



BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION AGENDA

Thursday, December 17, 2020 at 3:00 PM

Via Teleconference – No Live Attendance

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

THE PUBLIC MAY SUBMIT ANY COMMENTS ADDRESSING ITEMS BELOW BY EMAILING DPETEE@MSWD.ORG PRIOR TO THE START OF THE MEETING.

CALL-IN NUMBER FOR BOARD MEMBERS AND PUBLIC (AUDIO ONLY):

1(623) 404-9000

Meeting ID: 659 010 3494

PUBLIC WISHING TO CONNECT TO THIS MEETING VIA VIDEO MAY CONTACT DORI PETEE AT DPETEE@MSWD.ORG OR (760) 660-4403 FOR INSTRUCTIONS.

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA

CALL TO ORDER

SWEARING IN OF BOARD MEMBERS

PLEDGE OF ALLEGIANCE

ROLL CALL

RULES OF PROCEDURE

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

1. HUMAN RESOURCES REPORT

ACTION ITEMS**2. RESOLUTION NO. 2020-21 AMENDING RESOLUTION NO. 2020-06; REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

It is recommended to adopt Resolution No. 2020-21 providing for the revisions to Mission Springs Water District Personnel Rules and Regulations.

3. ANNUAL REPORT OF CAPACITY FEES AND RELATED CAPITAL EXPENDITURES

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

4. ELECTION OF OFFICERS FOR 2021**DISCUSSION ITEMS****5. MISSION SPRINGS WATER DISTRICT REGIONAL WATER RECLAMATION FACILITY****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.

6. APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

Study Session - November 12, 2020

Regular Meeting - November 16, 2020

7. REGISTER OF DEMANDS

The Register of Demands totaling \$1,700,663.47

8. 2021 BOARD OF DIRECTORS MEETING SCHEDULE**9. MAKE THE CONNECTION FINANCIAL ASSISTANCE PROGRAM APPROVAL**

The following have submitted an application for a non-transferable lien agreement to connect to the sewer system:

10373 Palm Drive \$4,050.00

10646 Sunset Avenue \$3,465.00

CORRESPONDENCE**10. THANK YOU LETTER FROM FOOD NOW****DIRECTOR'S REPORTS****11. EVENTS & DIRECTOR'S REPORTS**

REPORTS**12. GENERAL MANAGERS REPORT****13. FINANCIAL REPORT****14. DISTRICT COUNSEL REPORT****DIRECTOR'S COMMENTS****CLOSED SESSION****15. CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION**

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

One Case: Case No. PSC 1600676

(Mission Springs Water District vs. Desert Water Agency)

CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. RIC2003782

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

REPORT ON ACTION TAKEN DURING CLOSED SESSION**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 WTER 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, 6675 SECOND STREET, DESERT HOT SPRINGS, CALIFORNIA DURING NORMAL BUSINESS HOURS AND MAY ALSO BE AVAILABLE ON THE DISTRICT'S WEBSITE AT WWW.MSWD.ORG/BOARD. NOTE: THE PