monitor wastewater flows and clean the system. The department provides 24-hour emergency response to sewer emergency calls.

Staffing

The Wastewater Collections Department consists of two FTE positions as shown in **Table 53** below.

Table 53: Wastewater Collections FTE Positions for FY 2025

Wastewater Collections Department	FY 2025 FTEs
Lead Collections System Operator	1
Collections System Operator I/II	1
Total	**2**

2023-2024 Accomplishments

- Consistently operated the system without any Sanitary Sewer Overflows
- Conducted daily site visits at the Dos Palmas Lift Station checking for proper pump operation, ensuring SCADA is working properly, and checking site security. Replaced a damaged check valve for Pump 2 at the lift station.
- Completed sewer line location requests using iPads and the GeoViewer Mobile application.
- Completed inspections using CCTV equipment.
- Completed cleaning of the sewer mainline.
- XXXXXX

2024-2025 Goals and Objectives

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Actively monitor new regulations and engage in the rulemaking process.
- Deliver services in accordance with standards set by regulatory agencies.

SMART Goal 5.1 – Increase Use of Sustainable Energy Sources and Optimize Efficiencies – "There is no waste; just wasted resources".

- Add solar panels to District facilities and convert low electrical use sites to solar.
- Evaluate hybrid/electric technology opportunities.
- Explore biofuel opportunities.

DRAFT AND SUBJECT TO CHANGE

- Reduce overall energy consumption associated with District facilities by 20% in the next three years.
- Evaluate opportunities to minimize greenhouse gas emissions in District operations.
- Leverage the District's solar resources and look into expansion financing opportunities, including grants, leasing, and power purchase agreement opportunities.
- Enhance sustainability by minimizing waste in resources needed to meet operation and maintenance objectives.
- Consider the environmental impact on all business practices.
- Explore additional sludge recycling options for future reuse.
- Create an internal employee culture that proactively seeks ways to conserve water and energy and be more environmentally sustainable in everything we do.

Performance Measures

Table 54 shows the specific quantitative performance measures of work performed by the Wastewater Collections Department that help the District assess the effectiveness and efficiency of the department.

Table 54: Performance Measures for Wastewater Collections

Activity	2021	2022	2023
Sanitary Sewer Overflows	0	0	0
Sewer Line Location Requests	903	4,205	5,669
Sanitary Sewer CCTV Inspections	-	-	79
Sanitary Sewer CCTV Inspections (feet)	33,729	22,279	88,704
Sanitary Sewer Cleaned (feet)	169,582	357,174	433,176

DRAFT AND SUBJECT TO CHANGE

Operating Expenses

The FY 2025 operating expenses for the Wastewater Collections Department are $586,236 as shown in **Table 55** below.

Table 55: Wastewater Collections Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$181,224
Employee Benefits	$43,980
Fringe Benefits	$99,732
Materials and Supplies	$48,800
Outside Services	$212,500
Total Operating Expenses	**$586,236**

DRAFT AND SUBJECT TO CHANGE

Wastewater Treatment & Disposal Department

Description of Service Provided

Wastewater Treatment & Disposal is responsible for performing routine plant maintenance, equipment maintenance, and plant operations for two wastewater treatment plants. The department also operates the sludge belt filter press and is responsible for the removal of sludge from the wastewater treatment plants.

Staffing

The Wastewater Treatment & Disposal Department consists of seven FTE positions as shown in **Table 56** below.

Table 56: Wastewater Treatment & Disposal FTE Positions for FY 2025

Wastewater Treatment & Disposal Department	FY 2025 FTEs
Chief Plant Operator	1
Lead WWTP Operator	1
WWTP Operator I/II	5
Total	**7**

2023-2024 Accomplishments

- Continued routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest WWTPs.
- Continued operation of the sludge belt filter press and removal of sludge trailers from the Horton and Desert Crest WWTPs.
- Replaced a failed gearbox speed reducer on Clarifier 3.
- Installed two new baffles on the center well of Clarifier 3.
- Continued removal of rags and debris from the headworks and RAS pumps.
- Continued performing laboratory duties and analysis for process control and regulatory reporting purposes.
- Continued to perform monthly groundwater sampling and well sounding at the monitoring wells.
- Continued to clean and rehabilitate the ponds as needed.
- Continued to implement the Weekly Wastewater Training Program to provide all operators with consistent knowledge and a better understanding of processes, including operating equipment in a more proficient manner.

DRAFT AND SUBJECT TO CHANGE

2024-2025 Goals and Objectives

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Actively monitor new regulations and engage in the rulemaking process.
- Deliver services in accordance with standards set by regulatory agencies.

SMART Goal 5.1 – Increase Use of Sustainable Energy Sources and Optimize Efficiencies – "There is no waste; just wasted resources".

- Add solar panels to District facilities and convert low electrical use sites to solar.
- Evaluate hybrid/electric technology opportunities.
- Explore biofuel opportunities.
- Reduce overall energy consumption associated with District facilities by 20% in the next three years.
- Evaluate opportunities to minimize greenhouse gas emissions in District operations.
- Leverage the District's solar resources and look into expansion financing opportunities, including grants, leasing, and power purchase agreement opportunities.
- Enhance sustainability by minimizing waste in resources needed to meet operation and maintenance objectives.
- Consider the environmental impact on all business practices.
- Explore additional sludge recycling options for future reuse.
- Create an internal employee culture that proactively seeks ways to conserve water and energy and be more environmentally sustainable in everything we do.

DRAFT AND SUBJECT TO CHANGE

Performance Measures

Table 57 shows the specific quantitative performance measures of work performed by the Wastewater Treatment & Disposal Department that help the District assess the effectiveness and efficiency of the department.

Table 57: Performance Measures for Wastewater Treatment & Disposal

Activity	2021	2022	2023
Plant & Equipment Maintenance (hours)	2,885	5,082	5,422
Sludge Belt Filter Press (hours)	969	2,138	1,910
Trailer of Sludge Removed	70	192	192
Samples Collected	149	485	552
Laboratory Duties (hours)	234	728	849
Ponds Cleaned & Rehabilitated	25	77	83
New Sanitary Service Connections	135	142	156
Horton Flow (MGD)	12.30	23.93	23.86
Desert Crest Flow (MGD)	0.29	0.52	0.53

Operating Expenses

The FY 2025 operating expenses for the Wastewater Treatment & Disposal Department are $3,323,294 as shown in **Table 58** below.

Table 58: Wastewater Treatment & Disposal Operating Expenses for FY 2025

Operating Expenses	FY 2025
Salaries and Wages	$1,011,540
Employee Benefits	$168,084
Fringe Benefits	$429,228
Materials and Supplies	$258,600
Outside Services	$816,963
Utilities	$591,529
Fixed Assets	$32,000
Standby Reports	$3,000
Dues and Subscriptions	$2,850
Training and Conferences	$9,500
Total Operating Expenses	**$3,323,294**

DRAFT AND SUBJECT TO CHANGE



Appendices

MSWD
Mission Springs Water District

APPENDICES

Appendix A – List of Acronyms

ACWA – Association of California Water Agencies

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

AMI – Advanced Metering Infrastructure

CCTV – Closed Circuit Television

CIP – Capital Improvement Program

COP – Certificate of Participation

CMMS – Computerized Maintenance Management System

CSDA – California Special Districts Association

CVRWMG – Coachella Valley Regional Water Management Group

CVWD – Coachella Valley Water District

DAC – Disadvantaged Community

DWA – Desert Water Agency

DWR – Department of Water Resources

EIR – Environmental Impact Report

EOC – Emergency Operations Center

FEMA – Federal Emergency Management Agency

FOG – Fats, Oils, Grease

FTE – Full-Time Equivalent (number of employees)

FY – Fiscal Year

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GFOA – Government Finance Officers Association

GIS – Geographic Information System

GM – General Manager

GPM – Gallons Per Minute

DRAFT AND SUBJECT TO CHANGE

GPS – Global Positioning System

GQPP – Groundwater Quality Protection Program

GSA – Groundwater Sustainability Agency

HMP – Hazard Mitigation Plan

IRWM – Integrated Regional Water Management

IT – Innovation and Technology

MCL – Maximum Contaminant Level

MGD – Million Gallons Per Day

MSWD – Mission Springs Water District

SCADA – Supervisory Control and Data Acquisition

SCE – Southern California Edison

SGMA – Sustainable Groundwater Management Act

SNMP – Salt and Nutrient Management Plan

SRF – State Revolving Fund

SWOT – Strength, Weakness, Opportunity, Threat

SWRCB – State Water Resources Control Board

TDS – Total Dissolved Solids

USGS – United State Geological Survey

UWMP – Urban Water Management Plan

WDR – Waste Discharge Requirements

WWTP – Wastewater Treatment Plant

DRAFT AND SUBJECT TO CHANGE

Appendix B – Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DRAFT AND SUBJECT TO CHANGE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DRAFT AND SUBJECT TO CHANGE

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

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

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

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

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

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

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

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

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

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

DRAFT AND SUBJECT TO CHANGE



MSWD

Mission Springs Water District

MISSION SPRINGS WATER DISTRICT - 2024-2025 DEPARTMENTAL BUDGETS

		COMBINED DISTRICTS TOTAL FUNDS	OPERATING FUNDS			DEBT SERVICE FUNDS							CAPITAL IMPROVEMENT FUNDS		
						WATER DISTRICT			SEWER DISTRICT						
						IMPROVEMENT DISTRICT #2	IMPROVEMENT DISTRICT E	INSTALLMENT SALE AGREEMENTS	ASSESSMENT DISTRICT #4	ASSESSMENT DISTRICT #7	ASSESSMENT DISTRICT #11 & 12	INSTALLMENT SALE AGREEMENTS			
			GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT								GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT
	OPERATING REVENUES	**20,328,928**	0	12,902,728	7,426,200										
	OPERATING EXPENSES:														
	CUSTOMER ACCOUNTS	**1,950,344**	954,948	995,396	0										
	BUILDINGS AND GROUNDS	**210,444**	210,444	0	0										
	VEHICLE MAINTENANCE	**665,452**	665,452	0	0										
	CENTRAL SERVICES	**1,110,539**	1,110,539	0	0										
	ADMINISTRATION	**2,786,887**	2,786,887	0	0										
	INFORMATION TECHNOLOGY	**1,845,336**	1,845,336	0	0										
	BOARD OF DIRECTORS	**486,092**	486,092	0	0										
	PUBLIC AFFAIRS	**1,187,324**	981,740	205,584	0										
	HUMAN RESOURCES	**521,128**	521,128	0	0										
	ENGINEERING	**1,183,748**	1,067,748	81,000	35,000										
	ACCOUNTING	**651,840**	651,840	0	0										
	PUMPING	**4,446,647**	0	4,446,647	0										
	TRANSMISSION AND DISTRIBUTION	**2,739,099**	0	2,739,099	0										
	COLLECTION	**586,236**	0	0	586,236										
	TREATMENT	**2,060,278**	0	0	2,060,278										
	DISPOSAL	**1,263,016**	0	0	1,263,016										
	DEPRECIATION	**5,089,296**	343,080	2,762,016	1,984,200										
	CAPITAL LABOR AND COSTS												93,048	270,228	180,960
	ADMINISTRATIVE COSTS ALLOCATED	**(1,705,944)**	(11,625,234)	6,443,646	3,475,644								175,428	541,320	312,360
	TOTAL OPERATING EXPENSE	**27,077,762**	0	17,673,388	9,404,374										
	NET OPERATING INCOME(LOSS)	**(6,748,834)**	0	(4,770,660)	(1,978,174)										
	ADD NON-OPERATING REVENUE:														
	CONNECTION FEES	**628,500**	0	370,500	258,000										
	PROPERTY TAXES	**2,342,460**	823,428	946,464	572,568										
	SOLAR CREDITS	**350,000**	350,000	0	0										
	SITE RENTALS	**100,800**	0	100,800	0										
	INTEREST INCOME	**2,274,120**	790,300	878,800	396,200	2,100	4,200		400	(116)	202,236				
	UNREALIZED GAINS/LOSSES	**100,200**	24,700	58,400	17,100										
	FRONT FOOTAGE FEES	**0**	0	0	0						0				
	GRANT	**21,750,000**	0	2,000,000	19,750,000										
	LESS INTEREST & DEBT SERVICE EXPENSE:														
	INTEREST	**(469,455)**	0	(960)	0		(9,788)	(7,360)	0	0	(451,347)				
	DEBT SERVICE CHARGES	**0**	0	0	0		0								
	NET INCOME(LOSS)	**20,327,791**	1,988,428	(416,656)	19,015,694	2,100	(5,588)	(7,360)	400	(116)	(249,111)	0			
	LOAN PROCEEEDS	**0**	0	0	0										
	ADD ASSESSMENT DISTRICT PRINCIPAL	**625,780**	0	0	0				0	16,000	609,780				
	ADD DEPRECIATION & AMORTIZATION	**5,089,296**	343,080	2,762,016	1,984,200		0				0				
	TOTAL CASH PROVIDED	**26,042,867**	**2,331,508**	**2,345,360**	**20,999,894**	**2,100**	**(5,588)**	**(7,360)**	**400**	**15,884**	**360,669**	**0**			
	CASH APPLIED OR RESERVED FOR:														
	PRINCIPAL PAYMENTS DUE	**(15,621,677)**					(8,900)	(16,859)	0	(16,000)	(579,918)	(15,000,000)			
	INTER-FUND TRANSFERS	**0**		(36,607)	(15,218,965)	(2,100)	14,488	24,219	(400)	116	219,249	15,000,000			
	CAPITAL ASSETS: LAND AND OTHER												0	0	0
	CAPITAL IMPROVEMENTS	**(38,118,540)**	(6,049,661)	(16,895,900)	(15,172,979)								6,049,661	16,895,900	15,172,979
	VEHICLES AND EQUIPMENT	**(691,717)**	0	(357,400)	(334,317)								0	357,400	334,317
	CAPITAL REPLACEMENT RESERVE	**(2,544,648)**	(171,540)	(1,381,008)	(992,100)										
	RESERVES (INCREASED) DECREASED	**30,933,715**	3,889,693	16,325,555	10,718,467										
	TOTAL PRINCIPAL PAYMENTS,														
	TRANSFERS & CAPITAL IMPROVEMENT	**(26,042,867)**	**(2,331,508)**	**(2,345,360)**	**(20,999,894)**	**(2,100)**	**5,588**	**7,360**	**(400)**	**(15,884)**	**(360,669)**	**0**	6,318,137	18,064,848	16,000,616

MISSION SPRINGS WATER DISTRICT - 2023-2024 DEPARTMENTAL BUDGETS (REVISED 1/9/2024)

		COMBINED DISTRICTS TOTAL FUNDS	OPERATING FUNDS GENERAL DISTRICT	OPERATING FUNDS WATER DISTRICT	OPERATING FUNDS SEWER DISTRICT	DEBT SERVICE FUNDS: WATER DISTRICT IMPROVEMENT DISTRICT #2	WATER DISTRICT IMPROVEMENT DISTRICT E	WATER DISTRICT INSTALLMENT SALE AGREEMENTS	SEWER DISTRICT ASSESSMENT DISTRICT #4	SEWER DISTRICT ASSESSMENT DISTRICT #7	SEWER DISTRICT ASSESSMENT DISTRICT #11 & 12	SEWER DISTRICT INSTALLMENT SALE AGREEMENTS	CAPITAL IMPROVEMENT FUNDS GENERAL DISTRICT	CAPITAL IMPROVEMENT FUNDS WATER DISTRICT	CAPITAL IMPROVEMENT FUNDS SEWER DISTRICT
9	**OPERATING REVENUES**	**21,191,788**	0	13,786,420	7,405,368										
10															
11	**OPERATING EXPENSES:**														
12	CUSTOMER ACCOUNTS	**1,563,945**	366,609	1,197,336	0										
13	BUILDINGS AND GROUNDS	**165,517**	165,517	0	0										
14	VEHICLE MAINTENANCE	**655,160**	655,160	0	0										
15	CENTRAL SERVICES	**916,738**	916,738	0	0										
16	ADMINISTRATION	**2,939,753**	2,939,753	0	0										
17	INFORMATION TECHNOLOGY	**1,060,961**	1,060,961	0	0										
18	BOARD OF DIRECTORS	**412,974**	412,974	0	0										
19	PUBLIC AFFAIRS	**954,045**	777,057	176,988	0										
20	HUMAN RESOURCES	**434,724**	434,724	0	0										
21	ENGINEERING	**1,061,693**	971,693	81,000	9,000										
22	ACCOUNTING	**618,604**	618,604	0	0										
23	PUMPING	**4,370,926**	0	4,370,926	0										
24	TRANSMISSION AND DISTRIBUTION	**2,536,475**	0	2,536,475	0										
25	COLLECTION	**992,764**	0	0	992,764										
26	TREATMENT	**1,876,204**	0	0	1,876,204										
27	DISPOSAL	**1,212,775**	0	0	1,212,775										
28	DEPRECIATION	**4,449,600**	298,320	2,416,848	1,734,432										
29	CAPITAL LABOR AND COSTS												94,488	278,844	182,088
30	ADMINISTRATIVE COSTS ALLOCATED	**(1,311,432)**	(9,618,110)	5,802,398	2,504,280								138,252	414,480	242,220
31	**TOTAL OPERATING EXPENSE**	**24,911,426**	0	16,581,971	8,329,455										
32															
33	**NET OPERATING INCOME(LOSS)**	**(3,719,638)**	0	(2,795,551)	(924,087)										
34															
35	**ADD NON-OPERATING REVENUE:**														
36	CONNECTION FEES	**922,659**	0	682,659	240,000										
37	PROPERTY TAXES	**2,263,200**	795,600	914,400	553,200										
38	SOLAR CREDITS	**250,000**	250,000	0	0										
39	SITE RENTALS	**100,800**	0	100,800	0										
40	INTEREST INCOME	**1,187,472**	332,600	394,600	242,100	600	1,700		400	384	215,088				
41	UNREALIZED GAINS/LOSSES	**101,700**	36,000	52,500	13,200										
42	FRONT FOOTAGE FEES	**0**	0	0	0						0				
43	GRANT	**72,850,000**	0	3,300,000	69,550,000										
44	**LESS INTEREST & DEBT SERVICE EXPENSE:**														
45	INTEREST	**(841,129)**	0	(960)	0		(10,180)	(8,051)	0	(1,160)	(820,778)				
46	DEBT SERVICE CHARGES	**0**	0	0	0		0								
47															
48	**NET INCOME(LOSS)**	**73,115,064**	1,414,200	2,648,448	69,674,413	600	(8,480)	(8,051)	400	(776)	(605,690)	0			
49															
50	LOAN PROCEEEDS	**18,200,000**	16,700,000	1,500,000	0										
51	ADD ASSESSMENT DISTRICT PRINCIPAL	**625,780**	0	0	0				0	16,000	609,780				
52	ADD DEPRECIATION & AMORTIZATION	**4,449,600**	298,320	2,416,848	1,734,432		0				0				
53	**TOTAL CASH PROVIDED**	**96,390,444**	**18,412,520**	**6,565,296**	**71,408,845**	**600**	**(8,480)**	**(8,051)**	**400**	**15,224**	**4,090**	**0**			
54															
55	**CASH APPLIED OR RESERVED FOR:**														
56	PRINCIPAL PAYMENTS DUE	**(730,641)**	0	0	0		(8,725)	(16,332)	0	(16,000)	(689,584)				
57	INTER-FUND TRANSFERS	**0**	0	(40,988)	(685,870)	(600)	17,205	24,383	(400)	776	685,494				
58	CAPITAL ASSETS: LAND AND OTHER	**0**	0	0	0								0	0	0
59	CAPITAL IMPROVEMENTS	**(76,648,688)**	(19,067,694)	(15,983,059)	(41,597,935)								19,067,694	15,983,059	41,597,935
60	VEHICLES AND EQUIPMENT	**(32,000)**	0	0	(32,000)								0	0	32,000
61	CAPITAL REPLACEMENT RESERVE	**(2,224,800)**	(149,160)	(1,208,424)	(867,216)										
62	RESERVES (INCREASED) DECREASED	**(16,754,315)**	804,334	10,667,175	(28,225,824)										
63	**TOTAL PRINCIPAL PAYMENTS,**														
64	**TRANSFERS & CAPITAL IMPROVEMENT**	**(96,390,444)**	**(18,412,520)**	**(6,565,296)**	**(71,408,845)**	**(600)**	**8,480**	**8,051**	**(400)**	**(15,224)**	**(4,090)**	**0**	19,300,434	16,676,383	42,054,243

MISSION SPRINGS WATER DISTRICT - DEPARTMENTAL BUDGETS COMPARISON

		ORIGINAL 2024-2025						REVISED 2023-2024						DIFFERENCE					
		COMBINED DISTRICTS TOTAL FUNDS	OPERATING FUNDS					COMBINED DISTRICTS TOTAL FUNDS	OPERATING FUNDS					COMBINED DISTRICTS TOTAL FUNDS	OPERATING FUNDS				
			GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER			GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER				GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER
	OPERATING REVENUES	**20,328,928**		12,902,728	7,426,200	0		**21,191,788**	0	13,786,420	7,405,368		-4.1%	**(862,860)**			(883,692)	20,832	
	OPERATING EXPENSES:																		
	CUSTOMER ACCOUNTS	**1,950,344**	954,948	995,396	0	0		**1,563,945**	366,609	1,197,336	0		24.7%	**386,399**	588,339		(201,940)	0	
	BUILDINGS AND GROUNDS	**210,444**	210,444	0	0	0		**165,517**	165,517	0	0		27.1%	**44,927**	44,927		0	0	
	VEHICLE MAINTENANCE	**665,452**	665,452	0	0	0		**655,160**	655,160	0	0		1.6%	**10,292**	10,292		0	0	
	CENTRAL SERVICES	**1,110,539**	1,110,539	0	0	0		**916,738**	916,738	0	0		21.1%	**193,801**	193,801		0	0	
	ADMINISTRATION	**2,786,887**	2,786,887	0	0	0		**2,939,753**	2,939,753	0	0		-5.2%	**(152,866)**	(152,866)		0	0	
	INFORMATION TECHNOLOGY	**1,845,336**	1,845,336	0	0	0		**1,060,961**	1,060,961	0	0		73.9%	**784,375**	784,375		0	0	
	BOARD OF DIRECTORS	**486,092**	486,092	0	0	0		**412,974**	412,974	0	0		17.7%	**73,118**	73,118		0	0	
	PUBLIC AFFAIRS	**1,187,324**	981,740	205,584	0	0		**954,045**	777,057	176,988	0		24.5%	**233,279**	204,683		28,596	0	
	HUMAN RESOURCES	**521,128**	521,128	0	0	0		**434,724**	434,724	0	0		19.9%	**86,404**	86,404		0	0	
	ENGINEERING	**1,183,748**	1,067,748	81,000	35,000	0		**1,061,693**	971,693	81,000	9,000		11.5%	**122,055**	96,055		0	26,000	
	ACCOUNTING	**651,840**	651,840	0	0	0		**618,604**	618,604	0	0		5.4%	**33,236**	33,236		0	0	
	PUMPING	**4,446,647**	0	4,446,647	0	0		**4,370,926**	0	4,370,926	0		1.7%	**75,721**	0		75,721	0	
	TRANSMISSION AND DISTRIBUTION	**2,739,099**	0	2,739,099	0	0		**2,536,475**	0	2,536,475	0		8.0%	**202,624**	0		202,624	0	
	COLLECTION	**586,236**	0	0	586,236	0		**992,764**	0	0	992,764		-40.9%	**(406,528)**	0		0	(406,528)	
	TREATMENT	**2,060,278**	0	0	2,060,278	0		**1,876,204**	0	0	1,876,204		9.8%	**184,074**	0		0	184,074	
	DISPOSAL	**1,263,016**	0	0	1,263,016	0		**1,212,775**	0	0	1,212,775		4.1%	**50,241**	0		0	50,241	
	DEPRECIATION	**5,089,296**	343,080	2,762,016	1,984,200	0		**4,449,600**	298,320	2,416,848	1,734,432		14.4%	**639,696**	44,760		345,168	249,768	
	CAPITAL LABOR AND COSTS																		
	ADMINISTRATIVE COSTS ALLOCATED	**(1,705,944)**	(11,625,234)	6,443,646	3,475,644			**(1,311,432)**	(9,618,110)	5,802,398	2,504,280		30.1%	**(394,512)**	(2,007,124)		641,248	971,364	
	TOTAL OPERATING EXPENSE	**27,077,762**	0	17,673,388	9,404,374			**24,911,426**	0	16,581,971	8,329,455		8.7%	**2,166,336**	0		1,091,417	1,074,919	
	NET OPERATING INCOME(LOSS)	**(6,748,834)**	0	(4,770,660)	(1,978,174)	0		**(3,719,638)**	0	(2,795,551)	(924,087)		81.4%	**(3,029,196)**	0		(1,975,109)	(1,054,087)	
	ADD NON-OPERATING REVENUE:																		
	CONNECTION FEES	**628,500**	0	370,500	258,000	0		**922,659**	0	682,659	240,000	0	-31.9%	**(294,159)**	0		(312,159)	18,000	0
	PROPERTY TAXES	**2,342,460**	823,428	946,464	572,568	0		**2,263,200**	795,600	914,400	553,200	0	3.5%	**79,260**	27,828		32,064	19,368	0
	SOLAR CREDITS	**350,000**	350,000	0	0	0		**250,000**	250,000	0	0	0	40.0%	**100,000**	100,000		0	0	0
	SITE RENTALS	**100,800**	0	100,800	0	0		**100,800**	0	100,800	0	0	0.0%	**0**	0		0	0	0
	INTEREST INCOME	**2,274,120**	790,300	878,800	396,200	208,820		**1,187,472**	332,600	394,600	242,100	218,172	91.5%	**1,086,648**	457,700		484,200	154,100	(9,352)
	UNREALIZED GAINS/LOSSES	**100,200**	24,700	58,400	17,100	0		**101,700**	36,000	52,500	13,200	0	-1.5%	**(1,500)**	(11,300)		5,900	3,900	0
	FRONT FOOTAGE FEES	**0**	0	0	0	0		**0**	0	0	0	0	0.0%	**0**	0		0	0	0
	GRANT	**21,750,000**	0	2,000,000	19,750,000	0		**72,850,000**	0	3,300,000	69,550,000	0	-70.1%	**(51,100,000)**	0		(1,300,000)	(49,800,000)	0
	LESS INTEREST & DEBT SERVICE EXPENSE:																		
	INTEREST	**(469,455)**	0	(960)	0	(468,495)		**(841,129)**	0	(960)	0	(840,169)	-44.2%	**371,674**	0		0	0	371,674
	DEBT SERVICE CHARGES	**0**	0	0	0	0		**0**	0	0	0	0	0.0%	**0**	0		0	0	0
	NET INCOME(LOSS)	**20,327,791**	1,988,428	(416,656)	19,015,694	(259,675)		**73,115,064**	1,414,200	2,648,448	69,674,413	(621,997)	-72.2%	**(52,787,273)**	574,228		(3,065,104)	(50,658,719)	362,322

	A	B	C	D	E	F	G	H	I	J
1										
2	**Mission Springs Water District**									
3	**Functional Expense Budget - 2025**									
4						**Revised**		**Original**		
5						**Budget**		**Budget**		
6						**2025**		**2024**		**Difference**
7	**REVENUES**									
8		Base service charge				$ 2,924,400		$ 2,924,400		$ -
9		Water consumption				8,648,376		9,200,400		(552,024)
10		Meter installations				122,520		122,520		-
11		Sewer service				7,380,000		7,388,400		(8,400)
12		Other operating revenue				1,011,532		1,306,132		(294,600)
13		Backup and front footage fees				628,500		922,659		(294,159)
14		Property taxes				2,342,460		2,263,200		79,260
15		Standby charges				238,500		245,916		(7,416)
16		Fats, oils & grease fees				3,600		4,020		(420)
17		Investment income				2,274,120		1,187,472		1,086,648
18		Unrealized Gains/(Losses)				100,200		101,700		(1,500)
19		Solar Credits				350,000		250,000		100,000
20		Site Rentals				100,800		100,800		-
21		Grants				21,750,000		72,850,000		(51,100,000)
22			Total revenues			$ 47,875,008		$ 98,867,619		$ (50,992,611)
23										
24	**EXPENSES**									
25		Salaries and wages				$ 5,348,569		$ 5,034,485		$ 314,084
26		Employee benefits				1,082,658		993,422		89,236
27		Fringe benefits				2,774,643		2,675,995		98,648
28		Materials and supplies				2,549,640		2,442,127		107,513
29		Outside services				5,748,998		5,482,125		266,873
30		Ground water replenishment fees				(164,652)		(145,944)		(18,708)
31		Utilities				2,848,175		2,363,631		484,544
32		Directors' fees				150,000		60,000		90,000
33		Engineering				66,000		66,000		-
34		Insurance				245,000		210,100		34,900
35		Audit				60,000		60,000		-
36		Rate study				96,000		96,000		-
37		Legal				504,000		504,000		-
38		Fixed Assets				1,826,664		1,505,014		321,650
39		Depreciation				5,089,296		4,449,600		639,696
40		Interest				469,455		841,129		(371,674)
41		Standby reports				16,300		16,300		-
42		Dues and subscriptions				193,015		78,402		114,613
43		Training and conferences				263,600		259,558		4,042
44		Amortization and cost of debt issuan				0		0		-
45		Ground water management				16,000		16,683		(683)
46		Other expenses				69,800		55,360		14,440
47			Subtotal			29,253,161		27,063,987		2,189,174
48		General District Allocation				(1,705,944)		(1,311,432)		(394,512)
49			Total expenses			$ 27,547,217		$ 25,752,555		$ 1,794,662
50										
51	**NET INCOME(LOSS)**					$ 20,327,791		$ 73,115,064		$ (52,787,273)
52										
53	**CAPITAL IMPROVEMENTS**					$ 38,118,540		$ 76,827,465		$ (38,708,925)
54	**VEHICLES AND EQUIPMENT**					$ 691,717		$ 32,000		$ 659,717

Mission Springs Water District

Revised Capital Budget and Continuing Appropriations

2025

DESCRIPTION	JOB #	Original As of 7/1/23 Budget	Interim Additions/ Transfers	Continuing Appropriations from 2023/2024 Budget	Projects expected to close by 6/30/24	Projects proposed to be added to 2024/2025 Budget	Final Capital and Continuing Appropriations 2024/2025	Funds Expended Through 5/20/2024	Fund in 2024/ 2025	Fund in 2025/ 2026	Fund in 2026/ 2027	Fund in 2027/ 2028	Fund in 2028/ 2029
			+/-	=	-	+	=						
Sewer line Encasement I-10 Crossing @ Indian	10371	251,972	-	251,972	-	-	251,972	251,972	-	-	-	-	-
Well Site - Worsley Rd North - 27 Acres	10693	39,326		39,326	-	-	39,326	39,326	-	-	-	-	-
Well Site - Worsley - Env/Eng	10702	2,405		2,405	-	-	2,405	2,405	-	-	-	-	-
Prelim Des/Eng Horton WWTP Exp #5	10969	171,703	-	171,703	-	-	171,703	171,703	-	-	-	-	-
Final Design Horton WWTP Exp #5	11032	940,340	-	940,340	-	-	940,340	940,340	-	-	-	-	-
Well #38 Design & Environmental	11076	375,000	-	375,000	-	-	375,000	366,443	-	-	-	-	-
Horton WWTP Expansion #5	11087	13,404,000	-	13,404,000	-	-	13,404,000	152,616	-	-	-	-	-
EIR Horton WWTP Expansion #5	11088	71,416	-	71,416	-	-	71,416	71,416	-	-	-	-	-
Well # 42 (near to existing well # 22)	11147	4,600,000	139,000	4,739,000	-	-	4,739,000	2,942,805	1,475,000	321,195	-	-	-
1530 ZONE Redbud tank #2 Land and Const	11159	80,000	-	80,000	-	-	80,000	70,708	-	9,292	-	-	-
I-10 & Indian Sewer Collection System	11205	652,000	-	652,000	-	-	652,000	594,668	-	57,332	-	-	-
Mission Creek - 80 Acres Land	11282	328,000	-	328,000	(328,000)	-	-	325,077	-	-	-	-	-
Regional Wastewater Treatment Plant	11424	51,000,000	2,049,300	53,049,300	-	-	53,049,300	49,921,575	3,127,725	-	-	-	-
Area M-2 (AD #15)	11425	11,450,000	-	11,450,000	-	-	11,450,000	697,138	8,000,000	2,752,862	-	-	-
Conveyance line from LS to RWWTP	11426	8,300,000	-	8,300,000	-	-	8,300,000	6,179,472	2,120,528	-	-	-	-
Chromium 6 Compliance Study	11451	200,000	-	200,000	-	-	200,000	18,640	181,360	-	-	-	-
HWWTP Infl. Pup Station Odor Control	11456	730,000	-	730,000	-	-	730,000	647,970	82,030	-	-	-	-
Well 29 Chromium 6 Treatment design	11460	200,000	-	200,000	-	-	200,000	-	-	200,000	-	-	-
Area J-2	11472	300,000	-	300,000	-	-	300,000	293,854	6,146	-	-	-	-
HWWTP ASU Demolition	11556	167,275	-	167,275	-	-	167,275	45,077	-	122,198	-	-	-
HWWTP Percolation Ponds (2)	11557	380,000	-	380,000	-	-	380,000	350,214	29,786	-	-	-	-
Designing & Engineering Areas H & I	11566	460,000	-	460,000	-	-	460,000	336,321	123,679	-	-	-	-
Block Wall at Corp Yard and Wastewater Facility	11598	155,000	-	155,000	-	-	155,000	1,452	-	153,548	-	-	-
Block Wall/Fence at Terrace Reservoir	11599	226,288	-	226,288	-	-	226,288	25,948	-	200,340	-	-	-
Booster Pump Rehab Program	11600	150,000	-	150,000	(150,000)	-	-	119,376	-	-	-	-	-
Modular Enclosure-Chlorine Equipment/Well Sites	11601	124,180	-	124,180	-	-	124,180	88,417	35,763	-	-	-	-
Pavement repairs - corp yard	11604	345,575	-	345,575	-	-	345,575	43,757	50,000	251,818	-	-	-
Terrace Reservoir No. 1	11607	754,343	-	754,343	-	-	754,343	30,668	723,675	-	-	-	-
Terrace Reservoir No. 2	11608	814,461	-	814,461	-	-	814,461	32,375	782,086	-	-	-	-
Terrace Reservoir No. 3	11609	361,363	-	361,363	-	-	361,363	30,883	330,480	-	-	-	-
Vista Reservoir Rehabilitation	11610	975,427	-	975,427	-	-	975,427	127,028	848,399	-	-	-	-
Well Rehabilitation Program - Well 22	11611	1,560,000	-	1,560,000	-	-	1,560,000	604,508	955,492	-	-	-	-
HWWTP Above Ground Piping & Appurtenance Rehab	11613	150,000	-	150,000	-	-	150,000	344	25,000	124,656	-	-	-
HWWTP SCADA Upgrades	11617	129,008	-	129,008	-	-	129,008	40,080	25,000	63,928	-	-	-
Design & Engineering for Areas A & G	11618	1,600,000	-	1,600,000	-	-	1,600,000	571,501	1,028,499	-	-	-	-
Admin Building	11621	33,300,000	-	33,300,000	-	-	33,300,000	1,684,784	5,000,000	26,615,216	-	-	-
2020 Water CIP Pipeline Replacement	11622	2,264,975	-	2,264,975	-	-	2,264,975	275,189	250,000	1,739,786	-	-	-
Sewer System Collections	11657	750,000	-	750,000	-	-	750,000	561,008	188,992	-	-	-	-
Well and Reservoir Sites Security Cameras	11665	225,075	-	225,075	-	-	225,075	2,367	50,000	172,708	-	-	-
Emergency Backup Generator Well 27/31	11666	411,002	-	411,002	-	-	411,002	21,860	389,142	-	-	-	-
Emergency Backup Generator Well 32	11667	300,331	-	300,331	-	-	300,331	21,767	278,564	-	-	-	-
Emergency Backup Generator Well 37	11668	300,331	-	300,331	-	-	300,331	21,804	278,527	-	-	-	-
Filtration for HWWTP	11689	1,500,000	-	1,500,000	-	-	1,500,000	108,952	-	1,391,048	-	-	-
GQPP Area D3-1 Sewer Design	11693	156,000	-	156,000	-	-	156,000	9,211	146,789	-	-	-	-
Portable Booster/Transfer Pump	11716	180,000	-	180,000	(180,000)	-	-	148,226	-	-	-	-	-
Trailer Mounted Portable Generators	11717	537,375	-	537,375	(537,375)	-	-	487,221	-	-	-	-	-

Mission Springs Water District
Revised Capital Budget and Continuing Appropriations
2025

	DESCRIPTION	JOB #	Original As of 7/1/23 Budget	Interim Additions/ Transfers	Continuing Appropriations from 2023/2024 Budget	Projects expected to close by 6/30/24	Projects proposed to be added to 2024/2025 Budget	Final Capital and Continuing Appropriations 2024/2025	Funds Expended Through 5/20/2024	Fund in 2024/ 2025	Fund in 2025/ 2026	Fund in 2026/ 2027	Fund in 2027/ 2028	Fund in 2028/ 2029
				+/-	=	-	+	=						
55	Reservoir Rehabilitation Program Design FY 2022	11719	120,000	-	120,000	-	-	120,000	-	120,000	-	-	-	-
56	Well Rehabilitation Program Design FY 2022	11720	120,000	-	120,000	-	-	120,000	55,576	64,424	-	-	-	-
57	Supplemental Evironmental Project	11732	300,000	250,000	550,000	-	-	550,000	390,877	10,000	-	-	-	-
58	Administration Office Repairs (Drywall and Painting)	11733	135,000	-	135,000		-	135,000	35,339	99,661	-	-	-	-
59	Pierson Boulevard Slurry Seal Project	11737	183,000	-	183,000	-	-	183,000	-	183,000	-	-	-	-
60	Riverside Co. Mountain View Resurfacing Project	11738	33,000	-	33,000	-	-	33,000	-	33,000	-	-	-	-
61	Well 35 Equipment Installation	11741	2,700,000	-	2,700,000	-	-	2,700,000	19,321	2,680,679	-	-	-	-
62	Well 34 Rehabilitation	11742	475,000	-	475,000	-	-	475,000	351,938	123,062	-	-	-	-
63	Well 34/35 Intertie	11743	1,100,000	-	1,100,000	-	-	1,100,000	3,175	1,096,825	-	-	-	-
64	19th - 20th Ave & Little Morongo Roadway Project	11769	309,000	-	309,000	-	-	309,000	101,138	207,862	-	-	-	-
65	John Deere 3032E Compact Utility Tractor	11787	32,000	-	32,000	-	-	32,000	28,865	-	-	-	-	-
66	Muffin Monster 6-inch Inline Grinder	11788	15,100	2,000	17,100	-	-	17,100	-	17,100	-	-	-	-
67	New Wachs ERV-750 Valve machine	11789	42,000	-	42,000	-	-	42,000	-	42,000	-	-	-	-
68	2024 - New Meters 3/4" - 2"	11790	350,000	-	350,000	(350,000)	-	-	275,146	-	-	-	-	-
69	ERP System Replacements	11791	1,710,000	-	1,710,000	-	-	1,710,000	-	900,000	810,000	-	-	-
70	Energy Conservation and Efficiency Plan	11776	-	50,000	50,000	-	100,000	150,000	28,135	71,865	50,000	-	-	-
71	Hurricane Hilary - 13th Avenue	11809	-	100,000	100,000	-	100,000	200,000	13,334	186,666	-	-	-	-
72	Hurricane Hilary - Thomas	11810	-	105,000	105,000	-	145,000	250,000	12,872	237,128	-	-	-	-
73	Hurricane Hilary - Indian Canyon	11811	-	230,000	230,000	-	-	230,000	17,728	212,272	-	-	-	-
74	Hurricane Hilary - Little Morongo Rd	11812	-	30,000	30,000	-	-	30,000	-	30,000	-	-	-	-
75	Hurricane Hilary - Mission Lakes	11813	-	650,000	650,000	-	(125,000)	525,000	16,753	508,247	-	-	-	-
76	GEHL TH842 Telehandler	11829	-	177,317	177,317	-	500	177,817	-	177,817	-	-	-	-
77	Case 570N EP Skip Loader	11830	-	124,000	124,000	-	500	124,500	-	124,500	-	-	-	-
78	John Deere Gator TE Model (1 of 2)	11831	-	15,500	15,500	-	500	16,000	-	16,000	-	-	-	-
79	John Deere Gator TE Model (2 of 2)	11832	-	15,500	15,500	-	500	16,000	-	16,000	-	-	-	-
80	John Deere JD210P Skip Loader	NEW	-	-	-	-	157,300	157,300	-	157,300	-	-	-	-
81	Vacuum Excavator	NEW	-	-	-	-	143,000	143,000	-	143,000	-	-	-	-
82	Wachs ERV-750 Valve Machine	NEW	-	-	-	-	45,000	45,000	-	45,000	-	-	-	-
83	Walk Behind Trencher	NEW	-	-	-	-	12,100	12,100	-	12,100	-	-	-	-
84	Axle Weighing System	NEW	-	-	-	-	15,070	15,070	-	15,070	-	-	-	-
85	Belt Press Horizontal Screw Replacement	NEW	-	-	-	-	22,775	22,775	-	22,775	-	-	-	-
86	Headworks Grit Classifier Screw Replacement	NEW	-	-	-	-	96,076	96,076	-	96,076	-	-	-	-
87	Horton Aviligon Camera System	NEW	-	-	-	-	71,886	71,886	-	71,886	-	-	-	-
88	JWC Auger Replacement	NEW	-	-	-	-	28,898	28,898	-	28,898	-	-	-	-
89	Odor Control Grease Filter	NEW	-	-	-	-	17,000	17,000	-	17,000	-	-	-	-
90	PSC - WPSV Intertie	NEW	-	-	-	-	358,010	358,010	-	-	358,010	-	-	
91	Water Line Replacement in Easements	NEW	-	-	-	-	64,000,000	64,000,000	-	300,000	2,000,000	2,000,000	2,000,000	2,000,000
92	Chlorine Enclosures	NEW	-	-	-	-	169,474	169,474	-	169,474	-	-	-	-
93	Gateway PLC Upgrade	NEW	-	-	-	-	23,150	23,150	-	23,150	-	-	-	-
94	Highland Solar & Communications Upgrade	NEW	-	-	-	-	23,442	23,442	-	23,442	-	-	-	-
95	Little Morongo Booster Install	NEW	-	-	-	-	167,605	167,605	-	167,605	-	-	-	-
96	Low Desert View Booster Rehabilitation	NEW	-	-	-	-	69,304	69,304	-	69,304	-	-	-	-
97	Qual Altitude Valve Upgrade	NEW	-	-	-	-	40,033	40,033	-	40,033	-	-	-	-
98	SCADA Server Upgrade	NEW	-	-	-	-	24,341	24,341	-	24,341	-	-	-	-
99	Terrace Booster Rehab Project	NEW	-	-	-	-	119,304	119,304	-	119,304	-	-	-	-
100	Terrace Cla-Val Replacement	NEW	-	-	-	-	112,617	112,617	-	112,617	-	-	-	-
101	Well 25A Rehabilitation	NEW	-	-	-	-	104,211	104,211	-	104,211	-	-	-	-
102	Well 26A Fencing & Electrical Pole Project	NEW	-	-	-	-	56,901	56,901	-	56,901	-	-	-	-
103	GIS ESRI - SBITA	NEW	-	-	-	-	140,000	140,000	-	140,000	-	-	-	-
104	GIS Cityworks - SBITA	NEW	-	-	-	-	270,000	270,000	-	270,000	-	-	-	-
105	M-2 Waterline Replacement	NEW	-	-	-	-	3,574,309	3,574,309	-	2,900,000	674,309	-	-	-
107	TOTALS		148,998,271	3,937,617	152,935,888	-1,545,375	70,083,806	221,474,319	70,828,663	38,820,257	38,068,246	2,000,000	2,000,000	2,000,000

Mission Springs Water District

Revised Capital Budget and Continuing Appropriations

2025

	DESCRIPTION	JOB #	Original As of 7/1/23 Budget	Interim Additions/ Transfers	Continuing Appropriations from 2023/2024 Budget	Projects expected to close by 6/30/24	Projects proposed to be added to 2024/2025 Budget	Final Capital and Continuing Appropriations 2024/2025	Funds Expended Through 5/20/2024	Fund in 2024/ 2025	Fund in 2025/ 2026	Fund in 2026/ 2027	Fund in 2027/ 2028	Fund in 2028/ 2029
8				+/-	=	-	+	=						
109	General Land and Other		-						General Land and Other	-	-	-	-	-
110	General Improvements		19,067,694						General Improvements	6,049,661	27,830,582	-	-	-
111	General Vehicle		-						General Vehicle	-	-	-	-	-
112	Water Land and Other		-						Water Land and Other	-	-	-	-	-
113	Water Improvements		16,163,836						Water Improvements	16,895,900	5,367,630	2,000,000	2,000,000	2,000,000
114	Water Vehicle		-						Water Vehicle	357,400	-	-	-	-
115	Sewer Land and Other		-						Sewer Land and Other	-	-	-	-	-
116	Sewer Improvements		41,595,935						Sewer Improvements	15,172,979	4,870,034	-	-	-
117	Sewer Vehicle		32,000						Sewer Vehicle	334,317	-	-	-	-
118		Total:	76,859,465						Total:	38,810,257	38,068,246	2,000,000	2,000,000	2,000,000
120	Projects Expected to Occur in 2023 / 2024		77,159,465					Projects Expected to Occur in 2024 / 2025		38,820,257				
121	Grant / AD Funds related to Projects		(69,850,000)					Grant / AD Funds related to Projects		(19,750,000)				
122	Loan proceeds		(18,200,000)						Loan proceeds	-				
123	Expected net cash outflow (MSWD)		(10,890,535)					Expected net cash outflow (MSWD)		19,070,257				
124	Actual Expensed:		20,978,303											

	A	B	C
1		**MISSION SPRINGS WATER DISTRICT**	
2		**CLASSIFICATION PLAN 2024-2025**	
3		**PROPOSED**	
5			Funded
6			FTEs
7		**EXECUTIVE**	
8		General Manager	1
9		Assistant General Manager	1
10			**2**
11		**ADMINISTRATION**	
12		Programs & Public Affairs Specialist	1
13		Executive Assistant	1
14		Business Analyst	1
15		Contracts Analyst	1
16		Administrative Assistant I/II	1
17		Office Specialist II	1
18		Human Resources Manager	1
19		GIS Specialist	1
20			**8**
21		**ENGINEERING**	
22		Engineering Manager	1
23		Associate Engineer	1
24		Engineering Technician II	2
25			**4**
26		**FINANCE**	
27		Director of Finance	1
28			**1**
29		**Innovation & Technology:**	
30		Innovation & Technology Manager	1
31			**1**
32		**Accounting:**	
33		Accounting Manager	1
34		Accountant	1
35		Accounting Technician	2
36		Purchasing and Warehouse Specialist	1
37			**5**
38		**Customer Service:**	
39		Customer Service Manager	1
40		Customer Service Representative I/II	2
41		Sr. Customer Service Representative	1
42			**4**
43		**OPERATIONS**	
44		Director of Operations	1
45			**1**
46		**Field Service**	
47		Lead Field Service	1
48		Field Service Representative II/Backflow Specialist	1
49		Field Service Representative I/II	2
50			**4**
51		**Construction & Maintenance:**	
52		Field Operations Superintendent	1
53		Lead Facilities Maintenance Worker	1
54		Lead Field Operations Technician	2
55		Field Operations Technician I/II	7
56			**11**
57		**Water Production:**	
58		Water Production Supervisor	1
59		Water Prod. Operator I/II	3
60			**4**
61		**Wastewater Treatment:**	
62		Chief Plant Operator	1
63		Lead WWTP Operator	1
64		WWTP Operator I/II	5
65			**7**
66		**Wastewater Collections:**	
67		Lead Collections System Operator	1
68		Collections System Operator I/II	1
69			**2**
71		**TOTAL BUDGETED FTEs**	**54**
72			

MISSION SPRINGS WATER DISTRICT

Mission Springs Water District
Value is our Mission

Effective July 1, 2024
Adopted by the Board as of June _____, 2024
Resolution #2024-14

	Range	Step A	Step A1	Step B	Step B1	Step C	Step C1	Step D	Step D1	Step E	Step E1	Step F	
General Manager	Contract	$227,489.60	$233,168.00	$238,992.00	$244,961.60	$251,076.80	$257,358.40	$263,785.60	$270,379.20	$277,139.20	$284,065.60	$291,158.40	Annual
		18,957.47	19,430.67	19,916.00	20,413.47	20,923.07	21,446.53	21,982.13	22,531.60	23,094.93	23,672.13	24,263.20	Month
		109.37	112.10	114.90	117.77	120.71	123.73	126.82	129.99	133.24	136.57	139.98	$/Hr.
	31	$196,144.00	$210,662.40	$215,924.80	$221,332.80	$226,865.60	$232,544.00	$238,368.00	$244,337.60	$250,452.80	$256,713.60	$263,140.80	Annual
		$16,345.33	$17,555.20	$17,993.73	$18,444.40	$18,905.47	$19,378.67	$19,864.00	$20,361.47	$20,871.07	$21,392.80	$21,928.40	Month
		$98.81	$101.28	$103.81	$106.41	$109.07	$111.80	$114.60	$117.47	$120.41	$123.42	$126.51	$/Hr.
	30	$195,625.10	$200,507.01	$205,519.68	$210,663.12	$215,937.33	$221,342.30	$226,878.04	$232,544.54	$238,363.60	$244,313.43	$250,415.82	Annual
		$16,302.09	$16,708.92	$17,126.64	$17,555.26	$17,994.78	$18,445.19	$18,906.50	$19,378.71	$19,863.63	$20,359.45	$20,867.98	Month
		$94.05	$96.40	$98.81	$101.28	$103.81	$106.41	$109.07	$111.80	$114.60	$117.47	$120.41	$/Hr.
Assistant General Manager (1)	29	$186,188.19	$190,840.00	$195,603.20	$200,491.20	$205,504.00	$210,641.60	$215,904.00	$221,312.00	$226,844.80	$232,523.20	$238,326.40	Annual
		$15,515.68	$15,903.33	$16,300.27	$16,707.60	$17,125.33	$17,553.47	$17,992.00	$18,442.67	$18,903.73	$19,376.93	$19,860.53	Month
		$89.51	$91.75	$94.04	$96.39	$98.80	$101.27	$103.80	$106.40	$109.06	$111.79	$114.58	$/Hr.
	28	$177,230.76	$181,667.20	$186,201.60	$190,860.80	$195,624.00	$200,512.00	$205,524.80	$210,662.40	$215,924.80	$221,332.80	$226,865.60	Annual
		$14,769.23	$15,138.93	$15,516.80	$15,905.07	$16,302.00	$16,709.33	$17,127.07	$17,555.20	$17,993.73	$18,444.40	$18,905.47	Month
		$85.21	$87.34	$89.52	$91.76	$94.05	$96.40	$98.81	$101.28	$103.81	$106.41	$109.07	$/Hr.
Director of Finance (1)	27	$168,687.42	$172,910.40	$177,236.80	$181,667.20	$186,201.60	$190,860.80	$195,624.00	$200,512.00	$205,524.80	$210,662.40	$215,924.80	Annual
		$14,057.28	$14,409.20	$14,769.73	$15,138.93	$15,516.80	$15,905.07	$16,302.00	$16,709.33	$17,127.07	$17,555.20	$17,993.73	Month
		$81.10	$83.13	$85.21	$87.34	$89.52	$91.76	$94.05	$96.40	$98.81	$101.28	$103.81	$/Hr.
Director of Operations (1)	26	$160,558.17	$164,569.60	$168,688.00	$172,910.40	$177,236.80	$181,667.20	$186,201.60	$190,860.80	$195,624.00	$200,512.00	$205,524.80	Annual
		$13,379.85	$13,714.13	$14,057.33	$14,409.20	$14,769.73	$15,138.93	$15,516.80	$15,905.07	$16,302.00	$16,709.33	$17,127.07	Month
		$77.19	$79.12	$81.10	$83.13	$85.21	$87.34	$89.52	$91.76	$94.05	$96.40	$98.81	$/Hr.
	25	$152,821.21	$156,644.80	$160,555.20	$164,569.60	$168,688.00	$172,910.40	$177,236.80	$181,667.20	$186,201.60	$190,860.80	$195,624.00	Annual
		$12,735.10	$13,053.73	$13,379.60	$13,714.13	$14,057.33	$14,409.20	$14,769.73	$15,138.93	$15,516.80	$15,905.07	$16,302.00	Month
		$73.47	$75.31	$77.19	$79.12	$81.10	$83.13	$85.21	$87.34	$89.52	$91.76	$94.05	$/Hr.
Engineering Manager (1)	24	$145,454.76	$149,094.40	$152,817.60	$156,644.80	$160,555.20	$164,569.60	$168,688.00	$172,910.40	$177,236.80	$181,667.20	$186,201.60	Annual
		$12,121.23	$12,424.53	$12,734.80	$13,053.73	$13,379.60	$13,714.13	$14,057.33	$14,409.20	$14,769.73	$15,138.93	$15,516.80	Month
		$69.93	$71.68	$73.47	$75.31	$77.19	$79.12	$81.10	$83.13	$85.21	$87.34	$89.52	$/Hr.
	23	$138,437.01	$141,897.60	$145,454.40	$149,094.40	$152,817.60	$156,644.80	$160,555.20	$164,569.60	$168,688.00	$172,910.40	$177,236.80	Annual
		$11,536.42	$11,824.80	$12,121.20	$12,424.53	$12,734.80	$13,053.73	$13,379.60	$13,714.13	$14,057.33	$14,409.20	$14,769.73	Month
		$66.56	$68.22	$69.93	$71.68	$73.47	$75.31	$77.19	$79.12	$81.10	$83.13	$85.21	$/Hr.
Human Resources Manager (1) Innovation & Technology Manager (1)	22	$131,767.98	$135,054.40	$138,424.00	$141,876.80	$145,433.60	$149,073.60	$152,796.80	$156,624.00	$160,534.40	$164,548.80	$168,667.20	Annual
		$10,980.66	$11,254.53	$11,535.33	$11,823.07	$12,119.47	$12,422.80	$12,733.07	$13,052.00	$13,377.87	$13,712.40	$14,055.60	Month
		$63.35	$64.93	$66.55	$68.21	$69.92	$71.67	$73.46	$75.30	$77.18	$79.11	$81.09	$/Hr.
	21	$125,425.85	$128,564.80	$131,788.80	$135,075.20	$138,444.80	$141,897.60	$145,454.40	$149,094.40	$152,817.60	$156,644.80	$160,555.20	Annual
		$10,452.15	$10,713.73	$10,982.40	$11,256.27	$11,537.07	$11,824.80	$12,121.20	$12,424.53	$12,734.80	$13,053.73	$13,379.60	Month
		$60.30	$61.81	$63.36	$64.94	$66.56	$68.22	$69.93	$71.68	$73.47	$75.31	$77.19	$/Hr.
Accounting Manager (1)	20	$119,388.85	$122,366.40	$125,424.00	$128,564.80	$131,788.80	$135,075.20	$138,444.80	$141,897.60	$145,454.40	$149,094.40	$152,817.60	Annual
		$9,949.07	$10,197.20	$10,452.00	$10,713.73	$10,982.40	$11,256.27	$11,537.07	$11,824.80	$12,121.20	$12,424.53	$12,734.80	Month
		$57.40	$58.83	$60.30	$61.81	$63.36	$64.94	$66.56	$68.22	$69.93	$71.68	$73.47	$/Hr.
Chief Plant Operator (1) Field Operations Superintendent (1)	19	$113,635.17	$116,480.00	$119,392.00	$122,387.20	$125,444.80	$128,585.60	$131,809.60	$135,096.00	$138,465.60	$141,918.40	$145,475.20	Annual
		$9,469.60	$9,706.67	$9,949.33	$10,198.93	$10,453.73	$10,715.47	$10,984.13	$11,258.00	$11,538.80	$11,826.53	$12,122.93	Month
		$54.63	$56.00	$57.40	$58.84	$60.31	$61.82	$63.37	$64.95	$66.57	$68.23	$69.94	$/Hr.
Associate Engineer (1)	18	$108,164.81	$110,864.00	$113,630.40	$116,480.00	$119,392.00	$122,387.20	$125,444.80	$128,585.60	$131,809.60	$135,096.00	$138,465.60	Annual
		$9,013.73	$9,238.67	$9,469.20	$9,706.67	$9,949.33	$10,198.93	$10,453.73	$10,715.47	$10,984.13	$11,258.00	$11,538.80	Month
		$52.00	$53.30	$54.63	$56.00	$57.40	$58.84	$60.31	$61.82	$63.37	$64.95	$66.57	$/Hr.
Customer Service Manager (1) Sr. Lead WWTPO	17	$102,955.99	$105,539.20	$108,180.80	$110,884.80	$113,651.20	$116,500.80	$119,412.80	$122,408.00	$125,465.60	$128,606.40	$131,830.40	Annual
		$8,579.67	$8,794.93	$9,015.07	$9,240.40	$9,470.93	$9,708.40	$9,951.07	$10,200.67	$10,455.47	$10,717.20	$10,985.87	Month
		$49.50	$50.74	$52.01	$53.31	$54.64	$56.01	$57.41	$58.85	$60.32	$61.83	$63.38	$/Hr.
Water Production Supervisor (1)	16	$98,008.70	$100,464.00	$102,980.80	$105,560.00	$108,201.60	$110,905.60	$113,672.00	$116,521.60	$119,433.60	$122,428.80	$125,486.40	Annual
		$8,167.39	$8,372.00	$8,581.73	$8,796.67	$9,016.80	$9,242.13	$9,472.67	$9,710.13	$9,952.80	$10,202.40	$10,457.20	Month
		$47.12	$48.30	$49.51	$50.75	$52.02	$53.32	$54.65	$56.02	$57.42	$58.86	$60.33	$/Hr.
Programs and Public Affairs Specialist (1) Executive Assistant (1) Lead WWTPO (1)	15	$93,279.35	$95,617.60	$98,009.60	$100,464.00	$102,980.80	$105,560.00	$108,201.60	$110,905.60	$113,672.00	$116,521.60	$119,433.60	Annual
		$7,773.28	$7,968.13	$8,167.47	$8,372.00	$8,581.73	$8,796.67	$9,016.80	$9,242.13	$9,472.67	$9,710.13	$9,952.80	Month
		$44.85	$45.97	$47.12	$48.30	$49.51	$50.75	$52.02	$53.32	$54.65	$56.02	$57.42	$/Hr.
GIS Specialist (1)	14	$88,789.73	$91,000.00	$93,267.20	$95,596.80	$97,988.80	$100,443.20	$102,960.00	$105,539.20	$108,180.80	$110,884.80	$113,651.20	Annual
		$7,399.14	$7,583.33	$7,772.27	$7,966.40	$8,165.73	$8,370.27	$8,580.00	$8,794.93	$9,015.07	$9,240.40	$9,470.93	Month
		$42.69	$43.75	$44.84	$45.96	$47.11	$48.29	$49.50	$50.74	$52.01	$53.31	$54.64	$/Hr.
	13	$84,518.06	$86,632.00	$88,795.20	$91,020.80	$93,288.00	$95,617.60	$98,009.60	$100,464.00	$102,980.80	$105,560.00	$108,201.60	Annual
		$7,043.17	$7,219.33	$7,399.60	$7,585.07	$7,774.00	$7,968.13	$8,167.47	$8,372.00	$8,581.73	$8,796.67	$9,016.80	Month
		$40.63	$41.65	$42.69	$43.76	$44.85	$45.97	$47.12	$48.30	$49.51	$50.75	$52.02	$/Hr.
Business Analyst (1); Contracts Analyst (1) Accountant (1); Lead Facilities Maintenance Worker (1) Lead Field Operations Technician (2)	12	$80,442.54	$82,451.20	$84,510.40	$86,632.00	$88,795.20	$91,020.80	$93,288.00	$95,617.60	$98,009.60	$100,464.00	$102,980.80	Annual
		$6,703.54	$6,870.93	$7,042.53	$7,219.33	$7,399.60	$7,585.07	$7,774.00	$7,968.13	$8,167.47	$8,372.00	$8,581.73	Month
		$38.67	$39.64	$40.63	$41.65	$42.69	$43.76	$44.85	$45.97	$47.12	$48.30	$49.51	$/Hr.
Lead Collections System Operator (1) WWTPO II (3) Lead Field Services Rep. (1)	11	$76,563.17	$78,478.40	$80,433.60	$82,451.20	$84,510.40	$86,632.00	$88,795.20	$91,020.80	$93,288.00	$95,617.60	$98,009.60	Annual
		$6,380.26	$6,539.87	$6,702.80	$6,870.93	$7,042.53	$7,219.33	$7,399.60	$7,585.07	$7,774.00	$7,968.13	$8,167.47	Month
		$36.81	$37.73	$38.67	$39.64	$40.63	$41.65	$42.69	$43.76	$44.85	$45.97	$47.12	$/Hr.
Engineering Technician II (2) Water Production Operator II (1)	10	$72,858.14	$74,672.00	$76,544.00	$78,457.60	$80,412.80	$82,430.40	$84,489.60	$86,611.20	$88,774.40	$91,000.00	$93,267.20	Annual
		$6,071.51	$6,222.67	$6,378.67	$6,538.13	$6,701.07	$6,869.20	$7,040.80	$7,217.60	$7,397.87	$7,583.33	$7,772.27	Month
		$35.03	$35.90	$36.80	$37.72	$38.66	$39.63	$40.62	$41.64	$42.68	$43.75	$44.84	$/Hr.
Administrative Assistant II; WWTPO I (2) Collections System Operator II (1) Field Operations Technician II (3)	9	$69,327.48	$71,052.80	$72,820.80	$74,651.20	$76,523.20	$78,436.80	$80,392.00	$82,409.60	$84,468.80	$86,590.40	$88,753.60	Annual
		$5,777.29	$5,921.07	$6,068.40	$6,220.93	$6,376.93	$6,536.40	$6,699.33	$6,867.47	$7,039.07	$7,215.87	$7,396.13	Month
		$33.33	$34.16	$35.01	$35.89	$36.79	$37.71	$38.65	$39.62	$40.61	$41.63	$42.67	$/Hr.
Accounting Technician (2); Engineering Technician I Sr. Customer Service Rep (1); Water Production Op I (2) Field Services Rep. II/Backflow Specialist (1)	8	$65,971.16	$67,620.80	$69,305.60	$71,032.00	$72,800.00	$74,630.40	$76,502.40	$78,416.00	$80,371.20	$82,388.80	$84,448.00	Annual
		$5,497.60	$5,635.07	$5,775.47	$5,919.33	$6,066.67	$6,219.20	$6,375.20	$6,534.67	$6,697.60	$6,865.73	$7,037.33	Month
		$31.72	$32.51	$33.32	$34.15	$35.00	$35.88	$36.78	$37.70	$38.64	$39.61	$40.60	$/Hr.
Field Operations Technician I (4); Field Service Rep. II (1) Collections System Operator I; Admin. Assistant I (1) Purchasing and Warehouse Specialist (1)	7	$62,789.21	$64,355.20	$65,956.80	$67,600.00	$69,284.80	$71,011.20	$72,779.20	$74,588.80	$76,460.80	$78,374.40	$80,329.60	Annual
		$5,232.43	$5,362.93	$5,496.40	$5,633.33	$5,773.73	$5,917.60	$6,064.93	$6,215.73	$6,371.73	$6,531.20	$6,694.13	Month
		$30.19	$30.94	$31.71	$32.50	$33.31	$34.14	$34.99	$35.86	$36.76	$37.68	$38.62	$/Hr.
W.W. Operator Trainee	6	$59,759.81	$61,256.00	$62,795.20	$64,355.20	$65,956.80	$67,600.00	$69,284.80	$71,011.20	$72,779.20	$74,588.80	$76,460.80	Annual
		$4,979.98	$5,104.67	$5,232.93	$5,362.93	$5,496.40	$5,633.33	$5,773.73	$5,917.60	$6,064.93	$6,215.73	$6,371.73	Month
		$28.73	$29.45	$30.19	$30.94	$31.71	$32.50	$33.31	$34.14	$34.99	$35.86	$36.76	$/Hr.
Field Service Rep. I (1) Customer Service Rep II (2)	5	$56,882.97	$58,302.40	$59,758.40	$61,256.00	$62,795.20	$64,355.20	$65,956.80	$67,600.00	$69,284.80	$71,011.20	$72,779.20	Annual
		$4,740.25	$4,858.53	$4,979.87	$5,104.67	$5,232.93	$5,362.93	$5,496.40	$5,633.33	$5,773.73	$5,917.60	$6,064.93	Month
		$27.35	$28.03	$28.73	$29.45	$30.19	$30.94	$31.71	$32.50	$33.31	$34.14	$34.99	$/Hr.
Office Specialist II (1)	4	$54,136.89	$55,494.40	$56,888.00	$58,302.40	$59,758.40	$61,256.00	$62,795.20	$64,355.20	$65,956.80	$67,600.00	$69,284.80	Annual
		$4,511.41	$4,624.53	$4,740.67	$4,858.53	$4,979.87	$5,104.67	$5,232.93	$5,362.93	$5,496.40	$5,633.33	$5,773.73	Month
		$26.03	$26.68	$27.35	$28.03	$28.73	$29.45	$30.19	$30.94	$31.71	$32.50	$33.31	$/Hr.
Customer Service Rep. I	3	$51,521.58	$52,811.20	$54,121.60	$55,473.60	$56,867.20	$58,281.60	$59,737.60	$61,235.20	$62,774.40	$64,334.40	$65,936.00	Annual
		$4,293.47	$4,400.93	$4,510.13	$4,622.80	$4,738.93	$4,856.80	$4,978.13	$5,102.93	$5,231.20	$5,361.20	$5,494.67	Month
		$24.77	$25.39	$26.02	$26.67	$27.34	$28.02	$28.72	$29.44	$30.18	$30.93	$31.70	$/Hr.
Office Specialist I	2	$49,037.04	$50,252.80	$51,500.80	$52,790.40	$54,100.80	$55,452.80	$56,846.40	$58,260.80	$59,716.80	$61,214.40	$62,753.60	Annual
		$4,086.42	$4,187.73	$4,291.73	$4,399.20	$4,508.40	$4,621.07	$4,737.20	$4,855.07	$4,976.40	$5,101.20	$5,229.47	Month
		$23.58	$24.16	$24.76	$25.38	$26.01	$26.66	$27.33	$28.01	$28.71	$29.43	$30.17	$/Hr.
	1	$46,661.47	$47,819.20	$49,004.80	$50,232.00	$51,480.00	$52,769.60	$54,080.00	$55,432.00	$56,825.60	$58,240.00	$59,696.00	Annual
		$3,888.46	$3,984.93	$4,083.73	$4,186.00	$4,290.00	$4,397.47	$4,506.67	$4,619.33	$4,735.47	$4,853.33	$4,974.67	Month
		$22.43	$22.99	$23.56	$24.15	$24.75	$25.37	$26.00	$26.65	$27.32	$28.00	$28.70	$/Hr.

RESOLUTION NO. 2024-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING THE OPERATING AND CAPITAL BUDGETS FOR FISCAL YEAR 2024-2025 AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS

WHEREAS, the Board of Directors of the Mission Springs Water District has reviewed a preliminary budget for FY 2024-2025 and has made any desired changes therein; and

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

Section 1: That the Board of Directors approves and adopts the operating budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as presented in "Departmental Budgets."

Section 2: That the Board of Directors approves and adopts the capital budget presented in the attached "Capital Budget and Continuing Appropriations" for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

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

a. The General Manager is responsible for keeping expenditures within budget allocations for positions, salaries, operational expenses and capital acquisitions and may adopt budget policies as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or General Manager as described herein.

b. The General Manager may exercise discretion in administration of the budget to respond to changed circumstances, provided that any single modification in excess of $50,000 shall require approval by the Board.

c. The Department Heads may exercise discretion in administration of the budget within a single department to respond to changed circumstances, provided that any single modification in excess of $5,000 shall require approval by the General Manager.

d. No transfers will be made between the operational and capital budgets.

e. Except as provided by Section 3(b) herein, the Board must authorize any increase in the overall operating budget, capital budget, salary budget, and number of authorized permanent personnel positions above the level identified in the final operating and capital budget. The General Manager may authorize the hiring of temporary or part-time staff as necessary, within the limits imposed by the available funds in the operating and capital budget.

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

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

ADOPTED this ___ day of June 2024, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

CERTIFICATION OF ADOPTION

STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE)

I, Brian Macy, Secretary of the Board of Directors of Mission Springs Water District, certify that the foregoing is a full, true and correct copy of Resolution No. **2024-14** which was adopted by the Board of Directors of said District at its regular meeting held June ___, 2024.

It has not been amended or repealed.

Dated:

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

RESOLUTION NO. 2024-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING ITS REVISED APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-2025

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

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

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

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

WHEREAS, the documentation used to determine the revised 2024-2025 appropriations limit for Mission Springs Water District was available for public review in the District's Accounting Department at least fifteen days prior to adopting this Resolution;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Mission Springs Water District**,** in accordance with Article XIIIB of the Constitution of the State of California, that the revised appropriations limit for Mission Springs Water District for fiscal year 2024-2025 is $125,903,094.21.

ADOPTED this ____ day of June 2024, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

RESOLUTION NO. 2024-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT APPROVING AND ADOPTING ITS EMPLOYEE CLASSIFICATION AND COMPENSATION PLAN EFFECTIVE JULY 1, 2024

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

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

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Board of Directors of Mission Springs Water District hereby approves and adopts the attached Classification and Compensation Plan for its employees effective July 1, 2024.

ADOPTED this ___ day of June 2024, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETING**

MEETING DATE(S): **JUNE 13 & JUNE 17, 2024**

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

FOR: **ACTION _X__** DIRECTION ____ INFORMATION ____

RESOLUTION NO. 2024-18 – AMENDING RESOLUTIONS NO. 2024-02; REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

STAFF RECOMMENDATION

Adopt Resolution No. 2024-18 amending Resolution No. 2024-02; updating Mission Springs Water District (MSWD) Personnel Rules and Regulations.

SUMMARY

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

The Personnel Rules and Regulations were most recently updated in January 2024, when the MSWD Board of Directors (Board) adopted Resolution No. 2024-02, rescinding all previous resolutions related to Personnel Rules and Regulations and adopting updated District 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 District Counsel regularly review and revise the Personnel Rules and Regulations. The revised Personnel Rules and Regulations include updates to existing policies to remain competitive, comply with new laws, or to clarify policy language.

Exhibit "A" outlines currently proposed amendments to the MSWD Personnel Rules and Regulations. With the Amendments proposed in Exhibit "A", the MSWD Personnel Rules and Regulations will be in conformance with all required California and federal employment laws.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

None. Any implementation costs are included in FY 2025 budget. This action is consistent with Strategic Plan Goal 7 - workforce excellence.

ATTACHMENTS

Resolution No. 2024-18
Exhibit "A" Revisions to Personnel Rules and Regulations

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

RESOLUTION NO. 2024-18

A RESOLUTION TO THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT AMENDING RESOLUTION 2024-02, REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

WHEREAS, on January 16, 2024, the Board of Directors of Mission Springs Water District ("Board of Directors") adopted Resolution No. 2024-02 and

WHEREAS, this Resolution shall amend Resolution No. 2024-02, and

WHEREAS, in order to ensure that 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 Resolution conflict with any other minute order, policy, or resolution, 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 have 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 July 1, 2024.

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

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

ATTEST:

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

Resolution No. 2024-18

Exhibit A

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

Rule 1.B. Non-Discrimination; Fair and Equal Employment – *Revised*

The District prohibits unlawful discrimination based on any characteristic protected by law. Protected characteristics are race (including hair texture, protective hairstyles, and other traits historically associated with race), color, religion and religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making, gender, gender identity (including transgender identity), gender expression (including transgender expression or because an individual has transitioned or is (or is perceived to be) transitioning to live as the gender with which they identify, sex stereotyping, national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act, if applicable), the use of marijuana off the job and away from the workplace, military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the National Labor Relations Act or California Fair Pay Act, requesting a reasonable accommodation on a protected basis such as a disability or sincerely-held religious belief, practice, or observance, or any other characteristic protected by local, state, or federal laws. ~~The District maintains a policy of non-discrimination and equal employment opportunities with respect to all current employees as well as applicants for employment. The recruitment process, and the terms and conditions of employment will be governed on the basis of merit, competence and qualification, and will not be influenced in any manner by race (including traits historically associated with race, such as hair texture and protective hairstyles including, but not limited to braids, locks and twists), religion, sex, sexual orientation, age, national origin, ethnicity, disability, veteran status, marital status, political belief or opinion, political affiliation or any other legally protected status.~~

Rule 9. Dress and Grooming Standards – *Revised*

Employees ~~whose jobs require them to come in contact with customers, suppliers, or the public~~ are expected to wear apparel the District considers appropriate for work ~~dealing with the public.~~

Rule 15.F. Promotion – *Revised*

Any employee who is promoted to a position having a higher range than the position he/she occupies, shall commence work in the higher range at a step that at minimum is an increase of ten percent (10%) above the base rate the employee was receiving prior to promotion or provisional appointment. The new pay rate will be effective at the beginning of the pay period it takes effect. ("Base rate" is an employee's base hourly rate or salary that does not include other forms of pay, including, but not limited to, overtime, bonuses, or incentive pay).

Rule 17.A.1. Enrollment in Health Insurance, Dental Insurance, Vision Care Coverage, Life Insurance, Employee Assistance Program and Deferred Compensation – *Revised*

All employees who are employed on a full-time basis~~, except emergency, seasonal and temporary employees (30 hours or more less per week),~~ shall be enrolled in the health, vision, and employee assistance plans sponsored by the District. Regular and probationary employees may enroll eligible dependents in the health plan provided acceptable proof of eligibility is submitted along with enrollment forms. Regular and probationary employees and their dependents shall also be eligible for dental insurance, on the terms and conditions as authorized by the Board of Directors of the District. The District's deferred compensation program is voluntary. Fringe benefits may be altered on a year-by-year basis as the District may see fit. After a 30-day absence, that does not have job protection under any applicable local, state, or federal leave laws ("non-protected leave"), fringe benefits including but not limited to health insurance and life insurance will cease. Employees will be offered COBRA for medical benefits only. Life Insurance coverage will resume once the employee returns to work. Temporary employees who work more than 30 hours per week shall be enrolled in health insurance. Emergency and seasonal employees are not entitled to health insurance.

Rule 18.A. Training and Development – *Revised*

1. Employee must be a full-time regular employee of the District for college or university degree reimbursement, and coursework must be completed during employees' own time and not during District work hours
2. Employee must be a regular or probationary employee to receive reimbursement for professional development classes and certifications. At the District's discretion, the District may approve completion of professional development classes and certifications during District work hours.
3. All courses and related expenses for which the employee will request reimbursement must receive **prior written approval** from the employee's Supervisor and the General Manager on the District's Educational Assistance Request form. Other than those items listed above, no other reimbursements shall be made.
4. Satisfactory completion is considered a "pass" grade in the case of pass/fail courses. Satisfactory of courses graded on an A through F system or an equivalent method will be reimbursed 100% for a grade of "C" or higher. No reimbursement will be made for a "D" or "F" grade.
   The maximum benefit per fiscal year per employee shall be $6,000.00. This amount must be submitted, approved, and adopted as part of the annual budget for the department in which the employee works before it is disbursed to satisfy the District's reimbursement obligations in this section.

Rule 19.D.1.b. Automobile Mileage – *Revised*

Automobile Mileage. Automobile mileage is reimbursable at Internal Revenue Service rates presently in effect (see *www.irs.gov*). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The District will not reimburse for customary commuting miles.

Rule 22.E. Standby Time – *Revised*

When on standby, the employee is entitled to receive the minimum standby pay in addition to overtime pay. The minimum standby compensation is 1.5 hours overtime calculated based on the employee's regular rate for each day of standby duty served Monday through Friday, ~~and~~ 3.0 hours calculated based on the employee's regular rate for each day standby duty is served on Saturday, Sunday, District holidays and on the employee's schedule day off under the 9/80 schedule, and 6.0 hours will be calculated based on the employee's regular rate of pay for Thanksgiving Day and Christmas Day only. In addition to the minimum compensation set forth above, each employee on standby is entitled to overtime pay at the applicable rate for time worked.

Rule 27.F. Other Leaves of Absence – *Revised*

Jury and Witness Duty - The District will provide full-time regular and probationary employees paid time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. The District will also provide full-time regular and probationary employees with unpaid time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order.

Leave for Educational/Daycare Purposes - Employees will be granted time off without pay for up to 40 hours per calendar year, but no more than eight hours in any calendar month to... Address a child care provider or school emergency (i.e., the school or child care provider requested that the child be picked up, there is a behavioral or discipline problem with the child that needs to be addressed with the school or child-care provider, there is a closure or unexpected unavailability of the school or child-care provider, or that there is a natural disaster, such as an earthquake or fire, requiring that the child be kept home or picked up from the school or child-care provider). Leave for this purpose will ~~not~~ be limited to 8 hours per month.

Rule 33 Policy Against Harassment, Discrimination and Retaliation – *Revised*

A. Purpose of Policy ~~The District is committed to providing a workplace free of harassment, regardless of whether the workplace consists of the District's offices or some remote work location that is away from the District's premises.~~ The District is committed to providing a work environment (whether the workplace consists of the District's offices or some remote work location that is away from the District's premises) free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), reproductive health decision-making, sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation, national origin (including language use restrictions and possession of a driver's license to establish the right to work in the United States), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having those characteristics. ~~This includes sexual harassment (which includes harassment based on pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions) and harassment based on gender, gender identity, and gender expression, as well as harassment based on such factors as race (including traits historically associated with race, such as hair texture and protective hairstyles including, but not limited to braids, locks and twists), color, religion, religious creed (including religious dress and religious grooming), national origin, ancestry, citizenship, age, physical or mental disability, legally-protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other basis protected by federal, state, or local laws~~.

Rule 35 Employee Drug and Alcohol Use Policy – Drug-Free Workplace – *Revised*

III. Recreational Marijuana

Be advised that the Adult Use of Marijuana Act, which legalizes the use of recreational marijuana for adults 21 years of age and older does not affect the rights of the District to maintain a drug-free workplace by prohibiting the use of marijuana by employees or prospective employees while on duty or on District premises or impairment by use of marijuana while working. Marijuana remains an illegal substance under the federal Controlled Substances Act. Therefore, the District reserves the right to terminate an employee who tests positive for ~~marijuana~~ THC or to withdraw an offer of employment to a prospective employee who tests positive for ~~marijuana~~ THC.

A. Reasonable Suspicion

When a supervisor or manager has a reasonable suspicion that any employee is working in an impaired condition or otherwise engaging in conduct that violates this Guideline, the employee will be relieved of duty and asked to submit to a blood, urine or other testing or examination designed to detect drugs or alcohol. Unless the employee is subject to federal drug testing under DOT guidelines, the District will not test for non-psychoactive cannabis metabolites. If the employee refuses to cooperate with the administration of the drug/alcohol tests, the refusal will be handled in the same manner as a positive test result. While results are expected back, employee will be placed on paid administrative leave.

Rule 37 Inclement Weather – *Revised*

While this area generally enjoys excellent weather, there are occasions when there can be the potential for flooding, high winds, dust storms, and snow ~~in the higher elevations~~.

Employees who do not report to work when the District ~~facilities are~~ is open for business will not be paid for the day or for those hours not present during the day. With supervisor approval, the individual may take the time off as vacation or optional holiday time providing the employee has sufficient accrued hours.

Rule 39 Education and Certification Incentive Pay – *Revised*

Effective July 1, 2024

Each employee shall receive educational incentive pay, as indicated, if they achieve the following:

A. Higher Education Educational Incentive:

a. Employees whose job do not require a higher education degree (HED), but have earned one or employees who obtain a higher degree than required by their position will be eligible for the following incentive:

b) Bachelor's degree or Master's degree: two-and-one half percent (2 ½%) of base pay.

B. Certification Educational Incentive:

1. One (1) Job-Related Certification Educational Incentive:

- Employees can earn an additional two-and-one-half percent (2 ½%) of base pay for obtaining one job-related certification from the approved list of job eligible certifications.

2. Two (2) Job-Related Certifications Educational Incentive:

- Employees can earn an additional two-and-one-half percent (2 ½%) of base pay for obtaining two job-related certifications from the approved list of job eligible certifications.

3. Commercial Driver's License (CDL) Bonus:

- Field employees who voluntarily maintain a CDL (not ordinarily required for their job) will be entitled to an additional two-and-one-half percent (2 ½%) of base pay. This compensation is not reportable to CalPERS.

C. Maximum Combined Incentive Pay:

a. Total maximum combined incentive pay not to exceed five percent (5%) of base pay.

D. Eligibility:

a. Higher Education Degrees:

- Degrees must be relevant to the duties regularly performed in the job classification, as determined by the General Manager.

b. Certifications:

- Certifications must directly relate to the employee's job description. Refer to the approved list of job eligible certifications.

E. Effective Date.

- Employees must submit a Request for Educational Incentive pay along with necessary supporting documentation to the Human Resources Manager for approval.
- The employee will receive incentive pay beginning the next full pay period after submission of the documentation showing completion to the Human Resources Manager. It is the employee's responsibility to submit the required documents in a timely manner.

F. Exceptions:

a. Ineligible Employees:

- Supervisors/superintendents, managers, and directors are not eligible for this incentive pay.
- Students, temporary, part-time, seasonal, or emergency employees are not eligible for this incentive pay.

b. Prerequisite or Acceptable Option:

- Employees are not eligible if their job classification states that a degree or certification is a prerequisite or an acceptable option for meeting required qualifications.

G. Approved list of Job Eligible Certifications:

Collections System Operator I	Grade II California Water Environment Association Collections Maintenance Certificate Grade III California Water Environment Association Collections Maintenance Certificate
Collections System Operator II	Grade III California Water Environment Association Collection System Grade IV California Water Environment Association Collection System
Field Operations Technician I	Grade II (D-2) Water Distribution Certificate Grade III (D-3) Water Distribution Certificate
Field Operations Technician II	Grade III (D-3) Water Distribution Certificate Grade IV (D-4) Water Distribution Certificate
Field Service Representative I	Grade II (D-2) Water Distribution Certificate Grade III (D-3) Water Distribution Certificate
Field Service Representative II/Backflow Specialist	Grade II (D-2) Water Distribution Certificate Grade III (D-3) Water Distribution Certificate Grade II (T-2) Water Treatment Certificate Grade III (T-3) Water Treatment Certificate
Field Service Representative II	Grade III (D-3) Water Distribution Certificate Grade IV (D-4) Water Distribution Certificate Grade III (T-3) Water Treatment Certificate
Lead Field Service Representative	Grade III (D-3) Water Distribution Certificate Grade IV (D-4) Water Distribution Certificate Grade III (T-3) Water Treatment Certificate
Lead Collections System Operator	Grade IV California Water Environment Association Collection System

Lead Field Operations Technician	Grade IV (D-4) Water Distribution Certificate Grade V (D-5) Water Distribution Certificate Grade II (T-2) Water Treatment Certificate Grade III (T-3) Water Treatment Certificate
Lead Wastewater Treatment Plant Operator	Grade IV Wastewater Treatment Plant Operator Certificate Grade V Wastewater Treatment Plant Operator Certificate Grade III Collection System Maintenance Certificate
Water Production Operator I	Grade II (D-2) Water Distribution Operator's Certificate Grade III (D-3) Water Distribution Operator's Certificate Grade II (T-2) Water Treatment Operator's Certificate Grade III (T-3) Water Treatment Operator's Certificate
Water Production Operator II	Grade III (D-3) Water Distribution Operator's Certificate Grade IV (D-4) Water Distribution Operator's Certificate Grade II (T-2) Water Treatment Operator's Certificate Grade III (T-3) Water Treatment Operator's Certificate
Wastewater Treatment Plant Operator I	Grade II Wastewater Treatment Operator's Certificate Grade III Wastewater Treatment Operator's Certificate Grade II Collection System Maintenance Certificate
Wastewater Treatment Plant Operator II	Grade III Wastewater Treatment Plant Operator Certificate Grade IV Wastewater Treatment Plant Operator Certificate Grade III Collection System Maintenance Certificate

Rule 40 Bilingual Pay – *Revised*

C. After an absence of 30 days, bilingual pay ceases and will reinstate once the employee returns to work.

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 13 & JUNE 17, 2024**

FROM: **DANNY FRIEND, DIRECTOR OF OPERATIONS**

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

CONTRACT AGREEMENT WITH PREMIER PROPERTY PRESERVATION, LLC FOR ANNUAL JANITORIAL SERVICES FOR FY 2024-2025

STAFF RECOMMENDATION

Authorize the General Manager to approve a one-year contract with Premier Property Preservation, LLC for Annual Janitorial Services for 2024-2025 in the amount of $34,320.00, plus a 10% contingency for a total of $37,752.00. The agreement can be extended for two additional one-year terms with the option to negotiate a revised price, if any. The not to exceed amounts are $37,752.00 for fiscal years 2024-25, 2025-26 and 2026-27.

SUMMARY

The District contracts for annual disinfection and janitorial services for several facilities, including the Administration Building, Accounting Modular, Annex Building, Corporate Yard, and the Horton WWTP. This contract will also cover the new Nancy Wright RWRF, providing regularly scheduled professional janitorial services that include labor, cleaning supplies, equipment, and materials. Please refer to the attached contract for further details.

ANALYSIS

In May 2024, the District advertised a request for bids for annual janitorial and disinfection services via PlanetBids. Four bids were received, and Premier Property Preservation, LLC was the lowest responsive bidder. Below is a summary of the bids received.

BIDDER	BID AMOUNT
Premier Property Preservation, LLC	$34,320.00
Executive Facilities Services, Inc.	$43,754.88
Blue Collar Contracting	$50,596.00
Coastal Building Service, Inc.	$53,144.00

FINANCIAL DATA		
Cost Associated with this action:	$113,256.00	
Current FY cost:	$37,752.00	
Future FY cost:	$75,504.00	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	101-General	
BID/Job#	517–Janitorial Services	
Current BID/Job balance	$65,000.00	
Balance remaining if approved:	$27,248.00	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The cost of this contract will be included in the FY24/25 budget. Future appropriations will be requested as part of FY25/26 and FY26/27 budget requests. This action is consistent with Strategic Plan Smart Goal 3.2–Control costs and manage debt responsibility.

ATTACHMENTS

Contract Agreement and Bid Summary/Tabulation

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

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

TO: **Premier Property Preservation, LLC**
7449 Studio Road
West Hills, CA 91304

DATE: _____

PROJECT DIR#: N/A

TITLE: **Annual Janitorial Services for 2024-2025**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Scope of Services and General Conditions and in accordance with Exhibit B - Proposal provided by Premier Property Preservation, LLC and per Exhibit C – Term, Early Termination & Notice

Contract price $: Not to Exceed $34,320.00

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

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

Accepted:	Consultant:
Mission Springs Water District	Premier Property Preservation, LLC (Business Name)
By: _____	By: _____
Danny Friend	Kevin Varsobia
Title Director of Operations	Title Vice-President
Other authorized representative(s):	Other authorized representative(s):
Jeff Nutter, Field Operations Superintendent	
Amanda Lucas, Contracts Analyst	

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 against any and all liability 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. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property

damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

If Claims Made Policies:

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

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

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Mission Springs Water District. The Mission Springs Water District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Member Water Agency.

Required Provisions:

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

Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive

from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

EXHIBIT A

SCOPE OF SERVICES AND GENERAL CONDITIONS

Annual Janitorial Services for 2024-2025

Scope of Services:

The scope of services consists of, but is not limited to, providing the regularly scheduled professional janitorial services for Mission Springs Water District (District). The Consultant shall provide appropriate supplies to maintain a high level of cleanliness effectively, and safely for specified District Facilities in accordance with the best standards of practice. It shall be the successful Consultant's responsibility to furnish at his/her own expense all tools, equipment, janitorial supplies, labor, fuel, materials, supervision, and services necessary for the satisfactory performance of the work as set forth in the following:

Locations:

Accounting Modular
66575 Second Street
Desert Hot Springs, CA 92240

Administration Building (Admin Building)
66575 Second Street
Desert Hot Springs, CA 92240

Annex Building
66547 Second Street
Desert Hot Springs, CA 92240

Corporate Yard (Corp Yard) / Horton Wastewater Treatment Plant (HWWTP)
14501 Park Lane / 14501 Verbena Drive
Desert Hot Springs, CA 92240

Nancy Wright Regional Water Reclamation Facility (NWRWRF)
19999 Little Morongo Road
Desert Hot Springs, CA 92240

Work Schedule:

The Consultant shall provide janitorial cleaning and disinfecting services two (2) times per week at all locations on Tuesdays and Fridays.

- **Corp Yard, HWWTP and NWRWRF**
  - Tuesdays after 4:00 p.m. but completed before 6:30 a.m. on Wednesdays.
  - Fridays after 3:30 p.m. but completed before 6:30 a.m. on Mondays.

- **Admin Building, Annex Building, and Accounting Modular**
  - Tuesdays after 5:30 p.m. but completed before 7:00 a.m. on Wednesdays.
  - Fridays after 4:30 p.m. but completed before 7:00 a.m. on Mondays.

Services noted as “quarterly” shall be performed at the end of each quarter in September, December, March, and June. Services noted as “semi-annual” shall be performed in July and January. Specific dates and times for quarterly and semi-annual services will be coordinated with the Project Manager or Authorized Staff a minimum of three (3) weeks prior to service being performed.

Work Requirements, Conditions, and Improvements:

The Consultant shall provide all labor, cleaning supplies, equipment, and materials necessary for janitorial cleaning and disinfection services, as well as stocking supplies at the specified locations. This includes, but is not limited to, multi-fold paper towels for manual towel dispensers, paper towel rolls (with batteries) for automatic dispensers, two-ply toilet paper (Charmin or equivalent), hand soap (with dispenser batteries), hand sanitizers, and air fresheners or replacement cartridges (with dispenser batteries). Additionally, the restrooms must maintain a minimum of five (5) rolls of toilet paper and two (2) seat cover boxes in the restroom cabinets.

Admin Building - Upper Level & Lower Level:

The Consultant shall perform routine janitorial and disinfecting services including:

1. Empty all trash and recycle containers, replace them with new liners and return them to their original locations.
2. Clean and disinfect all desks, tables, chairs, counters, wall frames and bookcases.
3. Clean and disinfect spills, soil and fingerprints on scanners, phones, desks, counters, and tables (please do not move any paperwork on the desks, unless approved to).
4. Clean and disinfect soil and fingerprints on all walls, light switches, doors/door knobs and door frames.
5. Clean, polish and disinfect all drinking fountains.
6. Vacuum all carpeted floors including stairs.

7. Sweep and mop all vinyl and tile floors.
8. Clean and disinfect microwave ovens inside and out.
9. Clean and disinfect the outside of the refrigerators.
10. Monitor/refill soap, toilet paper, and all paper towel dispensers.
11. Clean glass conference table in the General Manager's office.
12. Clean and disinfect the podium, tables, dais, countertop, and chairs in the boardroom.
13. Vacuum and wipe down all window blinds, ledges, and sills.
14. Clean interior and exterior windows on a **quarterly basis.**
15. Carpet shampoo/cleaning must be done **semi-annual.**
16. Clean and disinfect sinks, urinals, toilets, and clean all mirrors in restrooms. Replace urinal screen/deodorizer weekly and toilet air freshener monthly.
17. Clean and disinfect countertops in both kitchenette areas.
18. Clean and disinfect the handrails on the interior stairway.
19. Clean and disinfect the railing outside the lower level backdoor.

Accounting Modular:

The Consultant shall perform routine janitorial and disinfecting services including:

1. Empty all trash and recycle containers, replace them with new liners and return them to their original locations.
2. Clean and disinfect all desks, tables, chairs, counters, wall frames and bookcases.
3. Clean and disinfect spills, soil and fingerprints on scanners, phones, desks, counters, and tables (please do not move any paperwork on the desks, unless approved to).
4. Clean and disinfect soil and fingerprints on all walls, light switches, doors/door knobs and door frames.
5. Clean, polish and disinfect all drinking fountains.
6. Vacuum all carpeted floors.
7. Clean and disinfect microwave oven inside and out.
8. Clean and disinfect the outside of the refrigerators.
9. Vacuum and wipe down all window blinds, ledges, and sills.
10. Clean interior and exterior windows on a **quarterly basis**.
11. Carpet shampoo/cleaning must be done **semi-annual.**

Annex Building:

The Consultant shall perform routine janitorial and disinfecting services including:

1. Empty all trash and recycle containers, replace them with new liners and return them to their original locations.
2. Clean and disinfect all desks, tables, chairs, counters, wall frames and bookcases.
3. Clean and disinfect spills, soil and fingerprints on scanners, phones, desks, counters, and tables (please do not move any paperwork on the desks, unless approved to).

4. Clean and disinfect soil and fingerprints on all walls, light switches, doors, and door frames.
5. Clean, polish and disinfect all drinking fountains.
6. Vacuum all carpeted floors including stairs.
7. Sweep and mop all vinyl and tile floors.
8. Clean and disinfect microwave ovens inside and out.
9. Clean and disinfect the outside of the refrigerators.
10. Monitor/refill soap, toilet paper and all paper towel dispensers.
11. Vacuum and wipe down all window blinds, ledges, and sills.
12. Clean and disinfect sinks, urinals, toilets, and clean all mirrors in restrooms. Replace urinal screen/deodorizer weekly and toilet air freshener monthly.
13. Clean interior and exterior windows on a **quarterly basis.**
14. Carpet shampoo/cleaning must be done at least **semi-annual.**

Corp Yard / HWWTP:

The Consultant shall perform routine janitorial and disinfecting services including:

1. Empty all trash and recycle containers, replace them with new liners and return them to their original locations.
2. Clean and disinfect all desks, tables, chairs, counters, wall frames and bookcases.
3. Clean and disinfect spills, soil and fingerprints on scanners, phones, desks, counters, and tables (please do not move any paperwork on the desks, unless approved to).
4. Clean and disinfect soil and fingerprints on all walls, light switches, doors, and door frames.
5. Clean, polish and disinfect all drinking fountains.
6. Sweep and mop all vinyl, tile, and cement floors.
7. Clean and disinfect microwave ovens inside and out.
8. Clean and disinfect the outside of the refrigerators.
9. Monitor/refill soap, toilet paper and all paper towel dispensers.
10. Vacuum and wipe down all window blinds, ledges, and sills.
11. Clean and disinfect sinks, urinals, toilets, showers, and clean all mirrors in restrooms. Replace urinal screen/deodorizer weekly and toilet air freshener monthly.
12. Clean interior and exterior windows on a **quarterly basis.**

NWRWRF:

The Consultant shall perform routine janitorial and disinfecting services including:

1. Empty all trash and recycle containers, replace them with new liners and return them to their original locations.
2. Clean and disinfect all desks, tables, chairs, counters, wall frames and bookcases.
3. Clean and disinfect spills, soil and fingerprints on scanners, phones, desks, counters, and tables (please do not move any paperwork on the desks, unless approved to).

4. Clean and disinfect soil and fingerprints on all walls, light switches, doors/door knobs and door frames.
5. Clean, polish and disinfect all drinking fountains.
6. Sweep and mop all vinyl and tile floors.
7. Clean and disinfect microwave ovens inside and out.
8. Clean and disinfect the outside of the refrigerators.
9. Monitor/refill soap, toilet paper, and all paper towel dispensers.
10. Vacuum and wipe down all window blinds, ledges, and sills.
11. Clean interior and exterior windows on a **quarterly basis.**
12. Clean and disinfect sinks, urinals, toilets, showers, and clean all mirrors in restrooms. Replace urinal screen/deodorizer weekly and toilet air freshener monthly.
13. Clean and disinfect countertops in breakroom/kitchenette area.

On the first Saturday of every other month the Consultant shall perform the following at all locations:

1. Dust and vacuum all air conditioning vents/registers and diffusers.
2. Spray, buff, and polish all vinyl and composition floors.

Special Services:

Emergency services shall be made available 24 hours a day / 7 days a week and will be performed as directed by the Project Manager or Authorized Staff. Requests for emergency services can be made by phone without requiring an amendment to the contract agreement or an additional work order. All other requests must be submitted in writing.

GENERAL CONDITIONS

Project Description:

Mission Springs Water District (MSWD or District) is seeking bids from qualified Consultants to provide janitorial and disinfection services at five (5) locations in the City of Desert Hot Springs, CA. The lowest responsive and responsible bidder will be issued a contract for the fiscal year 2024-2025 (July 1, 2024 – June 30, 2025). MSWD will have the option, at its sole discretion, to extend the agreement and negotiate a revised price, if any, for one (1) year additional terms up to a total of three (3) years. No public bid opening will be held.

Personnel

The Consultant shall assign an on-site supervisor who will have overall responsibility for the performance of the services and who will be able to promptly resolve any questions or problems that arise. Consultant shall advise their supervisory staff and working personnel that because of the risk/liability issues, individuals not directly employed by the Consultant, children, family, friends, or pets are not permitted on District property during working hours.

Damage

If Consultant damages any property belonging to the District, the District may either retain from the money due to the Consultant an amount sufficient to repair the damage or require the Consultant to have the damage repaired to the satisfaction of the District, at the Consultant's expense.

Building Access

The successful Consultant must contact the Project Manager or Authorized Staff, prior to commencement of work. The Consultant will be issued keys, remotes, access cards and access codes to the work areas. Keys shall be assigned and used by only individuals employed by the Company. The Consultant shall report all lost or stolen keys, remotes, and access cards to the Project Manager or Authorized Staff within 24 hours of discovery of the loss. The Consultant shall reimburse the District for the cost as determined by the Project Manager or Authorized Staff for rekeying the facilities or duplicating additional keys, remotes, and/or access cards. Upon completion of this contract, and prior to payment of a final invoice, all keys, remotes, and access cards shall be returned and accounted for by the Project Manager or Authorized Staff.

Non-Performance for Services

Consultant will be considered non-compliant when in the judgment of the Project Manager or Authorized Staff, any one or more of the following conditions exist:

a. The work requested was not performed in accordance with the performance standards set by this contract or the Project Manager or Authorized Staff.

b. The work requested was not performed/or finished within the time specified.

c. The specified equipment, tools or chemicals were not available, not used, not used correctly or were not in good operating condition, resulting in a substandard job.

d. The “Daily Log” was not completed at the completion of the cleaning period.

Notification will be made to the Consultant directing that a correction of the deficiency be re-cleaned or as otherwise directed by the Project Manager or Authorized Staff at no increase or additional cost to the total contractual amount.

Security and Identification

We require a Live Scan to be performed for all contract staff working in any of the District Facilities.

Consultant shall attest in writing that a background check to the extent allowed by law has been conducted on each employee before initial employment and shall provide the District with a copy of all such background checks two weeks before employees’ arrival to District premises.

Upon termination or transfer of any employee of the Consultant, the Consultant shall immediately notify the Project Manager or Authorized Staff by phone and email of such termination or transfer, and shall immediately obtain District owned property (keys, remotes, access cards) from the individual and returned to the Project Manager or Authorized Staff.

Business License

Prior to beginning any work, the Consultant shall obtain a Desert Hot Springs business license.

References

The Consultant shall complete and include, with bid, the attached Exhibit C - References. Please submit at least three (3) references.

Insurance Requirements

A Certificate of Insurance will be furnished by the successful Consultant upon Notice of Award. The certificate(s) shall be completed by the Consultant’s authorized agent and submitted to the District. The successful Consultant shall not commence any work in connection with the Agreement until it has obtained all the following types of insurance and shall maintain such insurance for the duration of the Agreement. The Consultant 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. Consultant 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. Consultant 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. Consultant 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. The Consultant and any sub-consultants 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 Consultant shall instruct their insurance broker to furnish properly executed certificates of insurance to the District.

- The name of the insured Consultant, the specified job by name, 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.

EXHIBIT B

Bid Results

Bidder Details

Vendor Name	Premier Property Preservation, LLC
Address	7449 Studio Road West Hills, California 91304 United States
Respondee	Kevin Varsobia
Respondee Title	Vice-President
Phone	818-796-6033
Email	info.pppreserves@gmail.com
Vendor Type	CADIR
License #	

Bid Detail

Bid Format	Electronic
Submitted	06/03/2024 4:01 PM (PDT)
Delivery Method	
Bid Responsive	
Bid Status	Submitted
Confirmation #	380840

Respondee Comment

Buyer Comment

Attachments

File Title	File Name	File Type
EXHIBIT C - References.pdf	EXHIBIT C - References.pdf	Exhibit C - References

Line Items

Discount Terms No Discount

Item #	Item Code	Type	Item Description	UOM	QTY	Unit Price	Line Total	Response	Comment
Section 1							$34,320.0000		
1	1		MSWD Administration Building, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$180.0000	$9,360.0000	Yes	
2	2		MSWD Accounting Modular, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$120.0000	$6,240.0000	Yes	
3	3		MSWD Annex Building, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$120.0000	$6,240.0000	Yes	
4	4		MSWD Corporate Yard/Horton Wastewater Treatment Plant, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$120.0000	$6,240.0000	Yes	
5	5		MSWD Nancy Wright Regional Water Reclamation Facility, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$120.0000	$6,240.0000	Yes	

Line Item Subtotals

Section Title	Line Total
Section 1	**$34,320.0000**
Grand Total	**$34,320.0000**

EXHIBIT C

Term, Early Termination & Notice

Annual Janitorial Services for 2024-2025

A. Term of Agreement

This professional services agreement shall be effective upon approval by the parties thereof and shall expire upon one (1) year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between the District and Premier Property Preservation, LLC for Annual Janitorial Services for 2024-2025 in force prior to the effective date of this agreement.

B. Early Termination of Agreement

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

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and Premier Property Preservation, LLC.

OWNER

Attn: Danny Friend
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
dfriend@mswd.org

CONTRACTOR

Attn: Kevin Varsobia
Premier Property Preservation, LLC
7449 Studio Road
West Hills, CA 91304
info.pppreserves@gmail.com

Bid Results for Project Annual Janitorial Services for 2024-2025 (051724AL)
Issued on 05/17/2024
Bid Due on June 03, 2024 5:00 PM (PDT)
Exported on 06/05/2024

Line Totals (Unit Price * Quantity)

Item No.	Description	Unit of Measure	Quantity	Premier Property Preservation, LLC Unit Price	Premier Property Preservation, LLC - Line Total	Executive Facilities Services, Inc. Unit Price	Executive Facilities Services, Inc. Line Total	Blue Collar Contracting Unit Price	Blue Collar Contracting Line Total	Coastal Building Services, Inc. Unit Price	Coastal Building Services, Inc. Line Total
1	MSWD Administration Building, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$180.00	$9,360.00	$295.64	$15,373.28	$200.00	$10,400.00	$340.00	$17,680.00
2	MSWD Accounting Modular, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$120.00	$6,240.00	$90.97	$4,730.44	$200.00	$10,400.00	$42.00	$2,184.00
3	MSWD Annex Building, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$120.00	$6,240.00	$113.71	$5,912.92	$200.00	$10,400.00	$93.00	$4,836.00
4	MSWD Corporate Yard/Horton Wastewater Treatment Plant, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$120.00	$6,240.00	$227.41	$11,825.32	$183.00	$9,516.00	$398.00	$20,696.00
5	MSWD Nancy Wright Regional Water Reclamation Facility, all routine janitorial and disinfection services including but not limited to all items described in the scope of services.	Weekly	52	$120.00	$6,240.00	$113.71	$5,912.92	$190.00	$9,880.00	$149.00	$7,748.00
				Subtotal	**$34,320.00**		**$43,754.88**		**$50,596.00**		**$53,144.00**
				Total	**$34,320.00**		**$43,754.88**		**$50,596.00**		**$53,144.00**

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETING**

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

PUBLIC WATER AND SEWER SYSTEMS CONSTRUCTION AGREEMENTS FOR TRACT NO. 32030-3 – SKYBORNE VILLAGE III

STAFF RECOMMENDATION

Board approval of the Public Water and Sewer Systems Construction Agreements for the Skyborne Village III - Tract No. 30230-3 residential development project (Project) and authorize the General Manager to do all things necessary to complete the agreements.

SUMMARY

The acceptance of the Water and Sewer Systems Construction Agreements ensures that the systems will be constructed to the standards of the District and that the Developer is responsible for all costs associated with the design and construction of the systems. Additionally, the District has determined in conjunction with the City of Desert Hot Springs, that it is necessary to obtain separate Performance/Warranty and Payment bonds in favor of the District for the Project, which were previously accepted as part of the Water and Sewer Bonding Agreement, by the Board of Directors at the May 20, 2024 Board meeting. Subsequently, approved water and sewer facilities will be transferred to the District upon successful completion of all the work, and the one-year warranty period will begin.

ANALYSIS

The Water and Sewer Systems Construction Agreement, coupled with the previously approved Performance/Warranty Bonds for water and sewer improvements approved by the Board on May 20, 2024, assures the work will be completed pursuant to current District construction standards and will paid for through the bonds if developer defaults, and will continue to cover the warranty period for the first year after final acceptance to correct any operational problems attributable to the original construction. The Payment Bond (labor & materials bond) also previously approved by the Board on May 20, 204 covers claims by others against materials or labor supplied but not ever paid for in part or full for the project if it defaults. This bond is exonerated upon final acceptance.

FINANCIAL DATA		
Cost Associated with this action:		$0
Current FY cost:		$0
Future FY cost:		-0-
Is it covered in current year budget:	YES ☐	NO ☒
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:		NA
All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A		
FUNDING SOURCES		
Source of funds:		Developer
BID/Job#		11818
Current BID/Job balance		$61,000.00
Balance remaining if approved:		$61,000.00

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no fiscal impact to the District as this is a developer driven project and all costs associated will be paid for by the developer. This action is consistent with Strategic Plan Goal 4.3, Maintain and renew assets while facilitating strategic Capital Improvements.

ATTACHMENTS

Water Systems Construction Agreement
Sewer Systems Construction Agreement

Mission Springs Water District
66575 Second Street, Desert Hot Springs, CA 92240 • www.mswd.org • p 760.329.6448 • f 760.329.2482

Improvement District No. N/A

MISSION SPRINGS WATER DISTRICT
WATER SYSTEM CONSTRUCTION AGREEMENT
(DEVELOPER INITIATED/CONTRACTOR INSTALLED)

THIS WATER SYSTEM CONSTRUCTION AGREEMENT ("Agreement") is made on this _____day of _____, 20__by and between MISSION SPRINGS WATER DISTRICT, a County Water District ("District") with its headquarters at 66575 2nd Street, Desert Hot Springs, Riverside County, California," and **Lennar Homes of California LLC** ("Developer") located at 4140 Temescal Canyon Rd., Corona CA 92883, phone No. (951) 817-3503.

RECITALS

WHEREAS, Developer is planning the construction of a project ("Project") of two hundred eighty six (286) residential lot(s) which is the subject to a **Tract Map No. 32030-3** further described and identified on the map attached to and made a part of this Agreement as Exhibit "A" ("Property") and which is subject to the Landscape Plan attached hereto and made a part hereof by this reference as Exhibit "B"; and

WHEREAS, the Project will require a water distribution system to provide domestic water service to the to be designed and built by Developer (the "System"); and

WHEREAS, said Developer is desirous of having the District provide domestic water service to said Project and is willing to convey to the District the System after the construction thereof, contingent upon the District's acceptance of such conveyance on the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Compliance with Law.** Developer will comply with all applicable state, federal and local laws, statutes and ordinances and the District's ordinances, policies and regulations for planning and constructing the System ("Requirements"). The forgoing laws and regulations, as amended from time to time, are hereby incorporated herein by reference. Developer agrees to comply with the water conservation requirements set by MSWD and the Land Use Agency as well as the Landscape Plan.

2. **District Expenses Covered**. The Developer shall deposit, with the District, costs to cover necessary engineering and other services, permits, inspections and water system connection costs in an amount estimated by the District. Said deposit shall be increased and/or replenished if District determines that the amount deposited is not sufficient to cover the costs as estimated by the District from time to time.

3. **Completion of Work**. The Developer shall contract for the design of the System by a licensed civil engineer experienced in the design of similar systems. The System to service the Project shall comply with the Requirements and construction plans for the same shall be presented to the District for approval by the District prior to the presentation thereof to Contractors for bidding purposes. Such System shall include all pipelines, valves, hydrants and appurtenances as required by District subject to the Requirements. The Developer shall at its sole cost and expense secure title to property, easements, and rights of way needed for the System prior to the commencement of construction and shall convey offers of dedication or grant deeds along with necessary roads for ingress and egress and for maintenance and operation of the water system. The Developer shall file a Notice of Completion upon completion of the water system.

4. **Licensed Contractor**. The Developer will contract for the services of a licensed and qualified contractor ("Contractor") to construct the System. Said contract shall be signed by Developer and the licensed Contractor. Said Contractor shall be currently licensed by the State of California with a General engineering Contractor, "A" license and/or other appropriate license needed to construct the System. Said Contractor shall be experienced in the construction of domestic water systems and shall have been reviewed by the District and listed by the District as qualified contractor before a contract is signed and actual system construction begins. However, the District's approval of the Contractor shall in no way be deemed to impose on District any liability for the acts or omissions of said Contractor.

5. **Payment and Performance**. The entire cost of the construction of the System shall be paid by the Developer as and when the amounts are due in such regards. Developer and Contractor shall assure that such construction is inspected by District personnel for conformance with the approved plans and specifications and the Requirements. Whenever the Contractor desires to work outside the regular or specified work periods or to vary the work period during any particular day, Contractor shall request permission from the District at least 24 hours in advance so that inspection services may be provided. If the District grants permission and if the work period includes hours outside the normal work hours of the District, the Developer shall pay for the inspection services provided outside of normal work hours in accordance with established District rates. Construction shall not begin until the "Notice to Proceed" is given by the District inspector nor until the Developer, or other authorized party, completes a "CERTIFICATION OF STREETS TO FINAL GRADE" for the streets in which the water pipelines are to be constructed. District inspection is for the purpose of conformance of construction with District requirements, and not for compliance by the Contractor with safety requirements. Inspection or final acceptance shall not constitute a waiver by the District of any claims against Developer and/or Contractor for any defects in the work performed hereunder and shall not result in the imposition on District of any liability with regards to the same. Developer shall guarantee the completion of construction of the Work by _____ _____. Developer agrees to pay all costs incurred by the District as it may incur and as may be necessary in connection with Contractor completing the Work, including administrative costs.

6. **Insurance and Indemnity**. Developer's contractor shall provide required insurance certificates and endorsements as outlined below:

   6.1 Indemnification: To the extent permitted by law, Developer (as well as Contractor and any other contractors or subcontractors hired to do any construction work), shall defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and

expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the work described herein, and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Mission Springs Water District, its directors, officers, employees, and authorized volunteers.

6.2 Minimum Insurance Requirements: The Developer shall require Contractor (including any contractors or subcontractors hired to do any construction work) to procure and maintain for the duration of the proposed construction, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the proposed construction and the activities of the Contractor, guests, agents, representatives, employees or contractors and subcontractors. The Developer's contractor shall provide and maintain the following commercial general liability, automobile liability, workers' compensation coverages as permitted by law:

6.3 Coverage: Coverage shall be at least as broad as the following:

a) **General Liability** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury and personal & advertising injury with limits of at least two million dollars ($5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If Commercial General Liability Insurance or other form with a general aggregate limit, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 25 03, or ISO CG 25 04, or insurer's equivalent endorsement provided to MSWD) or the general aggregate limit shall be twice the required occurrence limit.

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

c) **Workers' Compensation Coverage –** By his/her signature hereunder, Developer certifies that it 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 it shall cause Contractor to comply with such provisions before commencing the performance of the work of this agreement. Contractors and sub-contractors will keep workers' compensation insurance for their employees in effect during all work covered by this Agreement. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation** (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor will be required to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the Mission Springs Water District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from work performed by the Named Insured for the Mission Springs Water District; this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer.

d) Builder's Risk – (Course of Construction) if necessary- insurance utilizing an "All Risk" (Special Perils) coverage form with limits equal to the completed value of the project and no coinsurance penalty provision.

e) Contractor's Pollution Liability – (optional: if project involves environmental hazards) with limits no less than $5,000,000 per occurrence or claim, and $10,000,000 policy aggregate.

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

6.4 Required Provisions - The Commercial General Liability policies are to contain, or be endorsed to contain, the following provisions:

a) **Additional Insured Status:** MSWD, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 12 05 09 or for projects including construction ISO Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 including ongoing and completed operations), as respects: liability arising out of the work or activities performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations, and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to District, its directors, officers, employees, and authorized volunteers.

b) **Primary Coverage:** For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers; shall be excess of the Contractor's insurance and shall not contribute with it.

6.5 Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

6.6 Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII, or as otherwise approved by Mission Springs Water District.

The Contractor agrees and he/she will comply with such provisions before commencing project. All of the insurance shall be provided on policy forms and through companies satisfactory to Mission Springs Water District. Mission Springs Water District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsement pages. Failure to continually satisfy the Insurance requirements is a material breach of contract.

6.7 Verification of Coverage: Contractor shall furnish the District with certificates and amendatory endorsements affecting coverage required by the above provisions. All

certificates and endorsements are to be received and approved by the District least five days before the Contractor commences activities.

6.8 Contractors and Subcontractors: Contractor shall require and verify that all Contractors and subcontractors maintain the liability insurance requirements stated herein, and Contractor shall ensure that Mission Springs Water District, its directors, officers, employees, and authorized volunteers are additional insureds on the commercial general liability insurance policy of all Contractors who hire subcontractors to perform work on the scheduled project with a form at least as broad as CG 20 38 04 13.

6.9 Continuation of Coverage: Contractor shall maintain for the duration of the contract, and for 5 years thereafter, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. Contractor shall be required to waive all rights of subrogation under this Agreement. If any of the required coverages expire during the term of this Agreement, the Contractor shall be required to provide a renewal Certificate including the Additional Insured endorsement to the District at least ten (10) days prior to the expiration date.

6.10 Other Considerations/Exceptions: When the Mission Springs Water District determines that any construction work may involve potential environmental pollution liability, the Commercial General Liability policy shall include Contractor's Pollution Liability –with limits no less than $5,000,000 per occurrence or claim, and $10,000,000 policy aggregate.

7. **Bonds**. Developer shall provide the District with bonds or evidence of bonds as follows:

   a) Performance bond with corporate surety or sureties satisfactory to the District said performance bond being for not less than one hundred percent (100%) of the total contract price.

   b) A labor and materials payment bond being for not less than one hundred percent (100%) of the total contract price.

8. **Notice of Completion**. The District's Inspector shall complete a "Notice of Final Inspection" when all work has been completed in accordance with District requirements and prior to the Acceptance of said domestic water system by the District. An executed Notice of Completion shall be filed by the District. The Developer shall comply with the following requirements:

   a) A Bill of Sale executed by the Developer vesting title of said water system and appurtenances to the District;

   b) A copy of the contract between Developer and Developer's Contractor or other documents which verify the actual cost of the domestic water system as installed.

   c) Payment to the District by the Developer of any and all applicable fees including, but not limited to Connection Charge, Fire flow or front footage fee, and meter installation fees.

9. **Warranty**. The Developer shall guarantee the entire work shall be constructed in a good and workman like manner and all materials furnished shall be new and of high quality and both of

the forgoing will meet all the requirements specified herein. This warranty shall include both the quality of the workmanship and the materials used as well as that of subcontractors and suppliers.

a) The Developer shall agree to make any repairs or replacements made necessary by defective materials or workmanship in the pipe materials supplied which have become evident within one year after date of recording Notice of Completion, and to restore to full compliance with the requirements of these specifications, including the test requirements, any part of the water system, which during said one-year period, is found to be deficient with respect to any provision of this specification.

b) The Developer shall make all repairs and replacements promptly upon receipt of written orders from MSWD or if, in the event the repair work must be performed by MSWD, shall reimburse MSWD for actual labor, equipment and material expenses incurred to perform such corrective work. If the Developer fails to make the repair and replacements promptly, MSWD may do the work, and the Developer shall be liable to MSWD for the cost thereof as described above.

10. **Water Services**. The District will not furnish service to the water system until the completed system passes final inspection by the District, and Developer has fully complied with all provisions of this Agreement. Following fulfillment of the terms and conditions herein and acceptance by the District of said domestic water system, the District will provide service to said lands in accordance with the District's rules and regulations governing the provisions of such service. District requires that a permanent meter must be installed prior to landscaping.

11. **Successors and Assigns**. This agreement is binding on the assigns of the District and on the assigns, successors and representatives of the Developer. Assignment of this agreement by the Developer shall require the prior written consent of the District.

12. **Contractor's License**. The Contractor must possess at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing. The Developer and Contractor shall ensure that any subcontractor working on the Project possesses at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing.

13. **Corporation In Good Standing**. If Contractor and/or Developer is a corporation or other entity, the undersigned hereby represents and warrants that the corporation or other entity is duly incorporated and in good standing in the State of California, and that the undersigned is authorized to act for and bind the corporation.

14. **Provisions Required by Law.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

15. **Attorneys' Fees**. In the event that either party brings an action to enforce this Agreement, the prevailing party in such action shall be entitled to an award of the costs and expenses

incurred in connection with such action including but not limited to attorneys fees, expert witness fees, and filing fees.

16. **Entire Agreement.** This Agreement and the Exhibits and Recitals to this Agreement, which are incorporated herein by this reference, constitute the entire contract of the parties. No other agreements or contracts, whether oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties.

EXHIBITS:

Project Overview Map – Exhibit A
Approved Landscape Plan – Exhibit B

MISSION SPRINGS WATER DISTRICT

By:_____

Name: Brian Macy

Title: General Manager

Date:_____

DEVELOPER

Company: Lennar Homes of California, LLC, a California limited liability company

By:_____

Name: Geoffrey Smith

Title: Vice President

Date:_____

Mission Springs Water District
66575 Second Street, Desert Hot Springs, CA 92240 • www.mswd.org • p 760.329.6448 • f 760.329.2482

Improvement District No. N/A

MISSION SPRINGS WATER DISTRICT
SEWER SYSTEM CONSTRUCTION AGREEMENT
(DEVELOPER INITIATED/CONTRACTOR INSTALLED)

THIS SEWER SYSTEM CONSTRUCTION AGREEMENT ("Agreement") is made on this _____day of _____, 20 __by and between MISSION SPRINGS WATER DISTRICT, a County Water District ("District") with its headquarters at 66575 2nd Street, Desert Hot Springs, Riverside County, California," and **Lennar Homes of California LLC** ("Developer") located at 4140 Temescal Canyon Rd., Corona CA 92883, phone No. (951) 817-3503 .

RECITALS

WHEREAS, Developer is planning the construction of a project ("Project") of two hundred eighty six (286) residential lot(s) which is the subject to a **Tract Map No. 32030-3** further described and identified on the map attached to and made a part of this Agreement as Exhibit "A" ("Property") and which is subject to the Landscape Plan attached hereto and made a part hereof by this reference as Exhibit "B"; and

WHEREAS, the Project will require a sewer distribution system to provide sewer service to the to be designed and built by Developer (the "System"); and

WHEREAS, said Developer is desirous of having the District provide sewer service to said Project and is willing to convey to the District the System after the construction thereof, contingent upon the District's acceptance of such conveyance on the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Compliance with Law.** Developer will comply with all applicable state, federal and local laws, statutes and ordinances and the District's ordinances, policies and regulations for planning and constructing the System ("Requirements"). The forgoing laws and regulations, as amended from time to time, are hereby incorporated herein by reference.

2. **District Expenses Covered**. The Developer shall deposit, with the District, costs to cover necessary engineering and other services, permits, inspections and sewer system connection costs in an amount estimated by the District. Said deposit shall be increased and/or replenished if District determines that the amount deposited is not sufficient to cover the costs as estimated by the District from time to time.

3. **Completion of Work**. The Developer shall contract for the design of the System by a licensed civil engineer experienced in the design of similar systems. The System to service the Project shall comply with the Requirements and construction plans for the same shall be presented to the District for approval by the District prior to the presentation thereof to Contractors for

bidding purposes. Such System shall include all pipelines, pumps, manholes, lift stations, cleanouts and appurtenances as required by District subject to the Requirements. The Developer shall at its sole cost and expense secure title to property, easements, and rights of way needed for the System prior to the commencement of construction and shall convey offers of dedication or grant deeds along with necessary roads for ingress and egress and for maintenance and operation of the sewer system. The Developer shall file a Notice of Completion upon completion of the sewer system.

4. **Licensed Contractor**. The Developer will contract for the services of a licensed and qualified contractor ("Contractor") to construct the System. Said contract shall be signed by Developer and the licensed Contractor. Said Contractor shall be currently licensed by the State of California with a General engineering Contractor, "A" license and/or other appropriate license needed to construct the System. Said Contractor shall be experienced in the construction of sewer systems and shall have been reviewed by the District and listed by the District as qualified contractors before a contract is signed and actual system construction begins. However, the District's approval of the Contractor shall in no way be deemed to impose on District any liability for the acts or omissions of said Contractor.

5. **Payment and Performance**. The entire cost of the construction of the System shall be paid by the Developer as and when the amounts are due in such regards. Developer and Contractor shall assure that such construction is inspected by District personnel for conformance with the approved plans and specifications and the Requirements. Whenever the Contractor desires to work outside the regular or specified work periods or to vary the work period during any particular day, Contractor shall request permission from the District at least 24 hours in advance so that inspection services may be provided. If the District grants permission and if the work period includes hours outside the normal work hours of the District, the Developer shall pay for the inspection services provided outside of normal work hours in accordance with established District rates. Construction shall not begin until the "Notice to Proceed" is given by the District inspector nor until the Developer, or other authorized party, completes a "CERTIFICATION OF STREETS TO FINAL GRADE" for the streets in which the sewer pipelines are to be constructed. District inspection is for the purpose of conformance of construction with District requirements, and not for compliance by the Contractor with safety requirements. Inspection or final acceptance shall not constitute a waiver by the District of any claims against Developer and/or Contractor for any defects in the work performed hereunder and shall not result in the imposition on District of any liability with regards to the same. Developer shall guarantee the completion of construction of the Work by _____ _____. Developer agrees to pay all costs incurred by the District as it may incur and as may be necessary in connection with Contractor completing the Work, including administrative costs.

6. **Insurance and Indemnity**. Developer's contractor shall provide required insurance certificates and endorsements as outlined below:

   6.1 Indemnification: To the extent permitted by law, Developer (as well as Contractor and any other contractors or subcontractors hired to do any construction work), shall defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the work described herein, and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly

employed by any of them, or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Mission Springs Water District, its directors, officers, employees, and authorized volunteers.

6.2 Minimum Insurance Requirements: The Developer shall require Contractor (including any contractors or subcontractors hired to do any construction work) to procure and maintain for the duration of the proposed construction, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the proposed construction and the activities of the Contractor, guests, agents, representatives, employees or contractors and subcontractors. The Developer's contractor shall provide and maintain the following commercial general liability, automobile liability, workers' compensation coverages as permitted by law:

6.3 Coverage: Coverage shall be at least as broad as the following:

a) **General Liability** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury and personal & advertising injury with limits of at least two million dollars ($5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If Commercial General Liability Insurance or other form with a general aggregate limit, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 25 03, or ISO CG 25 04, or insurer's equivalent endorsement provided to MSWD) or the general aggregate limit shall be twice the required occurrence limit.

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

c) **Workers' Compensation Coverage** – By his/her signature hereunder, Developer certifies that it 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 it shall cause Contractor to comply with such provisions before commencing the performance of the work of this agreement. Contractors and sub-contractors will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation** (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor will be required to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the Mission Springs Water District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from work performed by the Named Insured for the Mission Springs Water District; this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer.

d) Builder's Risk – (Course of Construction) if necessary- insurance utilizing an "All Risk" (Special Perils) coverage form with limits equal to the completed value of the project and no coinsurance penalty provision.

e) Contractor's Pollution Liability – (optional: if project involves environmental hazards) with limits no less than $5,000,000 per occurrence or claim, and $10,000,000 policy aggregate.

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

6.4 Required Provisions - The Commercial General Liability policies are to contain, or be endorsed to contain, the following provisions:

a) **Additional Insured Status:** MSWD, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 12 05 09 or for projects including construction ISO Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 including ongoing and completed operations), as respects: liability arising out of the work or activities performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations, and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to District, its directors, officers, employees, and authorized volunteers.

b) **Primary Coverage:** For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers; shall be excess of the Contractor's insurance and shall not contribute with it.

6.5 Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

6.6 Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII, or as otherwise approved by Mission Springs Water District.

The Contractor agrees and he/she will comply with such provisions before commencing project. All of the insurance shall be provided on policy forms and through companies satisfactory to Mission Springs Water District. Mission Springs Water District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsement pages. Failure to continually satisfy the Insurance requirements is a material breach of contract.

6.7 Verification of Coverage: Contractor shall furnish the District with certificates and amendatory endorsements affecting coverage required by the above provisions. All

certificates and endorsements are to be received and approved by the District least five days before the Contractor commences activities.

6.8 Contractors and Subcontractors: Contractor shall require and verify that all Contractors and subcontractors maintain the liability insurance requirements stated herein, and Contractor shall ensure that Mission Springs Water District, its directors, officers, employees, and authorized volunteers are additional insureds on the commercial general liability insurance policy of all Contractors who hire subcontractors to perform work on the scheduled project with a form at least as broad as CG 20 38 04 13.

6.9 Continuation of Coverage: The Contractor shall, Contractor shall maintain for the duration of the contract, and for 5 years thereafter, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. Contractor shall be required to waive all rights of subrogation under this Agreement. If any of the required coverages expire during the term of this Agreement, the Contractor shall be required to provide a renewal Certificate including the Additional Insured endorsement to the District at least ten (10) days prior to the expiration date.

6.10 Other Considerations/Exceptions: When the Mission Springs Water District determines that any construction work may involve potential environmental pollution liability, the Commercial General Liability policy shall include Contractor's Pollution Liability –with limits no less than $5,000,000 per occurrence or claim, and $10,000,000 policy aggregate.

7. **Bonds**. Developer shall provide the District with bonds or evidence of bonds as follows:

   a) Performance bond with corporate surety or sureties satisfactory to the District said performance bond being for not less than one hundred percent (100%) of the total contract price.

   b) A labor and materials payment bond being for not less than one hundred percent (100%) of the total contract price.

8. **Notice of Completion**. The District's Inspector shall complete a "Notice of Final Inspection" when all work has been completed in accordance with District requirements and prior to the Acceptance of said sewer system by the District. An executed Notice of Completion shall be filed by the District. The Developer shall comply with the following requirements:

   a) A Bill of Sale executed by the Developer vesting title of said sewer system and appurtenances to the District;

   b) A copy of the contract between Developer and Developer's Contractor or other documents which verify the actual cost of the sewer system as installed.

   c) Payment to the District by the Developer of any and all applicable fees including, but not limited to Connection Charge, Fire flow or front footage fee, and meter installation fees.

9. **Warranty**. The Developer r shall guarantee the entire work shall be constructed in a good and workman like manner and all materials furnished shall be new and of high quality and both of the forgoing will meet all the requirements specified herein. This warranty shall include both the quality of the workmanship and the materials used as well as that of subcontractors and suppliers.

   a) The Developer shall agree to make any repairs or replacements made necessary by defective materials or workmanship in the pipe materials supplied which have become evident within one year after date of recording Notice of Completion, and to restore to full compliance with the requirements of these specifications, including the test requirements, any part of the sewer system, which during said one-year period, is found to be deficient with respect to any provision of this specification.

   b) The Developer shall make all repairs and replacements promptly upon receipt of written orders from MSWD or if, in the event the repair work must be performed by MSWD, shall reimburse MSWD for actual labor, equipment and material expenses incurred to perform such corrective work. If the Developer fails to make the repair and replacements promptly, MSWD may do the work, and the Developer shall be liable to MSWD for the cost thereof as described above.

10. **Sewer Services**. The District will not furnish service to the sewer system until the completed system passes final inspection by the District, and Developer has fully complied with all provisions of this Agreement. Following fulfillment of the terms and conditions herein and acceptance by the District of said sewer system, the District will provide service to said lands in accordance with the District's rules and regulations governing the provisions of such service. District requires that a permanent meter must be installed prior to landscaping.

11. **Successors and Assigns**. This agreement is binding on the assigns of the District and on the assigns, successors and representatives of the Developer. Assignment of this agreement by the Developer shall require the prior written consent of the District.

12. **Contractor's License**. The Contractor must possess at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing. The Developer and Contractor shall ensure that any subcontractor working on the Project possesses at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing.

13. **Corporation In Good Standing**. If Contractor and/or Developer is a corporation or other entity, the undersigned hereby represents and warrants that the corporation or other entity is duly incorporated and in good standing in the State of California, and that the undersigned is authorized to act for and bind the corporation.

14. **Provisions Required by Law.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

15. **Attorneys' Fees**. In the event that either party brings an action to enforce this Agreement, the prevailing party in such action shall be entitled to an award of the costs and expenses incurred in connection with such action including but not limited to attorneys fees, expert witness fees, and filing fees.

16. **Entire Agreement**. This Agreement and the Exhibits and Recitals to this Agreement, which are incorporated herein by this reference, constitute the entire contract of the parties. No other agreements or contracts, whether oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties.

EXHIBITS:

Project Overview Map – Exhibit A
Approved Landscape Plan – Exhibit B

MISSION SPRINGS WATER DISTRICT

By:_____

Name: Brian Macy

Title: General Manager

Date:_____

DEVELOPER

Company: Lennar Homes of California, LLC,
a California limited liability company

By:_____

Name: Geoffrey Smith

Title: Vice President

Date:_____

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X___ DIRECTION ____ INFORMATION ____

AWARD OF CONTRACT TO MWH CONSTRUCTORS, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR SKYBORNE VILLAGE III – LENNAR HOMES

STAFF RECOMMENDATION

Authorize the General Manager to execute a contract agreement with MWH Constructors, Inc., for an amount not to exceed $285,572 for construction management and inspection services for Skyborne Village III – Lennar Homes.

SUMMARY

MWH Constructors, Inc. was previously selected through a competitive review process to perform on-call Construction Management and Inspection services for the District for various types of projects for both development and capital improvement. MWH Constructors provided a scope and fee to provide inspection services for the Skyborne Village III – Lennar Homes Project. The scope of work involves inspection of over 11,800 linear feet of waterline, 286 water services, and the installation of 32 fire hydrants. Likewise, inspection and management services also include the inspection of 11,000 linear feet of sewer lines, 8,400 linear feet of sewer laterals, and 49 sewer manholes. Inspection will be performed by an experienced field inspector and will be per MSWD standards. These services include project construction and coordination with the developer's contractor and MSWD staff.

ANALYSIS

MSWD is retaining MWH Constructors to provide Inspection services for the Skyborne Village III – Lennar homes project during pre-construction, construction, and post-construction phases of the development project. Staff will continually monitor the developer's deposit account to ensure adequate funds are available for the inspection costs by MWH Constructors, Inc.

FINANCIAL DATA		
Cost Associated with this action:	$285,572.00	
Current FY cost:	$0	
Future FY cost:	$0	
Is it covered in current year budget:	YES ☐	NO ☒
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		

FUNDING SOURCES	
Source of funds:	Developer
BID/Job#	11818
Current BID/Job balance	$61,000.00
Balance remaining if approved:	$0

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no fiscal impact to the District as this is a developer-driven project, and all costs associated will be paid for by the developer. This action is consistent with Strategic Plan Goal 4.3- Maintain and renew assets while facilitating strategic Capital Improvements.

ATTACHMENTS

Professional Services Agreement
MWH Proposal

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

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

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

TO: **MWH Constructors, Inc.**
391 N. Main St. Suite 110
Corona, CA 92878

DATE: _____

PROJECT DIR#: _____

TITLE: **Construction Management, Inspection and Related Services for the Skyborne Village III – Lennar Homes Project**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Proposal and Fee Schedule provided by MWH Constructors, Inc. and per Exhibit B – Term, Early Termination & Notice

Contract price $: Not to Exceed $285,572.00

Term: Ninety (90) days following the completion of the construction contract

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

Accepted:	Consultant:
Mission Springs Water District	MWH Constructors, Inc. (Business Name)
By: _____	By: _____ June 5, 2024
Brian E. Macy, PE	Randy B. Lovan
Title General Manager	Title Southern California Reg. Manager Construction Management Services
Other authorized representative(s):	Other authorized representative(s):
Eric Weck, Engineering Manager	
Amanda Lucas, Contracts Analyst	

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

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 against any and all liability 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. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

If Claims Made Policies:

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

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

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Mission Springs Water District. The Mission Springs Water District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Member Water Agency.

Required Provisions:

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

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

May 30, 2024

Eric Weck P.E.
Engineering Manager
Mission Springs Water District (MSWD) 66575 Second Street
Desert Hot Springs, CA 92240

Subject: On-Call Professional Services for Construction Management and inspection of Capital and Development Projects: Task Order Proposal for Water and Sewer Construction Inspection for Skyborne Village III – Lennar Tract 32030-3

Dear Mr. Weck,

In response to your letter dated May 13, 2024, titled "Request for Construction Inspection Services for the Water and Sewer improvements for Skyborne Village III – Lennar Tract 32030-3", please find MWH's proposal response and associated fee. Based on our experience with projects of comparable size and complexity, MWH is confident our proposed staff can assist Mission Springs Water District (MSWD) in the completion of this Project.

Considering the level and type of inspection required for this project, our proposed Construction Inspector, Ryan Wooten will bring strong experience and expertise to this project. Ryan is a Certified Public Infrastructure Inspector (CPII), with the American Public Works Association and has direct experience in the installation of water and sewer facilities at various new development projects throughout the Palm Desert area including developments for Pulte, Del-Webb, and Trilogy companies.

MWH understands that sewer inspection services will be full-time starting in June 2024 and part-time, 6 hours per day for the remainder of the six-month (180 calendar days) duration. The inspection service will be based on the following tasks: observation and documentation of material delivery/potholing, tie-in/mainline, manholes, laterals, backfill and compaction, jet wash/air testing, video, raising manholes to final grade, punch list/ correction performed and final acceptance.

Domestic water inspection services will be based on the following: documentation for material delivery/potholing, tie-in/mainline, water services, fire hydrants, backfill & compaction, pressure test/leak test, chlorination & disinfection, flushing, bacteriological sampling observation, raising valves to final grade, setting of meter boxes, punch list documentation, verification that incomplete and/or noncomplying items are corrected, and perform job walk with District staff for final acceptance. The MWH Inspector will provide daily inspection reports and photos of all project activities.

Our Project Manager Michael Dietrick will act as the District's representative and point of contact for the Developer for the duration of this project. All field communication will be conducted through Michael and the construction Inspector. Michael will assist the District with the Contractor's construction schedule, submittals, RFIs, keep track of the project and provide a monthly report.

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

Fee Schedule

Description	Hrs per Day	Working Days	Hours	Hourly Rate	Amount
Sewer Inspection	6	124	744	$175	$130,200
Water Inspection	6	124	744	$175	$130,200
Project Manager	1	124	124	$203	$25,172
				Total Proposed Cost:	**$285,572**

Assume 6 months duration,124 working days, 180 Calendar days

We appreciate this opportunity to continue working with Mission Springs Water District and look forward to your selection. We have provided a resume for Ryan Wooten as an attachment. This proposal is valid for 60 days.

If you have any questions or require further information, please contact Michael Dietrick at (760) 625-9607 or michael.dietrick@mwhconstructors.com or myself at (949) 439-0423 or randy.lovan@mwhconstructors.com.

Sincerely,



Randy B. Lovan
Southern California Regional Manager Construction Management Service

RL/md

Attachment(s); Resume: Ryan Wooten

DocuSign Envelope ID: 073FE328-E6FE-4C6B-A8F1-781F97977530

EXHIBIT B

Term, Early Termination & Notice

Construction Management, Inspection and Related Services for the Skyborne Village III – Lennar Homes Project

A. Term of Agreement

This professional services agreement shall be effective upon approval by the parties thereof and shall expire within ninety (90) days following the completion of the construction contract. This contract also terminates and replaces any previous agreements between the District and MWH Constructors, Inc. for Construction Management, Inspection and Related Services for the Skyborne Village II – Lennar Homes Project in force prior to the effective date of this agreement.

B. Early Termination of Agreement

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

C. Notice

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

OWNER

Attn: Brian E. Macy
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
bmacy@mswd.org

CONTRACTOR

Attn: Randy Lovan
MWH Constructors, Inc.
391 N. Main Street, Suite 110
Corona, CA 92878
randy.lovan@mwhconstructors.com

May 30, 2024

Eric Weck P.E.
Engineering Manager
Mission Springs Water District (MSWD) 66575 Second Street
Desert Hot Springs, CA 92240

Subject: On-Call Professional Services for Construction Management and inspection of Capital and Development Projects: Task Order Proposal for Water and Sewer Construction Inspection for Skyborne Village III – Lennar Tract 32030-3

Dear Mr. Weck,

In response to your letter dated May 13, 2024, titled "Request for Construction Inspection Services for the Water and Sewer improvements for Skyborne Village III – Lennar Tract 32030-3", please find MWH's proposal response and associated fee. Based on our experience with projects of comparable size and complexity, MWH is confident our proposed staff can assist Mission Springs Water District (MSWD) in the completion of this Project.

Considering the level and type of inspection required for this project, our proposed Construction Inspector, Ryan Wooten will bring strong experience and expertise to this project. Ryan is a Certified Public Infrastructure Inspector (CPII), with the American Public Works Association and has direct experience in the installation of water and sewer facilities at various new development projects throughout the Palm Desert area including developments for Pulte, Del-Webb, and Trilogy companies.

MWH understands that sewer inspection services will be full-time starting in June 2024 and part-time, 6 hours per day for the remainder of the six-month (180 calendar days) duration. The inspection service will be based on the following tasks: observation and documentation of material delivery/potholing, tie-in/mainline, manholes, laterals, backfill and compaction, jet wash/air testing, video, raising manholes to final grade, punch list/ correction performed and final acceptance.

Domestic water inspection services will be based on the following: documentation for material delivery/potholing, tie-in/mainline, water services, fire hydrants, backfill & compaction, pressure test/leak test, chlorination & disinfection, flushing, bacteriological sampling observation, raising valves to final grade, setting of meter boxes, punch list documentation, verification that incomplete and/or noncomplying items are corrected, and perform job walk with District staff for final acceptance. The MWH Inspector will provide daily inspection reports and photos of all project activities.

Our Project Manager Michael Dietrick will act as the District's representative and point of contact for the Developer for the duration of this project. All field communication will be conducted through Michael and the construction Inspector. Michael will assist the District with the Contractor's construction schedule, submittals, RFIs, keep track of the project and provide a monthly report.

Fee Schedule

Description	Hrs per Day	Working Days	Hours	Hourly Rate	Amount
Sewer Inspection	6	124	744	$175	$130,200
Water Inspection	6	124	744	$175	$130,200
Project Manager	1	124	124	$203	$25,172
				Total Proposed Cost:	**$285,572**

Assume 6 months duration,124 working days, 180 Calendar days

We appreciate this opportunity to continue working with Mission Springs Water District and look forward to your selection. We have provided a resume for Ryan Wooten as an attachment. This proposal is valid for 60 days.

If you have any questions or require further information, please contact Michael Dietrick at (760) 625-9607 or michael.dietrick@mwhconstructors.com or myself at (949) 439-0423 or randy.lovan@mwhconstructors.com.

Sincerely,



Randy B. Lovan
Southern California Regional Manager Construction Management Service

RL/md

Attachment(s); Resume: Ryan Wooten

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

CONTRACT AGREEMENT RENEWAL WITH INTELESYS COMMUNICATIONS SERVICES FOR INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

STAFF RECOMMENDATION

It is recommended to authorize the General Manager to enter into a contract with Intelesys Communications Services for Information Technology (IT) Professional Services for the twelve-month period of July 1st, 2024 to June 30th, 2025, and do all things necessary to execute the agreement.

SUMMARY

The District requires complementary IT services to the day-to-day work that the IT Manager performs, including tracking individual workstation problems, software updates, server maintenance and anti-virus monitoring after hours. Intelesys Communications onboarded the District in January and became the District's IT Professional Services provider on 2/1/2024. The initial contract period was 1/1/2024 - 6/30/2024 with the intent of being a 6-month trial period, also enabling the District to align the annual renewal with the start of the fiscal year.

ANALYSIS

Intelesys has proven themselves a capable service provider. They have proactively proposed and implemented innovative solutions and policies to improve the District's cybersecurity posture.

FINANCIAL DATA		
Cost Associated with this action:	$109,570	
Current FY cost:	$109,570	
Future FY cost:	-0-	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	674	
Current BID/Job balance	$394,643	
Balance remaining if approved:	$394,643	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The amount of this contract was included as part of the 2025 fiscal year budget. This action is consistent with Strategic Plan Smart Goal 6.1 (*Embracing technological solutions that align the District with industry best practices and modern standards*) and Key Success Measures 1-3 (*Ensure information systems planning is aligned with the District's Strategic Plan, Enhance cyber security to ensure the continued safety of our system, Ensure secure data access, remote access, and valid customer data.)*

ATTACHMENTS

Intelesys Communications Contract

Original Intelesys Communications Contract

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

For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2 - 7 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **Intelesys Communications Services**
3155 Sedona Court, Suite B
Ontario, CA 91764

DATE: _____

PROJECT DIR#: N/A

TITLE: **Information Technology Management Services and Support**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Scope of Services and Cost Proposal provided by Intelesys Communications Services and in accordance with Exhibit B – Term, Early Termination & Notice

Contract price $: Not to Exceed $109,570.00

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

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

Accepted:
Mission Springs Water District

By: _____
Brian E. Macy, PE
Title General Manager

Other authorized representative(s):

Arturo Ceja
Director of Finance

Kurt Kettenacker
Innovation and Technology Manager

Consultant:
Intelesys Communications Services
(Business Name)

By: Aaron Betts
Aaron Betts (Jun 10, 2024 08:42 PDT)
Aaron Betts
Title Operations Manager/COO

Other authorized representative(s):

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 against any and all liability 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. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property

damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

4. **Cyber Liability Insurance** (Technology Professional Liability - Errors and Omissions), with limits of not less than $2,000,000 per occurrence or claim, and $2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If Claims Made Policies:

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

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

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Mission Springs Water District. The Mission Springs Water District may require the Consultant to provide proof of

ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Member Water Agency.

Required Provisions:

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

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of

Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

EXHIBIT A

Managed Services Proposal

The Information Technology Services Solution by Intelesys offers a 360-degree answer to your organization's IT needs. Our diverse engineer pool delivers specialists in every IT area, focused on technologies used by local municipalities.

CLIENT	Mission Springs Water District	**BILLING ADDRESS**	Desert Hot Springs, CA.
AGREEMENT TERM	12 months with (2) 12 month renew options	**Network Hardware**	19 laptops (Microsoft Surface, Lenovo, HP) 1 VM (used by Unidata developer) 32 desktops 18 iPads 50 District smartphones (iOS/Android) 3 Physical Servers with 10 Images
Switching and Routing	3 Layer-3 Switches 2 firewalls 14 Layer-2 Switches 10 Wireless Access Points 3 PtP Wireless Network Pairs 5 NAS units 1 Network NVR 26 Desk Phones		

Managed Services Quote

Monthly Managed Services Agreement	
Onsite technician 2 Days/week	
Reimbursable expenses	Included
Subtotal	$ 10,145
Government discount	$ (2,536)
Total Monthly Cost	**$ 7,609**

Included Services:

Full-Service help desk

- Desktop Support Technicians will provide desktop support for all problems and project calls to diagnose, upgrade, install, fix, adjust, and general problem resolution
- Staffed with Level 1, 2, and 3 CJIS Certified engineers
- Onsite escalation provided as needed

Desktop hardware and software maintenance

- Review of all process logs for normal execution and performance.
- Preparation of reports and outputs for distribution on next regular work day.
- Review of security logs and for unusual activity.
- Keeping and maintaining records on hardware assets: Acquisition date, Warranty date, maintenance agreement location, maintenance and repair contact number.
- Patch management.

Network and Systems Support

- Network is defined to include all District switches, hubs, routers, bridges, repeaters, firewalls, servers, AP's etc.
- Maintenance of network cabling within District facilities including patch management.
- Network and network device performance monitoring, diagnostics, and tuning.
- Network and network device configuration and version updates to keep within two versions of current.
- Network and network device configuration management and record keeping.
- Network, network device and server capacity monitoring and planning.
- Firewall monitoring for intrusion attempts, attacks, viruses, etc.
- Firewall configuration and version updates.
- Server OS configuration and version updates to keep within two versions of current.

Documentation

- Monthly report on SLA performance and ticket volume
- Network hardware inventory for all managed devices with release dates, patch status and system life report
- Network device configurations and network layout map

District to provide (Intelesys to bid, procure, and implement if not currently in place

- Enterprise Anti-Virus solution – Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise Email filter - Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise back-up solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise DR solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Active support agreements required for major network hardware and infrastructure

Deliverables

- Deliver expected annual expense forecast for district budget process
- Perform annual network assessment with full reporting
- Track system support status and extended warranty cost
- IT Satisfaction Survey – Statistical and end user measurement
- Performa annual CJIS audit to confirm network compliance

TOTAL MONTHLY RECURRING: $7,609

EXHIBIT B

Term, Early Termination & Notice

Information Technology Management Services and Support

A. Term of Agreement

This professional services agreement shall be effective upon approval and execution by the parties hereof (the "effective date") and shall continue until terminated as provided for herein. Notwithstanding anything in this agreement to the contrary, this agreement shall automatically terminate after one (1) year from the effective date, unless extended by the parties with the approval of the Mission Springs Water District (sometimes referred to herein as "District").

B. Early Termination of Agreement

Notwithstanding any other provision of this agreement, Mission Springs Water District, at its sole option, may terminate this agreement with or without cause, or for no cause or for convenience at any time by giving thirty (30) days written notice to Consultant.

District has the right to terminate or abandon any portion or all the work under this Agreement by giving thirty (30) days written notice to Consultant. In such event, District shall immediately be given possession, title and access to all administrative accounts and data (including any passwords) required, necessary or desirable for complete access to and management of any data/asset/service created, stored, maintained or setup for the District, all original field notes, drawings and specifications, written reports, and other documents and data produced or developed for that portion of the work completed and/or being abandoned. The District will pay Consultant at the agreed upon rate set forth in the Schedule of Charges rendered for any portion of the work completed prior to termination where the District finds the work acceptable. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services deemed acceptable by District will be pursuant to the rates set forth in the Schedule of Charges but not to exceed the reasonable value of such services The District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services or work deemed unacceptable by District and shall not be entitled to damages or compensation for termination of work.

Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) days written notice to the District only in the event of substantial failure by the District to perform in accordance with the terms of this Agreement through no fault of Consultant.

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and Intelesys Communications Services.

OWNER
Attn: Brian E. Macy
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

CONSULTANT
Attn: Aaron Betts, Operations Manager
Intelesys Communications Services
3155 Sedona Court, Suite B
Ontario, CA 91764

Intelesys Contract Renewal with MSWD

Final Audit Report 2024-06-10

Created:	2024-06-10
By:	Kurt Kettenacker (kkettenacker@mswd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOfC_nEXfAbosze3TjTjsmJneCzpI6L72

"Intelesys Contract Renewal with MSWD" History

Document created by Kurt Kettenacker (kkettenacker@mswd.org)
2024-06-10 - 3:13:45 PM GMT

Document emailed to Aaron Betts (aaronb@it4ps.com) for signature
2024-06-10 - 3:16:30 PM GMT

Email viewed by Aaron Betts (aaronb@it4ps.com)
2024-06-10 - 3:41:55 PM GMT

Document e-signed by Aaron Betts (aaronb@it4ps.com)
Signature Date: 2024-06-10 - 3:42:35 PM GMT - Time Source: server

Agreement completed.
2024-06-10 - 3:42:35 PM GMT

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

For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2 - 7 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **Intelesys Communications Services**
3155-B East Sedona Court
Ontario, CA 91764

DATE: January 1, 2024

PROJECT DIR#: N/A

TITLE: **Information Technology Management Services and Support**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Proposal and in accordance with Exhibit B – Cost Schedule provided by Intelesys Communications Services, and per Exhibit C – Term, Early Termination & Notice

Contract price $: Not to Exceed $55,000.00

Term: Six (6) months from the effective date above

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

Accepted:
Mission Springs Water District

By: _____
Brian Macy
Title Interim General Manager

Other authorized representative(s):

Arturo Ceja
Director of Finance

Kurt Kettenacker
Innovation and Technology Manager

Consultant:
Intelesys Communications Services
(Business Name)

By: _____
Aaron Betts
Title Operations Manager/COO

Other authorized representative(s):

Consultant agrees with the Mission Springs Water District that:

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

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

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

d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than $1,000,000 per claim and $2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

4. **Cyber Liability Insurance** (Technology Professional Liability - Errors and Omissions), with limits of not less than $2,000,000 per occurrence or claim, and $2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If Claims Made Policies:

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

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

Required Provisions –

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

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by

the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

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

3. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days after acceptance by Mission Springs Water District. Should the District dispute any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

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

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

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

REQUEST FOR QUALIFICATIONS

INFORMATION TECHNOLOGY MANAGEMENT SERVICES AND SUPPORT

Date: **November 1, 2023**

Contact: **Aaron Betts, Operations Officer**
888-546-8353 ext. 1110
aaronb@it4ps.com

Intelesys | Ontario, CA | (888) 546-8353 | www.it4ps.com

INTELESYS
IT for Public Sector

Table of Contents

A. Cover Page 1
B. Table of Contents 2
C. Transmittal Letter 3
D. Executive Summary 4
E. RFQ Response Forms 9
F. Firm Qualifications 17
G. Transition 22
H. General Operations 27

INTELESYS
IT for Public Sector

3155-B Sedona Court
Ontario, California 91764
888.546.8353 | www.it4ps.com

November 11, 2023

Mr. Kurt Kettenacker,

Thank you for the opportunity to present our organization for the Mission Springs Water District's Information Technology Management Services and Support RFP. **For nearly 3 decades**, Intelesys has been providing best-in-class technology services**.** We specialize in public sector solutions, dedicating our focus toward government and education for over 20 years. We understand the nuances that make public sector organizations like the Mission Springs Water District unique, and have built our company around delivering a level of service that the public sector requires.

I had the pleasure of serving as the City of San Marino's (One of our client's) IT Director for 14 months as an interim while they sought a replacement. This valuable experience allowed me to experience the aspects of our client base in a way not available to me in the past. I was able to complete two budget cycles, attend monthly executive team meetings, and present to council in open public meetings for requested budgetary needs. This engagement changed the way our company approached and managed our clients in significant ways.

Intelesys places a high degree of attention on project management and environmental discovery before a single change is made. Intelesys intends to provide 100% of the services listed in the RFP. We do not utilize any sub-contractors for our services. We acknowledge receipt of all RFP addenda. Pricing in the RFP will remain valid for no less than 90 days from the date of submittal.

Intelesys does not have any relation or conflict of interest with any district staff, council, nor district resource, past or present. We appreciate the opportunity to present our organization to the Mission Springs Water District and welcome a one-on-one conversation on how we can help assist in helping guide your network resources and future direction. Our job is to serve.

Respectfully,

Rick Balzer
President
909.972.0404 | RickB@it4ps.com

*Your primary contact***:**
Name: **Aaron Betts, Operations Manager**
Address: **3155 Sedona Court, Ste. B, Ontario, CA 91764**
Direct: (909) 802-7338
Fax: (909) 305-2100
Email: AaronB@IT4PS.com

4.2.2 Executive Summary

Thank you for allowing Intelesys the opportunity to present our proposal recommendations on the Mission Springs Water District's RFP for managed IT services. As a top provider of solutions and management for local government in Southern California for the last 20 years, Intelesys has thorough knowledge of the unique municipal needs in technology services.



Our firm has consistently engaged in municipal projects exceeding over $1M in scope and multiple years in duration. With 20 employees, Intelesys has staff available for support 24x7x365 to assist in emergency situations with quick local dispatch when needed. All of our work is completed by company employees, we do not subcontract out any labor.

Intelesys has made a strategic decision to specialize exclusively in the municipal and government market space to build a level of expertise that can be shared across our client base. This approach allows us to share strategies, be aware of industry impacting issues, and to educate ourselves on the software commonly utilized within the industry. We are one of the very few select managed service providers that attend the annual Municipal Information Systems Association of California (MISAC) conference where information-technology directors gather to share ideas and learn about new challenges facing the municipal industry. As a platinum sponsor that has been involved in this organization for 15 years, Intelesys utilizes this peer group as a key component of continued education to support our clients.

Our best practices approach start with benchmarking the current environment and developing a plan in conjunction with our client to identify key needs and any critical areas that should be addressed along with a quarterly system measuring results and improvement. As part of our commitment to best practices every staff member of Intelesys completes the FBI's Criminal Justice Information Services Division, or CJIS "Best Practice" training. This training is renewed annually and ensures our staff follow the best practice methodology as defined by the FBI and DOJ.

Intelesys has been providing technology services to federal and state agencies, and municipalities for over 20 years since our start in 1996. We have made a strategic decision to focus primarily on the

California market. This focus has allowed Intelesys to provide solutions that specifically address the needs and concerns of the public sector while maintaining the strict compliance and security required in the industry. Our local approach varies greatly from many of our competitors who have been consolidated into firms headquartered outside the region. By knowing our local market, the local players, and having the ability to reach our staff on site as needed has led to our exceptional 98% customer satisfaction rating over the last 20 quarters.

Below is a list of projects similar in scope to the requested work asked for in the RFP. All clients listed below are located within Southern California.

- **City of San Marino – Network Security Audit and Network Management**.
  In 2018, Intelesys was brought in to assess the City's network in preparation for the installation of a Mitel VoIP phone system. During the assessment, Intelesys discovered various networking and domain best practices that were not being adhered to. In presenting the findings, Intelesys was contracted to shore up the network vulnerabilities as well as take on the full management of the network. We are currently going into year 5 of a 3 year (with 2 extensions) contract. David Garcia and Charles Henigan are the primary senior engineers with Ryan Hurst and David Joyce providing onsite support. The initial projects investigation was for $10,600. We also refreshed their network switches for $15,259, and we maintain a $15,000 per month which includes all of the Onsite, Remote network support, Network Tools, Backup utilities.

- **City of Big Bear Lake – Managed Services – network and server rebuild.**
  A client since 2007, the City of Big Bear Lake engaged Intelesys for full Managed Services, in 2019. Intelesys has fully redesigned and replaced their entire network hardware infrastructure including new firewalls at each location. Intelesys manages the day to day IT needs for Big Bear both onsite and remotely. Charles Henigan, Ryan Hurst, and James Hunt have played integral parts in maintaining both their onsite and remote support needs. Intelesys, as part of the solution, implemented a cloud DR Backup solution which enables the District to fully function from anywhere with Internet should City Hall become unavailable. Their current monthly contract is $10,428.

- **City of San Dimas – Network Re-design and Refresh Project**.
  In 2019, the City of San Dimas engaged Intelesys to replace the network switches and re-design their network IP structure. David Garcia was part of the key personnel that assisted in designing and implementing the new IP structure, VLANs, and routing for a Core Switching network design. The project included sourcing, programming, and installing all new network switches. Intelesys was able to stand up the new network alongside the existing network to allow for testing and to prevent any interruption to the City employee's productivity. The project budget was $59,394 and was complete on time and within budget.

- **Laborers Training School – Network Re-design, Managed Network Services**.
  In 2017, Laborers Training School engaged Intelesys to re-design their entire network infrastructure. David Garcia was part of the key personnel that assisted in designing and implementing the new IP structure, VLANs, and routing for a Core Switching network design. The project included sourcing, programming, and installing all new network switches, and firewalls. The project budget was $62,541 and was complete on time and within budget. Then in 2020, Laborers was hit with a network breach and engaged Intelesys to monitor, manage, and maintain their network on an ongoing basis. Charles Henigan has been instrumental in identifying network vulnerabilities, and locking down the network security to conform to the NIST standards. They have not had a network event since Intelesys took over. Their monthly contract is $7,374.

Every support issue is tracked and documented in our ticketing system. All work performed and time invested in each ticket is detailed and audited for accuracy. Clients have access to managing and reviewing their tickets through our secure Client Portal.



Our service team maintains a close pulse on all active tickets, monitoring and acting in real-time to adjust allocated resources, manage to priorities, and maintain our SLA commitments. We utilize live dashboards throughout our facility to enable a constant awareness of open tickets. Whenever an SLA is within a 10% potential threshold of missing a committed target, the request turns red and is flagged at the management level to ensure proper resources are allocated to complete the tasks required.

Intelesys believes that open communication and excellent service are the top two essential items for a successful relationship with any of our clients. Intelesys maintains a Net Promoter Score in the high 80's which puts us in the category of World Class Service. Listening to the needs of our clients and looking for the root of a customer's issue, not just the stated problem is a primary focus for our service department and our approach to our day to day engagements with our clients. All tickets are monitored and reported on and escalated when issues are taking an unexpected amount of time to resolve. Our management team is always available for contact and want to hear about our service when good and when we fall short. Constant adjustment is something we focus on but strive for excellence. At the close of all service orders, a blind survey is sent out asking the customer how our service department did. This is critical in tracking the true customer happiness across all departments.

One of the ways Intelesys has been able to maintain such a high customer service rating is by providing proactive support that addresses many potential issues before they impact the end-user of the client network. Through 24/7 proactive monitoring of alerts, Intelesys can see issues and trends that can indicate a potential service impact may be imminent. We also monitor trends on support tickets to identify any recurring problems that happen within the organization which can indicate a problem within the network or may need for focused end-user training.

Through detailed management of service requests, trending of technical issues, and our continued education with entities like MISAC, our team combines these factors into a quarterly report for the account team to find ways to improve end-user experience within the district. Our goal is to become an extension of your staff and provide a level of support that exceeds the organization's. Our team takes great pride in workmanship and is always looking for ways to improve both our internal processes and the effectiveness in which district staff can utilize technology to improve their overall job function.

Over the years Intelesys has developed a strong team mentality when it comes to providing outsourced IT support and management. One critical component is to ensure there are no single points of failure to your organization. This means all issues and projects are reviewed and understood by your account team. There is no member of your account team that does not have a backup in place that is properly involved in your account to take over should absence occur, and our team is focused on learning the specifics of your service needs so we can customize your experience in a way that benefits all district staff.

The majority of our staff have a 10+ year tenure with Intelesys, when new staff are brought on board they are required to go through a 9 to 12 months apprenticeship phase where all of their work monitored and shadowed by their team mentor. Each staff member is required to devote 20% to 30% of their time to educating themselves on products and processes and improving their technical ability to bring the best possible service to our clients.

Intelesys utilizes the industry standard platform IT Glue to document all of our clients' assets, processes, versioning, and general documentation. IT glue provides a central repository for all client information, backed with encrypted security to protect the integrity of the data.

During the course of an agreement there will be instances where projects and/or additions will be needed to the network such as PCs, Software, Servers, etc. Typically, the labor that would be created from these additions would be a billable charge in the form of a project quote signed by the IT Manager before the work or materials have been engaged or purchased. If Intelesys is brought into support 3rd party installations, our quote includes up to four hours of coordination time to help assist in their deployment. If a more detailed scope of work is required on our part, it will be addressed on a project by project basis.



Our attention to detail has been recognized on a national scale by the California State University system and many technology vendors including TRA, NEC, Mitel, HP, and Dell. Intelesys was proud to be named "Service Entrepreneur of the Year" by the California State University system coveted Spirit of the Entrepreneur council, at an annual event devoted to recognizing excellence in the community.

Over the course of the contract, Intelesys will meet with the IT Manager – we suggest quarterly but will take direction of the Manager – to review the account, reports, tickets, etc. to ensure both Intelesys and the Mission Springs Water District are moving in the same direction and that the users are satisfied with our support. If corrections are needed, we want to head those off as quickly as possible so that the working relationship between the District and Intelesys is the best is can be.

Mission Springs Water District

Released: September 2023	INFORMATION TECHNOLOGY SERVICES AND SUPPORT RFQ Response Form PROPOSER PROFILE	PROPOSER'S Name: Intelsys

HOME OFFICE/HEADQUARTERS							
Legal Company Name:	ICS Intelesys, Inc.						
Company Reference:	HQ						
Address: Street #/Name:	3155 Sedona Court						
Address: Suite:	#B						
Address: City, State, Zip	Ontario, CA, 91764						
Officers/Owners:	**Title(s):**	**Office Phone**		**Email**		**Cell Phone**	
Rick Balzer	President	909-305-1500		rickb@it4ps.com			
Type: S-Corp	**State of Registration:**	CA	**Year founded:**	1969	**Founded by:** Rick Balzer		

LOCAL BRANCH OFFICE FOR THIS PROJECT				
Branch Name:				
Address: Street #/Name:				
Address: Suite:				
Address: City, State, Zip				
Year established:	**Region(s) served:**			
Contacts (for this project):	**Title(s):**	**Office Phone**	**Email**	**Cell Phone**

INSTALLED USER BASE		
	Corporate	**Local Branch (if different)**
Total		
Similar Size		

Mission Springs Water District

Released: September 2023	INFORMATION TECHNOLOGY SERVICES AND SUPPORT RFQ Response Form PROPOSER PROFILE			PROPOSER'S Name: Intelsys
REFERENCES*				
Reference Agency Name	**Location (City & State)**	**Contact person - Title**	**Phone/Email**	**Product(s)/Services**
City of Desert Hot Springs	Desert Hot Springs, CA	Marius Stuler	(760) 329-6411 ext. 254 / mstuler@cityofdhs.org	Built Core Network and VLAN
City of Big Bear Lake	Big Bear, CA	Kelly Ent	(909) 752-2858 / kent@citybigbearlake.com	Full Managed Services
City of San Marino	San Marino, CA	Paul Chung	(626) 300-0708 / pchung@cityofsanmarino.org	Full Managed Services
RJN Investigations	Tustin, CA	Fred Martino	(949) 678-0168 / fredm@rjninv.com	Full Managed Services

* These should be references as similar in size and organization to the DISTRICT as possible with products/services similar to those proposed herein.

Mission Springs Water District

Released: September 2023	INFORMATION TECHNOLOGY SERVICES AND SUPPORT RFQ Response Form PROPOSER PROFILE			PROPOSER'S Name: Intelsys
SUPPORT TEAM				
Role	**Name, Title**	**Phone/Email**	**City/State**	**Qualifications/Experience**
Manager/Officer	Aaron Betts, COO	909-802-7338	Ontario, CA	Years with firm: 11 Resume attached: Yes
Site Lead	David Garcia	909-305-1500	Ontario, CA	Years with firm: 20 Resume attached: Yes
Site Technician	James Hunt	909-305-1500	Ontario, CA	Years with firm: 1 Resume attached: Yes
Project Manager	Jessye Gentry	909-305-1500	Ontario, CA	Years with firm: 2 Resume attached: Yes
Security Consultant	Charles Hennigan	909-305-1500	Ontario, CA	Years with firm: 4 Resume attached: Yes
Trainer	Matthew Saenz	909-305-1500	Ontario, CA	Years with firm: 20+ Resume attached: Yes
Other(s)				Years with firm: Resume attached:
Corporate level resource people available to local support staff.				Years with firm: Resume attached:

Attach resumes or additional pages if necessary. Although these may not be the actual people to participate in the project, they must be representative in terms of training and experience and knowledge of the District's environment for those who will be involved.

Managed Services Proposal

The Information Technology Services Solution by Intelesys offers a 360-degree answer to your organization's IT needs. Our diverse engineer pool delivers specialists in every IT area, focused on technologies used by local municipalities.

CLIENT	Mission Springs Water District	**BILLING ADDRESS**	Mission Springs Water District 66575 2nd St, Desert Hot Springs, CA 92240
AGREEMENT TERM	6 months with (2) 12 month renew options	**Network Hardware**	14 laptops (Microsoft Surface, Lenovo, HP) 1 VM (used by Unidata developer) 42 desktops 20 iPads 49 District smartphones (iOS/Android) 2 Physical Servers with 10 Images
Switching and Routing	3 Layer-3 Fortinet Switches 2 Palo Alto firewalls 14 Layer-2 Ubiquity Switches 8 Ubiquity Wireless Access Points 1 Ubiquity Building Bridge pair 1 Ubiquity AirFiber pair 3 Synology NAS units 1 Ubiquity UniFi Protect NVR 26 RingCentral Polycom Desk Phones		

Managed Services Quote

Monthly Managed Services Agreement	
Onsite technician 2 Days/week	
Reimbursable expenses	Included
Subtotal	$ 10,200
Government discount	$ (2,550)
Total Monthly Cost	**$ 7,650**

Included Services:

Full-Service help desk

- Desktop Support Technicians will provide desktop support for all problems and project calls to diagnose, upgrade, install, fix, adjust, and general problem resolution
- Staffed with Level 1, 2, and 3 CJIS Certified engineers
- Onsite escalation provided as needed

Desktop hardware and software maintenance

- Review of all process logs for normal execution and performance
- Preparation of reports and outputs for distribution on next regular workday
- Review of security logs and for unusual activity
- Keeping and maintaining records on hardware assets: Acquisition date, Warranty date, maintenance agreement location, maintenance and repair contact number
- Patch management

Network and Systems Support

- Network is defined to include all District switches, hubs, routers, bridges, repeaters, firewalls, servers, AP's etc.
- Maintenance of network cabling within District facilities including patch management
- Network and network device performance monitoring, diagnostics, and tuning
- Network and network device configuration and version updates to keep within two versions of current
- Network and network device configuration management and record keeping
- Network, network device and server capacity monitoring and planning
- Firewall monitoring for intrusion attempts, attacks, viruses, etc.
- Firewall configuration and version updates

- Server OS configuration and version updates to keep within two versions of current

Documentation

- Monthly report on SLA performance and ticket volume
- Network hardware inventory for all managed devices with release dates, patch status and system life report
- Network device configurations and network layout map

District to provide (Intelesys to bid, procure, and implement if not currently in place

- Enterprise Anti-Virus solution – Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise Email filter - Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise back-up solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise DR solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Active support agreements required for major network hardware and infrastructure

Deliverables

- Deliver expected annual expense forecast for district budget process
- Perform annual network assessment with full reporting
- Track system support status and extended warranty cost
- IT Satisfaction Survey – Statistical and end user measurement
- Performa annual CJIS audit to confirm network compliance

IntelesysOne White Glove Onboarding: **waived**

- 300-point network audit and assessment
- Asset tag all devices and document hardware
- Inventory active software applications and licenses
- In addition to standard Support Onboarding services, Onboarding shall also include verification of backup services

Additional user costs

- New end user (Defined as an increase in user count)
  - Setup .....$ 140
  - Monthly Charge .....$ 90
- New device (Defined as an increase in device count)
  - Setup .....$ 85
  - Monthly Charge .....$ 45
- Additional Considerations / Possible charges
  - Anti-virus, email filter, internet filter, Office 365, etc. license cost currently paid for by district will increase
  - Additional equipment may be needed to support more users for example a data switch
  - Devices reference added desktops, laptops, and other end user computing devices
  - Servers and data switches will require a separate quote to add based on function and scope

TOTAL MONTHLY RECURRING: $7,650 **TOTAL ONE-TIME: waived**

Exhibit D: Consultant Questionnaire

1. How many years of experience does your organization have in the setup, administration, and maintenance of corporate networks?
    a. **Intelesys has been providing setup of corporate networks for over 10 years. Intelesys has been providing fully managed services in the Municipal vertical for over 5 years.**
2. Does anyone within your organization with access to our data located outside the USA? If so, where?
    a. **No, all Intelesys employees are located in Southern California.**
3. As you will have some form of remote access to our data, network, and systems, describe how unauthorized access will be prevented and monitored.
    a. **Intelesys uses a securely encrypted system for remote management. Each technician at Intelesys has their own login and all logins require a Two Factor Authentication access method. The system is also 256bit encrypted.**
4. Have you performed background screening on all administrators within your organization that will have access to our data?
    a. **Yes. All Intelesys employees have received background screening as Intelesys supports clients with Fire and PD. Everyone is CJIS certified.**
5. Please provide a list of relevant active certifications/licenses held by your organization.
    a. **MCSE, CCNA, Security+, Mitel Certified Installer, Ring Central Certified Installer, Hpe,**
6. How can we retrieve our data, credentials, documentation, or other information if our contract with you is terminated?
    a. **We store all client information in a digital repository called IT Glue. If a client were to leave, we can export the client data to give to the Water District or to the company who would assume control of the account.**
7. Which RMM system(s) do you use?
    a. **Intelesys uses Screen Connect by Connectwise for their RMM tool.**
8. Can the MSWD IT Manager be granted an account in your RMM system that will allow remote access, monitoring, and creating reports?
    a. **Yes. Intelesys can include an account in the RMM system for the IT Manager as part of their solution.**

Exhibit E: Disclosure Questionnaire & Qualification Statement

Consultant Name:

1. ORGANIZATION

1.1. How many years has your organization been in business as a Consultant? **27 Years**

1.2. How many years has your organization been in business under its present name? 27 **Years**

1.2.1. Under what other names has your organization operated? **None**

1.3. If your organization is a corporation, answer the following:

1.3.1. Date of incorporation: **6-1-1996**

1.3.2. State of incorporation: **CA**

1.3.3. Corporate ID number: **1970179**

1.3.4. President's name: **Richard Balzer**

1.3.5. Agent for Service of Process: **Richard Balzer**

1.4. If your organization is a partnership, answer the following: **N/A**

1.4.1. Date of organization:

1.4.2. Type of partnership (if applicable):

1.4.3. Name(s) of general partner(s):

1.5. If your organization is individually owned, answer the following: **N/A**

1.5.1. Date of organization:

1.5.2. Name of owner:

1.6. If the form of your organization is other than those listed above, describe it and name the principals:

2. LICENSING

2.1. List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable. **IT services, C-7 low voltage contractor**

2.2. List any other certifications held by your organization, and the name under which they are held. **CJIS**

3. EXPERIENCE

3.1. List the categories of work that your organization normally performs with its own forces.
Network Cabling, IT Project Services, Managed IT Services, Telephony Solutions, Carrier Management, Networking Solutions, WiFi Solutions, Cyber Security Services, Networking Assessments, IT Cloud Solutions,

3.2. Has your organization, under its current name or any previous names, ever failed to complete any work/contract awarded to it? (If Yes, please explain)
NO

4. CLAIMS AND LAWSUITS

4.1. Are there any judgments, lawsuits, administrative proceedings, claims, arbitration proceedings, suits pending or outstanding, or other exposures against your organization or any its officers? (*If Yes, please describe*)
NO

4.2. Has your organization filed any lawsuits or requested arbitration with regard to any of its contracts within the last five (5) years? (*If Yes, please explain*)
NO

4.3. Has the Consultant, any officer of the Consultant, or any employee of the Consultant who has proprietary interest in the Consultant, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation? (*If Yes, please explain*).

NO

4.4 Firm Qualifications

We are proud of the positive reputation we have built in the public sector for IT management and solutions. Intelesys has been supporting the Public Sector for fully managed services as well as project-based solutions for over 6 years. We have included 5 references in the Firm Profile Worksheet included as Exhibit C in the RFP. In the following pages, we highlight a few of these projects similar in scope to the Missions Springs Water District.

CLIENT HIGHLIGHT: City of San Marino

Paul Chung, pchung@cityofsanmarino.org, 626-300-0700

Contract Amount: $1,144,000, $13,415/month*

Period of Performance: 6/2018 to present

Their Solution

- Outsourced IT Director Position
- IT Procurement and PM for all Departments
- Fully Managed Network Solutions including monitoring, back-up and continuity, and budgeting
- Citywide Desktop Support
- Managed VoIP Solution
- Full Vendor Management including FirstNet, PD, and FD Vendors
- Client since June 2018

Key Areas of Impact

- **Network Documentation** Intelesys performed a detailed network assessment and audit tracking all hardware, support dates, software versions, and contracts. This allowed us to deliver a solid budget forecast on what expenses needed to occur in the upcoming fiscal years giving council a factual basis for allocating funds.
- **CJIS Compliance** Identified and corrected policies and procedures that did not follow federally developed standards for network security. Developed new written policies to ensure ongoing adherence to CJIS standards.
- **IT Director Role** Intelesys has been retained as an Interim IT Director on the city's executive team to guide the direction of all technology acquisitions and decisions. This includes developing policies and procedures for proper network management and staff access, producing the annual IT budget for the city council, interfacing with city IT vendors, and developing solutions for all city technology needs.

CLIENT HIGHLIGHT: City of Big Bear Lake

Kelly Ent, kent@citybigbearlake.com, 909-752-2858

Contract Amount: $618,000, $11,473/month*

Period of Performance: 2/2011 to present

Their Solution

- Intelesys awarded the City's RFP for Managed Services
- IT Procurement and PM for all Departments
- Fully Managed Network Solutions including monitoring, back-up and continuity, and budgeting
- Citywide Desktop Support since 2019
- Managed VoIP Solution since 2007

Key Features

- Intelesys established best practice design for Network
- Work with main city contacts to create a master project plan including Office 365 migration, Network and Firewall refresh, and PC upgrades
- Specific system improvements made over the next 6 months including
    - Corrected security issues based on network access
    - Established a secure remote access platform allowing for IP Phones to be taken home for the COVID-19 Stay at Home order
    - Provided Remote Desktop Services to enable a more controlled remote environment that includes Dual Factor Authentication
    - Migrated critical city applications to a new Virtual Host for increased stability and redundancy
    - Cataloged all software in use by city, identifying support status, ongoing support contract costs, and license compliance
    - Created a centralized back-up and redundancy operation plan for the city that includes secure offsite cloud storage and Disaster Recovery options

CLIENT HIGHLIGHT: RJN Investigations

Fred Martino, fredm@rjninv.com, (949) 678-0168

Contract Amount: $617,077, $10,284/month*

Period of Performance: 2/2011 to present

Their Solution

- 2 Sites with remote investigators
- 60+ TB of video and evidence storage
- Virtualized Network Design
- Fully redundant network for continuity
- Full desktop support for users since 2017

Key Features

- Built a WAN platform to fully replicate all network operation and function to a geographically redundant site
- Structure a data store for retention of terabytes of data for quick retrieval and access by investigators when needed for discovery and court requirements
- Created a blended cloud / premise strategy for handling of large quantities of data, complete with a disaster planning platform
- Manage end users' tickets and SLA's for maximum end user efficiency

* Contract amounts given as total spent / monthly managed services amount

New Engagements this Year



Project Engagements

Network Domain AD Upgrade
Microsoft 365 Migration
Azure AD Connector Setup
Network IP & VLAN Redesign
Enhanced & NGA 911 Deployment
PD Watchguard Cloud Migration

Hosted Phone System Consulting
Wi-Fi Design & Implementation
Wireless Heatmaps
Firewall Replacement
Virtual Server Migration
File Server Migration

Hosted Phone System Migration—RingCentral, GoTo, Teams

5.1 Transition

INTELESYS' WHITE GLOVE ONBOARDING

Intelesys' White Glove Onboarding process was designed to deliver an incredibly smooth transition from your existing IT support to our team. As we begin our engagement with the Mission Springs Water District, **we will adjust the following example to meet the 18 Day Transition Requirement listed in the RFP.** Intelesys will begin the relationship with a kick-off meeting that includes the IT Manager, Project Manager, Account Manager, and Senior Engineer. During this meeting we will identify any procedures that Intelesys needs to be aware of in order to successfully integrate with the District's culture and way of doing business. At Intelesys, our goal is to be an extension of the IT department, not a barrier for the end user. We will integrate with the District's processes and procedures and utilize District practices whenever possible.

Our On-boarding Team will include the staff listed in this section of the RFP response. This includes a Project Manager, Account Manager, Senior IT Engineer, and support level Technician. During the kick-off meeting, we will identify the actual timeline and key milestones with the IT Manager and District staff.

The following is an example of how we have on-boarded similar clients over period of 3-4 weeks:

1. **Week 1 – Client Setup & Provisioning**

    a. Full documentation of the environment
        - Review all existing documentation provided by Mission Springs Water District and the previous IT provider
        - Conduct 500-point Onboarding Assessment, reviewing and documenting all aspects of Mission Springs Water District's network environment, processes, third-party vendors, and more

    b. Conduct initial user enrollment
        - Collect pertinent data on all managed users within Mission Springs Water District

- Add user data to Intelesys' internal systems for managing communication, requests from users, and approval verifications

c. Provision client services
   - Create all necessary accounts in Intelesys' monitoring tools, documentation and inventory platforms, DNS/web hosting, antivirus, web protection, and email protection
   - Implement Intelesys AD user account on the District's network

d. Onsite deployment of agents and asset tags
   - Affix management asset tags to all devices and record with client inventory
   - Generate tag file on computers
   - Install management and support agents

e. Conduct onsite End-User introductions.
   - Per the District's preference, this can be accomplished as brief presentations to users in group settings, 1-on-1 introductions by the Intelesys team at end-users' desks, or a combination

f. Setup weekly check-in with IT Manager to provide progress on week's activities, identify any potential concerns and create an action plan to address such concerns

g. Review with IT Manager the preferred Change Control process for the District. Typically, Intelesys will setup guidelines per the District's request of the type of changes that end users can initiate, changes that need to be approved by their head of departments, and changes that need the IT Manager's (or District Manager's) approval. In these instances, we will inform the end user that we need to obtain approval for the request and contact the appropriate person for the escalation

2. Week 2 – Analysis & Implementation

a. Implement Intelesys credential standards and document accordingly
   - Change passwords for router, switches, and other discovered devices
   - Change password for client's AD admin user account

- Push local management credentials to all workstations

b. Generate a Network Health Snapshot
    - Run initial onboarding Health Reports as a baseline for future comparison and measurement
    - Prepare report of any initial observations and recommendations

c. Go-Live Readiness review
    - Mission Springs Water District and Intelesys meet to review initial findings during onboarding and certify that both parties are ready for Intelesys to assume support and management
    - Verify monitoring/patching readiness and enable

3. Week 3 – GO LIVE & Start of Regular Management

a. Communication with users
    - Together, District leadership and Intelesys send an email to all staff reminding them of the coming transition, reiterating any new processes for obtaining support (This should be sent 2-3 days prior to the transition.)

b. Provide onsite support for Go Live
    - Engineers onsite at key locations

c. First week follow-up meeting with Intelesys and Mission Springs Water District
    - Review Go-Live success and any notes
    - Schedule initial District Technology Planning meeting – a regularly recurring meeting to ensure Intelesys and Mission Springs Water District remain aligned

4. Week 4 – Initial Distirct Technology Planning Meeting & Onboarding Review

a. Review initial ticket submissions and end user adoption
b. Conduct District Technology Planning meeting
c. Address any punch list items generated throughout the onboarding process

INTELESYS
IT for Public Sector

Management Team



Rick Balzer

President

Responsibilities: Management of projects, budgets and innovation

Mr. Balzer, who joined the company in 1994, is a licensed C-7 low voltage contractor in California and holds various technical certifications in PBX, VoIP, and carrier product lines. He graduated from California State University, Fullerton, with a degree in International Marketing and Philosophy in 1992. With executive oversight on significant Intelesys projects, he specializes in local municipalities and K-12 deployments. Certified as a systems designer and information systems consultant, he is a recognized industry speaker and consultant, awarded the California State University San Bernardino service entrepreneur of the year in 2012. Over the past 20 years, Mr. Balzer has driven Intelesys' direction, leading it to become a prominent provider on the west coast through innovative products and delivery methods.



Aaron Betts

Operations Manager

Responsibilities: Management of Operations Department

Since joining Intelesys in 2012, Mr. Betts has been instrumental in leading the Operations Department since 2014. His extensive 27-year experience in the IT industry includes overseeing numerous telecommunication system conversions and managing projects for clients with over 500 endpoints, as well as Municipality and K-12 clients. His expertise has contributed significantly to a 97% client retention rate and consistently high satisfaction ratings. Mr. Betts ensures projects are completed on time and within budget, showcasing his commitment to excellence and making him a valuable asset to Intelesys.



David Garcia

Network Engineer

Responsibilities: Management of technical projects

Since joining the company in 2004, Mr. Garcia has excelled in the IT and telecommunications field. His extensive experience includes configuring client networks and providing valuable consultation. As a senior PBX engineer at Intelesys, he actively contributes to network evaluation, system design, and implementation of new hosted platforms. With certifications in Cisco, HP, Microsoft, and Mitel, Mr. Garcia possesses diverse technical expertise. He oversees Network Design, focusing on tasks like vulnerability scanning, remediation, network isolation, and routing. Mr. Garcia provides technical supervision for projects exceeding 500 endpoints and those critical to Intelesys, such as municipal and K-12 deployments. His leadership extends to network-related projects involving switches, firewalls, servers, and virtual environments, making him a pivotal member of the Intelesys team.



Matt Saenz

Telephony Specialist

Responsibilities: Management of hosted installations and client transitions

Mr. Saenz, part of Intelesys since 2010, oversees hosted installations and client transitions. Certified in platforms like Mitel Connect and RingCentral, he designs and programs PBX deployments. With 20 years of PBX and telephony support, he specializes in transitions for Municipal and Education clients, offering expertise in network and telephony support. His skills encompass designing, programming, installing, and troubleshooting both premise and hosted PBX solutions. Additionally, Mr. Saenz holds certifications as a SonicWall CSSA and MikroTik MTCNA & MTCSE.



Charles Henigan

Security Specialist

Responsibilities: Management of Security for IT policies and regulations

Mr. Henigan serves as Intelesys' lead Security Specialist, ensuring that new PBX deployments align with clients' IT security policies and regulations. Since joining in 2019, he has brought his 25 years of industry expertise in Network Security to the team. With certifications including Microsoft Certified Systems Administration, Security+ SY0-501, and Cisco CCNA, he's actively pursuing his CPT and CEHv11 certifications. Mr. Henigan's experience spans healthcare and private sectors, where he provided Cybersecurity Assessments, Security remediation, Network hardening, and Firewall management for over two decades. He has established a security baseline for clients, guiding the team in network vulnerability scanning, remediation, firewall hardening, and network fortification.



Jessye Gentry

Training and Support Specialist

Responsibilities: Managed client telephone training and education

Ms. Gentry, who joined Intelesys in 2021, leads client training and education in telephony, specializing in hosted PBX solutions. She coordinates, schedules, and conducts end user training, providing printed materials and optional video recordings for future onboarding. Ms. Gentry also manages the client support experience, ensuring timely handling of support requests and overseeing their completion. With experience training hundreds of users on both hosted and premise telephony systems, she plays a crucial role in ensuring clients' smooth transition and ongoing support.

5.2 General Operations

OVERVIEW

Part of the benefits of working with Intelesys is the years of knowledge that the Intelesys team maintains. Intelesys is extremely knowledgeable in the workings of cities and government entities and the processes required to make them successful. The following sections shows Intelesys' ability to fully support the areas of General Operations in the RFP. Intelesys maintains a full staff of highly-skilled support engineers in our Ontario, California, headquarters. All help desk support is provided from this location by Intelesys employees, and Intelesys does not outsource help desk support to any outside provider.

5.2.1 Operations / Administrative Services

As stated in the Company Profile, Intelesys has held the position of Interim IT Director for a city and understands the needs and processes required for the successful oversight of the account and administrative functions. Intelesys will meet regularly with the District's IT Manager to provide regular communication, performance reports (both network related, and account related) and provide expertise in technology strategy and planning for the District's future growth.

As shown in the SLA section of the RFP response, Intelesys maintains high standards of support and will review these support metrics with the IT Manager on a scheduled basis. Together we will identify areas that need better processes, improved metrics, and other items to ensure the District staff are satisfied with the support provided by Intelesys. Intelesys will maintain an online repository for all documentation regarding the account with the District.

Intelesys maintains a fairly flat hierarchy which provides the District with access to the Intelesys Executive team should the need arise.

During our tenure as the Managed Support Services Company for the Mission Springs Water District, Intelesys will guide the strategic planning, development, deployment, and management of the current IT systems, and support the evaluation and development of long-term planning to meet future needs.

Intelesys will perform lifecycle planning of all IT assets, research costs associated with IT asset refresh cycles, assist in the negotiation of contracts with vendors.

In our role of IT Management, Intelesys will assist in selecting appropriate technology solution(s) and vendor(s) based on current market technologies and industry standards. We will assist with coordination with any third-party vendor(s) with issues that pertain to information systems/technology issues.

Finally, Intelesys will work to review information systems guidelines, policies and procedures. We will assist with evaluation and recommendations in regards to software and hardware purchases, compile hardware and software upgrade schedules, work to recommend a budget for the purchase of equipment, supplies, and other products or services as needed and purchase of such equipment, supplies and products or services.

Intelesys is well versed in strategic planning and ongoing IT Management. A perfect example of this is our experience with the City of San Marino. Having transitioned from their former IT provider of over 20 years, the City of San Marino found that they needed a high degree of IT support, management, and overall alignment with the city's operations. Following a seamless transition to Intelesys, we were able to quickly identify and develop a detailed IT budget and support strategy the City's leadership could present to its Council for the first time. As the sole provider of IT management, support, and guidance for the City of San Marino, Intelesys has made an incredible impact on security, operations, and the ability for the city to effectively plan for its IT needs in both the short and long term.

The City of San Marino executed a 3-year contract with Intelesys for ongoing IT management and support services with two 1-year subsequent contracts. Taking advantage of Intelesys' per-user government pricing, the City of San Marino now enjoys a predictable support expense, free from the fluctuating costs and unexpected charges they had been accustomed to. Intelesys' high level of involvement at the city leadership level allows the city to operate with no need to dedicate city staff to IT management oversight. Instead, Intelesys' transparent holistic approach has freed city staff to focus on what is most important – delivering value to its citizens.

5.2.2 Help Desk Support

Intelesys maintains a full staff of highly-skilled support engineers in our Ontario, California, headquarters. All help desk support is provided from this location by Intelesys employees, and Intelesys does not outsource help desk support to any outside provider.

Regardless of the method of support, as a government client, callers will enjoy a warm hand-off to a support technician familiar with your network and organization. Right from the start, we want each experience your staff has with our team to be extraordinary.

In addition to requesting support by phone, support tickets may be also be submitted by email. Email tickets received during regular business hours are immediately triaged by our Dispatch Team, and assigned to support technician based on the skillset and availability required to resolve the issue the first time. When a technician is onsite at the Water District, per the requirements of the RFP, these support issues will be assigned directly to this resource. On occasion, we will find the need for the issue to be escalated to a specialized engineer remotely. Our goal is to always ensure that the best and most-ideal resource is used for each and every issue.

We utilize best-in-class tools to provide the highest levels of support. Our goal is to solve issues with the least possible interruption to the user. In many cases, we can troubleshoot, diagnose, and resolve issues using our backend management tools – avoiding the inherent disruption caused by interrupting a user's ability to work. In the cases where a screen sharing session is beneficial – such as when a user wishes to illustrate a challenge they are experiencing – our tools make the process fast and secure.

HELP DESK AVAILABILITY AND RESPONSE TIMES

Intelesys will provide skilled technician aligned with the District's schedule. Our Ontario, CA, Help Desk is staffed and available to provide immediate support 24x7, 7 days a week.

DESKTOP APPLICATIONS SUPPORT

By focusing squarely on the municipal and education markets, Intelesys has been able to develop an expertise in the products and solutions our clients rely on. This allows us to provide a great deal of support and guidance in the desktop applications governments use, including:

Application	Purpose
Adobe Creative Cloud Suite	Graphic design and editing, desktop publishing and page layout
AlphaCAM (Solidworks)	Computer-Aided Manufacturing software for woodworking, metal and stone cutting
ArcGIS Desktop	Mapping data, analysis
Audiolog / Verint Recording	Call recording
AutoCAD	Architectural drafting and engineering design
AVTEC	Police Radios
AWE Early Literacy Station	Literacy education and learning systems for libraries
Blackboard Connect	Mass communication tools
BlueTeam (for IAPro)	Field management of incidents for police officers and supervisors
CAD/RMS	Computer-Aided Dispatch and Record Management Software, Mobile Computing for Law Enforcement
CivicPlus	Government website CMS, design, and hosting
Crewsense	Staff resourcing, scheduling, tracking, time & attendance, etc.
Corel Suite	Desktop publishing
Dakin Brain Fitness	Brain fitness training for improving memory and language abilities, strengthen attention, focus, and concentration
Deep Freeze Enterprise	Computer change-management tool
Deepnet	Authentication platform
Digital EMS	ePCR “Medic Clipboard” program on FD iPads
Emergency Reporting	Fire & EMS reporting and records management
Envisio	Performance management
FIREHOUSE Software (ESO)	Records management software
FirstNet First Responder	Priority Network for Police and Fire
FireScene 6 Desktop Edition	Field diagramming and reporting tool for pre-plans and post event critiques and reports
GOGovApps	Code enforcement

GovClarity	Map-based real estate application in the cloud providing the ability to access, integrate, and visualize location data.
HdL Prime	Revenue administration and management
IAPro	Internal Affairs and Professional Standards management
LACRIS (CalPhoto)	Los Angeles County Regional Identification System (Criminal biometric identification, networked LiveScan implementation)
Laserfiche	Records management and retention
Lexipol	Policy management for public safety
LexisNexis	Legal research tool, data analytics
Meritage Systems	Permits
Microsoft Exchange	Email and collaboration platform
Microsoft Office 365	Hosted email and collaboration platform
Microsoft Office Suite	Outlook for email management, plus general creation and editing of everyday documents, spreadsheets, and presentations.
Mitel/ShoreTel Connect	Mitel IP phone control and collaboration
MK Solutions RFID	Library self-service check-in /check-out, security, return, and sorting.
Municode	Government website CMS, design, and hosting
NetMotion	Mobile VPN security and remote access (used for communication from PD vehicles to server)
Nixle	Online emergency community notifications social platform
NJStar Communicator	Chinese, Japanese, and Korean (CJK) language tools for Windows
OCLC	Library catalog
PC Reservation (EnvisionWare)	Computer access and reservation control
PINS	Insurance management
POST EDI	Electronic Data Interchange for California Peace Officer Standards and Training platform
QuickBooks	Accounting
RecTrak	Parks & Recreation department tracking
Revize	Government website CMS, design, and hosting
Springbrook	Civic Platform
Target Solutions	Online tools for training, compliance, inspections, and workforce management
TASER Evidence Sync	Upload evidence from any source to Evidence.com

Toro Sentinel Irrigation	Centralized irrigation controller by Toro
Vesta 9-1-1	911 call handling
Vigilant Solutions	Automatic License Plate Recognition
Watchguard Video	Video evidence management, body cameras and in-car video

5.2.3 System Administration / Infrastructure Services

Intelesys consistently develops upon a number of best-practices for the management and administration of Active Directory. An ideal Active Directory implementation goes far beyond the addition and termination of user accounts. From streamlining user management, to implementing AD-integrated multifactor authentication (MFA) and expansion of AD authentication beyond the Windows network via LDAPS and RADIUS, to providing early notification of password expiration to users via email and text, to ensuring a secure policy-based environment with the proper deployment of OU structure and Group Policy – Intelesys ensures that your environment is performing at its peak by appropriately leveraging the power of a well-managed Active Directory.

EXCHANGE AND OFFICE 365 ADMINISTRATION

Intelesys has decades of in-the-trenches experience with the implementation and administration of Microsoft Exchange, and is well-versed in the provisioning and management of Office 365. Taking mail management even further, Intelesys commonly provides our clients with the advanced email archiving and discovery capabilities that government entities require and the encryption and mail security tools our technology climate demands. We then work with clients to unify their branding by implementing automated email signatures that apply to all mail your users send without any intervention on their end, all while adhering to your approved design and incorporating name, title, and contact information straight from Active Directory.

NETWORK MANAGEMENT TOOL STACK

Intelesys has worked with the industry's most-respected MSP software developers to assemble a suite of tools designed specifically to provide the greatest resources, functionality, and support to government entities like yours. Though we keep the solution names private in public RFP responses – for the security of all our managed IT clients – these tools provide incredible benefits to our team and your organization alike:

- **Remote management and monitoring** (RMM) providing alerting, patch management, scripting and automation, and policy enforcement
- Encrypted, **secure remote access** with one-way initiation – meaning we never "reach in" to your network, but rather are "invited in" through a protected protocol
- Advanced environment **documentation** platform
- **Antivirus** and antimalware protection with enhanced sandbox protection
- DNS protection and **web content filtering**
- Enterprise **mail protection** from spam, phishing, viruses, and more, with archiving, encryption, and protection from lost mail due to unexpected mail server downtime or connectivity loss
- Automated **asset tracking** and warranty discovery and reporting to ensure proper warranty tracking for your servers and switches.
- Continuous **documentation** of applications, systems, accounts, and work performed are provided as the customer needs dictate.

DATABASE MANAGEMENT

Working with various vendors and applications, Intelesys provides various levels of database support and management. We have supported the creation of reports through Crystal Reports and other industry software that fit the individual needs of the departments we support. Utilizing vendor support on custom databases or unique configurations, together with the years of supporting SQL and MySQL databases, Intelesys engineers are key in providing updates and reports on various platforms and applications

DATA BACKUP AND DISASTER RECOVERY

In working in the municipal space, Intelesys is well versed in the public record and need for data retention. Utilizing industry best practices, and if desired, Intelesys will recommend and implement a backup and recovery process that provides the needed availability of the District's data for today's operations as well as archive retrieval. Based on the needs of the department, we will plan and execute a backup strategy that will best protect the data and provide for quick and easy recovery should a hardware or data loss event occur. You can rest assured that your data is secure and ready should you need it. Intelesys can also work with the backup solution that is currently in place and will always make recommendations to ensure the safest storage and best recovery options for the District's data.

5.2.4 Voice and Communications Services

Intelesys has over 15 years' experience in Telecommunications and Phone System Support. Intelesys is a fully certified Ring Central installer and support company. Not only can we interface with Ring Central at an escalated level, we can also examine your existing programming and make suggestions on how it could be improved. Likewise, Intelesys has worked with all the major telecom carriers and can offer a level of support that smaller companies don't typically have access to.

5.2.5 Network, Switching, Routing, Wireless Services

Whether it's managing physical servers or virtual servers on platforms including VMware and Hyper-V, maintaining switches with complex VLAN and QoS requirements, or ensuring high levels of security by configuring and monitoring your firewalls and access points, Intelesys has you covered!

Intelesys' network engineering team carries a number of industry-recognized certifications from leaders like Cisco, HPE Aruba, Extreme, Microsoft, VMware, and more. We have assembled an incredible team that brings with them unbeatable experience – such as designing carrier-class networks for the country's largest telco providers. Having architected and implemented

numerous government networks from the ground up, we know what it takes to keep you running reliably.

As part of our ongoing management, we consistently monitor for network traffic performance an bottlenecks, ensure your devices are current on critical patches and firmware, and regularly scan and test for security vulnerabilities.

NETWORK SECURITY

In an environment where attacks on government entities are more and more prevalent – **such as we saw last year where over 33,000 companies had their Exchange servers compromised due to a zero day vulnerability** – taking proper steps to ensure the security of your data is of the utmost importance. Intelesys is here to guide you with the best practices, management and implementation of the tools and techniques to keep you protected.

Intelesys provides a full suite of tools specifically designed to work together in creating multiple layers of coordinated protection from threats originating from viruses, malware, phishing and other spam attacks, intrusions and security breaches, and more. We monitor the health of your network 24/7, and regularly scan for weak points such as insecure and stale passwords, unnecessary open ports, and more.

Even with all the protections and proactive efforts we provide, we truly understand that no security is perfect and to behave as if it were would be irresponsible. Because of this, we complement our security strategy with a full backup and disaster recovery solution designed to provide operational continuity in the event of any outage or data loss. We believe you should never be put in the position to have to pay a ransom for your data – as many U.S. cities have had to do paying over a combined $2.1 million between them. In fact, the San Bernardino Sheriff Department just recently paid $1.1 million to gain access to their data after a Ransomware event.

5.2.6 Scheduled Onsite Services and Support Personnel

Per the requirements of the RFP, Intelesys will support the District with an onsite resource two days a week from 7:30 am to 5:30 pm. Intelesys will also have a full team of support staff that is available to the District if the onsite technician is not available or if the issue that is presented needs a higher level of expertise.

This person will be the main point of contact for most of the work that will be required at the District. Our staff member will have the ability to escalate work to our office should a high level of skill set be needed in order to resolve the issue. Our staff member will become an extension of the District staff and blend with the culture and surrounding environment to ensure a positive working relationship. The technician will handle all Tier 1 and Tier 2 work that is requested by the District staff while maintaining proper documentation for the rest of our team so should the need arise any of the Intelesys staff could fill in. The onsite member of the team will also work with the District on public meetings to ensure all the required equipment is functioning as expected. One of the benefits of Intelesys is that should the technician be unavailable, a team of engineers are standing by to step in and help the District staff with any of their computing needs.

5.2.7 Proactive and Remote Services

Intelesys will install and configure remote monitoring systems that will continue to proactively monitor the District's network 24x7x365. Intelesys has utilities that will perform the following services:

- Proactive monitoring of all equipment
- Monitoring for critical alerts
- Notification of vulnerabilities and potential issues
- Regular monitoring of successful backups
- Status of network PC and Server patch management
- Monitor network and application availability

Intelesys will enable the alerts from the EDR firm and the SOC to be received and create an automated ticket in our ticketing platform. This will track all incidents from beginning to end.

Intelesys will perform all system updates / patching afterhours or within an acceptable scheduled maintenance window. Any troubleshooting or problem resolution from said patching will be included as part of Intelesys' standard hours of operation.

5.2.8 After-Hours Support

Intelesys staffs a rotating team of after-hours technicians ready to address and assist with the District's emergency needs **24x7x365**. We hold ourselves to a measured **15-minute response time** with automatic escalation to a secondary or tertiary resource in the event that the primary technician is occupied with a different issue or otherwise unavailable. Similar to our business hours, all support is provided with US-based staff operating from our Ontario, California, office.

Users contacting Intelesys for after-hours support (during off-hours, weekends, and holidays) will be assisted utilizing the same support capabilities and resources available during business hours. This includes live phone support, remote support screen sharing sessions, and onsite technician response if required.

5.2.9 Reporting and SLA



Every support issue is tracked and documented in our ticketing system. All work performed and time invested in each ticket is detailed and audited for accuracy.

Clients have access to managing and reviewing their tickets through our secure Client Portal.

Our service team maintains a close pulse on all active tickets, monitoring and acting in real-time to adjust allocated resources, manage to priorities, and maintain our SLA commitments. We utilize live dashboards throughout our facility to enable a constant awareness of open tickets.

SERVICE-LEVEL METRICS

Intelesys adheres to a strict Service Level Agreement (SLA) to ensure our clients get the response they need. Intelesys will fully comply with the Service Level Agreement statistics listed in the RFP. Included below is a chart of SLA metrics that Intelesys adheres to.

Intelesys Service Level Agreements (SLA's) - Managed Information Technology Services

Impact Level	Categorization Guidelines	Normal Business Hours		After hours / Holiday		Committed Service Level
		Response Time	Resolution Time*	Response Time	Resolution Time*	
Critical	Major business impact and/or service disruption across multiple users / departments	Within 15 minutes	Within 1 hour	Within 15 minutes **	Within 1 hour	98%
High	Diminished operational ability across multiple users / departments	Within 15 minutes	Within 2 hours	Within 30 minutes **	Within 2 hours	98%
Medium	Single user issue / outage not impacting ability to perform operational requirements	Within 60 minutes	Within 4 hours	Next Business Day	Within 4 hours	95%
Low	Single user issue causing inconvenience or frustration where a viable work-around exists	Within 90 minutes	Within 8 hours	Next Business Day	Within 8 hours	95%
Scheduled	Issue not requiring immediate attention which is scheduled for a later time or an onsite visit based on impact and availability	Within 4 hours	Scheduled	Next Business Day	Scheduled	95%
Adds / Moves / Changes	Additions of new equipment and/or changes in existing equipment (Items involving more than 5 devices may require a project plan)	Within 4 hours	3-5 Business days	Next Business Day	3-5 Business days	95%
Anti-Virus Updates	Virus definitions continuously updated real time, to stay current with known threats					
Patching Updates	Normal patches applied with two weeks of release pending precaution environment approval, elevated patch updates applied real time based on CVSS (Common Vulnerability Scoring System)					8%
Data and Operating Systems Back-ups	Client data and network operating systems structure is backed up hourly with offsite replication and data versioning available for prior date recovery					95%
Customer Satisfaction	Every service order interaction will include a third party rating measuring if the technician was courteous and professional, fully addressed user concerns, user is satisfied with the outcome of the service order resolution, and if user recommend Intelesys to a friend or colleague. Ranking is on a scale of 1-5 with an equally weighted average of the scores					95%

* Resolution time may be extended based on additional troubleshooting needs, work will not be interrupted without resolution
** After hours notification requested to be made via telephone call for urgent issues

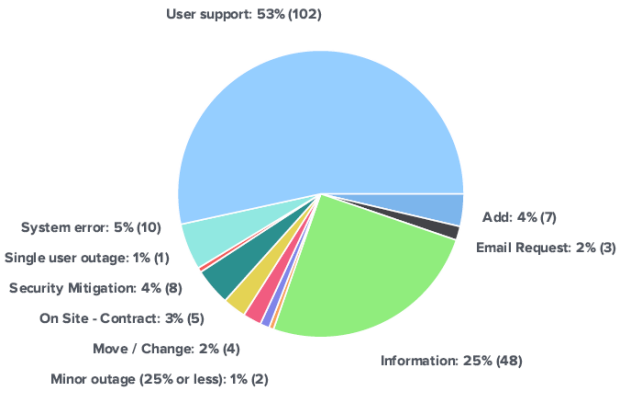
REPORTING

Intelesys believes that the strongest asset in a customer relationship is communication in how the Intelesys team is performing their support of the District and what kinds of work are being asked to support. These metrics will help guide and shape the relationship long term and any adjustments that need to be made. Intelesys will provide the IT Manager with reports on a weekly and monthly basis. These reports will indicate the amount and type of help desk requests the District is producing, the SLA response for these requests, the MTTR (mean time to response and resolution) for the District's requests. Included below are some sample reports that other Intelesys Clients have requested.

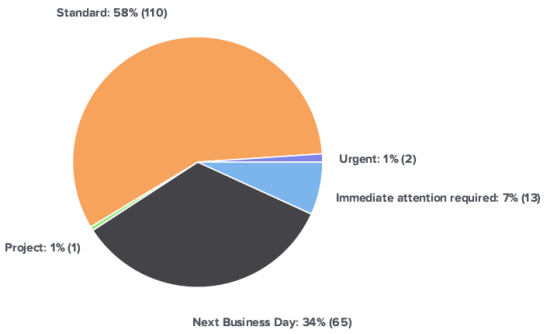
TICKET STATISTICS

Some of the reports that Intelesys can deliver weekly, monthly, quarterly, or as needed schedule are what type of work is being requested, how many and what types of tickets are being requested, and how urgent the requests that are coming in are. This gives the District valuable insight into if their requests stem from aging hardware, end user training, or other related incidents. Examples of such statistics are included below.

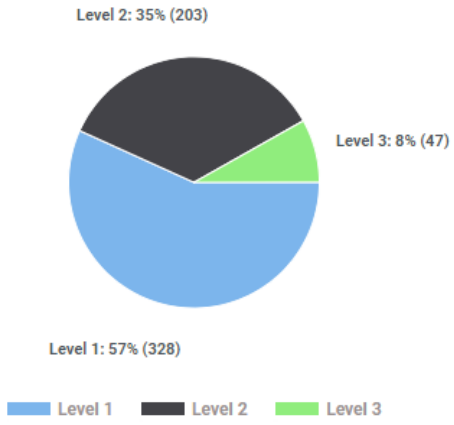
Tickets Received by Type



Tickets Received by Priority



SO Level for previous Mo.



BACKUPS

Another critical report type is the health and availability of the District's Data, the lifeblood of the organization. By monitoring the backups and producing regular reports, the District will always know the health of their backup solution and the availability of the data in case a recovery is necessary. Also, reports on Quarterly Restores that are actually performed for verification that the data can be recovered as expected in the event of an emergency.

Device	Client name	Type	Backup Status	Backup Start Time	Backup End Time	Time to Complete	Volumes
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/21/2022, 9:00 PM	03/21/2022, 9:02 PM	2 m	C:
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/20/2022, 9:00 PM	03/20/2022, 9:02 PM	2 m	C:
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/19/2022, 9:00 PM	03/19/2022, 9:03 PM	3 m	C:
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/18/2022, 9:00 PM	03/18/2022, 9:02 PM	2 m	C:
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/17/2022, 9:00 PM	03/17/2022, 9:04 PM	4 m	C:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/21/2022, 9:00 PM	03/21/2022, 9:07 PM	7 m	C:, D:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/20/2022, 9:00 PM	03/20/2022, 9:02 PM	2 m	C:, D:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/19/2022, 9:00 PM	03/19/2022, 9:02 PM	2 m	C:, D:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/18/2022, 9:00 PM	03/18/2022, 9:03 PM	3 m	C:, D:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/17/2022, 9:00 PM	03/17/2022, 9:02 PM	2 m	C:, D:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 3:01 PM	03/22/2022, 3:17 PM	16 m	C:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 2:00 PM	03/22/2022, 2:17 PM	17 m	C:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 1:00 PM	03/22/2022, 1:17 PM	17 m	C:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 12:00 PM	03/22/2022, 12:17 PM	17 m	C:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 11:00 AM	03/22/2022, 11:18 AM	18 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 3:30 PM	03/22/2022, 3:33 PM	3 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 11:30 AM	03/22/2022, 11:35 AM	5 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 7:30 AM	03/22/2022, 7:34 AM	4 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/21/2022, 7:30 PM	03/21/2022, 7:33 PM	3 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/21/2022, 3:30 PM	03/21/2022, 3:33 PM	3 m	C:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 3:00 PM	03/22/2022, 3:04 PM	4 m	C:, E:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 2:00 PM	03/22/2022, 2:05 PM	5 m	C:, E:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 1:00 PM	03/22/2022, 1:04 PM	4 m	C:, E:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 12:00 PM	03/22/2022, 12:05 PM	5 m	C:, E:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 11:00 AM	03/22/2022, 11:04 AM	4 m	C:, E:

EXHIBIT B

Managed Services Proposal

The Information Technology Services Solution by Intelesys offers a 360-degree answer to your organization's IT needs. Our diverse engineer pool delivers specialists in every IT area, focused on technologies used by local municipalities.

CLIENT	Mission Springs Water District	**BILLING ADDRESS**	Mission Springs Water District 66575 2nd St, Desert Hot Springs, CA 92240
AGREEMENT TERM	6 months with (2) 12 month renew options	**Network Hardware**	14 laptops (Microsoft Surface, Lenovo, HP) 1 VM (used by Unidata developer) 42 desktops 20 iPads 49 District smartphones (iOS/Android) 2 Physical Servers with 10 Images
Switching and Routing	3 Layer-3 Fortinet Switches 2 Palo Alto firewalls 14 Layer-2 Ubiquity Switches 8 Ubiquity Wireless Access Points 1 Ubiquity Building Bridge pair 1 Ubiquity AirFiber pair 3 Synology NAS units 1 Ubiquity UniFi Protect NVR 26 RingCentral Polycom Desk Phones		

Managed Services Quote

Monthly Managed Services Agreement	
Onsite technician 2 Days/week	
Reimbursable expenses	Included
Subtotal	$ 10,200
Government discount	$ (2,550)
Total Monthly Cost	**$ 7,650**

Included Services:

Full-Service help desk

- Desktop Support Technicians will provide desktop support for all problems and project calls to diagnose, upgrade, install, fix, adjust, and general problem resolution
- Staffed with Level 1, 2, and 3 CJIS Certified engineers
- Onsite escalation provided as needed

Desktop hardware and software maintenance

- Review of all process logs for normal execution and performance
- Preparation of reports and outputs for distribution on next regular workday
- Review of security logs and for unusual activity
- Keeping and maintaining records on hardware assets: Acquisition date, Warranty date, maintenance agreement location, maintenance and repair contact number
- Patch management

Network and Systems Support

- Network is defined to include all District switches, hubs, routers, bridges, repeaters, firewalls, servers, AP's etc.
- Maintenance of network cabling within District facilities including patch management
- Network and network device performance monitoring, diagnostics, and tuning
- Network and network device configuration and version updates to keep within two versions of current
- Network and network device configuration management and record keeping
- Network, network device and server capacity monitoring and planning
- Firewall monitoring for intrusion attempts, attacks, viruses, etc.
- Firewall configuration and version updates

- Server OS configuration and version updates to keep within two versions of current

Documentation

- Monthly report on SLA performance and ticket volume
- Network hardware inventory for all managed devices with release dates, patch status and system life report
- Network device configurations and network layout map

District to provide (Intelesys to bid, procure, and implement if not currently in place

- Enterprise Anti-Virus solution – Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise Email filter - Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise back-up solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise DR solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Active support agreements required for major network hardware and infrastructure

Deliverables

- Deliver expected annual expense forecast for district budget process
- Perform annual network assessment with full reporting
- Track system support status and extended warranty cost
- IT Satisfaction Survey – Statistical and end user measurement
- Performa annual CJIS audit to confirm network compliance

IntelesysOne White Glove Onboarding: **waived**

- 300-point network audit and assessment
- Asset tag all devices and document hardware
- Inventory active software applications and licenses
- In addition to standard Support Onboarding services, Onboarding shall also include verification of backup services

Additional user costs

- New end user (Defined as an increase in user count)
  - Setup .....$ 140
  - Monthly Charge .....$ 90
- New device (Defined as an increase in device count)
  - Setup .....$ 85
  - Monthly Charge .....$ 45
- Additional Considerations / Possible charges
  - Anti-virus, email filter, internet filter, Office 365, etc. license cost currently paid for by district will increase
  - Additional equipment may be needed to support more users for example a data switch
  - Devices reference added desktops, laptops, and other end user computing devices
  - Servers and data switches will require a separate quote to add based on function and scope

TOTAL MONTHLY RECURRING: $7,650 **TOTAL ONE-TIME: waived**

EXHIBIT C

Term, Early Termination & Notice

Information Technology Management Services and Support

A. Term of Agreement

This professional services agreement shall be effective upon approval and execution by the parties hereof (the "effective date") and shall continue until terminated as provided for herein. Notwithstanding anything in this agreement to the contrary, this agreement shall automatically terminate after six (6) months from the effective date, unless extended by the parties with the approval of the Mission Springs Water District (sometimes referred to herein as "District").

B. Early Termination of Agreement

Notwithstanding any other provision of this agreement, Mission Springs Water District, at its sole option, may terminate this agreement with or without cause, or for no cause or for convenience at any time by giving thirty (30) days written notice to Consultant.

District has the right to terminate or abandon any portion or all the work under this Agreement by giving thirty (30) days written notice to Consultant. In such event, District shall immediately be given possession, title and access to all administrative accounts and data (including any passwords) required, necessary or desirable for complete access to and management of any data/asset/service created, stored, maintained or setup for the District, all original field notes, drawings and specifications, written reports, and other documents and data produced or developed for that portion of the work completed and/or being abandoned. The District will pay Consultant at the agreed upon rate set forth in the Schedule of Charges rendered for any portion of the work completed prior to termination where the District finds the work acceptable. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services deemed acceptable by District will be pursuant to the rates set forth in the Schedule of Charges but not to exceed the reasonable value of such services The District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services or work deemed unacceptable by District and shall not be entitled to damages or compensation for termination of work.

Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) days written notice to the District only in the event of substantial failure by the District to perform in accordance with the terms of this Agreement through no fault of Consultant.

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and Intelesys Communications Services.

OWNER
Attn: Kurt Kettenacker
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

CONSULTANT
Attn: Aaron Betts, Operations Manager
Intelesys Communications Services
3155-B East Sedona Court
Ontario, CA 91764

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

AWARD OF CONTRACT AGREEMENT WITH TRIMBLE FOR WORK ORDER AND ASSET MANAGEMENT SOFTWARE SUBSCRIPTION AND SUPPORT SERVICES

STAFF RECOMMENDATION

Authorize the General Manager to execute a three-year contract with Trimble Inc. for work order and asset management software subscription and support services in the amount of $139,584.00, plus a 10% contingency for a total of $153,542.40 and authorize the General Manager to do all things necessary to complete the project.

SUMMARY

On February 20, 2024 the board approved the contract agreement for the Complete Deployment of the ARCGIS Enterprise, Utility Network, and CityWorks to Timmons Group. Included in the contract with Timmons was the proposal for the software needed for the Work Order and Asset Management Software that is managed by another company. Trimble is the licensing company that will allow the District to use the CityWorks Work Order and Asset Management Systems. In Trimble's own words "from the office to the field, Trimble CityWorks helps you improve service to your community while increasing safety, efficiency and performance".

ANALYSIS

On October 26, 2023, staff advertised a request for proposals for the complete deployment of the ARCGIS Enterprise, Utility Network, and CityWorks Program. Out of four proposals, Timmons Group was rated as the best company to provide these services. Within the Timmons Group's proposal was Trimble's proposed costs and timeline for the CityWorks project. Staff evaluated the proposals for each project component, including CityWorks and decided that the project scope provided by Trimble and Timmons was the best for the District. This is a separate contract that requires Board approval.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The amount of this three year contract was included as part of the 2024 and 2025 fiscal year's budget, respectively. This action is consistent with Strategic Plan Smart Goals # 4 – System Reliability and #6 – Technology & Processes.

FINANCIAL DATA		
Cost Associated with this action:	$153,542.40	
Current FY cost:	$34,896.00	
Future FY cost:	$118,646.40	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	669	
Current BID/Job balance	$220,000	
Balance remaining if approved:	$220,000	

ATTACHMENTS

Trimble Order Form (CityWorks Contract)
Executed Timmons Group Contract

ORDER FORM

Order Date:	Date of the last signature below
Trimble Entity Name ("Trimble") and Address:	Trimble Inc. 10368 Westmoor Drive Westminster, CO 80021 USD
Customer Entity Name ("Customer") and Address:	Mission Springs Water District, CA 66575 2nd Street Desert Hot Springs, CA 92240
Billing Contact Name and E-Mail Address:	Lee Boyer 760-275-2339 lboyer@mswd.org
Is a Purchase Order Required?	Yes or No *Purchase orders issued by Customer are issued for administrative purposes only; terms and conditions contained in any such purchase order shall be null and void.*
Is Customer Tax Exempt? **Is Customer a Public Entity?**	Yes or No Yes or No
Initial Term:	06/24/2024 - 06/23/2027
Validity:	This Order Form shall expire on 6/28/2024(the "Validity Date"). If this Order Form is not executed by the Customer by the Validity Date, Trimble reserves the right to not offer the pricing found in the Order Form.
Miscellaneous:	** Purchase orders issued by Customer are issued for administrative purposes only; terms and conditions contained in any such purchase order shall be null and void.* Post-Termination Customer Data Access. For 30 days from the expiration or termination of the Agreement, Trimble will make Customer Data available to Customer upon request for export or download as provided in the Agreement for the applicable Product. Additional fees may apply.

Annual Software Subscription:

Part Number	Item Name	Unit of Measure	Type	Description	Annual Amount
BN-OPS-EAM-ELITE	Trimble Enterprise Asset Management ("EAM") Elite Package	40 - Authorized Users	Software-as-a-Service ("SaaS")	See Addendum 1 for Additional Details	$58,160.00
				Discount	($23,264.00)
				Total Annual Software Subscription - 06/24/2024 - 06/23/2025	**$34,896.00**
				Total Annual Software Subscription - 06/24/2025 - 06/23/2026	**$46,528.00**
				Total Annual Software Subscription - 06/24/2026 - 06/23/2027	**$58,160.00**

Addendums:

1. Annual Software Subscription Details
2. Trimble General Transaction Terms (the “General Terms”)
3. Supplemental Terms for Software and Subscriptions (the “Software Terms”)
4. Supplemental Terms for Support and Maintenance (the “Support Terms”)
5. Supplemental Terms for Services (the “Services Terms”)
6. Supplemental Terms for Hardware (the “Hardware Terms”)
7. Supplemental Terms for U.S. Public Entities
8. Availability Service Level Agreement; Data Security and Restoration

TERMS AND CONDITIONS

1. Terms and Conditions. All offerings are made available by Trimble subject to the terms and conditions set forth in this Order and the above referenced Addendums.

2. ***AUTOMATIC RENEWALS. This Order will automatically renew for subsequent 12 month term(s) at then-current pricing, unless either party provides the other with notice of cancellation at least 30 days prior to the expiration of the then-current term.***

3. Payment Terms. All fees are due net 30 from the date of the Trimble invoice.

- **Annual Software Subscription:** Trimble will invoice $34,896.00 upon execution of this Order Form and will invoice Year 2 in the amount of $46,528.00 upon 05/01/2025, and Year 3 in the amount of $58,160.00 upon 05/01/2026. For renewal terms, Trimble will invoice 30 days in advance of each successive anniversary date.

4. Annual Price Increase. At each renewal, Trimble has a right to increase the annual fees by the greater of (a) CPI plus two percent (2%) or (b) eight (8%). "CPI" shall mean for all Urban Consumers, the U.S. City Average, for all items, 1982-84=100 (the “CPI-U”), as published by the Bureau of Labor Statistics, U.S. Department of Labor, and shall be for the prior twelve months as of the date the calculation is made.

5. Electronic Invoices. Customer hereby consents to the receipt of invoices electronically at the indicated e-mail address(es) and accepts such invoices as if received by mail. Customer's e-mail address may be changed by written notice given by Customer to Trimble at: customer_master@trimble.com. Customer is responsible for maintaining a current e-mail address and shall under no circumstances be excused from payment of applicable charges by its failure to access its designated e-mail address.

6. Due Authority. By signing below, the signatory represents that he/she (i) is an authorized representative of Customer and (ii) has the authority to legally and functionally commit the Customer.

[Signature Page to Follow]

ACCEPTANCE

Accepted and agreed:

CUSTOMER:	**TRIMBLE:**
Signature: ____	Signature: DocuSigned by: George Mastakas 5DA74A419CA046C...
Print Name: ____	Print Name: George Mastakas
Title: ____	Title: Vice President
Date: ____	Date: 6/7/2024

Addendum #1

Annual Software Subscription Details

If Customer purchased access a package related to DPD, EAM, or PLL in the Order Form, the following is a breakdown of modules and functionality found within the purchased SaaS products (this list does not cover any SaaS add-ons that Customer may have purchased separately):

Item:	Starter Package[+]	Professional Package	Elite Package
DPD	Authorized Users delineated on the Order Form Get Access to: DPD Core Modules* DPD Process Module DPD Forms Module DPD Document Module DPD Dashboard Module DPD Reports Module DPD Single Sign On DPD EZ File Transfer Trimble Connect [+]5 Authorized Users obtain a right to access: EAM Professional Package PLL Professional Package Trimble Quadri	DPD Starter Package Included Authorized Users delineated on the Order Form Get Access to: DPD Cost Module DPD Schedule Module DPD Resource Management DPD Planning Module DPD Bidding Module DPD Submittals Module DPD Time Tracking Module DPD Equipment Management Capability DPD Account Level Cost Capability DPD Multi-Currency Capability DPD API Professional** Eligible for DPD AppXchange Eligible for DPD e-Signature	DPD Starter Package Included DPD Professional Package Included Authorized Users delineated on the Order Form Get Access to: DPD Business Intelligence Capability DPD Data Warehouse Capability DPD Shared Test Environment Capability DPD API Elite***
EAM	Authorized Users delineated on the Order Form Get Access to: Admin EAM Respond EAM Style Trimble Connect [+]5 Authorized Users obtain a right to access: DPD Professional Package PLL Professional Package Trimble Quadri	EAM Starter Package Included Authorized Users delineated on the Order Form Get Access to: EAM Storeroom EAM Workload EAM Equipment Checkout EAM OpX Projects EAM eURL EAM Web Hooks EAM-centric APIs**** Analytics for EAM	EAM Starter Package Included EAM Professional Package Included Authorized Users delineated on the Order Form Get Access to: EAM OpX Contracts EAM OpX Budgets EAM Advanced APIs***** EAM Operational Insights EAM Sandbox
PLL	Authorized Users delineated on the Order Form Get Access to: Admin PLL Respond PLL Style Trimble Connect [+]5 Authorized Users obtain a right to access: DPD Professional Package EAM Professional Package Trimble Quadri	PLL Starter Package Included Authorized Users delineated on the Order Form Get Access to: PLL Public Access PLL Task Manager PLL Workload PLL OpX Projects Only PLL eURL PLL Web Hooks PLL-centric APIs****** Analytics for PLL	PLL Starter Package Included PLL Professional Package Included Authorized Users delineated on the Order Form Get Access to: PLL Advanced APIs******* PLL Storeroom PLL Analytics for Storeroom PLL Sandbox

[+]Customer receives access to all the Professional Packages described above with the purchase of the Customer's first Starter Package. Customer receives only 5 entitlements to DPD, EAM, and PLL regardless of which and how many Starter Packages are purchased. The Professional Packages provided herein are for testing purposes only and no actual project (for DPD), asset management (for EAM), or permitting (for PLL) may occur. In order to obtain access to any Professional Package, Customer can submit a request to their Trimble designated Customer Success Manager for activation only. Any additional configuration or implementation on these packages may require additional professional services, of which Trimble can provide for an additional fee under a separately executed amendment to this Order Form.

*DPD Core Modules include Home, Projects, Calendar, Contacts & Setup

**DPD API Professional - Access to DPD's Public API's. Access is limited to 15,000 calls per day.
***DPD API Elite - Access to DPD's Public API's. Access is limited to an additional 15,000 calls per day on top of the 15,000 allotted in DPD API Professional.
****Use of EAM Application Programming Interface (APIs) with commercially available EAM-centric applications that are licensed and maintained by authorized EAM partners. Please contact Trimble for a list of commercially available partner applications that qualify for use with the EAM-centric APIs available in the Professional License Package. If the partner app is not listed, then the EAM Advanced API's in the Elite License Package are required for 3rd party integrations.
*****Use of EAM Application Programming Interface (APIs) with third party system integrations.
******Use of PLL Application Programming Interface (APIs) with commercially available EAM-centric applications that are licensed and maintained by authorized PLL partners. Please contact Trimble for a list of commercially available partner applications that qualify for use with the PLL-centric APIs available in the Professional License Package. If the partner app is not listed, then the PLL Advanced API's in the Elite License Package are required for 3rd party integrations.
*******Use of PLL Application Programming Interface (APIs) with third party system integrations.

Trimble reserves the right to audit the Customers account to ensure the Customer has: (1) access to the correct modules and functionality in accordance with the package Customer has purchased and (2) the appropriate number of Authorized Users purchased. Trimble reserves the right to: (1) charge for any over access experienced by the Customer by moving the Customer to the appropriate package or (2) shut off any over access experienced by the Customer.

Addendum #2

Trimble General Transaction Terms

Version 1.1 (Last updated: October 7, 2023)

Trimble's provision of Offerings is governed exclusively by these Trimble General Transaction Terms (the "**General Terms**"). The Order, the SOW, these General Terms, any applicable Supplemental Terms, and all other terms referenced or incorporated therein, collectively constitute the "**Agreement**". Any conflict or inconsistency in the Agreement will be resolved in the following order of precedence: (1) the Order, (2) any applicable Supplemental Terms, (3) these General Terms, (4) the SOW, and (5) the Documentation.

1. **Definitions.** Capitalized terms have the meaning associated with them in this Section 1 (Definitions) or with the definition provided elsewhere in the Agreement.
   - **1.1.** "**Affiliate**" means an entity that, directly or indirectly, owns or controls, is owned or controlled by or is under common ownership or control with a party, where "ownership" means the direct or indirect ownership of more than fifty percent (50%) of an entity's outstanding voting rights or other equivalent voting interests.
   - **1.2.** "**Customer**"is the entity or person identified in the Order or SOW.
   - **1.3.** "**Dispute(s)**" means any dispute, claim, or controversy arising from or related to the Agreement.
   - **1.4.** "**Documentation**" means Trimble's then-current usage guidelines, standard technical documentation, acceptable use policies, support policies, service level commitments, or other policies referenced in the Agreement.
   - **1.5.** "**Hardware**" means hardware products specified in the Order.
   - **1.6.** "**High Risk Activities**" means any mission critical, hazardous, strict liability, or other activity(ies) where use or failure of the Offerings could lead to death, personal injury, or physical or environmental damage. Examples of High Risk Activities include, but are not limited to: aircraft or other modes of human mass transportation, nuclear or chemical facilities, life support systems, implantable medical equipment, motor vehicles, autonomous vehicles, air traffic control, emergency services, or weaponry systems. High Risk Activities do not include utilization of Offerings for administrative purposes, to store configuration data, engineering and/or configuration tools, or other non-control applications, the failure of which would not result in death, personal injury, or physical or environmental damage. These non-controlling applications may communicate with the applications that perform the control, but must not be directly or indirectly responsible for the control function.
   - **1.7.** **"Intellectual Property Rights"** means any and all right, title and interest in and to any and all trade secrets, patents, copyrights, service marks, trademarks, know-how, trade names, rights in trade dress and packaging, moral rights, rights of privacy, publicity, database rights and similar rights of any type, including any applications, continuations or other registrations with respect to any of the foregoing, under the laws or regulations of any foreign or domestic governmental, regulatory or judicial authority, and the right to sue for, settle and release past, present and future infringement of any of the foregoing.
   - **1.8.** "**Law(s)**" means all applicable local, state/provincial, federal and international laws, rules, regulations, directives, ordinances and conventions, including, but not limited to, those related to data privacy and data transfer, international communications and export of technical or personal data.
   - **1.9.** **"Licensed Software**" means the object code form of Trimble's proprietary installed software product for deployment on premises or on a device, as well as any Documentation, maintenance releases, and features and functionality enhancements, and application programming interfaces (APIs), in each case as as may be made available pursuant to the Order. For clarity, Licensed Software excludes firmware.
   - **1.10.** "**Offerings**" means Trimble's Hardware, Software, Services, Support, and other Trimble goods or services specified on an Order or SOW.
   - **1.11.** "**Order**" means the quotation, proposal, sales agreement or similar documents provided by Trimble and accepted by Customer.
   - **1.12.** "**Services**" means any services described in the Order or a Statement of Work, including, without limitation, training, enablement, implementation, configuration, hosting, or content provision.
   - **1.13.** "**Software**" means the Licensed Software and/or Software-as-a-Service specified on an Order.
   - **1.14.** "**Software-as-a-Service**" or "**SaaS**" means a Trimble proprietary cloud service, as well as any Documentation, features and functionality enhancements, and application programming interfaces, in each case as may be made available pursuant to the Order.
   - **1.15.** "**Statement of Work**" or "**SOW**" means a statement of work or similar agreement governing the provision of Services.
   - **1.16.** **"Supplemental Terms"** are any additional Trimble terms and conditions referenced in the Order as "Supplemental Terms."
   - **1.17.** "**Support**" means support and/or maintenance for Software, and as may be further described in the applicable Supplemental Terms, Documentation, or otherwise as specified by Trimble in writing.
   - **1.18.** "**Trimble**" means Trimble Inc. or its Affiliate identified on the Order or SOW, or if none is specified, as set forth in Exhibit A (Trimble Entities; Governing Law; Exclusive Venue/Jurisdiction) based on the applicable Customer location.
   - **1.19.** **"Trimble IP"** means the Offerings, Documentation, and any written and electronic materials, proprietary information, documentation, code, technology, systems, infrastructure, equipment, and trade secrets developed, provided or used by Trimble or its subcontractors to produce and provide the Offerings together with all Intellectual Property Rights therein, together with all modifications, improvements, changes thereto or derivative works thereof, including without limitation: (a) proprietary electronic architecture and other non-literal elements of the Offerings developed by Trimble, (b) functional and technical specifications and other technical, training, reference or service information, documentation and manuals and updates thereto, (c) APIs, customized applications and computer programs, (d) processes, methods, algorithms, ideas, and other "know how," (e) data and information provided or sourced by Trimble, (f) Offerings which Customer has the right to use via a subscription, and (g) network equipment and architecture.

2. **Orders; Validity.** An Order is valid for acceptance by Customer within the period indicated in the Order and if no such period is provided, for thirty (30) calendar days from the issue date. The Agreement is formed by Customer's execution of the Order. Changes to an Order or belated acceptance by Customer are not valid unless Trimble accepts them in writing, and Trimble's partial or complete delivery against an Order modified by Customer, or acceptance of payment, shall not be deemed to be an acceptance of the modification. Orders that Customer has accepted cannot be canceled for any reason without Trimble's prior written consent.

3. **Payment Terms; Invoicing**

3.1. Fees are as set forth in the Order or SOW. Fees do not include applicable sales taxes, value added taxes, goods and services taxes, export or import charges, transportation or insurance charges, customs and duty fees, personal property taxes, surcharges and fees, or similar charges, all of which are Customer's responsibility to pay. Unless Customer provides Trimble with direct payment authority or a valid exemption certificate for the appropriate jurisdiction, Customer will pay Trimble all such taxes, charges, and fees invoiced by Trimble in connection with the Offerings. Customer will pay any foreign exchange transaction fees and any foreign exchange profits or losses incurred on such transactions.

3.2. Trimble will issue invoices in accordance with the billing frequency stated in the Order or SOW. Customer consents to the receipt of invoices electronically at the email address(es) it provided to Trimble for billing purposes, and accepts such invoices as if received by mail. Customer is responsible for maintaining current email address(es) with Trimble. Trimble's transmission of an invoice to the provided billing email address(es) (regardless of whether actually received by Customer) shall be considered delivery of that invoice by Trimble. Trimble's failure to issue an invoice in accordance with this Section 3 (Payment Terms; Invoicing) shall not be deemed to be a waiver by Trimble of its right to receive payment pursuant to the Agreement, but Customer shall not be obligated to make such payment until an invoice for such payment is issued by Trimble to Customer.

3.3. Unless otherwise set forth in the Order or SOW, payments are due net 30 days from the date of invoice. Customer will make payment in the currency indicated on the Order or SOW. Trimble is entitled to offset payments against prior debt balances in Customer's account. Subject to any Laws to the contrary or as otherwise expressly stated in the Agreement, payments are not refundable. No credit, carryover, or refund will be given for any unused Offerings (e.g., services hours, data usage) allocated or available for use during an indicated period of time.

3.4. Delinquent payments not subject to a bona fide dispute will bear interest at the lesser of 1.5% per month or the maximum rate permitted by applicable Law. If Customer does not object in writing to an invoiced amount by the invoice due date, Customer will be deemed to have acknowledged the correctness of that invoice and to have waived its right to dispute that invoice. A dispute as to a portion of any invoice or amount owed will give Customer the right to withhold or delay payment of the disputed portion only. Customer will be liable for all costs of collection of past due amounts (including attorneys' fees).

3.5. Trimble may suspend Customer's access to or Trimble's provision of Offerings, as applicable, on five (5) business days prior notice if Customer fails to timely pay any invoice not subject to a bona fide payment dispute or fails to use diligent good faith efforts to resolve a bona fide payment dispute (unless cured during the notice period).

3.6. For any breach of Customer's payment obligations under any Order(s), Trimble may, without limiting Trimble's other rights and remedies, declare Customer's unbilled future fees under any and all Orders immediately due and payable.

3.7. Trimble has the continuing right to review Customer's credit and, if reasonably determined necessary by Trimble, change Customer's payment terms, and may at any time demand advance payment, satisfactory security (such as, but not limited to, a confirmed, irrevocable letter of credit acceptable to Trimble), or a guarantee of prompt payment prior to shipment or service activation.

3.8. Offerings purchased or licensed under Trimble's United States General Services Administration (**"GSA"**) Schedules are subject to all of the pricing and other terms and conditions described in the applicable GSA Schedule.

4. Term and Termination

4.1. **Term.** The term and any renewals thereof applicable for an Offering (collectively, the "**Term(s)**") shall be as set forth in the Order, SOW, or Supplemental Terms. Different Offerings may have different Terms.

4.2. **Termination**. Either party may terminate the Agreement if the other party (a) fails to cure a material breach of the Agreement (including a failure to pay fees), or fails to provide a written plan of cure reasonably acceptable to the non-breaching party, within thirty (30) days after the non-breaching party's receipt of written notice specifying such breach or failure, (b) becomes designated by an applicable governmental entity as a business with which a party is prohibited from doing business with (e.g., via governmental sanctions program), or (c) seeks protection under insolvency or comparable proceeding, or if such proceedings are instituted against that party and not dismissed within sixty (60) days.

4.3. **Survival**. These Sections survive expiration or termination of the Agreement: 1 (Definitions), 3 (Payment Terms; Invoicing), 4.3 (Survival), 6 (Warranty Disclaimers), 7 (Limitations of Liability), 8 (Indemnification), 9 (Confidentiality), 11 (Personal Information; Data Protection), 12 (Miscellaneous), any other provisions identified in any applicable Supplemental Terms referencing this provision, and any other term or provision in the Agreement that applies to events occurring following termination or expiration. Except where an exclusive remedy is provided, exercising a remedy under the Agreement, including termination, does not limit other remedies a party may have.

5. Customer Obligations

5.1. High Risk Activities. Customer will not use the Offerings for High Risk Activities. Customer acknowledges that the Offerings are not intended to meet any legal obligations for High Risk Activities. Trimble and its suppliers specifically disclaim any responsibility for, and will not be liable in any manner arising from, any use of the Offerings in connection with High Risk Activities.

5.2. Compliance with Laws. Customer shall comply with all Laws in connection with its use or receipt of the Offerings.

5.3. Dependencies and Compatibilities.

(a) Offerings may (i) require certain dependencies, including, without limitation, internet connection, electronic communications, hardware, data connections, operating systems, third-party products and services, other Trimble products and services, satellite signals, etc. (collectively, "**Dependencies**"), and (ii) allow compatibility and/or interoperability with other products or services made available by Trimble, Customer, or a third party (collectively, "**Compatibilities**").

(b) Dependencies and Compatibilities may require payment of a separate fee and are governed by their respective terms of service, end user license agreement, or other agreement, and not by the Agreement. Unless otherwise expressly agreed upon by the parties in writing, Customer is responsible for all Dependencies and Compatibilities. Trimble may modify the Offerings from time to time, and Trimble does not guarantee that the Offerings will continue to operate or be compatible with any Dependencies or Compatibilities. Trimble makes no warranty or guarantee, and will have no liability or obligations under the Agreement, with respect to any Dependencies, Compatibilities, or other factors outside of Trimble's control.

(c) Customer represents and warrants that it shall, and shall use best efforts to require any provider of any Dependencies and Compatibilities to: (i) establish and maintain industry standard technical, organizational, physical, and administrative safeguards designed to ensure the security and integrity of the Offerings; and (ii) comply with the security controls, configuration requirements, and access limitations imposed by Trimble, as may be modified by Trimble from time to time.

6. **WARRANTY DISCLAIMERS.**

THE LIMITED WARRANTY TERMS, IF ANY, EXPRESSLY SET FORTH IN ANY APPLICABLE SUPPLEMENTAL TERMS ARE IN LIEU OF ALL OBLIGATIONS OR LIABILITIES ON TRIMBLE'S PART ARISING OUT OF, OR IN CONNECTION WITH, THE OFFERINGS, AT ANY TIME EITHER DURING OR AFTER EXPIRATION OF THE APPLICABLE WARRANTY, AND STATE TRIMBLE'S ENTIRE LIABILITY AND CUSTOMER'S EXCLUSIVE REMEDIES RELATING TO THEM. EXCEPT FOR ANY LIMITED WARRANTY TERMS EXPRESSLY PROVIDED IN ANY APPLICABLE SUPPLEMENTAL TERMS, THE OFFERINGS ARE PROVIDED "AS-IS" AND WITHOUT EXPRESS OR IMPLIED WARRANTY OR CONDITION OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, TITLE, AND NONINFRINGEMENT. SUPPLEMENTAL TERMS MAY HAVE ADDITIONAL DISCLAIMERS. SOME JURISDICTIONS DO NOT ALLOW LIMITATIONS ON DURATION OR THE EXCLUSION OF AN IMPLIED WARRANTY, SO THE ABOVE LIMITATION(S) MAY NOT APPLY OR FULLY APPLY TO CUSTOMER.

7. Limitations of Liability.

7.1. Waiver; Liability Cap.

(a) EXCEPT FOR EXCLUDED CLAIMS, (i) NEITHER PARTY (OR ITS SUPPLIERS) SHALL BE LIABLE FOR DAMAGES FOR LOSS OF PROFIT OR REVENUE, DATA THAT IS LOST OR CORRUPTED, FAILURE OF SECURITY MECHANISMS, INTERRUPTION OF BUSINESS, LOSS OF GOODWILL, OR ANY SPECIAL, INCIDENTAL, RELIANCE, INDIRECT, PUNITIVE, OR CONSEQUENTIAL DAMAGES OF ANY KIND; AND (ii) EACH PARTY'S (AND EACH OF ITS SUPPLIER'S) ENTIRE LIABILITY FOR ANY AND ALL DAMAGES ARISING OUT OF OR RELATED TO THE AGREEMENT WILL NOT EXCEED IN AGGREGATE THE AMOUNTS PAID OR PAYABLE BY CUSTOMER TO TRIMBLE DURING THE PRIOR 12 MONTHS UNDER THE AGREEMENT FOR THE APPLICABLE OFFERING(S) GIVING RISE TO THE LIABILITY.

(b) "EXCLUDED CLAIMS" MEANS (i) CUSTOMER'S PAYMENT OBLIGATIONS UNDER THE AGREEMENT, (ii) DAMAGES PAYABLE TO A THIRD PARTY (I.E., NOT AN INDEMNIFIED PARTY) EITHER AWARDED BY A COURT OF COMPETENT JURISDICTION OR INCLUDED IN A SETTLEMENT AGREED TO BY THE INDEMNIFYING PARTY, WHICH DAMAGES ARE SUBJECT TO A PARTY'S INDEMNIFICATION OBLIGATIONS IN SECTION 8 (INDEMNIFICATION), AND (iii) ANY ADDITIONAL "EXCLUDED CLAIMS" EXPRESSLY IDENTIFIED IN ANY APPLICABLE SUPPLEMENTAL TERMS.

(C) THE ABOVE LIMITATIONS OF LIABILITY WILL APPLY TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, EVEN IF SUCH DAMAGES COULD HAVE BEEN FORESEEN OR IF A PARTY HAS BEEN APPRAISED OF THE POSSIBILITY OF SUCH DAMAGES, AND REGARDLESS OF WHETHER SUCH DAMAGES ARE ARISING IN BREACH OF ANY ONE OR MORE WARRANTIES, NON-CONFORMITY, IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, BREACH OF ANY STATUTORY DUTY, OR OTHERWISE.

(D) SOME JURISDICTIONS DO NOT ALLOW A LIMITATION OF LIABILITY FOR DEATH, PERSONAL INJURY, FRAUDULENT MISREPRESENTATIONS, CERTAIN INTENTIONAL OR NEGLIGENT ACTS, VIOLATION OF SPECIFIC STATUTES, OR THE LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES. IN SUCH AN EVENT, THE FOREGOING LIMITATION(S) WILL NOT APPLY TO THE EXTENT PROHIBITED BY LAW.

7.2. Nature of Claims and Failure of Essential Purpose. The waivers and limitations in this Section 7 (Limitations of Liability) are agreed-upon allocations of risk constituting in part the consideration for Trimble's performance under the Agreement, and will survive and apply even if any limited remedy in the Agreement fails of its essential purpose.

8. Indemnification. Customer will defend, indemnify, and hold harmless Trimble from and against any and all third-party claims, costs, damages, losses, liabilities and expenses (including reasonable attorneys' fees and costs) arising out of or in connection with (a) use or modification of any Offerings in breach of the Agreement, or in any manner not authorized by the Agreement or (b) Customer's violation of Laws or the rights of a third party. Trimble will give Customer prompt written notice of any claim hereunder and will cooperate in relation to the claim at Customer's expense. Customer will have the exclusive right to control and settle any claim, except that Customer may not settle a claim without Trimble's prior written consent (not to be unreasonably withheld) if the settlement requires Trimb

admit any liability or take any action or refrain from taking any action (other than ceasing use of infringing materials). Trimble may participate in the defense of any claim at its expense.

9. Confidentiality.

9.1. **Definition**. "**Confidential Information**" means information disclosed to the receiving party under the Agreement that is designated by the disclosing party as proprietary or confidential or that should be reasonably understood to be proprietary or confidential due to its nature and the circumstances of its disclosure. Trimble's Confidential Information includes, without limitation, the terms and conditions of the Agreement, and any technical or performance information about the Offerings, including the Documentation.

9.2. **Obligations**. As a receiving party, each party (a) will protect the confidentiality of the disclosing party's Confidential Information using the same degree of care it uses for its own information of like importance (but not less than reasonable care), (b) will not share the disclosing party's Confidential Information with third parties except as permitted in the Agreement or with the disclosing party's prior written or electronic consent, and (c) will only use Confidential Information to fulfill its obligations and exercise its rights in the Agreement. The receiving party may disclose Confidential Information to its employees, agents, Affiliates, contractors, and other representatives (collectively, "**Representatives**") having a legitimate need to know (including, for Trimble, its subcontractors), provided (i) the Representatives are subject to confidentiality obligations no less protective than those in this Section 9 (Confidentiality), and (ii) the receiving party is responsible for any breach of this Section 9 (Confidentiality) by the acts or omissions of its Representatives.

9.3. **Exclusions**. These confidentiality obligations do not apply to information that the receiving party can document (a) is or becomes public knowledge through no fault of the receiving party or its Representatives, (b) it rightfully knew or possessed on a non-confidential basis prior to receipt under the Agreement, (c) it rightfully received from a third party without obligation of confidentiality, or (d) it independently developed without using the disclosing party's Confidential Information. Supplemental Terms may have additional exclusions.

9.4. **Remedies**. Unauthorized use or disclosure of Confidential Information may cause substantial harm for which remedies at law (e.g., monetary damages) alone are an insufficient remedy. In the event of such actual or threatened breach by a party, the other party may seek injunctive relief, in addition to other available rights and remedies, for breach or threatened breach of this Section 9 (Confidentiality), without proof of actual damages or the requirement of posting a bond or other security.

9.5. **Required Disclosures**. Nothing in the Agreement prohibits either party from making disclosures if required by Law or government or court order, provided (if permitted by Law) it notifies the other party in advance and reasonably cooperates in any effort by the other party to obtain confidential treatment.

10. **Intellectual Property Rights.**

10.1. **Trimble IP**. As between the parties, except for any limited usage rights set forth in any Supplemental Terms, Trimble and its suppliers have and will retain all Intellectual Property Rights in and to Trimble IP and all copies, modifications, and derivative works thereof. No Intellectual Property Rights are granted by Trimble to Customer except as expressly provided under the Agreement.

10.2. **Feedback**. Customer may from time to time provide suggestions, comments, or other feedback (collective, "**Feedback**") to Trimble with respect to the Offerings. Both parties agree that all Feedback is and will be given entirely voluntarily, and shall not be considered Confidential Information of Customer. Customer shall not provide any Feedback that is subject to license terms that seek to require any of Customer's products, technology, service, or documentation incorporating or derived from such Feedback, or any of Customer's intellectual property to be licensed or otherwise shared with any third party. Customer hereby grants to Trimble and its Affiliates a nonexclusive, worldwide, perpetual, irrevocable, transferable, sublicensable, royalty-free, fully paid up license to use and otherwise exploit the Feedback.

11. Personal Information; Data Protection.

11.1. This Section 11 (Personal Information; Data Protection) applies if Customer is a legal person (i.e., a business or legal entity). All Laws relating to the protection of privacy and data protection are referred to as "**Data Protection Legislation**". "**Personal Information**" is defined as in the Applicable Data Protection Legislation, or if no definition is provided, any personally identifiable information which is either (a) provided by Customer or on its behalf, or (b) automatically collected through the Offering on Customer's behalf. "**Applicable**", in this context, means the Data Protection Legislation applicable to Customer at Customer's principal place of business or to Trimble at Trimble's principal place of business, and such Laws that the parties mutually agree apply.

11.2. Each party will comply with all Applicable requirements of the Data Protection Legislation. This Section 11 (Personal Information; Data Protection) is in addition to, and does not relieve, remove or replace, a party's obligations or rights under the applicable Data Protection Legislation.

11.3. The parties acknowledge that: (a) when performing its obligations under the Agreement, Trimble processes Personal Information on Customer's behalf, except for user registration and software licensing and usage data, for which Trimble acts as responsible party, and (b) the Personal Information may be transferred or stored, and/or accessed from outside of the country where Customer's principal place of business is located in order to provide the Software and Trimble's other obligations under the Agreement.

11.4. Customer will ensure that it has all necessary appropriate consents and notices in place to enable (a) lawful transfer of the Personal Information to Trimble for the duration and purposes of the Agreement and (b) Trimble to lawfully use, process and transfer the Personal Information in accordance with the Agreement, including on Customer's behalf.

11.5. If the processing of Personal Information by Trimble is subject to the General Data Protection Regulation ((EU) 2016/679), or the Data Protection Act 2018 of the United Kingdom, then, in addition, at the written request of Customer, the parties will execute an applicable data processing addendum, available at https://www.trimble.com/privacy/DPA-TI-EuroSubs (or any successor url). Transfers of Personal Information from Trimble entities located in Europe, acting as data exporter, to Trimble entities in the USA, acting as data importer, are governed, for the benefit of Customer, by the Standard Contractual Clauses available at the same url or upon written request to Trimble.

11.6. If the processing of Personal Information by Trimble is subject to US data protection laws, rules or regulations, then the US Data Processing Addendum for Customer Personal Information (available at https://dl.trimble.com/www/us_dpa_customer.pdf or any successor url) is herein incorporated by reference.

12. Miscellaneous.

12.1. Assignment. Trimble may assign the Agreement upon notice to Customer. Customer may not assign or transfer the Agreement (by operation of law or otherwise) without the prior written consent of Trimble. Any non-permitted assignment is void. The Agreement will bind and inure to the benefit of each party's permitted successors and assigns.

12.2. Amendments. Trimble may amend the Agreement from time to time with written notice to Customer. Such amendments shall take effect upon the next renewal, if any, of the Agreement, unless Trimble indicates an earlier effective date. If Trimble requires amendments with an earlier effective date and Customer objects in writing, then Trimble may permit such amendments to take effect upon the next renewal; provided, however, if Trimble declines to permit such later effective date, Customer's exclusive remedy is to terminate the Agreement with notice to Trimble, in which case Trimble will provide Customer a refund of any applicable pre-paid fees for the terminated portion of the current Term. To exercise this termination right, Customer must notify Trimble of its objections within thirty (30) days after Trimble's notice of the amended Agreement. Once the amended Agreement takes effect, Customer's continued use of the Offerings constitutes its acceptance of the modifications. Notwithstanding the foregoing, Trimble may modify Documentation upon written notice to Customer to reflect new features or changing practices, provided that the modifications will not materially decrease Trimble's overall obligations with respect to such Offering(s).

12.3. Waiver and Severability. No waiver of any provision or breach of the Agreement (a) will be effective unless made in writing, or (b) will operate as or be construed to be a continuing waiver of such provision or breach. In the event any portion of the Agreement is held to be invalid or unenforceable, such portion will be construed as nearly as possible to reflect the original intent of the parties, or if such construction cannot be made, such provision or portion thereof will be severable from the Agreement, provided that the invalidity, illegality, or unenforceability in whole or in part of any provision does not affect the validity of other provisions.

12.4. Force Majeure. Neither party will be liable for any default, delay, or non-performance of its obligations under the Agreement (except for payment obligations) due to causes beyond its reasonable control, including, without limitation, strikes, blockades, war, terrorism, riot, internet or utility failures, governmental orders or actions, national or regional emergency, pandemics, or natural disasters, provided that such party promptly notifies the other in writing of such occurrence and uses commercially reasonable efforts to resume performance of its affected obligations as soon as feasible. Delays or failures that are excused as provided in this Section 12.4 (Force Majeure) will result in automatic extensions of dates for performance for a period of time equal to the duration of the events excusing such delay or failure.

12.5. Notices. Any notice or other communication given by either party to the other regarding the Agreement will be deemed given and served when personally delivered or delivered by reputable international courier requiring signature for receipt addressed to the party at its notice address. Notice will be deemed effective upon delivery or refused delivery attempt. Either party may change its notice address by written notice to the other. Customer's notice address will be the address appearing on the Order or SOW. Trimble's notice address will be the applicable address on Exhibit A (Trimble Entities; Governing Law; Exclusive Venue/Jurisdiction), or if the Trimble entity is not listed there, then on the Order. In addition, any valid notice to Trimble shall include a required copy to: Trimble Inc., Attn: General Counsel - Important Legal Notice, 510 De Guigne Drive, Sunnyvale, CA 94085, USA. Trimble may send operational notices to Customer by email or through the Offering, including, without limitation, modifications of the Agreement or Documentation, suspension, collection, and termination notices related to overdue fees.

12.6. Export Control. Customer acknowledges that the Offerings are subject to export restrictions by the United States government and import restrictions by certain foreign governments. Customer will not, and will not allow any third party to, remove or export from the United States or allow the export or re-export of any part of the Offerings or any direct product thereof: (a) into (or to a national or resident of) any embargoed or terrorist-supporting country; (b) to anyone on the U.S. Commerce Department's Table of Denial Orders or U.S. Treasury Department's list of Specially Designated Nationals; (c) to any country to which such export or re-export is restricted or prohibited, or as to which the United States government or any agency thereof requires an export license or other governmental approval at the time of export or re-export without first obtaining such license or approval; or (d) otherwise in violation of any export or import restrictions, Laws of any United States or foreign agency or authority. Customer warrants that it is not located in, under the control of, or a national or resident of any such prohibited country or on any such prohibited party list. The Offerings are further restricted from being used for the design or development of nuclear, chemical, or biological weapons or missile technology, or for terrorist activity, without the prior permission of the United States government. Customer will defend, indemnify, and hold Trimble harmless against any liability (including attorneys' fees) arising out of Customer's failure to comply with the terms of this Section. Customer's obligations under this Section 12.6 (Export Control) will survive the termination of the Agreement for any reason whatsoever.

12.7. Anti-Corruption Compliance. Each party, and any third party acting on its behalf, will comply with all applicable United States and international anti-corruption and anti-bribery laws and regulations, including, without limitation, the U.S. Foreign Corrupt Practices Act, the U.K. Bribery Act, and others (collectively, "**Anti-Corruption Laws**"). Each party, and any third party acting on its behalf, will not directly or indirectly offer, promise, or give any payment or anything of value to a government official, o

other individual or entity, where the intent is to improperly influence any act or decision of the government official, or other individual or entity, to obtain or retain business or some other benefit or commercial advantage for either party. Each party, and any third party acting on its behalf, also will not solicit or accept any sort of payment or anything of value from anyone, where the intent is to improperly influence any acts of a party or any third party acting on its behalf.

12.8. **GSA.** Offerings purchased or licensed under Trimble's United States General Services Administration (**"GSA"**) Schedules are subject to all of the pricing and other terms and conditions described in the applicable GSA Schedule.

12.9. **Governing Law and Venue.** The sole and exclusive governing Law, jurisdiction, and venue for the Agreement and all Disputes shall be: (1) as set forth in the Order, if any, or (2) otherwise, as set forth on Exhibit A (Trimble Entities; Governing Law; Exclusive Venue/Jurisdiction), in each case to the exclusion of all others; provided that Trimble may elect to bring action in courts with jurisdiction for Customer's location. The United Nations Convention on Contracts for the International Sale of Goods and any conflicts of laws provisions giving rise to a different result do not apply. No Dispute may be brought by either party more than one (1) year after such Dispute accrued, except that an action for nonpayment may be brought within two (2) years after the due date. Each party hereby waives, to the maximum extent permitted by law, any objection, including any objection based on *forum non conveniens*, to the bringing of any such proceeding in such jurisdiction.

12.10. **WAIVER OF JURY TRIAL – UNITED STATES CLAIMS. FOR ANY CLAIM BROUGHT IN A STATE, FEDERAL, OR OTHER COURT IN ANY JURISDICTION WITHIN THE UNITED STATES, EACH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL ACTION, PROCEEDING, CAUSE OF ACTION, OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THE AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY; *PROVIDED, HOWEVER*, THAT THIS PROVISION SHALL NOT BE ENFORCED OR ENFORCEABLE TO THE EXTENT A WAIVER OF THE RIGHT TO A TRIAL BY JURY IS PROHIBITED BY, OR CONTRARY TO, THE PUBLIC POLICY OF THE STATE IN WHICH SUCH LEGAL ACTION, PROCEEDING, CAUSE OF ACTION, OR COUNTERCLAIM IS FILED.**

12.11. **Region-Specific Terms.** Additional terms and conditions for specified regions are as set forth in Exhibit B (Region-Specific Terms).

12.12. **Publicity.** Customer agrees that (a) Trimble may issue a press release in the form approved by the parties regarding the parties' entry into the Agreement, and (b) Trimble may identify Customer (including through use of its name and logo) as Trimble's customer, including on Trimble's website, and may include Customer in its customer list and marketing materials, but will cease this use upon Customer's written request.

12.13. **Headings; Language.** The headings in the Agreement have been inserted for convenience only and shall have no substantive effect. The language of all parts of the Agreement shall in all cases be considered as a whole, according to its fair meaning, and not strictly for or against any of the parties. The parties hereby acknowledge and agree that the language of the Agreement shall be considered jointly drafted.

12.14. **Subcontractors.** Trimble may use subcontractors in the performance of its obligations under the Agreement, and will be responsible for the acts and omissions of its subcontractors in their performance of Trimble's obligations in the Agreement.

12.15. **No Third-Party Beneficiaries.** Except as may be expressly stated in any Supplemental Terms, there are no third-party beneficiaries under the Agreement.

12.16. **Independent Contractors**. Each party is an independent contractor of, and is not an employee, agent, fiduciary, or authorized representative of, the other party.

12.17. **Entire Agreement**. The Agreement sets forth the entire understanding between the parties in connection with its subject matter, and supersedes all prior or contemporaneous proposals, communications, agreements, negotiations, and representations, whether written or oral, regarding the subject matter thereof. Any additional, contrary, and/or pre-printed terms or conditions appearing on Customer's acceptance, orders, or associated purchase documentation are hereby rejected and will be of no effect.

12.18. **Counterparts**. The Agreement, or portions thereof, may be executed in several counterparts and, if applicable, by each party on a separate counterpart, each of which, when so executed and delivered will be an original, but all of which together will constitute but one and the same instrument. A signature, digital signature, or electronic signature delivered through other means (e.g., email) shall have the same force and effect as an original ink signature.

Exhibit A

Trimble Entities; Governing Law; Exclusive Venue/Jurisdiction

Customer Location*	**Trimble Entity and Notice Address****	**Governing Law**	**Exclusive Venue/Jurisdiction**
United States	Trimble Inc. 10368 Westmoor Drive Westminster, CO 80021 USA	State of Delaware	State and Federal Courts located in Wilmington, Delaware, USA
Belgium	Trimble Belgium BV, Geldenaaksebaan 329 3001 Leuven, Belgium	Belgium	Courts in Brussels, Belgium
Canada	Trimble Canada Corporation 600-1741 Lower Water Street Halifax, Nova Scotia B3J 0J2, Canada	Province of Ontario, and the federal laws of Canada applicable therein	Provincial and federal courts located in Toronto, Ontario
France	Trimble France S.A.S. 1 quai Gabriel Péri 94340 Joinville-le-Pont, France	France	Courts in Paris, France
Any other country or geography not specified above	Trimble Europe B.V. Industrieweg 187a, 5683 CC Best, The Netherlands	The Netherlands	Courts of Amsterdam, the Netherlands

** Customer location is Customer's billing address specified on the Order, or if none, then the address provided by Customer to Trimble when registering its online account.*

*** Addresses for Trimble entities not listed shall be as set forth on the Order or SOW. See additional required notice address for Trimble in Section 12.5 (Notices).*

Exhibit B

Region-Specific Terms

Table of Contents

- Australia
- France
- The Netherlands

Australia

For Customer who purchase Offerings in Australia, the following provisions apply:

(a) For the purposes of this section, "**Australian Consumer Law**" means the Australian Consumer Law set out at Schedule 2 to the *Competition and Consumer Act 2010* (Cth), as amended from time to time, and "**Non-excludable Condition**" means the consumer guarantees, warranties, rights, or remedies under the Australian Consumer Law that cannot be limited, excluded, restricted, or modified, and to which Customer may be entitled.

(b) To the extent permitted by Law, Trimble's liability in relation to breach of any such Non-excludable Condition shall be limited, at its option, as follows: (i) in the case of the goods, to repairing or replacing the goods, supplying equivalent goods, or paying the costs of repairing or replacing the goods or acquiring equivalent goods; and (ii) in the case of the services, to re-supplying the services or paying the cost of re-supplying the services.

(c) Nothing in the Agreement excludes, restricts or modifies any Non-excludable Condition.

Nothing in the Agreement is intended to derogate from Trimble's obligations under the *Privacy Act 1988* (Cth) as amended from time to time.

(e) Where Order(s) are a "Small Business Contract" within the meaning of the Australian Consumer Law:

(i) Trimble shall not accelerate Customer's unbilled future fees under any Order(s);

(ii) Customer's indemnification obligations under the Agreement are reduced to the extent Trimble's acts or omissions contributed to or caused the claims, costs, damages, losses, liabilities, and expenses suffered by Customer;

(iii) Trimble's liability in relation to breach of any Non-excludable Condition will be an Excluded Claim; and

(iv) No dispute or legal action arising under the Agreement may be brought by either party more than three years after such cause of action accrued.

France

Section 3.4 is hereby amended and restated to read as follows:

Section 3.4 Late payments will bear interest at the rate of 1.5% per month or the minimum rate allowed by Law (currently three (3) times the legal interest rate), whichever is higher, measured from the date on which the sums concerned became due until the date on which full payment is received. Collection fees of a minimum amount of 40 € will be added in accordance with Article L. 441-10.II of the Commercial Code. Customer will be liable for all other costs of collection of past due amounts (including court costs and attorney's fees incurred by Trimble). If the Customer does not dispute an invoice amount in writing by the due date of the invoice, the Customer shall be deemed to have acknowledged the accuracy of such invoice and waived its right to dispute it. A dispute over part of an invoice or amount due shall entitle the Customer to withhold or delay payment of the disputed part only.

The following is hereby added as Section 7.1 (e):

(e) EACH PARTY HEREBY HAS AN OBLIGATION TO LIMIT THE DAMAGES IT MAY SUFFER IN THE EVENT OF A BREACH OF ITS OBLIGATIONS BY THE OTHER PARTY.

The Netherlands

The provisions of Section 4.2 (Termination) are the sole grounds for the termination of the Agreement, and to the extent permitted by Law, the right of Customer to rescind the Agreement and claim damages on the basis of statutory Law (including but not limited to sec. 6:265 Dutch Civil Code) is excluded.

THE LIMITATION OF LIABILITY IN SECTION 7 FOR A PERIOD OF 12 MONTHS EXPRESSLY INCLUDES ANY OBLIGATION TO PAY COMPENSATION UNDER A WARRANTY MENTIONED IN THESE TERMS OR RELATED CONTRACTS OR DOCUMENTS AND THE RESTITUTION OBLIGATIONS (*ONDEDAANMAKINGSVERPLICHTINGEN*) AND INDEMNIFY FOR DAMAGES. LIABILITY FOR DEATH OR PERSONAL INJURY SHALL NOT EXCEED EUR 1.250.000.

The applicability of section 6:227b subsection 1 and section 6:227c subsection 1 of the Dutch Civil Code are excluded in any Agreement between Trimble and any person who is not a consumer.

Addendum #3

Supplemental Terms for Software and Subscriptions

Version 1.1 (Last Updated: October 7, 2023)

1. Definitions. Capitalized terms not defined herein have the meanings given in the General Terms.

1.1. "**Active Project**" means any Project on which the Software may be used by Customer during any Annual Subscription Term.

1.2. "**Annual Subscription Term**" means each 12-month period of a Subscription Term.

1.3. "**Anonymized Data**" means any data collected in connection with the Offerings (including Customer Data) that has been aggregated and/or de-identified in such a manner that neither Customer nor any of its Authorized Users or any other individual can be identified from the data when it is shared outside of Trimble or its Affiliates.

1.4. "**Authorized User**" means any employee of Customer or third-party user authorized by Customer to access and use the Offerings on Customer's behalf in accordance with the Agreement, including, without limitation, Section 6.6 (Third-Party Access).

1.5. "**Correction Services**" means subscription-based services that provide GNSS position correction data.

1.6. "**Concurrent User**" means any type of User authorized by Customer to access and use the Offerings on Customer's behalf simultaneously at a given point in time.

1.7. "**Customer Data**" means any information, documents, materials, or other data of any type that is input by or on behalf of Customer into the Offerings or that is created or generated by Customer through Customer's use of the Offerings, including without limitation information or data that is submitted manually by Authorized Users or through a Third-Party Platform. For clarity, Customer Data expressly excludes Usage Data.

1.8. "**Customer Group**" means Customer's business units, Affiliates, or Joint Ventures, if any, listed in the Order that may authorize Authorized Users to use the Offerings on behalf of those business units, Affiliates, or Joint Ventures.

1.9. "**Gross Annual Revenue**" or "**GAR**" means Customer's (and Customer Group's, if applicable) income and revenue from all sources, before expenses or taxes, calculated on an annual basis according to generally accepted accounting principles and as reported in company financial statements. The various equivalent definitions may be used interchangeably.

1.10. "**Joint Venture**" means a business arrangement in which Customer and one or more other third parties agree to pool their resources to accomplish a Project or other commercial enterprise.

1.11. "**License Keys**" means electronic passwords, authorization codes, or other enabling mechanisms provided for use with the Offerings.

1.12. "**Named User**" means any type of Authorized User designated by Customer by name or other identifier to access and use the Offerings on Customer's behalf.

1.13. "**Prohibited Data**" means any (a) patient, medical, or other protected health information regulated by the Health Insurance Portability and Accountability Act (as amended and supplemented) ("**HIPAA**"); (b) credit, debit, or other payment card data subject to the Payment Card Industry Data Security Standards (PCI DSS); (c) information subject to regulation or protection under the Children's Online Privacy Protection Act or Gramm-Leach Bliley Act, or (d) any other information which is regulated under Laws and is not required for use of the Software for its intended purpose.

1.14. "**Project**" means the initiation, delivery, operations, and maintenance of a construction project.

1.15. "**Provision Date**" means the date on which Trimble first provides access to the Offerings. For an Offering bundle comprised of multiple Software, the Provision Date will be the date on which the entire Offering bundle becomes fully provisioned.

1.16. "**Subscription**" means access to any Software, Support, Correction Services, content, data, or other information, in each case made available for the applicable Subscription Term(s).

1.17. "**Support Terms**" means the then-current Supplemental Terms for Support and Maintenance available at https://www.trimble.com/en/legal/customer-terms or any successor url.

1.18. "**Third-Party Materials**" means any third-party data, content, or proprietary software. Third-Party Materials is not part of Software.

1.19. "**Project Budget**" means the total projected cost allocated to carry out, manage, and complete one or more Active Project(s) over the entire Subscription Term. The various defined terms are equivalent and may be used interchangeably, including in other defined terms.

1.20. "**Total Project Value**" or "**Project Value**" means Project Budget divided by the number of Annual Subscription Terms in the Subscription Term (and not any renewal). The various defined terms are equivalent and may be used interchangeably, including in other defined terms.

1.21. "**Usage Limitations**" means Customer's authorized scope of use for the Offerings as specified in the applicable Order, Supplemental Terms, or Documentation, which may include any user (e.g., Named User, Concurrent User, etc.), seat, copy, instance, data storage, CPU, computer, field of use, location, project, or other restrictions.

1.22. "**Usage Data**" means Trimble's technical logs, data, and learnings about Customer's use of the Offerings, excluding Customer Data.

2. Generally

2.1 Offerings.

(a) Subscriptions (other than Licensed Software). Customer may access and use the Subscriptions during the Subscription Term only for its internal business purposes in accordance with the Documentation, Usage Limitations, and the Agreement. Unless otherwise specified by Trimble, any Licensed Software provided with a Subscription is subject to the terms applicable to Licensed Software under the Agreement.

(b) Licensed Software. Trimble hereby grants Customer a non-transferable, non-sublicensable, non-exclusive license, during Term, to install, copy, and use the Licensed Software on systems or devices under Customer's control only for its internal business purposes in accordance with the Documentation, Usage Limitations, and the Agreement. Licensed Software is licensed, not sold. Any Licensed Software deployed through hosting services delivered by Trimble are subject to the terms and conditions applicable to Licensed Software.

2.2 Authorized Users. Only Authorized Users may access or use the Offerings. User IDs are granted to individual, named persons, and each Authorized User will keep login credentials confidential and not share them with anyone else. Customer is responsible for its Authorized Users' compliance with the Agreement and actions taken through their accounts. In the event an Authorized User is no longer authorized to use an Offering on Customer's behalf, Customer will promptly de-activate such Authorized User's access. Unless expressly permitted in the Order,

Supplemental Terms, or Documentation, Customer may not transfer Authorized User status from one individual to another. Customer will promptly notify Trimble if it becomes aware that any of its Authorized User login credentials have been compromised.

2.3. Restrictions. Customer will not (and will not permit, encourage, or assist anyone else to) do any of the following: (a) provide access to, distribute, sell, or sublicense the Offerings to a third party; (b) use the Offerings on behalf of, or to provide any product or service to, third parties; (c) use the Offerings to develop a similar or competing product or service; (d) reverse engineer, decompile, disassemble, or seek to access the source code or non-public APIs to any element of the Offerings, except to the extent expressly permitted by Law (and then only after providing prior written notice to Trimble); (e) modify or create derivative works of the Offerings or copy any element of the Offerings (other than in connection with making copies of Licensed Software authorized under the Agreement); (f) remove or obscure any proprietary notices in the Offerings; (g) publish benchmarks or performance information about the Offerings, except to the extent expressly permitted by Law; (h) interfere with the Offerings' operation or its use by others, circumvent its access restrictions or, without the prior written permission of Trimble, conduct any security or vulnerability test of the Offerings; (i) transmit any viruses or other harmful materials to the Offerings; (j) submit to the Offerings any information that is inappropriate, defamatory, obscene, salacious, or unlawful, or use the Offerings to defame, harass, stalk, threaten, or otherwise violate the rights of others; (k) use the Offerings to advertise, offer to sell or buy goods, or otherwise for business promotional purposes; (l) for Licensed Software, unless expressly permitted in the Order, Supplemental Terms, or the Documentation, use or host any Licensed Software in a virtual server environment, or (m) for Corrections Services, re-broadcast the Corrections Services without the prior written consent of Trimble.

2.4 Free Versions; Trials and Betas. "**Free Versions**" means any Offerings made available to Customer for use without a fee. "**Trials and Betas**" means any Offerings or any features thereof made available on a evaluation or trial basis or as an alpha, beta, or early access offering, in any case free or otherwise. Unless otherwise set forth in the Documentation or the Agreement, Customer may only use Free Versions in a non-production environment and for non-commercial purposes, and Trials and Betas may only be used solely for Customer's internal evaluation to determine whether to purchase a license or subscription to the Offerings. The evaluation term for Trials and Betas shall be 30 days unless otherwise designated by Trimble in writing. Free Versions and Trials and Betas are optional, and Trimble may cease making available such Offerings at any time for any reason. Trials and Betas may be inoperable, incomplete, or include features that Trimble may never release, and their features and performance information are Trimble's Confidential Information. In the event Customer has purchased Services related to any Free Version or Trial and Beta, any unused Services upon any termination or expiration of the applicable term for the Free Version or Trial and Beta shall be forfeit. **Notwithstanding anything else in the Agreement: (a) Trimble has no obligation to retain Customer Data used with Free Versions and Trials and Betas; (b) Trimble provides the Free Versions and Trial and Betas "AS-IS" with no warranty, indemnity, service levels, or support; (c) Trimble's liability for Free Versions and Trials and Betas will not exceed US$50, and (d) either party may terminate access to a Free Version or Trial and Beta, for any reason or no reason, immediately upon written notice to the other party.**

2.5 Educational Versions. For any version of the Offerings designated as "educational," or a similar term, Customer may use the Offerings solely for educational purposes - e.g., by an instructor or a student at an educational institution and while engaged in educational work. Such educational versions may not be used (a) by any other person; (b) by any educational institution for any non-educational purposes; or (c) for any for-profit purpose, including professional work or training offered for a fee, or by commercial entities.

2.6 Delivery. Offerings and License Keys, if any, will be delivered by electronic means unless otherwise specified on the applicable Order. Delivery is deemed to occur on the date on which the Offering and License Key, if any, are first made available to Customer.

2.7 Software Activation and Metering; Audits.

(a) Offerings may gather and transmit to Trimble license usage, compliance, and activation data. Customer will not disable, modify, or interfere with the operation of any such functionality of the Offerings. Trimble may use the foregoing information to validate the authenticity of Authorized Users, to confirm Customer's compliance with the Agreement, to register the Offerings, to monitor and validate compliance with Usage Limitations, for license metering, and to protect Trimble against unlicensed or illegal use of the Offerings.

(b) Upon Trimble's written request, Customer shall certify in writing that its use of the Offerings is in full compliance with the Agreement (including any Usage Limitations). In addition to the other license compliance monitoring rights in the Agreement, Trimble, or its authorized representative, may, upon prior reasonable notice of at least ten (10) days, inspect and audit Customer's records and use of the Offerings to confirm Customer's compliance with the Agreement. All such inspections and audits will be conducted during regular business hours and in a manner that does not unreasonably interfere with Customer's business activities. Customer is responsible for such audit costs only in the event the audit reveals that the use is not in accordance with the Usage Limitations or other licensed scope of use and for unpaid fees. Customer shall promptly pay all unpaid fees.

3. Data Usage and Ownership.

3.1 Ownership. Except for Trimble's limited rights set forth in the Agreement, as between the parties, Customer retains all Intellectual Property Rights in Customer Data. Trimble owns all Intellectual Property Rights in Anonymized Data and Usage Data.

3.2. Limited Usage Rights. Customer hereby grants to Trimble and its Affiliates the non-exclusive, worldwide, irrevocable, royalty-free right: (i) to use Customer Data during the Term to provide the Offerings, Support, and Services to Customer; (ii) to use and disclose Customer Data as otherwise permitted pursuant to the Agreement or any written consent or instructions of Customer; and, (iii) subject to Trimble's confidentiality obligations in Section 9 (Confidentiality) of the General Terms and all applicable Data Protection Legislation, to use Customer Data in perpetuity to develop, maintain, and improve the products, software, and services of Trimble or its Affiliates, including, without limitation, analytics, model training, and machine learning.

3.3 Access. Customer will not have access to Customer Data after termination or expiration of the Term, unless otherwise indicated in the Order, Supplemental Terms, or the Documentation, or the parties agree otherwise in writing.

3.4 Confidentiality. In the event of any conflict between the terms of Section 9 (Confidentiality) of the General Terms and this Section 3 (Data Usage and Ownership), the terms of this Section 3 (Data Usage and Ownership) will control.

4. Customer Obligations.

4.1 Dependencies and Compatibilities. If Customer enables Dependencies or Compatibilities with an Offering, Trimble may access and exchange Customer Data with the Dependencies or Compatibilities on Customer's behalf. Trimble will have no liability or obligations under the Agreement with respect to how any Dependencies or Compatibilities uses or processes Customer Data. If Trimble hosts any Dependency or Compatibilit

Customer's request, Customer represents and warrants to Trimble that Customer has all rights necessary. Trimble may charge additional fees for such hosting services.

4.2 No Prohibited Data. Customer will not use the Offerings with Prohibited Data. Customer acknowledges that the Offerings are not intended to meet any legal obligations for these uses, including HIPAA requirements, and that Trimble is not a Business Associate as defined under HIPAA.

4.3 Customer Data. Customer is responsible for its Customer Data, including its content, accuracy, and compliance with Laws. Customer represents and warrants that it has made all disclosures and has all rights, consents, and permissions necessary to use its Customer Data with the Offerings and grant Trimble the rights in Section 3 (Data Use and Ownership), all without violating or infringing Laws, third-party rights (including intellectual property, publicity, or privacy rights), or any terms or privacy policies that apply to its Customer Data. If Customer utilizes data fields available in the Offerings to store data not required for the normal use and operation of the Offerings for their intended purpose, Customer agrees that Trimble is not responsible for, and will not be liable in any manner for such data, and Customer assumes all risks associated with, and agrees to hold Trimble harmless from and against any and all claims, losses, damages, liabilities, and expenses (including reasonable attorneys' fees) related to or arising from, Customer's use of data fields to store such data.

4.4 Excluded Claims. In addition to the Excluded Claims stated Section 7 (Limitation of Liability) in the General Terms, the following shall also be Excluded Claims for purposes of the Agreement: Section 10 (Indemnification) of these Software Terms and any breaches of Sections 2.3 (Restrictions) or Section 4 (Customer Obligations) of these Software Terms.

4.5 License Compliance. Customer shall promptly notify Trimble if Customer become aware of (i) any breach of confidentiality obligations regarding the Offerings, or (ii) any infringement (whether actual or alleged) of Trimble's intellectual property rights in the Offerings, or (iii) any unauthorized use of the Offerings by any person, and provide reasonable assistance to Trimble in connection with any suit or proceeding relating to such events.

4.6. Usage Limitations. Customer will comply with all Usage Limitations. If Customer exceeds the Usage Limitations during the Term, Trimble may invoice Customer for the use that exceeded the applicable Usage Limitations at Trimble's then-current list price, and Customer shall pay in accordance with the Agreement. The parties may also agree on a Usage Limitation adjustment, in which case Customer must sign a new Order and pay the applicable fees.

4.7 Fee Criteria. If the Order states Software is made available based on GAR, Project Budget, Total Project Value, population, specific-department usage, Affiliate-limitations, or similar criteria (any such criteria, the "**Fee Criteria**"), the fees for that Software are calculated based on that Fee Criteria as of the date of Order issuance by Trimble. Unless otherwise provided the Order, if the Fee Criteria increases by more than 10% during the Subscription Term, (i) Customer shall promptly notify Trimble in writing, (ii) Trimble has the right to adjust such fees based on changes in the Fee Criteria and its then-current list price for that Software (including on a prorated basis for the current term), and (iii) Customer shall pay any applicable additional fees upon receipt of the invoice in accordance with the Agreement. At the request of Trimble, Customer will promptly provide documentation satisfactory to Trimble evidencing Customer's then-applicable Fee Criteria.

5. Suspension of Access. Trimble may suspend Customer's access to an Offering, without liability, and in whole or in part, if (a) Customer breaches any Usage Limitations, Sections 2.2 (Authorized Users), 2.3 (Restrictions), 4 (Customer Obligations) or 6.2 (Offering Content); (b) Customer's account is five (5) business days or more overdue; or (c) immediately if Customer or any of its Authorized Users' acts or omissions threaten the integrity, availability, or security of the Offerings or Trimble's systems, products, or infrastructure (provided Trimble will use commercially reasonable efforts to provide Customer with advance notice of such suspension where Trimble determines exigent circumstances do not exist). Trimble will lift such suspension once the related issue or failure is cured to Trimble's reasonable satisfaction. Fees will continue to apply during the suspension period. Customer may be prohibited from entering new Customer Data or processing or accessing existing Customer Data and data reports during the suspension period. If Customer attempts to access or manipulate Customer Data utilizing third-party software during suspension, Trimble disclaims and Customer holds Trimble harmless from any responsibility or liability relating to lost or altered Customer Data or related damages.

6. Certain Features. The following provisions apply to the extent applicable to the Offerings.

6.1 Third-Party Materials. The Offerings may provide Customer with access to Third-Party Materials. Third-Party Materials are not part of the Offerings. To the extent specified by Trimble (including in any Supplemental Terms or Documentation), use of the Third-Party Materials may be subject to additional terms or restrictions ("**Third-Party Terms**"). Customer is solely responsible for its compliance with any Third-Party Terms, and failure to comply with such terms may result in termination of Customer's right to access any features of the Offerings that utilize such Third-Party Materials. If no Third-Party Terms are specified, Customer may use Third-Party Materials solely in support of Customer's authorized use of the Offerings in accordance with the Agreement.

6.2 Offering Content. "**Offering Content**" shall be any Trimble IP or Third-Party Materials made available as data or information through the Offering, whether included as part of the Offering or as a separate subscription. Any Offering Content that is Trimble IP will be deemed part of the Offering. Any Offering Content that is Third-Party Materials shall be subject to any applicable Third-Party Terms. If no Third-Party Terms apply, then unless otherwise authorized by Trimble in writing or the applicable Documentation, such Third-Party Materials, and any derivative thereof, may only be used or accessed by an Authorized User. Third-Party Materials will be used solely for Customer's internal purposes during the Term and must be accessed pursuant to a manual Authorized User request. Customer will not: (i) access, extract, or download any Third-Party Materials, or portions thereof, in batch or en masse by any means; (ii) use any device, software, or routine to bypass any hardware or software that prohibits volume requests for information; (iii) sell, offer to sell, rent, sublicense, or transfer any copies of theThird-Party Materials, or portions thereof, to a third party or allow a third party to use the Third-Party Materials; (iv) use the Third-Party Materials to develop services or products for sale or include any portion of the Third-Party Materials in any product or service; (v) use any portion of the Third-Party Materials to create a competitive service, product, or technology; (vi) recreate the Third-Party Materials or create otherwise a separate database or other repository of Third-Party Materials; (vii) use Third-Party Materials to train, augment, or correct another database or information repository; (viii) unless other specified in the Documentation, permit any individual other than an Authorized User to access or use the Offering Content and any derivative thereof, or (ix) make any portion of the Third-Party Materials available to the public in any manner. Upon notice from Trimble and/or any termination or expiration of the Term, Customer will immediately cease using and delete/destroy all electronic and physical copies of Third-Party Materials.

6.3 Open Source. The Offerings may incorporate third-party open source software ("**Open Source**"), as listed in the Documentation or otherwise made available by Trimble. To the extent the terms of the Open Source license prohibit the terms of the Agreement from applying to the Open Source, the terms of the Open Source license will apply to the Open Source on a stand-alone basis instead of the Agreement.

6.4 Third-Party Application Stores.

(a) Purchase from Application Store. If Customer obtains the Offering (or portions thereof) through a third-party application store, marketplace, or other site or service (each, an "**Application Store**"), such Application Store is considered a reseller. All fees are non-refundable once paid. Customer's download of the Offering may be subject to other terms as specified by the operator of the Application Store from which Customer downloaded the Offering.

(b) Apple-Specific Terms. If Customer downloaded the Offering from Apple Inc.'s ("**Apple**") Application Store, the following terms are part of the Agreement. The Agreement is between Customer and Trimble, and not with Apple. However, as required by Apple, Apple and its subsidiaries will be third-party beneficiaries of the Agreement and will have the right (and will be deemed to have accepted the right) to enforce the Agreement against Customer as a third-party beneficiary. To the maximum extent permitted by Law, Apple will have no warranty obligation with respect to the Offering, and, as between Apple and Trimble, any other claims, losses, liabilities, damages, costs, or expenses attributable to a failure to conform to a warranty will be Trimble's responsibility. Apple has no obligation whatsoever to furnish any maintenance or support services with respect to the Offering. As between Trimble and Apple, Trimble is solely responsible for the Offering and for addressing any claims Customer or any third parties have about the Offering or Customer's possession or use of the Offering, including without limitation (i) product liability claims; (ii) any claim that the Offering fails to conform to any applicable legal or regulatory requirement; and (iii) claims arising under consumer protection or similar legislation. In the event of any third-party claim that the Offering or Customer's possession or use of the Offering infringes that third party's intellectual property rights, Apple will not be responsible for the investigation, defense, settlement, or discharge of such claim.

6.5 Security for SaaS or Hosting Services for Licensed Software. This Section 6.5 (Security for SaaS or Hosting Services for Licensed Software) applies to Offerings that are SaaS or hosting services for Licensed Software. During the Term, Trimble or its third party hosting provider(s) will use commercially reasonable efforts to establish and maintain reasonable administrative, physical, and technical safeguards designed to protect (a) the security, confidentiality, and integrity of Customer Data; (b) against anticipated threats or hazards to the security, confidentiality, and integrity of Customer Data; (c) against unauthorized access to or use of Customer Data; and (d) against unlawful processing, accidental destruction, or loss of Customer Data. In the event Trimble is not in breach of the foregoing obligations and an unauthorized third party nonetheless gains access to the Customer Data, such disclosure of Customer Data in such circumstances shall not be a breach of Section 9 (Confidentiality) of the General Terms. In the event of any conflict between the terms of Section 9 (Confidentiality) of the General Terms and this Section 6.5 (Security for SaaS or Hosting Services for Licensed Software), the terms of this Section 6.5 (Security for SaaS or Hosting Services for Licensed Software) will control.

6.6 Third-Party Access.

(a) Contractors and Affiliates. Unless prohibited by Trimble in the Order, Documentation, any Supplemental Terms, or otherwise by Trimble in writing, Authorized Users may include individuals who are contractors or consultants of Customer or employees, contractors, or consultants of its Affiliates; provided, however, any such access and usage may require additional fees as described in Section 4.7 (Fee Criteria), if applicable.

(b) Other Third-Parties. If expressly authorized by Trimble in the Order, Documentation, any Supplemental Terms, or otherwise by Trimble in writing, the Offerings may allow Customer to invite other third parties to become Authorized Users and/or access Customer Data.

(c) Generally. Customer authorizes Trimble to share Customer Data with any third-party Authorized Users or as otherwise instructed by Customer. Customer is solely responsible for such third-parties' compliance with the Agreement and for any and all acts or omissions of any such third parties. Such third parties are not intended third-party beneficiaries under the Agreement. Trimble shall have no liability for any act or omission of any such third party, including by way of access or use of Customer Data. Such third-party access or use of the Offerings must be solely and exclusively for the benefit of Customer, and any other purpose is prohibited. For clarity, as between Customer and any such third parties, any data or other information uploaded by such third party to the Offerings on Customer's behalf will be deemed Customer Data of Customer.

(d) Customer as a Third-Party. In the event that Customer is invited to access an Offering as a third party, any data or other information uploaded by Customer on behalf of such third party shall be deemed "Customer Data" of such third party.

7. Support. If Customer is eligible for Support and pays any applicable fees, Trimble will make such Support available in accordance with the Support Terms or as Trimble may otherwise expressly provide in writing. Unless otherwise set forth in writing by Trimble, Support is not available for Free Versions or Trials and Betas.

8. Term and Termination.

8.1 Perpetual License. If Customer purchases a perpetual license to Licensed Software, Customer's license to the Licensed Software will continue in perpetuity subject to the terms and conditions of the Agreement. Support for Licensed Software is purchased separately unless otherwise indicated by Trimble in writing or on an Order.

8.2 Subscriptions.

(a) Subscription Term. If Customer purchases access to a SaaS or a license to Licensed Software for a limited period of time, the duration of the initial term and any renewals are as set forth in the Order (collectively, the "**Subscription Term(s)**"). Notwithstanding anything to the contrary in the Order, the start date for each Subscription Term for each Offering will begin on the Provision Date for that Offering. For clarity, each Offering may have a different Provision Date.

(b) Additional Subscriptions. If Customer previously purchased one or more Subscriptions for a particular Offering ("**Existing Subscription**(s)") and subsequently purchases one or more additional Subscriptions (for any Offering) while the Existing Subscription(s) is in effect (the "**Additional Subscription**(s)"), the duration of the Subscription Term for the Additional Subscription will be as set forth in the Order. Unless otherwise set forth by Trimble in writing, all Customer's Subscriptions shall have the same end date and Trimble may invoice all fees for all such Subscriptions on a single invoice.

8.3 Effect of Termination. Upon expiration or termination of the Agreement or the Order, Customer's right to use the Offerings will cease and Customer will immediately cease any and all use of and access to the Offerings and will delete (or, upon request, return) all copies of any Offerings. At the disclosing party's request upon expiration or termination of the Agreement, the receiving party will delete all of the disclosing party's Confidential Information (excluding Customer Data, which is addressed in Section 3 (Date Usage and Ownership)). Customer Data and

Confidential Information may be retained in the receiving party's standard backups after deletion but will remain subject to the Agreement's confidentiality restrictions.

8.4 Survival. In reference to Section 4.3 of the General Terms (Survival), the following Sections of these Software Terms survive any expiration or termination of the Agreement: 1 (Definitions), 2.3 (Restrictions), 3.1 (Data Usage and Ownership), 4 (Customer Obligations), 8.3 (Effect of Termination), 8.4 (Survival), 9.3 (Additional Disclaimers), and 10 (Indemnification). Except where an exclusive remedy is provided, exercising a remedy under the Agreement, including termination, does not limit other remedies a party may have.

9. Warranties and Additional Disclaimers.

9.1 Limited Warranty. Subject to the Agreement and any mandatory Laws to the contrary, Trimble warrants to Customer that during the Warranty Period, the Offerings will perform materially as described in the Documentation. The "**Warranty Period**" is (a) 90 days for Licensed Software licensed on a perpetual basis, and (b) for the duration of the applicable Subscription Term, for any Subscriptions. Notwithstanding the foregoing, Trimble makes no warranties with respect to Correction Services, which are provided as-is and as-available.

9.2 Warranty Remedy.

(a) If the Offering fails to conform to Section 9.1 (Limited Warranty) during the Warranty Period, Customer may make a reasonably detailed warranty claim within 30 days of discovering the issue. For any such claims reported by Customer within such period that Trimble determines are valid, Trimble will correct such non-conformity by issuing corrected instructions, a restriction, or a bypass, or by replacing the Offerings, at Trimble's option. Subject to any mandatory Laws to the contrary, these procedures are Customer's exclusive remedy, and Trimble's entire liability, for the failure of the Offerings to conform to the warranty in Section 9.1 (Limited Warranty).

(b) The foregoing limited warranty only applies if and to the extent that (i) any Offering associated with the warranty is properly and correctly installed, configured, interfaced, maintained, stored, and operated in accordance with the Documentation, and (ii) any Offerings associated with the warranty is not modified or misused. The foregoing limited warranty does not apply to (1) issues caused by unauthorized use or modifications; (2) unsupported or unauthorized versions of any Offerings; (3) operating the Offerings under any specification other than, or in addition to, the Documentation; (4) issues in or resulting from Dependencies, Compatibilities, or third-party systems, products, or services; or (5) Free Versions, Trials and Betas or other similar versions.

9.3 Additional Disclaimers. Trimble makes the following disclaimers in addition to Section 6 (Warranty Disclaimer) in the General Terms.

(a) **General**. **TRIMBLE MAKES NO EXPRESS WARRANTY THAT CUSTOMER'S USE OF THE OFFERINGS WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF VIRUSES OR OTHER MALWARE OR PROGRAM LIMITATIONS; THAT TRIMBLE WILL REVIEW CUSTOMER DATA FOR ACCURACY; OR THAT TRIMBLE WILL MAINTAIN CUSTOMER DATA OR OTHER DATA WITHOUT LOSS. TRIMBLE IS NOT LIABLE FOR DELAYS, FAILURES, OR PROBLEMS INHERENT IN USE OF THE INTERNET, SATELLITES, ELECTRONIC COMMUNICATIONS, OR OTHER SYSTEMS OUTSIDE TRIMBLE'S CONTROL. TRIMBLE WILL NOT BE LIABLE IN ANY MANNER FOR THE OUTPUT OBTAINED THROUGH USE OF THE OFFERINGS OR CUSTOMER'S RELIANCE ON SUCH OUTPUT. CUSTOMER IS RESPONSIBLE FOR THE SUPERVISION, MANAGEMENT, AND CONTROL OF CUSTOMER'S USE OF THE OFFERINGS. THIS RESPONSIBILITY INCLUDES THE DETERMINATION OF APPROPRIATE USES FOR THE OFFERINGS AND THE SELECTION OF THE OFFERINGS TO ACHIEVE INTENDED RESULTS. ANY FORMS, POLICIES, OR OTHER MATERIALS PROVIDED BY TRIMBLE THROUGH THE OFFERINGS OR DOCUMENTATION ARE NOT INTENDED AND SHOULD NOT BE RELIED UPON AS LEGAL ADVICE OR LEGAL OPINION. CUSTOMER SHOULD CONSULT ITS OWN LEGAL COUNSEL REGARDING THE USE OF ANY SUCH MATERIALS. CUSTOMER IS ALSO RESPONSIBLE FOR ESTABLISHING THE ADEQUACY OF INDEPENDENT PROCEDURES FOR TESTING THE RELIABILITY AND ACCURACY OF ANY OUTPUT OF THE OFFERINGS. CUSTOMER MAY HAVE OTHER STATUTORY RIGHTS, BUT ANY STATUTORILY REQUIRED WARRANTIES WILL BE LIMITED TO THE SHORTEST LEGALLY PERMITTED PERIOD.**

(b) Correction Services Disclaimers. Customer acknowledges that the Correction Services and related network access are subject to transmission limitations caused by a variety of factors such as atmospheric conditions, topographical obstructions, limitations or lack of coverage of the underlying carrier service and other natural or manmade conditions. Additionally, motor and ignition noise, metal shielding, and interference by users of the same or adjacent radio channels may limit or interfere with Correction Services. Trimble is not responsible for the operation or failure of operation of GNSS satellites or the availability of GNSS satellite signals.

(c) Third-Party Materials. Third-Party Materials are provided "AS IS" and Customer assumes all risk and liability regarding any use of (or results obtained through) Third-Party Materials. Trimble and its suppliers make no warranty or guarantee with respect to any Third-Party Materials, including regarding their accuracy or continued availability or compatibility.

(d) Dependencies and Compatibilities. Trimble makes no warranty or guarantee with respect to any Dependencies, Compatibilities, or other factors outside of Trimble's control, including their continued availability or compatibility.

(e) Prohibited Data. Trimble and its suppliers specifically disclaim any responsibility for, and will not be liable in any manner arising from, any use of the Offerings in connection with Prohibited Data.

10. Indemnification. Customer will defend, indemnify, and hold harmless Trimble from and against any and all third-party claims, costs, damages, losses, liabilities, and expenses (including reasonable attorneys' fees and costs) arising out of or in connection with (a) any Customer Data, Dependencies, or Compatibilities, or (b) Customer's breach of Sections 2.3 (Restrictions), 4 (Customer Obligations), 6.1 (Third-Party Materials), 6.2 (Offering Content), or 6.4 (Third-Party Application Stores) (each, a "**Claim**"). Trimble will give Customer prompt written notice of any Claim and will cooperate in relation to the Claim at Customer's expense. Customer will have the exclusive right to control and settle any Claim, except that Customer may not settle a Claim without Trimble's prior written consent (not to be unreasonably withheld) if the settlement requires Trimble to admit any liability, pay any amounts or take any action or refrain from taking any action (other than ceasing use of infringing materials). Trimble may participate in the defense of any Claim at its expense.

11. Government End-Users. Elements of the Offerings are commercial computer software. If the user or licensee of the Offerings is an agency, department, or other entity of the United States Government, the use, duplication, reproduction, release, modification, disclosure, or transfer of the Offerings or any related documentation of any kind, including technical data and manuals, is restricted by the terms of the Agreement in accordance with Federal Acquisition Regulation 12.212 for civilian purposes and Defense Federal Acquisition Regulation Supplement 227.7202 for military purposes. The Offerings were developed fully at private expense. All other use is prohibited.

12. Region-Specific Terms - France. Solely for purposes of Customers who's billing address is in France, the following shall apply: Prohibited Data included any patient, medical or other protected health information regulated by the French Public Health Code and the GDPR; and Customer's grant of rights in Section 3.1 (Generally) shall be for so long as the Customer Data is protected by intellectual property law.

Addendum #4

Supplemental Terms for Support and Maintenance
Version 1.0 (Last Updated: April 3, 2023)

Capitalized terms not defined herein have the meanings given in the General Terms and the Software Terms.

1. Scope. Provided that Customer has paid the applicable fees, Trimble shall provide the Support described in these Support Terms during the Maintenance Term (as defined below). The "**Maintenance Term**" shall be: (a) for Support for SaaS or Licensed Software licensed for a limited term, the applicable Subscription Term, and (b) for Support for Licensed Software licensed on a perpetual basis, the term specified in the Order, or if not specified, for a period of one (1) year.

2. Support.
2.1 During the applicable Maintenance Term, Trimble shall use reasonable efforts to correct or provide a workaround for any reproducible programming error in the Software attributable to Trimble with a level of effort commensurate with the severity of the error, as reasonably determined by Trimble. Upon identification of any programming error, Customer shall promptly notify Trimble of such error and shall provide Trimble with enough information to reproduce the error, including a listing of output and any other data that Trimble may reasonably request in order to reproduce the error and operating conditions under which the error occurred or was discovered. Trimble shall not be responsible for correcting any errors not attributable to Trimble.
2.2 For certain Software, Trimble may provide additional or different support services or procedures as set forth in the applicable Documentation, support handbook, or other written documentation provided by Trimble, if any (collectively, the "**Additional Support Documentation**"). If there is any conflict between these Support Terms and such Additional Support Documentation with respect to the description of support services, requirements or procedures, the provisions of such Additional Support Documentation will prevail. Customer agrees and acknowledges that Trimble may use third parties to provide Support on its behalf. Customer expressly consents to Trimble permitting such third parties to access Customer's information and data to perform the Support for Customer.

3. Licensed Software Updates and Upgrades. During the applicable Maintenance Term, Customer shall be entitled to receive all upgrades and updates to the Software that are publicly released by Trimble. The contents and timing of all upgrades and updates will be decided by Trimble in its sole discretion. Any such updates and upgrades will be deemed to be "Software" and licensed under the terms and conditions of the Agreement, including any applicable software end user terms or license agreement. Updates and upgrades exclude (a) new versions of the Software (e.g., a change to the left of the decimal in the version number [e.g., 1.x to 2.x] or otherwise designated by Trimble), and (b) any separate modules and other functionality for which Trimble charges a separate fee.

4. Limitations and Exceptions. The following matters are not covered (and Trimble will not have any obligations with respect to such matters) pursuant to these Support Terms:
4.1. Any Software for which applicable fees have not been paid;
4.2. Any problem resulting from the misuse, improper use, alteration, or damage of the Software;
4.2. Any problem resulting from improper or inadequate installation, maintenance, or storage of the Software;
4.3. Any problem caused by modifications of the Software not made or authorized by Trimble;
4.4. Any problem resulting from any hardware or software in either case not developed or supported by by Trimble, including, without limitation: any computers, tablets, disk drives, operating systems, network hardware or software, database, or any other hardware or third-party software;
4.5. Any problem resulting from the combination of the Software with other programming or equipment to the extent that such combination has not been approved by Trimble; and
4.6. Errors in any version of the Software other than the most recent release, provided that Trimble will continue to provide Support for superseded releases for a reasonable period (not to exceed ninety (90) days).

Support excludes on-site visits, installation and training, file conversion, optional products and services, directories, consulting services, shipping charges, or any recommended hardware.

5. Termination or Expiration. Support will automatically terminate with respect to any Software that is no longer licensed for use as a result of expiration or termination of the Agreement, or replacement of the applicable Software with new releases.

Additional Support Documentation

Version 1.1

1. Generally.
   1.1. Trimble shall use the applicable level of effort to correct or provide a workaround for any reproducible error in the Offering attributable to Trimble commensurate with the severity of the error, as reasonably determined by Trimble in accordance with Section 3 (Severity Priority Levels) below.
   1.2. For certain Offerings as set forth in Section 2 below, Trimble may provide a customer support portal (the "**Support Portal**"), which may allow Customer to submit support requests, report issues, view case histories, search the general knowledge database, and other features, as applicable. In the event of any conflicts between the terms set forth herein and any set forth in the applicable Supportal Portal, the terms herein shall govern.
   1.3. For certain Offerings as set forth in Section 2 below, Trimble will provide support to Customer only by communication with the contacts designated by Customer in the Support Portal or otherwise as instructed by Trimble (each, a "**Authorized Support Contact**"). Customer may update Authorized Support Contact(s) from time to time as instructed by Trimble. Trimble may require the Authorized Support Contact(s) to have the relevant technical knowledge regarding the Offerings necessary to assist Trimble as needed.
   1.4. Upon identification of any error that cannot be resolved by Customer as first line of support (e.g., via the Support Portal, its internal staff, etc.), then Customer (through its Authorized Support Contact(s)) shall promptly notify Trimble of such error and shall provide Trimble with enough information, assistance, and cooperation to reproduce the error, including a listing of output and any other data that Trimble may reasonably request in order to reproduce the error and operating conditions under which the error occurred or was discovered. Trimble shall not be responsible for correcting any errors not attributable to Trimble.

2. Support Portals. Support portals with information about reporting and general availability are described below.

Offering	Support Portal*	Authorized Support Contacts Only?**
EAM	https:mycityworks.force.com	Yes
DPD	https://www.e-builder.net/customer-center	No

** Additional phone numbers and hours of availability for contacting Trimble with support requests may be listed in the Support Portal.*

*** For any Products that do not require an Authorized Support Contact, any Authorized User of Customer may contact support.*

3. Severity Priority Levels. As soon as reasonably practicable after Customer submits the relevant case information, Trimble will collect additional information and categorize the issue into one of four classifications as set forth below in good faith. Upon Customer submission of the case information, Trimble will use commercially reasonable efforts to issue a Response (as defined below) by the indicated target response goal set forth below. Once the priority level is determined, Trimble will use the level of effort for resolution described below.

Priority Level*	Priority Criteria	Target Response Goal**	Level of Effort for Resolution
P1	most urgent and impactful	½ hour	Trimble and Customer will prioritize any reasonably available resources to resolve the situation or identify a work around.

P2	urgent and impactful, but usually has an acceptable temporary workaround	½ hour	Trimble and Customer will prioritize any reasonably available resources during standard business hours to resolve the situation or identify a work around.
P3	important, but not urgent and impactful	4 hrs	Trimble and Customer will use generally available resources during standard business hours to resolve the situation or identify a work around.
P4	a low priority, informational, or an enhancement request	24 hrs	Trimble and Customer are willing to use generally available resources during standard business hours to provide information or assistance.

** See Priority Matrix and definitions below. The main factors in determining priority level are urgency and impact. Trimble will also consider in good faith any additional relevant facts and circumstances in consultation with Customer that may result in a mutually agreed upon change in priority level.*

******* The use of the term "hour(s)" refers to business hours based on Trimble's regular business schedule, and excludes nights, weekends and locally-observed holidays (e.g., 24 hrs equals 3 business days at 8 hrs a day). "Response" means acknowledgment of the issue via the creation of a case number. Determination of priority level will occur as soon as practicable thereafter.*

Priority matrix					
		Impact			
		Widespread	**Large**	**Localized**	**Individualized**
Urgency	**Critical**	P1	P1	P2	P2
	High	P1	P2	P2	P3
	Medium	P2	P3	P3	P3
	Low	P4	P4	P4	P4

Definitions		
Impact	Impact is a measure of the number of users, sites, or devices affected.	**Widespread**. More than three quarters of users or devices are affected.
		Large. (1) Multiple sites are affected or (2) between one-half and three-quarters of users or devices are affected.
		Localized. (1) A single site is affected or (2) less than one half of users or devices are affected.
		Individualized. A single or a small number of users or devices are affected.
Urgency	Urgency is a measure of the severity of the issue on the Customer's operations.	**Critical**. Use of Offering as a whole or core functionality is stopped with no work around and with severe immediate impact to the

Definitions		
		Customer's operations (e.g., outage).
		High. Use of Offering as a whole or core functionality is severely degraded or a work around is available, and with immediate impact to the Customer's operations.
		Medium. Use of Offering or any functionality is not working as expected, and can be addressed through education, training, work around, work order, or a future enhancement.
		Low. All other requests that are not the above.

4. Additional Limitations and Conditions.

(a) Unless otherwise expressly provided by Trimble in writing, Trimble does not support: (i) use of the Offering in a manner other than as authorized in the Agreement; (ii) conversions of Customer's databases to accommodate new hardware or software, (iii) Customer Data debugging or manipulation, (iv) recurring support issues where Customer failed to initiate corrective actions previously recommended by Trimble or to provide information requested by Trimble, (v) implementation, report creation, onsite support, customizations (e.g., scripting or integration), or assistance with server migrations are not included as part of Support, but such services but may be purchased separately, (vi) any Offering where Customer has failed to meet its obligations with respect to the Agreement, including, without limitation, as set forth below.

(b) Customer must (i) require its personnel to obtain adequate training to operate the Offering, (ii) if required by Trimble for the particular Offering, designate Authorized Support Contacts who will submit all support cases to Trimble, (iii) provide internet and/or network access for Trimble when requesting support; and (iv) provide all information and assistance reasonably requested by Trimble related to the support request.

(c) For Licensed Software not hosted by Trimble, Customer is responsible for (i) securing the server environment, local network, and system security and protocols, including having staff qualified to assume responsibility for management administration and support for Customer's hardware, database, and any Third-Party Materials, Dependencies, or Compatibilities, (ii) maintaining regular and frequent data backups, and recovering such data if necessary from backups maintained by Customer, (iii) establishing a secure method of access to Customer's network as well as maintaining security protocols for Customer's network; and (iv) incorporating Releases and any associated data migration.

(d) If any Customer support request is subject to any of the foregoing, then Trimble reserves the right to impose support fees at its then standard commercial time and materials rates for all such services, including pre-approved travel and per diem expenses to be reimbursed consistent with Customer's policies. Trimble will notify Customer in advance of incurring any such fees.

Addendum #5

Supplemental Terms for Services

(Training, e-learning content, implementation, configuration, and other services)

Version 1.0 (Last Updated: April 3, 2023)

Capitalized terms not defined herein have the meanings given in the General Terms.

1. **Generally**. Trimble or its authorized service providers will use commercially reasonable efforts to provide Services to Customer as described in an Order or SOW. Any changes in scope must be made in writing and approved by authorized representatives of Customer and Trimble.
2. **Training and E-Learning.** For any Services consisting of delivery of training or e-learning (e.g., videos, manuals, etc.), any content made available by Trimble shall not be deemed a Deliverable (as defined below), notwithstanding anything in an Order or SOW to the contrary, and no Intellectual Property Rights therein are assigned or transferred to the Customer. Unless an Order or Documentation states otherwise, prepaid training and e-learning content will expire if not completed within six months from the effective date of the Order or SOW. Trimble reserves the right to reschedule training if it determines in good faith that attendance is not sufficient or the originally scheduled time or location are no longer feasible. If the Order states a date that Services must be completed by, such date is presented for illustrative purposes. The actual completion date for such Services will be provided on the invoice.
3. **Customer Materials**. Customer shall provide Trimble with reasonable access to Customer's technical data, computer programs, files, documentation, and/or other materials (collectively, "**Customer Materials**") and to Customer's resources, personnel, equipment, and facilities to the extent necessary for the performance of Services. Client will be responsible for, and assumes the risk of any problems resulting from the content, accuracy, completeness, competence, or consistency of Customer Materials or its personnel. To the extent that Customer does not timely provide the foregoing access required for Trimble to perform the Services, Trimble shall be excused from performance until such items or access are provided. Customer hereby grants Trimble a limited and revocable right to use the Customer Materials for the purpose of performing the Services. Customer owns and will retain ownership (including all intellectual property rights) in the Customer Materials.
4. **Customer Premises**. Customer shall provide Trimble with safe access to Customer's premises as reasonably required for Trimble to perform the Services, if onsite performance of Services is needed and agreed to by Customer. Trimble personnel shall comply with the reasonable written rules and regulations of Customer related to use of its premises, provided that such written rules and regulations are provided to Trimble prior to commencement of the Services.
5. **Customer Dependencies**. Customer is responsible for taking all actions identified or described in the Agreement which are a condition for Trimble to provide Services. Should Customer's failure to take such actions result in a delay of Trimble against a delivery schedule, or result in additional provable costs incurred by Trimble, Trimble shall not be considered to be delayed in its obligations, and Trimble shall be entitled to payment of such additional costs.
6. **Deliverables**. "**Deliverable(s)**" shall mean any Trimble deliverables as expressly set forth on a SOW or Order. Trimble hereby grants Customer a worldwide, royalty-free, non-exclusive license to use the Deliverables for its internal business purposes in connection with the Offerings associated with such Deliverables and only for the period of time that Customer has ownership or authorized use of such Offerings. Unless expressly stated otherwise in the applicable Order or SOW, Trimble owns and will retain ownership (including all intellectual property rights) in and to the Deliverables (excluding any Customer Materials) and any modifications, improvements, and derivative works thereof (including to the extent incorporating any Feedback). If the parties have agreed that Trimble will assign ownership of Deliverables to Customer, the relevant SOW must set forth the terms and conditions regarding such assignment.
7. **Limited Warranty**. Trimble will perform Services in a professional and workmanlike manner. If notified of a non-conformity within ten (10) days of delivery of the applicable Services, and if Customer provides a sufficiently detailed justification to Trimble to allow Trimble to identify the non-conforming Services, Trimble will, as its sole liability and obligation for failure to provide Services meeting this warranty, either (a) re-perform the non-conforming Services at no additional cost to Customer, or (b) issue a credit for any Services which Trimble identifies as non-conforming.
8. **Travel Expenses**. Trimble will invoice Customer for reasonable and pre-approved out-of-pocket travel expenses incurred in connection with performing Services. Expenses may be invoiced separately from fees and may include, but are not limited to, airfare and other transportation, lodging, and incidentals. Expenses may also include meals reimbursable per a flat per diem rate, available upon request.

9. **Other Offerings.** These Services Terms only apply to Services, and not to any other Offerings, even if such other Offerings are referenced in an Order or SOW. For clarity, all such other Offerings shall not be considered a Deliverable hereunder, and the provision thereof shall be governed by one or more separate agreements between Trimble and Customer.
10. **Non-Solicitation**. During the Term and for a period of 12 months thereafter, Customer, shall not, directly or indirectly, solicit, hire, engage, or attempt to do any of the foregoing, any person who was an employee or independent contractor of Trimble who provided Services to Customer, without Trimble's express prior written consent.

Addendum #6

Supplemental Terms for Hardware

Version 1.0 (Last Updated: April 3, 2023)

Capitalized terms not defined herein have the meanings given in the General Terms.

1. **Delivery**. Delivery times for Hardware are established when an Order is received and accepted by Trimble. Trimble will use commercially reasonable efforts to meet Customer's requested delivery dates, unless Customer is in default under the Agreement or Trimble's performance is otherwise excused (e.g., force majeure, etc.). Late delivery is not a basis for Customer's cancellation of any Order.

   Title and risk of loss or damage to the Hardware will pass to Customer upon delivery to Trimble's shipping carrier.. Trimble will deliver any shipment FCA (Incoterms 2020) from its warehouse. Customer will pay or reimburse Trimble for all costs of carriage, freight, insurance (if applicable), taxes, duty and other related shipping charges. Trimble may fulfill its delivery obligations for Hardware through an Affiliate and/or authorized reseller. Trimble reserves the right to make partial deliveries.

2. **Acceptance, Inspection, Notice of Nonconformance.** All Hardware will be deemed accepted by Customer upon delivery to Trimble's shipping carrier, subject to Customer's right to inspect and reject damaged Hardware or Hardware that do not conform to the Order within 10 days of delivery. It is Customer's responsibility to give Trimble prompt written notice of identified damage or non-conformance to the Order. If Customer retains the Hardware without giving notice within the designated period, it will be deemed to waive its right of rejection. The foregoing will not, however, prejudice Customer's warranty remedies as described in the applicable Hardware Terms.

3. **Limited Warranty.** Unless the Hardware comes with a limited warranty that provides otherwise, Trimble warrants to Customer, and only to Customer, that the Hardware is designed and manufactured to conform in all material respects to Trimble's specifications and all parts are and will be free from defects in material and workmanship for a period of twelve (12) months from date of shipment. During the warranty period, Trimble's obligations in Section 7 (Sole Remedy; Warranty Procedure) are Customer's only and exclusive remedy for Hardware that Trimble reasonably determines does not meet the limited warranty, and is made subject to these Hardware Terms.

4. **Firmware.** Trimble hereby grants Customer a personal, non-exclusive, revocable, non-assignable right to access and use firmware solely as necessary to use the Hardware in accordance with the Documentation. During the limited warranty period, Customer will be entitled to receive such Fixes (as defined below) to the firmware that Trimble releases and makes commercially available and for which it does not charge separately, subject to the procedures for delivery to purchasers of Trimble products generally. Minor Updates (as defined below), Major Upgrades (as defined below), new products, or substantially new software releases, as identified by Trimble, are expressly excluded from this fix process and limited warranty. Receipt of software fixes will not serve to extend the limited warranty period. **"Fix(es)"** means an error correction or other update created to fix a previous software version that does not substantially conform to its Trimble specifications; **"Minor Update"** occurs when enhancements are made to current features in software; and **"Major Upgrade"** occurs when significant new features are added to software, or when a new product containing new features replaces the further development of a current product line. Trimble reserves the right to determine, in its sole discretion, what constitutes a Fix, Minor Update, Major Upgrade, new products, or substantially new software releases.

5. **Non-Trimble Manufactured Products.** Trimble will extend to Customer the manufacturer's warranty, if any, for all equipment and/or software products manufactured by another manufacturer and furnished by Trimble to Customer under such other manufacturer's brands. Customer acknowledges and agrees that Trimble shall not be responsible for separately warranting or supporting the equipment or software products of such other manufacturers.

6. **Warranty Exclusions.** The foregoing Hardware limited warranty will only apply in the event and to the extent that (a) the Hardware is properly and correctly installed, configured, interfaced, maintained, stored, and operated in accordance with the Documentation, and (b) the Hardware is not modified or misused. This limited warranty does not apply to, and Trimble shall not be responsible for defects or performance problems resulting from (i) the combination or use of the Hardware with hardware or software products, information, data, systems, interfaces or devices not made, supplied or specified by Trimble; (ii) the operation of the Hardware under any specification other than, or in addition to, the Documentation; (iii) the unauthorized installation, modification, repair or use of the Hardware; (iv) damage caused by accident, lightning or other electrical discharge, fresh or salt water immersion or spray (outside Hardware specifications), or exposure to

environmental conditions for which the Hardware is not intended; (v) normal wear and tear on consumable parts (e.g., batteries) or (vi) cosmetic damage. Trimble does not warrant or guarantee the results obtained through the use of the Hardware. **TRIMBLE MAKES NO WARRANTIES WHATSOEVER WITH RESPECT TO SERVICES, WHICH IF PROVIDED HEREUNDER ARE PROVIDED "AS-IS."**

7. **Sole Remedy; Warranty Procedure**. If the Hardware fails during the warranty period for reasons covered by this limited warranty and Customer notifies Trimble of such failure during the warranty period, Trimble will at its option repair or replace the nonconforming Hardware with new, equivalent to new, or reconditioned parts or Hardware or, if either of the foregoing is commercially impractical in Trimble's determination, refund the Hardware purchase price paid by Customer (excluding separate costs of installation, if any) upon Customer's return of the Hardware in accordance with Trimble's product return procedures then in effect. Any repaired or replaced Hardware will be warranted for a period of thirty (30) days or the remainder of the original warranty period, whichever is longer. Warranty service will be provided at a designated Trimble service center or by an authorized Trimble service provider. Except as otherwise agreed by the parties, Customer shall be responsible for all shipping charges to the designated Trimble service center or authorized Trimble service provider.

8. **Determination of Warranty Applicability:** Trimble reserves the right to refuse warranty services if the Hardware date of purchase cannot be proven, if a claim is made outside the warranty period or if a claim is excluded from the warranty pursuant to the Terms. Following Trimble's examination of Customer's claim, Trimble will notify Customer of warranty status and the repair cost of any out-of-warranty Hardware. At such time Customer must issue a valid purchase order to cover the cost of the non-warranted Hardware repair and return freight, or authorize return shipment of the Hardware at Customer's expense as-is.

9. **Non-responsibility for Lost Data.** Trimble shall not be responsible for any modification or damage to, or loss of any programs, data, or other information stored on any media or any part of any Hardware serviced by it or an authorized Trimble service provider, or for the consequence of such damage or loss, e.g., business loss in the event of system, program or data failure. It is Customer's responsibility, prior to servicing, to backup data and remove all features, parts, alterations, and attachments not covered by warranty prior to releasing the Hardware to Trimble. The Hardware will be returned to Customer configured as originally purchased.

10. **Return of Hardware:** All Hardware returns are subject to Trimble's prior written consent and must comply with its product return (RMA) procedures then in effect. Before returning or exchanging Hardware, Customer must contact Trimble directly to obtain an authorization number to include with the return. Customer must return Hardware to Trimble in their original or equivalent packaging, and Customer is responsible for risk of loss, as well as shipping fees back to Trimble. Hardware received but not eligible for return will be sent back to Customer freight collect. For approved returns, Customer will receive credit equal to the lesser of the Hardware invoice price or its current replacement value, less any applicable charges or fees.

Addendum #7

Supplemental Terms for U.S. Public Entities

Version 1.0 (Last Updated: October 7, 2023)

Capitalized terms not defined herein have the meanings given in the General Terms and the Software Terms.

1. **Scope.** To the extent Customer is a public or governmental entity, these Supplemental Terms provisions apply to the extent Customer is a public or governmental entity in the United States.
2. **Intellectual Property Indemnification by Trimble.** Trimble shall defend Customer from and against any claim of infringement of a U.S. patent, U.S. copyright, or U.S. trademark asserted against Customer by a third party based upon Customer's use of the Offerings in accordance with the terms of this Agreement, and pay any resulting settlement or final judgment. If Customer's use of any of the Offerings are, or in Trimble's opinion are likely to be, enjoined due to the type of infringement specified above, or if required by settlement, Trimble may, in its sole discretion: (a) substitute for the Offerings substantially functionally similar programs and documentation; (b) procure for Customer the right to continue using the Offerings; or if (a) and (b) are commercially impracticable, (c) terminate the Agreement and refund to Customer the fee paid by Customer as reduced to reflect a five year straight-line depreciation from the applicable purchase date. The foregoing indemnification obligation of Trimble will not apply: (1) if the Offerings are modified by any party other than Trimble; (2) if the Offerings are combined with other non-Trimble products, but solely to the extent that the alleged infringement is caused by such combination; (3) to any unauthorized use of the Offerings; (4) to any unsupported release of the Offerings; or (5) to any third-party code, content, and/or data contained in and/or delivered with the Offerings.
3. **Tax Exemption.** If Customer is a tax-exempt entity and provides evidence of a tax-exempt certificate prior to executing this Agreement, then Section 3.1 of the General Terms regarding Customer's responsibility to pay taxes shall be inapplicable.
4. **No Indemnification by Customer.** Section 8 (Indemnification) and the second to last sentence of Section 12.6 (Export Control) of the General Terms shall be inapplicable.
5. **Public Records Law.** Customer's confidentiality obligations in Section 9 (Confidentiality) of the General Terms may be subject to applicable public records law.
6. **Limited Publicity.** Provision (b) in Section 12.11 (Publicity) of the General Terms shall be inapplicable.
7. **Termination for Convenience.** Customer may terminate this Agreement for convenience on not less than sixty (60) days' written notice to Trimble. If Customer terminates this Agreement under this paragraph, all fees for the Term shall immediately become due and payable. All previously paid fees (both used and unused) shall be non-refundable and forfeited. Furthermore, all earned, but unpaid, fees for professional services, if any, must be paid in full before the termination becomes effective.
8. **Non-Appropriation of Funds.** The Customer's funds for future and ongoing purchases are contingent on the availability of future appropriations of funds. If funds are not appropriated for any payments due under this Agreement, the Customer will promptly notify Trimble in writing and the applicable Order will terminate as of the date of the notice in accordance with Section 7 (Termination for Convenience) above and the Customer will have no further obligation to make any payments with respect to the affected Order, provided however that the Customer shall pay for any goods or services ordered prior to the date of the Customer's notice.
9. **Piggyback.** Trimble does business with many government entities whose applicable laws permit them to join an existing contract between another governmental agency and vendor to acquire goods and services thereunder. In such circumstances and if allowable by applicable law and contract, Customer expressly agrees to allow the other governmental agencies to acquire goods and services using this Agreement ("**Piggyback**"), subject to applicable pricing of the Trimble offerings at the time of the piggyback purchase.
10. **Governing Law.** Notwithstanding Section 12.9 (Governing Law and Venue) of the General Terms, the Laws of the jurisdiction required by applicable law shall exclusively govern this Agreement.

Addendum #8
Service Level Agreement; Data Security and Restoration
Version 1.0

1. Availability Service Level Agreement

For any Offering that is either (i) Software-as-a-Service or (ii) Licensed Software hosted by Trimble, the following will apply.

1.1. Target Availability. Trimble will use commercially reasonable efforts to make the Offering available with an uptime availability (time periods during which Customer has general connectivity to the Offering) (the "**Target Availability**") as follows:

Offering	**Target Availability***
EAM	99.9%*
DPD	99.95%

**Target Availability is generally for a calendar month; provided that EAM target availability will be calculated on a quarterly basis.*

1.2. Exclusions. The calculation of uptime will not include unavailability to the extent due to: (a) Customer's use of the Offering in a manner not authorized in the Agreement or Documentation, (b) general Internet problems, force majeure events or other factors outside of Trimble's reasonable control, including without limitation interruption or failure of telecommunications or digital transmission links, hostile network attacks, network congestion, denial of service attack, (c) Customer's equipment, software, network connections or other infrastructure, (d) any acts or omissions of Customer or any third-party that is not a service provider of Trimble, (e) failure by Customer to pay any applicable fees under the Agreement, or (f) Scheduled Maintenance or emergency maintenance.

1.3. Scheduled Maintenance. "**Scheduled Maintenance**" means Trimble's scheduled, routine, or other maintenance which (1) occurs at such times as may be listed on Trimble's websites or Support Portal, or (2) Trimble notifies Customer with at least two (2) days advance notice, which can be via the Support Portal, e-mail, or in the Offering. Trimble reserves the right to schedule other maintenance periods on an as needed basis and will notify Customer in advance. Trimble will use commercially reasonable efforts to perform Scheduled Maintenance during low usage times.

1.4. Service Credits. If there is a verified failure of the Offering to meet Target Availability in a particular month and Customer makes a request for service credit within thirty (30) days after the end of such month, Customer will be entitled to a credit based on the monthly fees due for the affected Offering in such month ("**Service Credit**"). The Service Credit will be calculated as follows:

*Service Credit = Pro Rata Fee * percentage of time that the Offering did not meet the Target Availability*

The "**Pro Rata Fee**" means (1) for Target Availability measured monthly, one-twelfth of the total annual fee for the Offering (excluding taxes, etc.), and (2) for Target Availability measured quarterly, one-fourth of the total annual fee for the Offering (excluding taxes, etc). The Service Credit will be calculated to the nearest 30-minute interval. The total Service Credits in a month may not exceed 20% of the Monthly Fee.

Trimble will apply each Service Credit to Customer's next invoice, provided that Customer's account is fully paid up, without any outstanding payment issues or disputes. Customer will not receive any refunds for any unused Service Credits.

1.5. Sole Remedy. Service Credits constitute liquidated damages and are not a penalty. The Service Credits set forth in this Section are Customer's sole and exclusive remedy for any failure to meet the Target Availability.

2. Data Security and Restoration

2.1. Software-as-a-Service and Hosted License Software.

a) Trimble or its third-party hosting provider(s) shall use commercially reasonable efforts to establish and maintain reasonable administrative, physical, and technical safeguards designed to (a) protect the security, confidentiality, and integrity of Customer Data, (b) protect against anticipated threats or hazards to the security, confidentiality, and integrity of Customer Data; (c) protect against unauthorized access to or use of Customer Data; and (d) protect against unlawful processing, accidental destruction, or loss of Customer Data.

b) Trimble will use reasonable efforts to restore lost or damaged Customer Data for Offerings deployed through Trimble hosting services or as Software-as-a-Service, as described in this paragraph, if the loss or damage was caused by Trimble. Trimble will consult with Customer and provide information to Customer regarding the availability of backups and the potential limitations of data restoration. Customer understands that some data loss may result upon restoration based on the frequency and availability of backups. If Customer Data loss or damage is not caused by Trimble, Trimble will provide support and technical assistance for data restoration subject to Trimble's availability and payment of applicable fees at Trimble's then-current hourly rates.

2.2. On Premises Licensed Software. Trimble does not provide regular support or technical assistance for the repair or restoration of lost or damaged Customer Data as part of support for Licensed Software not hosted by Trimble, regardless of the cause. Assistance for restoration may be available subject to Trimble's availability and payment of applicable fees at Trimble's then-current hourly rates.

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

For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2 - 7 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **Timmons Group**
1001 Boulders Parkway Suite 300
Richmond, VA 23225

DATE: March 1, 2024

PROJECT DIR#: N/A

TITLE: **Complete Deployment of ArcGIS Enterprise, Utility Network, Cityworks**

The undersigned Consultant agrees to furnish the following:

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

Contract price $: Not to Exceed $849,596.00

Term: Two (2) years & four (4) months from the effective date above

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

Accepted:	Consultant:
Mission Springs Water District	Timmons Group (Business Name)
By:	By:
Brian E. Macy, PE	Ronald Butcher
Title General Manager	Title Principal & Asset Management Dir.
Other authorized representative(s):	Other authorized representative(s):
Arturo Ceja, Director of Finance	
Kurt Kettenacker, Innovation and Technology Manager	

Consultant agrees with the Mission Springs Water District that:

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

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

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

d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than $1,000,000 per claim and $2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

4. **Cyber Liability Insurance** (Technology Professional Liability - Errors and Omissions), with limits of not less than $2,000,000 per occurrence or claim, and $2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If Claims Made Policies:

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

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

Required Provisions –

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

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that it possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by

the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

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

3. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days after acceptance by Mission Springs Water District. Should the District dispute any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

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

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

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



TIMMONS GROUP

Cityworks® A TRIMBLE COMPANY

esri

COMPLETE DEPLOYMENT OF ARCGIS ENTERPRISE, UTILITY NETWORK, CITYWORKS - REQUEST FOR PROPOSAL

Mission Springs Water District

Due: 5:00 PM, Thursday, January 11, 2024

Contact: Lou Garcia | Principal
1001 Boulders Parkway, Suite 300, Richmond, VA 23225
443.904.3897 | Fax: 804.560.1016 | louis.garcia@timmons.com
www.timmonsgis.com

TIMMONS GROUP
GEOSPATIAL SOLUTIONS

1001 Boulders Parkway
Suite 300
Richmond, VA 23225

P 804.200.6500
F 804.560.1016
www.timmonsgis.com

December 11, 2024

Kurt Kettenacker, IT Manager
Mission Springs Water District
66575 2nd Street
Desert Hot Springs, CA 92240

RE: Complete Deployment of ArcGIS Enterprise, Utility Network, Cityworks

To Kurt Kettenacker and the Selection Committee:

Mission Springs Water District is seeking a partner to configure a turn-key cloud-hosted ArcGIS Enterprise environment and migrate its GIS data into the Esri Utility Network while also implementing Trimble's Cityworks AMS.

For more than 20 years, Timmons Group has provided a wide variety of Enterprise Cloud based GIS and Asset Management solutions, including and award-winning services to local government DOTs, utilities, municipal, federal, and private clients. Our team encompasses vast experience and expertise from Timmons Group employees in all facets desired for your project to move to an Esri Utility Network based deployment of Cityworks AMS all in a cloud-based solution. We have the necessary expertise, and require no teaming partners, to meet your required certifications and successfully deploy your desired solution. Indeed, we have performed a project with nearly this exact scope of work with your neighbor, Indio Water, as well as many other similar projects across North America.

Our team will provide MSWD an unsurpassed ability to deliver sound solutions to all phases of your program through:

Key team members dedicated to your project offer an impressive level of professional experience and knowledge for delivering services to your full range of associated services. Team members have worked together on multiple successful projects and are empowered to do what it takes to make sure your projects are successful for you and your stakeholders.

Familiarity with local regulations, practices, and regional specific requirements, as the Esri Utility Network and Cityworks implementers of choice. We are a Esri Gold Partner, are Esri Utility Network Certified and a Cityworks Platinum Implementation Partner and Strategic Development Partner with intimate experience in deploying this solution set of tools. We have already moved legacy data from disparate systems to this solution set as well as integrated several of your desired integrations to Cityworks, including Granite.Net.

The leveraging of experience from implementing Esri's Utility Network with 15 clients and Cityworks with more than 135 clients that have faced the challenges you currently face, including many within your local area.

A full understanding of your program requirements and a project team committed to exceeding your highest expectations by developing sound and innovative technical solutions. We will apply our lessons learned on recently completed similar projects to your full advantage.

A dedicated Client Support Program ensuring our clients are continually capitalizing on their investment in Esri's GIS and Cityworks.

Timmons Group intends to perform the services and confirms that all elements of the RFP have been reviewed and understood.

Cityworks A TRIMBLE SOLUTION Platinum Partner

esri Partner Network Gold

esri Network Management Specialty

ArcGIS Utility Network SPECIALTY esri
Web Application Developer Certified esri
Enterprise Administration Certified esri
Enterprise System Design Certified esri
ArcGIS Online Administration SPECIALTY esri
ArcGIS Desktop Certified esri
Enterprise Geodata Management Certified esri

esri ArcGIS Hub Specialty

esri ArcGIS System Ready Specialty

aws certified Solutions Architect ASSOCIATE
aws certified Developer ASSOCIATE
aws certified Solutions Architect PROFESSIONAL
aws certified Cloud Practitioner FOUNDATIONAL

A partnership with Timmons Group offers MSWD a significant number of benefits. From initial system planning and design activities all the way through implementation and deployment, you will have direct access to industry-leading engineering, planning, GIS, and information technology professionals CMMS enterprise asset management services. Timmons Group is confident our team represents the best overall value to MSWD. If you have any questions or require any additional information during the RFP review process, please contact Lou Garcia at 443.904.3897, as he is your primary contact and has binding authority.

Respectfully yours,

Ronald R. Butcher Jr., MBA
Principal in Charge

ron.butcher@timmons.com

Lou Garcia
Principal & Project Director

louis.garcia@timmons.com

STATEMENT OF UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

MSWD desires to engage a consultant to configure a turn-key cloud-hosted ArcGIS Enterprise environment that adheres to Esri's best practices and security standards. After this is accomplished, the consultant will migrate MSWD's GIS data into Esri's Utility Network data model and implement Trimble's Cityworks AMS. Existing MSWD CMMS/EAM system functions will also need to be migrated into the configuration of Cityworks AMS and MSWD staff will need to be fully trained. Timmons Group will also provide on-going staff augmentation services, support, and managed services for the cloud-based environment.

Cityworks AMS can replace, integrate to, or enhance MSWD's current disparate grouping of solutions. The Cityworks solution platform is built to easily integrate to other best-of-breed solutions so that an effective enterprise system can be built. Our approach will leverage your existing investment in your GIS data, software, workflows, business rules and hardware, and other systems.

By using an iterative approach with an intuitive solution, MSWD staff will have the means to adopt best practices, streamline processes, manage costs, and promote transparent access to work activity information. This effort will support MSWD as it strives to provide an exceptional level of service to a growing population.



MSWD faces a critical turning point under the pressure of aging infrastructure, deprived maintenance routines, and financial pressures. Staff must manage its assets, collect, and analyze information, and provide long-term value to the public. Under this project you can leverage data and technology in new ways and use processes and asset analytic techniques. Beyond the immediate process efficiency gains, your Asset Management program can help affect real cultural change within the organization. Positions once dedicated to reactive maintenance can evolve into positions focused on preventative maintenance, analytics and structuring controlled experiments in a quest for more capital investment. Truly, you have an exciting opportunity.

Establish
ASSET CRITICALITY AND RISK FRAMEWORK

MSWD service goals must consistently align with its most critical assets to support infrastructure maintenance needs and track operational efficiency of services delivered to the public.

Consolidate
ASSET MANAGEMENT FUNCTIONALITY IN A BUSINESS SOLUTION

Streamline your approach and leverage Cityworks AMS & Esri ArcGIS for assets thus negating legacy customization or non-integrated systems.

Identify
PRIORITIZED CAPITAL IMPROVEMENT AND INVESTMENT RETURN

Identify prioritized capital needs and return on investment analysis by using data-driven AM planning through collecting the right amount of quality data to inform investment decisions.

Based on our experience in leading GIS-based Asset Management transformations and the related implementation of a cloud-based Esri GIS and Cityworks AMS, we believe you need a very specific type of partner. You need a team of advisors who are familiar with core cloud technologies, Esri technology, Cityworks AMS knowledge, and asset management processes and workflows; yet can translate business requirements into technology specifications. You need seasoned professionals with a **bias for action and pragmatism** as opposed to academic purity. You need organizational change experts who know how to connect with the front line as well as the executive suite, to ensure there is top-down support and real momentum for the journey. We suggest that you also need partners who think holistically, from maintenance operations to technology to the supporting areas of MSWD to ensure that your cloud-based Esri tools and data and Cityworks AMS are configured for long-term success.

MSWD has identified the need to implement a new cloud-based architecture for Esri's GIS, migrate existing data to Esri's Utility Network data model, and implement Cityworks AMS. Cityworks AMS can perform the District's technical requirements. However, simply purchasing and installing Cityworks does not mean you will be performing asset management to your desired level or more effectively performing the various tasks associated with the desired level of CMMS, asset

management, and citizen management. When Timmons Group works with our clients to address their Asset Management needs, we prefer to use the ISO 55000 definition which states:

"*Asset Management capabilities include **processes**, **resources**, **competences**, and **technologies** to enable the effective and efficient development and delivery of asset management plans and asset life activities and their continual improvement*." - as defined by ISO 55000

Cityworks AMS meets MSWD's technical requirements and Timmons Group will use industry standards and best practices including ISO 55000 guidelines as we develop and deliver a plan to address the related processes, resources, and competences. This plan becomes the key to how we ensure that your GIS, the Esri Utility Network and Cityworks AMS are designed and implemented to collect the necessary data to enable MSWD to report on and analyze this data for critical decision making at the operational and management levels.

Timmons Group proposes to work with MSWD to refine or create new workflows, following existing business rules and other criteria so that MSWD can leverage Cityworks to meet your requirements. A primary objective of this task is for our implementation team to review and understand how MSWD conducts business and manages its assets, how data, specifically GIS data, is used and moves through MSWD. The goal is to provide knowledge to support and enable our implementation team to properly address the technological impacts of the software deployment and MSWD to understand the technological impacts and the non-technological impacts related to business processes and workflows. It will be our intent to use these processes and to "tweak" them as necessary to include best practices, ISO 55000 guidelines, a Best Management Practice framework, Workflows and Standard Operating Procedures, ASCE, APWA, & AWWA guidelines, and to use the full capabilities of our solution software effectively.

Realizing your vision, however, can be challenging. It will require change – new behaviors and new skills. It will also require a solid foundation of well-defined business processes and solution requirements. But before any supporting IT/GIS tools can be configured, there must be clarity on the organization's core processes: the workflows for key steps and sub-steps, and what data must be collected at which points to inform which decisions. By analyzing business processes in a structured way, one streamlines the technology and data needs and, perhaps more importantly, one can identify tangible improvement areas for quick wins.

Partnering with Timmons Group on this project will yield the results you demand. Years of lessons learned will be available to you and your stakeholders throughout the life of your program. Regarding group specific consulting, Timmons Group brings not only geospatial and information technology professionals to assist with the cloud-based implementation of the Esri's GIS, Esri's Utility Network and Cityworks AMS solution, but also subject matter experts in the fields of cloud-based solutions, utilities, civil engineering, planning, asset operation and maintenance in multiple asset classifications. You will have the opportunity to work with our planning, engineering, geospatial, system architects and technology subject matter experts who will share over a century of combined ideas and solutions with you in support of your greater mission. These resources will be available to the project team to assist with best practices as your GIS and Cityworks AMS are configured uniquely to each Functional Group and your GIS and Cityworks AMS are configured around each Functional Groups business processes and workflows. These subject matter experts will review the proposed configuration workflows for best practices and address the "do they make sense" questions, prior to Timmons Group submitting the proposed workflows for MSWD approval.

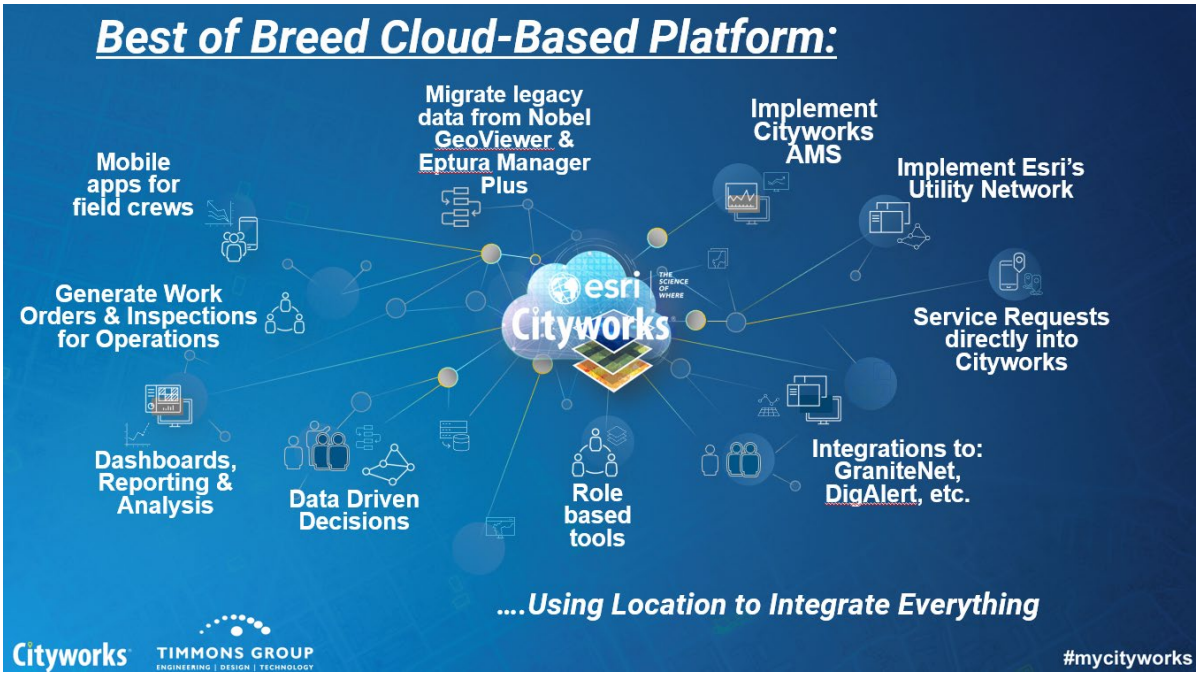
Importance of KPI and Level-of-Service Measures in Implementing a CMMS

The shortfall afflicting many Asset Management programs is the disconnect between the theory and "the act of doing" (i.e., the day-to-day application of the AM practices). In our experience, the key to bridging this gap is defining insightful Key Performance Indicators (KPIs) that are linked to key decisions. A well-designed relationship between KPIs and Service Delivery Areas (for example) can provide clarity to your CMMS and Asset Management Plan. This up-front planning informs the core data collection needs (how does the Esri Utility Network datamodel get designed and used), requirements, and implementation configuration for Cityworks AMS. Without this framework, ArcGIS and/or Cityworks AMS could be configured to collect too much "nice to have" data which burdens crews and consumes screen real estate on field tablets. As part of our consulting services, we will rationalize the GIS & Cityworks data collection requirements to better align with your defined KPIs, thus informing process efficiency and outcomes.

Timmons Group, through our well-honed implementation methodology, successfully used at multiple municipalities and utilities across the US, will provide a proven approach to reviewing existing business processes, helping to revise them to effectively exploit not only your GIS and Cityworks AMS but also your existing data and resources, all while adhering to existing business or regulatory rules and policies. The result will be an end-user-driven configuration of your GIS and Cityworks implementations. This will ensure that your staff members embrace the new technical platforms and have access to the critical data required to perform analyses, run reports, and support data-driven decisions. Additionally, we

intend leave you fully self-sufficient in the operation of, future configuration changes of, and use of the data analysis tools your GIS and Cityworks AMS provides, through our proposed role-based training and knowledge transfer throughout the project. We will also provide on-going support and staff augmentation as necessary, including managed services for your cloud hosting.

The graphic below details the software and integrations we are proposing for each requirement and their relationships. Cityworks AMS is based on Esri's ArcGIS and will therefore leverage your existing investment. Cityworks (a GIS-centric solution) will serve as the platform or "best of breed" solution for Enterprise Asset Management & Computerized Maintenance Management.



We are not just implementing Cityworks AMS. Rather we are meeting all the requirements you have outlined, and are needed, to have a toolset that allows you to manage, operate, analyze, and make informed decisions about your assets from a holistic perspective. This toolset facilitates data sharing among solutions, allowing MSWD to manage and analyze data in the native applications or in other tools such as MS Power BI, Tableau, and others. This capability empowers MSWD to make data-driven decisions across the organization, analyzing various factors such as billing, consumption, financials, asset depreciation, lifecycle costs, risk, consequence of failure, probability of failure, socio-economic factors, environmental impact, and resource requirements collectively, moving away from traditional siloed practices.

For the best outcome and to ensure its most effective use, an organization should not simply install software without the help of an experienced professional services team to help guide you through the workflows, business requirements, and day-to-day activities. Through our well-honed implementation methodology, successfully used at multiple local governments and utilities across North America, we will review existing business processes, helping to revise them to effectively exploit not only Cityworks but also your existing data and resources, all while adhering to existing business or regulatory rules and policies.

As MSWD implements new solutions, you will be well served to address change management. After all, if the system is not used to its full potential, the project will not succeed. Our approach includes change management on multiple levels, as described in our proposed scope of services. Our use of best practices and strong consulting experience ensure that the cloud-based Esri ArcGIS, Utility Network, and Cityworks AMS solution fits properly within your organization and differentiates Timmons Group from other system implementers. We are a Platinum level business partner with Cityworks and a Gold level partner with Esri, as well as Utility Network Certified and a trusted partner with Amazon Web Services, for a reason.

As you review our proposal, keep in mind the following key points that differentiate our team:

- We require no teaming partners to achieve your desired result
- We have performed what is basically this same project with other clients across North America in the recent past, including your neighbor, Indio Water
- Our team will have one project manager, Lauren Sullivan, PMP, a southern California native who is residing in Portland, OR. She and other team members will guide you through project components as they are implemented,

provide on-going support and staff augmentation for the cloud-based managed services, GIS deployment and maintenance expertise, and Utility Network and Cityworks AMS implementations

- Ally Reynolds and Drew Purzycki are two of only a handful of experienced GIS professionals who have been certified by Esri in the ArcGIS Utility Network
- Timmons Group is one of only a few firms that is both Esri Utility Network certified and a Trimble Cityworks Platinum level implementation partner
- Timmons Group has 135+ successful Cityworks implementation across North America
- Timmons Group has 15 Utility Network projects across North America, including Indio Water Authority
- We won a UN implementation award at the IMGIS conference in Palm Springs in 2023. This is as much an award for Timmons Group as it was for Indio Water Authority
- Timmons Group is currently hosting and providing managed services for multiple enterprise Esri ArcGIS & Cityworks deployments across North America.

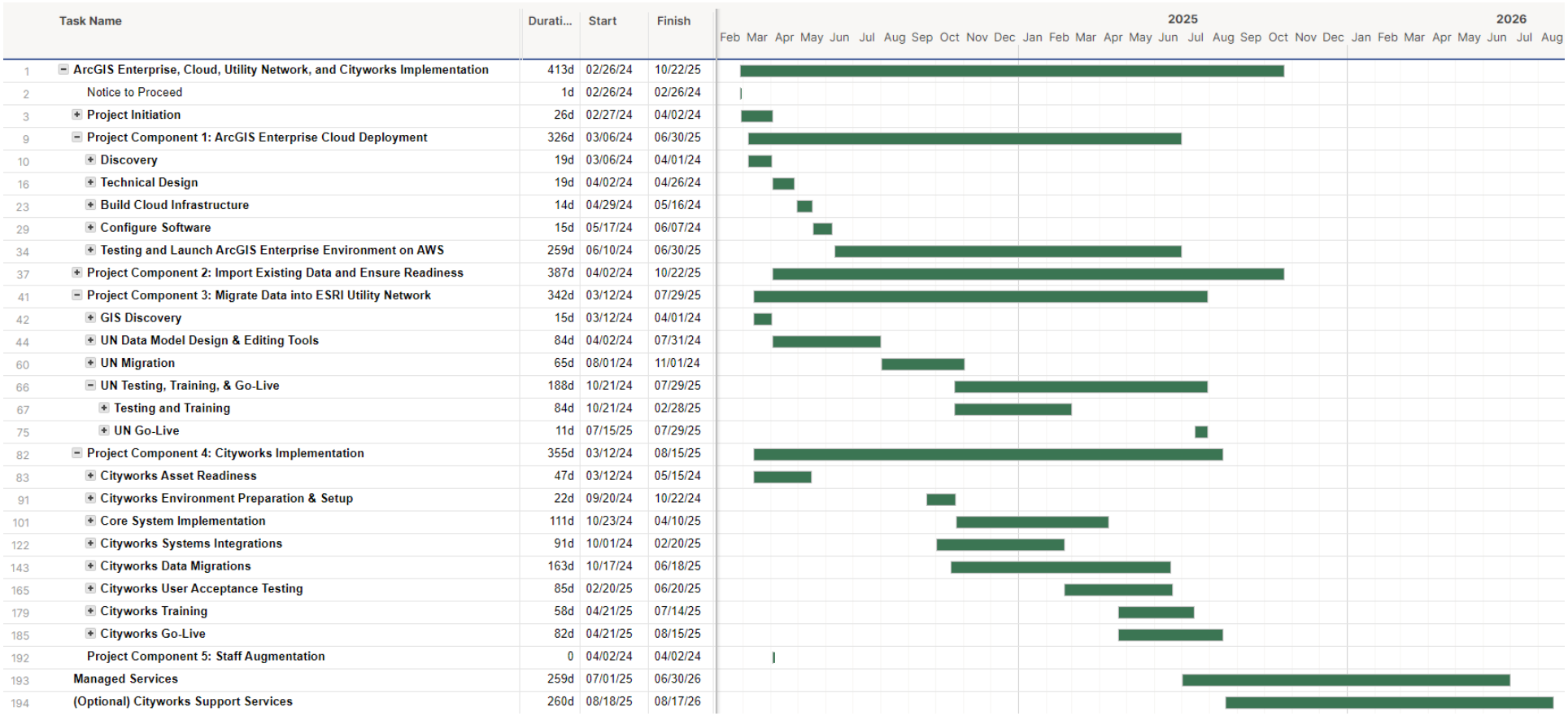
2023 Infrastructure Management & GIS Conference
Utility Network Implementation Award

To ease your review and to provide organization, we have divided the project into five high-level components detailed individually. However, we will manage, design, and deploy as one project with the realization they are part of one cohesive solution to MSWD. These components are:



SCHEDULE

For planning purposes, we have included a preliminary schedule. Our initial proposed schedule is based on extensive experience with similar projects, but we will work with MSWD to adjust the schedule as necessary. A more detailed and interactive Gantt chart is available here: https://app.smartsheet.com/b/publish?EQBCT=80a98ff143414fc9a93f6a6a79751878.



	Task Name	Durati...	Start	Finish
1	ArcGIS Enterprise, Cloud, Utility Network, and Cityworks Implementation	413d	02/26/24	10/22/25
2	Notice to Proceed	1d	02/26/24	02/26/24
3	Project Initiation	26d	02/27/24	04/02/24
9	Project Component 1: ArcGIS Enterprise Cloud Deployment	326d	03/06/24	06/30/25
10	Discovery	19d	03/06/24	04/01/24
16	Technical Design	19d	04/02/24	04/26/24
23	Build Cloud Infrastructure	14d	04/29/24	05/16/24
29	Configure Software	15d	05/17/24	06/07/24
34	Testing and Launch ArcGIS Enterprise Environment on AWS	259d	06/10/24	06/30/25
37	Project Component 2: Import Existing Data and Ensure Readiness	387d	04/02/24	10/22/25
41	Project Component 3: Migrate Data into ESRI Utility Network	342d	03/12/24	07/29/25
42	GIS Discovery	15d	03/12/24	04/01/24
44	UN Data Model Design & Editing Tools	84d	04/02/24	07/31/24
60	UN Migration	65d	08/01/24	11/01/24
66	UN Testing, Training, & Go-Live	188d	10/21/24	07/29/25
67	Testing and Training	84d	10/21/24	02/28/25
75	UN Go-Live	11d	07/15/25	07/29/25
82	Project Component 4: Cityworks Implementation	355d	03/12/24	08/15/25
83	Cityworks Asset Readiness	47d	03/12/24	05/15/24
91	Cityworks Environment Preparation & Setup	22d	09/20/24	10/22/24
101	Core System Implementation	111d	10/23/24	04/10/25
122	Cityworks Systems Integrations	91d	10/01/24	02/20/25
143	Cityworks Data Migrations	163d	10/17/24	06/18/25
165	Cityworks User Acceptance Testing	85d	02/20/25	06/20/25
179	Cityworks Training	58d	04/21/25	07/14/25
185	Cityworks Go-Live	82d	04/21/25	08/15/25
192	Project Component 5: Staff Augmentation	0	04/02/24	04/02/24
193	Managed Services	259d	07/01/25	06/30/26
194	(Optional) Cityworks Support Services	260d	08/18/25	08/17/26

APPROACH

Project Initiation & Project Management

Successful implementation of the tools required for a project of this type requires a thorough understanding of the individual processes and information management applications used throughout the organization. An appropriate level of planning and strategizing is required to ensure the end-users' needs are identified, understood, and designed for prior to implementation of any solution. Timmons Group is committed to providing MSWD with the resources needed to achieve your goals and the priority to complete each task on schedule and within budget. Our dedicated staff will provide you with consistent, responsive service. We have established a strong team, based on similar projects, client success and certification status. All Project Team members selected for this engagement have recent significant experience in the planning, design, and implementation of multiple enterprise cloud-based Esri ArcGIS, Esri Utility Network and Cityworks projects of varying depths and complexities. However, in our experience, these competencies alone do not automatically translate into successful projects. Rather, the key to project success is the proper use of available resources within the framework of a well-managed project plan that completely addresses each of the following processes:

Successful program management requires a high degree of commitment to both operational and fiscal results; an acceptance of accountability for conformance to project requirements; and the people skills to forge a synergistic chemistry between diverse stakeholders.

- Initiation – project authorizations and expectations
- Planning – project definitions, objectives, deliverables, and analysis of alternatives
- Execution – coordination of resources, quality control, delivery of products and services
- Controlling – monitoring and measuring to identify variances and initiate corrective actions
- Closing – acceptance of project results and deliverables

As previously stated, the success or failure of the components required for the success of this project is most often not attributable to the technology components, but rather to managing the implementation of the cloud-based platform and software solutions and the organization's ability/inability to effectively achieve the change associated with the implementation. We will partner with MSWD in developing a strong body of users throughout the implementation process. The widespread adoption that is often anticipated by the project stakeholders during the planning and development of enterprise systems can quickly wane shortly after implementation if the change process is not effectively managed. With our Project Manager serving as the hub of our team, and the conduit of communications between our subject matter experts and the MSWD core team, we propose to use the following management tools to manage the proposed project programmatically and proactively to a successful end. The following implementation and support functions will be addressed in the project plan with designations for each implementation/deployment phase recommended:

- Project Planning/Execution
- Communications Planning/Execution
- Cloud Design, Implementation and Testing
- Business Review and GAP Analysis
- System/Application Configuration and Validation
- Data Analysis, Design and Development
- Customization/Interface Analysis, Design and Development
- Testing (System, Performance and User Acceptance Testing)
- Training and Documentation
- Implementation
- Operations, Maintenance and Support

The project components and their associated tasks detailed below are designed to meet the full requirements of the RFP from the perspective of providing the required professional services to meet the full requirements as detailed within the RFP. Project Initiation sets the stage for downstream activities and tasks. This is the time to better define the overall goal of the project and what stakeholders hope to ultimately gain from the effort. During initiation, it is important to define who will be working on the project and their respective roles, as well as who will make business decisions and establish priorities for what ends up in the application. Project initiation tasks are typically not time-intensive but are very important to the success of the project. By having clearly defined roles, the project team can minimize inefficiencies and streamline the requirements gathering and decision-making process. On notice to proceed, we will convene at an internal Timmons Group team meeting to ensure the entire project team understands the overall goals of MSWD's project and what the project schedule is. Our Project Manager will be in contact with the MSWD Project Manager to discuss the kick-off

meeting agenda and project schedule. Timmons Group will draft a kick-off meeting agenda for MSWD to review and edit. Our Project Manager will also provide a detailed project management plan to include phases, tasks, task dependencies, and task durations prior to the kick-off meeting.

Our Approach to Project Management

Timmons Group specializes in delivering enterprise GIS & Asset Management solutions for our clients. We have accumulated years of experience and lessons-learned that have shaped our project management and implementation approach. Our project manager will be responsible for:

- Facilitating meetings between the Timmons Group team and MSWD project stakeholders
- Preparing for, and conducting, all on-site and on-line meetings
- Reporting risks and impediments to the team as issues arise and maintaining a risk registry on our web-based project portal (Teamwork)
- Maintaining the project work plan and project schedule
- Managing change
- Monitoring and reporting project performance

Project Management Plan (PMP)

The PMP integrates and consolidates all the subsidiary management plans from the planning process, including:

- Scope management plan (including the change management process)
- Schedule management plan
- Cost management plan
- Quality management plan
- Human resource plan
- Communications management plan
- Risk management plan
- Procurement management plan

Mutually agreed-on project baselines are established for schedule, cost, and scope. These baselines are combined into a performance measurement baseline against which integrated performance can be measured throughout project execution. Our Project Manager will develop and deliver a PMP outlining the tasks, schedule, deliverables/milestones, communication plan and the associated resources (internal/external) necessary for the project to be successful.

Kick-off Meeting

The Project Manager will organize the kick-off meeting, which will include participation from key project stakeholders and client staff. This meeting will focus on:

- Team Introductions
- Overall Project Goals/Objectives
- Project Roles and Responsibilities
- Status Meeting Cadence and Status Report Content
- Team Collaboration Site
- Project Work Plan and Milestones
- Change Management Process
- Invoicing Process
- Summary of Deliverables
- Action Items and Next Steps

Our Project Manager will provide the kick-off meeting summary notes to MSWD for review and comment before finalizing them. Additionally, the following will be created, modified, and then finalized:

Project Repository – Timmons Group will maintain procedures throughout the project for tracking and reporting progress. We will establish a dedicated, secure online project portal (Teamwork) that provides centralized, on-demand access to project documents and status. Our approach to project management is very “hands-on” and will support constant communication to minimize project risk, remove impediments to progress, and to ensure that we are delivering the best possible solution. Standard project management documents that will be posted to the project portal include: status reports (MS Word), current and past versions of the project work plan (Smartsheet), key project decision log, risk register and a task/action item log. Monthly we will provide MSWD with a project status report that documents the activities performed during the previous month. At a minimum the report shall address the following:

- Status of all tasks
- Deliverable status
- Configuration status
- Forecasted Deliverable status for the next reporting period
- Resource status for the project, including staff utilization
- Schedule status for the project including task status, milestones completed, phases completed, schedule trends and schedule summary

- Comparison of actual percent complete versus scheduled for the work breakdown structure
- Issues, risks, and resource constraints which are affecting or could affect progress including proposed or actual resolution
- Proposed changes to the project work plan, reasons for the changes, and approval/disapproval determination for any proposed changes
- Updated detailed project work plan with approved changes highlighted
- Key decisions (technical and administrative)
- Open action items
- Schedule update
- Financial update
- Project performance measurements

Project Management Plan – After the kick-off meeting, we will make any necessary adjustments to the project management plan. This may include the identification of new tasks, changed dependencies, or changed task durations. In addition to the formal processes, tools, and documents detailed above, Timmons Group also has several other processes and documents to manage a project, including:

- Scope Management Plan
- Communication Plan
- What is being communicated
- To whom it is to be communicated
- How it is to be communicated (e.g., in-person, email, call)
- When it is to be communicated
- Schedule Management Plan
- Risk Management
- Quality Management
- Quality Assurance Plan
- Acceptance Procedures
- Status Report Template
- Ongoing Project Management

Project Component 1: ArcGIS Enterprise Cloud Deployment

ArcGIS Enterprise Discovery and Technical Design

Timmons Group has developed a proposed approach and schedule to optimize delivery to MSWD in a cost-efficient manner. Timmons Group is flexible in the approach and schedule for MSWD's ArcGIS Enterprise cloud deployment. Our approach summarized below is a systematic process we have refined over decades of experience with ArcGIS for hundreds of clients with a broad range of requirements. We start with a Discovery to build shared understanding of detailed requirements and desired outcomes and the steps that follow Discovery are flexible based on what we learn and what MSWD needs. From a schedule perspective we started with deploying a lower development environment for ArcGIS Enterprise to support components 2-4. Starting with a single environment provides MSWD cost savings by holding off on deploying and operating the production ArcGIS Enterprise environment until the necessary capabilities and data are ready to support MSWD's day to day activities. Based on MSWD's preferences and requirements the ArcGIS Enterprise production deployment can occur at any point in the overall project duration once the development environment is validated to meet the to be defined parameters for Go-Live.

Discovery

The purpose of Discovery is to document every relevant component of the current GIS so that all capabilities and functionality are accounted for in the cloud deployment. The GIS software, including extensions and add-ins, will be documented along with the licensing currently available to MSWD. Our team will document custom processes like database triggers, geoprocessing tools, stored procedures, views, or scheduled tasks running via Python or other tools as well.

Architecture Review and Validation

Timmons Group will work with MSWD to review the current system architecture. This will include the servers currently in place and the various software configurations in place for these servers. The goal is to ensure that Timmons Group, to the best extent possible, captures the current system configuration and dependencies of MSWD's GIS prior to finalizing the technical design and implementing a new GIS infrastructure.

Catalog Existing Data and Services

The current database(s)'s properties and data, users be documented for consideration during the migration. Users, roles, and schemas will be documented along with any versioning methods, if applicable.

Catalog GDBs and AGS Services

Timmons Group will spend time working with MSWD to review the current GIS databases supporting the GIS architecture. This will include enterprise geodatabases (SDE), non-enterprise geodatabases, and other GIS data sources necessary to support the current GIS system. The goal here is to ensure that Timmons Group to the best extent possible captures the current system configuration and dependencies of MSWD's GIS prior to finalizing the technical design and implementing a new GIS infrastructure on AWS.

Collect and Document Security Requirements

Timmons Group will facilitate a workshop with MSWD IT staff to capture and record security requirements for the new GIS environment. These requirements will focus on security controls, identity access and management, network security and security logging.

Collect and Document System Integration Requirements

Integrations are a critical component of a successful enterprise implementation and before integrations can be implemented, networking must be designed and configured to facilitate communication between the various systems. Timmons Group will work with MSWD to review the current desired integrations with the enterprise GIS including Cityworks/ Cityworks Online. This will include the details and dependencies of integrations with third party systems including the networking ports and protocols required. The goal here is to ensure that Timmons Group to the best extent possible captures the current system configuration and dependencies of MSWD's GIS prior to finalizing the technical design and implementing a new GIS infrastructure on AWS.

Technical Design

Design Architecture

Timmons Group will create a system architecture design document with MSWD to ensure system specifications will meet the performance and security needs of MSWD. Timmons Group intends to review system architecture design documents for the new AWS Cloud environment with MSWD to ensure system specifications will adequately meet documented technical requirements.

Design User Identity and Management Strategy

Depending on the final technical design and other MSWD IT resources, we may leverage the following components to properly authenticate and authorize ArcGIS Portal users. If available from MSWD, Enterprise logins via HTTPS/SAML or OpenID Connect will use MSWD's Federated Identity Management platform. A typical security pattern for Timmons Group is summarized below:

Summary System Security	
Security Control	**Description**
Authentication	Single Sign-On (SSO) via SAML integration with Enterprise Identity Management System
User Store	Enterprise Identity Management System
Role Store	Built-in
User Provisioning	Enterprise Identity Management System
GIS Services Access	Federated security to GIS Portal groups
GIS Portal Access	Portal for ArcGIS: Domain Accounts and RBAC via group membership

Develop Test Plan

Our team will develop a test plan to validate the new GIS environments are functioning properly. The test plan will cover high level testing to ensure capabilities, data, services and security configuration are implemented as designed.

Design and Develop Backup and Disaster Recovery Plan

Timmons Group will work with MSWD to follow our proven disaster recovery (DR) framework composed of two phases, preparation and recovery. Leveraging our DR framework, we will work to understand MSWD's needs and business risks to define recovery objectives. Two components of recovery objectives are recovery time objective (RTO), defined as the time it takes after a disruption to restore a business process to its service level, and recovery point objective (RPO), which is defined as the acceptable amount of data loss measured in time. With clearly defined recovery objectives in place, we evaluate and select the best strategy; e.g. traditional backup and restore, pilot light for quick recovery, warm standby, high availability multi-region deployment. We follow our framework for preparation to design and implement the strategy using automated processes including testing, monitoring, and alerting. Following the Preparation Phase of the DR framework, we exercise the Recovery Phase frequently to provide assurances these processes operate as designed and measuring RPO and RTO to ensure these objectives are successfully met.

Develop Operations Plan

Timmons Group will develop a cloud operations plan for the new GIS environment. The operations plan will document operational roles and responsibilities, service level objectives, monitoring and alerting, incident response plan, scaling and resource management policies, security measures implemented, cost optimization, and change management processes.

Review System Architecture

Timmons Group intends to review system architecture design documents for the new AWS Cloud environment with MSWD to ensure system specifications will adequately meet documented technical requirements.

Build Cloud Infrastructure

Timmons Group will establish a new AWS Account under the Timmons Group main AWS account to provide separation for accurate billing each month. Within the dedicated AWS account Timmons Group will deploy AWS Virtual Private Cloud (VPC), networking and security services to support and protect the environments as well as isolate MSWD's development environment from production. The remaining steps of this stage will first be performed to deploy the development environment and once validated infrastructure for production will be deployed. Our team will provision EC2 instances to support the ArcGIS Enterprise deployment model chosen and the requirements defined in Discovery. Next our team will build the data and storage tier. The final step for infrastructure will be to implement the backup and disaster recovery plan; testing disaster recovery will happen post software installation and configuration.

Configure Software

ArcGIS Enterprise workflows and functionality are enabled by four software components. This configuration is the base ArcGIS Enterprise deployment. Each component performs critical functions that support the requirements of the ArcGIS Enterprise deployment. Components are individually installed and configured to function together. This base deployment is the foundation for the ArcGIS Enterprise implementation. Where possible, our team will leverage automation to configure the ArcGIS Enterprise components.

Configure ArcGIS Portal
At the heart of the new environment, ArcGIS Portal will be deployed in a base and distributed configuration. Our team will build the necessary ArcGIS Portal instance(s) required for the new environment. We will target the GIS platform 11.1.1 (or higher ".1 release," if desired by MSWD and recommend Esri LTS versions for production workloads) and follow the System Design Architecture artifact from the design phase that includes Esri's best practices to be followed in the implementation and configuration. Our team will follow Esri's best practices for secure ArcGIS Portal configuration as documented here: https://enterprise.arcgis.com/en/portal/latest/administer/windows/security-best-practices.htm

Configure ArcGIS Server
Our team will build the necessary ArcGIS Server Instances required for the AWS cloud environment. ArcGIS Server instances will be federated with Portal. With federated ArcGIS Servers, the portal's security store controls all access to the ArcGIS Server instance. This provides a convenient sign-on experience but also impacts how access and administration of the federated server(s) are controlled. Our team will follow Esri's best practices for secure ArcGIS Server configuration as documented here: https://enterprise.arcgis.com/en/server/latest/administer/windows/best-practices-for-configuring-a-secure-environment.htm

Configure ArcGIS Data Store
Our team will configure ArcGIS Data Store to support the base Enterprise deployment. Data stores can include relational data store, tile cache data store, graph data store and or object data store for the hosted GIS environment.

Configure ArcGIS Web Adaptor
Our team will configure ArcGIS Web Adapter in accordance with the technical design to support the appropriate deployment scenario to provide the appropriate access and restrictions at the web tier for the GIS implementation.

Develop ArcGIS Enterprise Administrator Guide
Our team will develop documentation for ArcGIS Enterprise administration including user and role management.

Develop User Guide for ArcGIS Enterprise
Our team will develop a user guide for ArcGIS Enterprise for GIS staff to connect and use the new ArcGIS Enterprise environment leveraging ArcPro and ArcGIS Portal for daily tasks.

Testing and Launch ArcGIS Enterprise Environment on AWS
Test Environments per Test Plan
Our team will follow the test plan to review and validate the new ArcGIS Enterprise deployment is configured as designed. Our team will resolve any issues uncovered and retest until all issues are resolved and provide MSWD with documented test results.

Deploy AWS Environment as Production Environment
In this stage, the new ArcGIS Enterprise environment will be deployed and released to users and GIS staff for production use. Since MSWD doesn't currently have an existing ArcGIS Server or Enterprise environment the sequencing and timing of this event should be flexible though does need to be completed before the UN migration and Cityworks implementation can be finalized in the following project components.

Project Component 2: Import Existing Data and Ensure Readiness

System Migration Discovery & Planning

Early in the project, we will hold holistic discovery and planning sessions to ensure that all the component projects will be implemented in a way, and on a schedule, that makes sense and reduces both downtime and any need for duplicative editing. This will ensure that data gets migrated efficiently and at the time that makes the most sense so the new AGE, UN, and Cityworks are functional. This task might result in changes to the overall and component schedules to ensure we meet MSWD's business needs.

Migrate LandBase Data

Timmons Group will migrate MSWD's Landbase and other non-utility layers to the new enterprise geodatabases in Dev and Prod. Timmons Group does not recommend migrating the utility data to the enterprise geodatabases prior to the UN implementation. This will merely result in their replacement during the next Project Component.

UN Data Readiness Assessment

Timmons Group usually includes a "UN Data Readiness Assessment" as an early phase of our UN migration projects. However, due to the lack of resourcing and current GIS management practices (mdb and shapefile), we recommend forgoing this phase for MSWD. We will deploy the UN without prior data cleaning which will result in an inability to build subnetworks (and therefore run certain kinds of traces), but data cleaning can be automated as part of our migration processes with FME. In addition, data corrections can be more efficient in ArcGIS Pro/the UN because the errors will be exposed by the UN's validation workflow. Once the data has been cleaned, post-implementation, subnetworks and tracing will be fully functional.

Data Clean-up

After the UN is deployed to Production, Timmons Group will provide GIS editors to clean the data within the UN so that subnetworks can be successfully built. This will require access to source documents like As-builts to ensure edits can be completed correctly. This task will be completed using a time & materials rate.

Project Component 3: Migrate Data into Esri Utility Network

GIS Discovery

Timmons Group will work with MSWD to review the current GIS data. This will include the GIS databases, .mdb files, shapefiles, and other GIS data sources necessary to support the current and future GIS. The goal is to ensure that Timmons Group, to the best extent possible, captures the current system configuration and dependencies of MSWD's GIS prior to finalizing the technical design and implementing a new GIS.

UN Data Model Design & Editing Tools

Data Model Design

Per MSWD's request, the data models provided by Esri's solution will be used. However, there are customizations that Timmons Group have already done to these "base" data models to increase compatibility with Cityworks. These customizations will be used to ensure the success of the Cityworks component of this project. Per Cityworks discovery sessions, additional fields will be added to the data models, as required by MSWD's business requirements (for example, adding a WarrantyDate field).

Editing Tools

Timmons Group will configure the UN databases and editing environment to ensure the highest possible data quality and to streamline editing workflows. Our team will configure Calculation and Validation Attribute Rules (AR) to ensure data quality; for example, Attribute Rules will generate the unique IDs that Cityworks requires. We will use a list of common rules and work with MSWD to ensure it meets business needs. Group editing templates will be configured per needs discussed during the workshops. This often involves items like hydrant and meter/service connection editing templates to streamline editing. These templates will be designed and documented at this stage but not built until the UN is deployed in the DEV environment. We recommend holding off on UN Diagrams until after the UN is in use and everyone at MSWD is comfortable with it.

UN Migration

Data Migration

Timmons Group will use Safe Software's FME product to migrate the data from the current data sources to the UN database from the previous phase. We will generate a Data Migration Matrix that show how each data source will be migrated to the UN data model, down to the field level (or domain values, as available).
The migration process can enhance and enrich the data mid-migration; for example, if a feature needs an attribute created based on a feature that it intersects, that can be created by the migration tool. We can also snap features together, within reasonable tolerances (e.g., hydrant to the end of a nearby lateral), and populate UN-specific data like subnetwork controllers. This is an iterative process; MSWD will have multiple chances to provide feedback both at the Migration Matrix stage and the actual data migration stage.

Migration to Dev Enterprise Environment

Following migration approval, Timmons Group will move the draft migrations from file geodatabase into the DEV enterprise geodatabases in MSWD's environment and enable global IDs, editor tracking, branch versioning, and replica tracking. The mxd files will be migrated to ArcGIS Pro and re-built as necessary for the UN data model.

Provide Documentation and Third-Party Software

Timmons Group will share the created FME Workbenches to migrate the data and an updated Data Migration Matrix with MSWD.

Systems Integration

Cityworks

Following the identification of the Asset Types for Cityworks, Timmons Group will publish a feature service from Dev for Cityworks' Development environment to use. This will use definition queries to provide the relevant features for each Cityworks Asset Type.

CUES GraniteNet

If needed, a Map Package will be created for offline use by GraniteNet.

UN Testing, Training, and Go-Live

Timmons Group Testing

Timmons Group will create a comprehensive testing plan that will:

- Identify team members and their roles and testing responsibilities
- Clearly delineate what is in-scope based on business needs

- Identify test criteria, environment, assumptions, and phases
- Create test scripts to ensure relevant functionality is addressed

Testing will be conducted on the DEV environment to ensure the UN data model and ArcGIS configurations are functional. We will also ensure the infrastructure is configured for good editing and viewing performance. Timmons Group will conduct system testing and functional testing prior to user acceptance testing (UAT) to ensure the system is ready for use. Changes to the data model, the data, the ArcGIS Pro configurations, or the test scripts are all possible. Once Timmons Group has passed the agreed-on test scripts, MSWD will receive training to prepare staff members to conduct their testing.

TRAINING

Once the migration is deployed to the DEV environment and tested by Timmons Group, we will provide four days of training: two days focused on office editing, one for field/mobile editors, and one day focused on administration. These focused training days align with the Workflow Guide documents that Timmons Group will provide. Following these trainings, the MSWD team will be empowered to use the Test Scripts to ensure full functionality of the implementation in the DEV environment so that the solution can be approved for Go-Live.

MSWD TESTING

MSWD will conduct testing following the test scripts that Timmons Group provided. It is possible that MSWD will have additional tests to perform, per IT requirements. Once MSWD passes the tests, Go-live approval should proceed.

UN GO-LIVE

Following successful UAT on DEV and with go-live nearing for Cityworks, an editing freeze will occur in the current production environment. The data will be extracted from the current production database and used in the final iteration of the migration tool. We will then load the UN data to the production environment, with configurations (e.g., attribute rules, editor tracking) applied. Feature services will be published and editing maps re-sourced to the production environment. Test scripts will be followed to ensure that functionality is still present and stable in this final environment. Integrations will be updated to ensure all functionality works as expected. This Go-Live process and regression testing is expected to take about a week. Timmons Group will work through the weekends to minimize downtime.

Project Component 4: Cityworks Implementation

Timmons Group has developed a phased and collaborative project approach that will provide the best overall solution to MSWD. (The methodology description is highly summarized to respect the required page limitations of our proposal). Our approach for each major Stage and Task is centered on four major program components:

- Project Management
- Core Software Configuration
- Department (Functional Group) Specific Implementations & replacement/integration of/to various existing/future systems
- Data analysis, reporting, and dashboards

Cityworks Asset Readiness

Cityworks Asset Hierarchy Design & Gap Analysis

In line with the work Timmons Group is completing as part of Project Component 3, Timmons Group will work with MSWD to establish an Asset Hierarchy for the new data model. Timmons Group will first host an overview of how assets are defined and used in Cityworks, then host one or more workshop(s) to review the defined assets and GIS with stakeholders. The outcome of these workshops are twofold: the Asset Hierarchy and the GIS Gap Analysis, which will serve as the backbone of the Cityworks implementation and should include all assets MSWD wishes to maintain in Cityworks, including vertical assets.

Task Group Deliverables

- Asset Hierarchy workshops, 4 hours total duration
- Asset Hierarchy spreadsheet (database design basics)
- GIS Gap Analysis & review meeting, 2 hours total duration

Cityworks Environment Preparation & Set-up

Cityworks Kick-off

Project team members and participating MSWD staff will participate in a Cityworks Phase Kick-off held to introduce project participants, establish roles and responsibilities of project participants, validate goals and objectives, establish the lines of communication for use throughout the project, and to answer any questions the staff may have. The kick-off meeting will include a Cityworks software demonstration.

CWOL Overview & Integrating Systems Discussion

We will meet with the Project core team to conduct a review of current and planned system architecture to address:

- Overview of Cityworks Online, including upgrades post Go-Live
- Review of Cityworks licensing
- Review mobile options for Field users, including devices and the current MDM solution in use
- A review of existing architecture and licensing per scoped system integrations.

Legacy Data/System Review

Timmons Group will host a walkthrough of a typical workflow completed by the agency in the current asset management system. The agency will share an existing workflow diagram (if existing), talk through the current business process and drivers, and demonstrate steps in the existing software system(s).

Stand Up Cityworks Online

Timmons Group will liaise with Trimble Cityworks to stand up Cityworks Online (CWOL) and set up an administrative account to begin the configuration process.

Core System Data Mapping

The implementation team will define core configuration data in Cityworks and meet with MSWD to review the data mapping spreadsheets. The Cityworks core data mapping forms a portion of the Cityworks System Design Document. With our implementation team's assistance, MSWD will provide data to populate portions of the software prior to the Configuration Workshops. Any information MSWD can deliver prior to the workshops will be used by the implementation team to design, configure and implement the initial Cityworks configuration. The Cityworks Core System Data consists of the following:

- Employees – A list of all employees with titles, email addresses, contact information, labor rates, rate types
- Materials – A list of materials/parts that are used by your organization to complete work
- Equipment – A list of vehicles and heavy equipment used by your organization to complete work
- Contractors – Details about contractors used for work activities.

- Customer Accounts – Details about customers used as a lookup for service request creation.
- System Codes – Priority, status, categories and other fields on service requests, work orders and inspections

Task Group Deliverables

- Project Kick-off presentation & meeting minutes
- CWOL Overview & Integrating Systems meeting
- Cityworks Online environment stood up
- Legacy Data/System review meeting
- Cityworks AMS Core System Data meeting
- Cityworks AMS Core System Data spreadsheet
- System Design Document draft for assets and core configuration data

Core System Implementation

Cityworks Configuration Sprints

The Timmons Group Project Manager will work with the MSWD Core Team to develop a scheduled cadence of the configuration to meet the requirements provided by the team.

- Configuration sprints will typically last three weeks
- Configuration sprints will include workshops to cover configuration workflows for each Functional Group that will cover discussion of asset categories, configuration of work order and inspection workflows, relevant interfaces, reports used, and data migration considerations.
- After configuration workshops, the MSWD Core Team completes any remaining areas in the worksheet not covered during workshops.
- Once returned, Timmons Group will use the worksheets to configure the system for the Functional Group.

Configuration sprints will culminate in a review meeting with the pertinent members of the Project team where MSWD will have the opportunity to provide feedback for any necessary remediation. Services for this task will include, but are not limited to:

- Work activity templates
- Work activity default roles and responsibilities where they exist
- Identification of data elements that are necessary to capture with any activity type
- Inventory (material) types and requirements as they exist in relation to work activity
- Equipment types and requirements as they exist in relation to work activity
- Existing datasets used or slated to be used in the proposed work activity processes
- Work activity printout forms or print templates where necessary
- Reporting or data tracking needs or requirements as they relate to work activity processes
- Identification of any touchpoint for integrated software(s) as they relate to Cityworks work activities

Report & Dashboard Development

During discovery workshops and review meetings with each Functional Group, we will identify the reports and dashboards that are critical to MSWD's operations and leverage existing reports when it makes sense or create new reports and dashboards as necessary. This process of report and dashboard development will include the following:

- Catalog required reports/dashboards – The implementation team will first host a Prioritization Workshop, then work with Functional Groups to identify and catalog any existing reports that are required for continued use with Cityworks. The team will also work to identify any new reports/dashboards that Functional Groups determine helpful or necessary for their asset management needs.
- Create identified reports and dashboards – The implementation team will develop reports and dashboards and test them against the development Cityworks environment. Dashboards may be built in a variety of reporting tools, from data visualization software to dashboards in Cityworks.
- Review and remediation of reports being developed – The implementation team will meet with Functional Groups to review developed reports and make any adjustments or alterations to those files as necessary.

System Design Document

Once all required information regarding the current work order management, service request, and inspection processes are collected and organized, our implementation team will work together to analyze and document the configuration in the System Design Document. This document serves as a reference of configuration decisions, reports, business processes and other information compiled during the implementation effort.

Task Group Deliverables

- Workflow Diagrams (To-Be)
- Configuration Worksheet
- System Design Document updates to include business requirements and business processes
- Report /Dashboard Catalog
- Development of Reports/Dashboards
- Modification and QC of Reports/Dashboards

Cityworks System Integrations

Enterprise Integrations Overview

The concept of the enterprise system is to create interface points for solutions to share appropriate information with other software systems. Our team has extensive experience both configuring software and systems leveraging Cityworks APIs that include Service Request, Work Order, Inspections and metrics, the Cityworks Software Development Kit (SDK), and existing interfaces or modules for numerous customer billing, SCADA, Financial, Fleet Management, Billing, AVL, UDF, leak detection, fuel, playground equipment, and other systems. For the integrations requested, firstly, MSWD has identified Esri ArcGIS to be integrated with Cityworks. Understand that due to the architecture of Cityworks the integration to Esri ArcGIS requires no effort, it is built into the solution proposed (Note: Cityworks leverages Esri ArcGIS for Active Directory integration; MSWD likely has the requisite licensing but may require Esri system architecture changes).

The integration with Granite.NET is identified in the response to questions posed by Cyient and released on January 8, 2024 as being unnecessary for this phase of the project. This integration is therefore an option to pursue after Go-Live of the Cityworks AMS implementation.

The second integration identified by MSWD is with DigAlert, Timmons Group will use a modified Agile methodology to write an integration between the integrating system and Cityworks. We find this methodology strikes the appropriate balance between developing an integration that is well designed, considers the best technology for achieving the implementation, and is fair regarding the level of effort to both our clients and to ourselves. For each custom integration (DigAlert), the project team will work to:

1) Define the functional requirements of the integration
2) Build the proposed workflows, business rules and identify the system of action and ownership (record) for each task identified by the workflow design
3) Understand the level of effort required to build the integration
4) Understand the level of effort required to configure Cityworks PLL to successfully use/perform the integration

Integration Workshops

Our team will kick off the integration effort by hosting a discovery & design workshop. The goal is to meet with Functional Group(s) and verify critical information relevant to how the integration should work to best meet user business needs. Discussion during workshops will include:

- Integration workflows
- Frequency of updates from integrating system
- Functional requirements of integration in the form of User Stories
- API call limitations
- Location of integration console application

Integration Requirements Refinement and Generation of Acceptance Criteria

The Timmons Group Solutions Architect and development team will compile the final requirements of the integration. The Timmons Group Solutions Architect will work with MSWD to define acceptance criteria for each requirement. These requirements will include which data will pass between systems, how frequently data updates will occur, and the methodology by which data will be transmitted.

Final Integration Design Document

Timmons Group will develop a final document during this task, the Integration Design Document. This document includes:

1) Functional & technical requirements for the integration, including:
   a. Integration direction (1-way or 2-way), frequency, and triggers
   b. Final location of integration code or application
   c. Methodology/APIs used
   d. Error logging practices

2) Out-of-Scope items
3) Assumptions
4) Questions & Responses

Integration User Acceptance Testing & Test Scripts

The user acceptance testing phase of the implementation project will offer staff the opportunity to review the integration and complete end-to-end testing. Timmons Group will identify the necessary steps to complete end-to-end testing, and staff will complete and confirm testing results. Feedback will be incorporated into a revision process that will guide modifications to the scripts and processes that initially drove the integration. Feedback will be submitted using the same methodology as the overall project UAT, and the integration testing acceptance will be folded into User Acceptance Testing sign-off.

Integration Deployment

On completion of the testing process and acceptance by MSWD, the project team will prepare for final cutover, which will coincide with the release of the new systems on the Go-Live date. Timmons Group will deploy the integration in the Production environment.

Task Group Deliverables

- Integration Requirements documentation
- Integration testing and acceptance by MSWD

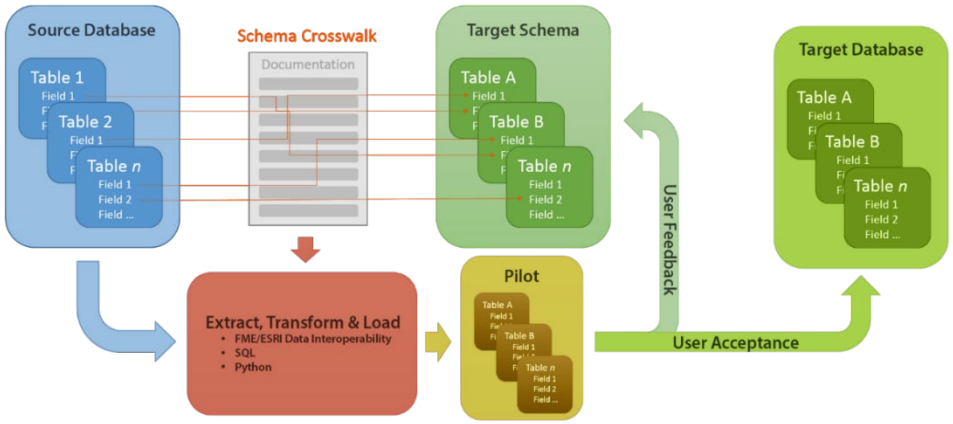
Cityworks Data Migrations

Data Migration/Conversion

One of the key objectives of MSWD is to migrate any desired legacy data to Cityworks from various systems. Inherent to that process is establishing a strategy to deal with the data that is being managed in what will become a legacy system. This task specifically addresses the datasets and systems that are slated for conversion into the proposed Cityworks solution. While the legacy datasets and systems targeted for conversion (ManagerPlus, Nobel Geoviewer) will span multiple database schemas, database versions and even database formats, the fundamental approach to successfully migrating data from one system to the other is, in fact, the same.

Migration Workshops

The implementation team will work together to understand the data migration requirements. A series of discovery workshop meetings will be held to review current systems and their data schemas, as well as the review of requirements for the data migration effort. It will need to be understood by all team members what data needs to be moved from the legacy system to the Cityworks environment. MSWD should be prepared to determine what the state of the legacy system will be moving forward: understanding the accessibility of legacy systems may have an impact on what data is required to be migrated to the new Cityworks system. The team will also need to discuss and determine what defines 'success criteria' for the data migration. After reviewing and understanding the nature of the data in the existing system as well as the requirements for data to be moved to the Cityworks system, an agreed on percentage of records migrated is necessary. Timmons Group will document the outcomes of these discovery workshop meetings.



Script Development

The project team will develop a series of processes to facilitate the actual migration of the source system data into Cityworks. Depending on the complexity and volume of the source data, the process may be a mix of manual and a scripted solution but will be established in a manner to ensure repeatability. The scripted solutions will be tailored to each specific data conversion effort and may range from native SQL Server scripts to third party migration tools but will ultimately follow a pattern referred to as extract, transform and load (ETL). The ETL process will be designed as a one-time process that will result in data migrated into a development Cityworks database.

Data Migration Sprints
Once the scripts are developed, the project team will test the converted data. This process is designed so that after the first data migration sprint (Draft) a review meeting will be held to note any issues or errors, make necessary adjustments to the scripts, and then repeat the process. A summary of the migration sprints will be provided to the client as well. This will be an opportunity to review the results versus the previously defined success criteria threshold.

Data Migration User Acceptance Testing
The user acceptance testing phase of the implementation project will offer staff the opportunity to review the migration data within the context of the proposed Cityworks system in contrast with the information contained in the source systems. The acceptance testing places more emphasis on the front-end testing, wherein users will interact with, interrogate and visualize data through the Cityworks interface. Feedback will be incorporated into a revision process that will guide modifications to the scripts and processes that initially drove the conversion. On completion of the testing process and acceptance by MSWD, the project team will prepare for the production conversion, which will coincide with the release of the proposed system and the retirement of the legacy solutions.

Task Group Deliverables
- Data Mapping Crosswalk
- Migration Run Summary
- Migration Acceptance

Cityworks User Acceptance Testing
Develop Testing and Acceptance Plan and Test Cases
The implementation team will work with MSWD to develop and administer a Testing and Acceptance Plan that addresses User Acceptance Testing (UAT). The Testing and Acceptance Plan will address how MSWD will test Cityworks software functionality and database configuration, including testing across the Cityworks platform (Respond and Mobile app) and tracking configuration defects for remediation. Data conversion and integration efforts will include their own discrete testing period. Timmons Group implementation team will also develop a series of testing scripts to guide testing users through the testing workflows. These scripts provide structure for testing users to follow during the execution of User Acceptance Testing. On completion of development of the Testing and Acceptance Plan, the Team shall submit said plan to MSWD for review and approval.

Acceptance Testing
Prior to Go-Live there will be an acceptance testing period. During this period MSWD will test the Cityworks implementation to identify and resolve issues. The Testing and Acceptance Plan will frame and guide staff through the testing process, and users will follow the Test Cases to determine testing outcomes. User Acceptance Testing is kicked off by Tester Training, wherein Timmons Group implementation staff will host remote web meetings to train testers on the key components of the software. These training sessions are focused on the functions specific to testing. Timmons Group instructors will also provide support during the UAT period for users as needed. Users will follow the process outlined in the Testing and Acceptance Plan to submit defects to Timmons Group for remediation. At the end of the acceptance testing period, the client Project Manager will sign off on User Acceptance Testing to formally move the project into the Training phase.

Task Group Deliverables
- Testing and Acceptance Plan
- Testing scripts
- Tester Training
- Defect handling results and remediation.
- UAT Sign-Off

Training
Training Overview
During each onsite meeting (e.g., kick-off, workshops, configuration review) our implementation team will consistently expose MSWD staff to Cityworks and basic workflows within the software. By the time the implementation project has reached Training, the focus of the task is system-wide adoption of the product and many staff will already be familiar with the Cityworks software.

Training Plan & Preparation
Our implementation team, in conjunction with the MSWD Project Manager and key stakeholders, will devise a training plan specific to your environment. Training is across the Cityworks platform as necessary per workflows/roles. The approach to developing this plan is detailed below. The training plan will include:

- Product training curriculum descriptions and instructors
- Training Materials
- Client responsibilities
- Schedule

This training plan will be used as a guide but may be modified when necessary to support the goals and techniques of staff resources. Additionally, Timmons Group technical staff will develop documentation and prepare the Cityworks environment for training.

CITYWORKS ONSITE TRAINING

Cityworks training is modular. Students attend those sections that are relevant to the type of work that they are performing. All courses include relevant materials and sample data. MSWD will identify who will be trained based on the criteria and needs that will have been identified during configuration workshops.

Task Group Deliverables

- Training Plan and Training Documentation
- Conduct Administrator Training
- Conduct End-user Training, classes per Training Plan

Cityworks Go-Live

CUTOVER, GO-LIVE, AND FINAL ACCEPTANCE OVERVIEW

The period between the end of Training and Go-Live Day is called Cutover. This period, typically over a weekend, follows a strict timeline to take MSWD live in Cityworks as quickly as possible after users have completed training. Preparation for Cutover begins prior to User Acceptance Testing to allow ample time to prepare the environment.

GO-LIVE CHECKLIST

Timmons Group will prepare a Go-Live Checklist to guide all key members of the project implementation team through the Cutover process. The Go-Live Checklist is a detailed task plan, including resource assignments, to support moving the Cityworks software from test to production environments over the course of the scheduled Cutover period.

GO-LIVE

Per the Go-Live Checklist, the implementation team will execute the tasks during the cutover period to take the production environment to “Live” status. Timmons Group will provide on-call or onsite Go-Live Support during the first days of Go-Live.

SYSTEM DEPLOYMENT SUPPORT & FINAL ACCEPTANCE

Timmons Group will provide support for the period between Go-Live and Final Acceptance while users begin adopting and the system stabilizes. Timmons Group will tie up loose ends, correct any new issues found, assist users in troubleshooting, host ad-hoc web meetings to aid users who need additional help after training, and guide Cityworks Administrators through the first steps administering the system.

FINAL ACCEPTANCE

Targeted around thirty days Post Go-Live, the system should be stable enough for Final Acceptance. Timmons Group will begin the transition to our Customer Success Manager, step through project closeout tasks, and host the final project meetings. MSWD will sign off on Final Acceptance.

Task Group Deliverables

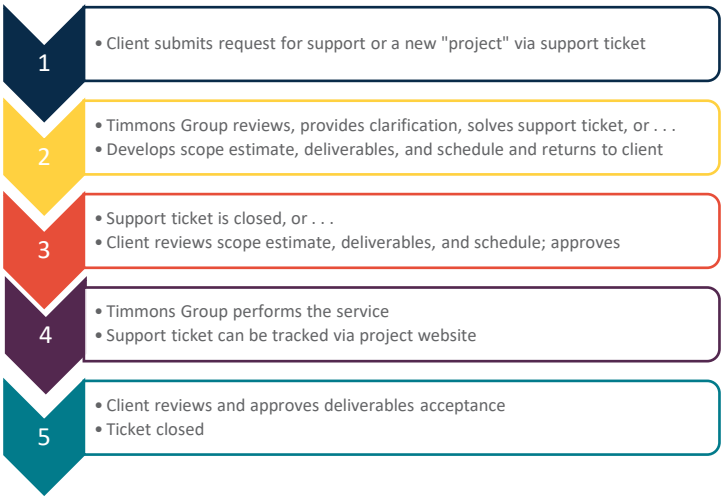
- Go-Live Checklist
- On-call or Onsite Go-Live Support
- Final Acceptance Sign-Off
- Support transition meeting between project manager, support manager, and client representatives

Optional Post Go-Live

OPTIONAL POST GO-LIVE SUPPORT

Once Project Closeout is complete, our team will optionally provide 40 hours of ad-hoc support to address any configuration, implementation, or software installation opportunities that may arise. The client will have one year to use the optional remote support by department or functional group for the services provided. The contract can be renewed on an

annual basis and additional hours can be added. Time will be billed on a not-to-exceed, time and materials basis. Any required travel will be billed at cost. Unique amongst Cityworks business partners, Timmons Group has a formalized Client Support program led by a dedicated Client Support Manager. Our Client Support Manager is singularly focused on ensuring our clients are capitalizing on their investment in Cityworks. The CSM will maintain regular communication with you to ensure the software and any customizations are functioning properly and your goals are being met. Once the implementation is complete, the Client Support Manager will become your primary point of contact for any support tasks that will arise. Key team members involved in implementation will also be involved ensuring the institutional knowledge gained during the implementation remains on board.



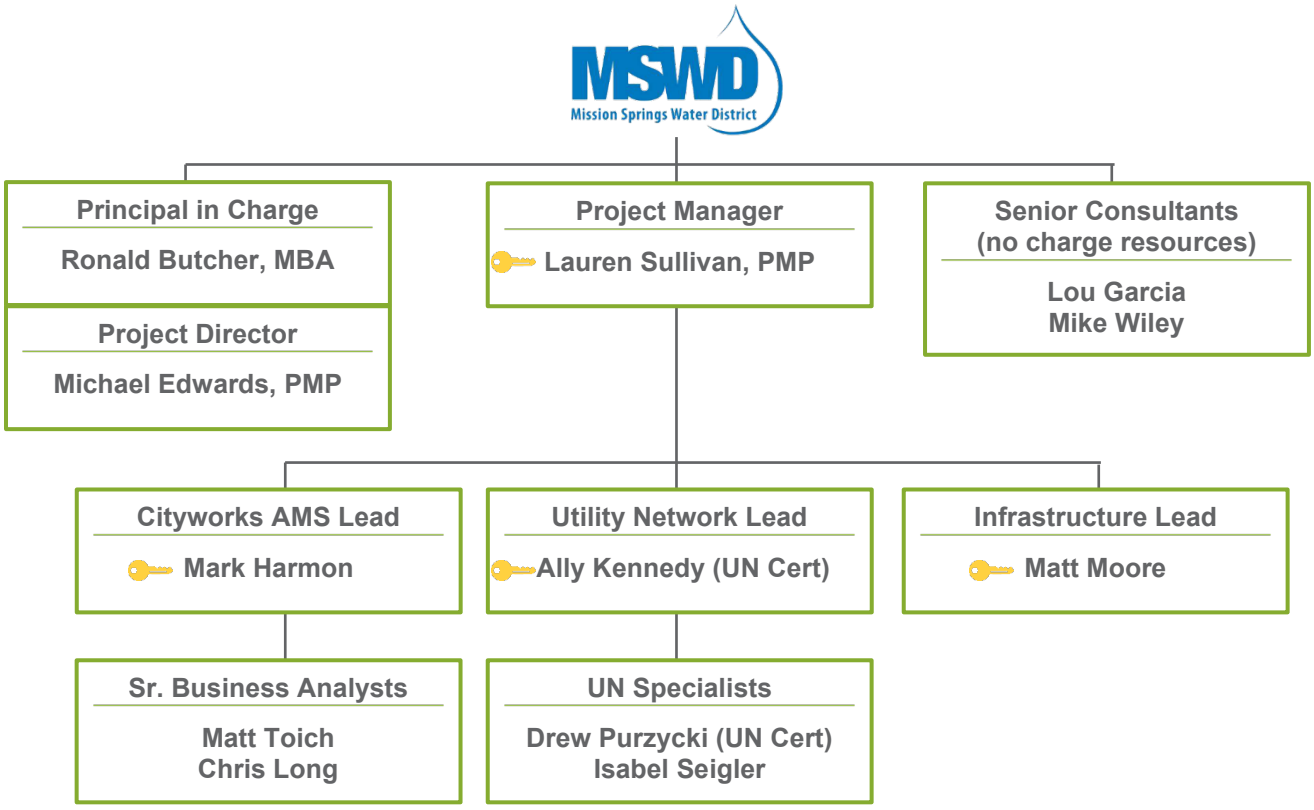
Component 4 Assumptions

- MSWD will review and comment on all documentation, plans, and requirements within 10 business days or a mutually agreed on timeframe.
- MSWD will provide data as identified in the Gap Analysis Document and Asset Hierarchy spreadsheets.
- MSWD will provide Timmons Group with a copy of the Cityworks AMS & CWOL Software license agreement
- MSWD will be present and participate in all meetings
- MSWD will provide any necessary documentation for current (As-is) business processes, including standard operating procedures, work forms, and/or reports where they exist
- MSWD will have necessary report/dashboard software licensing acquired for report file development and will give Timmons Group sufficient access to that software
- MSWD will prepare a map service for each Functional Group within the new GIS environment to support the Cityworks configuration prior to each sprint
- MSWD will identify and communicate to Timmons Group the detailed acceptance criteria for each functional requirement.
- MSWD will have necessary personnel available to review the integration during user acceptance testing
- Timmons Group will only integrate systems with Cityworks insofar as possible via Cityworks APIs. MSWD is responsible for obtaining licensing for APIs and modules used.
- MSWD will provide all necessary access to any system involved in the data migration process
- MSWD will have necessary personnel available to review data migration during user acceptance testing
- Timmons Group will not be performing data generation or data cleanup.
- MSWD is responsible for all testing of core system configuration according to the Testing Plan
- MSWD is responsible for identifying User Acceptance Testers and assigning associated testing scripts
- Class sizes will be limited to 15 students.
- MSWD will sign off on Final Acceptance on completion of services rendered

Project Component 5: Staff Augmentation

MSWD is also seeking staff augmentation services to maximize its investment in GIS technology and expand its usefulness. The vision from the RFP was that these services, since they were to be ad-hoc, would be based on hourly rates. Timmons Group has provided hourly rates for staff that could be leveraged through this type of engagement. We also wanted to make MSWD aware that we provide these types of services on a fixed-fee basis. We typically, use hourly consulting for emergency requests and we use short task-orders tasks that are desired to be on a fixed-fee basis. We will leave both options available to MSWD.

ORGANIZATION



STAFFING – MSWD SKILLS DESIRED/REQUIRED:

Staff	Enterprise GIS	Enterprise Asset Management	Cloud Services	ArcGIS Utility Netwprk	Data Conversion	Cityworks AMS	Cityworks Online (CWOL)	Granite.Net integrations	811 system integrations	Client long-term support	Staff Augmentation
Ronald Butcher	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Michael Edwards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lauren Sullivan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lou Garcia	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mike Wiley	✓		✓	✓	✓					✓	✓
Mark Harmon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ally Kennedy	✓		✓	✓	✓	✓				✓	✓

Staff	Enterprise GIS	Enterprise Asset Management	Cloud Services	ArcGIS Utility Netwprk	Data Conversion	Cityworks AMS	Cityworks Online (CWOL)	Granite.Net integrations	811 system integrations	Client long-term support	Staff Augmentation
Matt Moore	✓	✓	✓	✓	✓	✓	✓			✓	✓
Matt Toich	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Chris Long	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Drew Purzycki	✓		✓	✓	✓	✓				✓	✓
Isabel Seigler	✓		✓	✓	✓	✓				✓	✓
Greg Stephenson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

CONSULTANT INFORMATION

CONTACT PERSON INFORMATION

Lou Garcia
Principal
1001 Boulders Parkway, Suite 300
Richmond, VA 23225
louis.garcia@timmons.com
443.904.3897

BRANCH OFFICE INFORMATION

Corporate Headquarters
1001 Boulders Parkway
Suite 300
Richmond, VA 23225
804.200.6500

Downtown Richmond
117 S. 14th Street
Suite 303
Richmond, VA 23219
804.521.1065

Chesterfield, VA
430 Southlake Boulevard
Suites 14 & 15B
Richmond, VA 23236
804.200.6500

Northern Virginia, VA
20110 Ashbrook Place
Suite 100
Ashburn, VA 20147
703.554.6700

Tri-Cities, VA
4701 Owens Way
Suite 900
Prince George, VA 23875
804.541.6600

Staunton, VA
28 Imperial Drive
Staunton, VA 24401
540.885.0920

Newport News, VA
11832 Rock Landing Drive
Suite 306
Newport News, VA 23606
757.782.3041

Virginia Beach, VA
2901 South Lynnhaven Road
Suite 200
Virginia Beach, VA 23452
757.213.6679

Greensboro, NC
8642 W. Market Street
Suite 136
Greensboro, NC 27409
336.662.0411

Charlotte, NC
2030 South Tryon Street
Suite 3C
Charlotte, NC 28203
704.602.8600

Elizabeth City, NC
1805 West City Drive
Unit E
Elizabeth City, NC 27909
252.621.5028

Dallas, TX
7501 Lone Star Drive
Suite B250
Plano, TX 75024
469.810.0230

Washington, DC
2300 N St. NW
Suite 410B
Washington, DC 20037
800.588.7341

Baltimore, MD
3300 North Ridge Road
Suite 110
Ellicott City, MD 21043
410.461.7666

Wilmington, NC
430 Eastwood Road
Suite 100
Wilmington, NC 28403
919.746.1144

Charlottesville, VA
608 Preston Avenue
Suite 200
Charlottesville, VA 22902
434.295.5624

Raleigh, NC
5410 Trinity Road
Suite 112
Raleigh, NC 27607
434.295.5624

TYPE OF ORGANIZATIONAL ENTITY

Timmons Group is a C Corporation.

LITIGATION, MEDIATION, ARBITRATION, AND BANKRUPTCY

Litigation History

Timmons Group is known by its peers and clients as a fair and ethical firm, and this is exemplified in our daily business activities. Fulfilling our professional and financial obligations is a priority. We acknowledge that within the last five years Timmons Group has no judgments or outstanding litigations.

Mediation

Timmons Group has no Mediation.

Arbitration

Timmons Group has no Arbitration.

Bankruptcy

Timmons Group has not filed for bankruptcy in the past 5 years.

CONSULTANT PERSONNEL

PROFESSIONAL TEAM

Senior Consultant and Contact – Lou Garcia | 443.904.3897 | Louis.Garcia@timmons.com

Project Manager – Lauren Sullivan | 858.254.3873 | Lauren.Sullivan@timmons.com

Principal in Charge – Ronald Butcher | 804.200.6971 | Ron.Butcher@timmons.com

Senior Consultant – Mike Wiley | 917.848.6504 | Mike.Wiley@timmons.com

RESUMES

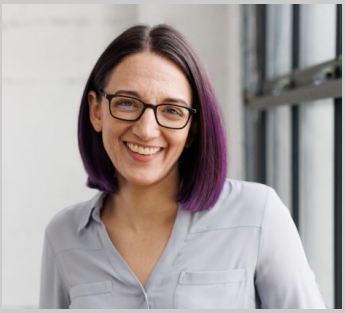
Lauren Sullivan, PMP

Project Manager

Lauren is currently a Senior Project Manager for Timmons Group. She has over a decade of experience with all facets of software integration services and enterprise system design with diverse clientele across government agencies and private industry. She specializes in aligning technologies with client needs to facilitate a smooth transition to new solutions. Her career roots in GIS systems and business process analysis allow her to effectively manage implementation teams. Her background also includes GIS-related development, geospatial product management, and asset management for utilities.

SELECT PROJECT EXPERIENCE

- Utility Network Migration, EPCOR, AZ
- Cityworks Roadmap, Rogers Water Utilities, AR
- Cityworks AMS PLL Implementation and Upgrade, Township of Upper St Clair, PA
- Cityworks AMS/PLL Implementation, City of Morro Bay, CA
- Asset Management Roadmap, City of Yakima, WA
- AMS/PLL Cityworks Implementation, Upper St Clair, PA
- GIS & Cityworks Upgrade, Skagit Public Utility District, WA
- Cityworks Assessment/Gap Analysis, Otay Water District, CA
- Cityworks AMS Implementation, Napa Sanitation District, CA
- Cityworks PLL Implementation & Citizen Engagement System Integration, City of Escondido, CA
- Cityworks AMS Implementation, City of Bellingham, WA
- Cityworks AMS Implementation, Sammamish Plateau Water & Sewer District, WA
- Cityworks PLL Implementation, City of Edmond, OK
- Cityworks Implementation, City of Bonney Lake, WA
- Cityworks Asset Reading Custom, City of Bonney Lake, WA
- Support Maintenance, City of Sammamish, WA
- Cityworks AMS Parks Implementation, City of Renton, WA
- Cityworks AMS Jumpstart, City of Yelm, WA
- Cityworks AMS, Washington County, OR
- Cityworks Implementation, Green Valley Water, AZ
- Cityworks AMS, City of Elk Grove, CA
- Cityworks Interface, San Diego County, CA
- Cityworks AMS, City of Everett, WA
- AMS Implementation, City of Centennial, CO
- PLL Implementation, City of Burien, WA
- AMS Implementation, City of Antioch, CA
- Cityworks AMS, City of Salem, OR
- AMS Implementation, Cosumnes Community Services District, CA
- Consulting Services, City of SeaTac, WA
- Cityworks AMS Implementation, Midpeninsula Regional Open Space District, Los Altos, CA
- Cityworks AMS Implementation, Lake Stevens Sewer District, WA
- GIS Process Rationalization, King County, WA
- AMS Jump Start, Carpinteria Valley Water District, CA
- Cityworks PLL Implementation, City of Auburn, AL
- Cityworks AMS Jump Start, Las Gallinas Valley Sanitary District, CA



EDUCATION
Bachelor of Arts, Geography/Environmental Studies, UCLA

EXPERIENCE
12 Years

CERTIFICATIONS
Project Management Professional Certificate (PMP)

Mark Harmon

AMS Lead

Mark offers considerable experience in Cityworks consulting and enterprise system design gained through work with water utilities, State and local governments and private industry. His capabilities include: GIS systems planning and design, specification design and development, project implementation coordination, GIS training and end user support. Mark will support your efforts by ensuring our utility geodatabase design and development efforts are compatible with your existing GIS/IT architecture.

SELECT PROJECT EXPERIENCE

- Cityworks Business Process Workflows/Consulting, Indio Water, CA
- Cityworks Enterprise Asset Management System Implementation, Alpharetta, GA
- Cityworks AMS Implementation, Otay Water District, CA
- Cityworks AMS Implementation, Harrisonburg, VA
- Cityworks AMS Implementation, Madison, WI
- Cityworks Enterprise Asset Management System Implementation, Skagit County Public Utilities District, WA
- Cityworks AMS Implementation, American States Utility Services, NC
- Cityworks PLL & AMS Implementation, Winston-Salem, NC
- Cityworks Workorder Management System Implementation, MetroConnects, SC
- Cityworks Enterprise Asset Management System Master Planning, Richmond, VA
- Cityworks AMS and PLL Implementation, Fayetteville, NC
- Cityworks AMS Implementation, Weston, FL
- Cityworks AMS Implementation, Albemarle County Service Authority, VA
- Cityworks Asset Management System Implementation, Garland, TX
- Cityworks AMS Implementation, Forsyth County, GA
- Cityworks AMS Implementation, Henderson Water Utility, KY
- Fire Hydrant Inspection Program, Richmond, VA
- Cityworks Enterprise Asset Management System Implementation, Grey Forest Utilities, TX
- Cityworks AMS Implementation, Sammamish, WA
- Cityworks AMS Implementation, Douglasville-Douglas County Water and Sewer Authority, GA
- Cityworks AMS Implementation, Fayetteville, NC
- Cityworks Upgrade, Skagit County Public Utility District, WA
- Cityworks AMS Implementation, City of Bellingham, WA
- Enterprise Asset Management Consulting, Fairfax County Department of Public Works and Environmental Services, VA
- Cityworks AMS Implementation, North Miami Beach, FL
- Cityworks AMS Implementation, Naperville, IL
- Cityworks AMS/Cayenta Integration Implementation Approach, Macon Water Authority, GA
- Cityworks AMS Implementation for Sewer, Auburn, AL
- Cityworks AMS Implementation, Goochland County, VA
- Cityworks AMS Implementation, Grand Rapids, MN
- Cityworks AMS Utilities, Petersburg, VA
- CW Asset Reading Customization, Bonney Lake, WA
- Cityworks AMS Public Works, Auburn, AL
- Cityworks AMS Upgrade, Winston-Salem, NC



EDUCATION
Bachelor of Science, Geographic Science, James Madison University, 2003

EXPERIENCE
19 Years

Ally Kennedy

Utility Network Lead

Ally is a highly skilled GIS Analyst with expertise in various aspects of geospatial data management and analysis. With a focus on Esri's Utility Network, she has successfully led and managed multiple projects, providing valuable insights and technical guidance to clients. Ally is certified as an FME Professional and ArcGIS Desktop-certified, demonstrating her proficiency in industry-standard tools and technologies. In addition to her technical expertise, Ally is adept at managing teams and overseeing GIS professionals. She has effectively coordinated with subconsultants, facilitated discovery workshops, and provided training to clients on using and managing the Utility Network. Overall, Ally's comprehensive skillset, leadership abilities, and extensive project experience make her valuable in delivering successful GIS solutions and driving digital transformation.

KEY EXPERTISE

- ✓ Leads Timmons Group's Utility Network projects – **ArcGIS Utility Network Certified**
- ✓ **Certified FME Professional**
- ✓ Manages and consults on numerous utility mapping, addressing, Next Generation 911, and tax parcel mapping projects
- ✓ Writes Arcade script to configure Attribute Rules and pop-ups
- ✓ Manages multiple GIS professionals
- ✓ Oversees local government data maintenance projects

SELECT PROJECT EXPERIENCE

- Utility Network Migration Plan, EPCOR, Phoenix, AZ.
- ArcGIS Pro & Utility Network Implementation, EPCOR, Phoenix, AZ.
- Utility Network Implementation and Cityworks AMS Reconfiguration, Indio Water Authority, Indio, Riverside, CA.
- Schema Consolidation and Utility Network Migration Planning, Anchorage Water and Wastewater Utility (AWWU), Anchorage, AK.
- Cityworks Services and Utility Network Implementation, Rogers Water Utilities, Rogers, AR.
- Cityworks & GIS Implementation, Alderwood Water and Wastewater District (AWWD), Snohomish County, WA.
- Utility Network Data Migration, Pennichuck Water Works (PWW), NH.
- Utility Network Migration Preparation, St. Johns County (SJC), FL.
- Utility Network Migration Services, City of Lynchburg, VA.
- Utility Network Data Readiness and Migration Strategic Plan, Orange Water and Sewer Authority (OWASA), Carrboro, NC.
- Utility Network Implementation, Walt Disney Parks and Resorts US, Disneyland, CA.
- Utility Network Migration, Salt Lake City, UT.



EDUCATION
BA, Biology with Minor in Spanish, University of North Carolina, 2015

EXPERIENCE
8 Years

TECHNICAL SKILLS
ArcGIS Desktop
ArcGIS Pro
ArcGIS Online
ArcPy
Portal for ArcGIS
FME Desktop & Server
ArcGIS Utility Network
ArcGIS Data Reviewer

CERTIFICATIONS
Certified ArcGIS Desktop Associate

Esri ArcGIS Utility Network Certified

FME Certified Professional

Matt Moore

Infrastructure Lead

Matt performs tasks related to systems management/administration, web administration, database administration and development, and applications development. Matt has worked on many systems architecture design, development, and implementation projects for federal, state, and local governments throughout the US. He is well versed in implementing Enterprise systems and has worked on projects using both custom and COTS applications.

KEY EXPERTISE

- ✓ Consults clients on managed services and cloud service offerings
- ✓ Consults on numerous custom application development projects
- ✓ Delivers consulting services via project discoveries and needs assessments
- ✓ Provides GIS industry best practices for local, state, and federal governments, and NGOs.
- ✓ Provides consulting and recommendations on using technology to solve business process / workflow challenges
- ✓ Plans and manages integration of GIS with other information technology systems
- ✓ Implements technical solutions and designs for enterprise GIS systems
- ✓ Deploys and manages server infrastructure in Cloud environments
- ✓ Develops scripts as needed to automate GIS workflows
- ✓ Manages Relational Database Management Systems (SQL Server/Postgres/PaaS offerings)
- ✓ Manages Active Directory as needed for Cloud environments
- ✓ Builds and manages web servers in Apache and Microsoft IIS

SELECT PROJECT EXPERIENCE

- Schema Consolidation and Utility Network Migration Planning, Anchorage Water and Wastewater Utility (AWWU), Anchorage, AK
- Utility Network Migration Plan, EPCOR, Phoenix, AZ.
- ArcGIS Pro & UN Implementation, EPCOR, Phoenix, AZ
- Utility Network Implementation and Cityworks AMS Reconfiguration, Indio Water Authority, Riverside, CA
- Cityworks Services and Utility Network Implementation, Rogers Water Utilities, Rogers, AR
- Utility Network Data Readiness and Migration Strategic Plan, Orange Water and Sewer Authority (OWASA), Carrboro, NC
- ArcGIS Enterprise and Configuration, City of Minot, ND
- ArcGIS Enterprise Migration, Pennsylvania Game Commission (PGC), Harrisburg, PA
- UN Migration Plan, AWWU, Anchorage, AK
- GIS Managed Services and Cloud Migration, Philadelphia Gas Works (PGW), Philadelphia, PA
- Enterprise GIS Implementation and Data Management, Caltrans, Sacramento, CA
- Cityworks AMS Implementation, Napa Sanitation, Napa County, CA
- Cityworks Roadmap, City of Danville, Danville, VA



EDUCATION
Bachelor of Science, Geography, Information Technology focus, Old Dominion University, 2004

EXPERIENCE
20 Years

TECHNICAL SKILLS
Esri Enterprise System Design, AWS Services, ArcGIS Online, Python, SQL Server / Oracle, IIS 10x, 8.x, 7.x, 6.x, Apache Tomcat 2.2, 2.4, PHP, HTML, JSON, SSL & PKI Deployment, Adobe Flex Builder, XML, Action Script, Deployment of .NET and JavaScript web applications

CERTIFICATIONS
AWS Certified Cloud Practitioner
Esri Certified Enterprise System Design Associate
Esri Enterprise Geodata Management Professional

QUALIFICATIONS, EXPERIENCE, AND REFERENCES

REFERENCES

Indio Water Authority (IWA) | Utility Network Implementation and Cityworks AMS Reconfiguration

Contact: Christian Hernandez | 760.391.4038 | cchernandez@indio.org

Project Dates: April 2022 – September 2023

IWA selected Timmons Group for the migration of its Water Distribution geodatabase from Geometric Network to the Esri Utility Network model. Moving to the Utility Network platform positioned IWA to effectively manage its water distribution assets into the future. In addition, we were tasked with reconfiguring IWA's Cityworks AMS solution to use Utility Network, including modifying Cityworks business processes to further create a more effective and efficient workflow.

This project also included the evaluation and update of automation scripts to ensure the continued integration of several other software solutions. This included integration to My Geo Tab, Navaline (Customer Billing), ELM, and Dig Alert, as well as scripts to automate update of an ArcGIS Online Dashboard. The Cityworks installation was also upgraded to the most recent version and updated to ensure Cityworks database, customizations, and workflows that were identified as potentially impacted by the migration to the Utility Network data model remained functional.

Pennichuck Water Works (PWW) | Utility Network Data Migration and Cityworks AMS Implementation

Contact: Dawn Lavacchia | 603.913.2342 | dawn.lavacchia@pennichuck.com

Project Dates: January 2020 - Ongoing

PWW was established in 1852 and serves the City of Nashua, NH and 10 surrounding municipalities. PWW serves more than 33,000 customers in more than 30 communities and has more than 100 employees. PWW was using Oracle Work Order and Asset Management to maintain their asset records. Timmons Group implemented Cityworks AMS (Cityworks), which includes Cityworks AMS (Office and Tablet), Mobile Native Apps, Respond, and Storeroom.

Timmons Group was selected to migrate PWW's water network data from Esri's Geometric Network data model into the new Utility Network data model to enable new data management and analysis capabilities and keep its Esri implementation current. The Utility Network implementation must support existing business workflows and applications, including work tracking with Cityworks CMMS and reading customer information from Munis.

Timmons Group designed integrations to several third-party applications, including Wex (fuel/mileage readings), Macola (inventory), and Munis (customer accounts). We are providing full implementation services, including configuration, user acceptance testing, training, and post go-live support.

Rogers Water Utilities | Cityworks Roadmap, PLL, and Utility Network Implementation

Contact: Brian Sartain | 479.640.8970 | BrianSartain@rwu.org

Project Dates: September 2021 – Ongoing

Timmons Group worked with Rogers Water to implement Cityworks AMS & PLL. As a first Phase of the project, a plan was needed that would result in a short/long-term strategic plan for the implementation as it affected system architecture as well as a multitude of other existing City systems and planned software purchases. Timmons Group developed a strategic RoadMap based around maintenance work management, asset management, and community development activities. During the development of this strategic plan, our team reviewed the existing GIS, and Rogers Water decided to rebuild its GIS data model on the new Esri Utility Network data model. Part of this included the migration of legacy data into the new utility network data model. Subsequent phases of the project are ongoing, including the deployment of the enterprise GIS and the implementation of Cityworks AMS & PLL, the integration of several third-party applications to streamline business processes, and development of public facing applications for enhanced customer service.

EXPERIENCE

Timmons Group has worked with hundreds of municipalities and utility authorities across the US. Projects have included strategic planning, Cityworks implementations, Utility Network implementations, cloud services, Esri solution configuration, and custom application development. The map below shows a subset of our municipal/utility clients, and the purple dots represent Utility Network clients.

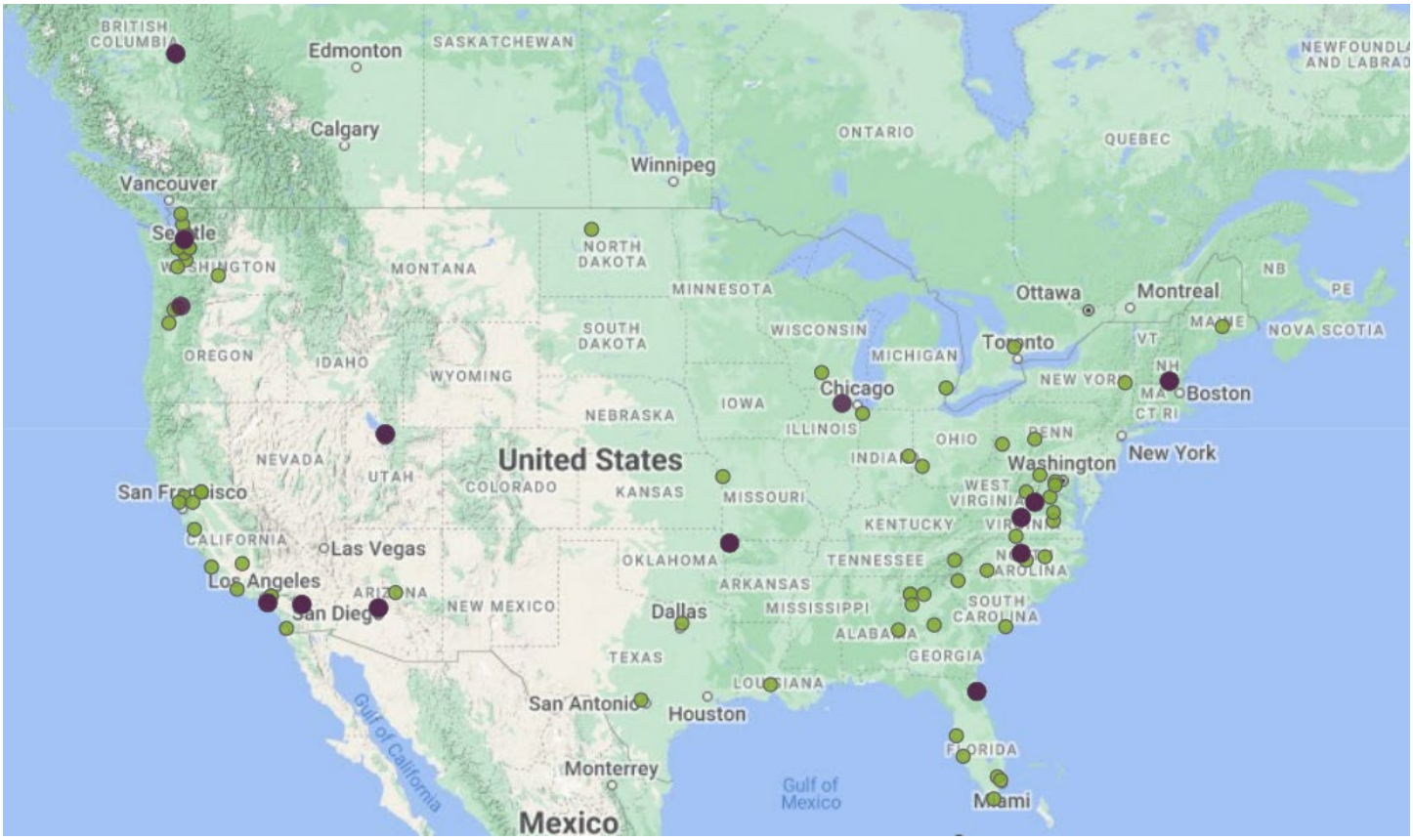


Figure 1: Timmons Group has worked with numerous Municipal Utility Clients (green) and performed multiple Utility Network Projects (purple) across North America.



1 Garland, TX
2 Otay Water District, CA
3 Alpharetta, GA
4 Naperville, IL
5 Fayetteville, NC
6 Hamilton County, TN
7 Skagit County PUD #1, WA
8 Auburn, AL
9 Lafayette Consolidated Govt, LA
10 Herndon, VA
11 Richmond, VA
12 Alexandria, VA
13 Jackson, MS
14 DDOT/EQUANS
15 Colonie, NY
16 Newport News, VA
17 Montgomery County, OH
18 Waterford Charter Township, MI
19 Altoona City Authority, PA
20 Raleigh, NC
21 Allegheny County, PA
22 Chicago, IL
23 City of Winston-Salem, NC
24 Watsonville, CA
25 Morro Bay, CA
26 Carpinteria Valley Water District, CA
27 Shafter, CA
28 Alcoa, TN
29 Goochland County, VA
30 Petersburg, VA
31 Henderson, KY
32 SeaTac, WA
33 Sammamish, WA
34 Weston, FL
35 Seattle, WA
36 Grand Rapids, MN
37 Upper St. Clair, PA
38 Tallahassee, FL
39 Sugarland, TX
40 Bartow County, GA
41 North Miami Beach, FL
42 Grey Forest Utilities, TX
43 Herriman, UT
44 Milwaukie, OR
45 Harrisonburg, VA
46 Lebanon, OH
47 MetroConnects, SC
48 Las Gallinas Valley Sanitary District, CA
49 Macon Water, GA
50 Mid Peninsula Regional Open Space, CA
51 American States Utility Service
52 Asheville, NC
53 Brookhaven, GA
54 Frederick Water, VA
55 Montgomery County, MD
56 Manatee County, FL
57 Florida Keys Aqueduct Authority, FL
58 St. Johns County, FL
59 Madison, WI
60 Bonney Lake, WA
61 Renton, WA
62 Forsyth County, GA
63 Yelm, WA
64 Tigard, OR
65 Napa Sanitation District, CA
66 Regional Municipality of York, Canada
67 Escondido, CA
68 Spotsylvania County, VA
69 Independence, MO
70 Bellingham, WA
71 Charleston Water, SC
72 Fairfax County, VA
73 West Valley City, UT
74 Charlotte Water, NC
75 Sammamish Plateau Water District, WA
76 Edmond, OK
77 Lake Stevens, WA
78 Elk Grove, CA
79 Yakima, WA
80 Douglasville/Douglass County, GA
81 Salem, VA
82 North Gila County Sanitation District, AZ
83 Tampa, FL
84 Baltimore County, MD
85 Nashville, TN
86 Pennichuck Water, NH
87 Consumes CSD
88 Albemarle County Service Authority, VA
89 Holly Springs, NC
90 Isle of Wight County, VA
91 O' Fallon, IL
92 Toledo, OH
93 Charlotte County, FL
94 Minot, ND
95 Washington County, OR
96 City of Centennial, CO
97 Prince William Service Authority
98 Danville, VA
99 Raytown, MO
100 Hobart, IN
101 Bartow County Water, GA
102 EPCOR, Phoenix, AZ
103 Everett, WA
104 Fairfax County, VA
105 Wilson, NC
106 Antioch, CA
107 Warren, MI
108 Rogers Water/City of Rogers, AR
109 Burien, WA
110 Erie, PA
111 Los Angeles County, CA
112 Alderwood, WA
113 Salem, OR
114 Round Rock, TX
115 Charlottesville, VA
116 Bangor, ME
117 Brampton, Ontario (Canada)
118 Golden State Water, CA
119 Indio Water Authority, CA
120 Richmond, IN
121 Bremerton, WA
122 Sandy, UT
123 Woodburn, OR
124 Gerald R Ford International Airport
125 Erie Water Works, PA
126 Lowell, AR
127 Santa Clara Valley Water District,
128 Corvallis, OR
129 Gastonia, NC
130 Henrico, VA
131 Kileen, TX

Figure 2: Timmons Group has worked with more than 135 clients to implement Cityworks software.

Timmons Group Utility Network Projects							
Client	Services						
	Data Readiness	UN Planning	Data Cleanup	ArcGIS Enterprise	UN Implementation	Systems Integration	Training
EPCOR	2021	2021		2022	2022-2023	2023	2023
Indio Water Authority	2022	2022		2022	2022-2023	2023	2023
Anchorage Water & Wastewater Utility	2022	2022		2023	TBD	TBD	TBD
Rogers Water Utility	2022	2022	2022	2022	2022	2022	2022
Alderwood Water & Wastewater District	2022	2022		2022	2022-2023	2022-2023	2023
Pennichuck Water Works	2022	2022		2022	2022-2023	2023	2023
St. Johns County Utility	2022	2022	2023		2023-2024	2024	2024
City of Lynchburg	2012	2022		2022	2022-2023	2023	2023
Orange Water and Sewer Authority	2022	2022		2022	2023-2024	2024	2024
Disneyland	2022	2022	2023	2022	2022-2023		2023
Salk Lake City Public Utilities		2023		2023	2023-2024	2024	2024
Albemarle County Service Authority	2023	2023	2024	TBD	TBD	TBD	TBD
Prince George, Canada	2023	2023	2024	TBD	TBD	TBD	TBD
City of St Charles, IL	2023	2023	2023/4		2024		2024
Gresham, OR	2024	2024	2024	2024	2024	2024	2024

Table 1: Timmons Group is experienced in delivering Utility Network projects at numerous other agencies. Tasks by client and completion year.



TIMMONS GROUP

Cityworks® A TRIMBLE COMPANY

esri

COMPLETE DEPLOYMENT OF ARCGIS ENTERPRISE, UTILITY NETWORK, CITYWORKS - COST PROPOSAL

Mission Springs Water District

Due: 5:00 PM, Thursday, January 11, 2024

Contact: Lou Garcia | Principal
1001 Boulders Parkway, Suite 300, Richmond, VA 23225
443.904.3897 | Fax: 804.560.1016 | louis.garcia@timmons.com
www.timmonsgis.com

PRICING

Timmons Group will bill for the services and components required to deliver the total outlined solution of the 5 components of this project on a monthly percent complete basis or a time and materials basis as noted in the charts below. Invoicing is based on Fixed Fee project cost as broken out in the tables below. This is subject to approval as to the percent complete of project deliverables by the MSWD project manager. Please note that the Cityworks AMS license fees are provided here for informational purposes only and are not to be considered as part of the Timmons Group Fixed Fee bid. MSWD will be billed separately by Trimble for the Cityworks AMS software license costs, this includes the Cityworks Online (CWOL) environment for Cityworks AMS software.

PROJECT COMPONENT 1: ARCGIS ENTERPRISE CLOUD DEVELOPMENT

Item Description	Suggested Invoicing	Amount
Cloud & ArcGIS Enterprise services required	Monthly; on a % complete basis	$ 32,920
*Hosting Fees during implementation (12 months)		Estimated $ 7,226
Project Component 1 total not-to-exceed cost		**$ 40,146**

*These fees are estimated. Invoices to MSWD will reflect actual AWS costs to TG or AWS costs can be directly billed to MSWD.

Note: per other projects, the projected AWS costs for ongoing hosting after Go-Live are estimated to be $1,500 per month.

PROJECT COMPONENT 2: IMPORT EXISTING DATA AND ENSURE READINESS

Item Description	Suggested Invoicing	Amount
Discovery	Monthly; on a % complete basis	$ 3,600
Landbase Migration		$ 5,000
Data Cleanup	Monthly, T&M	$ 110/hour
Project Component 2 total not-to-exceed cost		**$ 8,600**

PROJECT COMPONENT 3: MIGRATE DATA INTO ESRI UTILITY NETWORK

Item Description	Suggested Invoicing	Amount
Esri Utility Network Implementation	Monthly; on a % complete basis	$ 135,980
Task 1: Phase Initiation		$1,380
Task 2: Data Readiness Assessment		$0
Task 3: Data Model Design/Editing Tools		$15,000
Task 4: Data Migration		$74,750
Task 5: Adjustments and Integrations		$0
Task 6: Testing, Training and Go-Live		$44,850
Project Component 3 total not-to-exceed cost		**$ 135,980**

PROJECT COMPONENT 4: CITYWORKS IMPLEMENTATION

Item Description	Suggested Invoicing	Amount
Cityworks AMS licensing – see Cityworks quote # Q-37747-1 for full details. License consists of: AMS ELA Cityworks Online Premium	*Annually*	*$ 46,687.50 – Year #1* *$ 49,281.25 – Year #2* *$ 51,875.00 – Year #3*
Cityworks AMS Implementation	Monthly; on a % complete basis	$ 266,735
Legacy work order data migrated into Cityworks (2 sources: Nobel Geoviewer & ManagerPlus)	Monthly; on a % complete basis	$ 57,020
DigAlert integration	Monthly; on a % complete basis	$ 18,340
Project Component 4 total not-to-exceed cost		**$ 342,095**
Optional 24 hours of Post Go-Live support		$ 5,080
Estimated travel to be billed at cost		$15, 475

PROJECT COMPONENT 5: STAFF AUGMENTATION

Item/Quantity	Suggested Invoicing	Annual Total
Cloud Managed Services	$3000 / Month	$ 36,000
Project Manager (PMP certified)	$200 / hour	$ tbd
Client Support Manager	$170 / hour	$ tbd
GIS Specialist – mid level	$140 / hour	$ tbd
GIS Specialist – senior level	$170 / hour	$ tbd
Sr. Solutions Architect	$220 / hour	$ tbd
Solutions Architect	$185 / hour	$ tbd
Sr. Business Analyst	$165 / hour	$ tbd
Business Analyst	$155 / hour	$ tbd
Sr. Software Engineer	$170 / hour	$ tbd
Software Developer	$160 / hour	$ tbd
System Analyst	$155 / hour	$ tbd

Cityworks® A TRIMBLE COMPANY | Azteca Systems, LLC - Cityworks
11075 S State St, Suite 24 | Sandy, UT 84070
801-523-2751 | Fax # 801-523-3734

Quote Number	Q-37747-1
Created Date	12/5/2023
Expiration Date	2/20/2024

Contact Information

Contact Name:	Lee Boyer	Prepared By Name:	Jarrod Gerbaud
Customer:	Mission Springs Water Distict, CA	Prepared By Phone:	(801) 523-2751
Contact Address:	66575 2nd Street Desert Hot Springs, CA 92240		

Quote Lines

Product Name	Quantity/ Population	Net Unit Price
AMS ELA Cityworks Online Premium	1.00	USD 46,687.50
	TOTAL:	USD 46,687.50

Notes

Year 1 Dollar Value	USD 46,687.50	Year 1 Date Range	02/01/2024 - 01/31/2025
Year 2 Dollar Value	USD 49,281.25	Year 2 Date Range	02/01/2025 - 01/31/2026
Year 3 Dollar Value	USD 51,875.00	Year 3 Date Range	02/01/2026 - 01/31/2027

Notes:

Server AMS Premium Cityworks Online Enterprise License Agreement (ELA), Includes the Identified Products for up to 40 Named Logins:
Respond
Mobile Native Apps (for iOS/Android)
Office (limited use for Admin and Reporting only)

--Includes the following Add-ons:
Storeroom
Equipment Checkout
Contracts
Cityworks for Excel
Cityworks Analytics AMS
eURL (Enterprise URL)
Operational Insights
Workload
Web Hooks
OpX Projects
OpX Contracts
OpX Budgets
1 Sandbox
Use of Cityworks AMS Application Programming Interfaces (APIs) with commercially available Cityworks-centric applications that are licensed and maintained by authorized Cityworks partners
Use of Cityworks AMS Application Programming Interfaces (APIs) with third party system integrations

Annual fee herein is based on 15,001 - 25,000 population range

Cityworks Online (CWOL) – is a Cityworks Online hosted services subscription for the right to access and use the Online Services for the products identified hereinabove. CWOL is a highly scalable hosted services product offering. It is hosted on Azteca Systems' servers and completely scaled, managed, updated, backed up, and maintained by Azteca Systems. Because Azteca Systems controls the update schedule, users are not responsible for upgrading, managing, or patching the system themselves.

Discounts As Follows:
Year 1: 10% Discount
Year 2: 5% Discount

Terms and Conditions

Payment Terms
Payment due within 30 days

IF YOUR ORGANIZATION REQUIRES A PURCHASE ORDER, PLEASE CONTACT YOUR FINANCE DEPARTMENT TO BEGIN THE APPROVAL PROCESS TO AVOID PAYMENT DELAYS.

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery for the Customers listed above.

Unless otherwise referenced, this quotation is for the Cityworks software products referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software or any other third-party software utilized in conjunction with Cityworks will be the responsibility of the Customer.

For "on-prem" installations, the procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the Customer. Currently, Cityworks supports Oracle and SQL Server. The procurement, installation and administration of the infrastructure
(hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the Customer.

This quotation and the pricing information herein is confidential and proprietary and may not be copied or released other than for the express purpose of the current system Software and Product selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC or unless otherwise specifically permitted by law. If a "public access" or similar request is made, Customer, shall notify Azteca Systems, prior to any disclosure.

Software Licensing
All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the signed "Cityworks Software License and Maintenance Agreement" ("Agreement") and any and all addendums or amendments thereto. A fully executed copy of the Agreement and any addendum(s) is required before delivery and installation and usage of the software is subject to the terms of the current license agreement.

The terms and conditions of the executed Cityworks Software License Agreement apply to this Quote unless otherwise specifically stated herein. Any additional or conflicting terms set forth in any purchase orders, invoices, or other standard form documents exchanged during the ordering process, other than product descriptions, quantities, pricing, and dates are void and of no effect.

Delivery method is by way of download through Azteca Systems, LLC. customer support web portal.

Taxes
Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

International Customers
These items are controlled by the U.S. government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

EXHIBIT C

Term, Early Termination & Notice

Complete Deployment of ArcGIS Enterprise, Utility Networks, Cityworks

A. Term of Agreement

This professional services agreement shall be effective upon approval and execution by the parties hereof (the "effective date") and shall continue until terminated as provided for herein. Notwithstanding anything in this agreement to the contrary, this agreement shall automatically terminate after two (2) years and four (4) months from the effective date, unless extended by the parties with the approval of the Mission Springs Water District (sometimes referred to herein as "District").

B. Early Termination of Agreement

Notwithstanding any other provision of this agreement, Mission Springs Water District, at its sole option, may terminate this agreement with or without cause, or for no cause or for convenience at any time by giving thirty (30) days written notice to Consultant.

District has the right to terminate or abandon any portion or all the work under this Agreement by giving thirty (30) days written notice to Consultant. In such event, District shall immediately be given possession, title and access to all administrative accounts and data (including any passwords) required, necessary or desirable for complete access to and management of any data/asset/service created, stored, maintained or setup for the District, all original field notes, drawings and specifications, written reports, and other documents and data produced or developed for that portion of the work completed and/or being abandoned. The District will pay Consultant at the agreed upon rate set forth in the Schedule of Charges rendered for any portion of the work completed prior to termination where the District finds the work acceptable. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services deemed acceptable by District will be pursuant to the rates set forth in the Schedule of Charges but not to exceed the reasonable value of such services The District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services or work deemed unacceptable by District and shall not be entitled to damages or compensation for termination of work.

Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) days written notice to the District only in the event of substantial failure by the District to perform in accordance with the terms of this Agreement through no fault of Consultant.

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and Timmons Group.

OWNER
Attn: Brian E. Macy, PE
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

CONSULTANT
Attn: Ronald Butcher, Principal & Asset Man. Dir.
Timmons Group
1001 Boulders Parkway Suite 300
Richmond, VA 23225

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

UPDATE OF BOARD AFFILIATION LIST

STAFF RECOMMENDATION

It is recommended to update, and approve the 2024 Affiliation List.

SUMMARY

Each January, the President of the Board may suggest the appointment of representatives to attend various meetings on behalf of the District, subject to the approval of the full Board.

Per MSWD Resolution 2024-03, Section 2.B.2e., a Director is entitled to a daily stipend for each day of attendance at District-related activities if designated by the Board as a representative on the Affiliate List.

ANALYSIS

After many discussions by the Board it has been determined that necessary updates need to be made.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The addition or deletion of approved meetings and events may result in increased or decreased costs to the District, as Directors are paid a stipend of $250 per meeting/event (with conditions), however staff budgets for full meeting participation. This item is consistent with Smart Goal #3, key success measure 3.3.7 fostering a culture of financial responsibility.

FINANCIAL DATA		
Cost Associated with this action:		0
Current FY cost:		0
Future FY cost:		-0-
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:		NA
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:		General fund
BID/Job#		648
Current BID/Job balance		
Balance remaining if approved:		

ATTACHMENTS

Proposed Updated Affiliate List

Board of Directors 2024 Affiliate List

Amended and Approved on -DRAFT

Conferences, Workshops, Meetings & Tours	
ACWA and ACWA/JPIA ● Spring Conference & Expo ● Fall Conference ● Region 9 meetings & tours ● Webinars	**All Directors are pre-approved to attend these functions**
California Association of Sanitation Agencies (CASA) ● Annual Conference	
California Special Districts Association ● Special District Leadership Academy ● Annual Conference & Exhibitor Showcase ● Webinars	
Coachella Valley Economic Partnership (CVEP) ● CVEP Economic Summit / Report	
CWEA/CORBS ● Annual CORBS Award Dinner	
Desert Hot Springs State of the City GCVCC - All Valley Mayors & Tribal Luncheon Palm Springs State of the City	
Riverside County Board of Supervisors ● RivCo Annual CV Business Conference & Economic Forecast ● RivCo State of the District ● RivCo Sr. Inspiration Awards	
UWI - Urban Water Institute ● Annual Conference	
WEF - Water Education Foundation ● Water Tours - Southern California ● Events - Water 101 Workshops, International Conference	

	2024 designees	
Assigned Meetings, Workshops, Events (compensable for designees)	**Primary**	**Alternate**
Building Industry Association (BIA)*	Mayrhofen	Martin
CVWD Regular Board Meetings	Duff	Griffith
DWA Regular Board Meetings	Griffith	Duff
DHS City Council	Martin	Sewell
DHS Planning Commission	Mayrhofen	Sewell
DHS Hoteliers' Association	Griffith	Mayrhofen
Desert Valley Builders Association (DVBA)*	Martin	Mayrhofen
County Wide Oversight Board	Martin	
Coachella Valley Cannabis Alliance Network (CVCAN)	Sewell	Mayrhofen
Greater Coachella Valley Chamber of Commerce (GCVCC)	Sewell	Martin
Legislative Representation: Washington D.C. AND California		
● MSWD Trip to Washington D.C. (DC) *Note: Primary and Alternate pre-approved to attend.*	Griffith	Sewell
● ACWA DC Conference *Note: Primary and Alternate pre-approved to attend.*	Griffith	Sewell
●ACWA Legislative Symposium (Sacramento)	Griffith	Sewell
●CSDA Legislative Days (Sacramento)	Griffith	Sewell
Riverside County		

● Riverside County Flood Control & Water Conservation	Sewell	
● Riverside County Board of Supervisors Meetings	Sewell	Martin
Coachella Valley Association of Governments (CVAG)		
● Energy/Environmental Resources Committee Meetings (CVAG)	Duff	Martin
● Energy/Environmental Resources Committee (CVAG)	Duff	Martin
● General Assembly Meetings	Duff	Martin
San Gorgonio Pass Regional Water Alliance	Duff	Griffith
**Only when held in the Coachella Valley.*		
Please note: Directors that are not the primary or alternative may attend any of the meetings above; however, they will not receive a stipend, travel reimbursement or mileage reimbursement for their attendance unless pre-approved by the full board.		

Voting Delegates (Must be paired with above meeting/evet to be compensable)	**Primary**	**Alternate**
ACWA Region 9	President	VP
ACWA Conferences	President	VP
ACWA/JPIA	Griffith	Duff
CV Conservation Commission (CVAG)	Duff	Martin
Energy/Environmental Resources Committee (CVAG)	Duff	Martin
Special District Association of Riverside County	President	VP

RES. 2024-03, **Section 2.B.2.e.**, A meeting attended or service provided on a given day at the request of the District Board and for which the District Board approves payment of a daily meeting stipend, including attendance at conferences or gatherings of those organizations set forth in the Board's Affiliate List, for which the Board has made a finding that attendance at those conferences or gatherings satisfy the requirements of this policy.

BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, May 16, 2024 at 3:00 PM

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

CALL TO ORDER
President Sewell called the meeting to order at 3:00 PM

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

STAFF MEMBERS PRESENT: Brian Macy, Marion Champion, Arturo Ceja, Danny Friend, Eric Weck, Arthur Cabrera, Cynthia Acosta, Will Whitten, Amanda Lucas, Kurt Kettenacker, April Scott, Dori Petee

RULES OF PROCEDURE
Rules of Procedure were read by General Counsel John Pinkney.
All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No person shall be allowed to speak who has not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once about any one subject until every other member on the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item."

PUBLIC INPUT
No public input

President Sewell announced the following changes to the agenda. The following items are being pulled from the agenda:

Item # 10 AWARD OF CONTRACTS FOR CONSTRUCTION MANAGEMENT, INSPECTION, AND GEOTECHNICAL SERVICES FOR THE CONSTRUCTION OF THE 13TH AVENUE, MISSION LAKES BOULEVARD, AND THOMAS AVENUE TROPICAL STORM HILARY WATERLINE REPLACEMENT PROJECT

Item #12 EXECUTION OF LOT LINE ADJUSTMENT APPLICATION FOR THE CRITICAL SERVICES CENTER

Additionally, the Closed session is being moved to the top of this meeting. They will be meeting on the following item:

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - SIGNIFICANT EXPOSURE TO LITIGATION pursuant to Government Code Section 54956.9 (d)(1) and/or (2) and/or (3). One Case.

REPORT ON ACTION TAKEN DURING CLOSED SESSION
There was no reportable action taken.

EMPLOYEE RECOGNITION

HUMAN RESOURCES REPORT
The Board acknowledged the following employees:

NEW HIRES	Business Analyst	
William Whitten		
ANNIVERSARIES		
Charles Bell	Water Production Operator I	1 Year
Cynthia Acosta	Office Specialist II	1 Year
Jason Weekley	Lead Field Operations Technician	4 Years
Ann Rogers	Customer Service Representative II	8 Years
Robert Lopez	Purchasing and Warehouse Specialist	18 Years
David Pena	Field Service Representative II	19 Years

PROMOTIONS	
Cynthia Acosta	Office Specialist II to Administrative Assistant I
David Pena	Field Service Representative II to Lead Field Service Representative
April Scott	Customer Service Manager to Programs and Public Affairs Specialist
Arthur Cabrera	Business Analyst to Customer Service Manager

PRESENTATIONS

DESERT HOT SPRINGS HIGH SCHOOL REAL ACADEMY INTERNSHIP PROGRAM
This presentation will be given on Monday, May 20th.

ACTION ITEMS

AWARD OF CONTRACT TO TRI-STAR CONTRACTING II INC., FOR THE 13TH AVENUE, MISSION LAKES BOULEVARD AND THOMAS AVENUE TROPICAL STORM HILARY WATERLINE REPLACEMENT PROJECT
It is recommended to authorize the General Manager to award a contract for the Construction of the 13th Avenue, Mission Lakes Boulevard and Thomas Avenue Tropical Storm Hilary Waterline Replacement Project to Tri-Star Contracting II, Inc., the lowest responsible bidder, in the amount of $720,823.50, plus a 10% contingency (total $792,905.85), and augment the project budget an additional $120,000 and to do all things necessary to complete the project.

Engineering Manager Eric Weck presented; he explained that due to the unusually large water flows experienced in the Mission Creek Channel, three of the district's water lines that crossed the Mission Creek Channel were impacted in some way. He reviewed the lines needing repair, and briefly explained

the damage. The timeline for reimbursement is unknown; however, as more information comes from FEMA, staff will update the board. Staff has performed a contractor analysis on TriStar, reviewed the contractor's license, and determined that TriStar is in good standing with the state of California's license licensing board and has successfully and professionally performed construction projects for the district in the past with no problems.

AWARD OF CONTRACTS FOR CONSTRUCTION MANAGEMENT, INSPECTION, AND GEOTECHNICAL SERVICES FOR THE CONSTRUCTION OF THE 13TH AVENUE, MISSION LAKES BOULEVARD, AND THOMAS AVENUE TROPICAL STORM HILARY WATERLINE REPLACEMENT PROJECT
It is recommended to authorize the General Manager to execute a contract agreement for Construction Management and Inspection Services for the Construction of the 13th Avenue, Mission Lakes Boulevard, and Thomas Avenue Tropical Storm Hilary Water Line Replacement Project to MWH Constructors, Inc., in the amount of $69,210.00, and to execute a contract agreement for Geotechnical Services to Land Mark Consultants, Inc. for the project in the amount of $23,300.00, and to do all things necessary to complete the project.

This item was pulled from the agenda.

ACCEPT GRANT DEED FOR WELL 35 ON A PORTION OF ASSESSOR'S PARCEL NUMBER 667-100-043
It is recommended to direct the General Manager to sign the Certificate of Acceptance approving and accepting the Grant Deed from Skyborne Ventures, LLC, a California Limited Liability Company, dated May 8, 2024, for Well 35, currently located on Assessor’s Parcel Number 667-100-043, in the City of Desert Hot Springs, Riverside County, California.

Engineering Manager Eric Weck presented; he identified the existing property layout in a presentation. The proposed acreage is 5.285 acres. Skyborne Ventures will deed the remaining portion of the property to the City of Desert Hot Springs for a future park site. There is no fiscal impact associated with the acceptance of this deed.

EXECUTION OF LOT LINE ADJUSTMENT APPLICATION FOR THE CRITICAL SERVICES CENTER
It is recommended to authorize the General Manager to execute the Lot Line Adjustment application with the City of Desert Hot Springs for the Critical Services Center and submit it to the City of Desert Hot Springs for processing.

This item was pulled from the agenda.

RESOLUTION 2024-10 ~ GRANT APPLICATION FOR WEST PALM SPRINGS VILLAGE PALM SPRINGS CREST WATER SYSTEMS BACKUP INTERTIE PROJECT
It is recommended that the Board adopt Resolution 2024-10, approving the submission of an application for grant funding for the preliminary planning of the West Palm Springs Village—Palm Springs Crest Water Systems Backup Intertie Project.

Business Analyst Will Whitten presented on this item. He noted this grant opportunity was identified by our on-call grant-writing firm as a potential funding path for a mutual backup intertie project that will boost resiliency for the Palm Springs Crest and West Palm Springs Village water systems in the IDE area. This grant would provide the funding for the preliminary planning phase components of the project, which aligns with the District’s Strategic Plan and, ultimately, the District’s Master Plan to

connect the West Palm Springs Village and Palm Springs Crat Water Systems to our main MSWD system. He presented a high-level project timeline and fielded questions from the Board.

PUBLIC WATER AND SEWER SYSTEMS CONSTRUCTION AGREEMENTS AND WATER AND SEWER BONDING AGREEMENT FOR TRACT NO 32030-3 SKYBORNE VILLAGE III
It is recommended to approve the Public Water and Sewer Bonding Agreement for the Skyborne Village III - Tract No. 32030-3 residential development project and authorize the General Manager to do all things necessary to complete the Agreement.

Engineering Manager Eric Weck presented; he noted that the acceptance of the bonding agreement ensures that the developer constructs water and sewer improvements and that they are completed to District standards and specifications. Likewise, the performance and warranty bonds ensure that the contractor performing the work will cover the one-year warranty period and will also cover claims by others for materials or labor supplied for the improvements but not paid for and in the event the project defaults. This is a developer-funded project.

DISCUSSION ITEMS

NANCY WRIGHT REGIONAL WATER RECLAMATION FACILITY UPDATE
This discussion and update will be given on Monday, May 20th.

CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE
This discussion and update will be given on Monday, May 20th.

CONSENT AGENDA

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

April 11, 2024 - Study Session
April 14, 2024 - Board Meeting
April 24, 2024 - Special Meeting Workshop

REGISTER OF DEMANDS
The register of demands totaling $1,940,447.12

RESOLUTION 2024-09 ~ ADOPTION OF THE UPDATED BOARD HANDBOOK
It is recommended to adopt Resolution 2024-09 approving the updated Board of Directors Handbook.

REPORTS

DIRECTOR'S REPORTS
Vice President Griffith reported attending the following meetings and events: 4/2 DWA Board Meeting, 4/10 ACWA Legislative Symposium, 4/16 DWA Board Meeting, 4/30 DWA Board Meeting.

GENERAL MANAGER'S REPORT
Included in this report are the following oral reports:

A. Finance Report
Arturo Ceja presented the financial report for the period ending March 31, 2024.

B. Public Affairs Report
Marion Champion presented the Public Affairs Update. Will Whitten presented a review of the new HUB @ MSWD, employee intranet.

COMMENTS

DISTRICT COUNSEL COMMENTS
The General Counsel reviewed the items their office has worked on behalf of the District. He also reported that in the MSWD vs DWA case, his office filed a petition for review with the California Supreme Court.

DIRECTOR COMMENTS
A. Director General Comments
B. Director Requests for Future Agenda Items

Director Mayrhofen shared an experience he had showing just how closely the District is watched by the public.

President Sewell thanked staff for the efforts put in to host yesterday's blood drive.

ADJOURN
With no further business, President Sewell adjourned the meeting at 4:30 PM.

Respectfully submitted,

_____
Dori Petee
Executive Assistant

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, May 20, 2024 at 3:00 PM

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

Vice President Griffith will be participating remotely from the following location: Sheraton Grand Sacramento Hotel,

12300 J St. Sacramento, CA 95814

CALL TO ORDER

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

ROLL CALL

PRESENT: President Ivan Sewell, Vice President Robert Griffith, Director Russ Martin
Director Amber Duff, Director Ted Mayrhofen

STAFF: Brian Macy, Marion Champion, Danny Friend, Arturo Ceja, April Scott, Eric Weck, Amanda Lucas, Cynthia Acosta, Kurt Kettenacker, Dori Petee.

ANNOUNCEMENT AND VERIFICATION OF REMOTE MEETING PARTICIPATION PURSUANT TO AB 2449 OR GC 54953(b)

President Sewell asserted that Vice President Griffith is participating remotely from the address listed above.

PLEDGE OF ALLEGIANCE

Led by Director Martin

RULES OF PROCEDURE

Rules of Procedure were read by General Counsel John Pinkney.

All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No person shall be allowed to speak who has not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once about any one subject until every other member on the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item."

PUBLIC INPUT
No public Input

PRESENTATIONS

DESERT HOT SPRINGS HIGH SCHOOL REAL ACADEMY INTERNSHIP PROGRAM
Assistant General Manager, Marion Champion introduced the internship program and introduced the students hosted by the District. The students are members of the REAL Academy at Desert Hot Springs High School.

ACTION ITEMS

AWARD OF CONTRACT TO TRI-STAR CONTRACTING II INC., FOR THE 13TH AVENUE, MISSION LAKES BOULEVARD AND THOMAS AVENUE TROPICAL STORM HILARY WATERLINE REPLACEMENT PROJECT
The Board authorized the General Manager to award a contract for the Construction of the 13th Avenue, Mission Lakes Boulevard and Thomas Avenue Tropical Storm Hilary Waterline Replacement Project to Tri-Star Contracting II, Inc., the lowest responsible bidder, in the amount of $720,823.50, plus a 10% contingency (total $792,905.85), and augment the project budget an additional $120,000 and to do all things necessary to complete the project.

Staff reported these repairs would be made without an interruption of service.

Motion made by Director Duff, Seconded by Director Martin.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

PUBLIC WATER AND SEWER SYSTEMS CONSTRUCTION AGREEMENTS AND WATER AND SEWER BONDING AGREEMENT FOR TRACT NO 32030-3 SKYBORNE VILLAGE III
The Board approved the Public Water and Sewer Bonding Agreement for the Skyborne Village III - Tract No. 32030-3 residential development project and authorized the General Manager to do all things necessary to complete the Agreement.

This item was presented at the May 16th Study Session; General Manager Macy reiterated this item is related to water and sewer improvements at Skyborne Village III. He noted that when the property was sold, the owner contributed three million to our Capital Improvement program as part of an agreement with the original Skyborne Development.

Motion made by President Sewell, Seconded by Director Duff.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

ACCEPT GRANT DEED FOR WELL 35 ON A PORTION OF ASSESSOR'S PARCEL NUMBER 667-100-043
The Board directed the General Manager to sign the Certificate of Acceptance approving and accepting the Grant Deed from Skyborne Ventures, LLC, a California Limited Liability Company, dated May 8, 2024, for Well 35, currently located on Assessor’s Parcel Number 667-100-043, in the City of Desert Hot Springs, Riverside County, California.

This item was presented at the May 16th Study Session; General Manager Macy summarized this item and fielded questions from the Board.

Motion made by Director Duff, Seconded by Director Martin.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

RESOLUTION 2024-10 ~ GRANT APPLICATION FOR WEST PALM SPRINGS VILLAGE PALM SPRINGS CREST WATER SYSTEMS BACKUP INTERTIE PROJECT
The Board adopted Resolution 2024-10, approving the submission of an application for grant funding for the preliminary planning of the West Palm Springs Village—Palm Springs Crest Water Systems Backup Intertie Project.

This item was presented at the May 16th Study Session. General Manager Macy summarized the item, and Will Whitten presented a slight modification. He noted that over the weekend, an adjustment was made to the amount being requested from the Bureau of Reclamation to include MSWD personnel time, bringing the total amount up to $358,010. Given that the grant can fund up to $400,000 and we are requesting a 0% cost share due to the project area's disadvantaged community status, the grant could still fund the entire amount we request.

Additionally, there is one clarification to the answer given to Director Duff's question during the study session last week regarding the location and intersections of the Intertie. It would run along Tamarack Road, intersecting Rushmore Avenue and Tamarack Road on the Palm Springs Crest side and at Fremontia and Tamarack on the west Palm Springs Village side.

Motion made by Vice President Griffith, Seconded by Director Duff.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

DISCUSSION ITEMS

NANCY WRIGHT REGIONAL WATER RECLAMATION FACILITY UPDATE
Terry Renner of TKE presented a construction and funding & permitting update to the Board.

CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE
Alvin Flores of Ruhnau Clarke Architects presented an update to the Board. This project is slated to go to the Planning Commission in July.

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.

Item 17 was pulled by Director Mayrhofen for discussion. AGM Champion reviewed the changes to the Handbook.

RESOLUTION 2024-09 ~ ADOPTION OF THE UPDATED BOARD HANDBOOK
It is recommended to adopt Resolution 2024-09 approving the updated Board of Directors Handbook.

Motion made by Director Duff, Seconded by Vice President Griffith.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff
Voting Nay: Director Mayrhofen

CONSENT AGENDA
Motion made by Director Martin, Seconded by Vice President Griffith.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

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

April 11, 2024 - Study Session
April 14, 2024 - Board Meeting
April 24, 2024 - Special Meeting Workshop

REGISTER OF DEMANDS
The register of demands totaling $1,940,447.12

REPORTS

DIRECTOR'S REPORTS
Director Martin reported attending the following meetings and events: 4/2 DHS City Council Meeting, 4/4 DVBA Legislative Meeting, 4/6 Food Now Chili Cook-off, 4/9 RivCo Board of Supervisors Meeting, 4/12 Greg Wallis Tour of the NWRWRF, 4/13 Women's Club BBQ, 4/16 DHS City Council Meeting, 4/18 RivCo 7th Annual CV Business Conference and Economic Forecast, 4/20 MSWD Earth Day Celebration at Cabot's Museum, 4/24 Tribal Water Authority Meeting, 4/24 DVBA Networking Night, 4/25 DVBA General Membership Luncheon, and 4/30 RivCo Board of Supervisors Meeting.

Director Mayrhofen reported attending the following meetings and events: 4/3-4/4 CSDA Leadership Academy Module 2, 4/9 DHS Planning Commission Meeting, 4/12 Greg Wallis Tour of the NWRWRF, 4/18 RivCo 7th Annual CV Business Conference and Economic Forecast, 4/23 BIA CV Housing, Infrastructure & CEQA Event, and 4/25 CVCAN AI Mastery in Marketing.

Director Duff reported attending the following meetings and events: 4/2 RivCo Board of Supervisors Meeting, 4/9 CVWD Board Meeting, 4/11 ACWA Groundwater SGMA Meeting, 4/12 CSDA Summit, 4/19 ACWA Legislative Committee Meeting, 4/20 MSWD Earth Day Celebration at Cabot's Museum, 4/23 CVWD Board Meeting, and 4/25 Supervisor Karen Speigel Elected Women in Leadership Meeting.

President Sewell reported attending the following meetings and events: 4/10 ACWA Legislative Symposium and 4/17 GCVCC Mixer.

GENERAL MANAGER'S REPORT
Included in this report are the following oral reports:

A. Finance Report
B. Public Affairs Report

Oral reports were given at the Study Session; there is nothing further to add.

COMMENTS

DISTRICT COUNSEL COMMENTS

DIRECTOR COMMENTS
Director Martin announced he would also be attending the CASA Conference.

Director Duff emphasized that as the summer approaches, please watch your children around bodies of water.

Director Mayrhofen noted he is very concerned and will be notifying another agency about the smells coming from the Horton Plant. He mentioned he does not feel like he is getting cooperation from the District.

ADJOURN
With no further business, President Sewell adjourned the meeting at 4:21 PM.

Respectfully submitted,

_____

Dori Petee
Executive Assistant

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
3	1002765	05-03-24	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #23	813,675.14	0.00	1,477,760.53	1,477,760.53
4				PROGRESS PAYMENT #24	664,085.39			
5	1002824	05-16-24	DESERT WATER AGENCY	DWA RAC FEES - ID-E SYSTEM	8,619.66	307,240.95		307,240.95
6				DWA RAC FEES - MAIN SYSTEM	298,621.29			
7	99107510	05-30-24	US BANK CORPORATE TRUST SERVICES	US BANK WIRE - AD #13	246,054.97	246,054.97		246,054.97
8	1002786	05-09-24	DOWNING CONSTRUCTION, INC.	PROGRESS PAYMENT #13	243,618.90	0.00	243,618.90	243,618.90
9	99107324	05-17-24	WELLS FARGO BANK	AUTO DEP PPE 05.10.2024	144,520.13	144,520.13		144,520.13
10	99107502	05-31-24	WELLS FARGO BANK	AUTO DEP PPE 05.24.24	138,603.16	138,603.16		138,603.16
11	99107122	05-03-24	WELLS FARGO BANK	AUTO DEP PPE 04.26.24	138,316.63	138,316.63		138,316.63
12	1002850	05-16-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	111,799.64	111,799.64		111,799.64
13	1002890	05-28-24	RUHNAU CLARKE ARCHITECTS	PROGRESS PAYMENT	54,600.00	0.00	91,000.00	91,000.00
14				PROGRESS PAYMENT	36,400.00			
15				SITE ADAPT & RE-DESIGN				
16	1002782	05-09-24	CITY OF DESERT HOT SPRINGS	UUT FEB 2024	32,678.29	61,062.73		61,062.73
17				UUT MARCH 2024	28,384.44			
18	99107504	05-31-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.24.24	58,598.83	58,598.83		58,598.83
19	99107326	05-17-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.10.24	57,981.49	57,981.49		57,981.49
20	99107125	05-03-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 04.26.24	57,031.38	57,031.38		57,031.38
21	99107133	05-01-24	WELLS FARGO BANK	APR 2024 LOC INTEREST EXP	49,875.00	49,875.00		49,875.00
22	99107160	05-07-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PP #23	42,825.01	0.00	42,825.01	42,825.01
23	1002937	05-29-24	NOBEL SYSTEMS INC.	GEOVIEWER MOBILE ANNUAL SUBSCRIPTION	16,500.00	40,480.00		40,480.00
24				GEOVIEWER ONLINE & FIELD FORMS ANNUAL SUBSCRIPTION	23,980.00			
25	1002892	05-28-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	3,653.42	38,101.21		38,101.21
26				ELECTRIC BILL	2,812.65			
27				ELECTRIC BILL	31,635.14			
28	1002779	05-09-24	ACWA/JOINT POWERS INSUR AUTH	ACWA WORKERS COMP QTR 1	37,437.81	37,437.81		37,437.81
29	99107508	05-29-24	WELLS FARGO - WELLSONE	APRIL 2024 CREDIT CARD PAYMENT	37,188.65	37,188.65		37,188.65
30	99107359	05-22-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.26.2024	37,111.01	37,111.01		37,111.01
31	99107132	05-03-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.26 - JULIO, DAVID & JASON RETRO ADJ.	36,998.33	36,998.33		36,998.33
32	99107500	05-30-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 05.10.2024	35,660.92	35,660.92		35,660.92
33	99107159	05-07-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PP #24	34,951.86	0.00	34,951.86	34,951.86
34	1002848	05-16-24	SAVANT SOLUTIONS, INC.	CYBERSECURITY ARCTIC WOLF RENEWAL	33,477.94	33,477.94		33,477.94
35	1002808	05-16-24	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT 14	13,067.50	0.00	33,473.89	33,473.89
36				PROGRESS PAYMENT 15	20,406.39			
37	1002879	05-28-24	GLENN B. DORNING, INC.	UTILITY TRACTOR DC PLANT	28,864.83	0.00	28,864.83	28,864.83
38	1002849	05-16-24	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES RETAINER	6,500.00	27,944.00		27,944.00
39				LEGAL SERVICES	8,604.50			
40				LEGAL SERVICES- COACHILLIN	165.00			
41				LEGAL SERVICE OVER RETAINER	12,674.50			
42	1002828	05-16-24	ENTERPRISE FM TRUST	MONTHLY FLEET LEASE - 05/2024	25,178.86	25,178.86		25,178.86
43	1002776	05-03-24	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	20,657.50	10,277.50	10,982.50	21,260.00
44				CONSULTANT DESIGN TKE FEB 2024	602.50			
45	1002946	05-29-24	WESTERN WATER WORKS	HARDWARE INVENTORY	3,501.88	19,730.67		19,730.67
46				6" JONES JJ4060DPLL CI 6H HYD	3,501.88			
47				BALL CORP STOP MUEL 20013	668.82			
48				6"JONES CI 6H HYDRANT	3,501.88			
49				JONES J-344HP FH HEAD W/ PLST	5,054.33			
50				6" JONES CI 6H HYD	3,501.88			
51	1002889	05-28-24	RE CHAFFEE CONSTRUCTION INC	FINAL PAYMENT - RETENTION	19,543.85	19,543.85		19,543.85
52	1002772	05-03-24	ROGERS,ANDERSON,MALODY & SCOTT, LLP.	FINAL BILLING FY23 AUDIT SERVICES	16,710.00	16,710.00		16,710.00
53	99107131	05-03-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.26.2024	16,569.96	16,569.96		16,569.96
54	1002803	05-09-24	TKE ENGINEERING, INC	CM & INSPECTION RANCHO DESCANSO TRACT	15,850.00	15,920.00		1
55				CONSULTANT DESIGN TKE	70.00			
56	99107327	05-17-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.10.24	15,496.73	15,496.73		1

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
57	99107506	05-31-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.24.2024	15,364.44	15,364.44		15,364.44
58	99107232	05-13-24	DOWNING CONSTRUCTION, INC.	RETENTION WIRE PP #13	12,822.05	0.00	12,822.05	12,822.05
59	99107505	05-31-24	STATE OF CA EDD	STATE TAX PPE 05.24.24	12,110.26	12,110.26		12,110.26
60	1002884	05-28-24	MCDONALD ELECTRIC, INC	WELL 31 TRANSFER SWITCH REPLACEMENT	12,068.25	12,068.25		12,068.25
61	99107325	05-17-24	STATE OF CA EDD	STATE TAX PPE 05.10.24	11,752.76	11,752.76		11,752.76
62	1002895	05-28-24	WESTERN WATER WORKS	BACKFLOW DEVICES	2,652.38	11,752.73		11,752.73
63				MIP COMBO AIR VALVE W/ SCREEN	3,778.57			
64				HARDWARE INVENTORY	5,321.78			
65	99107126	05-03-24	STATE OF CA EDD	STATE TAX PPE 04.26.24	11,510.20	11,510.20		11,510.20
66	1002760	05-03-24	ECOLOGY AUTO PARTS	SLUDGE HAULING	3,000.00	10,791.03		10,791.03
67				SLUDGE HAULING	1,900.57			
68				SLUDGE HAULING	3,890.46			
69				SLUDGE HAULING	2,000.00			
70	1002783	05-09-24	CORE & MAIN LP	HARDWARE INVENTORY	239.40	10,618.19		10,618.19
71				FLANGE	144.39			
72				BALL VALVES	131.24			
73				HARDWARE INVENTORY	185.33			
74				BUTTERFLY VALVE	2,483.69			
75				HARDWARE INVENTORY	2,574.61			
76				HARDWARE INVENTORY	118.53			
77				HARDWARE INVENTORY	4,741.00			
78	1002857	05-16-24	WATERLINE TECHNOLOGIES INC.	7 DRUMS REFILLED	1,712.15	10,028.30		10,028.30
79				4 DRUMS REFILLED	978.37			
80				6 DRUMS REFILLED	1,467.56			
81				7 DRUMS REFILLED	1,712.15			
82				4 DRUMS REFILLED	978.37			
83				8 DRUMS REFILLED	1,956.74			
84				5 DRUMS REFILLED	1,222.96			
85	1002839	05-16-24	MDN WATER MANAGEMENT SERVICES INC	APRIL 2024 SERVICES	9,940.50	9,940.50		9,940.50
86	1002930	05-29-24	ECOLOGY AUTO PARTS	SLUDGE HAULING - 2 LOADS	2,621.99	9,789.85		9,789.85
87				SLUDGE HAULING - 4 LOADS	5,266.28			
88				SLUDGE HAULING - 1 LOAD	1,901.58			
89	1002882	05-28-24	INTELESYS	DISTRICT MULTI FACTOR AUTH. SETUP	1,544.00	9,740.00		9,740.00
90				MONTHLY MANAGED IT SERVICES	8,196.00			
91	1002837	05-16-24	MCDONALD ELECTRIC, INC	MAIN PLANT RAS PUMP #7	5,873.86	9,481.02		9,481.02
92				TREATMENT PLANT - CLARIFIER	3,607.16			
93	1002885	05-28-24	MORGAN COMPANY	CRANE INSTALLATION 1 TON	9,379.85	9,379.85		9,379.85
94	1002923	05-29-24	BECK OIL, INC.	DIESEL FUEL	2,823.20	8,926.03		8,926.03
95				DIESEL FUEL	1,998.86			
96				UNLEADED GASOLINE	4,103.97			
97	1002801	05-09-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	5,296.63	8,709.55		8,709.55
98				ELECTRIC BILL	3,412.92			
99	99107163	05-06-24	PAYNEARME MT, INC.	APR 2024 PAYNEARME FEES	8,129.65	8,129.65		8,129.65
100	1002926	05-29-24	CV STRATEGIES	COMMUNICATION SERVICES CCR	1,776.25	7,158.75		7,158.75
101				COMMUNICATION SERVICES VIDEO UPDATE	4,907.50			
102				COMMUNICATION SERVICE LEG BROCHURE	475.00			
103	1002855	05-16-24	USA BLUEBOOK	GRUNDFOS PVDF CONN KITS	135.71	6,852.15		6,852.15
104				INVENTORY - WATER PRODUCTION	1,389.21			
105				1/2 BR CPLG	6.45			
106				BRASS COUPLINGS	101.04			
107				BRASS COUPLINGS	221.97			
108				US FLAGS ADMIN BUILDING	268.03			
109				REPLACEMENT DIAPHRAM	817.66			
110				PVDF KITS 1/4"	135.71			

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
111				GRUNDFOS CONNECTION KITS	135.71			
112				PVDF REPAIR KIT, DOSING HEAD	2,736.69			
113				HARDWARE INVENTORY	374.58			
114				BRASS CPLG	27.75			
115				CA FLAGS ADMIN BLDG	263.77			
116				CALIBRATION KITS WTR PROD.	237.87			
117	1002807	05-09-24	WESTERN WATER WORKS	HARDWARE INVENTORY	1,213.91	6,314.67		6,314.67
118				HARDWARE INVENTORY	989.15			
119				COMPANION FLG	503.20			
120				MJ ACCESSORY KIT 3"	220.10			
121				HARDWARE INVENTORY	3,085.53			
122				18" BR NIPPLE	302.78			
123	1002945	05-29-24	WATERLINE TECHNOLOGIES INC.	5 DRUMS REFILLED #5681962	1,222.96	5,700.63		5,700.63
124				3 DRUMS REFILLED #5683571	808.78			
125				7 DRUMS REFILLED #5684330	1,712.15			
126				8 DRUMS REFILLED #5685495	1,956.74			
127	1002941	05-29-24	STAPLES	OFFICE CHAIRS - WRIGHT PLANT	4,040.30	5,575.03		5,575.03
128				BATTERY PACKS - WRIGHT PLANT	716.46			
129				RESTOCK ADVIL, TYLENOL - ADMIN BLDG.	76.46			
130				GUEST OFFICE CHAIRS	309.22			
131				REPLACEMENT TONERS - HORTON PLANT	432.59			
132	1002834	05-16-24	KYLE GROUNDWATER, INC.	WELL 34 FINAL PAYMENT	5,425.00	0.00	5,425.00	5,425.00
133	1002795	05-09-24	NATIONAL BUSINESS FURNITURE LLC	LATERAL FILE/HUTCH - WRIGHT PLANT	1,149.13	5,229.04		5,229.04
134				LATERAL FILE W/ LOCK - WRIGHT PLANT	2,198.38			
135				L-DESK W/ HUTCH - WRIGHT PLANT	1,881.53			
136	1002787	05-09-24	ECOLOGY AUTO PARTS	SLUDGE HAULING 03.29.24	5,187.64	5,187.64		5,187.64
137	1002815	05-16-24	CARPI & CLAY. INC	FEDERAL ADVOCACY	5,000.00	5,000.00		5,000.00
138	1002873	05-28-24	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - 04/2024	270.00	4,932.00		4,932.00
139				LAB SERVICES - SAMPLES 04/2024	4,662.00			
140	1002940	05-29-24	RAY LOPEZ ASSOCIATES	CONSERVATION SERVICES APRIL	4,900.00	4,900.00		4,900.00
141	1002843	05-16-24	PATTON DOOR & GATE	WELL 22 FENCE REPLACEMENT	2,400.00	4,800.00		4,800.00
142				WELL 22 FENCE REPLACEMENT	2,400.00			
143	1002781	05-09-24	BECK OIL, INC.	UNLEADED GASOLINE	4,692.49	4,692.49		4,692.49
144	1002846	05-16-24	ROBERT G MODRICH	APRIL 24 UNIDATA MAINTENANCE	4,656.00	4,656.00		4,656.00
145	1002773	05-03-24	SHEPPARD MULLIN RICHTER & HAMPTON LLP	LEGAL CONSULTING SERVICES 92DM-378557	4,647.60	4,647.60		4,647.60
146	1002822	05-16-24	CYPRESS DENTAL ADMINISTRATORS	JUNE 2024 DENTAL INSURANCE	4,644.28	4,644.28		4,644.28
147	1002876	05-28-24	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT 04/2024	4,120.87	4,120.87		4,120.87
148	1002852	05-16-24	THE LINCOLN NATL. LIFE INS. CO.	JUNE 2024 PREPAID LIFE INS.	3,908.77	3,908.77		3,908.77
149	1002820	05-16-24	COFFMAN ELECTRICAL EQUIPMENT CO	INVENTORY - OPERATIONS	3,826.00	3,826.00		3,826.00
150	1002829	05-16-24	GRAINGER	ROLL WORK PLATFORM	2,038.38	3,618.98		3,618.98
151				DRAG HARROW - WRIGHT PLANT	636.87			
152				EXHAUST FAN WTR PRODUCTION	845.09			
153				WEATHERPROOF HUB BOXES - WTR PRODUCTION	98.64			
154	1002814	05-16-24	BRIAN MACY	TRAVEL PER DIEM ACWA CONF.	82.27	3,603.15		3,603.15
155				TRAVEL REIMBURSEMENT UBER	51.00			
156				TRAVEL REIMBURSEMENT UBER	55.88			
157				TUITION REIMBURSEMENT	3,414.00			
158	PR051724	05-17-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	3,548.76	3,548.76		3,548.76
159	1002793	05-09-24	MANPOWER US INC.	STAFFING SERVICES - FIELD OPERATIONS	1,670.40	3,340.80		3,340.80
160				STAFFING SERVICES - FIELD OPERATIONS	1,670.40			
161	1002931	05-29-24	EDUCATION & OUTREACH COMPANY	PROMO ITEMS	3,297.86	3,297.86		3,297.86
162	1002821	05-16-24	CORE & MAIN LP	HARDWARE INVENTORY	253.22	3,290.70		
163				HARDWARE INVENTORY	1,896.40			
164				BREAK OFF RODS	1,141.08			

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
165				REPLACEMENT SPOOLE 6 HOLE				
166	99107512	05-20-24	PAYMENTUS CORPORATION	APR 2024 CREDIT CARD FEES	3,286.40	3,286.40		3,286.40
167	1002944	05-29-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SERVICES 04/2024	3,115.00	0.00	3,115.00	3,115.00
168	1002875	05-28-24	GANNETT MEDIA CORP	BID ADVERTISEMENTS	2,963.80	0.00	2,963.80	2,963.80
169	1002777	05-03-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SERVICES	2,817.50	0.00	2,817.50	2,817.50
170	1002880	05-28-24	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	2,679.20	2,679.20		2,679.20
171	1002836	05-16-24	MANPOWER US INC.	STAFFING SERVICES - ADMIN.	992.96	2,663.36		2,663.36
172				STAFFING SERVICES - FIELD OPERATIONS	1,670.40			
173	99107096	05-01-24	AFLAC	APRIL 2024 AFLAC DEDUCTIONS	2,639.68	2,639.68		2,639.68
174	1002893	05-28-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SVCS 03/2024	2,472.50	0.00	2,472.50	2,472.50
175	1002798	05-09-24	PLUMBERS DEPOT INC	COLLECTION REPLACEMENT	2,079.74	2,079.74		2,079.74
176	1002841	05-16-24	PALM SPRINGS MOTORS INC	REPLACE INJECTOR SEAL, AIR FILTER, VENTFIL	2,010.93	2,010.93		2,010.93
177	1002871	05-28-24	BABCOCK LABORATORIES, INC.	13310 LITTLE MORONGO RD.	1,605.04	2,006.30		2,006.30
178				PRE-TREATMENT - CABOT RD CULT.	401.26			
179	1002770	05-03-24	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTIONS & PLAN CHECKS	1,837.50	1,837.50		1,837.50
180	1002559	05-01-24	EXECUTIVE FACILITIES SERVICES, INC.	DISINFECTION SERVICES	-1,830.00	-1,830.00		-1,830.00
181	1002761	05-03-24	EXECUTIVE FACILITIES SERVICES, INC.	DISINFECTION SERVICES	1,830.00	1,830.00		1,830.00
182	1002927	05-29-24	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES UNIT #397	1,080.11	1,586.07		1,586.07
183				REPLACEMENT TIRES - TRAILER #345	410.96			
184				RE-ALIGNMENT #412	95.00			
185	1002823	05-16-24	DESERT VALLEY DISPOSAL, INC.	CORP YARD APRIL SERVICE	793.90	1,338.79		1,338.79
186				ADMIN BUILDING APRIL SERVICE	544.89			
187	1002936	05-29-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,336.32	1,336.32		1,336.32
188	1002830	05-16-24	INFOSEND INC	MARCH NEWSLETTER	1,294.02	1,294.02		1,294.02
189	1002791	05-09-24	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	SECURITY - HORTON PLANT	1,209.38	1,209.38		1,209.38
190	1002838	05-16-24	MCMASTER-CARR	PADLOCKS #2001	393.05	1,203.34		1,203.34
191				RESTOCK PADLOCKS	344.15			
192				HARDWARE INVENTORY	466.14			
193	1002925	05-29-24	CORE & MAIN LP	TAPPING SLEEVE EPOXY FLG	989.63	1,137.11		1,137.11
194				DI MJ ACCESSORY KIT	147.48			
195	1002922	05-29-24	AM CONSERVATION GROUP INC.	CONSERVATION KITS	1,054.01	1,054.01		1,054.01
196	1002775	05-03-24	STATE WATER RESOURCES CONTROL BOARD	UNUSED FUNDS - ARREARAGE PROGRAM	1,051.79	1,051.79		1,051.79
197	1002942	05-29-24	THE LAMAR COMPANIES	PUBLIC OUTREACH BILLBOARD	950.00	950.00		950.00
198	1002907	05-28-24	RE CHAFEE CONSTRUCTION INC.	ACCOUNT REFUND IRONWOOD BETWEEN WEST & SANTA	904.76	904.76		904.76
199				YSABEL				
200	1002811	05-16-24	VESTIS SERVICES INC	UNIFORM SERVICES 05.08.24	258.07	882.51		882.51
201				UNIFORM SERVICES 04.24.24	624.44			
202	1002813	05-16-24	BDP INDUSTRIES,INC.	REPLACEMENT PARTS BELT PRESS	859.44	859.44		859.44
203	1002755	05-03-24	ALL VALLEY CRANE,INC.	UNLOAD GENERATORS - ONSITE/TRAVEL FEES	850.00	0.00	850.00	850.00
204	1002842	05-16-24	PARKERS BUILDING SUPPLY	INVENTORY	475.64	797.56		797.56
205				REPAIR PARTS - SHADE COVER	3.84			
206				REPLACEMENT OUTLET	15.07			
207				REPLACEMENT CHAINSAW CHAIN C&M	60.32			
208				RESTOCK TEFLON TAPE FIELD STAFF	13.89			
209				REPAIR MATERIAL FLEET MAINT.	42.51			
210				TOOLS - LEAK REPAIR	147.51			
211				REPLACEMENT FAN ADMIN BUILDING	38.78			
212	1002888	05-28-24	POWERPLAN OIB	REPLACEMENT ALTERNATOR UNIT 362	266.04	741.80		741.80
213				REPLACEMENT FILTERS UNIT 425	475.76			
214	1002869	05-20-24	T & T GROUP, INC.	ACCOUNT REFUND 14500 PALM DR HYDRANT #436	720.30	720.30		720.30
215	1002894	05-28-24	USA BLUEBOOK	INSULATING GLOVES	709.45	709.45		709.45
216	1002862	05-20-24	DEMO UNLIMITED, INC.	ACCOUNT REFUND 66120 14TH ST	703.20	703.20		
217	1002854	05-16-24	TOPS N BARRICADES, INC	RESTOCK PAINTS	690.73	690.73		
218	99107419	05-28-24	QUADIENT FINANCE USA, INC.	LEASE PAYMENT PLUS LATE FEE	683.11	683.11		

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
219	1002785	05-09-24	DESERT ELECTRIC SUPPLY	CIRCUIT BREAKER - WELL 31	36.00	679.23		679.23
220				CONDUIT PARTS - WELL 33	210.67			
221				REPAIR PARTS - WELL 33	267.45			
222				CONDUIT PARTS - WELL 33	137.62			
223				PARTS - WELL 34	27.49			
224	1002844	05-16-24	PLUMBERS DEPOT INC	CABLE ASSEMBLY CCTV TRACTOR	676.42	676.42		676.42
225	1002817	05-16-24	CASEY DOLAN	DIGITAL MGMT & CONSULTING	650.00	650.00		650.00
226	1002832	05-16-24	JESSUP AUTO PLAZA	HYDRO BOOSTER UNIT #399	646.41	646.41		646.41
227	1002860	05-16-24	WHITE CAP CONSTRUCTION SUPPLY	RESTOCK ROLLED STEP SHOVELS	219.70	605.64		605.64
228				RESTOCK YELLOW SAFETY VEST	385.94			
229	1002856	05-16-24	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	587.45	587.45		587.45
230	1002939	05-29-24	PARKERS BUILDING SUPPLY	ANT KILLER DUST 16OZ - ADMIN BUILDING	10.76	541.89		541.89
231				RESTOCK CONCRETE BAGS	319.19			
232				SPRAYER FOR DUST CONTROL	49.55			
233				MATERIALS - NEW GATE	15.45			
234				REPAIR PARTS - ADMIN	8.61			
235				POWER CORD - SHOP WELDER	19.38			
236				WIRE CONNECTOR - FACILITY MAINT.	6.45			
237				SPRAY PAINT	24.21			
238				REPAIR PARTS - ADMIN BUILDING	25.83			
239				DRILL BIT C&M	30.16			
240				PEST CONTROL CHEM	12.38			
241				CHAINSAW BAR OIL W28	19.92			
242	1002858	05-16-24	WEST COAST SAND AND GRAVEL INC.	25 TONS BASE MATERIAL CORP YARD	528.53	528.53		528.53
243	1002929	05-29-24	EBIX INC	PAYROLL INSERTS - WELLNESS	521.72	521.72		521.72
244	1002872	05-28-24	BRINKS INCORPORATED	MONTHLY SERVICES APRIL	207.73	516.90		516.90
245				MONTHLY SERVICES MAY	309.17			
246	1002754	05-03-24	ACELA ORIANA HOFFERT	BREAKFAST REIMBURSEMENT	516.55	516.55		516.55
247	1002943	05-29-24	TKE ENGINEERING, INC	C&M INSPECTION JAN 2024	505.00	0.00	505.00	505.00
248	1002769	05-03-24	PROFORMA	CHECK WINDOW ENVELOPES	501.65	501.65		501.65
249	1002825	05-16-24	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES UNIT #390	490.10	490.10		490.10
250	1002886	05-28-24	PALM SPRINGS UNIFIED	CABOT YERXA MISSION CREEK FIELD TRIP	486.87	486.87		486.87
251	1002792	05-09-24	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL - VARIOUS LOCATIONS	190.00	480.00		480.00
252				BEEHIVE REMOVAL - VARIOUS LOCATIONS	290.00			
253	1002756	05-03-24	BABCOCK LABORATORIES, INC.	SAMPLING - HORTON WWTP	196.95	459.55		459.55
254				E COLIFORM TESTING RWRF	262.60			
255	1002938	05-29-24	O'REILLY AUTOMOTIVE INC.	OIL FILTER OIL CHANGE UNIT #428	50.30	452.47		452.47
256				OIL, AIR, CABIN FILTER UNIT #410	90.93			
257				OIL FILTER, OIL CHANGE UNIT #437	43.93			
258				RECEIVER BUSHING UNIT #397	23.69			
259				OIL, CABIN FILTER CHANGE UNIT #408	53.64			
260				OIL FILTER CHANGE UNIT #412	54.03			
261				MULTI PURPOSE GREASE - FLEET MAINT.	43.25			
262				GAS CAN - FLEET MAINT.	76.45			
263				BRAKE CLEANER - FLEET MAINT.	16.25			
264	1002780	05-09-24	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	440.76	440.76		440.76
265	99107360	05-22-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS GRANT & ANDY RETRO ADJUSTMENTS	431.54	431.54		431.54
266	1002870	05-28-24	VESTIS SERVICES INC	UNIFORM SERVICES 05.01.24	389.87	389.87		389.87
267	1002934	05-29-24	INTELESYS	COPILOT LICENSE	384.00	384.00		384.00
268	1002768	05-03-24	PARKERS BUILDING SUPPLY	RESTOCK REDICRETE	340.97	382.60		382.60
269				PRODUCTION ITEMS	25.83			
270				PRODUCTION ITEMS	1.27			
271				MISC HARDWARE FOR TV MOUTNING	14.53			
272	1002763	05-03-24	FORSHOCK	NETWORK FAIL - REPAIR SCADA	377.50	377.50		

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
273	1002794	05-09-24	MOTION INDUSTRIES, INC.	REPLACEMENT MOTOR - CLARIFIER #3	371.51	371.51		371.51
274	1002804	05-09-24	UNDERGROUND SERVICE ALERT	SERVICE TICKETS	326.75	326.75		326.75
275	1002840	05-16-24	O'REILLY AUTOMOTIVE INC.	OIL FILTER, WIPER BLADES UNIT #435	63.07	326.02		326.02
276				HYDRO BOOST, BRAKE PADS	312.41			
277				CREDIT	-243.23			
278				WIRE ROLLS - FLEET MAINT.	107.92			
279				BREAKPAD UNIT #402	12.92			
280				FUSE HOLDERS - WATER PROD.	15.56			
281				OIL, FILTERS UNIT #390	57.37			
282	1002800	05-09-24	SOUTH COAST AIR QUALITY	AQMD HOT SPOT FEES - D.P.L.S.	161.81	323.62		323.62
283				AQMD HOT SPOT FEES - HORTON PLANT	161.81			
284	1002827	05-16-24	EDOM HILL TRANSFER STATION	DEBRIS FROM 1ST ST LEAK REPAIR	312.23	312.23		312.23
285	1002833	05-16-24	JOSEPH MCELRONE	WORK BOOT REIMBURSEMENT	300.00	300.00		300.00
286	1002835	05-16-24	MAC'S MOBILE AUTOGLASS	REPLACEMENT WINDOW UNIT #399	295.11	295.11		295.11
287	1002867	05-20-24	ORLANDO PETERS	ACCOUNT REFUND 66183 5TH ST	272.41	272.41		272.41
288	1002924	05-29-24	CHAD FINCH	BOOT REIMBURSEMENT	255.53	255.53		255.53
289	1002928	05-29-24	DESERT URGENT CARE	PHYSICALS	250.00	250.00		250.00
290	1002797	05-09-24	PAYNEARME MT, INC.	CHARGEBACKS/ACH RETURNS	245.00	245.00		245.00
291	99107417	05-28-24	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT & LATE FEE	238.51	238.51		238.51
292	1002819	05-16-24	CHRISTOPHER JACOBSON	WORK BOOT REIMBURSEMENT	229.40	229.40		229.40
293	1002784	05-09-24	CWEA	CWEA MEMBERSHIP RENEWAL - JOEY M.	221.00	221.00		221.00
294	1002806	05-09-24	VALLEY LOCK & SAFE	REPLACEMENT GATE OPENERS	210.43	210.43		210.43
295	1002915	05-28-24	ERICA JONES	ACCOUNT REFUND 65896 DESERT VIEW AVE	207.60	207.60		207.60
296	1002874	05-28-24	CWEA	CSM GRADE 2 & LAB ANALYST GRADE 1 RENEWAL	201.00	201.00		201.00
297	1002883	05-28-24	CITY LIFESTYLE GROUP LLC	FIRE FLOW REFUND	191.00	191.00		191.00
298	1002816	05-16-24	CASAMAR GROUP, LLC	LABOR COMPLIANCE WELL 34	184.47	0.00	184.47	184.47
299	1002764	05-03-24	GREG CHAPMAN, JR	BOOT REIMBURSEMENT	183.49	183.49		183.49
300	1002778	05-03-24	XEROX CORPORATION	XEROX LEASE	172.39	172.39		172.39
301	1002891	05-28-24	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS PROGRAM FEES	161.81	161.81		161.81
302	1002766	05-03-24	JOSIAH PEREZ	BOOT REIMBURSEMENT	150.80	150.80		150.80
303	1002789	05-09-24	FRANCHISE TAX BOARD	GARNISHMENT EE#72 PPE 04.26.24 PMT 17	150.00	150.00		150.00
304	1002878	05-28-24	FRANCHISE TAX BOARD	MARK VERMEER PPE 05.10.24 PMT 18	150.00	150.00		150.00
305	1002826	05-16-24	DESERT PROMOTIONS	POLO SHIRTS	146.81	146.81		146.81
306	1002847	05-16-24	RUSS MARTIN	MILEAGE REIMBURSEMENT	144.05	144.05		144.05
307	1002845	05-16-24	POWERPLAN OIB	REPAIR PARTS UNIT #424	139.29	139.29		139.29
308	1002864	05-20-24	FREDDY JUAREZ	ACCOUNT REFUND 13600 MARK DR	138.92	138.92		138.92
309	1002918	05-28-24	JOHN ROTHER	ACCOUNT REFUND 12811 CATALPA AVE	138.30	138.30		138.30
310	99107202	05-10-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	M. PLATT PERS RETRO	120.48	120.48		120.48
311	1002911	05-28-24	CARLOS RAMOS	ACCOUNT REFUND 65934 BUENA VISTA AVE	112.42	112.42		112.42
312	1002877	05-28-24	FARMER BROS. CO	ENGINEERING - COFFEE ORDER	108.04	108.04		108.04
313	1002757	05-03-24	CYNTHIA ACOSTA	MILEAGE REIMBURSEMENT	36.18	106.40		106.40
314				REFRESHMENT REIMBURSEMENT	70.22			
315	1002802	05-09-24	SWRCB ACCOUNTING OFFICE	D4 APPLICATION FEE FOR CERT. - CHAD F.	105.00	105.00		105.00
316	1002932	05-29-24	FEDEX	WELLS FARGO OVERNIGHT FEE	103.64	103.64		103.64
317	1002767	05-03-24	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ 15525 MTN. VIEW	100.00	100.00		100.00
318				66023 & 9601 PAID ON INVOICE 6860				
319	1002920	05-28-24	LAURA GONZALEZ	ACCOUNT REFUND 9880 HOYLAKE RD	96.04	96.04		96.04
320	1002881	05-28-24	INFOSEND INC	PRINTING SERVICES	93.02	93.02		93.02
321	1002774	05-03-24	SWRCB ACCOUNTING OFFICE	D3 APPLICATION CERT. FEE - TIM OWENS	90.00	90.00		90.00
322	1002853	05-16-24	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT	89.78	89.78		89.78
323	1002859	05-16-24	WESTAIR GASES & EQUIPMENT, INC.	ARGON GAS - FLEET MAINT.	86.05	86.05		86.05
324	1002865	05-20-24	GINA LOPEZ	ACCOUNT REFUND 64550 PIERSON BLVD #4	83.15	83.15		
325	1002897	05-28-24	ALEXA BROWN	ACCOUNT REFUND 9151 WARWICK DR	82.00	82.00		
326	1002900	05-28-24	DANIEL WEBB	ACCOUNT REFUND 13865 CACTUS DR	82.00	82.00		

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
327	1002914	05-28-24	ELIZABETH FLORES	ACCOUNT REFUND 65707 ESTRELLA AVE	82.00	82.00		82.00
328	1002919	05-28-24	JONATHAN CARRILLO	ACCOUNT REFUND 66777 MISSION LAKES BLVD	82.00	82.00		82.00
329	1002913	05-28-24	CYNTHIA DUBY	ACCOUNT REFUND 13475 MONTEREY RD	81.96	81.96		81.96
330	1002809	05-16-24	ALL AMERICAN FIRST AID	RESTOCK FIRST AID KID	77.36	77.36		77.36
331	1002810	05-16-24	AMBER DUFF	MILEAGE REIMBURSEMENT	75.97	75.97		75.97
332	1002887	05-28-24	PLANIT REPROGRAPHICS	DHS FIRE STATION 98	36.90	75.76		75.76
333				AD MAP - CUSTOMER SERVICE	38.86			
334	1002935	05-29-24	JULIO MARTINEZ	BOOT REIMBURSEMENT	71.64	71.64		71.64
335	99107501	05-30-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	APRIL SCOTTT PRIOR PERIOD ADJUSTMENT	70.12	70.12		70.12
336	1002903	05-28-24	MARIA CUSTODIO	ACCOUNT REFUND 8567 ROCKIES AVE	68.40	68.40		68.40
337	1002906	05-28-24	OCTAVIO RAMOS GONZALEZ	ACCOUNT REFUND 16277 AVE RAMADA	66.04	66.04		66.04
338	1002758	05-03-24	DAVID PENA	REIMBURSEMENT - T2 EXAM	65.00	65.00		65.00
339	1002909	05-28-24	ALEXIS AVILA	ACCOUNT REFUND 66350 GRANADA AVE	63.03	63.03		63.03
340	1002831	05-16-24	IVAN SEWELL	MILEAGE REIMBURSEMENT	61.64	61.64		61.64
341	1002851	05-16-24	STAPLES	2 BANKERS BOXES - ADMIN BLDG	60.53	60.53		60.53
342	1002921	05-28-24	VIET MAI TRAN	ACCOUNT REFUND 13786 STARLIGHT WAY	59.92	59.92		59.92
343	1002861	05-20-24	BRUCE GUTIERREZ	ACCOUNT REFUND 64073 OLYMPIC MOUNTAIN AVE	59.85	59.85		59.85
344	1002933	05-29-24	GREG CHAPMAN, JR	BOOT REIMBURSEMENT	59.25	59.25		59.25
345	1002902	05-28-24	EDWARD COSTA	ACCOUNT REFUND 69470 FAIRWAY DR	57.92	57.92		57.92
346	1002790	05-09-24	GREG CHAPMAN, JR	WORK BOOT REIMBURSEMENT	57.26	57.26		57.26
347	1002910	05-28-24	BRENT ESPINOZA	ACCOUNT REFUND 66618 SAN LUIS RD	57.20	57.20		57.20
348	1002917	05-28-24	ILIANA RABAGO	ACCOUNT REFUND 13640 EL RIO LN	56.13	56.13		56.13
349	1002788	05-09-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.82	51.82		51.82
350	1002762	05-03-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.49	51.49		51.49
351	1002916	05-28-24	GISELLE STEELE	ACCOUNT REFUND 65951 7TH ST	49.95	49.95		49.95
352	1002896	05-28-24	ABEL ZEPEDA	ACCOUNT REFUND 66790 CAHUILLA AVE	45.00	45.00		45.00
353	1002904	05-28-24	MARTIN PINON	ACCOUNT REFUND 66865 JOSHUA CT	43.16	43.16		43.16
354	1002866	05-20-24	LISA BRINKER	ACCOUNT REFUND 9694 SPYGLASS AVE	42.37	42.37		42.37
355	1002771	05-03-24	RITA M. HUBER	PETTY CASH REPLENISHMENT	41.16	41.16		41.16
356	1002899	05-28-24	ANNELISE ESPINOZA	ACCOUNT REFUND 64116 APPALACHIAN ST	36.56	36.56		36.56
357	1002812	05-16-24	AUTO ZONE STORES LLC	CIRCUIT FUSE TAP - WTR PRODUCTION	27.19	36.25		36.25
358				ATM FUSE CIRCUIT - WTR PRODUCTION	9.06			
359	1002796	05-09-24	PARKERS BUILDING SUPPLY	WELL 33 CHLORINE ROOM	36.07	36.07		36.07
360	1002908	05-28-24	ALAEDDINE TALEB	ACCOUNT REFUND 64964 EGAN CT	35.08	35.08		35.08
361	1002818	05-16-24	CHARLES BELL	WORK BOOT REIMBURSEMENT	32.58	32.58		32.58
362	1002759	05-03-24	DESERT ELECTRIC SUPPLY	PVC CONDUIT	23.03	23.03		23.03
363	99107201	05-10-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	A. GRUNNET PERS CORRECTION	21.15	21.15		21.15
364	1002805	05-09-24	USA-FACT INC	BACKGROUND CHECK - W. WHITTEN	20.33	20.33		20.33
365	1002901	05-28-24	EDITH CAMPBELL	ACCOUNT REFUND 16152 VIA CORTO E	17.82	17.82		17.82
366	1002912	05-28-24	CHRISTINE OCHOA	ACCOUNT REFUND 13701 MOUNTAIN TOP DR	17.17	17.17		17.17
367	1002898	05-28-24	ANGELA FLETCHER	ACCOUNT REFUND 64144 APPALACHIAN ST	11.38	11.38		11.38
368	1002863	05-20-24	FRANCIS VOLPE	ACCOUNT REFUND 10168 SANTA CRUZ RD	11.22	11.22		11.22
369	1002799	05-09-24	SO CAL GAS	GAS BILL 04/2024	9.23	9.23		9.23
370	1002905	05-28-24	NATIONAL POWERHOUSE INC	ACCOUNT REFUND 66262 4TH ST	0.35	0.35		0.35
371	1002868	05-20-24	SIERRA SULLIVAN	ACCOUNT REFUND 66129 AVE DORADO	0.23	0.23		0.23
372	PR050324	05-03-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	0.00	0.00		0.00
373	PR053124	05-31-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	0.00	0.00		0.00
374								
375				CURRENT CHECK TOTAL	4,183,241.8	2,188,608.9	1,994,632.8	4,183,241.8
376								
377	TOTAL				4,183,241.80	2,188,608.96	1,994,632.84	4,183,241.80
378	227 records listed							
379								

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
3	1002896	05-28-24	ABEL ZEPEDA	ACCOUNT REFUND 66790 CAHUILLA AVE	45.00	45.00		45.00
4	1002754	05-03-24	ACELA ORIANA HOFFERT	BREAKFAST REIMBURSEMENT	516.55	516.55		516.55
5	1002779	05-09-24	ACWA/JOINT POWERS INSUR AUTH	ACWA WORKERS COMP QTR 1	37,437.81	37,437.81		37,437.81
6	1002808	05-16-24	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT 14	13,067.50	0.00	33,473.89	33,473.89
7				PROGRESS PAYMENT 15	20,406.39			
8	99107096	05-01-24	AFLAC	APRIL 2024 AFLAC DEDUCTIONS	2,639.68	2,639.68		2,639.68
9	1002908	05-28-24	ALAEDDINE TALEB	ACCOUNT REFUND 64964 EGAN CT	35.08	35.08		35.08
10	1002897	05-28-24	ALEXA BROWN	ACCOUNT REFUND 9151 WARWICK DR	82.00	82.00		82.00
11	1002909	05-28-24	ALEXIS AVILA	ACCOUNT REFUND 66350 GRANADA AVE	63.03	63.03		63.03
12	1002809	05-16-24	ALL AMERICAN FIRST AID	RESTOCK FIRST AID KID	77.36	77.36		77.36
13	1002755	05-03-24	ALL VALLEY CRANE,INC.	UNLOAD GENERATORS - ONSITE/TRAVEL FEES	850.00	0.00	850.00	850.00
14	1002922	05-29-24	AM CONSERVATION GROUP INC.	CONSERVATION KITS	1,054.01	1,054.01		1,054.01
15	1002810	05-16-24	AMBER DUFF	MILEAGE REIMBURSEMENT	75.97	75.97		75.97
16	1002898	05-28-24	ANGELA FLETCHER	ACCOUNT REFUND 64144 APPALACHIAN ST	11.38	11.38		11.38
17	1002899	05-28-24	ANNELISE ESPINOZA	ACCOUNT REFUND 64116 APPALACHIAN ST	36.56	36.56		36.56
18	1002780	05-09-24	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	440.76	440.76		440.76
19	1002812	05-16-24	AUTO ZONE STORES LLC	CIRCUIT FUSE TAP - WTR PRODUCTION	27.19	36.25		36.25
20				ATM FUSE CIRCUIT - WTR PRODUCTION	9.06			
21	1002756	05-03-24	BABCOCK LABORATORIES, INC.	SAMPLING - HORTON WWTP	196.95	459.55		459.55
22				E COLIFORM TESTING RWRF	262.60			
23	1002871	05-28-24	BABCOCK LABORATORIES, INC.	13310 LITTLE MORONGO RD.	1,605.04	2,006.30		2,006.30
24				PRE-TREATMENT - CABOT RD CULT.	401.26			
25	1002813	05-16-24	BDP INDUSTRIES,INC.	REPLACEMENT PARTS BELT PRESS	859.44	859.44		859.44
26	1002781	05-09-24	BECK OIL, INC.	UNLEADED GASOLINE	4,692.49	4,692.49		4,692.49
27	1002923	05-29-24	BECK OIL, INC.	DIESEL FUEL	2,823.20	8,926.03		8,926.03
28				DIESEL FUEL	1,998.86			
29				UNLEADED GASOLINE	4,103.97			
30	1002910	05-28-24	BRENT ESPINOZA	ACCOUNT REFUND 66618 SAN LUIS RD	57.20	57.20		57.20
31	1002814	05-16-24	BRIAN MACY	TRAVEL PER DIEM ACWA CONF.	82.27	3,603.15		3,603.15
32				TRAVEL REIMBURSEMENT UBER	51.00			
33				TRAVEL REIMBURSEMENT UBER	55.88			
34				TUITION REIMBURSEMENT	3,414.00			
35	1002872	05-28-24	BRINKS INCORPORATED	MONTHLY SERVICES APRIL	207.73	516.90		516.90
36				MONTHLY SERVICES MAY	309.17			
37	1002861	05-20-24	BRUCE GUTIERREZ	ACCOUNT REFUND 64073 OLYMPIC MOUNTAIN AVE	59.85	59.85		59.85
38	99107132	05-03-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.26 - JULIO, DAVID & JASON RETRO ADJ.	36,998.33	36,998.33		36,998.33
39	99107201	05-10-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	A. GRUNNET PERS CORRECTION	21.15	21.15		21.15
40	99107202	05-10-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	M. PLATT PERS RETRO	120.48	120.48		120.48
41	99107359	05-22-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.26.2024	37,111.01	37,111.01		37,111.01
42	99107360	05-22-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS GRANT & ANDY RETRO ADJUSTMENTS	431.54	431.54		431.54
43	99107500	05-30-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 05.10.2024	35,660.92	35,660.92		35,660.92
44	99107501	05-30-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	APRIL SCOTTT PRIOR PERIOD ADJUSTMENT	70.12	70.12		70.12
45	1002911	05-28-24	CARLOS RAMOS	ACCOUNT REFUND 65934 BUENA VISTA AVE	112.42	112.42		112.42
46	1002815	05-16-24	CARPI & CLAY. INC	FEDERAL ADVOCACY	5,000.00	5,000.00		5,000.00
47	1002816	05-16-24	CASAMAR GROUP, LLC	LABOR COMPLIANCE WELL 34	184.47	0.00	184.47	184.47
48	1002817	05-16-24	CASEY DOLAN	DIGITAL MGMT & CONSULTING	650.00	650.00		650.00
49	1002924	05-29-24	CHAD FINCH	BOOT REIMBURSEMENT	255.53	255.53		255.53
50	1002818	05-16-24	CHARLES BELL	WORK BOOT REIMBURSEMENT	32.58	32.58		32.58
51	1002912	05-28-24	CHRISTINE OCHOA	ACCOUNT REFUND 13701 MOUNTAIN TOP DR	17.17	17.17		17.17
52	1002819	05-16-24	CHRISTOPHER JACOBSON	WORK BOOT REIMBURSEMENT	229.40	229.40		229.40
53	1002883	05-28-24	CITY LIFESTYLE GROUP LLC	FIRE FLOW REFUND	191.00	191.00		191.00
54	1002782	05-09-24	CITY OF DESERT HOT SPRINGS	UUT FEB 2024	32,678.29	61,062.73		6
55				UUT MARCH 2024	28,384.44			
56	1002873	05-28-24	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - 04/2024	270.00	4,932.00		

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
57				LAB SERVICES - SAMPLES 04/2024	4,662.00			
58	1002820	05-16-24	COFFMAN ELECTRICAL EQUIPMENT CO	INVENTORY - OPERATIONS	3,826.00	3,826.00		3,826.00
59	1002783	05-09-24	CORE & MAIN LP	HARDWARE INVENTORY	239.40	10,618.19		10,618.19
60				FLANGE	144.39			
61				BALL VALVES	131.24			
62				HARDWARE INVENTORY	185.33			
63				BUTTERFLY VALVE	2,483.69			
64				HARDWARE INVENTORY	2,574.61			
65				HARDWARE INVENTORY	118.53			
66				HARDWARE INVENTORY	4,741.00			
67	1002821	05-16-24	CORE & MAIN LP	HARDWARE INVENTORY	253.22	3,290.70		3,290.70
68				HARDWARE INVENTORY	1,896.40			
69				BREAK OFF RODS	1,141.08			
70				REPLACEMENT SPOOLE 6 HOLE				
71	1002925	05-29-24	CORE & MAIN LP	TAPPING SLEEVE EPOXY FLG	989.63	1,137.11		1,137.11
72				DI MJ ACCESSORY KIT	147.48			
73	1002926	05-29-24	CV STRATEGIES	COMMUNICATION SERVICES CCR	1,776.25	7,158.75		7,158.75
74				COMMUNICATION SERVICES VIDEO UPDATE	4,907.50			
75				COMMUNICATION SERVICE LEG BROCHURE	475.00			
76	1002784	05-09-24	CWEA	CWEA MEMBERSHIP RENEWAL - JOEY M.	221.00	221.00		221.00
77	1002874	05-28-24	CWEA	CSM GRADE 2 & LAB ANALYST GRADE 1 RENEWAL	201.00	201.00		201.00
78	1002757	05-03-24	CYNTHIA ACOSTA	MILEAGE REIMBURSEMENT	36.18	106.40		106.40
79				REFRESHMENT REIMBURSEMENT	70.22			
80	1002913	05-28-24	CYNTHIA DUBY	ACCOUNT REFUND 13475 MONTEREY RD	81.96	81.96		81.96
81	1002822	05-16-24	CYPRESS DENTAL ADMINISTRATORS	JUNE 2024 DENTAL INSURANCE	4,644.28	4,644.28		4,644.28
82	1002900	05-28-24	DANIEL WEBB	ACCOUNT REFUND 13865 CACTUS DR	82.00	82.00		82.00
83	1002758	05-03-24	DAVID PENA	REIMBURSEMENT - T2 EXAM	65.00	65.00		65.00
84	1002862	05-20-24	DEMO UNLIMITED, INC.	ACCOUNT REFUND 66120 14TH ST	703.20	703.20		703.20
85	1002759	05-03-24	DESERT ELECTRIC SUPPLY	PVC CONDUIT	23.03	23.03		23.03
86	1002785	05-09-24	DESERT ELECTRIC SUPPLY	CIRCUIT BREAKER - WELL 31	36.00	679.23		679.23
87				CONDUIT PARTS - WELL 33	210.67			
88				REPAIR PARTS - WELL 33	267.45			
89				CONDUIT PARTS - WELL 33	137.62			
90				PARTS - WELL 34	27.49			
91	1002826	05-16-24	DESERT PROMOTIONS	POLO SHIRTS	146.81	146.81		146.81
92	1002825	05-16-24	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES UNIT #390	490.10	490.10		490.10
93	1002927	05-29-24	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES UNIT #397	1,080.11	1,586.07		1,586.07
94				REPLACEMENT TIRES - TRAILER #345	410.96			
95				RE-ALIGNMENT #412	95.00			
96	1002928	05-29-24	DESERT URGENT CARE	PHYSICALS	250.00	250.00		250.00
97	1002823	05-16-24	DESERT VALLEY DISPOSAL, INC.	CORP YARD APRIL SERVICE	793.90	1,338.79		1,338.79
98				ADMIN BUILDING APRIL SERVICE	544.89			
99	1002824	05-16-24	DESERT WATER AGENCY	DWA RAC FEES - ID-E SYSTEM	8,619.66	307,240.95		307,240.95
100				DWA RAC FEES - MAIN SYSTEM	298,621.29			
101	1002786	05-09-24	DOWNING CONSTRUCTION, INC.	PROGRESS PAYMENT #13	243,618.90	0.00	243,618.90	243,618.90
102	99107232	05-13-24	DOWNING CONSTRUCTION, INC.	RETENTION WIRE PP #13	12,822.05	0.00	12,822.05	12,822.05
103	1002929	05-29-24	EBIX INC	PAYROLL INSERTS - WELLNESS	521.72	521.72		521.72
104	1002760	05-03-24	ECOLOGY AUTO PARTS	SLUDGE HAULING	3,000.00	10,791.03		10,791.03
105				SLUDGE HAULING	1,900.57			
106				SLUDGE HAULING	3,890.46			
107				SLUDGE HAULING	2,000.00			
108	1002787	05-09-24	ECOLOGY AUTO PARTS	SLUDGE HAULING 03.29.24	5,187.64	5,187.64		
109	1002930	05-29-24	ECOLOGY AUTO PARTS	SLUDGE HAULING - 2 LOADS	2,621.99	9,789.85		
110				SLUDGE HAULING - 4 LOADS	5,266.28			

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
111				SLUDGE HAULING - 1 LOAD	1,901.58			
112	1002901	05-28-24	EDITH CAMPBELL	ACCOUNT REFUND 16152 VIA CORTO E	17.82	17.82		17.82
113	1002827	05-16-24	EDOM HILL TRANSFER STATION	DEBRIS FROM 1ST ST LEAK REPAIR	312.23	312.23		312.23
114	1002931	05-29-24	EDUCATION & OUTREACH COMPANY	PROMO ITEMS	3,297.86	3,297.86		3,297.86
115	1002902	05-28-24	EDWARD COSTA	ACCOUNT REFUND 69470 FAIRWAY DR	57.92	57.92		57.92
116	99107125	05-03-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 04.26.24	57,031.38	57,031.38		57,031.38
117	99107326	05-17-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.10.24	57,981.49	57,981.49		57,981.49
118	99107504	05-31-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.24.24	58,598.83	58,598.83		58,598.83
119	1002914	05-28-24	ELIZABETH FLORES	ACCOUNT REFUND 65707 ESTRELLA AVE	82.00	82.00		82.00
120	PR050324	05-03-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	0.00	0.00		0.00
121	PR051724	05-17-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	3,548.76	3,548.76		3,548.76
122	PR053124	05-31-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	0.00	0.00		0.00
123	1002828	05-16-24	ENTERPRISE FM TRUST	MONTHLY FLEET LEASE - 05/2024	25,178.86	25,178.86		25,178.86
124	1002876	05-28-24	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT 04/2024	4,120.87	4,120.87		4,120.87
125	1002915	05-28-24	ERICA JONES	ACCOUNT REFUND 65896 DESERT VIEW AVE	207.60	207.60		207.60
126	1002559	05-01-24	EXECUTIVE FACILITIES SERVICES, INC.	DISINFECTION SERVICES	-1,830.00	-1,830.00		-1,830.00
127	1002761	05-03-24	EXECUTIVE FACILITIES SERVICES, INC.	DISINFECTION SERVICES	1,830.00	1,830.00		1,830.00
128	1002877	05-28-24	FARMER BROS. CO	ENGINEERING - COFFEE ORDER	108.04	108.04		108.04
129	1002762	05-03-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.49	51.49		51.49
130	1002788	05-09-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.82	51.82		51.82
131	1002932	05-29-24	FEDEX	WELLS FARGO OVERNIGHT FEE	103.64	103.64		103.64
132	1002763	05-03-24	FORSHOCK	NETWORK FAIL - REPAIR SCADA	377.50	377.50		377.50
133	1002789	05-09-24	FRANCHISE TAX BOARD	GARNISHMENT EE#72 PPE 04.26.24 PMT 17	150.00	150.00		150.00
134	1002878	05-28-24	FRANCHISE TAX BOARD	MARK VERMEER PPE 05.10.24 PMT 18	150.00	150.00		150.00
135	1002863	05-20-24	FRANCIS VOLPE	ACCOUNT REFUND 10168 SANTA CRUZ RD	11.22	11.22		11.22
136	1002864	05-20-24	FREDDY JUAREZ	ACCOUNT REFUND 13600 MARK DR	138.92	138.92		138.92
137	1002875	05-28-24	GANNETT MEDIA CORP	BID ADVERTISEMENTS	2,963.80	0.00	2,963.80	2,963.80
138	1002865	05-20-24	GINA LOPEZ	ACCOUNT REFUND 64550 PIERSON BLVD #4	83.15	83.15		83.15
139	1002916	05-28-24	GISELLE STEELE	ACCOUNT REFUND 65951 7TH ST	49.95	49.95		49.95
140	1002879	05-28-24	GLENN B. DORNING, INC.	UTILITY TRACTOR DC PLANT	28,864.83	0.00	28,864.83	28,864.83
141	1002829	05-16-24	GRAINGER	ROLL WORK PLATFORM	2,038.38	3,618.98		3,618.98
142				DRAG HARROW - WRIGHT PLANT	636.87			
143				EXHAUST FAN WTR PRODUCTION	845.09			
144				WEATHERPROOF HUB BOXES - WTR PRODUCTION	98.64			
145	1002764	05-03-24	GREG CHAPMAN, JR	BOOT REIMBURSEMENT	183.49	183.49		183.49
146	1002790	05-09-24	GREG CHAPMAN, JR	WORK BOOT REIMBURSEMENT	57.26	57.26		57.26
147	1002933	05-29-24	GREG CHAPMAN, JR	BOOT REIMBURSEMENT	59.25	59.25		59.25
148	1002880	05-28-24	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	2,679.20	2,679.20		2,679.20
149	1002917	05-28-24	ILIANA RABAGO	ACCOUNT REFUND 13640 EL RIO LN	56.13	56.13		56.13
150	1002830	05-16-24	INFOSEND INC	MARCH NEWSLETTER	1,294.02	1,294.02		1,294.02
151	1002881	05-28-24	INFOSEND INC	PRINTING SERVICES	93.02	93.02		93.02
152	1002882	05-28-24	INTELESYS	DISTRICT MULTI FACTOR AUTH. SETUP	1,544.00	9,740.00		9,740.00
153				MONTHLY MANAGED IT SERVICES	8,196.00			
154	1002934	05-29-24	INTELESYS	COPILOT LICENSE	384.00	384.00		384.00
155	1002831	05-16-24	IVAN SEWELL	MILEAGE REIMBURSEMENT	61.64	61.64		61.64
156	1002765	05-03-24	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #23	813,675.14	0.00	1,477,760.53	1,477,760.53
157				PROGRESS PAYMENT #24	664,085.39			
158	99107159	05-07-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PP #24	34,951.86	0.00	34,951.86	34,951.86
159	99107160	05-07-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PP #23	42,825.01	0.00	42,825.01	42,825.01
160	1002832	05-16-24	JESSUP AUTO PLAZA	HYDRO BOOSTER UNIT #399	646.41	646.41		646.41
161	1002918	05-28-24	JOHN ROTHER	ACCOUNT REFUND 12811 CATALPA AVE	138.30	138.30		138.30
162	1002791	05-09-24	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	SECURITY - HORTON PLANT	1,209.38	1,209.38		
163	1002919	05-28-24	JONATHAN CARRILLO	ACCOUNT REFUND 66777 MISSION LAKES BLVD	82.00	82.00		
164	1002833	05-16-24	JOSEPH MCELRONE	WORK BOOT REIMBURSEMENT	300.00	300.00		

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
165	1002766	05-03-24	JOSIAH PEREZ	BOOT REIMBURSEMENT	150.80	150.80		150.80
166	1002935	05-29-24	JULIO MARTINEZ	BOOT REIMBURSEMENT	71.64	71.64		71.64
167	1002767	05-03-24	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ 15525 MTN. VIEW	100.00	100.00		100.00
168				66023 & 9601 PAID ON INVOICE 6860				
169	1002792	05-09-24	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL - VARIOUS LOCATIONS	190.00	480.00		480.00
170				BEEHIVE REMOVAL - VARIOUS LOCATIONS	290.00			
171	1002834	05-16-24	KYLE GROUNDWATER, INC.	WELL 34 FINAL PAYMENT	5,425.00	0.00	5,425.00	5,425.00
172	1002920	05-28-24	LAURA GONZALEZ	ACCOUNT REFUND 9880 HOYLAKE RD	96.04	96.04		96.04
173	99107131	05-03-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.26.2024	16,569.96	16,569.96		16,569.96
174	99107327	05-17-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.10.24	15,496.73	15,496.73		15,496.73
175	99107506	05-31-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.24.2024	15,364.44	15,364.44		15,364.44
176	1002866	05-20-24	LISA BRINKER	ACCOUNT REFUND 9694 SPYGLASS AVE	42.37	42.37		42.37
177	1002835	05-16-24	MAC'S MOBILE AUTOGLASS	REPLACEMENT WINDOW UNIT #399	295.11	295.11		295.11
178	1002793	05-09-24	MANPOWER US INC.	STAFFING SERVICES - FIELD OPERATIONS	1,670.40	3,340.80		3,340.80
179				STAFFING SERVICES - FIELD OPERATIONS	1,670.40			
180	1002836	05-16-24	MANPOWER US INC.	STAFFING SERVICES - ADMIN.	992.96	2,663.36		2,663.36
181				STAFFING SERVICES - FIELD OPERATIONS	1,670.40			
182	1002936	05-29-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,336.32	1,336.32		1,336.32
183	1002903	05-28-24	MARIA CUSTODIO	ACCOUNT REFUND 8567 ROCKIES AVE	68.40	68.40		68.40
184	1002904	05-28-24	MARTIN PINON	ACCOUNT REFUND 66865 JOSHUA CT	43.16	43.16		43.16
185	1002837	05-16-24	MCDONALD ELECTRIC, INC	MAIN PLANT RAS PUMP #7	5,873.86	9,481.02		9,481.02
186				TREATMENT PLANT - CLARIFIER	3,607.16			
187	1002884	05-28-24	MCDONALD ELECTRIC, INC	WELL 31 TRANSFER SWITCH REPLACEMENT	12,068.25	12,068.25		12,068.25
188	1002838	05-16-24	MCMASTER-CARR	PADLOCKS #2001	393.05	1,203.34		1,203.34
189				RESTOCK PADLOCKS	344.15			
190				HARDWARE INVENTORY	466.14			
191	1002839	05-16-24	MDN WATER MANAGEMENT SERVICES INC	APRIL 2024 SERVICES	9,940.50	9,940.50		9,940.50
192	1002885	05-28-24	MORGAN COMPANY	CRANE INSTALLATION 1 TON	9,379.85	9,379.85		9,379.85
193	1002794	05-09-24	MOTION INDUSTRIES, INC.	REPLACEMENT MOTOR - CLARIFIER #3	371.51	371.51		371.51
194	1002795	05-09-24	NATIONAL BUSINESS FURNITURE LLC	LATERAL FILE/HUTCH - WRIGHT PLANT	1,149.13	5,229.04		5,229.04
195				LATERAL FILE W/ LOCK - WRIGHT PLANT	2,198.38			
196				L-DESK W/ HUTCH - WRIGHT PLANT	1,881.53			
197	1002905	05-28-24	NATIONAL POWERHOUSE INC	ACCOUNT REFUND 66262 4TH ST	0.35	0.35		0.35
198	1002937	05-29-24	NOBEL SYSTEMS INC.	GEOVIEWER MOBILE ANNUAL SUBSCRIPTION	16,500.00	40,480.00		40,480.00
199				GEOVIEWER ONLINE & FIELD FORMS ANNUAL SUBSCRIPTION	23,980.00			
200	1002840	05-16-24	O'REILLY AUTOMOTIVE INC.	OIL FILTER, WIPER BLADES UNIT #435	63.07	326.02		326.02
201				HYDRO BOOST, BRAKE PADS	312.41			
202				CREDIT	-243.23			
203				WIRE ROLLS - FLEET MAINT.	107.92			
204				BREAKPAD UNIT #402	12.92			
205				FUSE HOLDERS - WATER PROD.	15.56			
206				OIL, FILTERS UNIT #390	57.37			
207	1002938	05-29-24	O'REILLY AUTOMOTIVE INC.	OIL FILTER OIL CHANGE UNIT #428	50.30	452.47		452.47
208				OIL, AIR, CABIN FILTER UNIT #410	90.93			
209				OIL FILTER, OIL CHANGE UNIT #437	43.93			
210				RECEIVER BUSHING UNIT #397	23.69			
211				OIL, CABIN FILTER CHANGE UNIT #408	53.64			
212				OIL FILTER CHANGE UNIT #412	54.03			
213				MULTI PURPOSE GREASE - FLEET MAINT.	43.25			
214				GAS CAN - FLEET MAINT.	76.45			
215				BRAKE CLEANER - FLEET MAINT.	16.25			
216	1002906	05-28-24	OCTAVIO RAMOS GONZALEZ	ACCOUNT REFUND 16277 AVE RAMADA	66.04	66.04		
217	1002867	05-20-24	ORLANDO PETERS	ACCOUNT REFUND 66183 5TH ST	272.41	272.41		
218	1002841	05-16-24	PALM SPRINGS MOTORS INC	REPLACE INJECTOR SEAL, AIR FILTER, VENTFIL	2,010.93	2,010.93		

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
219	1002886	05-28-24	PALM SPRINGS UNIFIED	CABOT YERXA MISSION CREEK FIELD TRIP	486.87	486.87		486.87
220	1002768	05-03-24	PARKERS BUILDING SUPPLY	RESTOCK REDICRETE	340.97	382.60		382.60
221				PRODUCTION ITEMS	25.83			
222				PRODUCTION ITEMS	1.27			
223				MISC HARDWARE FOR TV MOUTNING	14.53			
224	1002796	05-09-24	PARKERS BUILDING SUPPLY	WELL 33 CHLORINE ROOM	36.07	36.07		36.07
225	1002842	05-16-24	PARKERS BUILDING SUPPLY	INVENTORY	475.64	797.56		797.56
226				REPAIR PARTS - SHADE COVER	3.84			
227				REPLACEMENT OUTLET	15.07			
228				REPLACEMENT CHAINSAW CHAIN C&M	60.32			
229				RESTOCK TEFLON TAPE FIELD STAFF	13.89			
230				REPAIR MATERIAL FLEET MAINT.	42.51			
231				TOOLS - LEAK REPAIR	147.51			
232				REPLACEMENT FAN ADMIN BUILDING	38.78			
233	1002939	05-29-24	PARKERS BUILDING SUPPLY	ANT KILLER DUST 16OZ - ADMIN BUILDING	10.76	541.89		541.89
234				RESTOCK CONCRETE BAGS	319.19			
235				SPRAYER FOR DUST CONTROL	49.55			
236				MATERIALS - NEW GATE	15.45			
237				REPAIR PARTS - ADMIN	8.61			
238				POWER CORD - SHOP WELDER	19.38			
239				WIRE CONNECTOR - FACILITY MAINT.	6.45			
240				SPRAY PAINT	24.21			
241				REPAIR PARTS - ADMIN BUILDING	25.83			
242				DRILL BIT C&M	30.16			
243				PEST CONTROL CHEM	12.38			
244				CHAINSAW BAR OIL W28	19.92			
245	1002843	05-16-24	PATTON DOOR & GATE	WELL 22 FENCE REPLACEMENT	2,400.00	4,800.00		4,800.00
246				WELL 22 FENCE REPLACEMENT	2,400.00			
247	99107512	05-20-24	PAYMENTUS CORPORATION	APR 2024 CREDIT CARD FEES	3,286.40	3,286.40		3,286.40
248	1002797	05-09-24	PAYNEARME MT, INC.	CHARGEBACKS/ACH RETURNS	245.00	245.00		245.00
249	99107163	05-06-24	PAYNEARME MT, INC.	APR 2024 PAYNEARME FEES	8,129.65	8,129.65		8,129.65
250	1002887	05-28-24	PLANIT REPROGRAPHICS	DHS FIRE STATION 98	36.90	75.76		75.76
251				AD MAP - CUSTOMER SERVICE	38.86			
252	1002798	05-09-24	PLUMBERS DEPOT INC	COLLECTION REPLACEMENT	2,079.74	2,079.74		2,079.74
253	1002844	05-16-24	PLUMBERS DEPOT INC	CABLE ASSEMBLY CCTV TRACTOR	676.42	676.42		676.42
254	1002845	05-16-24	POWERPLAN OIB	REPAIR PARTS UNIT #424	139.29	139.29		139.29
255	1002888	05-28-24	POWERPLAN OIB	REPLACEMENT ALTERNATOR UNIT 362	266.04	741.80		741.80
256				REPLACEMENT FILTERS UNIT 425	475.76			
257	1002769	05-03-24	PROFORMA	CHECK WINDOW ENVELOPES	501.65	501.65		501.65
258	99107417	05-28-24	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT & LATE FEE	238.51	238.51		238.51
259	99107419	05-28-24	QUADIENT FINANCE USA, INC.	LEASE PAYMENT PLUS LATE FEE	683.11	683.11		683.11
260	1002770	05-03-24	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTIONS & PLAN CHECKS	1,837.50	1,837.50		1,837.50
261	1002940	05-29-24	RAY LOPEZ ASSOCIATES	CONSERVATION SERVICES APRIL	4,900.00	4,900.00		4,900.00
262	1002907	05-28-24	RE CHAFEE CONSTRUCTION INC.	ACCOUNT REFUND IRONWOOD BETWEEN WEST & SANTA	904.76	904.76		904.76
263				YSABEL				
264	1002889	05-28-24	RE CHAFFEE CONSTRUCTION INC	FINAL PAYMENT - RETENTION	19,543.85	19,543.85		19,543.85
265	1002771	05-03-24	RITA M. HUBER	PETTY CASH REPLENISHMENT	41.16	41.16		41.16
266	1002846	05-16-24	ROBERT G MODRICH	APRIL 24 UNIDATA MAINTENANCE	4,656.00	4,656.00		4,656.00
267	1002772	05-03-24	ROGERS,ANDERSON,MALODY & SCOTT, LLP.	FINAL BILLING FY23 AUDIT SERVICES	16,710.00	16,710.00		16,710.00
268	1002890	05-28-24	RUHNAU CLARKE ARCHITECTS	PROGRESS PAYMENT	54,600.00	0.00	91,000.00	91,000.00
269				PROGRESS PAYMENT	36,400.00			
270				SITE ADAPT & RE-DESIGN				
271	1002847	05-16-24	RUSS MARTIN	MILEAGE REIMBURSEMENT	144.05	144.05		
272	1002848	05-16-24	SAVANT SOLUTIONS, INC.	CYBERSECURITY ARCTIC WOLF RENEWAL	33,477.94	33,477.94		3

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
273	1002773	05-03-24	SHEPPARD MULLIN RICHTER & HAMPTON LLP	LEGAL CONSULTING SERVICES 92DM-378557	4,647.60	4,647.60		4,647.60
274	1002868	05-20-24	SIERRA SULLIVAN	ACCOUNT REFUND 66129 AVE DORADO	0.23	0.23		0.23
275	1002849	05-16-24	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES RETAINER	6,500.00	27,944.00		27,944.00
276				LEGAL SERVICES	8,604.50			
277				LEGAL SERVICES- COACHILLIN	165.00			
278				LEGAL SERVICE OVER RETAINER	12,674.50			
279	1002799	05-09-24	SO CAL GAS	GAS BILL 04/2024	9.23	9.23		9.23
280	1002800	05-09-24	SOUTH COAST AIR QUALITY	AQMD HOT SPOT FEES - D.P.L.S.	161.81	323.62		323.62
281				AQMD HOT SPOT FEES - HORTON PLANT	161.81			
282	1002891	05-28-24	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS PROGRAM FEES	161.81	161.81		161.81
283	1002801	05-09-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	5,296.63	8,709.55		8,709.55
284				ELECTRIC BILL	3,412.92			
285	1002850	05-16-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	111,799.64	111,799.64		111,799.64
286	1002892	05-28-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	3,653.42	38,101.21		38,101.21
287				ELECTRIC BILL	2,812.65			
288				ELECTRIC BILL	31,635.14			
289	1002851	05-16-24	STAPLES	2 BANKERS BOXES - ADMIN BLDG	60.53	60.53		60.53
290	1002941	05-29-24	STAPLES	OFFICE CHAIRS - WRIGHT PLANT	4,040.30	5,575.03		5,575.03
291				BATTERY PACKS - WRIGHT PLANT	716.46			
292				RESTOCK ADVIL, TYLENOL - ADMIN BLDG.	76.46			
293				GUEST OFFICE CHAIRS	309.22			
294				REPLACEMENT TONERS - HORTON PLANT	432.59			
295	99107126	05-03-24	STATE OF CA EDD	STATE TAX PPE 04.26.24	11,510.20	11,510.20		11,510.20
296	99107325	05-17-24	STATE OF CA EDD	STATE TAX PPE 05.10.24	11,752.76	11,752.76		11,752.76
297	99107505	05-31-24	STATE OF CA EDD	STATE TAX PPE 05.24.24	12,110.26	12,110.26		12,110.26
298	1002775	05-03-24	STATE WATER RESOURCES CONTROL BOARD	UNUSED FUNDS - ARREARAGE PROGRAM	1,051.79	1,051.79		1,051.79
299	1002774	05-03-24	SWRCB ACCOUNTING OFFICE	D3 APPLICATION CERT. FEE - TIM OWENS	90.00	90.00		90.00
300	1002802	05-09-24	SWRCB ACCOUNTING OFFICE	D4 APPLICATION FEE FOR CERT. - CHAD F.	105.00	105.00		105.00
301	1002869	05-20-24	T & T GROUP, INC.	ACCOUNT REFUND 14500 PALM DR HYDRANT #436	720.30	720.30		720.30
302	1002942	05-29-24	THE LAMAR COMPANIES	PUBLIC OUTREACH BILLBOARD	950.00	950.00		950.00
303	1002852	05-16-24	THE LINCOLN NATL. LIFE INS. CO.	JUNE 2024 PREPAID LIFE INS.	3,908.77	3,908.77		3,908.77
304	1002853	05-16-24	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT	89.78	89.78		89.78
305	1002776	05-03-24	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	20,657.50	10,277.50	10,982.50	21,260.00
306				CONSULTANT DESIGN TKE FEB 2024	602.50			
307	1002803	05-09-24	TKE ENGINEERING, INC	CM & INSPECTION RANCHO DESCANSO TRACT	15,850.00	15,920.00		15,920.00
308				CONSULTANT DESIGN TKE	70.00			
309	1002943	05-29-24	TKE ENGINEERING, INC	C&M INSPECTION JAN 2024	505.00	0.00	505.00	505.00
310	1002777	05-03-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SERVICES	2,817.50	0.00	2,817.50	2,817.50
311	1002893	05-28-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SVCS 03/2024	2,472.50	0.00	2,472.50	2,472.50
312	1002944	05-29-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SERVICES 04/2024	3,115.00	0.00	3,115.00	3,115.00
313	1002854	05-16-24	TOPS N BARRICADES, INC	RESTOCK PAINTS	690.73	690.73		690.73
314	1002804	05-09-24	UNDERGROUND SERVICE ALERT	SERVICE TICKETS	326.75	326.75		326.75
315	99107510	05-30-24	US BANK CORPORATE TRUST SERVICES	US BANK WIRE - AD #13	246,054.97	246,054.97		246,054.97
316	1002855	05-16-24	USA BLUEBOOK	GRUNDFOS PVDF CONN KITS	135.71	6,852.15		6,852.15
317				INVENTORY - WATER PRODUCTION	1,389.21			
318				1/2 BR CPLG	6.45			
319				BRASS COUPLINGS	101.04			
320				BRASS COUPLINGS	221.97			
321				US FLAGS ADMIN BUILDING	268.03			
322				REPLACEMENT DIAPHRAM	817.66			
323				PVDF KITS 1/4"	135.71			
324				GRUNDFOS CONNECTION KITS	135.71			
325				PVDF REPAIR KIT, DOSING HEAD	2,736.69			
326				HARDWARE INVENTORY	374.58			

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
327				BRASS CPLG	27.75			
328				CA FLAGS ADMIN BLDG	263.77			
329				CALIBRATION KITS WTR PROD.	237.87			
330	1002894	05-28-24	USA BLUEBOOK	INSULATING GLOVES	709.45	709.45		709.45
331	1002805	05-09-24	USA-FACT INC	BACKGROUND CHECK - W. WHITTEN	20.33	20.33		20.33
332	1002806	05-09-24	VALLEY LOCK & SAFE	REPLACEMENT GATE OPENERS	210.43	210.43		210.43
333	1002856	05-16-24	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	587.45	587.45		587.45
334	1002811	05-16-24	VESTIS SERVICES INC	UNIFORM SERVICES 05.08.24	258.07	882.51		882.51
335				UNIFORM SERVICES 04.24.24	624.44			
336	1002870	05-28-24	VESTIS SERVICES INC	UNIFORM SERVICES 05.01.24	389.87	389.87		389.87
337	1002921	05-28-24	VIET MAI TRAN	ACCOUNT REFUND 13786 STARLIGHT WAY	59.92	59.92		59.92
338	1002857	05-16-24	WATERLINE TECHNOLOGIES INC.	7 DRUMS REFILLED	1,712.15	10,028.30		10,028.30
339				4 DRUMS REFILLED	978.37			
340				6 DRUMS REFILLED	1,467.56			
341				7 DRUMS REFILLED	1,712.15			
342				4 DRUMS REFILLED	978.37			
343				8 DRUMS REFILLED	1,956.74			
344				5 DRUMS REFILLED	1,222.96			
345	1002945	05-29-24	WATERLINE TECHNOLOGIES INC.	5 DRUMS REFILLED #5681962	1,222.96	5,700.63		5,700.63
346				3 DRUMS REFILLED #5683571	808.78			
347				7 DRUMS REFILLED #5684330	1,712.15			
348				8 DRUMS REFILLED #5685495	1,956.74			
349	99107508	05-29-24	WELLS FARGO - WELLSONE	APRIL 2024 CREDIT CARD PAYMENT	37,188.65	37,188.65		37,188.65
350	99107122	05-03-24	WELLS FARGO BANK	AUTO DEP PPE 04.26.24	138,316.63	138,316.63		138,316.63
351	99107133	05-01-24	WELLS FARGO BANK	APR 2024 LOC INTEREST EXP	49,875.00	49,875.00		49,875.00
352	99107324	05-17-24	WELLS FARGO BANK	AUTO DEP PPE 05.10.2024	144,520.13	144,520.13		144,520.13
353	99107502	05-31-24	WELLS FARGO BANK	AUTO DEP PPE 05.24.24	138,603.16	138,603.16		138,603.16
354	1002858	05-16-24	WEST COAST SAND AND GRAVEL INC.	25 TONS BASE MATERIAL CORP YARD	528.53	528.53		528.53
355	1002859	05-16-24	WESTAIR GASES & EQUIPMENT, INC.	ARGON GAS - FLEET MAINT.	86.05	86.05		86.05
356	1002807	05-09-24	WESTERN WATER WORKS	HARDWARE INVENTORY	1,213.91	6,314.67		6,314.67
357				HARDWARE INVENTORY	989.15			
358				COMPANION FLG	503.20			
359				MJ ACCESSORY KIT 3"	220.10			
360				HARDWARE INVENTORY	3,085.53			
361				18" BR NIPPLE	302.78			
362	1002895	05-28-24	WESTERN WATER WORKS	BACKFLOW DEVICES	2,652.38	11,752.73		11,752.73
363				MIP COMBO AIR VALVE W/ SCREEN	3,778.57			
364				HARDWARE INVENTORY	5,321.78			
365	1002946	05-29-24	WESTERN WATER WORKS	HARDWARE INVENTORY	3,501.88	19,730.67		19,730.67
366				6" JONES JJ4060DPLL CI 6H HYD	3,501.88			
367				BALL CORP STOP MUEL 20013	668.82			
368				6"JONES CI 6H HYDRANT	3,501.88			
369				JONES J-344HP FH HEAD W/ PLST	5,054.33			
370				6" JONES CI 6H HYD	3,501.88			
371	1002860	05-16-24	WHITE CAP CONSTRUCTION SUPPLY	RESTOCK ROLLED STEP SHOVELS	219.70	605.64		605.64
372				RESTOCK YELLOW SAFETY VEST	385.94			
373	1002778	05-03-24	XEROX CORPORATION	XEROX LEASE	172.39	172.39		172.39
374								
375				CURRENT CHECK TOTAL	4,183,241.8	2,188,608.9	1,994,632.8	4,183,241.8
376								
377	TOTAL				4,183,241.80	2,188,608.96	1,994,632.84	4,183,241.80
378	227 records listed							
379								

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
3	1002559	05-01-24	EXECUTIVE FACILITIES SERVICES, INC.	DISINFECTION SERVICES	-1,830.00	-1,830.00		-1,830.00
4	1002754	05-03-24	ACELA ORIANA HOFFERT	BREAKFAST REIMBURSEMENT	516.55	516.55		516.55
5	1002755	05-03-24	ALL VALLEY CRANE,INC.	UNLOAD GENERATORS - ONSITE/TRAVEL FEES	850.00	0.00	850.00	850.00
6	1002756	05-03-24	BABCOCK LABORATORIES, INC.	SAMPLING - HORTON WWTP	196.95	459.55		459.55
7				E COLIFORM TESTING RWRF	262.60			
8	1002757	05-03-24	CYNTHIA ACOSTA	MILEAGE REIMBURSEMENT	36.18	106.40		106.40
9				REFRESHMENT REIMBURSEMENT	70.22			
10	1002758	05-03-24	DAVID PENA	REIMBURSEMENT - T2 EXAM	65.00	65.00		65.00
11	1002759	05-03-24	DESERT ELECTRIC SUPPLY	PVC CONDUIT	23.03	23.03		23.03
12	1002760	05-03-24	ECOLOGY AUTO PARTS	SLUDGE HAULING	3,000.00	10,791.03		10,791.03
13				SLUDGE HAULING	1,900.57			
14				SLUDGE HAULING	3,890.46			
15				SLUDGE HAULING	2,000.00			
16	1002761	05-03-24	EXECUTIVE FACILITIES SERVICES, INC.	DISINFECTION SERVICES	1,830.00	1,830.00		1,830.00
17	1002762	05-03-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.49	51.49		51.49
18	1002763	05-03-24	FORSHOCK	NETWORK FAIL - REPAIR SCADA	377.50	377.50		377.50
19	1002764	05-03-24	GREG CHAPMAN, JR	BOOT REIMBURSEMENT	183.49	183.49		183.49
20	1002765	05-03-24	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #23	813,675.14	0.00	1,477,760.53	1,477,760.53
21				PROGRESS PAYMENT #24	664,085.39			
22	1002766	05-03-24	JOSIAH PEREZ	BOOT REIMBURSEMENT	150.80	150.80		150.80
23	1002767	05-03-24	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ 15525 MTN. VIEW	100.00	100.00		100.00
24				66023 & 9601 PAID ON INVOICE 6860				
25	1002768	05-03-24	PARKERS BUILDING SUPPLY	RESTOCK REDICRETE	340.97	382.60		382.60
26				PRODUCTION ITEMS	25.83			
27				PRODUCTION ITEMS	1.27			
28				MISC HARDWARE FOR TV MOUTNING	14.53			
29	1002769	05-03-24	PROFORMA	CHECK WINDOW ENVELOPES	501.65	501.65		501.65
30	1002770	05-03-24	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTIONS & PLAN CHECKS	1,837.50	1,837.50		1,837.50
31	1002771	05-03-24	RITA M. HUBER	PETTY CASH REPLENISHMENT	41.16	41.16		41.16
32	1002772	05-03-24	ROGERS,ANDERSON,MALODY & SCOTT, LLP.	FINAL BILLING FY23 AUDIT SERVICES	16,710.00	16,710.00		16,710.00
33	1002773	05-03-24	SHEPPARD MULLIN RICHTER & HAMPTON LLP	LEGAL CONSULTING SERVICES 92DM-378557	4,647.60	4,647.60		4,647.60
34	1002774	05-03-24	SWRCB ACCOUNTING OFFICE	D3 APPLICATION CERT. FEE - TIM OWENS	90.00	90.00		90.00
35	1002775	05-03-24	STATE WATER RESOURCES CONTROL BOARD	UNUSED FUNDS - ARREARAGE PROGRAM	1,051.79	1,051.79		1,051.79
36	1002776	05-03-24	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	20,657.50	10,277.50	10,982.50	21,260.00
37				CONSULTANT DESIGN TKE FEB 2024	602.50			
38	1002777	05-03-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SERVICES	2,817.50	0.00	2,817.50	2,817.50
39	1002778	05-03-24	XEROX CORPORATION	XEROX LEASE	172.39	172.39		172.39
40	1002779	05-09-24	ACWA/JOINT POWERS INSUR AUTH	ACWA WORKERS COMP QTR 1	37,437.81	37,437.81		37,437.81
41	1002780	05-09-24	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	440.76	440.76		440.76
42	1002781	05-09-24	BECK OIL, INC.	UNLEADED GASOLINE	4,692.49	4,692.49		4,692.49
43	1002782	05-09-24	CITY OF DESERT HOT SPRINGS	UUT FEB 2024	32,678.29	61,062.73		61,062.73
44				UUT MARCH 2024	28,384.44			
45	1002783	05-09-24	CORE & MAIN LP	HARDWARE INVENTORY	239.40	10,618.19		10,618.19
46				FLANGE	144.39			
47				BALL VALVES	131.24			
48				HARDWARE INVENTORY	185.33			
49				BUTTERFLY VALVE	2,483.69			
50				HARDWARE INVENTORY	2,574.61			
51				HARDWARE INVENTORY	118.53			
52				HARDWARE INVENTORY	4,741.00			
53	1002784	05-09-24	CWEA	CWEA MEMBERSHIP RENEWAL - JOEY M.	221.00	221.00		221.00
54	1002785	05-09-24	DESERT ELECTRIC SUPPLY	CIRCUIT BREAKER - WELL 31	36.00	679.23		
55				CONDUIT PARTS - WELL 33	210.67			
56				REPAIR PARTS - WELL 33	267.45			

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
57				CONDUIT PARTS - WELL 33	137.62			
58				PARTS - WELL 34	27.49			
59	1002786	05-09-24	DOWNING CONSTRUCTION, INC.	PROGRESS PAYMENT #13	243,618.90	0.00	243,618.90	243,618.90
60	1002787	05-09-24	ECOLOGY AUTO PARTS	SLUDGE HAULING 03.29.24	5,187.64	5,187.64		5,187.64
61	1002788	05-09-24	FEDEX	WELLS FARGO OVERNIGHT FEE	51.82	51.82		51.82
62	1002789	05-09-24	FRANCHISE TAX BOARD	GARNISHMENT EE#72 PPE 04.26.24 PMT 17	150.00	150.00		150.00
63	1002790	05-09-24	GREG CHAPMAN, JR	WORK BOOT REIMBURSEMENT	57.26	57.26		57.26
64	1002791	05-09-24	JOHNSON CONTROLS SECURITY SOLUTIONS LLC	SECURITY - HORTON PLANT	1,209.38	1,209.38		1,209.38
65	1002792	05-09-24	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL - VARIOUS LOCATIONS	190.00	480.00		480.00
66				BEEHIVE REMOVAL - VARIOUS LOCATIONS	290.00			
67	1002793	05-09-24	MANPOWER US INC.	STAFFING SERVICES - FIELD OPERATIONS	1,670.40	3,340.80		3,340.80
68				STAFFING SERVICES - FIELD OPERATIONS	1,670.40			
69	1002794	05-09-24	MOTION INDUSTRIES, INC.	REPLACEMENT MOTOR - CLARIFIER #3	371.51	371.51		371.51
70	1002795	05-09-24	NATIONAL BUSINESS FURNITURE LLC	LATERAL FILE/HUTCH - WRIGHT PLANT	1,149.13	5,229.04		5,229.04
71				LATERAL FILE W/ LOCK - WRIGHT PLANT	2,198.38			
72				L-DESK W/ HUTCH - WRIGHT PLANT	1,881.53			
73	1002796	05-09-24	PARKERS BUILDING SUPPLY	WELL 33 CHLORINE ROOM	36.07	36.07		36.07
74	1002797	05-09-24	PAYNEARME MT, INC.	CHARGEBACKS/ACH RETURNS	245.00	245.00		245.00
75	1002798	05-09-24	PLUMBERS DEPOT INC	COLLECTION REPLACEMENT	2,079.74	2,079.74		2,079.74
76	1002799	05-09-24	SO CAL GAS	GAS BILL 04/2024	9.23	9.23		9.23
77	1002800	05-09-24	SOUTH COAST AIR QUALITY	AQMD HOT SPOT FEES - D.P.L.S.	161.81	323.62		323.62
78				AQMD HOT SPOT FEES - HORTON PLANT	161.81			
79	1002801	05-09-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	5,296.63	8,709.55		8,709.55
80				ELECTRIC BILL	3,412.92			
81	1002802	05-09-24	SWRCB ACCOUNTING OFFICE	D4 APPLICATION FEE FOR CERT. - CHAD F.	105.00	105.00		105.00
82	1002803	05-09-24	TKE ENGINEERING, INC	CM & INSPECTION RANCHO DESCANSO TRACT	15,850.00	15,920.00		15,920.00
83				CONSULTANT DESIGN TKE	70.00			
84	1002804	05-09-24	UNDERGROUND SERVICE ALERT	SERVICE TICKETS	326.75	326.75		326.75
85	1002805	05-09-24	USA-FACT INC	BACKGROUND CHECK - W. WHITTEN	20.33	20.33		20.33
86	1002806	05-09-24	VALLEY LOCK & SAFE	REPLACEMENT GATE OPENERS	210.43	210.43		210.43
87	1002807	05-09-24	WESTERN WATER WORKS	HARDWARE INVENTORY	1,213.91	6,314.67		6,314.67
88				HARDWARE INVENTORY	989.15			
89				COMPANION FLG	503.20			
90				MJ ACCESSORY KIT 3"	220.10			
91				HARDWARE INVENTORY	3,085.53			
92				18" BR NIPPLE	302.78			
93	1002808	05-16-24	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT 14	13,067.50	0.00	33,473.89	33,473.89
94				PROGRESS PAYMENT 15	20,406.39			
95	1002809	05-16-24	ALL AMERICAN FIRST AID	RESTOCK FIRST AID KID	77.36	77.36		77.36
96	1002810	05-16-24	AMBER DUFF	MILEAGE REIMBURSEMENT	75.97	75.97		75.97
97	1002811	05-16-24	VESTIS SERVICES INC	UNIFORM SERVICES 05.08.24	258.07	882.51		882.51
98				UNIFORM SERVICES 04.24.24	624.44			
99	1002812	05-16-24	AUTO ZONE STORES LLC	CIRCUIT FUSE TAP - WTR PRODUCTION	27.19	36.25		36.25
100				ATM FUSE CIRCUIT - WTR PRODUCTION	9.06			
101	1002813	05-16-24	BDP INDUSTRIES,INC.	REPLACEMENT PARTS BELT PRESS	859.44	859.44		859.44
102	1002814	05-16-24	BRIAN MACY	TRAVEL PER DIEM ACWA CONF.	82.27	3,603.15		3,603.15
103				TRAVEL REIMBURSEMENT UBER	51.00			
104				TRAVEL REIMBURSEMENT UBER	55.88			
105				TUITION REIMBURSEMENT	3,414.00			
106	1002815	05-16-24	CARPI & CLAY. INC	FEDERAL ADVOCACY	5,000.00	5,000.00		5,000.00
107	1002816	05-16-24	CASAMAR GROUP, LLC	LABOR COMPLIANCE WELL 34	184.47	0.00	184.47	184.47
108	1002817	05-16-24	CASEY DOLAN	DIGITAL MGMT & CONSULTING	650.00	650.00		
109	1002818	05-16-24	CHARLES BELL	WORK BOOT REIMBURSEMENT	32.58	32.58		
110	1002819	05-16-24	CHRISTOPHER JACOBSON	WORK BOOT REIMBURSEMENT	229.40	229.40		

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
111	1002820	05-16-24	COFFMAN ELECTRICAL EQUIPMENT CO	INVENTORY - OPERATIONS	3,826.00	3,826.00		3,826.00
112	1002821	05-16-24	CORE & MAIN LP	HARDWARE INVENTORY	253.22	3,290.70		3,290.70
113				HARDWARE INVENTORY	1,896.40			
114				BREAK OFF RODS	1,141.08			
115				REPLACEMENT SPOOLE 6 HOLE				
116	1002822	05-16-24	CYPRESS DENTAL ADMINISTRATORS	JUNE 2024 DENTAL INSURANCE	4,644.28	4,644.28		4,644.28
117	1002823	05-16-24	DESERT VALLEY DISPOSAL, INC.	CORP YARD APRIL SERVICE	793.90	1,338.79		1,338.79
118				ADMIN BUILDING APRIL SERVICE	544.89			
119	1002824	05-16-24	DESERT WATER AGENCY	DWA RAC FEES - ID-E SYSTEM	8,619.66	307,240.95		307,240.95
120				DWA RAC FEES - MAIN SYSTEM	298,621.29			
121	1002825	05-16-24	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES UNIT #390	490.10	490.10		490.10
122	1002826	05-16-24	DESERT PROMOTIONS	POLO SHIRTS	146.81	146.81		146.81
123	1002827	05-16-24	EDOM HILL TRANSFER STATION	DEBRIS FROM 1ST ST LEAK REPAIR	312.23	312.23		312.23
124	1002828	05-16-24	ENTERPRISE FM TRUST	MONTHLY FLEET LEASE - 05/2024	25,178.86	25,178.86		25,178.86
125	1002829	05-16-24	GRAINGER	ROLL WORK PLATFORM	2,038.38	3,618.98		3,618.98
126				DRAG HARROW - WRIGHT PLANT	636.87			
127				EXHAUST FAN WTR PRODUCTION	845.09			
128				WEATHERPROOF HUB BOXES - WTR PRODUCTION	98.64			
129	1002830	05-16-24	INFOSEND INC	MARCH NEWSLETTER	1,294.02	1,294.02		1,294.02
130	1002831	05-16-24	IVAN SEWELL	MILEAGE REIMBURSEMENT	61.64	61.64		61.64
131	1002832	05-16-24	JESSUP AUTO PLAZA	HYDRO BOOSTER UNIT #399	646.41	646.41		646.41
132	1002833	05-16-24	JOSEPH MCELRONE	WORK BOOT REIMBURSEMENT	300.00	300.00		300.00
133	1002834	05-16-24	KYLE GROUNDWATER, INC.	WELL 34 FINAL PAYMENT	5,425.00	0.00	5,425.00	5,425.00
134	1002835	05-16-24	MAC'S MOBILE AUTOGLASS	REPLACEMENT WINDOW UNIT #399	295.11	295.11		295.11
135	1002836	05-16-24	MANPOWER US INC.	STAFFING SERVICES - ADMIN.	992.96	2,663.36		2,663.36
136				STAFFING SERVICES - FIELD OPERATIONS	1,670.40			
137	1002837	05-16-24	MCDONALD ELECTRIC, INC	MAIN PLANT RAS PUMP #7	5,873.86	9,481.02		9,481.02
138				TREATMENT PLANT - CLARIFIER	3,607.16			
139	1002838	05-16-24	MCMASTER-CARR	PADLOCKS #2001	393.05	1,203.34		1,203.34
140				RESTOCK PADLOCKS	344.15			
141				HARDWARE INVENTORY	466.14			
142	1002839	05-16-24	MDN WATER MANAGEMENT SERVICES INC	APRIL 2024 SERVICES	9,940.50	9,940.50		9,940.50
143	1002840	05-16-24	O'REILLY AUTOMOTIVE INC.	OIL FILTER, WIPER BLADES UNIT #435	63.07	326.02		326.02
144				HYDRO BOOST, BRAKE PADS	312.41			
145				CREDIT	-243.23			
146				WIRE ROLLS - FLEET MAINT.	107.92			
147				BREAKPAD UNIT #402	12.92			
148				FUSE HOLDERS - WATER PROD.	15.56			
149				OIL, FILTERS UNIT #390	57.37			
150	1002841	05-16-24	PALM SPRINGS MOTORS INC	REPLACE INJECTOR SEAL, AIR FILTER, VENTFIL	2,010.93	2,010.93		2,010.93
151	1002842	05-16-24	PARKERS BUILDING SUPPLY	INVENTORY	475.64	797.56		797.56
152				REPAIR PARTS - SHADE COVER	3.84			
153				REPLACEMENT OUTLET	15.07			
154				REPLACEMENT CHAINSAW CHAIN C&M	60.32			
155				RESTOCK TEFLON TAPE FIELD STAFF	13.89			
156				REPAIR MATERIAL FLEET MAINT.	42.51			
157				TOOLS - LEAK REPAIR	147.51			
158				REPLACEMENT FAN ADMIN BUILDING	38.78			
159	1002843	05-16-24	PATTON DOOR & GATE	WELL 22 FENCE REPLACEMENT	2,400.00	4,800.00		4,800.00
160				WELL 22 FENCE REPLACEMENT	2,400.00			
161	1002844	05-16-24	PLUMBERS DEPOT INC	CABLE ASSEMBLY CCTV TRACTOR	676.42	676.42		676.42
162	1002845	05-16-24	POWERPLAN OIB	REPAIR PARTS UNIT #424	139.29	139.29		
163	1002846	05-16-24	ROBERT G MODRICH	APRIL 24 UNIDATA MAINTENANCE	4,656.00	4,656.00		
164	1002847	05-16-24	RUSS MARTIN	MILEAGE REIMBURSEMENT	144.05	144.05		

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
165	1002848	05-16-24	SAVANT SOLUTIONS, INC.	CYBERSECURITY ARCTIC WOLF RENEWAL	33,477.94	33,477.94		33,477.94
166	1002849	05-16-24	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES RETAINER	6,500.00	27,944.00		27,944.00
167				LEGAL SERVICES	8,604.50			
168				LEGAL SERVICES- COACHILLIN	165.00			
169				LEGAL SERVICE OVER RETAINER	12,674.50			
170	1002850	05-16-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	111,799.64	111,799.64		111,799.64
171	1002851	05-16-24	STAPLES	2 BANKERS BOXES - ADMIN BLDG	60.53	60.53		60.53
172	1002852	05-16-24	THE LINCOLN NATL. LIFE INS. CO.	JUNE 2024 PREPAID LIFE INS.	3,908.77	3,908.77		3,908.77
173	1002853	05-16-24	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT	89.78	89.78		89.78
174	1002854	05-16-24	TOPS N BARRICADES, INC	RESTOCK PAINTS	690.73	690.73		690.73
175	1002855	05-16-24	USA BLUEBOOK	GRUNDFOS PVDF CONN KITS	135.71	6,852.15		6,852.15
176				INVENTORY - WATER PRODUCTION	1,389.21			
177				1/2 BR CPLG	6.45			
178				BRASS COUPLINGS	101.04			
179				BRASS COUPLINGS	221.97			
180				US FLAGS ADMIN BUILDING	268.03			
181				REPLACEMENT DIAPHRAM	817.66			
182				PVDF KITS 1/4"	135.71			
183				GRUNDFOS CONNECTION KITS	135.71			
184				PVDF REPAIR KIT, DOSING HEAD	2,736.69			
185				HARDWARE INVENTORY	374.58			
186				BRASS CPLG	27.75			
187				CA FLAGS ADMIN BLDG	263.77			
188				CALIBRATION KITS WTR PROD.	237.87			
189	1002856	05-16-24	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	587.45	587.45		587.45
190	1002857	05-16-24	WATERLINE TECHNOLOGIES INC.	7 DRUMS REFILLED	1,712.15	10,028.30		10,028.30
191				4 DRUMS REFILLED	978.37			
192				6 DRUMS REFILLED	1,467.56			
193				7 DRUMS REFILLED	1,712.15			
194				4 DRUMS REFILLED	978.37			
195				8 DRUMS REFILLED	1,956.74			
196				5 DRUMS REFILLED	1,222.96			
197	1002858	05-16-24	WEST COAST SAND AND GRAVEL INC.	25 TONS BASE MATERIAL CORP YARD	528.53	528.53		528.53
198	1002859	05-16-24	WESTAIR GASES & EQUIPMENT, INC.	ARGON GAS - FLEET MAINT.	86.05	86.05		86.05
199	1002860	05-16-24	WHITE CAP CONSTRUCTION SUPPLY	RESTOCK ROLLED STEP SHOVELS	219.70	605.64		605.64
200				RESTOCK YELLOW SAFETY VEST	385.94			
201	1002861	05-20-24	BRUCE GUTIERREZ	ACCOUNT REFUND 64073 OLYMPIC MOUNTAIN AVE	59.85	59.85		59.85
202	1002862	05-20-24	DEMO UNLIMITED, INC.	ACCOUNT REFUND 66120 14TH ST	703.20	703.20		703.20
203	1002863	05-20-24	FRANCIS VOLPE	ACCOUNT REFUND 10168 SANTA CRUZ RD	11.22	11.22		11.22
204	1002864	05-20-24	FREDDY JUAREZ	ACCOUNT REFUND 13600 MARK DR	138.92	138.92		138.92
205	1002865	05-20-24	GINA LOPEZ	ACCOUNT REFUND 64550 PIERSON BLVD #4	83.15	83.15		83.15
206	1002866	05-20-24	LISA BRINKER	ACCOUNT REFUND 9694 SPYGLASS AVE	42.37	42.37		42.37
207	1002867	05-20-24	ORLANDO PETERS	ACCOUNT REFUND 66183 5TH ST	272.41	272.41		272.41
208	1002868	05-20-24	SIERRA SULLIVAN	ACCOUNT REFUND 66129 AVE DORADO	0.23	0.23		0.23
209	1002869	05-20-24	T & T GROUP, INC.	ACCOUNT REFUND 14500 PALM DR HYDRANT #436	720.30	720.30		720.30
210	1002870	05-28-24	VESTIS SERVICES INC	UNIFORM SERVICES 05.01.24	389.87	389.87		389.87
211	1002871	05-28-24	BABCOCK LABORATORIES, INC.	13310 LITTLE MORONGO RD.	1,605.04	2,006.30		2,006.30
212				PRE-TREATMENT - CABOT RD CULT.	401.26			
213	1002872	05-28-24	BRINKS INCORPORATED	MONTHLY SERVICES APRIL	207.73	516.90		516.90
214				MONTHLY SERVICES MAY	309.17			
215	1002873	05-28-24	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - 04/2024	270.00	4,932.00		4,932.00
216				LAB SERVICES - SAMPLES 04/2024	4,662.00			
217	1002874	05-28-24	CWEA	CSM GRADE 2 & LAB ANALYST GRADE 1 RENEWAL	201.00	201.00		
218	1002875	05-28-24	GANNETT MEDIA CORP	BID ADVERTISEMENTS	2,963.80	0.00	2,963.80	

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
219	1002876	05-28-24	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT 04/2024	4,120.87	4,120.87		4,120.87
220	1002877	05-28-24	FARMER BROS. CO	ENGINEERING - COFFEE ORDER	108.04	108.04		108.04
221	1002878	05-28-24	FRANCHISE TAX BOARD	MARK VERMEER PPE 05.10.24 PMT 18	150.00	150.00		150.00
222	1002879	05-28-24	GLENN B. DORNING, INC.	UTILITY TRACTOR DC PLANT	28,864.83	0.00	28,864.83	28,864.83
223	1002880	05-28-24	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	2,679.20	2,679.20		2,679.20
224	1002881	05-28-24	INFOSEND INC	PRINTING SERVICES	93.02	93.02		93.02
225	1002882	05-28-24	INTELESYS	DISTRICT MULTI FACTOR AUTH. SETUP	1,544.00	9,740.00		9,740.00
226				MONTHLY MANAGED IT SERVICES	8,196.00			
227	1002883	05-28-24	CITY LIFESTYLE GROUP LLC	FIRE FLOW REFUND	191.00	191.00		191.00
228	1002884	05-28-24	MCDONALD ELECTRIC, INC	WELL 31 TRANSFER SWITCH REPLACEMENT	12,068.25	12,068.25		12,068.25
229	1002885	05-28-24	MORGAN COMPANY	CRANE INSTALLATION 1 TON	9,379.85	9,379.85		9,379.85
230	1002886	05-28-24	PALM SPRINGS UNIFIED	CABOT YERXA MISSION CREEK FIELD TRIP	486.87	486.87		486.87
231	1002887	05-28-24	PLANIT REPROGRAPHICS	DHS FIRE STATION 98	36.90	75.76		75.76
232				AD MAP - CUSTOMER SERVICE	38.86			
233	1002888	05-28-24	POWERPLAN OIB	REPLACEMENT ALTERNATOR UNIT 362	266.04	741.80		741.80
234				REPLACEMENT FILTERS UNIT 425	475.76			
235	1002889	05-28-24	RE CHAFFEE CONSTRUCTION INC	FINAL PAYMENT - RETENTION	19,543.85	19,543.85		19,543.85
236	1002890	05-28-24	RUHNAU CLARKE ARCHITECTS	PROGRESS PAYMENT	54,600.00	0.00	91,000.00	91,000.00
237				PROGRESS PAYMENT	36,400.00			
238				SITE ADAPT & RE-DESIGN				
239	1002891	05-28-24	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS PROGRAM FEES	161.81	161.81		161.81
240	1002892	05-28-24	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	3,653.42	38,101.21		38,101.21
241				ELECTRIC BILL	2,812.65			
242				ELECTRIC BILL	31,635.14			
243	1002893	05-28-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SVCS 03/2024	2,472.50	0.00	2,472.50	2,472.50
244	1002894	05-28-24	USA BLUEBOOK	INSULATING GLOVES	709.45	709.45		709.45
245	1002895	05-28-24	WESTERN WATER WORKS	BACKFLOW DEVICES	2,652.38	11,752.73		11,752.73
246				MIP COMBO AIR VALVE W/ SCREEN	3,778.57			
247				HARDWARE INVENTORY	5,321.78			
248	1002896	05-28-24	ABEL ZEPEDA	ACCOUNT REFUND 66790 CAHUILLA AVE	45.00	45.00		45.00
249	1002897	05-28-24	ALEXA BROWN	ACCOUNT REFUND 9151 WARWICK DR	82.00	82.00		82.00
250	1002898	05-28-24	ANGELA FLETCHER	ACCOUNT REFUND 64144 APPALACHIAN ST	11.38	11.38		11.38
251	1002899	05-28-24	ANNELISE ESPINOZA	ACCOUNT REFUND 64116 APPALACHIAN ST	36.56	36.56		36.56
252	1002900	05-28-24	DANIEL WEBB	ACCOUNT REFUND 13865 CACTUS DR	82.00	82.00		82.00
253	1002901	05-28-24	EDITH CAMPBELL	ACCOUNT REFUND 16152 VIA CORTO E	17.82	17.82		17.82
254	1002902	05-28-24	EDWARD COSTA	ACCOUNT REFUND 69470 FAIRWAY DR	57.92	57.92		57.92
255	1002903	05-28-24	MARIA CUSTODIO	ACCOUNT REFUND 8567 ROCKIES AVE	68.40	68.40		68.40
256	1002904	05-28-24	MARTIN PINON	ACCOUNT REFUND 66865 JOSHUA CT	43.16	43.16		43.16
257	1002905	05-28-24	NATIONAL POWERHOUSE INC	ACCOUNT REFUND 66262 4TH ST	0.35	0.35		0.35
258	1002906	05-28-24	OCTAVIO RAMOS GONZALEZ	ACCOUNT REFUND 16277 AVE RAMADA	66.04	66.04		66.04
259	1002907	05-28-24	RE CHAFEE CONSTRUCTION INC.	ACCOUNT REFUND IRONWOOD BETWEEN WEST & SANTA	904.76	904.76		904.76
260				YSABEL				
261	1002908	05-28-24	ALAEDDINE TALEB	ACCOUNT REFUND 64964 EGAN CT	35.08	35.08		35.08
262	1002909	05-28-24	ALEXIS AVILA	ACCOUNT REFUND 66350 GRANADA AVE	63.03	63.03		63.03
263	1002910	05-28-24	BRENT ESPINOZA	ACCOUNT REFUND 66618 SAN LUIS RD	57.20	57.20		57.20
264	1002911	05-28-24	CARLOS RAMOS	ACCOUNT REFUND 65934 BUENA VISTA AVE	112.42	112.42		112.42
265	1002912	05-28-24	CHRISTINE OCHOA	ACCOUNT REFUND 13701 MOUNTAIN TOP DR	17.17	17.17		17.17
266	1002913	05-28-24	CYNTHIA DUBY	ACCOUNT REFUND 13475 MONTEREY RD	81.96	81.96		81.96
267	1002914	05-28-24	ELIZABETH FLORES	ACCOUNT REFUND 65707 ESTRELLA AVE	82.00	82.00		82.00
268	1002915	05-28-24	ERICA JONES	ACCOUNT REFUND 65896 DESERT VIEW AVE	207.60	207.60		207.60
269	1002916	05-28-24	GISELLE STEELE	ACCOUNT REFUND 65951 7TH ST	49.95	49.95		49.95
270	1002917	05-28-24	ILIANA RABAGO	ACCOUNT REFUND 13640 EL RIO LN	56.13	56.13		
271	1002918	05-28-24	JOHN ROTHER	ACCOUNT REFUND 12811 CATALPA AVE	138.30	138.30		
272	1002919	05-28-24	JONATHAN CARRILLO	ACCOUNT REFUND 66777 MISSION LAKES BLVD	82.00	82.00		

	A	B	C	D	E	F	G	H
1	CHECK	CHECK			INVOICE			
2	NUMBER	DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	AMOUNT	OPERATING	CAPITAL	TOTAL
273	1002920	05-28-24	LAURA GONZALEZ	ACCOUNT REFUND 9880 HOYLAKE RD	96.04	96.04		96.04
274	1002921	05-28-24	VIET MAI TRAN	ACCOUNT REFUND 13786 STARLIGHT WAY	59.92	59.92		59.92
275	1002922	05-29-24	AM CONSERVATION GROUP INC.	CONSERVATION KITS	1,054.01	1,054.01		1,054.01
276	1002923	05-29-24	BECK OIL, INC.	DIESEL FUEL	2,823.20	8,926.03		8,926.03
277				DIESEL FUEL	1,998.86			
278				UNLEADED GASOLINE	4,103.97			
279	1002924	05-29-24	CHAD FINCH	BOOT REIMBURSEMENT	255.53	255.53		255.53
280	1002925	05-29-24	CORE & MAIN LP	TAPPING SLEEVE EPOXY FLG	989.63	1,137.11		1,137.11
281				DI MJ ACCESSORY KIT	147.48			
282	1002926	05-29-24	CV STRATEGIES	COMMUNICATION SERVICES CCR	1,776.25	7,158.75		7,158.75
283				COMMUNICATION SERVICES VIDEO UPDATE	4,907.50			
284				COMMUNICATION SERVICE LEG BROCHURE	475.00			
285	1002927	05-29-24	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES UNIT #397	1,080.11	1,586.07		1,586.07
286				REPLACEMENT TIRES - TRAILER #345	410.96			
287				RE-ALIGNMENT #412	95.00			
288	1002928	05-29-24	DESERT URGENT CARE	PHYSICALS	250.00	250.00		250.00
289	1002929	05-29-24	EBIX INC	PAYROLL INSERTS - WELLNESS	521.72	521.72		521.72
290	1002930	05-29-24	ECOLOGY AUTO PARTS	SLUDGE HAULING - 2 LOADS	2,621.99	9,789.85		9,789.85
291				SLUDGE HAULING - 4 LOADS	5,266.28			
292				SLUDGE HAULING - 1 LOAD	1,901.58			
293	1002931	05-29-24	EDUCATION & OUTREACH COMPANY	PROMO ITEMS	3,297.86	3,297.86		3,297.86
294	1002932	05-29-24	FEDEX	WELLS FARGO OVERNIGHT FEE	103.64	103.64		103.64
295	1002933	05-29-24	GREG CHAPMAN, JR	BOOT REIMBURSEMENT	59.25	59.25		59.25
296	1002934	05-29-24	INTELESYS	COPILOT LICENSE	384.00	384.00		384.00
297	1002935	05-29-24	JULIO MARTINEZ	BOOT REIMBURSEMENT	71.64	71.64		71.64
298	1002936	05-29-24	MANPOWER US INC.	STAFFING SERVICES - FIELD	1,336.32	1,336.32		1,336.32
299	1002937	05-29-24	NOBEL SYSTEMS INC.	GEOVIEWER MOBILE ANNUAL SUBSCRIPTION	16,500.00	40,480.00		40,480.00
300				GEOVIEWER ONLINE & FIELD FORMS ANNUAL SUBSCRIPTION	23,980.00			
301	1002938	05-29-24	O'REILLY AUTOMOTIVE INC.	OIL FILTER OIL CHANGE UNIT #428	50.30	452.47		452.47
302				OIL, AIR, CABIN FILTER UNIT #410	90.93			
303				OIL FILTER, OIL CHANGE UNIT #437	43.93			
304				RECEIVER BUSHING UNIT #397	23.69			
305				OIL, CABIN FILTER CHANGE UNIT #408	53.64			
306				OIL FILTER CHANGE UNIT #412	54.03			
307				MULTI PURPOSE GREASE - FLEET MAINT.	43.25			
308				GAS CAN - FLEET MAINT.	76.45			
309				BRAKE CLEANER - FLEET MAINT.	16.25			
310	1002939	05-29-24	PARKERS BUILDING SUPPLY	ANT KILLER DUST 16OZ - ADMIN BUILDING	10.76	541.89		541.89
311				RESTOCK CONCRETE BAGS	319.19			
312				SPRAYER FOR DUST CONTROL	49.55			
313				MATERIALS - NEW GATE	15.45			
314				REPAIR PARTS - ADMIN	8.61			
315				POWER CORD - SHOP WELDER	19.38			
316				WIRE CONNECTOR - FACILITY MAINT.	6.45			
317				SPRAY PAINT	24.21			
318				REPAIR PARTS - ADMIN BUILDING	25.83			
319				DRILL BIT C&M	30.16			
320				PEST CONTROL CHEM	12.38			
321				CHAINSAW BAR OIL W28	19.92			
322	1002940	05-29-24	RAY LOPEZ ASSOCIATES	CONSERVATION SERVICES APRIL	4,900.00	4,900.00		4,900.00
323	1002941	05-29-24	STAPLES	OFFICE CHAIRS - WRIGHT PLANT	4,040.30	5,575.03		5,575.03
324				BATTERY PACKS - WRIGHT PLANT	716.46			
325				RESTOCK ADVIL, TYLENOL - ADMIN BLDG.	76.46			
326				GUEST OFFICE CHAIRS	309.22			

	A	B	C	D	E	F	G	H
1	**CHECK**	**CHECK**			**INVOICE**			
2	**NUMBER**	**DATE**	**PAID TO VENDOR**	**DISBURSEMENT DESCRIPTION**	**AMOUNT**	**OPERATING**	**CAPITAL**	**TOTAL**
327				REPLACEMENT TONERS - HORTON PLANT	432.59			
328	1002942	05-29-24	THE LAMAR COMPANIES	PUBLIC OUTREACH BILLBOARD	950.00	950.00		950.00
329	1002943	05-29-24	TKE ENGINEERING, INC	C&M INSPECTION JAN 2024	505.00	0.00	505.00	505.00
330	1002944	05-29-24	TOM DODSON & ASSOCIATES	CEQA SUPPORT SERVICES 04/2024	3,115.00	0.00	3,115.00	3,115.00
331	1002945	05-29-24	WATERLINE TECHNOLOGIES INC.	5 DRUMS REFILLED #5681962	1,222.96	5,700.63		5,700.63
332				3 DRUMS REFILLED #5683571	808.78			
333				7 DRUMS REFILLED #5684330	1,712.15			
334				8 DRUMS REFILLED #5685495	1,956.74			
335	1002946	05-29-24	WESTERN WATER WORKS	HARDWARE INVENTORY	3,501.88	19,730.67		19,730.67
336				6" JONES JJ4060DPLL CI 6H HYD	3,501.88			
337				BALL CORP STOP MUEL 20013	668.82			
338				6"JONES CI 6H HYDRANT	3,501.88			
339				JONES J-344HP FH HEAD W/ PLST	5,054.33			
340				6" JONES CI 6H HYD	3,501.88			
341	99107096	05-01-24	AFLAC	APRIL 2024 AFLAC DEDUCTIONS	2,639.68	2,639.68		2,639.68
342	99107122	05-03-24	WELLS FARGO BANK	AUTO DEP PPE 04.26.24	138,316.63	138,316.63		138,316.63
343	99107125	05-03-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 04.26.24	57,031.38	57,031.38		57,031.38
344	99107126	05-03-24	STATE OF CA EDD	STATE TAX PPE 04.26.24	11,510.20	11,510.20		11,510.20
345	99107131	05-03-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.26.2024	16,569.96	16,569.96		16,569.96
346	99107132	05-03-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.26 - JULIO, DAVID & JASON RETRO ADJ.	36,998.33	36,998.33		36,998.33
347	99107133	05-01-24	WELLS FARGO BANK	APR 2024 LOC INTEREST EXP	49,875.00	49,875.00		49,875.00
348	99107159	05-07-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PP #24	34,951.86	0.00	34,951.86	34,951.86
349	99107160	05-07-24	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PP #23	42,825.01	0.00	42,825.01	42,825.01
350	99107163	05-06-24	PAYNEARME MT, INC.	APR 2024 PAYNEARME FEES	8,129.65	8,129.65		8,129.65
351	99107201	05-10-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	A. GRUNNET PERS CORRECTION	21.15	21.15		21.15
352	99107202	05-10-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	M. PLATT PERS RETRO	120.48	120.48		120.48
353	99107232	05-13-24	DOWNING CONSTRUCTION, INC.	RETENTION WIRE PP #13	12,822.05	0.00	12,822.05	12,822.05
354	99107324	05-17-24	WELLS FARGO BANK	AUTO DEP PPE 05.10.2024	144,520.13	144,520.13		144,520.13
355	99107325	05-17-24	STATE OF CA EDD	STATE TAX PPE 05.10.24	11,752.76	11,752.76		11,752.76
356	99107326	05-17-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.10.24	57,981.49	57,981.49		57,981.49
357	99107327	05-17-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.10.24	15,496.73	15,496.73		15,496.73
358	99107359	05-22-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 04.26.2024	37,111.01	37,111.01		37,111.01
359	99107360	05-22-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS GRANT & ANDY RETRO ADJUSTMENTS	431.54	431.54		431.54
360	99107417	05-28-24	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT & LATE FEE	238.51	238.51		238.51
361	99107419	05-28-24	QUADIENT FINANCE USA, INC.	LEASE PAYMENT PLUS LATE FEE	683.11	683.11		683.11
362	99107500	05-30-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 05.10.2024	35,660.92	35,660.92		35,660.92
363	99107501	05-30-24	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	APRIL SCOTTT PRIOR PERIOD ADJUSTMENT	70.12	70.12		70.12
364	99107502	05-31-24	WELLS FARGO BANK	AUTO DEP PPE 05.24.24	138,603.16	138,603.16		138,603.16
365	99107504	05-31-24	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.24.24	58,598.83	58,598.83		58,598.83
366	99107505	05-31-24	STATE OF CA EDD	STATE TAX PPE 05.24.24	12,110.26	12,110.26		12,110.26
367	99107506	05-31-24	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.24.2024	15,364.44	15,364.44		15,364.44
368	99107508	05-29-24	WELLS FARGO - WELLSONE	APRIL 2024 CREDIT CARD PAYMENT	37,188.65	37,188.65		37,188.65
369	99107510	05-30-24	US BANK CORPORATE TRUST SERVICES	US BANK WIRE - AD #13	246,054.97	246,054.97		246,054.97
370	99107512	05-20-24	PAYMENTUS CORPORATION	APR 2024 CREDIT CARD FEES	3,286.40	3,286.40		3,286.40
371	PR050324	05-03-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	0.00	0.00		0.00
372	PR051724	05-17-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	3,548.76	3,548.76		3,548.76
373	PR053124	05-31-24	EMPLOYEES	EMPLOYEE PAYROLL - PHYSICAL CHECKS	0.00	0.00		0.00
374								
375				CURRENT CHECK TOTAL	4,183,241.8	2,188,608.9	1,994,632.8	4,183,241.8
376								
377	TOTAL				4,183,241.80	2,188,608.96	1,994,632.84	4,183,241.80
378	227 records listed							
379								

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 13 & 17, 2024**

FROM: **DORI PETEE – EXECUTIVE ASSISTANT**

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION 2024-17 ~ NOTICE OF GENERAL DISTRICT ELECTION, NOVEMBER 5, 2024, AND ESTABLISHMENT OF DEPOSIT FOR OPTIONAL CANDIDATE'S STATEMENT

STAFF RECOMMENDATION

Adopt Resolution 2024-17, and authorize the Executive Assistant to notify the County Registrar of Voters that the offices of three board members are to be filled and that candidates will be responsible for the costs associated with the Candidate's Statement.

SUMMARY

The District is required to notify the Riverside County Registrar of Voters of the holding of the 2024 election for three directors' seats currently held by Robert Griffith, Russ Martin, and Ivan Sewell.
Pursuant to provisions of the California Elections Code, the Board of Directors must adopt certain resolutions related to the General District Election. As such, it is necessary to submit the appropriate resolutions to the County of Riverside for consolidation and for the Board to approve necessary costs associated with the election. The election costs include the polling place cost, direct costs such as printing, mailing, publications, translations, transporting, security, processing ballots, election supplies, staffing, temporary staff, and election payroll. Election costs are distributed among all jurisdictions that are on the ballot. Each estimate is based on the current number of registered voters in each county.

ANALYSIS

In prior MSWD general district elections, candidates have been responsible for any and all costs associated with the printing and handling of the Candidate's Statement. The Riverside County Registrar estimates the cost of the 2024 Candidate's Statement will be $550. The filing of the candidate's statement for inclusion in the voter's pamphlet is optional, and there is no cost to any candidate for filing nomination papers, so the recommended deposit should not be construed as serving as a deterrent for anyone with limited financial resources from running for local elected office.

FINANCIAL DATA		
Cost Associated with this action:	40,000	
Current FY cost:	0	
Future FY cost:	40,000	
Is it covered in current year budget:	YES ☐	NO ☒
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	2024/25	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	General Fund	
BID/Job#	647	
Current BID/Job balance	0	
Balance remaining if approved:	0	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The total fiscal impact has been estimated by the County Registrar's office. The estimate is $40,000 and has been included in the FY 2024-2025 budget.

ATTACHMENTS

Resolution 2024-17

RESOLUTION NO. 2024-17

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

WHEREAS, the offices of three (3) members of the Board of Directors of the Mission Springs Water District from Divisions 2, 3 & 4 are to be filled at the time of the general district election on November 5, 2024; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Mission Springs Water District that payment of the expenses connected with the publication of candidates' statements of qualifications shall be made by candidates directly to the County of Riverside.

ADOPTED this _____day of June 2024, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETING**

MEETING DATE(S): **JUNE 13 & 17, 2024**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION 2024-19 ~ OPPOSING BALLOT INITIATIVE 1935

STAFF RECOMMENDATION

Board adoption of Resolution No. 2024-19 takes an opposing position on Ballot Initiative 1935.

SUMMARY

Ballot Initiative 1935 limits the ability of voters and State and Local Governments to raise revenues for government services. An entity representing California's wealthiest corporations is behind a proposition eligible for the November 2024 statewide ballot. The measure – Initiative 1935 (previously Initiative 21-0042A1) – would revise the state constitution to significantly undermine local control and disrupt the ability of local governments to provide essential services and infrastructure. CSDA has formed a coalition of member agencies against the initiative and asked them to pass individual resolutions opposing it.

ANALYSIS

Ballot Initiative 1935 will result in the loss of billions of dollars annually in critical State and local funding, disrupting the ability of voters, local agencies, and the State to fund services and infrastructure by:

-Adopting new and stricter rules for raising taxes, fees, assessments, and other charges.

-Revising the State Constitution, as amended by Propositions 13, 218, and 26, among other provisions, creates new grounds to challenge funding sources and disrupt fiscal certainty.

-Restricting the ability to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance, and other laws and ordinances.

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

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

At this time, there is no fiscal impact related to this initiative. This item is consistent with Smart Goal #1.4, Key Success Measures 6 & 7: Identify and influence legislation that aligns with the District's Legislative Platform and Participate in CSDA and other industry committees to shape industry trends.

ATTACHMENTS

Resolution 2024-XX

RESOLUTION 2024-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT OPPOSING INITIATIVE 1935 (FORMERLY 21-0042A1)

WHEREAS, an association representing California's wealthiest corporations is spending millions of dollars to promote a deceptive proposition currently eligible for the November 2024 statewide ballot; and

WHEREAS, the proposed proposition, Initiative 1935 (formerly 21-0042A1), has received the official title: "LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT"; and

WHEREAS, the measure would revise the Constitution to allow corporations to more easily sue public agencies, costing residents and taxpayers millions of dollars and disrupting essential services; and

WHEREAS, the measure would retroactively invalidate billions of dollars in local government funding for essential services and infrastructure, including water and wastewater services, as well as for schools, fire and emergency response, law enforcement, public health, parks, libraries, housing, services to address homelessness and support mental health, and more; and

WHEREAS, the measure limits voters' rights, containing undemocratic provisions that would make it more difficult for local voters to pass measures to fund services, provisions that retroactively cancel measures recently passed by local voters, and provisions that prevent voters from passing advisory measures that provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure restricts the discretion and flexibility of locally elected boards to respond to the needs of their communities and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure constrains state and local officials' ability to protect our environment, public health and safety, and our neighborhoods against those who violate the law; and

WHEREAS, the measure is opposed by hundreds of local governments, firefighters and other first responders, healthcare providers, teachers, working families, and local elected officials;

THEREFORE, BE IT RESOLVED that the Mission Springs Water District opposes Initiative 1935 (formerly 21-0042A1);

BE IT FURTHER RESOLVED, that the Mission Springs Water District will join the No on Initiative 1935 (formerly 21-0042A1) coalition, a growing coalition of local

government, public safety, labor, infrastructure advocates, and other organizations throughout the state.

ADOPTED this day _____ of June 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

ATTEST:

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

AGENDA REPORT

REGULAR BOARD MEETING JUNE 13 & 17, 2024

DIRECTOR REPORTS – MEETINGS AND EVENTS FOR APRIL 2024

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

Date	Event	Attendees
5/2/2024	DVBA LEGISLATIVE MEETING	MARTIN
5/8/2024	CVEP MORNING INSIGHTS	MAYRHOFEN
5/7 – 5/9/2024	ACWA CONFERENCE	DUFF, GRIFFITH, MARTIN, SEWELL
5/9/2024	CVCAN MEETING	MAYRHOFEN
5/13/2024	DVBA BOARD MEETING	MARTIN
5/14/2024	CVWD BOARD MEETING	DUFF
5/21/2024	DHS CITY COUNCIL MEETING	MARTIN
5/21/2024	DWA BOARD MEETING	DUFF
5/21 – 5/22/2024	CSDA LEGISLATIVE DAY	GRIFFITH, SEWELL
5/22/2024	GCVCC CITY OF DHS RIBBON CUTTING	SEWELL
5/28/2024	CVWD BOARD MEETING	DUFF

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

Date	Event	Attendees
5/29/2024	MSWD WATER TALK	DUFF
5/16/2024	RIVCO COUNTYWIDE OVERSIGHT BOARD MEETING	MARTIN
5/16/2024	DVBA NETWORKING NIGHT	MARTIN
5/20/2024	CABOT'S MUSEUM BOARD MEETING	MARTIN
5/23/2024	DHS ROTARY BIG HEART AWARD DINNER	MARTIN
5/27/2024	MEMORIAL DAY EVENT – VETERANS PARK	MARTIN
5/30/2024	FIRESTATION RIBBON CUTTING	MARTIN

JUNE 2024



GENERAL MANAGER'S REPORT

Mission Springs Water District

TABLE OF CONTENTS

ADMINISTRATION 1
- **Customer Service 1**
- **Finance & Accounting Department 6**
- **Innovation & Technology Department 9**
- **Purchasing Department 10**

ENGINEERING & OPERATIONS 11
- **Engineering Department 11**
- **Operations & Maintenance 15**
  - **Construction & Maintenance 15**
  - **Fleet & Facility Maintenance 17**
  - **Wastewater Collections 19**
  - **Wastewater Treatment 19**
  - **Water Production 22**
- **Water Resources 25**

PUBLIC AFFAIRS 26
- **Past & Upcoming Sponsorships / Events 26**
- **Youth Programs 27**
- **Public & Media Outreach 28**
- **Legislative Update 29**
- **MSWD Digital Advertising 31**
- **Social Media 31**
- **CV Water Counts 32**
- **Rebates & Conservation 32**

APPENDIX A – Finance & Accounting Information

APPENDIX B – Innovation & Technology Information

APPENDIX C – Wastewater & Water Production Tables

APPENDIX D – Federal Update from Carpi & Clay

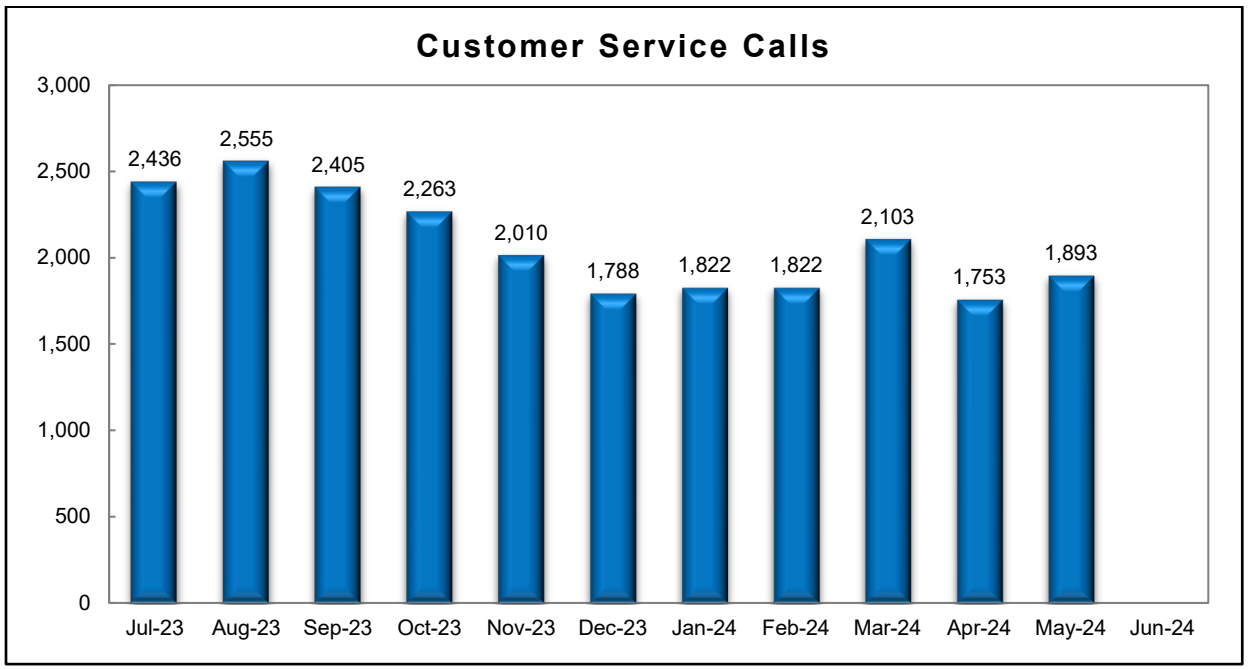
APPENDIX E – Public Affairs Information

ADMINISTRATION

Customer Service

Calls into the Customer Service Department

After Customer Service had seen a steady decrease in the number of calls earlier, the number of calls has been fairly static over the last five months. The chart below represents total incoming calls received by the Customer Service staff.

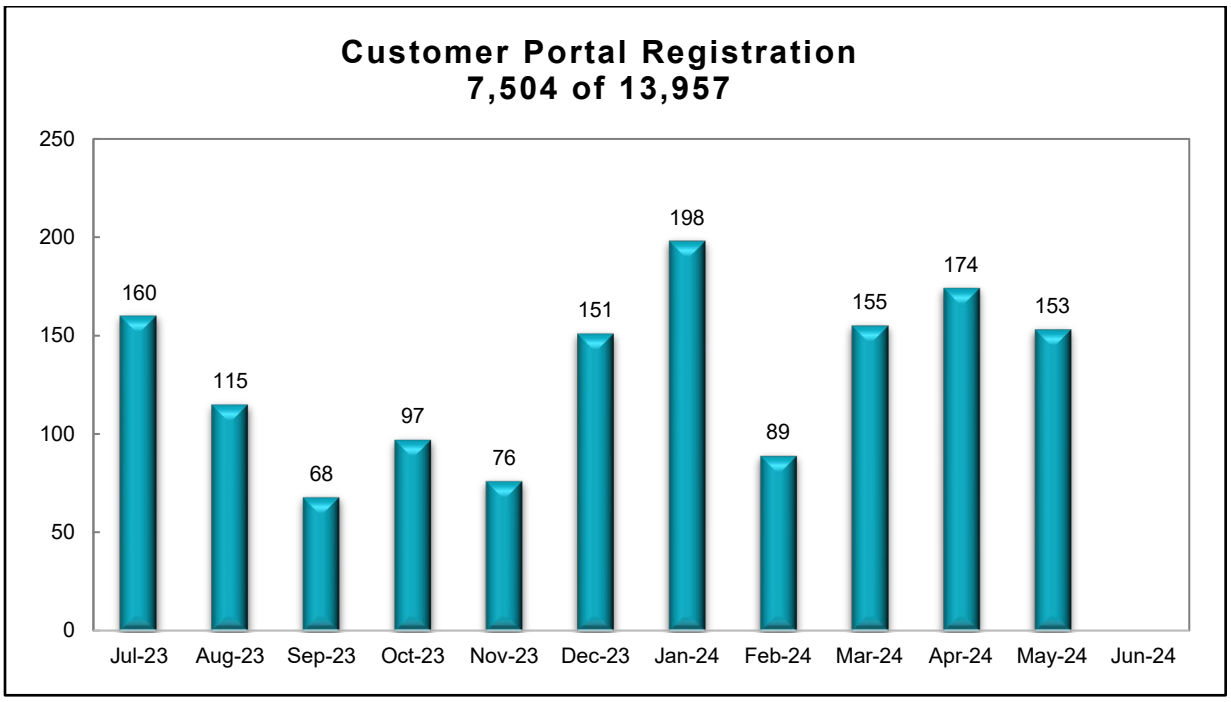


Most calls are related to payment plans, bill assistance information, demand/lien release requests, new property start/stop service, and account balance requests. The table below provides a summary of the number of calls by category received by the Customer Service staff.

Customer Request	Total for May 2024	Total for FY 2024	Monthly Average for FY 2024
Water Waste	2	15	1.36
High Bill Calls / Service Line Leaks	8	71	6.45
No Water	8	89	8.09
Disconnections by Request & Non-Pay	120	1,270	115.45
Reconnections by Request & Non-Pay	66	830	75.45
Service Transfers	123	1,132	102.91
High/Low Pressure	3	71	6.45
Water Quality	0	24	2.18
Other / Miscellaneous	92	1,048	95.27

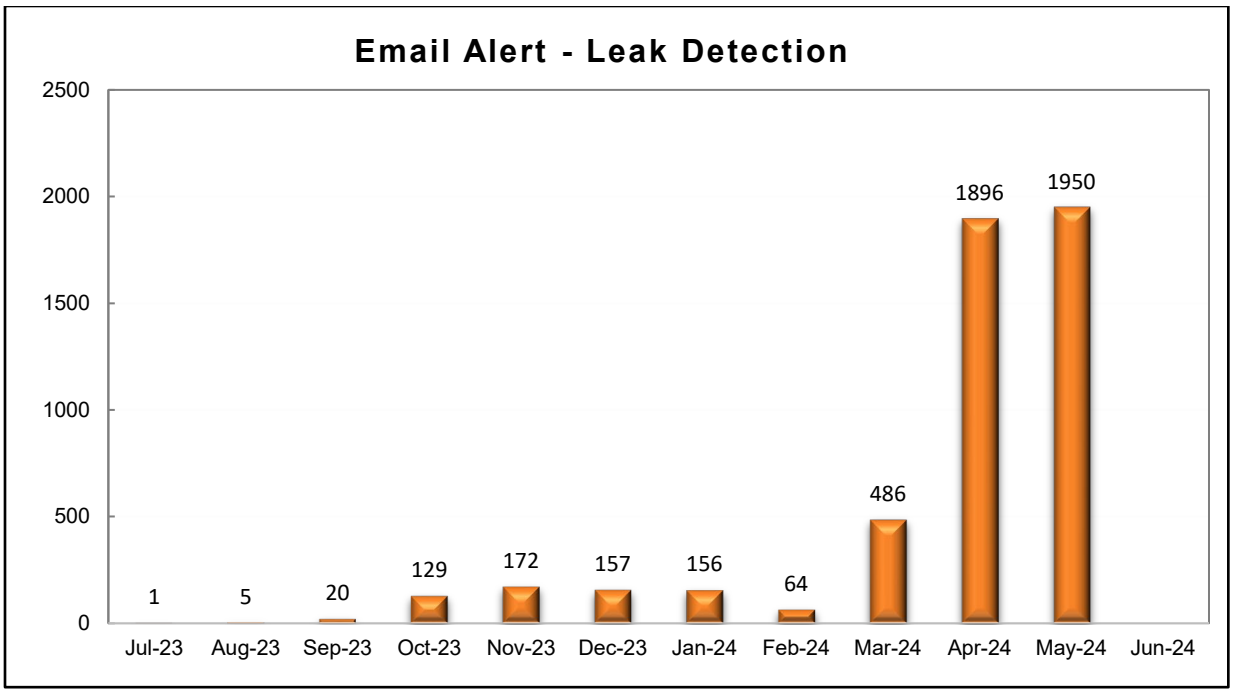
Customer Portal

The District has implemented an AMI infrastructure and Neptune 360 portal. All customers are encouraged to sign up for the Customer Portal to access bills and leak alerts. Since launching the portal, customer adoption has reached 54%, or 7,504 customers registered so far.



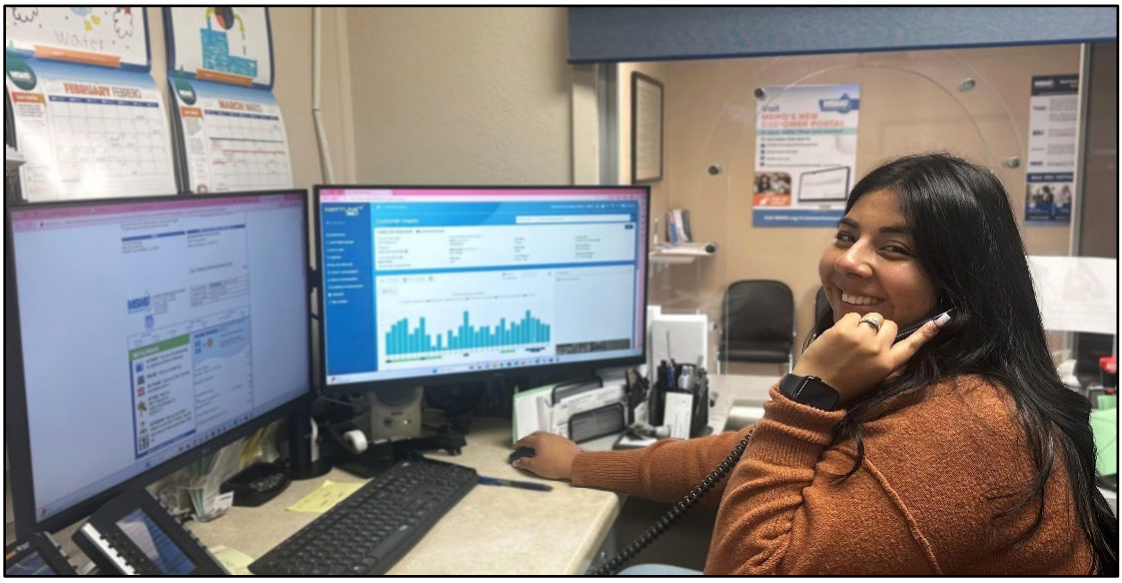
Monitoring of Customer Accounts

WaterSmart Analytics data provides a comprehensive overview of leaks detected and automated alerts sent to MSWD customers. All customers are encouraged to sign up in the Customer Portal to access bills and leak alerts.



Customer Experience Enhancement Program

The Customer Service Department continues the Customer Experience Enhancement Program. This program provides an Online Booking Calendar for in-person one-on-one account assistance and review, in addition to phone screening and on-the-spot feedback/coaching with a Customer Service representative.



The Customer Service team continues to host "Coffee Talk Wednesdays" providing mini-training and discussions. Weekly training topics include:

- What does Customer Service mean to You?
- Greeting Customers: the importance of and how to
- Diffusing an Interaction: what can we do to find a solution
- Tone of Your Voice: you can hear a smile through the phone
- Importance of customer inquiry follow-up
- Active Listening: verbal and non-verbal
- Customer Experience versus Customer Service
- Going the Extra Mile: inform, assist, and impress
- The Internal and External Customer
- Communication between departments
- Documentation of communications
- Customer Service PLACE Training
- Emotional Intelligence in Customer Service



Customer Bill Assistance Programs

The District continues to facilitate bill assistance programs for the benefit of its customers.

- The United Way Customer Bill Assistance Program continues to be utilized by those customers who need assistance for one billing period annually, paying $100 per approved customer.
- Riverside County's Low Income Household Water Assistance Program (LIHWAP) Care Program provides customers with a one-time payment towards their water and/or sewer bill of up to $5,000. The U.S. Department of Health and Human Services permitted the extension of the LIHWAP program through March 31, 2024. Please note that the program is now closed as of March 31, 2024. There is no further funding as of now, and the remaining payments from the March 2024 applications will be received in April 2024.

The table below summarizes the results of the customer bill assistance programs administered by the Customer Service staff.

Assistance Program	Customers Assisted in May 2024	Total Assistance in May 2024	Total Assistance in FY 2024
United Way of the Desert	7	$700.00	$6,800.00
LIHWAP / CAP Riverside	276	$55,121.70	$136,987.94



Installment Payment Plans

The District continues to assist customers with delinquent bills by facilitating installment payment for the benefit of its customers. The table below summarizes the results of the installment payment plans administered by the Customer Service staff.

Total Active Payment Plans	Payment Plan Original Balance	Remaining Balance to be Collected
208	$232,764.32	$82,282.24

Delinquency Service Disconnections

Staff continued to reach out to customers with delinquent accounts to provide information for assistance and repayment options to avoid disconnection. The table below summarizes the activities of Customer Service staff regarding delinquent accounts.

Fiscal Year	Auto-Dialer Calls to Customers	Door Hangers to Property	Customer Contact to Make Payment Plan	Service Disconnections
2023 – 2024 (Year to Date)	4,177	582	915	557
2022 – 2023	5,107	759	1,171	656
2021 – 2022 (3/24/2022 – 6/30/2022 COVID Moratorium Ended)	1,937	494	378	286
2020 – 2021 (COVID Moratorium)	0	0	0	0
2019 – 2020 (7/1/2019 – 3/9/2020 COVID Moratorium Started)	7,182	1,760	814	667

Billing

During May 2024, Customer Service reviewed a total of 15,319 bills.

May 2024	Bill Count	Bill Amount
Regular Bills	11,662	$830,057.97
Delinquent Bills	3,432	$1,932,792.68
Closing Bills	225	$6,819.96
Total	**15,319**	**$2,769,670.61**

Refunds

There was a total of 40 customer account refunds totaling $5,901.12 resulting from closed accounts for the month of May 2024.

May 2024	Refund Count	Refund Amount
Customer Refunds	37	$4,197.65
Construction Meter Refunds	3	$1,703.47
Total	**40**	**$5,901.12**

Liens

Customer Service identified 10 accounts that were 90 days past due requiring Lien filing. Likewise, 13 Release of Liens were issued after securing payment for outstanding balances on past due accounts.

May 2024	Lien Count
Lien Recordings	10
Lien Releases	13

Finance & Accounting Department

The Finance and Accounting Department continues to work with its vendors to complete the yearly and necessary tasks to meet State and Federal reporting requirements and the strategic goals established by the MSWD Board of Directors. Below are project highlights and summaries for May 2024.

Payroll

Staff continues to work with Lincoln Financial to gather employee information and make modifications to payroll reports, required by the implementation of the new investment platform called "Alliance" that will be rolling out in June 2024 for the deferred compensation plans administered by Lincoln.

Additionally, the following quarterly procedures were completed in the month of April 2024:

- Worker's Compensation Insurance Payments were calculated for the 1st quarter of 2024 and processed with ACWA for a total of $37,437.81.
- Form 941 Employer's Quarterly Federal Tax Return was filed.
- Form DE 9 CA Quarterly Contribution Return and Report of Wages was filed.

Budget

The Director of Finance compiled all the budget reports before summarizing to meet with the General Manager and the June 5, 2024, Board workshop. This included:

- Operating Revenue Budget
- Operating Expenses Budget.
- Non-Operating Revenue and Expenses Budget.
- Capital Improvement Projects.

Budget transfers for May 2024 totaled $54,600:

BID	DESCRIPTION OF EXPENDITURE	TRANSFER DATE	TRANSFER AMOUNT	TO BID	TRANSFER TO DESCRIPTION	APPROVAL
545	TRAINING AND SEMINARS	05-08-2024	5,000.00	541	ENCROACHMENT PERMITS CITY AND COUNTY	MACY
552	BACKFLOW PROGRAM REPAIR MATERIALS	05-16-2024	600.00	560	BEE REMOVAL	MACY
702	GENERAL CONSULTING	05-28-2024	5,000.00	894	SMART CONTROLLER PROGRAM EXPENSES	MACY
704	TURF CONVERSION PROGRAM REBATES	05-28-2024	12,000.00	893	SMART CONTROLLER PROGRAM REBATES	MACY
704	TURF CONVERSION PROGRAM REBATES	05-28-2024	20,000.00	896	WASHING MACHINE REBATE PROGRAM-6 OR LOWER RATED	MACY
708	TOILET REBATE PROGRAM REBATES	05-28-2024	12,000.00	895	TOILET REBATE PROGRAM-1.1GPF PREMIUM LOW FLOW	MACY

Current Work Priorities

The Accounting team worked on the preliminary audit work requested by RAMS who was in the office the week of May 27, 2024, performing audit procedures through March 2024.

The Accounting team continues the process of updating the Accounts Payable invoice approval using Laserfiche workflow.

Staff also began to draft policy and Laserfiche workflow for the Unclaimed Funds process.

Accounting continues to support other departments as needed:

- Engineering
    - A reimbursable job was created to track all the expenses related to New Development projects, for:

        - Industrial Pretreatment Comp Plan Review 13310 Little Morongo.
- Operations
    - Accounting continues to support Operations on reimbursable jobs that need to be billed. These include primarily damage to District property where a police report was filed.
- Human Resources
    - Accounting continues to work with Human Resources to update employee forms and workflow using Laserfiche Forms; including the Boot Reimbursement form, Direct Deposit Change form, Timesheet submittal form, and the Off Work Request form.
- Customer Service
    - Accounting worked with Customer Service on the Sewer Charges Pre-payment letter to go out to all customers with sewer fees, to prepay before they go on the property taxes.
    - Accounting helped with the arrearage funds that were sent back to the state for current accounts of approximately $1,500.

The Director of Finance continues:

- Work with Raftelis on the Long-Range Financial Master Plan, providing additional backup on District cost of services.
- Attended the 2024 ACWA Spring Conference in Sacramento, bringing back several ideas for improving District Procedures.
- Continues to work with the General Manager from Monte Vista Water District through the CSDA mentorship program.
- Continues to work with the General Manager and Timmons to streamline the GIS project into a shorter timeframe.
- Coordination with staff to work with Lincoln Financial group to update and plan documents related to the 457b deferred compensation plan and to implement a 401a plan.
- Continues to work with the outside business analyst on the grants and preparation of the Regional Grant reimbursement submittals.
- Continues to work with accounting on new GASB pronouncements that affect the District in the current year.
- Attended several CSDA trainings on things like PFAS and Payroll updates as well as contract agreements to stay on top of current trends affecting special districts.

The District received a plaque from the GFOA for the 2024 Distinguished Budget Presentation Award.

Cash

Total cash receipts for the month of May 2024 amounted to $14,466,263, primarily from water and sewer customer account payments, including the County deposit for the sewer charges on the property taxes of approximately $4 million. Also, the receipt of one of two checks from the State Water Board for the Regional Water Reclamation Facility grant totaling $9,069,477.

Cash Disbursements for the month of May 2024 amounted to $4,179,693.12 with the largest payments made to:

Entity	Amount
J.F. Shea Construction	$1,477,761
Desert Water Agency	$307,241
Net Payroll	$291,370
US Bank AD #13 Passthrough	$246,055
Downing Construction	$243,619
Southern California Edison	$111,800

Financial Statement

A year-to-date summary of the District's financial position for Fiscal Year 2023-2024, in addition to a comparison to the previous fiscal year, can be found in Appendix A.

Capital Improvement Program

The District maintains a 5-year Capital Improvement Program that includes water and sewer infrastructure, facilities, equipment, and fleet. A year-to-date summary of the District's Capital Improvement Program for Fiscal Year 2023-2024 can be found in Appendix A.



Innovation & Technology Department

The Innovation and Technology (IT) Department continues to work with staff and vendors to achieve technological enhancement and meet innovation goals established by the MSWD Board of Directors. Below are project highlights and summaries for May 2024.

Department Updates

- Intelesys is finalizing the migration to the new email security platform with an estimated go-live in early June 2024.
- Issues were encountered with a District firewall and the manufacturer issued a replacement. The replacement unit has been functioning properly.
- Assisted Public Affairs with technology needs for the internship program.
- Provided eDiscovery assistance for a public records request.

Technology Improvements

- A new wireless access point was installed at the Corporate Yard in the shop area to allow connectivity of the device used for automotive repair.
- Two new security cameras were installed at the Corporate Yard.
- A new wireless access point was installed at the Wright Regional Water Reclamation Facility.
- Cybersecurity improvements continue to be made to improve District security.
- Desktop computers and laptop upgrades continue as needed.

On-Going Cyber Security Training

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

Cyber Security News Roundup

The IT Department tracks trends in cyber security to note new opportunities for security and new concerns to defend against. The news below is a brief selection intended for informational purposes and provides no insight to the District's cyber security controls.

- Ticketmaster breach (summarize) (Tech.co)

Intelesys IT Support

The District receives IT services and support through Intelesys. Their Client Report on May 2024 activities can be found in Appendix B.



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 service brass fittings, restraints, hydrants, and valves, as well as many other products, are experiencing significant shortages that could lead to extended lead times. Along with these supply chain problems, pricing continues to escalate. These problems exist with both domestic and import materials. Staff will continue to monitor the situation and perform due diligence in getting all the material that is needed to maintain the water systems.

Total inventory purchases were $35,624.67, and the total issued for use by field crews totaled $36,474.74, for May 2024.



ENGINEERING & OPERATIONS

Engineering Department

Below is a list of Capital Projects and status updates for May 2024.

Well 42 Project
MSWD has tentatively approved the proposed downhole rehabilitation plan provided by the hydrogeologist. As a result, the contractor provided a change order to complete the out-of-scope work. Given the out-of-scope nature of the well rehabilitation work, and total amount required to complete said work, staff will bring a contract amendment to the Board for approval in June 2024. Following approval of the contract amendment, staff will direct the contractor to complete the necessary work to complete the project.

AD-18 – GQPP Sewer Project Areas "H" & "I"
MSWD staff is evaluating the next steps with respect to crossing private property to make the sewer connection at the south end of Hildago Street.

Well 22 Rehabilitation
Staff is currently working with the contractor, Canyon Springs Enterprises, on scheduling the project and executing the agreement.

Water and Wastewater System Comprehensive Master Plan Updates
Staff and consultants continued progress on evaluating the future demands and system needs, as well as finalizing the master plans and capital improvement programs. Staff anticipates completing the plans and presenting them to the Board in the coming weeks.

AD-18 – GQPP Sewer Project Area "D3"
Following Board approval in April 2024, staff has reached out to AECOM to execute a contract to complete design work for Area D3. Staff will be issuing the notice to proceed in the coming weeks.

AD-18 – GQPP Sewer Project Areas "A" & "G"
The Army Corps of Engineers design consultant, Genterra, is in the process of preparing the 100% design.

Backup Generators for Well Sites 27-32 and 37 Projects
Once the proposed future solar panel layout is finalized for the sites, staff will solicit bids through the Planet Bids website within the next few months and will evaluate the bids once they are received and will present the bid results to the Board of Directors in a future Board meeting.

Well 34 Rehabilitation
Construction resumed and is on track for completion in July 2024.

Tropical Storm Hilary Waterline Replacement Project at 13th Avenue, Mission Lakes Boulevard, and Thomas Avenue

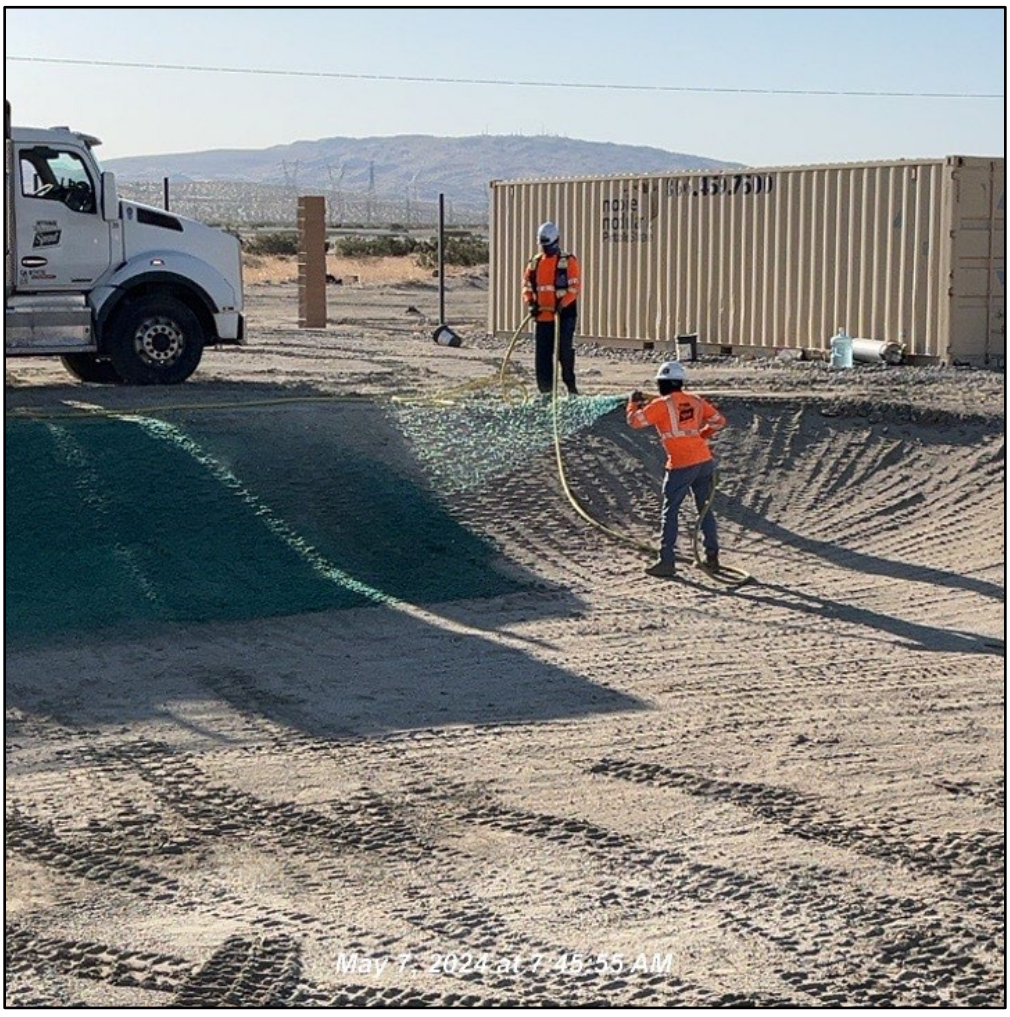
Staff completed bidding the project and the Board approved the award for construction. Staff is currently working with the contractor, Tri-Star, on executing the agreement and scheduling the project with construction scheduled to start quickly in the coming weeks.

Regional Water Reclamation Facility

The Project Team continued responding to RFIs and processing change orders and payment requests submitted by the contractor, JF Shea Construction.

The contractor continued construction on the Regional Water Reclamation Facility (RWRF) and has achieved the substantial completion milestone. Through the month of May 2024, JF Shea Construction:

- Completed the punch list for the mechanical, structural, architectural, and civil portion of the project.
- Completed finish grade of the site, drainage improvements, and long-term dust suppression.
- Continued completion of the site security system, with a target completion of the first week of June 2024.
- Demobilized the construction yard, trailers, and equipment.





In June 2024, JF Shea Construction will complete all remaining punch list items. Thereafter, they will primarily be idle until the raw water testing begins, following the completion of the Conveyance Line.

The Project Team completed a pre-construction meeting with the contractor, Yellow Jacket Drilling, at the Monitoring Well #2 site to confirm site access and staging requirements The contractor is expected to mobilize and complete construction of the third required monitoring well in late June through early July 2024. Thereafter, the closeout report regarding Waste Discharge Requirement Special Provision F.3. for RWRF Groundwater Monitoring will be submitted to the Regional Water Quality Control Board (RWQCB).

Staff completed review of the access agreement with the owner of a private well near Palm Drive and Interstate 10 required for annual sampling and reporting to the RWQCB. The agreement is routing for signature. Thereafter, the closeout report regarding Waste Discharge Requirement Special Provision F.4. for TDS Impact Evaluation will be submitted to the RWQCB.

The Project Team continues to coordinate with the State Water Board on the SRF/Grant funding agreement and reimbursement requests.

- Staff received an update that the Reimbursement Request No. 2 and No. 3 have been processed and payment issued to MSWD.
- Staff responded to additional RFIs from the State regarding the Conveyance Line FBA.

RWRF Conveyance Line

The Project Team continued responding to RFIs and processing change orders and payment requests submitted by the contractor, Downing Construction, Inc.

The contractor completed all construction of the force main and gravity sewer, including final paving, signage, and striping. The gravity sewer portion across the SCE transmission crossing still remains.

Staff continues to coordinate with SCE to resolve the easement issue along Little Morongo Road south of 18th Avenue. In May 2024, the Project Team responded to SCE's RFIs and addressed their comments on the easement acquisition documents.

Area M2 Sewer Collection System (AD-15)

Staff has received the final bid package and is preparing it for bidding. Staff has submitted the final bid package to the State for approval. Staff plans to bid the project following the State's approval.

RWRF Roadway Design (19th Avenue, Little Morongo Road, and 20th Avenue)

The consultant initiated the 90% design.



Operations & Maintenance

Construction & Maintenance

Water Line Locations

Staff completed approximately 467 water line location requests using iPads and the GeoViewer Mobile app to streamline and manage line locations.





Water System Repairs/Replacement

Staff continued to repair and replace components of the water distribution system keeping it in optimum working order and properly functioning without any interruption. Below is a summary of the repairs and replacements completed in May 2024.

- 10 water service lines were replaced with copper.
- 14 service line leaks were repaired.
- Eight mainline leaks were repaired.
- One fire hydrant was replaced.





Water System Maintenance

Staff continued to implement preventative maintenance and inspection program keeping the water distribution system in optimum working order and properly functioning without any interruption. Below is a summary of the maintenance completed in May 2024.

- 251 ground valves were exercised.
- 125 fire hydrants were flushed, maintained, and painted.
- One air-release valve was inspected and/or rebuilt. Annual air-release valve maintenance has been completed.
- No Cla-Val valves were maintained this month.
- 15 blow-offs were flushed.





CMMS Workorder Program

A total of 32 work orders were processed in May 2024 using the CMMS program.

New Water Meter Service Installation

Staff installed 17 new water service lines in May 2024.

Fire Flow Testing

Staff continued performing field fire flow tests for the Engineering Department. Five fire flow tests were conducted in May 2024.



Fleet & Facility Maintenance

Janitorial Services

The janitorial contractor, Executive Facilities Services Inc., continues to clean and disinfect all District buildings. Routine disinfection is performed four times per week Tuesday through Friday. Additionally, routine janitorial services are provided twice per week on Wednesdays and Fridays. Staff is preparing an RFP to request revised bids reducing the cleaning and disinfection to two days a week each and add the new Wright RWRF to the list of facilities.

Building Maintenance

Staff completed the following building maintenance during the month of May 2024:

- Installed a new gate sign at the Corporate Yard.
- Repaired 9 leaks at the Well 27/31 west fence line irrigation.
- Readjusted the float on the meter shop swamp cooler.
- Replaced a damaged power cord on the Corporate Yard shop welder.
- Repaired 3 leaks on the irrigation line at the Two Bunch Reservoir.
- Moved extra generator cables to the shelf in the Corporate Yard shop and reorganized shelves.
- Installed antennas at the Corporate Yard and Horton WWTP Plant and adjusted with Kurt.
- Installed two Ring camera/floodlights at the Corporate Yard, one above the north break room entrance and one above the southeast main door to the shop.
- Re-secured door trim on the west door to the Corporate Yard break room.
- Flushed drain on upstairs men's restroom at the Administration Building.
- Repaired two leaks on the irrigation at the Terrace Reservoir.
- Replaced ADT alarm batteries in the shop at the Corporate Yard.
- Replaced air chuck at the gas pumps at the Corporate Yard.
- Removed film from the west stairs exterior camera at the Administration Building and inspected other perimeter cameras.
- Installed Visqueen and fir strip board to the upstairs north hall at the Administration Building.
- Installed different shelves in Amanda's office at the Administration Building.
- Installed a Wi-Fi antenna and ran cable in the shop at the Corporate Yard for Kurt.
- Replaced toilet in women's restroom in the Engineering/Annex Building.
- Performed blowout of old stores twice this month.

Standby Generator Monthly Maintenance Program

Our team conducts monthly testing to ensure that all generators are in good working order and ready for use when needed. There were no issues with the generators this month.

Fleet Maintenance/Repairs

- Units 428, 429, and 430 had 2-way radios and antennas installed.
- Unit 428 had the PM service and tire rotation performed.
- Unit 410 had the PM service, tire rotation, and filter change performed.
- Unit 412 had the PM service, tire rotation, and two internal plugs installed, as well as cosmetic repairs performed.
- Unit 439 had a valve key mount fabricated and installed.
- Unit 437 had the PM service and tire rotation performed.

- Unit 408 had the PM service performed and cabin filter replaced.
- Unit 360 had the PM service performed, battery replaced, fuel filter replaced, and a faulty fuel pump and shutoff solenoid replaced.
- Unit 442 was picked up from crane Install at Morgan Crane, had the roof light replaced with a directional bar, had Line-X applied, and was outfitted for service.
- Unit 117 had the suction tube repaired.
- Units 429 and 430 had back racks installed.
- Unit 416 had the air filter blown out due to excessive dirt buildup and will be scheduled for service.
- Unit 437 had license plates installed.
- Unit 444 had the rear Gannon picked up from GBD and mounted, the roof was lowered, and had MSWD decals and unit numbers applied.
- Unit 432 had the seat patches replaced.
- Unit 345 had 3 tires replaced at Desert Tire.
- Unit 421 had the battery replaced.
- Unit 391 was decommissioned and had the GPS transferred to Unit 442.
- Unit 367 had repairs performed at RDO for the left front axle assembly.
- Unit 335 had the PM service performed, and replaced the fuel filter, upper radiator hose, and belt. A loom was added to the harness and brackets made for main power wire restraint.



Wastewater Collections

Sanitary Sewer Overflows (SSOs)

There were no Sanitary Sewer Overflows (SSOs) in the collection system during May 2024.

Dos Palmas Lift Station

Operators conducted daily site visits to ensure proper pump operation, SCADA (Supervisory Control and Data Acquisition) system functionality, and site security.

Sewer Line Locations

Staff completed 374 sewer line location requests using iPads and the GeoViewer mobile application to streamline and manage line locations.

Sewer Line/Collections Maintenance

- Staff completed 49 CCTV inspections, totaling 15,312 feet in May 2024.
- Zero miles of sewer mainline were cleaned in May 2024.

Wastewater Treatment

Plant Maintenance

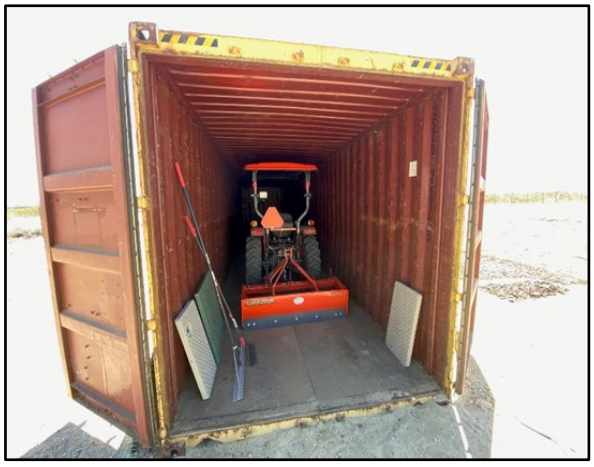
Staff spent 534-man hours performing routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest Wastewater Treatment Plants (WWTPs). Also, during this timeframe staff spent 136.2-man hours operating the sludge belt filter press, including filling and removing 19 trailers of sludge from the Horton and Desert Crest WWTPs.

Staff continued routine maintenance removing rags from the headworks auger, aeration tanks, RAS pumps, grit pumps, etc.

Staff pulled new wiring for the South photo electric beam due to a faulty signal coming from ADT.

The new Kubota tractor for the Desert Crest WWTP has arrived. Staff will now be able to maintain the WWTP more efficiently. The Kubota will be stored within a locked shipping container on site.





Sampling and Laboratory

Staff collected 49 samples and spent 98-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes. Both plants are producing an effluent that meets the District's permit discharge requirements.

Pond Maintenance

Ponds 1, 2, 4, 5, 6, 7, and 8 were cleaned and rehabilitated during May 2024. Pond 1 was cleaned and rehabilitated twice this month. With the warm temperatures and high winds, staff are seeing algae blooms in the ponds causing issues for percolation. Staff will be keeping the ponds online for no more than 2 weeks at a time to try and prevent algae from coating the bottom of the ponds.





Weekly Wastewater Training

The training courses aim to provide all operators with consistent knowledge and a better understanding of processes, including operating equipment more proficiently. This training helps keep operators safe while completing maintenance. A summary of this month's training includes:

- Loader Fluid Inspections
- Skip Loader Fluid Inspections
- Kubota Fluid Inspections

Nancy Wright RWRF Startup Training

Staff have continued training on various equipment throughout the Nancy Wright RWRF.



Wastewater Report

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

New Sanitary Service Connections to Collection System					
Fiscal Year	**2023/24**	**2022/23**	**2021/22**	**2020/21**	**2019/20**
July	4	4	18	8	7
August	12	26	20	4	1
September	17	20	20	5	2
October	3	13	36	9	4
November	7	8	29	50	10
December	21	8	12	9	3
January	2	35	14	21	7
February	1	4	7	23	5
March	1	24	17	48	1
April	7	16	7	18	3
May	8	9	16	17	11
June		4	2	21	7
Total	**83**	**171**	**198**	**233**	**61**

Additional sanitary service connection information is provided in Appendix C.

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

Wastewater Flow (MGD)				
Fiscal Year 2023/24	**Horton WWTP**		**Desert Crest WWTP**	
	Average Daily Flow	**Peak 24 Hour Flow**	**Average Daily Flow**	**Peak 24 Hour Flow**
July	1.922043	2.149212	0.050983	0.071200
August	1.929369	2.592078	0.047453	0.067540
September	2.037218	2.182773	0.046081	0.055570
October	2.050049	2.173503	0.040804	0.051000
November	2.065661	2.265582	0.046158	0.059550
December	2.037725	2.208722	0.045566	0.057730
January	2.014687	2.152567	0.045226	0.049620
February	1.999080	2.184408	0.047016	0.053920
March	2.075331	2.301861	0.047050	0.054740
April	2.059142	2.222371	0.040275	0.047630
May	1.983604	2.113440	0.036827	0.040730
June				

Additional wastewater flow information is provided in Appendix C.

Water Production

Water Pumped/Produced

During the month of May 2024, the District's three public water systems produced the following quantity of water:

- MSWD (CA3310008) – 679.59 Acre Feet (221.45 MG)
- West Palm Springs Village (CA3310078) – 11.37 Acre Feet (3.70 MG)
- Palm Springs Crest (CA3310081) – 5.27 Acre Feet (1.72 MG)

Water Sampling/Testing

- Bacteriological Sampling – Staff collected 50 routine samples in the MSWD system, four routine samples in the ID-E area which includes the West Palm Springs Village (WPSV) and Palm Springs Crest (PSC) systems, and four well samples in ID-E.
- Staff collected 16 general physical samples in the MSWD system and two general physical samples in ID-E.
- During May 2024, staff collected weekly Bac-T samples at Well 22. All these samples passed.
- Well 26A Uranium Treatment (IXP) Sampling – The monthly uranium sampling was completed on May 6, 2024.
- Monthly Reporting – The District's Monthly Coliform Monitoring Report for May 2024 for all three water systems was sent to the SWRCB on June 4, 2024.

Chlorination System Updates

- Chlorination Pumps – Staff conducted routine maintenance and inspections on all chlorine pumps and related equipment at well sites. Staff made necessary adjustments, repairing and/or rebuilding to ensure proper operation. Most chlorinator pumps continue to function properly, with only typical preventative maintenance required (i.e., repair of cracked chlorination suction/feed tubing).
- Chlorinator Pump Cleaning – Staff began cleaning all chlorinators two times per month with a vinegar-based solution to reduce chlorinator issues. All the chlorine pumps were cleaned twice during the month of May 2024.
- Sodium Hypochlorite (Chlorine) Usage – During the month of May 2024, a total of 1,667 gallons of chlorine (12.5% solution strength) was used to disinfect the distribution system and our production facilities. (Reflects usage in the MSWD and ID-E water systems.)
- Chlorine Residuals at Production Well Sites – In May 2024, the Production staff checked and documented the chlorine residuals at all wells in use 218 times. The average chlorine residual of these readings was 0.88 ppm. (This data reflects the MSWD and ID-E water systems.)
- Distribution System Chlorine Residuals – During the month of May 2024, the Production staff checked and documented the chlorine residuals throughout the distribution system a total of 97 times. The average chlorine residual of these readings is 0.73 ppm. (This data reflects the MSWD and ID-E water systems.)

Well Soundings

Staff continued to sound the groundwater levels for 13 production wells and nine monitoring wells. Staff strives to complete these by the 15th of each month.

Production Facility Updates

Staff oversees all water production sites, making necessary adjustments. They conduct monthly overflow maintenance as needed by climbing reservoirs. Staff also inspects reservoir roofs using a drone.

- Well 22 Rehabilitation – As previously mentioned, this well experienced intermittent failing bacteriological tests. However, this issue has been rectified as indicated in repeated passing Bac-T results.
- Gateway Fire Pump Monthly Testing – Staff performed the monthly fire pump testing on May 8, 2024. All systems functioned properly. Water loss data was captured and entered onto our water loss tracking worksheet**.**
- Well 24 Update – The well is still offline, and the pump is currently out of the well. MSWD staff has determined that it is best to run this well to failure. We are working with contractors to bring this well back into operation as soon as possible. The extracted equipment was picked up by Southwest Pump on May 21, 2024, to be inspected by their service department. We are waiting for their final equipment inspection report.
- Well 31 Pump Noise – The pump has been removed from this well and is currently being inspected for necessary repairs. Additionally, since the pump is out of the well, we are having a video survey and EMDS (well casing study) performed on the well. It has been determined that all the downhole equipment needs to be replaced. This work is expected to be completed before the end of June 2024.
- Well 33 Chlorination System Upgrade Project – This project is complete and functional. This site now automatically monitors and adjusts chlorine dosing to ensure proper and continuous chlorination.
- Reservoir Inspections – The following reservoirs were climbed and inspected by MSWD Production staff during May 2024: Worsley, Gateway, Well 34 Suction, Overhill, Valley View, and Little Morongo. No significant concerns were found. All MSWD reservoirs were viewed via drone during May 2024.
- Motor Oil and Greasing – All well and booster motors were serviced by staff in May 2024. The servicing included cleaning, oil change, and bearing greasing.
- Pump Packing Maintenance – The packing for the following pumps were serviced/adjusted by MSWD staff in May 2024: Little Morongo and Well 22.
- Generator Usage – Due to upgrades being made to SCE equipment, MSWD experienced multiple power outages at the Overhill and Gateway booster stations. Staff deployed generators to these sites to ensure continued water service to the Painted Hills communities.

Well 33 Solar Site

Staff continue to monitor the performance of the solar system. However, MSWD is still working with Kenwood Energy to review past maintenance reports and the current condition of the facility. They are also helping prepare an RFP for an O&M service contract.

Water Report

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

New Service Connections to the Water System					
Fiscal Year	**2023/24**	**2022/23**	**2021/22**	**2020/21**	**2019/20**
July	5	6	18	7	4
August	14	28	19	6	10
September	19	22	23	18	2
October	4	16	33	13	3
November	9	10	27	10	16
December	5	9	9	2	17
January	5	26	14	15	6
February	3	14	8	13	8
March	6	29	19	16	2
April	11	24	6	11	1
May	9	16	19	15	12
June		5	1	24	11
Total	**90**	**205**	**196**	**150**	**92**

Additional water service connection information is provided in Appendix C.

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

Monthly Water Production (AF)							
	FY 2023/24	**Variance from Prior Year**		**FY 2022/23**	**FY 2021/22**	**FY 2020/21**	**FY 2019/20**
		AF	**%**				
July	789.99	38.20	5.08	751.79	796.57	857.77	853.23
August	737.74	-112.45	-13.23	850.19	839.93	885.31	795.18
September	675.06	-40.97	-5.72	716.03	738.65	784.80	757.08
October	709.23	17.25	2.49	691.98	665.18	755.84	709.39
November	629.05	29.66	4.95	599.39	679.85	690.13	619.87
December	529.99	-24.28	-4.38	554.27	565.48	588.32	537.23
January	556.57	26.18	4.94	530.39	580.28	537.96	553.20
February	458.69	-31.72	-6.47	490.41	527.34	495.61	520.85
March	560.24	59.87	11.97	500.37	601.44	625.80	557.73
April	649.67	97.33	17.62	552.34	624.07	649.34	573.02
May	696.24	-30.01	-4.13	726.25	745.36	723.62	698.99
June				682.09	730.02	761.63	806.02
Total	**6,992.47**	**29.06**	**0.42**	**7,645.50**	**8,094.17**	**8,356.13**	**7,981.79**

Additional water production information is provided in Appendix C.

Water Resources

Below is a list of water resources related activities for May 2024.

Integrated Regional Water Management Planning

The Coachella Valley Regional Water Management Group (CVRWMG) met to discuss on-going grant funded projects and upcoming grant opportunities. The CVRWMG implements the Integrated Regional Water Management (IRWM) Plan for the Coachella Valley IRWM Region.

The CVRWMG continued to discuss the Urban Water Use Efficiency and Conservation Regulations and Chromium-6 Regulations.

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 sometime later in 2024.

San Gorgonio Pass Subbasin Sustainable Groundwater Management Act Compliance

The consultant, Provost & Pritchard, completed and submitted the final SGMA Annual Report for Water Year 2022-23 to DWR.

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 sometime later in 2024.

Salt and Nutrient Management Planning

Staff attended the monthly steering committee meeting to review the Task 2 Technical Memorandum (TM) – Characterize Groundwater Quality and Task 3 TM – Delineate Draft Management Zones and Metrics to Characterize Beneficial Use Protection that is in progress. Staff anticipates receiving the draft TM-2 in May 2024 from the consultant for review by both the steering committee and technical advisory committee.



PUBLIC AFFAIRS

Past & Upcoming Sponsorships / Events



MSWD Blood Drive: May 15, 2024

Mission Springs Water District (MSWD) partnered with LifeStream Blood Bank to host a blood drive; these events continue to be successful with MSWD employees and community members signing up to give. There will be another opportunity to donate on July 10, 2024, hosted my MSWD.

CVCAN Event – Let's Talk Cannabis Tourism: May 9, 2024



The Coachella Valley Cannabis Alliance Network (CVCAN) hosted an event called "Let's Talk Cannabis Tourism." This event was specifically designed for hotels, attractions, visitor information centers, event producers, hospitality frontline staff, and tourism businesses in the Coachella Valley. MSWD Sponsored a table where we educated attendees about our award-winning water.



CSDA Special District Legislative Days: May 21-22, 2024

General Manager Brian Macy, Assistant General Manager Marion Champion, and Board Vice President Robert Griffith participated in the CSDA Legislative Days in May 2024. This event brings together various special districts in California to address shared public policy challenges. During the event, they met with state legislators Greg Wallis, Josh Becker, Tasha Borner, and the offices of Rosalie Ochoa Bogh and Corey Jackson.

Desert Hot Springs Rotary Big Heart Awards: May 23, 2024



MSWD joined local leaders to celebrate the unsung heroes of Desert Hot Springs during the Annual Desert Hot Springs Rotary Club Big Heart Awards Ceremony. Among the honorees was MSWD's Tropical Storm Hilary Emergency Response Team, recognized for their extraordinary efforts during the August 20, 2023, storm event.

The MSWD team includes Water Production Supervisor Chad Finch, Field Operations Technician II Lorenzo Soto, Wastewater Treatment Plant Operator Mark Vermeer, and Water Production Operator II Tim Owens.

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

Youth Programs

Desert Hot Springs High School REAL Academy Internship: April 30-May 25, 2024



After completing a new spring internship program, Mission Springs Water District celebrated Gabriel Almanza and Kaleb Herbest at its Board of Directors meeting on Monday, May 20, 2024. In partnership with the Desert Hot Springs High School REAL Academy, the program provides valuable hands-on experience and educational opportunities to students, exposing a new generation to the opportunities in water.

Desert Hot Springs Recreation Center Summer Camp

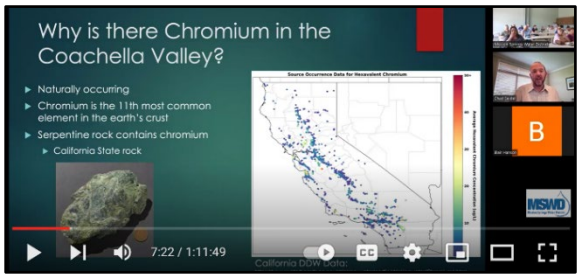
In partnership with the Desert Hot Springs High School Recreation Center, MSWD will present eight water education and activity sessions to students this summer as part of the Recreation Center's summer programming. This year's summer program features water, and what better way than to have MSWD join in and help share our love for all things water? All students will receive a specially designed refillable MSWD water bottle for the kids to keep. Dates include:

Wednesday, June 12, 2024 – Two Morning Sessions
Tuesday, June 25, 2024 – Two Afternoon Sessions
Wednesday, July 17, 2024 – Two Morning Sessions
Tuesday, July 30, 2024 – Two Afternoon Sessions



Water Talks with MSWD: May 29, 2024

Water Talks with MSWD is a monthly event hosted by the Mission Springs Water District. Customers are invited to sign up for each event through various outreach channels such as direct emails, social media, paid/sponsored social media, and on the home page of the district website. This month, twenty-one participants were able to learn and ask questions from our presenter, water expert Chad Seidel PH.D, P.E. from Corona Environmental Consulting, who spoke about the State Water Board and the EPA's recent adoption of new PFAS and Chromium-6 water quality standards, and how these new regulations will impact MSWD and your water service. Join us for the next Water Talks event on Wednesday, June 26, 2024, at 5:00 pm at the Desert Hot Springs Library.



Project WET Teacher Training: June 27, 2024



MSWD is proud to partner with CVWD to offer Project WET professional development workshops for local educators. Project WET workshops guide educators through an engaging, firsthand experience that prepares them to easily implement Project WET activities in their classroom or learning space. Participants will leave with their own copy of the updated Foundations of Water Education Guide. FREE and open to all educators, this year's training will be held on Thursday, June 27, 2024, from 8:30 am to 2:30 pm at 75515 Hovley Lane, East Palm Desert, CA 92211.

Public & Media Outreach

Customer Survey



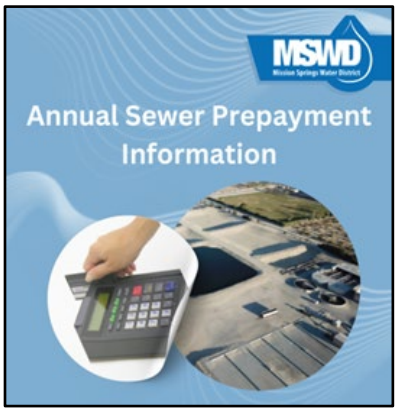
MSWD launched the customer survey to redesign the monthly water bill experience, which concluded on May 24, 2024. This initiative underscored our commitment to delivering exceptional service and engaging our valued community in shaping the future of our utility statements.

The District greatly appreciates the participating customers' feedback and opinions on how we should present the monthly water bill statement.

The results to the survey questions are below:

- How visually appealing do the customers find the current statement?
  - Very Appealing – 20%
  - Somewhat Appealing – 22%
  - Neutral – 46%
- How easy is it to understand the information presented on the current water bill?
  - Extremely Easy – 37%
  - Somewhat Easy – 28%
  - Neutral – 21%
- Which sections or elements of the current water bill are the most confusing or difficult to interpret?
  - Account Summary – 20%
  - Monthly Water Use Comparison – 28%
  - Current Charges Due Date – 30%
  - Bill Pay Options – 20%
- How important are graphs and visual representations of water use?
  - Extremely Important – 52%
  - Somewhat Important – 20%
  - Neutral – 20%
  - Not Important – 7%

Annual Sewer Pre-Payment Option for 2024-2025



MSWD Customers can pre-pay their annual sewer service bill instead of allowing it to be placed on their property tax bill. Customers can pre-pay their sewer bills by Monday, July 1, 2024, to avoid having their sewer payment rolled onto the property taxes. To promote the pre-payment option, MSWD sent letters with a tear-off payment coupon to all wastewater customers and promoted it on social media and our website promotions.

Customer Newsletter



Our May 2024 Water Matters newsletter featured information about the Strategic Plan launch, the Intern program in partnership with Desert Hot Springs High School REAL Academy, and State assistance funds applied to delinquent accounts. A copy of the newsletter is included in Appendix E.

Legislative Update

Federal: California Special Election Results

In the special election to replace former Speaker of the House Kevin McCarthy's seat, State Representative and former District Director for McCarthy, Vince Fong, defeated Mike Boudreaux to serve the remainder of the 118th Congress. Representative-elect Fong will be sworn into Congress in the coming days and is running for a full term in November 2024. California's 20th Congressional District has been vacant since McCarthy resigned at the end of 2023.

Additional Federal updates are available in Appendix D.

Federal: National Security Memorandum for Critical Infrastructure

The Environmental Protection Agency (EPA) released a new National Security Memorandum (NSM) to replace the decade-old presidential policy document on critical infrastructure protection. The NSM clarifies the roles and responsibilities of the lead federal agencies identified to improve the resilience of our critical infrastructure sectors against all hazards. The EPA is the lead federal agency for the water sector. The NSM also implements a coordinated nationwide approach to assess and manage sector-specific risks.

State: Revised Conservation as a Way of Life Regulation

In May 2024, the State Water Resources Control Board released the third version of the revised draft regulation for Making Conservation a California Way of Life with a 15-day written comment period that ended June 4, 2024. The revised draft regulation outlines unique water use efficiency goals for each urban retail water supplier, including urban water use efficiency standards, variances, an urban water use objective, and commercial, industrial, and institutional (CII) performance measures.

Given the arid nature of our region and the disadvantaged community we serve, achieving a 0.55 LEF standard by 2040 poses significant challenges. Achieving this standard will be a tremendous lift and create significant affordability challenges, particularly absent dedicated funding or technical assistance. The 0.55 LEF is based on design standards, and many factors in the real world make striving for this level of efficiency impractical, especially for communities in the highest evapotranspiration zones in the state. We appreciate the concerns the State Board members expressed about water affordability, equity, and the potential infeasibility of achieving the 2040 outdoor standard, and we encourage continued collaboration to devise a sensible solution. Retail and wholesale water suppliers will still need to generate revenues to cover their operating and capital costs, including the increased costs driven by these regulations, and rates will rise accordingly.

A copy of the MSWD comment letter is included in Appendix E.

State: Initiative 1935 – Taxpayer Protection Act Update

Ballot Initiative 1935 would result in the loss of billions of dollars annually in critical state and local funding, disrupting the ability of voters, local agencies, and the State of California to fund services and infrastructure by:

- Adopting new and severely stricter rules for raising taxes, fees, assessments, and other charges.
- Revising the State Constitution, as amended by Propositions 13, 218, and 26, among other provisions, to the advantage of the initiative's proponents and plaintiffs, creating new grounds to challenge these funding sources and disrupting fiscal certainty.
- Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance, and other laws and ordinances.

The initiative includes provisions that would retroactively void all state and local taxes or fees adopted after January 1, 2022, if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow well-funded interests that are not residents of your community to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their essential services and infrastructure.

Last fall, Governor Gavin Newsom, joined by the State Legislature and former State Senate President Pro Tem John Burton, filed an emergency petition to the California

Supreme Court for a pre-election challenge to Initiative 1935, arguing that the measure is unlawful because it improperly revises the state constitution via initiative, and would impair essential government services. CSDA promptly joined a coalition to file a letter to the Supreme Court in favor of granting pre-election review.

On November 29, 2023, the California Supreme Court issued an order to show cause why the measure should not be removed from the ballot and established a schedule for briefing the court. An amicus brief filed by CSDA, and 10 other local government partners argues the measure is an unlawful revision of the state constitution because of the ways the measure would redistribute authority between state and local governments, the measure would undermine essential functions of local governments, and because the ballot measure is so poorly drafted that it raises many interpretive issues that will not be simply resolved without requiring extensive litigation after passage. The brief urges the Court to act before the measure is placed on the ballot for the November 2024 election because planning impacts are being felt now and could impair essential government services.

The California Supreme Court is likely to rule on the pre-election challenge before the end of June 2024, when the Secretary of State is anticipated to qualify the measure for the November 2024 ballot formally.

MSWD Digital Advertising

The District featured four Google and Facebook/Instagram ads promoting various MSWD programs. The Google campaign garnered almost 295,000 impressions and 1,139 link clicks. Our Facebook ads garnered more than 258,000 impressions and 391 link clicks.

A full report is included in Appendix E.



Social Media

A copy of the May 2024 social media report can be found in Appendix E. This report highlights activities and posts on the District's social media platforms. Some of our most engaging posts included the Worker Wednesday Posts, the Team Mom scholarship contest opportunity, and a post highlighting one of the Desert Host Springs REAL Academy Interns learning in the field.

3 Most Engaging Posts		3 Highest Reach Posts		3 Most Shared Posts	
Worker Wednesday On Wednesdays we love to highlight the incredible water w...	22.39%	Worker Weds Production May is Water Awareness Month! 💧 🎉 Huge shoutout to the ded...	1,006	Worker Weds Production May is Water Awareness Month! 💧 🎉 Huge shoutout to the ded...	3
Post 32991812 Huge shoutout to the dedicated MSWD field crews for their...	13.6%	Post 32911412 Team Mom scholarship contest opportunity! The winner rece...	517	Post 32911412 Team Mom scholarship contest opportunity! The winner rece...	3
Worker Wed. Blood Drive Big shoutout to our incredible field workers! 🩸 They're n...	12.5%	Post 32912818 💧 Exciting day at MSWD! Gabriel, our DHS High School REAL ...	450	Post 32912818 💧 Exciting day at MSWD! Gabriel, our DHS High School REAL ...	1

CV Water Counts

In May 2024, CV Water Count's digital marketing saw significant engagement across multiple channels. Google Ads achieved 412.5K display impressions and 79.3K video impressions, while Facebook campaigns garnered 127K impressions and 821 engagements. Website traffic was robust, with 4.2K users and top content related to conservation tips and Earth Day.



Rebates & Conservation

The Public Affairs team continued to promote rebates and conservation throughout our service territory during May 2024.

Toilet Rebates

The District received two toilet rebate applications in May 2024. (Pending Processing)

Turf Rebates

The District received one new turf rebate application in May 2024, pending payment totaling $1,859, and has one pending application totaling $3,000.

Clothes Washer Rebates

The District received one clothes washer rebate application in May 2024.

Smart Controller Rebates

The District received one smart controller rebate application in May 2024.

Conservation Kits

The District did not receive any requests for conservation kits in May 2024.

.

Bottled Water Tracking Report

Date Supplied	Requested By	Event or Purpose	Cases Requested
5/2/2024	Emily Granados	City Employee Event	1
5/8/2024	Bella Vista Elementary School	Teacher Appreciate Week	3
5/8/2024	MSWD	CVCAN Networking Event	3
5/14/2024	City of Desert Hot Springs	Monthly Supply for Meetings	15
5/14/2024	Desert Hot Springs High School Career Specialist	2024 Senior Awards and Scholarship Night	5
5/15/2024	First 5 Family Resource Center	Community Events & Homeless Clinics	5
5/15/2024	Desert Hot Springs Police Department	Investigations, Traffic Accidents, Crime Scenes, & Community Events	6
5/22/2024	Cabot Yerxa Rainbow Club	End-of-Year Celebration for Students	2
5/23/2024	Desert Hot Springs High School	Graduation (Full Pallet)	72
5/29/2024	City of Desert Hot Springs	Groundbreaking for Fire Station 98	4
5/29/2024	Painted Hills Middle School	8th Grade Honors Dessert	5
5/29/2024	Painted Hills Middle School	8th Grade Promotion	5
5/29/2024	Diversity Desert Hot Springs	Candidate Forum	5
5/30/2024	MSWD	Water Talks	2
		Total	**133**



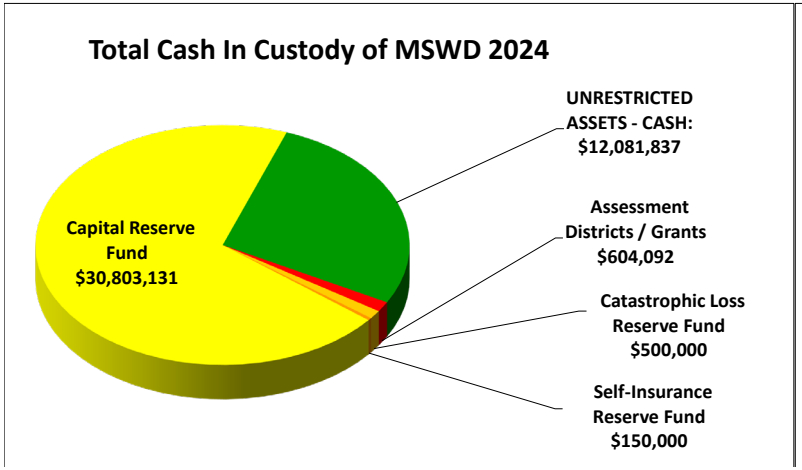
APPENDIX A – Finance & Accounting Information

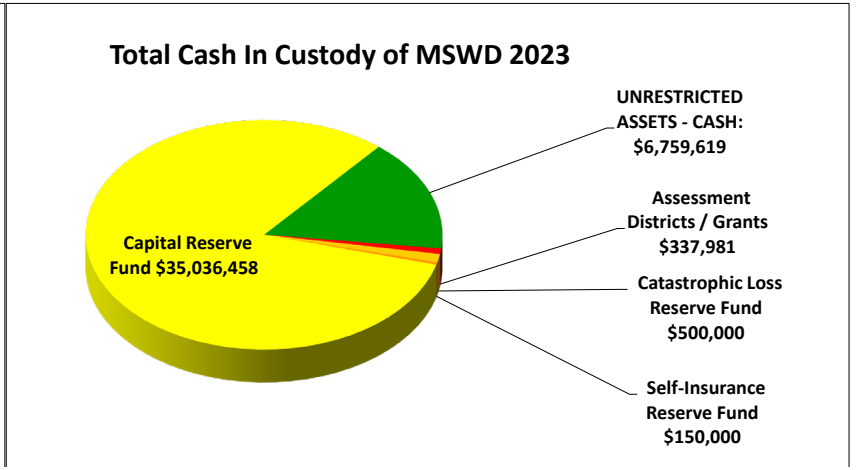
MISSION SPRINGS WATER DISTRICT
COMBINED FUNDS
DISTRICT SUMMARY
JULY 1, 2023 TO APRIL 30, 2024

YEAR TO DATE					JULY 1, 2022 TO APRIL 30, 2023			
ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT		ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT
17,087,498	17,722,990	(635,492)	-4%	**OPERATING REVENUE:**	16,590,902	17,110,621	(519,719)	-3%
17,752,133	20,591,626	2,839,493	14%	**OPERATING EXPENSE:**	13,940,770	14,135,652	194,881	1%
(664,635)	(2,868,636)	2,204,001	77%	**NET OPERATING INCOME**	2,650,132	2,974,969	(324,837)	-11%
7,508,403	6,932,011	576,392	8%	**ADD NON-OPERATING REVENUE**	3,143,440	2,932,133	211,307	7%
812,243	886,570	74,327	8%	**LESS NON-OPERATING EXPENSE**	491,587	1,208,703	717,116	59%
6,696,160	6,045,441	650,719	11%	**NET NON-OPERATING INCOME**	2,651,853	1,723,430	928,423	54%
6,031,525	3,176,805	2,854,720	90%	**NET INCOME**	5,301,985	4,698,399	603,586	13%

OTHER INFORMATION

		4.86	**DEBT SERVICE RATIO**		8.28	
		1.27%	**INVESTMENT RETURN**		0.39%	
EARNED	$	37,959	**WELLS FARGO LOAN INTEREST**	$	53,200	**PAID**
	$	42,784,058	**CASH - JULY 1**	$	47,763,075	
	$	1,355,002	**INCREASE/(DECREASE) IN CASH**	$	(4,979,018)	
	$	44,139,060	**CASH - END OF PERIOD**	$	42,784,058	
WELLS FARGO	$	12,081,837	**UNRESTRICTED CASH**	$	6,759,619	**WELLS FARGO**
WELLS FARGO	$	207,483	**RESTRICTED - ASSESSMENT DISTRICTS**	$	248,980	**WELLS FARGO**
CALTRUST	$	6,936,762	**RESTRICTED - SHORT TERM FUND**	$	11,583,514	**CALTRUST**
CALTRUST	$	22,138,299	**RESTRICTED - MEDIUM TERM FUND**	$	21,562,247	**CALTRUST**
CALTRUST	$	2,774,678	**RESTRICTED - LIQUIDITY FUND**	$	2,629,698	**CALTRUST**
	$	44,139,060	**RESTRICTED TOTAL CASH**	$	42,784,058	





MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - ONGOING
APRIL 30, 2024

		BEG BAL	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	ADOPTED	BALANCE	DEPARTMENT
JOBNO	PROJECT TITLE	07-01-2023	04-30-24	BUDGET	TO ACTUAL	COST	BUDGET	OF BUDGET	RESPONSIBLE
11147	WELL #42 (NEAR TO EXISTING WELL # 22)	2,414,627.28	528,554.64	2,210,777.00	1,682,222.36	2,943,181.92	4,739,000.00	1,795,818.08	ENGINEERING
11424	REGIONAL WASTEWATER TREATMENT PLANT	35,733,398.82	14,199,397.38	20,001,215.00	5,801,817.62	49,932,796.20	53,049,300.00	3,116,503.80	ENGINEERING
11425	AREA M-2 (AD #15)	634,711.19	63,475.09	10,819,868.00	10,756,392.91	698,186.28	11,450,000.00	10,751,813.72	ENGINEERING
11426	CONVEYANCE LINE FROM LS TO RWWTP	1,886,431.81	4,293,157.80	7,257,876.00	2,964,718.20	6,179,589.61	8,300,000.00	2,120,410.39	ENGINEERING
11451	CHROMIUM 6 COMPLIANCE STUDY	14,489.48	4,150.00	185,511.00	181,361.00	18,639.48	200,000.00	181,360.52	ENGINEERING
11456	HWWTP INFL. PUMP STATION ODOR CONTROL	647,827.69	142.15	82,745.00	82,602.85	647,969.84	730,000.00	82,030.16	ENGINEERING
11566	DESIGN & ENGINEERING AREAS H & I	332,182.49	4,138.08	129,775.00	125,636.92	336,320.57	460,000.00	123,679.43	ENGINEERING
11602	ELECTRICAL PANEL/MOTOR REHAB (3 SITES)	699,854.57	418.06	0.00	-418.06	700,272.63	741,404.00	41,131.37	PRODUCTION
11610	VISTA RESERVOIR NO. 2	125,979.40	1,048.21	849,448.00	848,399.79	127,027.61	975,427.00	848,399.39	ENGINEERING
11611	WELL REHABILITATION PROGRAM - WELL 22	315,712.46	290,949.01	1,328,219.00	1,037,269.99	606,661.47	1,560,000.00	953,338.53	PRODUCTION
11618	DESIGN & ENGINEERING FOR AREAS A & G	526,554.15	45,526.81	1,099,118.00	1,053,591.19	572,080.96	1,600,000.00	1,027,919.04	ENGINEERING
11621	ADMIN BUILDING	1,523,556.61	106,752.49	16,802,667.00	16,695,914.51	1,630,309.10	33,300,000.00	31,669,690.90	ADMINISTRATION
11657	SEWER SYSTEM COLLECTIONS	560,651.81	355.95	192,873.00	192,517.05	561,007.76	750,000.00	188,992.24	ENGINEERING
11666	EMERGENCY BACKUP GENERATOR WELL 27/31	18,098.29	3,761.27	395,166.00	391,404.73	21,859.56	411,002.00	389,142.44	ENGINEERING
11667	EMERGENCY BACKUP GENERATOR WELL 32	18,008.94	3,758.06	284,230.00	280,471.94	21,767.00	300,331.00	278,564.00	ENGINEERING
11668	EMERGENCY BACKUP GENERATOR WELL 37	18,043.56	3,760.00	284,200.00	280,440.00	21,803.56	300,331.00	278,527.44	ENGINEERING
11716	PORTABLE BOOSTER/TRANSFER PUMP	0.00	148,226.35	180,000.00	31,773.65	148,226.35	180,000.00	31,773.65	PRODUCTION
11717	TRAILER MOUNTED PORTABLE GENERATORS	0.00	487,220.74	537,375.00	50,154.26	487,220.74	537,375.00	50,154.26	CONSTRUCTION & MAINT.
11741	35C WELL REHABILITATION	14,226.50	5,094.50	2,685,773.00	2,680,678.50	19,321.00	2,700,000.00	2,680,679.00	ENGINEERING
11742	34C WELL REHABILITATION	13,269.15	340,894.45	464,997.00	124,102.55	354,163.60	475,000.00	120,836.40	ENGINEERING
11743	INSTALL 18-INCH INTERTIE LINE	685.19	2,489.58	1,100,000.00	1,097,510.42	3,174.77	1,100,000.00	1,096,825.23	ENGINEERING
11769	19TH-20TH AVES & LITTLE MORONGO ROADWAY PROJECT	44,736.64	56,409.95	286,768.00	230,358.05	101,146.59	309,000.00	207,853.41	ENGINEERING
11790	2024 - NEW METERS 3/4" - 2"	0.00	273,393.50	350,000.00	76,606.50	273,393.50	350,000.00	76,606.50	FIELD SERVICES
TOTAL		45,543,046.03	20,863,074.07	67,528,601.00	46,665,526.93	66,406,120.10	124,518,170.00	58,112,049.90	
23 records									

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - PAUSED
APRIL 30, 2024

		BEG BAL	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	ADOPTED	BALANCE	DEPARTMENT
JOBNO	PROJECT TITLE	07-01-2023	04-30-24	BUDGET	TO ACTUAL	COST	BUDGET	OF BUDGET	RESPONSIBLE
11087	HORTON WWTP EXPANSION #5	152,615.52	0.00	0.00	0.00	152,615.52	13,404,000.00	13,251,384.48	ENGINEERING
11159	1530 ZONE REDBUD TANK #2 LAND AND CONSTR	70,708.46	0.00	9,292.00	9,292.00	70,708.46	80,000.00	9,291.54	ENGINEERING
11205	I-10 & INDIAN SEWER COLLECTION SYSTEM	594,668.44	0.00	57,332.00	57,332.00	594,668.44	652,000.00	57,331.56	ENGINEERING
11282	MISSION CREEK - 80 ACRES	325,077.18	0.00	0.00	0.00	325,077.18	328,000.00	2,922.82	ENGINEERING
11472	AREA J-2	293,853.72	0.00	6,146.00	6,146.00	293,853.72	300,000.00	6,146.28	ENGINEERING
11498	HWWTP PERCOLATION POND REHAB	28,181.34	0.00	0.00	0.00	28,181.34	42,000.00	13,818.66	WASTEWATER
11556	HWWTP ASU DEMOLITION	45,077.20	0.00	122,198.00	122,198.00	45,077.20	167,275.00	122,197.80	ENGINEERING
11557	HWWTP PERCOLATION PONDS (2)	350,213.58	0.00	29,786.00	29,786.00	350,213.58	380,000.00	29,786.42	WASTEWATER
11598	BLOCK WALL AT CORP YARD & WASTEWATER FACILITY	1,451.86	0.00	153,548.00	153,548.00	1,451.86	155,000.00	153,548.14	ENGINEERING
11599	BLOCK WALL/FENCE AT TERRACE RESERVOIR	25,947.91	0.00	200,340.00	200,340.00	25,947.91	226,288.00	200,340.09	ENGINEERING
11600	BOOSTER PUMP REHAB PROGRAM	119,375.93	0.00	80,515.00	80,515.00	119,375.93	150,000.00	30,624.07	PRODUCTION
11601	MODULAR ENCL FOR CHLORINE EQUIP AT WELL SITES	88,417.25	0.00	38,018.00	38,018.00	88,417.25	124,180.00	35,762.75	PRODUCTION
11604	PAVEMENT REPAIRS - CORP YARD	43,757.39	0.00	301,818.00	301,818.00	43,757.39	345,575.00	301,817.61	ENGINEERING
11607	TERRACE RESERVOIR NO. 1	30,667.76	0.00	723,675.00	723,675.00	30,667.76	754,343.00	723,675.24	ENGINEERING
11608	TERRACE RESERVOIR NO. 2	32,374.80	0.00	782,086.00	782,086.00	32,374.80	814,461.00	782,086.20	ENGINEERING
11609	TERRACE RESERVOIR NO. 3	30,882.54	0.00	330,480.00	330,480.00	30,882.54	361,363.00	330,480.46	ENGINEERING
11613	HWWTP ABOVE GROUND PIPING & APPURTENANCE REHAB	343.68	0.00	149,656.00	149,656.00	343.68	150,000.00	149,656.32	ENGINEERING
11617	HWWTP SCADA UPGRADES	40,080.36	0.00	94,006.00	94,006.00	40,080.36	129,008.00	88,927.64	WASTEWATER
11622	2020 WATER CIP PIPELINE REPLACEMENT	275,188.54	0.00	1,989,786.00	1,989,786.00	275,188.54	2,264,975.00	1,989,786.46	ENGINEERING
11665	WELL AND RESERVOIR SITES SECURITY CAMERAS	2,366.86	0.00	222,708.00	222,708.00	2,366.86	225,075.00	222,708.14	PRODUCTION
11689	FILTRATION FOR HWWTP	108,952.07	0.00	1,391,082.00	1,391,082.00	108,952.07	1,500,000.00	1,391,047.93	ENGINEERING
11691	MUNICODE WEBSITE	9,021.78	0.00	0.00	0.00	9,021.78	31,000.00	21,978.22	ADMINISTRATION
11692	MUNICODE AGENDA	7,214.25	0.00	0.00	0.00	7,214.25	20,000.00	12,785.75	ADMINISTRATION
11693	GQPP AREA D3-1 SEWER DESIGN	8,840.75	370.07	147,159.00	146,788.93	9,210.82	156,000.00	146,789.18	ENGINEERING
11720	WELL REHAB PROGRAM DESIGN - 2022 FY	53,528.31	2,047.50	66,472.00	64,424.50	55,575.81	120,000.00	64,424.19	PRODUCTION
11733	ADMINISTRATION OFFICE REPAIRS DRYWL/PAINT	35,339.27	0.00	99,661.00	99,661.00	35,339.27	135,000.00	99,660.73	ADMINISTRATION
11776	ENERGY CONSERVATION AND EFFICIENCY SVCS PLAN	5,614.75	21,657.14	50,000.00	28,342.86	27,271.89	70,000.00	42,728.11	ADMINISTRATION
TOTAL		2,779,761.50	24,074.71	7,045,764.00	7,021,689.29	2,803,836.21	23,085,543.00	20,281,706.79	
27 records									

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - NOT STARTED
APRIL 30, 2024

		BEG BAL	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	ADOPTED	BALANCE	DEPARTMENT
JOBNO	PROJECT TITLE	07-01-2023	04-30-24	BUDGET	TO ACTUAL	COST	BUDGET	OF BUDGET	RESPONSIBLE
11460	WELL 29 CHROMIUM 6 TREATMENT DESIGN	0.00	0.00	200,000.00	200,000.00	0.00	200,000.00	200,000.00	ENGINEERING
11719	RESERVOIR REHAB PROGRAM DESIGN - 2022 FY	0.00	0.00	120,000.00	120,000.00	0.00	120,000.00	120,000.00	PRODUCTION
11737	PIERSON BLVD SLURRY SEAL PROJECT	0.00	0.00	183,000.00	183,000.00	0.00	183,000.00	183,000.00	ENGINEERING
11738	RIVERSIDE CTY MOUNTAIN VIEW RESURFACING PROJ	0.00	0.00	33,000.00	33,000.00	0.00	33,000.00	33,000.00	ENGINEERING
11787	JOHN DEERE 3032E COMPACT UTILITY TRAILER	0.00	0.00	32,000.00	32,000.00	0.00	32,000.00	32,000.00	WASTEWATER
11788	MUFFIN MONSTER 6" INLINE GRINDER	0.00	0.00	15,100.00	15,100.00	0.00	17,100.00	17,100.00	WASTEWATER
11789	WACHS ERV-750 VALVE MACHINE	0.00	0.00	42,000.00	42,000.00	0.00	42,000.00	42,000.00	CONSTRUCTION & MAINT.
11791	ERP SYSTEM REPLACEMENTS	0.00	0.00	1,710,000.00	1,710,000.00	0.00	1,710,000.00	1,710,000.00	INNOVATION & TECHNOLOGY
11809	13TH AVE DAMAGE: TSTORM HILARY	0.00	13,767.34	70,000.00	56,232.66	13,767.34	100,000.00	86,232.66	ENGINEERING
11810	THOMAS DR DAMAGE: TSTORM HILARY	0.00	21,184.35	75,000.00	53,815.65	21,184.35	105,000.00	83,815.65	ENGINEERING
11811	INDIAN CANYON DAMAGE: TSTORM HILARY	0.00	17,740.48	230,000.00	212,259.52	17,740.48	230,000.00	212,259.52	ENGINEERING
11812	LITTLE MORONGO DAMAGE: TSTORM HILARY	0.00	0.00	30,000.00	30,000.00	0.00	30,000.00	30,000.00	ENGINEERING
11813	MISSION LAKES DAMAGE: TSTORM HILARY	0.00	18,384.32	150,000.00	131,615.68	18,384.32	650,000.00	631,615.68	ENGINEERING
11829	GEHL TH842 TELEHANDLER	0.00	0.00	177,317.00	177,317.00	0.00	177,317.00	177,317.00	WASTEWATER
11830	CASE 570N EP SKIP LOADER	0.00	0.00	124,000.00	124,000.00	0.00	124,000.00	124,000.00	WASTEWATER
11831	JOHN DEERE GATOR TE MODEL (1 OF 2)	0.00	0.00	15,500.00	15,500.00	0.00	15,500.00	15,500.00	WASTEWATER
11832	JOHN DEERE GATOR TX MODEL (2 OF 2)	0.00	0.00	15,500.00	15,500.00	0.00	15,500.00	15,500.00	ENGINEERING
TOTAL		0.00	71,076.49	3,222,417.00	3,151,340.51	71,076.49	3,784,417.00	3,713,340.51	
17 records									

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - COMPLETED
APRIL 30, 2024

		BEG BAL	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	ADOPTED	BALANCE	DEPARTMENT
JOBNO	PROJECT TITLE	07-01-2023	04-30-24	BUDGET	TO ACTUAL	COST	BUDGET	OF BUDGET	RESPONSIBLE
10371	SEWER LINE ENCASEMENT I-10 CROSSING @ INDIAN	251,972.22	0.00	0.00	0.00	251,972.22	251,972.00	-0.22	ENGINEERING
10693	WELL SITE-WORSLEY RD NORTH-27 ACRES	39,326.00	0.00	0.00	0.00	39,326.00	39,326.00	0.00	ENGINEERING
10702	WELL SITE WORSLEY-ENV/ENG	2,404.50	0.00	0.00	0.00	2,404.50	2,405.00	0.50	ENGINEERING
10969	PRELIM DESIGN/ENG HORTON WWTP EXP# 5	171,702.93	0.00	0.00	0.00	171,702.93	171,703.00	0.07	ENGINEERING
11032	FINAL DESIGN HORTON WWTP EXP #5	940,340.32	0.00	0.00	0.00	940,340.32	940,340.00	-0.32	ENGINEERING
11076	WELL #38 DESIGN & ENVIRONMENTAL	366,443.48	0.00	0.00	0.00	366,443.48	375,000.00	8,556.52	ENGINEERING
11088	EIR HORTON WWTP EXPANSION #5	71,415.62	0.00	0.00	0.00	71,415.62	71,416.00	0.38	ENGINEERING
11392	WELL & BOOSTER SCADA ENHANCEMENT	29,207.20	0.00	0.00	0.00	29,207.20	30,000.00	792.80	PRODUCTION
TOTAL		1,872,812.27	0.00	0.00	0.00	1,872,812.27	1,882,162.00	9,349.73	
8 records									

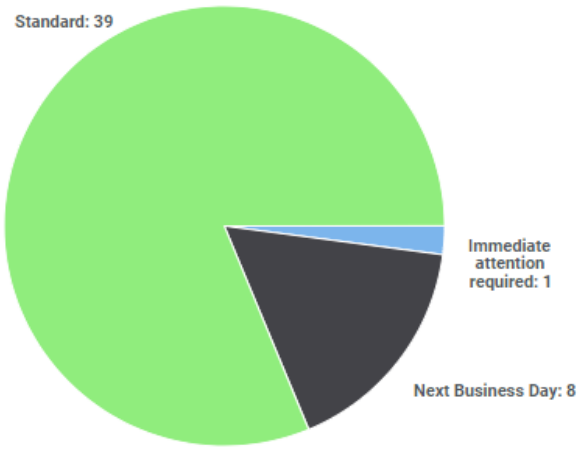
APPENDIX B – Innovation & Technology Information

INTELESYS
IT for Public Sector

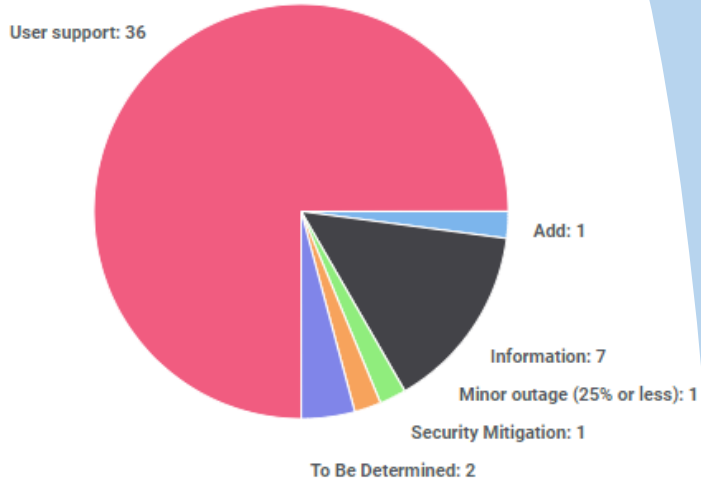
Mission Springs —May, 2024 Client Report

Client Activity Report and Analysis

Tickets Received by Priority



Tickets Received by Type



Client Service Rating	
Overall Satisfaction	100%
Number of Service Requests	47
Number of Survey Responses	1
Response Rate	2%

Tickets Received	**48**
Tickets Closed	**47**
Ticket MTTR	**6 hr.**

Hours on SOs	128
Hours on Projects	14
Meeting Hours	8
TOTAL HOURS	150

securing Technology

INTELESYS
IT for Public Sector

Mission Springs —May, 2024 Client Report

May Client Meetings

Meeting Title	Topics	Time Allocated
Weekly Technology Review (During Onboarding)	• Mail Protection Solution • Mobile Device Management (MDM) solution • Server refresh	9 hours

Client Open Projects

Project Title	Purpose
Advanced Monitoring setup	Configure the servers for alerts on new files created
Mail Protection	Increase inbound mail protection and visibility

Client Pending Projects

Project Title	Purpose
Server Refresh	Ensure MSWD servers are within proper life cycle
Phone system Review	Secure best pricing and technology for MSWD phones

Client Closed Projects

Project Title	Purpose
Wright Wastewater Plant Network	Setup and configure network connectivity for new plan

APPENDIX C – Wastewater & Water Production Tables

WASTEWATER REPORT

SEWER CONNECTION SUMMARY

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	4	4	18	8	7	9	51	2	1	139	2	0	0
August	12	26	20	4	1	8	53	2	4	214	4	0	2
September	17	20	20	5	2	12	8	11	2	90	2	1	0
October	3	13	36	9	4	8	12	4	21	65	8	2	1
November	7	8	29	50	10	9	7	7	1	52	18	7	3
December	21	8	12	9	3	3	64	1	0	86	22	11	2
January	2	35	14	21	7	1	16	8	3	27	3	11	1
February	1	4	7	23	5	1	42	0	3	5	46	6	1
March	1	24	17	48	1	0	23	5	0	31	16	2	1
April	7	16	7	18	3	3	15	30	0	8	95	14	3
May	8	9	16	17	11	3	20	45	7	13	98	3	2
June		4	2	21	7	3	6	70	4	4	72	2	0
Annual	**83**	**171**	**198**	**233**	**61**	**60**	**317**	**185**	**46**	**734**	**386**	**59**	**16**

Connections to Sewer Collection System:

As of June 30, 2023	8,836
Plus YTD	83
Total Sewer Connections =	**8,919**

WASTEWATER FLOW MGD

	HORTON PLANT		DESERT CREST	
2023/24	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.922043	2.149212	0.050983	0.071200
August	1.929369	2.592078	0.047453	0.067540
September	2.037218	2.182773	0.046081	0.055570
October	2.050049	2.173503	0.040804	0.051000
November	2.065661	2.265582	0.046158	0.059550
December	2.037725	2.208722	0.045566	0.057730
January	2.014687	2.152567	0.045226	0.049620
February	1.999080	2.184408	0.047016	0.053920
March	2.075331	2.301861	0.047050	0.054740
April	2.059142	2.222371	0.040275	0.047630
May	1.983604	2.113440	0.036827	0.040730
June				

WASTEWATER FLOW MGD

	HORTON PLANT		DESERT CREST	
2022/23	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.980020	2.086591	0.038856	0.045610
August	2.007484	2.156507	0.043378	0.051750
September	2.085598	2.243680	0.042339	0.047130
October	1.980283	2.266199	0.045616	0.052230
November	1.966075	2.124845	0.045861	0.050330
December	1.963779	2.145901	0.041817	0.050300
January	1.954007	2.142796	0.043181	0.048220
February	1.917610	2.093768	0.041724	0.056170
March	1.977725	2.134190	0.042863	0.047530
April	2.047194	2.217048	0.037373	0.047160
May	1.977976	2.188987	0.040162	0.059330
June	1.938862	2.058816	0.049741	0.067470

WATER REPORT

WATER CONNECTION SUMMARY

	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	5	6	18	7	4	5	7	2	0	0	1	0	0
August	14	28	19	6	10	5	3	2	2	0	1	0	0
September	19	22	23	18	2	14	4	13	3	0	2	2	0
October	4	16	33	13	3	21	8	3	20	0	5	1	1
November	9	10	27	10	16	4	0	7	3	0	1	0	1
December	5	9	9	2	17	3	3	2	0	0	2	0	0
January	5	26	14	15	6	3	20	1	1	2	2	0	0
February	3	14	8	13	8	5	11	1	0	1	0	1	0
March	6	29	19	16	2	3	6	5	0	12	0	0	4
April	11	24	6	11	1	3	7	11	2	7	0	1	4
May	9	16	19	15	12	5	11	9	8	2	0	1	2
June		5	1	24	11	2	8	2	10	1	0	0	0
Annual	**90**	**205**	**196**	**150**	**92**	**73**	**88**	**58**	**49**	**25**	**14**	**6**	**12**
Avg./ Mo.	**7.50**	**17.08**	**16.33**	**12.50**	**7.67**	**6.08**	**7.33**	**4.83**	**4.08**	**2.08**	**1.17**	**0.50**	**1.00**

Connections to Water System:

As of June 30, 2023	13,542
Plus YTD	90
Total Water Connections =	**13,632**

WATER PRODUCTION SUMMARY

	FY 2023/24	Variance from prior year		FY 2022/23	FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	789.99	38.20	5.08%	751.79	796.57	857.77	853.23	857.20	835.87	714.50	659.11	859.00	942.82
August	737.74	-112.45	-13.23%	850.19	839.93	885.31	795.18	806.47	829.93	808.54	706.62	730.71	828.60
September	675.06	-40.97	-5.72%	716.03	738.65	784.80	757.08	689.47	712.40	679.54	657.37	800.67	813.20
October	709.23	17.25	2.49%	691.98	665.18	755.84	709.39	709.81	733.86	678.33	575.86	716.30	716.09
November	629.05	29.66	4.95%	599.39	679.85	690.13	619.87	631.75	642.41	601.89	582.22	533.69	557.05
December	529.99	-24.28	-4.38%	554.27	565.48	588.32	537.23	502.16	584.24	520.63	503.10	590.83	633.09
January	556.57	26.18	4.94%	530.39	580.28	537.96	553.20	570.20	599.52	465.10	431.38	526.86	582.86
February	458.69	-31.72	-6.47%	490.41	527.34	495.61	520.85	415.49	512.79	453.39	483.92	506.49	522.87
March	560.24	59.87	11.97%	500.37	601.44	625.80	557.73	490.92	536.09	549.50	514.05	614.94	603.89
April	649.67	97.33	17.62%	552.34	624.07	649.34	573.02	635.08	644.06	540.56	502.36	622.58	664.05
May	696.24	-30.01	-4.13%	726.25	745.36	723.62	698.99	598.36	697.15	731.81	601.83	590.28	708.18
June		0.00	0.00%	682.09	730.02	761.63	806.02	710.39	688.74	732.68	685.93	706.34	812.96
TOTAL	**6,992.47**	**29.06**	**0.42%**	**7,645.50**	**8,094.17**	**8,356.13**	**7,981.79**	**7,617.30**	**8,017.06**	**7,476.47**	**6,903.75**	**7,798.69**	**8,385.66**

APPENDIX D – Federal Update from Carpi & Clay

CARPI & CLAY

Mission Springs Water District
Federal Update

June 3, 2024

FY25 Appropriations Update

House Appropriations Committee Chair Tom Cole (R-OK) announced several important fiscal year (FY) 2025 appropriations updates, including subcommittee allocations and a markup schedule for all twelve annual appropriations bills. Funding levels include defense and non-defense spending as developed by the *Fiscal Responsibility Act of 2023*.

FY25 Appropriations Bill	Subcommittee Allocation (in billions)	Subcommittee Markup Date	Full Committee Markup Date
Agriculture-Rural Development	$25.873	June 11th	July 10th
Commerce-Justice-Science	$78.288	June 12th	July 9th
Defense	$833.053	June 5th	June 13th
Energy-Water Development	$59.19	June 28th	July 9th
Financial Services	$23.608	June 5th	June 13th
Homeland Security	$64.805	June 4th	June 12th
Interior-Environment	$37.739	June 28th	July 9th
Labor-HHS	$186.586	June 27th	July 10th
Legislative Branch	$7.125	May 23rd	June 13th
MilCon-VA	$147.520	May 21st	May 23rd
State-Foreign Ops	$51.713	June 4th	June 12th
THUD	$90.4	June 27th	July 10th

Additionally, House Members submitted their fifteen community project requests to the House Appropriations Committee for consideration in the appropriations bills. Members are required to post their projects lists on their websites. The House Appropriations

Committee will provide links to all Members websites who submitted projects once there are compiled and those links will be found **HERE**.

California Special Election Results

In the special election to replace former Speaker of the House Kevin McCarthy's seat, State Representative and former District Director for McCarthy Vince Fong defeated Mike Boudreaux to serve the remainder of the 118th Congress. Representative-elect Fong will be sworn into Congress in the coming days and is running for a full term in November. California's 20th Congressional District has been vacant since McCarthy resigned at the end of 2023.

EPA Releases National Security Memorandum for Critical Infrastructure

The Environmental Protection Agency (EPA) released a new **National Security Memorandum** (NSM) to replace the decade-old presidential policy document on critical infrastructure protection. The NSM clarifies the roles and responsibilities of the lead federal agencies identified to improve the resilience of our critical infrastructure sectors against all hazards. EPA is the lead federal agency for the water sector. The NSM also implements a coordinated nationwide approach to assess and manage sector-specific risks.

Legislative Activity

House Passes Special District Grant Accessibility Act. On May 7th, the House passed the *Special District Grant Accessibility Act* (**H.R. 7525**) by a vote of 352-27. The legislation would require that special districts be recognized as units of local government for the purposes of federal grant eligibility. The bill was transmitted to the Senate and referred to the Homeland Security and Government Affairs Committee for consideration.

Federal Funding Opportunities & Announcements

EPA Announces $3 Billion for Lead Pipe Replacement. EPA **announced** $3 billion in funding to help all states and territories identify and replace lead service lines through the Lead Service Line formula grant program. The awarded funding will be proportional to the number of lead service lines identified in each state or territory. In addition, EPA released a **memo** and **outreach documents** that clarify how states and territories can use this funding and other funding opportunities to reduce lead exposure in drinking water.

Reclamation Announces WaterSMART Drought Resiliency Awards. Reclamation **announced** $147.6 million for the FY24 WaterSMART Drought Resiliency grant program. The grants will support building new or upgrading existing infrastructure, recharging aquifers, advancing water recycling and treatment, and supporting innovative technology development.

Reclamation Announces WaterSMART Small-Scale Water Efficiency Grants. Reclamation **announced** $3.7 million for 41 projects in 14 Western states through the

WaterSMART Small-Scale Water Efficiency Grant program. Reclamation provides funding to irrigation and water districts, tribes, states and other entities with water or power delivery authority for small water efficiency improvements that have been identified through previous planning efforts.

Reclamation Releases WaterSMART Small Scale-Scale Water Efficiency Round 2 NOFO. Reclamation released a **NOFO** for $12 million through the WaterSMART Small-Scale Water Efficiency Grant program. The grant program supports states, tribes, and local governments as they plan for and implement actions to increase water supply sustainability through investments in existing infrastructure and attention to local water conflicts. Applications are due by July 9th.

Reclamation Announces WaterSMART Large-Scale Water Recycling Awards. Reclamation **announced** $179 million for four projects in California and Utah through the WaterSMART Large-Scale Water Recycling Program. Funding will support water infrastructure projects, including rural water, water storage, conservation and conveyance, nature-based solutions, dam safety, water purification and reuse, and desalination.

Reclamation Announces Funding for San Joaquin Valley Drought Resilience. Reclamation announced $81 million through a **Memorandum of Understanding** (MOU) signed with the Central Valley Project South-of-Delta contractors – including the San Luis & Delta-Mendota Water Authority, San Joaquin River Exchange Contractors Water Authority and Friant Water Authority. The MOU identifies a framework, long-term drought plan, and a 2024 Pilot Program, including a "drought pool," to build drought resiliency in the San Joaquin Valley.

Reclamation Announces FY24 Aging Infrastructure Grants. Reclamation **announced** $520 million through the FY24 Aging Infrastructure program. The grants will support projects that improve water conveyance and storage, increase safety, improve hydropower generation, and provide water treatment.

Federal Agency Personnel & Regulatory Announcements

President Biden Announces Expansion of White House EJ Advisory Council. President Biden **announced** the appointment of 12 additional members to the White House Environmental Justice (EJ) Advisory Council. The EJ Advisory Council advises the administration on EJ issues across all federal agencies. The Council is holding a **public hearing** on June 5th and 6th which will include the newly appointed members.

EPA Transmits Clean Watersheds Survey to Congress. EPA **transmitted** its 2022 Clean Watershed Needs Survey to Congress. The survey is a comprehensive report on wastewater, stormwater, and other clean water infrastructure needs nationwide. EPA estimates $630 billion is needed over the next 20 years for clean water infrastructure.

EPA Publishes Final PFOA and PFOS CERCLA Rule. EPA published its **final rule** to designate two per- and polyfluoroalkyl substances (PFAS) — perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS), including their salts and structural Isomers — as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), also known as Superfund. The rule will enable investigation and cleanup of these chemicals and ensure that leaks, spills, and other releases are reported. The rule is effective July 8th.

IRS Publishes Final Rule on EV Tax Credits. The Internal Revenue Service (IRS) published a **final rule** regarding the critical mineral and battery components requirements for the new clean vehicle credit. The guidance finalizes rules for taxpayers intending to transfer the new and previously owned clean vehicle credits to dealers who are eligible to receive advance payments as well as provides rules regarding the process for dealers to become eligible entities to receive advance payments of the transferred credits. The final rule also provides guidance regarding the IRS compliance process in the case of the taxpayer's omission of a correct vehicle identification number. Finally, it finalizes the rules for qualified manufacturers of new clean vehicles to determine if the battery components and applicable critical minerals contained in a vehicle battery are foreign entity of concern (FEOC) compliant. For purposes of the FEOC-compliance requirements, the final regulations:

- Provide relevant definitions;
- Impose a due diligence requirement for battery components and applicable critical minerals;
- Describe the methods by which FEOC-compliance is determined; and
- Outline a reporting and review process for determinations of FEOC-compliance.

The rule is effective on July 5th.

IRS Announces Direct File as Permanent Tax Filing Option. The IRS **announced** that Direct File will be a permanent option for filing federal tax returns beginning with the 2025 filing season. Direct File allows individuals with simple federal tax returns to file directly with the IRS at no cost.

USDA Renews Interagency Food Loss and Waste Collaboration. USDA **announced** a partnership with EPA, the Food and Drug Administration (FDA), and the U.S. Agency for International Develop (USAID) to renew the Federal Interagency Collaboration to Reduce Food Loss and Waste. Participating agencies will strengthen coordination to continue to produce educational and guidance materials, conduct outreach, community investments, voluntary programs, technical assistance, policy discussion, and public-private partnerships related to food loss and waste prevention.

APPENDIX E – Public Affairs Information

June 4, 2024

Courtney Tyler, Clerk to the Board
State Water Resources Control Board
P.O. Box 100
Sacramento, CA 95812-2000
commentletters@waterboards.ca.gov

Subject: Comment Letter—Proposed Making Conservation a California Way of Life Regulation

Dear Honorable State Water Resources Control Board,

The Coachella Valley Regional Water Management Group (CVRWMG) includes Coachella Water Authority (CWA), Coachella Valley Water District (CVWD), Desert Water Agency (DWA), Indio Water Authority (IWA), Mission Springs Water District (MSWD), and Valley Sanitary District (VSD). The group represents a collaborative effort to implement the Coachella Valley Integrated Regional Water Management (CVIRWM) Plan to address the water resources planning needs of the Coachella Valley. The CVRWMG's Region is located in central Riverside County, within the Colorado River Funding Area.

The CVRWMG would like to express our appreciation for the opportunity to comment on the third draft of the Making Conservation a California Way of Life Regulation (Regulation). After reviewing the third draft of the proposed Regulation, we continue to have concerns (which we outlined in our previous letters) that have not been addressed. We believe our comments and recommendations make valuable contributions that increase the feasibility of compliance with the proposed Regulation. Specific comments and recommendations are provided below.

Feasibility

In our previous letter, we requested a change to the LEF standard of 0.55 due to feasibility concerns. The CVRWMG is disappointed this was not addressed in the updated proposed Regulation. The CVRWMG is made up of agencies in an arid region with many disadvantaged communities (DACs) and water agencies in the region have expressed concerns about the feasibility of a residential outdoor 0.55 LEF standard. Achieving 0.55 LEF for 2040 will be a tremendous lift for many suppliers, and could still impose significant affordability challenges, particularly absent dedicated funding or technical assistance. The 0.55 LEF is based on design standards and many factors in the real world make striving for this level of efficiency impractical, especially for communities in the highest evapotranspiration zones in the state.

Similarly, we originally requested the inclusion of 20% irrigable non irrigated (INI) as irrigated and not as a buffer. Including the 20% INI as a buffer does not meet the intent of the legislation or conform with real-world conditions. This 20% should not be viewed as additional, but as an area that is being irrigated. The Department of Water Resources conducted a statistical analysis of outdoor water use, Landscape Area Measurement (LAM) and INI data. The data concluded that the INI area is being irrigated at one-fifth or 20% of the irrigable area.

We also continue to request that Effective Precipitation be removed from the final Regulation and outdoor standard. Landscapes are generally not designed to consider effective precipitation since it is highly variable in our region. Precipitation can percolate below the root zone of the plant negating its beneficial effect to that plant's watering needs. Additionally, precipitation is often not distributed evenly throughout suppliers' service areas. Some areas may receive precipitation and other areas none, making it difficult to apply one effective precipitation rate at the water supplier level.

We continue to request changes that recognize inherent data limitations and gaps. If the 20% INI buffer is not a permanent facet of all suppliers' budgets, the State should consider a Data Error Adjustment.

In Section 974, which addresses commercial, industrial, and institutional best management practices, the draft Regulation should replace "implement" with "offer" to recognize suppliers' appropriate authorities. Water agencies cannot feasibly implement programs against the will of, or without express consent from, their customers.

Tree Provisions
The third draft incorporates a new variance for tree canopies, however, as written we have concerns regarding implementation. We support ACWAs recommended changes to the Tree Variance so that it is feasible for water suppliers to utilize.

Alternative Compliance
We appreciate that the second draft Regulation modified alternative compliance pathways to be more accessible for suppliers facing large reductions. This path to compliance is an essential improvement for agencies facing the challenge of operating at the limits of their resources, while striving to meet the required objectives. The modified alternative compliance pathways will be based on the median household income (MHI) of the population served by suppliers, which will greatly benefit the many DACs in the Coachella Valley and in California.

Collaboration
We value the State Water Resources Control Board's commitment to working with all suppliers, non-governmental organizations, and other entities in drafting the Regulation. Collaboration plays a vital role in drafting the Regulation as it ensures diverse perspectives are considered, leading to more comprehensive and effective policies. We request the State Water Resources Control Board continue to work with all suppliers, non-governmental organizations, and other entities on addressing unclear or inconsistent language before the Regulation goes to Board.

Thank you again for providing an opportunity to comment. We look forward to continuing to work with you on this topic.

Sincerely,



Zoe Rodriguez del Rey
On behalf of the Coachella Valley Regional Water Management Group
Water Resources Manager
Coachella Valley Water District

CVRWMG agency representatives:
Steve Johnson, Desert Water Agency
Ron Buchwald, Valley Sanitary District
Castulo Estrada, Coachella Water Authority
Reymundo Trejo, Indio Water Authority
Marion Champion, Mission Springs Water District

66575 Second Street, Desert Hot Springs, CA 92240 • www.mswd.org • p 760.329.6448 • f 760.329.2482

June 4, 2024

Courtney Tyler, Clerk to the Board
State Water Resources Control Board
P.O. Box 100
Sacramento, CA 95812-2000
commentletters@waterboards.ca.gov

RE: Comment Letter—Proposed Making Conservation a California Way of Life Regulation

Dear Honorable State Water Resources Control Board,

On behalf of Mission Springs Water District, I would like to extend our gratitude for the opportunity to provide feedback on the third draft of the Making Conservation a California Way of Life Regulation (Regulation). We appreciate the State Water Resources Control Board's responsiveness to our comments on the initial drafts and the subsequent revisions that have been made. While we generally concur with the proposed modifications in the newest draft of the Regulation, we have some lingering concerns that merit attention and further collaboration.

Feasibility: Given the arid nature of our region and the disadvantaged community we serve, achieving a 0.55 LEF standard by 2040 poses significant challenges. Achieving this standard will be a tremendous lift and create significant affordability challenges, particularly absent dedicated funding or technical assistance. The 0.55 LEF is based on design standards, and many factors in the real world make striving for this level of efficiency impractical, especially for communities in the highest evapotranspiration zones in the state.

Cost: We appreciate the concerns expressed by Board members about water affordability, equity, and the potential infeasibility of achieving the 2040 outdoor standard. Retail and wholesale water suppliers will still need to generate revenues to cover their operating and capital costs, including the increased costs driven by these regulations, and rates will rise accordingly.

Alternative Compliance: We appreciate that the latest draft of the Regulation modified alternative compliance pathways to be more accessible for suppliers like MSWD, which face significant reductions. This path to compliance is an essential improvement for agencies facing the challenge of operating at the limits of their resources while striving to meet the required objectives.

Collaboration: We value the State Water Resources Control Board's commitment to collaboration and inclusive stakeholder engagement in the regulatory process. We believe that continued collaboration is essential for addressing unclear or inconsistent language before the Regulation is finalized.

In conclusion, we appreciate the opportunity to provide feedback on the Regulation and express our willingness to work collaboratively toward practical and feasible water conservation policies. We look forward to further dialogue and collaboration on this critical issue.

Sincerely,

Brian E. Macy, PE
General Manager
bmacy@mswd.org

Water Matters

News from your water provider

May 2024

MSWD Adopts Roadmap For Success

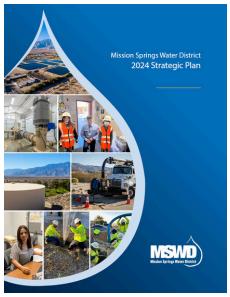
Mission Springs Water District is proud to unveil its new strategic plan, which outlines a comprehensive roadmap for enhancing operations and service delivery across seven key areas: Customer Communications, Water Supply, System Reliability, Financial Management, Technology and Processes, Environmental Sustainability, and Workforce Excellence.

The new strategic plan represents MSWD's commitment to meeting the evolving needs of its community and ensuring the long-term sustainability of water resources. By focusing on these seven critical areas, MSWD aims to deliver enhanced services, improve efficiency, and promote environmental stewardship.

"Today marks an important milestone for MSWD as we launch our new strategic plan," said Board President Ivan Sewell. "This plan reflects our dedication to providing exceptional water services while addressing the challenges and opportunities facing our District. We believe that by prioritizing customer communications, investing in infrastructure, and fostering a culture of excellence, we can better serve our community and build a sustainable future."

Supporting its strategic plan, MSWD General Manager Brian Macy announced the appointment of Marion Champion as the District's new Assistant General Manager. Champion will play a critical role in helping to oversee the execution of the strategic plan and driving initiatives to advance MSWD's goals.

To learn more about the District’s new plan, please visit mswd.org.



Past Due Accounts Received State Assistance

As part of our ongoing commitment to assisting customers, MSWD applied for and received financial assistance for more than 4,555 delinquent accounts. To date, MSWD customers have received more than $340,000 in credits through the California Extended Water and Wastewater Arrearage Payment Program. To be eligible, accounts must have been delinquent between June 16, 2021, and December 31, 2022.

To learn more about this or other payment assistance programs, visit mswd.org or contact our customer service team at (760) 329-6448 or customerservice@mswd.org.

Welcome Aboard!



MSWD recently welcomed two new Desert Hot Springs High School interns through a partnership with the DHS High School REAL Academy! First up, Kaleb and Gabriel met with Chad Finch, our Water Production Supervisor, who showed them the fascinating world of our water system and how we move water from the ground to your homes.

Water Matters

News from your water provider

Mayo 2024

MSWD Adopta un Plan de Ruta hacia el Éxito

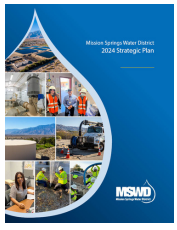
La Misión Springs Water District se enorgullece en presentar su nuevo plan estratégico, que esboza una hoja de ruta integral para mejorar las operaciones y la prestación de servicios en siete áreas clave: Comunicaciones con el Cliente, Suministro de Agua, Fiabilidad del Sistema, Gestión Financiera, Tecnología y Procesos, Sostenibilidad Ambiental y Excelencia Laboral.

El nuevo plan estratégico representa el compromiso de MSWD de satisfacer las necesidades cambiantes de su comunidad y garantizar la sostenibilidad a largo plazo de los recursos hídricos. Al centrarse en estas siete áreas críticas, MSWD tiene como objetivo ofrecer servicios mejorados, mejorar la eficiencia y promover la protección del medio ambiente.

"Hoy marca un hito importante para MSWD al lanzar nuestro nuevo plan estratégico", dijo el Presidente de la Junta, Ivan Sewell. "Este plan refleja nuestra dedicación a proporcionar servicios de agua excepcionales mientras abordamos los desafíos y oportunidades que enfrenta nuestro Distrito. Creemos que al priorizar las comunicaciones con los clientes, invertir en infraestructura y fomentar una cultura de excelencia, podemos servir mejor a nuestra comunidad y construir un futuro sostenible."

Apoyando su plan estratégico, el Gerente General de MSWD, Brian Macy, anunció el nombramiento de Marion Champion como la nueva Subgerente General del Distrito. Champion desempeñará un papel crítico en ayudar a supervisar la ejecución del plan estratégico y en impulsar iniciativas para avanzar en los objetivos de MSWD.

Para obtener más información sobre el nuevo plan del Distrito, visite mswd.org.



Cuentas Atrasadas Reciben Asistencia Estatal

Como parte de nuestro compromiso continuo de ayudar a los clientes, MSWD solicitó y recibió asistencia financiera para más de 4,555 cuentas atrasadas. Hasta la fecha, los clientes de MSWD han recibido más de $340,000 en créditos a través del Programa de Pagos de Atrasos Extendidos de Agua y Aguas Residuales de California. Para ser elegibles, las cuentas debían estar atrasadas entre el 16 de junio de 2021 y el 31 de diciembre de 2022.

Para obtener más información sobre este u otros programas de asistencia de pago, visite mswd.org o comuníquese con nuestro equipo de servicio al cliente al (760) 329-6448 o customerservice@mswd.org.

¡Bienvenidos!



MSWD dio la bienvenida recientemente a dos nuevos pasantes de Desert Hot Springs High School a través de una asociación con la Academia REAL de la Escuela Secundaria DHS. ¡Primero, Kaleb y Gabriel se reunieron con Chad Finch, nuestro Supervisor de Producción de Agua, quien les mostró el fascinante mundo de nuestro sistema de agua y cómo llevamos el agua desde el suelo hasta sus hogares.

CVWC Digital Marketing Report

Website, Social, and Marketing Performance

May 1 – 31, 2024

by Hunter | Johnsen

Item 27.

Google Ads Campaigns

DISPLAY AD IMPRESSIONS
CV Water Counts
412.5K

SEARCH AD IMPRESSIONS
CV Water Counts
2,830

VIDEO IMPRESSIONS
CV Water Counts
79,267

Clicks
CV Water Counts
3,845

GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE
CV Water Counts

Campaign name	Clicks	Impr.
CV Water Counts May 2024 Spanish	1,723	222,842
CV Water Counts Mayl - 2024	1,735	189,658
	3,458	412,500





GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE
CV Water Counts

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	79,267	29,202	13,245	221
CVWC Water Saving Tips YouTube Spanish May, 2024	34,678	13,989	7,794	65
CVWC Water Saving Tips English YouTube May, 2024	44,589	15,213	5,451	156
	79,267	29,202	13,245	221



GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE
CV Water Counts

Campaign	Clicks	Impr.
CVWC Search Campaigns	166	2,830
	166	2,830

Item 27.

Facebook Ad Campaigns

FACEBOOK AD PERFORMANCE

Hunter Johnsen

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page engagement
 **CVWC - May 2024** www.instagram.com Conservation Tip of the Month: Convert your front or back yard to drought-friendly landscaping and save on average 230 gallons per day. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. #WaterWiseWednesday	759	127,171	47,841	2.66	821
	759	127,171	47,841	2.66	821

Website Information

Users
CV Water - CV Water Counts - GA4

4,214

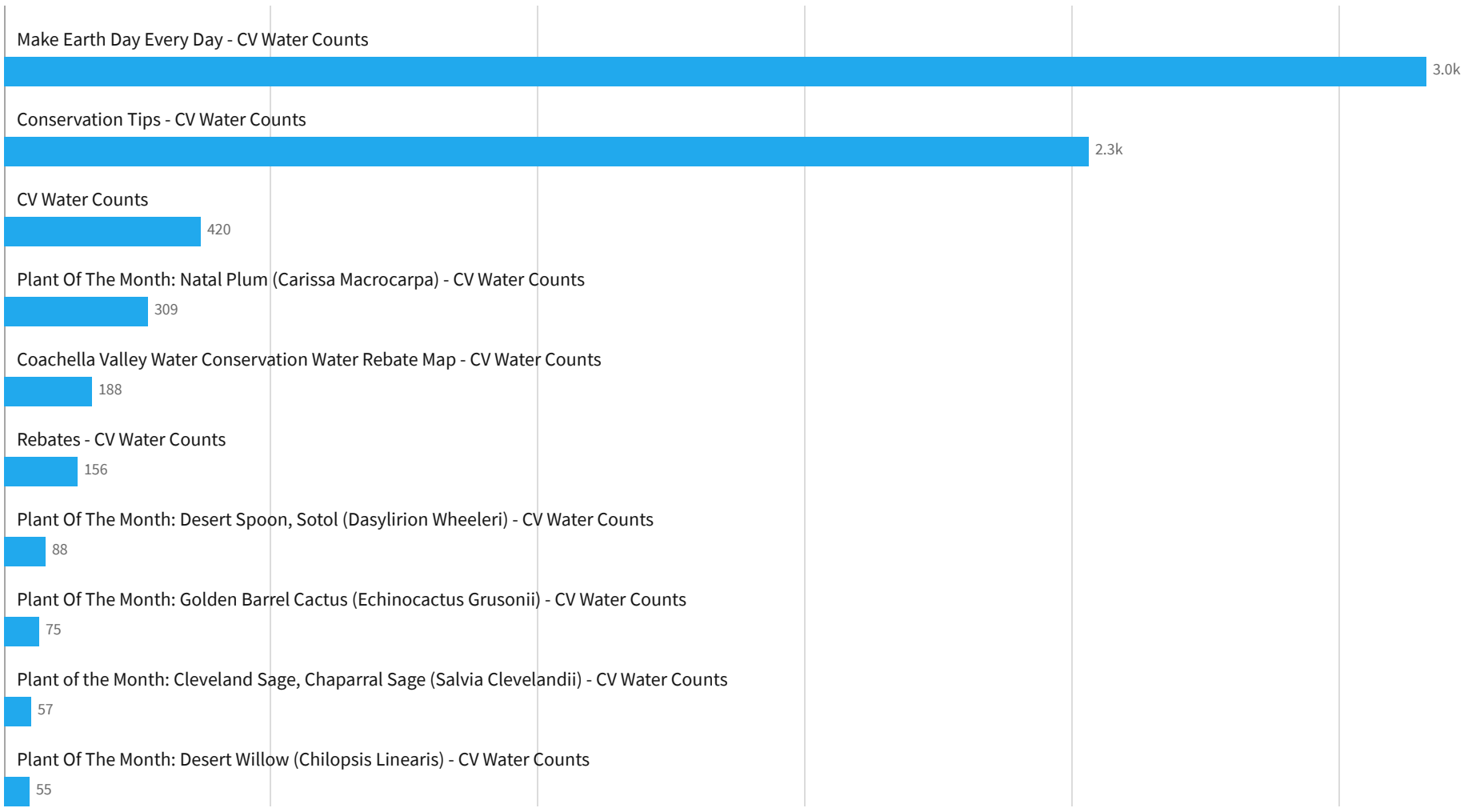
Sessions
CV Water - CV Water Counts - GA4

5,814

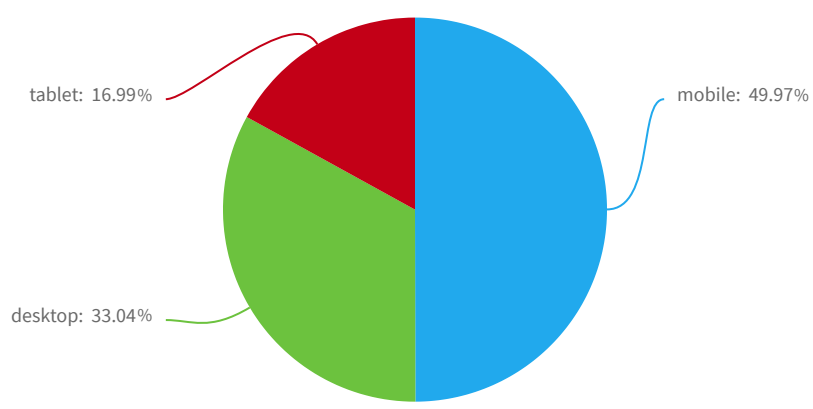
PAGEVIEWS
CV Water - CV Water Counts - GA4

7,653

Views by Page title and screen class
CV Water - CV Water Counts - GA4



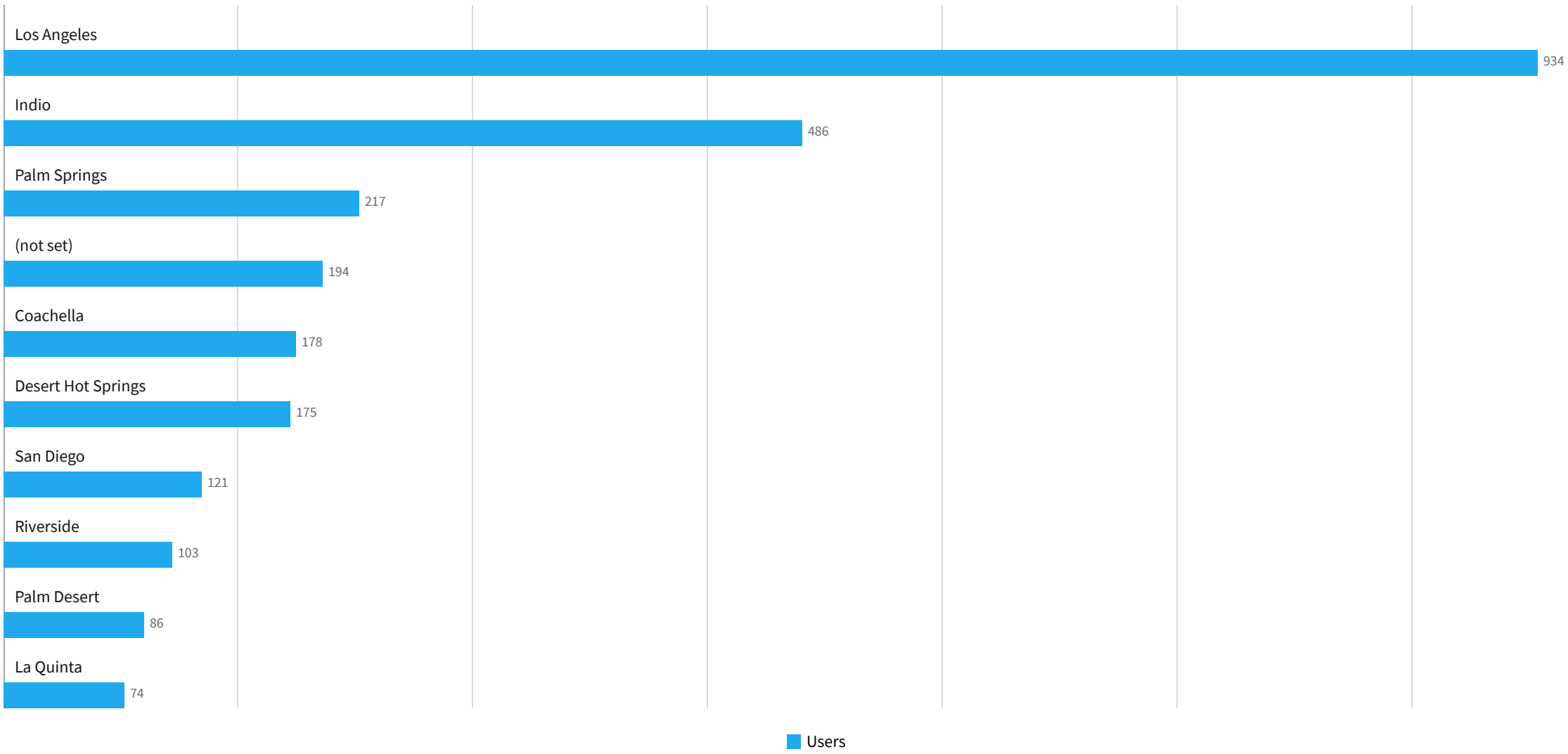
Engaged sessions by Device category
CV Water - CV Water Counts - GA4



Item 27.

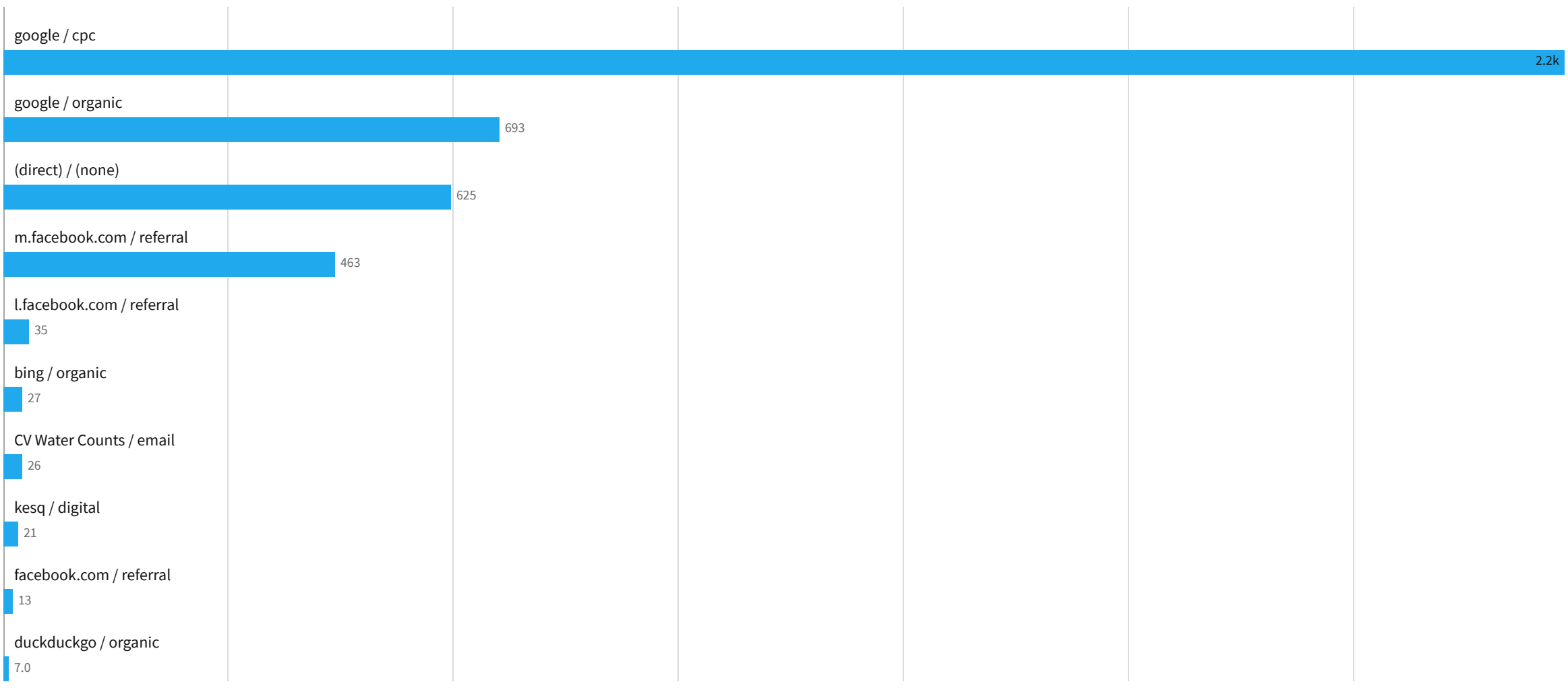
Users by City

CV Water - CV Water Counts - GA4



New users by First user source / medium

CV Water - CV Water Counts - GA4



Month performance

Past 6 months: CV Water - CV Water Counts - GA4

Month	New users	Engaged sessions	Engagement rate	Sessions per User	Average engagement time
May 2024	4,122	1,498	25.8%	1.38	12s
April 2024	3,666	1,478	27.7%	1.41	12s
March 2024	3,534	1,275	25.4%	1.39	13s
February 2024	3,512	1,334	26.3%	1.4	14s
January 2024	3,803	1,246	25.4%	1.27	19s
December 2023	2,626	909	24.6%	1.37	15s
	21,263	7,795	26.1%	1.39	14s

500

Item 27.

Organic Search

Query performance
cvwatercounts.com/

Query	Impr.	Clicks	CTR	Avg. position
natal plum	3,603	84	2.33%	2.14
golden barrel cactus	2,206	20	0.91%	2.96
water pledge	1,928	0	0%	6.2
cleveland sage	1,875	14	0.75%	1.03
carissa macrocarpa	1,669	28	1.68%	4.34
artichoke agave	1,622	6	0.37%	1.2
trachelospermum jasminoides	1,445	9	0.62%	1.26
echinocactus grusonii	1,272	11	0.86%	2.48
sotol plant	1,146	9	0.79%	8.4
star jasmine plant	1,138	1	0.09%	1
	17,904	182	1.02%	3.1

Page performance
cvwatercounts.com/

Page	Impr.	Clicks	CTR	Avg. position
https://cvwatercounts.com/plant-of-the-month-natal-plum-carissa-macrocarpa/	7,613	137	1.8%	3.75
https://cvwatercounts.com/plant-of-the-month-golden-barrel-cactus-echinocactus-grusonii/	4,894	34	0.69%	4.46
https://cvwatercounts.com/plant-of-the-month-desert-spoon-sotol-dasylirion-wheeleri/	4,638	44	0.95%	7.58
https://cvwatercounts.com/plant-of-the-month-cleveland-sage-chaparral-sage-salvia-clevelandii/	4,301	30	0.7%	1.97
https://cvwatercounts.com/plant-of-the-month-star-jasmine-trachelospermum-jasminoides/	4,225	20	0.47%	1.88
https://cvwatercounts.com/plant-of-the-month-artichoke-agave-agave-parryi-v-truncata/	3,716	18	0.48%	5.49
https://cvwatercounts.com/plant-of-the-month-date-palm-phoenix-dactylifera/	3,213	14	0.44%	5.23
https://cvwatercounts.com/plant-of-the-month-elephants-food-portulacaria-afra/	2,889	20	0.69%	7.03
https://cvwatercounts.com/save-water-pledge/	2,842	0	0%	5.69
https://cvwatercounts.com/plant-of-the-month-red-bird-of-paradise-caesalpinia-pulcherrima/	2,120	10	0.47%	11.73
	40,451	327	0.81%	5.48

Facebook Information

Impressions
CV Water Counts

119.13K

Reach
CV Water Counts

43,363

New page likes
CV Water Counts

2

Post engagement
CV Water Counts

828

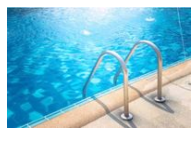
Total page views
CV Water Counts

84

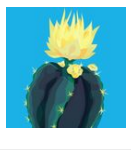
Page likes
CV Water Counts

3,986

Post performance
CV Water Counts

Post		Created at	Reach	Post engaged users	Likes
	It’s National Water A Flower Day	**May 30, 2024**	26	2	2
	For more water-saving tips, visit CVWaterCounts.com/conservation-tips. #WaterWiseWednesday	**May 30, 2024**	22	0	2
	Celebrate. Honor. Remember.	**May 27, 2024**	36	0	2
	Coachella Valley Water District (CVWD) was formed in 1918 to protect and conserve local water resources. With more than 570 employees, CVWD provides water-related services to more than 270,000 people in the…	**May 25, 2024**	19	1	2
	A family of four can save 14,000 to 25,000 gallons per year by switching from older toilets to the newer, more efficient ones. If yours uses more than 1.28 gallons per flush, you may consider switching. For more water-…	**May 23, 2024**	87	7	4
	Covering the soil with a layer of organic material prevents soil from crusting, which reduces the need to cultivate. Mulching also improves soil structure and lowers soil temperatures. A layer of mulch should be…	**May 20, 2024**	13	3	2
	If you or someone you know is in need of water bill assistance during this difficult time, applications are being accepted now for the Help2Others Assistance Program online. Click here for details and to fill out …	**May 18, 2024**	42	2	2
	Happy Love a Tree Day!	**May 16, 2024**	39	2	2
	Did you know? A swimming pool naturally loses about 1,000 gallons a month to evaporation. Using a cover or adding a windbreak can help. Learn more at https://www.energy.gov/energysaver/swimming-po…	**May 16, 2024**	44	2	2
	Given Coachella Valley’s hot summers and naturally dry climate, wise desert gardeners follow water-efficient gardening principles. Here are some Water-saving plant tips recommended by the University of…	**May 13, 2024**	16	3	3
	Household leaks can waste more than 1 trillion gallons annually nationwide. That’s equal to the annual household water use of more than 11 million homes. Be sure to check your home for leaks regularly. For…	**May 9, 2024**	60	3	2
	This light, airy, deciduous tree is perfect for locations where you need summer shade but want winter sun, such as on the south side of the house or patio. Graceful, light green leaves provide a splendid…	**May 7, 2024**	14	2	2
	Water agencies join communities across North America in celebrating Drinking Water Week, an annual observance led by the American Water Works Association. This year, Drinking Water Week will take…	**May 6, 2024**	18	2	2
			42,925	778	85

Item 27.

Post	Created at	Reach	Post engaged users	Likes
 Happy Cinco de Mayo!	**May 6, 2024**	51	2	2
 During the month of May in our desert, the best times to water your plants are during non-daylight hours, when it's cooler. If you have a spray system, watering for 12 minutes a day, 7 days a week is sufficient. If yo…	**May 3, 2024**	41	3	3
 California is expected to adopt Making Conservation a California Way of Life regulations this year. The new regulation is expected to be finalized over the next few months and is intended to cultivate long-term…	**May 2, 2024**	7	3	2
 Conservation Tip of the Month: Convert your front or back yard to drought-friendly landscaping and save on average 230 gallons per day. For more water-saving tips, visit CVWaterCounts.com/conservation-tips.…	**May 1, 2024**	42,363	741	47
 **CV Water Counts updated their cover photo.** https://www.facebook.com/cvwatercounts	**May 1, 2024**	27	0	2
		42,925	778	85

Item 27.

Instagram Information

Impressions
CV Water Counts

9,549

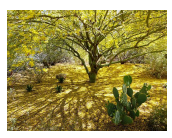
Likes
CV Water Counts

10

Followers (lifetime)
CV Water Counts

245

Post performance
CV Water Counts

Post		Impr.	Engagement	Reach	Saved	Video views
	Conservation Tip of the Month: Convert your front or back yard to drought-friendly landscaping and save on average 230 gallons per day. For more water-saving tips, visit our link in bio. #WaterWiseWednesday	15	2	13	0	0
	Happy Cinco de Mayo!	14	1	10	0	0
	During the month of May in our desert, the best times to water your plants are during non-daylight hours, when it's cooler. If you have a spray system, watering for 12 minutes a day, 7 days a week is sufficient. If yo…	14	2	10	0	0
	If you or someone you know is in need of water bill assistance during this difficult time, applications are being accepted now for the Help2Others Assistance Program online. For details and to fill out an online…	9	1	7	0	0
	Happy Love a Tree Day!	7	1	5	0	0
	Celebrate. Honor. Remember.	5	1	3	0	0
	It's National Water A Flower Day	2	1	2	0	0
	For more water-saving tips, visit our link in bio. #WaterWiseWednesday	0	1	5	0	7
		66	10	55	0	7

Item 27.

E-Blast Information

Campaign performance

CV Water Counts

Campaign	Send Time	Emails Sent	Unique Opens	Total Opens	Open Rate	Industry Open Rate	Total Clicks	Click Rate	Industry Click Rate	Unsubscribe Count
CV Water Counts May 2024	**Wednesday, May 1, 2024 5:00 PM**	756	436	801	57.67%	18%	125	7.87%	0.88%	4
		756	436	801	57.67%	18%	125	7.87%	0.88%	4

505

MSWD Digital Marketing & Website Report

Website, Social, and Marketing Performance

May 1 – 31, 2024

Google Ads Campaigns

Impressions
MSWD

294.68K

Clicks
MSWD

1,139

CTR
MSWD

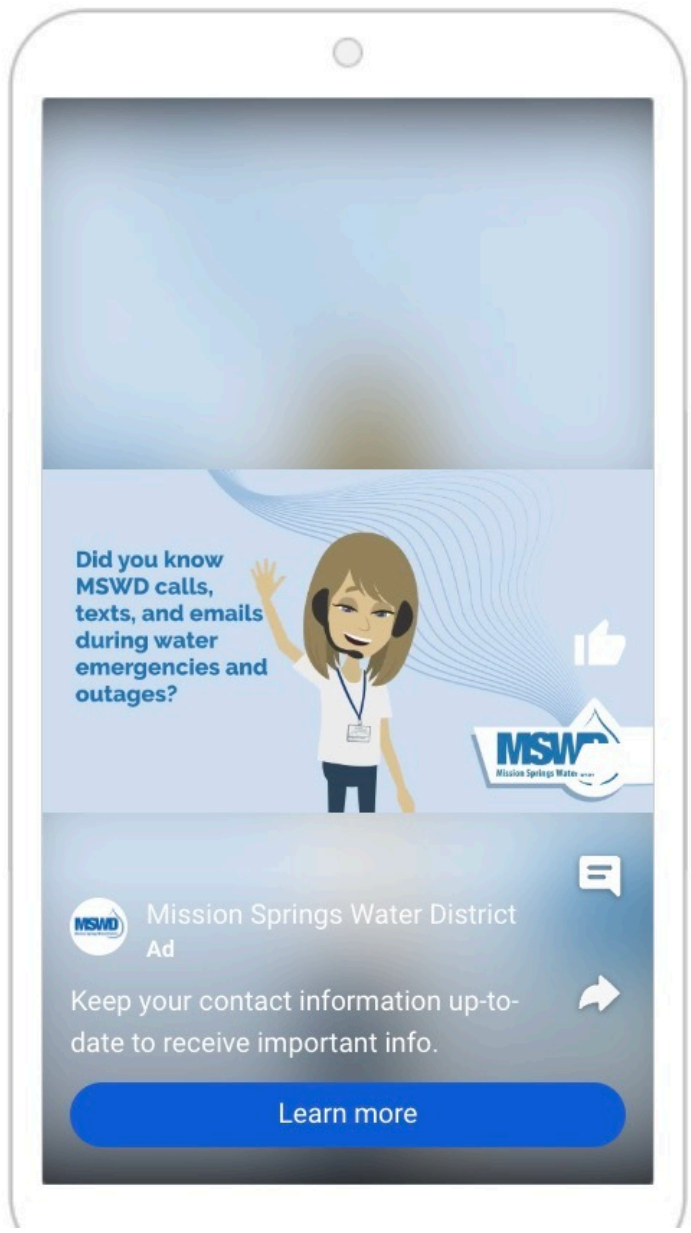
0.39%

GOOGLE ADS CAMPAIGN PERFORMANCE
MSWD

Ad group	Impr.	Clicks	CTR
MSWD Rebates Available May 2024	106,481	643	0.6%
MSWD Water Talks May 2024	90,339	70	0.08%
MSWD Survey May 2024	82,061	45	0.05%
Update Contact Info	15,797	381	2.41%
	294,678	1,139	0.39%









Item 27.

Meta Campaign Performance

Includes Facebook and Instagram campaigns

Campaign performance

MSWD

Campaign	Link Clicks	Impr.	Reach	Page Likes
Water Talks May 2024	221	38,838	9,711	0
MSWD Rebates May - 2024	74	72,396	9,227	0
MSWD Survey May 2024	51	77,620	7,757	0
MSWD Update Contact Info Video May 2024	25	48,652	29,300	0
MSWD Rebates May, 2024	20	20,675	4,198	0
	391	258,181	37,594	0

Mission Springs Water District
Sponsored ·

📞💧 Did you know MSWD calls, texts, and emails customers during water emergencies and outages? That's why it's important to update your contact information so that we have the best numbers to reach you. Visit www.mswd.org/CustomerConnect to update your information and set your preferences. #MSWD #safety #stayconnected



Mission Springs Water District
Sponsored ·

💧 Dive into the future of water quality regulations with us! Join our MSWD Water Talk on May 29, from 5-6 p.m. Learn how new regulations will impact our operations. Don't miss out – secure your spot now at www.mswd.org/watertalks. Limited space available! 💧 #WaterTalk #MSWD #WaterQuality #Regulations



mswd.org
Water Talks with MSWD
JOIN MSWD FOR A MON...
Learn more

Instagram

missionspringswaterdistrict
Sponsored



Learn more

missionspringswaterdistrict Calling all customers! Your feedback is important to us! Help shape th... more

Mission Springs Water District
Sponsored ·

💧Use Less Save More with MSWD's Rebate Offerings! Upgrade to water-efficient appliances and fixtures ...See more



mswd.org
MSWD - Rebates Available
Mission Springs Water Di...
Learn more

Website Information

Users
www.mswd.org - http://www.msw…

7,145

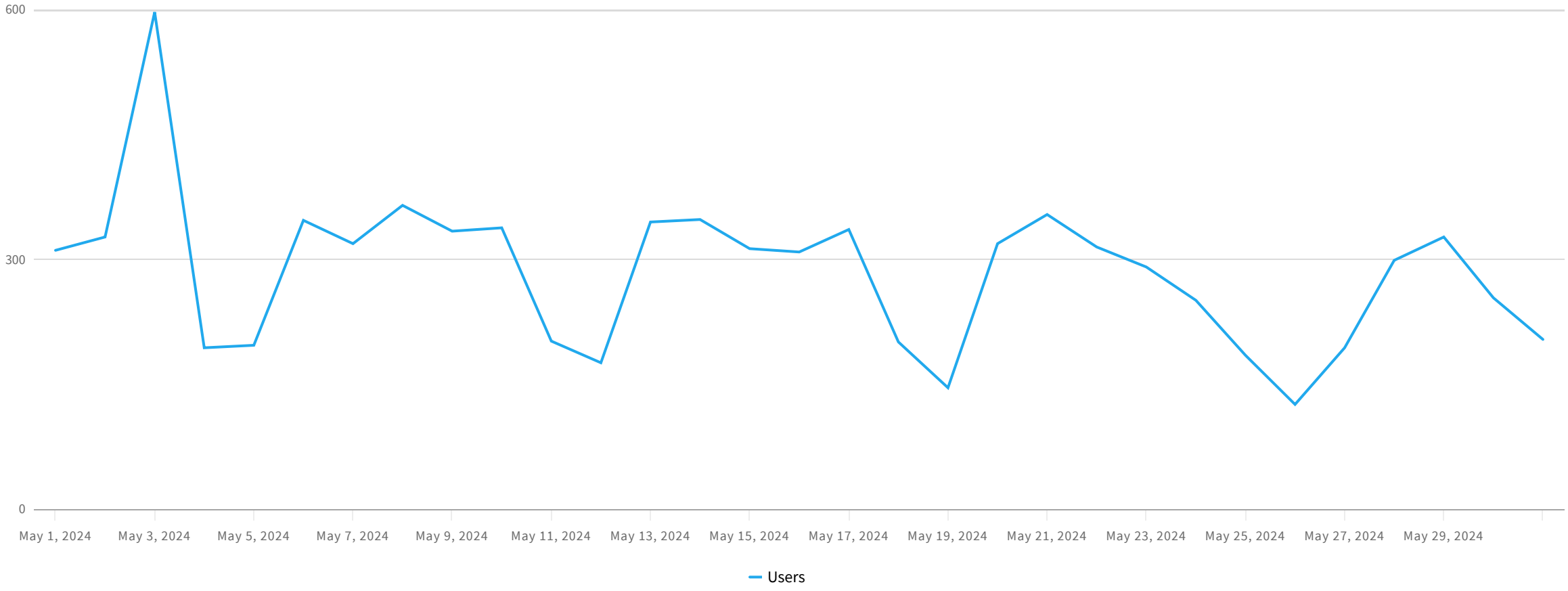
Views
www.mswd.org - http://www.msw…

23,730

Engaged sessions
www.mswd.org - http://www.msw…

6,851

Users by Day
www.mswd.org - http://www.mswd.org - GA4

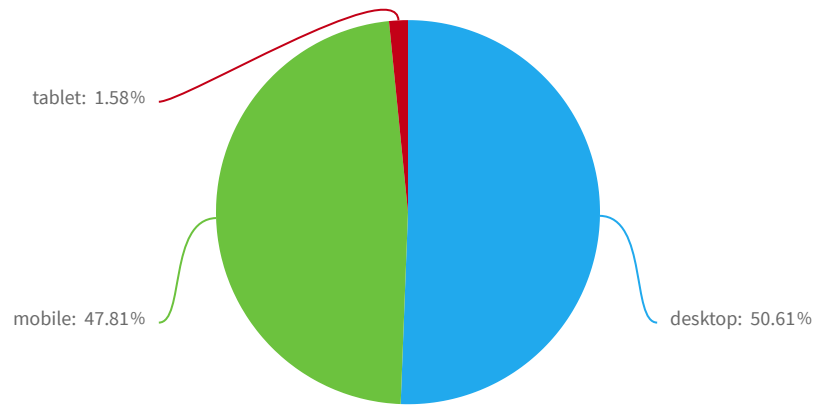


Page Title performance
www.mswd.org - http://www.mswd.org - GA4

Page Title	Views	Views per user	Users	Engaged sessions	Sessions per User	Average engagement time
Home Page | Mission Springs, CA Water District	5,219	1.55	3,354	4,146	1.38	19s
New Customer Portal | Mission Springs, CA Water District	4,380	1.64	2,651	3,285	1.42	16s
Job Opportunities | Mission Springs, CA Water District	1,542	3.06	502	789	1.83	33s
Rebates | Mission Springs, CA Water District	1,051	1.43	706	264	1.27	7s
Online Payment System | Mission Springs, CA Water District	1,006	1.47	678	573	1.15	23s
Bill Pay Options | Mission Springs, CA Water District	878	1.37	634	567	1.21	29s
(not set)	832	0.34	2,473	408	1.24	0s
Careers | Mission Springs, CA Water District	719	1.98	363	569	1.74	29s
Application for Water Service | Mission Springs, CA Water District	430	1.97	217	249	1.51	3m 34s
Water Talks with MSWD | Mission Springs, CA Water District	393	1.2	318	110	1.15	9s
	23,161	3.25	7,005	6,694	1.56	1m 3s

Engaged sessions by Device category

www.mswd.org - http://www.mswd.org - GA4



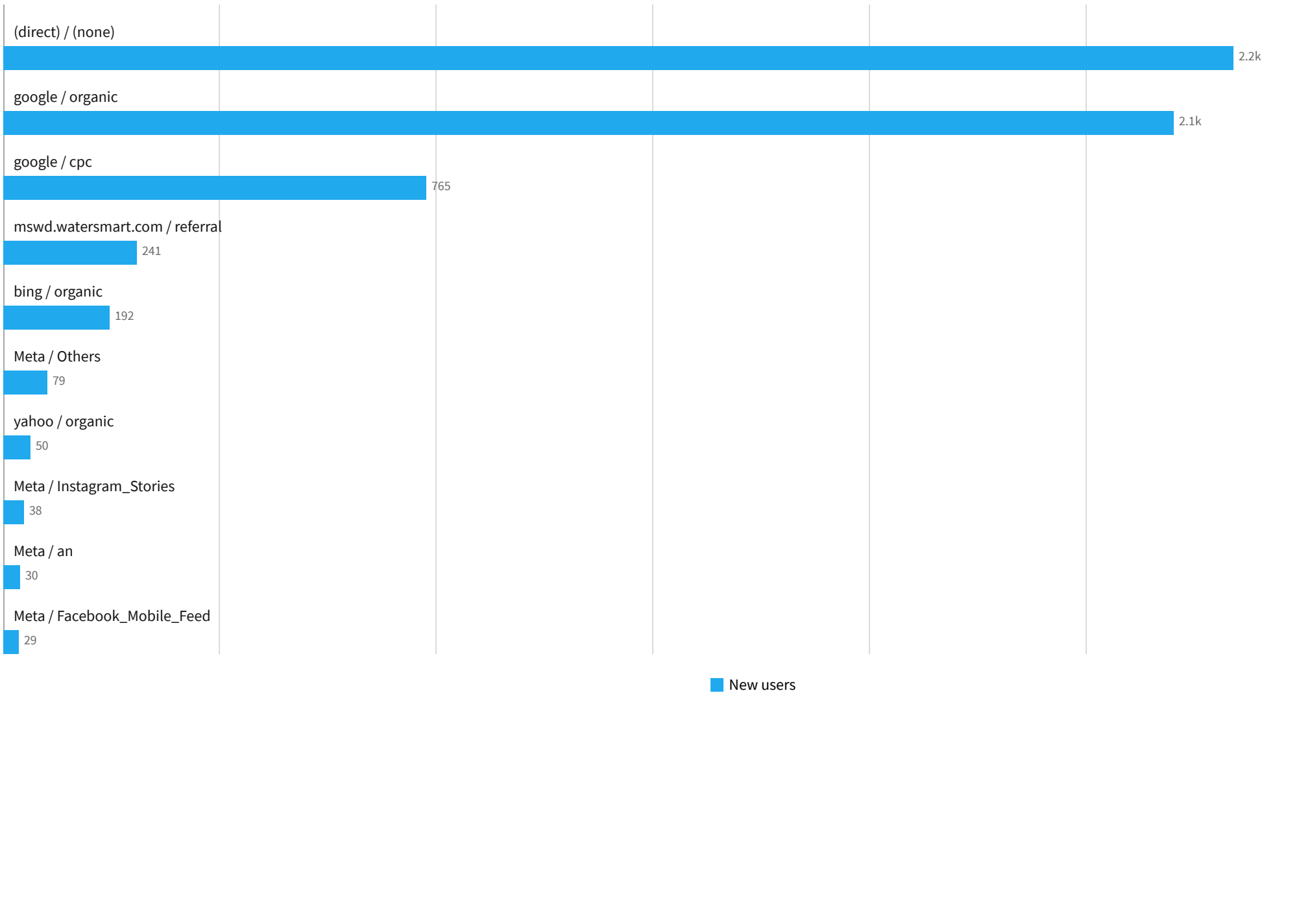
Users by City

www.mswd.org - http://www.mswd.org - GA4

City	Users
Los Angeles	1,494
Desert Hot Springs	1,353
(not set)	388
Coffeyville	308
San Diego	279
(not set)	274
Indio	254
Palm Springs	223
Riverside	199
La Quinta	152
	7,145

New users by First user source / medium

www.mswd.org - http://www.mswd.org - GA4



Facebook Account Overview (May 1 - 31, 2024)

Posts Published	Total Likes	New Likes	Unlikes
30	1,241	5	0
+17 | 130.8%	+3 | 0.2%	+2 | 66.7%	-1 | -100.0%

Total Reach	Organic Reach	Paid Reach	Impressions	Video Views
108,442	7,568	101,617	226,816	3,406
+48,855 | 82.0%	+3,788 | 100.2%	+45,581 | 81.3%	+149,035 | 191.6%	-1,885 | -35.6%

3 Most Engaging Posts

	Worker Wednesday On Wednesdays we love to highlight the incredible water w...	22.39%
	Post 32991812 Huge shoutout to the dedicated MSWD field crews for their...	13.6%
	Worker Wed. Blood Drive Big shoutout to our incredible field workers! 🩸 They're n...	12.5%

3 Highest Reach Posts

	Worker Weds Production May is Water Awareness Month! 💧 🎉 Huge shoutout to the ded...	1,006
	Post 32911412 Team Mom scholarship contest opportunity! The winner rece...	517
	Post 32912818 💧 Exciting day at MSWD! Gabriel, our DHS High School REAL ...	450

3 Most Shared Posts

	Worker Weds Production May is Water Awareness Month! 💧 🎉 Huge shoutout to the ded...	3
	Post 32911412 Team Mom scholarship contest opportunity! The winner rece...	3
	Post 32912818 💧 Exciting day at MSWD! Gabriel, our DHS High School REAL ...	1

3 Least Engaging Posts



Post 33084219
Attention, everyone! 🛑🚧Paving on Dillon Rd. is happening ... 3.98%



Post 33066205
Use less and save more!! 💧 Exciting and newly enhanced re... 4.22%



Post 33081762
Join us for another MSWD LifeSteam blood drive on May 15t... 4.26%

3 Lowest Reach Posts



We had some technical issues during last night's Water Ta... 20



May Calendar
Emanual of DSMS reminds us that flushable wipes are NOT f... 59



Special Districts Week
Did you know Mission Springs Water District is a Special ... 69

3 Least Shared Posts



National Smile Day
😊💧 Happy National Smile Day! 💧😊
What's the secret to our... 0

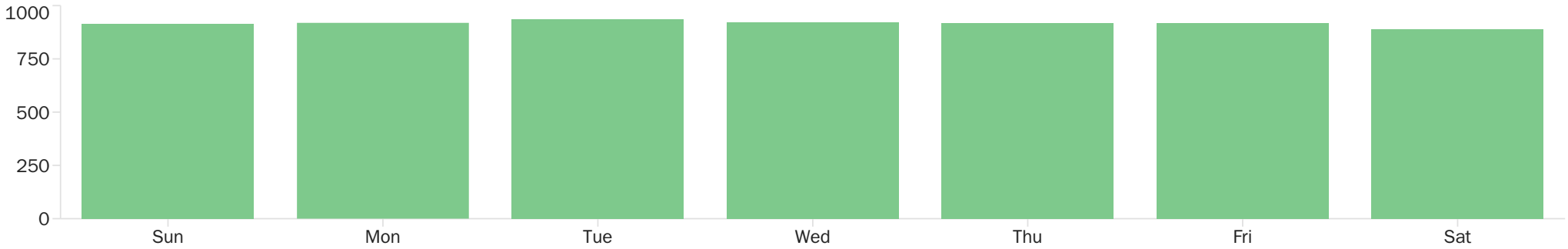


Newsletter
💧 Catch up with what we have been doing at MSWD this mont... 0



We had some technical issues during last night's Water Ta... 0

Days your fans are online



Facebook Post Metrics (May 1 - 31, 2024)

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clicks	Video Views
May 31, 2024 2:45 PM PDT	Image	 National Smile Day 😊💧 Happy National Smile Day! 💧😊 What's the secret to our smiles? Our award-winning tap water! On this special day, we're celebrating the joy that comes from sipping on the best tap water around! ...	Customer Service	78	6	7.69%	5	1	0	3	0
May 30, 2024 12:25 PM PDT	Image	 Newsletter 💧 Catch up with what we have been doing at MSWD this month! 💧 Read about the Strategic Plan, the Intern program in partnership with Desert Hot Springs High School REAL Academy in our monthly Water ...	News Releases	138	16	11.59%	5	1	0	25	0
May 30, 2024 11:45 AM PDT	Simple Status	 We had some technical issues during last night's Water Talk livestream. For those who missed it, here's a link to the video from the presentation.		20	1	5.0%	1	0	0	0	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clic	
May 29, 2024 1:44 PM PDT	Image	 Worker Wednesday On Wednesdays we love to highlight the incredible water workers who ensure we have clean, safe, and reliable water every day! From the water production team, maintenance crews to treatment plant op...	Worker Wed	134	30	22.39%	16	1	0	20	0
May 28, 2024 12:17 PM PDT	Image	 Water Talks Happening Tomorrow! Space available! 💧Join MSWD on Wednesday, May 29, 2024, 5-6 PM to learn about water quality and new regulations impacting MSWD and your water. 💧💦 You can also join us monthly ...	Event	86	4	4.65%	5	0	0	0	0
May 27, 2024 7:30 AM PDT	Image	 Memorial Day While our offices are closed in observance of Memorial Day, we do have personnel standing by to solve your water emergency 24/7. 💧 Today, we pause to honor and remember the brave souls who made the...	Customer Service	91	4	4.4%	6	0	0	0	0
May 25, 2024 1:34 PM PDT	Image	 Rebates Use less and save more!! 💧 Exciting and newly enhanced rebate offerings promoting water conservation are now available, you can contribute to a more sustainable future and save money! 💧 For more i...	Conservation/Reba···	199	12	6.03%	7	1	1	7	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clic	
May 24, 2024 5:31 PM PDT	Image	 Big Heart Awards MSWD Hilary Emergency Response Team Honored at Big Heart Awards Mission Springs Water District joined local leaders last night celebrating the unsung heroes of Desert Hot Springs during the Annua...	Event	385	39	10.13%	30	2	1	26	0
May 24, 2024 2:30 PM PDT	Image	 Update Contact Information There are various reasons we may need to reach out to you. ☎ 💧To notify you of planned outages or projects. 💧To contact you in case of unusually high usage. 💧To promptly address any water quality ...	Customer Service	96	6	6.25%	5	0	0	1	0
May 23, 2024 12:31 PM PDT	Image	 Special Districts Week Did you know Mission Springs Water District is a Special District? 💧 In 1953, an election swept the new Desert Hot Springs County Water District into existence with a vote of 246 to 9. The new Dis...	Event	69	7	10.14%	7	0	0	0	0
May 22, 2024 2:02 PM PDT	Image	 Post 33472078 💧 Day and night, our dedicated crews are hard at work ensuring safe and clean water flows into our homes and businesses. 🚜 Call 760-329-6448 for emergencies 24/7, we are here for you! #WorkerWednes...	Worker Wed	276	28	10.14%	19	1	1	18	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clic	
May 21, 2024 5:43 PM PDT	Image	 Post 33445547 💧 News Release: MSWD Celebrates Internship Program with Desert Hot Springs High School Following the completion of a new spring internship program, Mission Springs Water District celebrated Gabrie...	News Releases	175	21	12.0%	12	0	0	11	0
May 21, 2024 12:04 PM PDT	Image	 Household Leaks Don't let household leaks drain your wallet or waste precious water! 💧 May is Water Awareness Month, take charge and tackle those drips and leaks. 🌎 Your wallet and the planet will thank you! #SaveW...	Conservation/Reba···	122	8	6.56%	9	0	1	0	0
May 20, 2024 2:25 PM PDT	Image	 May Calendar Emanual of DSMS reminds us that flushable wipes are NOT flushable! 🚫 Despite what the packaging may say, these wipes don't break down fast enough and wreak havoc on our wastewater systems, causing ...	Conservation/Reba···	59	5	8.47%	5	0	0	0	0
May 18, 2024 2:35 PM PDT	Image	 Bill Redesign Survey 📢 Calling all valued customers! 📢 Your feedback is important to us! Help shape the future of your monthly statement by participating in our quick survey. Click the link below to share your thoughts ...	Customer Service	87	5	5.75%	5	0	0	1	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clic	
May 17, 2024 3:01 PM PDT	Image	 Dig Alert Planning your spring planting or tackling outdoor projects? 🌴🌵⛏️ Don't forget to call 811 for a dig alert before you dig! Whether you're planting a garden or installing a new fence, it's critical to...	Customer Service	70	5	7.14%	5	0	0	0	0
May 16, 2024 3:01 PM PDT	Image	 Sewer Pre Payment Did you know? You have the option to pre-pay your annual sewer service bill instead of it being added to your property taxes! 💧 Even better, the cost has stayed consistent since 2020, while our ser...	Customer Service	166	9	5.42%	9	0	1	3	0
May 15, 2024 2:31 PM PDT	Image	 Worker Wed. Blood Drive Big shoutout to our incredible field workers! 🩸 They're not just keeping our facilities and systems in top shape, they're also superheroes, saving lives when it matters most. #HeroesAmongUs #Worke...	Event	104	13	12.5%	11	0	0	5	0
May 14, 2024 10:01 AM PDT	Image	 Project WET Project WET 2024 Workshop Registration is Open! 💧MSWD is proud to partner with CVWD who is hosting Project WET professional development workshops for local educators. Project WET workshops guide ed...	Event	183	8	4.37%	6	0	1	4	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clic	
May 13, 2024 8:02 AM PDT	Image	 Post 33084219 Attention, everyone! 🛑🚧Paving on Dillon Rd. is happening May 14 - 17, leading to a lane reduction and flagged traffic in sections. The paving will start at Ave Manzana, and work West towards Little...		377	15	3.98%	11	0	1	8	0
May 12, 2024 11:00 AM PDT	Image	 Post 33081762 Join us for another MSWD LifeSteam blood drive on May 15th! 🩸 Be a hero and donate blood to help those in need. Every drop counts! Sign up now and make a difference. Visit www.lstream.org/mswd to m...	Event	94	4	4.26%	4	0	1	0	0
May 10, 2024 7:06 AM PDT	Image	 Post 33066205 Use less and save more!! 💧 Exciting and newly enhanced rebate offerings promoting water conservation are now available, you can contribute to a more sustainable future and save money! You can wash...	Conservation/Reba···	166	7	4.22%	6	0	1	1	0
May 09, 2024 7:07 AM PDT	Image	 Post 32994601 💧Did you know since 1997 Mission Springs Water District has won 10 international taste competitions? MSWD is the only water agency in the world to have won all three medals - gold, silver, and bron...	Event	152	15	9.87%	14	0	0	2	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clic	
May 08, 2024 9:09 AM PDT	Image	 Post 32991812 Huge shoutout to the dedicated MSWD field crews for their relentless efforts in keeping our water and wastewater systems running smoothly. 👷💧Thanks to them, we can all enjoy safe and clean water...	Worker Wed	125	17	13.6%	12	0	0	8	0
May 07, 2024 6:00 PM PDT	Image	 Post 33035461 Mission Springs Water District wants to thank all of our local Teachers on National Teacher Appreciation Day, also known as National Teacher Day. The National Education Association describes Nation...	Event	88	7	7.95%	7	0	0	0	0
May 07, 2024 10:00 AM PDT	Image	 Post 32990238 📢Calling all valued customers! 💧 Your feedback is important to us! Help shape the future of your monthly statement by participating in our quick survey. Use the QR code or go to www.mswd.org/survey ...	Customer Service	150	7	4.67%	7	0	1	1	0
May 06, 2024 10:47 AM PDT	Image	 Drinking Water Week Celebrate Drinking Water Week with us! 💧For over 40 years the American Water Works Association and members have celebrated Drinking Water Week - an opportunity for both water professionals and the ...	Event	154	17	11.04%	14	0	1	12	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clic	
May 04, 2024 10:00 AM PDT	Image	 Post 32911412 Team Mom scholarship contest opportunity! The winner receives a scholarship to the college/university of their choice to be used for books, tuition, etc... https://www.unityride4homeless.com/blog #...		517	29	5.61%	16	1	3	29	0
May 02, 2024 4:39 PM PDT	Image	 Post 32912818 💧Exciting day at MSWD! Gabriel, our DHS High School REAL Academy intern, joined us for an exclusive behind-the-scenes tour of the newly constructed Nancy Wright Regional Water Reclamation Facility....	Regional Plant	450	39	8.67%	25	1	1	36	0
May 01, 2024 11:55 AM PDT	Image	 Worker Weds Production May is Water Awareness Month! 💧 🎉 Huge shoutout to the dedicated MSWD Production crew for their relentless efforts in testing our water supply daily. Thanks to them, we can all enjoy safe and clean ...	Worker Wed	1,006	117	11.63%	155	1	3	141	0
			Total	5,817	501		439	10	18	362	0
			Average	193.9	16.7	8.61%	14.6	0.3	0.6	12.1	0.0

Twitter Account Overview (May 1 - 31, 2024)

Tweets Published	Total Likes	Total Retweets	Total Followers	Following
29	5	0	104	99
+18 | 163.6%			+1 | 1.0%	

3 Most Retweeted Posts



Worker Weds Production
May is Water Awareness Month! Huge shoutout to the dedicated MSWD Production crew for their relentless efforts in tes...
0



Post 32912818
Exciting day at MSWD! Gabriel, our DHS High School REAL Academy intern, joined us for an exclusive tour of the newly ...
0



Post 32911412
Team Mom scholarship contest opportunity! The winner receives a scholarship to the college/university of their choice...
0

3 Most Liked Posts



Post 32912818
Exciting day at MSWD! Gabriel, our DHS High School REAL Academy intern, joined us for an exclusive tour of the newly ...
1



Drinking Water Week
Celebrate Drinking Water Week with us! 💧For over 40 years the American Water Works Association and members have celeb...
1



Post 32991812
Huge shoutout to the dedicated MSWD field crews for their relentless efforts in keeping our water and wastewater syst...
1

3 Least Retweeted Posts



National Smile Day
😊💧 Happy National Smile Day! 💧😊
What's the secret to our smiles? Our award-winning tap water! On this special day, w... 0



Newsletter
💧 Catch up with what we have been doing at MSWD this month!
💧 Read about the Strategic Plan, the Intern program in pa... 0



Worker Wednesday
On Wednesdays we love to highlight the incredible water workers who ensure we have clean, safe, and reliable water ev... 0

3 Least Liked Posts



Newsletter
💧 Catch up with what we have been doing at MSWD this month!
💧 Read about the Strategic Plan, the Intern program in pa... 0



Worker Wednesday
On Wednesdays we love to highlight the incredible water workers who ensure we have clean, safe, and reliable water ev... 0



Water Talks
Happening Tomorrow! Space available! 💧Join MSWD on Wednesday, May 29, 2024, 5-6 PM to learn about water quality and n... 0

Twitter Post Metrics (May 1 - 31, 2024)

Date	Format	Post	Labels	Retweets	Likes
May 31, 2024 11:45 AM PDT	Image	 National Smile Day 😊💧 Happy National Smile Day! 💧😊 What's the secret to our smiles? Our award-winning tap water! On this special day, we're celebrating the joy that comes from sipping on the best tap water around! ...	Customer Service	0	1
May 30, 2024 12:25 PM PDT	Image	 Newsletter 💧 Catch up with what we have been doing at MSWD this month! 💧 Read about the Strategic Plan, the Intern program in partnership with Desert Hot Springs High School REAL Academy in our monthly newsle...	News Releases	0	0
May 29, 2024 11:43 AM PDT	Image	 Worker Wednesday On Wednesdays we love to highlight the incredible water workers who ensure we have clean, safe, and reliable water every day! 💧From the maintenance crews to treatment plant operators and emergency ...	Worker Wed	0	0

Date	Format	Post	Labels	Retweets	
May 28, 2024 10:17 AM PDT	Image	 Water Talks Happening Tomorrow! Space available! 💧Join MSWD on Wednesday, May 29, 2024, 5-6 PM to learn about water quality and new regulations impacting MSWD and your water. 💧💦 Held at the DHS Library, Space...	Event	0	0
May 27, 2024 7:31 AM PDT	Image	 Memorial Day While our offices are closed in observance of Memorial Day, we do have personnel standing by to solve your water emergency 24/7. Today, we pause to honor and remember the brave souls who made the ...	Customer Service	0	0
May 25, 2024 1:34 PM PDT	Image	 Rebates Use less and save more!! 💧 Exciting and newly enhanced rebate offerings promoting water conservation are now available, you can contribute to a more sustainable future and save money! 💧 For more i...	Conservation/Rebates	0	0

Date	Format	Post	Labels	Retweets	
May 24, 2024 4:31 PM PDT	Image	 Big Heart Awards Mission Springs Water District joined local leaders last night celebrating the unsung heroes of Desert Hot Springs during the Annual DHS Rotary Club Big Heart Awards Ceremony. Congratulations to al...	Event	0	0
May 24, 2024 1:58 PM PDT	Image	 Update Contact Information Why we may need to reach you! ☎ 💧To notify you of planned outages or projects 💧To contact you in case of unusually high usage 💧To promptly address any water quality concerns 💧To alert you about an...	Customer Service	0	0
May 23, 2024 12:31 PM PDT	Image	 Special Districts Week Did you know Mission Springs Water District is a Special District? 💧 In 1953, an election swept the new Desert Hot Springs County Water District into existence with a vote of 246 to 9. To learn mo...	Event	0	0

Date	Format	Post	Labels	Retweets	
May 22, 2024 2:23 PM PDT	Image	 Post 33472078 💧 Day and night, our dedicated crews are hard at work ensuring safe and clean water flows into our homes and businesses. 🚜 Call 760-329-6448 for emergencies 24/7, we are here for you! #WorkerWednes...	Worker Wed	0	0
May 21, 2024 5:43 PM PDT	Image	 Post 33445547 💧Following the completion of a spring internship program, MSWD celebrated Gabriel Almanza and Kaleb Herbest at its BOD meeting on Monday. In partnership with DHS HS REAL Academy, the program provid...	News Releases	0	0
May 21, 2024 11:05 AM PDT	Image	 Household Leaks Don't let household leaks drain your wallet or waste precious water! 💧May is Water Awareness Month, take charge and tackle those drips and leaks. Your wallet and the planet will thank you! 🌎 #SaveW...	Conservation/Rebates	0	0

Date	Format	Post	Labels	Retweets	
May 20, 2024 3:25 PM PDT	Image	 May Calendar Emanual of DSMS reminds us that flushable wipes are NOT flushable! 🚫Despite what the packaging may say, these wipes don't break down fast enough and wreak havoc on our wastewater systems, causing c...	Conservation/Rebates	0	0
May 18, 2024 10:35 AM PDT	Image	 Bill Redesign Survey Calling all valued customers! 💧Your feedback is important to us! Help shape the future of your monthly statement by participating in our quick survey. Use the QR code or go to https://t.co/qoAL22Jp...	Customer Service	0	0
May 17, 2024 2:03 PM PDT	Image	 Dig Alert Planning your spring planting or tackling outdoor projects? 🌴🌵⛏️Don't forget to call 811 for a dig alert before you dig! Planting a garden or installing a new fence, it's critical to know what's be...	Customer Service	0	0
May 16, 2024 1:03 PM PDT	Image	 Sewer Pre Payment Did you know? You have the option to pre-pay your annual sewer service bill instead of it being added to your property taxes! 💧 Even better, the cost has stayed consistent since 2020, while our ser...	Customer Service	0	1

Date	Format	Post	Labels	Retweets	
May 15, 2024 2:31 PM PDT	Image	 Worker Wed. Blood Drive Big shoutout to our incredible field workers! 🩸They're not just keeping our facilities and systems in top shape, they're also superheroes, saving lives when it matters most. #HeroesAmongUs #Worker...	Event	0	0
May 14, 2024 10:05 AM PDT	Image	 Project WET Project WET 2024 Workshop Registration is Open! 💧MSWD is proud to partner with CVWD who is hosting the Project WET professional development workshops for local educators on Thursday, June 27th, 2024...	Event	0	0
May 13, 2024 7:06 AM PDT	Image	 Post 33084219 Attention! 🛑🚧Paving on Dillon Rd. is happening from May 14 - 17, leading to a lane reduction and flagged traffic in sections between Ave. Manzana to Little Morongo. This work is due to the sewer co...		0	0
May 12, 2024 9:05 AM PDT	Image	 Post 33081762 Join us for another MSWD LifeSteam blood drive on May 15th! 🩸 Be a hero and donate blood to help those in need. Every drop counts! Sign up now and make a difference. Visit https://t.co/LWQwGJes8G t...	Event	0	0

Date	Format	Post	Labels	Retweets	
May 10, 2024 7:10 AM PDT	Image	 Post 33066205 Use less and save more!! 💧 Exciting and newly enhanced rebate offerings promoting water conservation are now available, you can contribute to a more sustainable future and save money! Toilet, turf,...	Conservation/Rebates	0	0
May 09, 2024 7:10 AM PDT	Image	 Post 32994601 Since 1997 MSWD has won 10 international taste competitions and are only water agency in the world to have won all three medals - MSWD won the Gold Medal in 2020, 2004, and 1999, the Silver Medal i...	Event	0	0
May 08, 2024 9:13 AM PDT	Image	 Post 32991812 Huge shoutout to the dedicated MSWD field crews for their relentless efforts in keeping our water and wastewater systems running smoothly. 👷💧Thanks to them, we can all enjoy safe and clean water...	Worker Wed	0	1
May 07, 2024 6:01 PM PDT	Image	 Post 33035461 Mission Springs Water District wants to thank all of our local Teachers on National Teacher Appreciation Day, also known as National Teacher Day. Without your hard work and dedication, we would not...	Event	0	0

Date	Format	Post	Labels	Retweets	
May 07, 2024 10:05 AM PDT	Image	 Post 32990238 Calling all valued customers! 💧Your feedback is important to us! Help shape the future of your monthly statement by participating in our quick survey. Use the QR code or go to https://t.co/qoAL22Jp...	Customer Service	0	0
May 06, 2024 10:47 AM PDT	Image	 Drinking Water Week Celebrate Drinking Water Week with us! 💧For over 40 years the American Water Works Association and members have celebrated Drinking Water Week - an opportunity for both water professionals and the ...	Event	0	1
May 04, 2024 10:02 AM PDT	Image	 Post 32911412 Team Mom scholarship contest opportunity! The winner receives a scholarship to the college/university of their choice to be used for books, tuition, etc... https://t.co/HrAS9gy2nf #MSWDcares #schol...		0	0
May 02, 2024 4:39 PM PDT	Image	 Post 32912818 Exciting day at MSWD! Gabriel, our DHS High School REAL Academy intern, joined us for an exclusive tour of the newly constructed Nancy Wright Regional Water Reclamation Facility. He witnessed the c...	Regional Plant	0	1

Date	Format	Post	Labels	Retweets	
May 01, 2024 11:55 AM PDT	Image	 Worker Weds Production May is Water Awareness Month! Huge shoutout to the dedicated MSWD Production crew for their relentless efforts in testing our water supply daily. Thanks to them, we can all enjoy safe and clean wat...	Worker Wed	0	0
			Total	0	5
			Average	0.0	0.2

Instagram Account Overview (May 1 - 31, 2024)

Posts Published	Total Followers	New Followers	Impressions	Reach	Profile Views
29	337	5	37,836	32,779	128
+18 | 163.6%	+8 | 2.4%		-17,518 | -31.6%	-14,127 | -30.1%	+52 | 68.4%

3 Most Liked Posts



Post 32912818
💧Exciting day at MSWD! Gabriel, our DHS High School REAL Academy intern, joined us for an exclusive behind-the-scenes... 24



Worker Wed. Blood Drive
Big shoutout to our incredible field workers! 🩸 They're not just keeping our facilities and systems in top shape, the... 16



Post 33472078
💧 Day and night, our dedicated crews are hard at work ensuring safe and clean water flows into our homes and business... 16

3 Most Commented Posts



Worker Weds Production
May is Water Awareness Month! 💧🎉 Huge shoutout to the dedicated MSWD Production crew for their relentless efforts in ... 0



Post 32912818
💧Exciting day at MSWD! Gabriel, our DHS High School REAL Academy intern, joined us for an exclusive behind-the-scenes... 0



Post 32911412
Team Mom scholarship contest opportunity! The winner receives a scholarship to the college/university of their choice... 0

3 Least Liked Posts



Rebates
Use less and save more!! 💧 Exciting and newly enhanced rebate offerings promoting water conservation are now availabl... 2



Bill Redesign Survey
📢 Calling all valued customers! 📢Your feedback is important to us! Help shape the future of your monthly statement by... 2



Dig Alert
Planning your spring planting or tackling outdoor projects? 🌴🌵 ⛏️Don't forget to call 811 for a dig alert before you d... 2

3 Least Commented Posts



National Smile Day
😊💧 Happy National Smile Day! 💧😊 What's the secret to our smiles? Our award-winning tap water! On this special day, w... 0



Newsletter
💧 Catch up with what we have been doing at MSWD this month! 💧 Read about the Strategic Plan, the Intern program in pa... 0



Worker Wednesday
On Wednesdays we love to highlight the incredible water workers who ensure we have clean, safe, and reliable water ev... 0

Instagram Story Metrics (May 1 - 31, 2024)

Date	Story	Labels	Exits	Impressions	Reach	Replies	Taps Forward	Taps Back
No stories found within the selected date range.								

Instagram Post Metrics (May 1 - 31, 2024)

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	Video Views
May 31, 2024 2:45 PM PDT	Image	 National Smile Day 😊💧 Happy National Smile Day! 💧😊 What's the secret to our smiles? Our award-winning tap water! On this special day, we're celebrating the joy that comes from sipping on the best tap water around! ...	Customer Service	7	0	23	23	7	30.43%	0	
May 30, 2024 12:25 PM PDT	Image	 Newsletter 💧 Catch up with what we have been doing at MSWD this month! 💧 Read about the Strategic Plan, the Intern program in partnership with Desert Hot Springs High School REAL Academy in our monthly Water ...	News Releases	5	0	25	23	5	21.74%	0	
May 29, 2024 1:44 PM PDT	Image	 Worker Wednesday On Wednesdays we love to highlight the incredible water workers who ensure we have clean, safe, and reliable water every day! From the water production team, maintenance crews to treatment plant op...	Worker Wed	12	0	47	44	12	27.27%	0	

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Sav
May 28, 2024 12:17 PM PDT	Image	 Water Talks Happening Tomorrow! Space available! 💧Join MSWD on Wednesday, May 29, 2024, 5-6 PM to learn about water quality and new regulations impacting MSWD and your water. 💧💦 You can also join us monthly ...	Event	8	0	42	38	8	21.05%	0
May 27, 2024 7:31 AM PDT	Image	 Memorial Day While our offices are closed in observance of Memorial Day, we do have personnel standing by to solve your water emergency 24/7. Today, we pause to honor and remember the brave souls who made the ...	Customer Service	4	0	34	29	4	13.79%	0
May 25, 2024 1:34 PM PDT	Image	 Rebates Use less and save more!! 💧 Exciting and newly enhanced rebate offerings promoting water conservation are now available, you can contribute to a more sustainable future and save money! 💧 For more in...	Conservation/Reba···	2	0	36	31	2	6.45%	0
May 24, 2024 5:31 PM PDT	Image	 Big Heart Awards Mission Springs Water District joined local leaders last night celebrating the unsung heroes of Desert Hot Springs during the Annual DHS Rotary Club Big Heart Awards Ceremony. Among the honorees w...	Event	15	0	67	63	15	23.81%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Sav
May 24, 2024 2:30 PM PDT	Image	 Update Contact Information There are various reasons we may need to reach out to you. ☎ 💧To notify you of planned outages or projects. 💧To contact you in case of unusually high usage. 💧To promptly address any water quality ...	Customer Service	5	0	46	41	5	12.2%	0
May 23, 2024 1:05 PM PDT	Image	 Special Districts Week Did you know Mission Springs Water District is a Special District? 💧 In 1953, an election swept the new Desert Hot Springs County Water District into existence with a vote of 246 to 9. The new Dis...	Event	5	0	43	40	5	12.5%	0
May 22, 2024 12:23 PM PDT	Image	 Post 33472078 💧 Day and night, our dedicated crews are hard at work ensuring safe and clean water flows into our homes and businesses. 🚜 Call 760-329-6448 for emergencies 24/7, we are here for you! #WorkerWednes...	Worker Wed	16	0	68	60	16	26.67%	0
May 21, 2024 5:43 PM PDT	Image	 Post 33445547 💧News Release: MSWD Celebrates Internship Program with Desert Hot Springs High School Following the completion of a new spring internship program, Mission Springs Water District celebrated Gabriel...	News Releases	13	0	152	130	13	10.0%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Sav
May 21, 2024 12:05 PM PDT	Image	 Household Leaks Don't let household leaks drain your wallet or waste precious water! 💧 May is Water Awareness Month, take charge and tackle those drips and leaks. Your wallet and the planet will thank you! 🌎 #SaveW...	Conservation/Reba···	5	0	35	33	5	15.15%	0
May 20, 2024 3:25 PM PDT	Image	 May Calendar Emanual of DSMS reminds us that flushable wipes are NOT flushable! 🚫 Despite what the packaging may say, these wipes don't break down fast enough and wreak havoc on our wastewater systems, causing ...	Conservation/Reba···	8	0	29	29	8	27.59%	0
May 18, 2024 3:35 PM PDT	Image	 Bill Redesign Survey 📢 Calling all valued customers! 📢 Your feedback is important to us! Help shape the future of your monthly statement by participating in our quick survey. Click the link below to share your thoughts ...	Customer Service	2	0	24	22	2	9.09%	0
May 17, 2024 3:03 PM PDT	Image	 Dig Alert Planning your spring planting or tackling outdoor projects? 🌴🌵⛏️ Don't forget to call 811 for a dig alert before you dig! Whether you're planting a garden or installing a new fence, it's critical to...	Customer Service	2	0	32	30	2	6.67%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Sav
May 16, 2024 2:32 PM PDT	Image	 Sewer Pre Payment Did you know? You have the option to pre-pay your annual sewer service bill instead of it being added to your property taxes! 💧 Even better, the cost has stayed consistent since 2020, while our ser...	Customer Service	6	0	47	44	6	13.64%	0
May 15, 2024 3:31 PM PDT	Image	 Worker Wed. Blood Drive Big shoutout to our incredible field workers! 🩸 They're not just keeping our facilities and systems in top shape, they're also superheroes, saving lives when it matters most. #HeroesAmongUs #Worke...	Event	16	0	77	71	16	22.54%	0
May 14, 2024 10:07 AM PDT	Image	 Project WET Project WET 2024 Workshop Registration is Open! 💧MSWD is proud to partner with CVWD who is hosting Project WET professional development workshops for local educators. Project WET workshops guide ed...	Event	5	0	51	44	5	11.36%	0
May 13, 2024 11:04 AM PDT	Image	 Post 33084219 Attention, everyone! 🛑🚧Paving on Dillon Rd. is happening May 14 - 17, leading to a lane reduction and flagged traffic in sections. The paving will start at Ave Manzana, and work West towards Little...		7	0	54	52	7	13.46%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Sav
May 12, 2024 3:01 PM PDT	Image	 Post 33081762 Join us for another MSWD LifeSteam blood drive on May 15th! 🩸 Be a hero and donate blood to help those in need. Every drop counts! Sign up now and make a difference. Visit www.lstream.org/mswd to m...	Event	4	0	39	36	4	11.11%	0
May 10, 2024 7:10 AM PDT	Image	 Post 33066205 Use less and save more!! 💧 Exciting and newly enhanced rebate offerings promoting water conservation are now available, you can contribute to a more sustainable future and save money! You can wash ...	Conservation/Reba···	4	0	41	35	4	11.43%	0
May 09, 2024 7:10 AM PDT	Image	 Post 32994601 💧Did you know since 1997 Mission Springs Water District has won 10 international taste competitions? MSWD is the only water agency in the world to have won all three medals - gold, silver, and bron...	Event	7	0	60	53	8	15.09%	1
May 08, 2024 9:13 AM PDT	Image	 Post 32991812 Huge shoutout to the dedicated MSWD field crews for their relentless efforts in keeping our water and wastewater systems running smoothly. 👷💧Thanks to them, we can all enjoy safe and clean water...	Worker Wed	12	0	76	70	12	17.14%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Sav
May 07, 2024 6:01 PM PDT	Image	 Post 33035461 Mission Springs Water District wants to thank all of our local Teachers on National Teacher Appreciation Day, also known as National Teacher Day. The National Education Association describes Nation...	Event	3	0	33	30	3	10.0%	0
May 07, 2024 10:05 AM PDT	Image	 Post 32990238 📢Calling all valued customers! 💧 Your feedback is important to us! Help shape the future of your monthly statement by participating in our quick survey. Use the QR code or go to www.mswd.org/survey ...	Customer Service	3	0	28	27	3	11.11%	0
May 06, 2024 10:47 AM PDT	Image	 Drinking Water Week Celebrate Drinking Water Week with us! 💧For over 40 years the American Water Works Association and members have celebrated Drinking Water Week - an opportunity for both water professionals and the ...	Event	6	0	36	33	7	21.21%	1
May 04, 2024 10:02 AM PDT	Image	 Post 32911412 Team Mom scholarship contest opportunity! The winner receives a scholarship to the college/university of their choice to be used for books, tuition, etc... https://www.unityride4homeless.com/blog #...		3	0	42	36	3	8.33%	0

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Sav
May 02, 2024 4:39 PM PDT	Image	 Post 32912818 💧Exciting day at MSWD! Gabriel, our DHS High School REAL Academy intern, joined us for an exclusive behind-the-scenes tour of the newly constructed Nancy Wright Regional Water Reclamation Facility....	Regional Plant	24	0	121	105	24	22.86%	0
May 01, 2024 11:55 AM PDT	Image	 Worker Weds Production May is Water Awareness Month! 💧 🎉 Huge shoutout to the dedicated MSWD Production crew for their relentless efforts in testing our water supply daily. Thanks to them, we can all enjoy safe and clean ...	Worker Wed	15	0	108	95	15	15.79%	0
			Total	224	0	1,516	1,367	226		2
			Average	7.7	0.0	52.3	47.1	7.8	16.53%	0.1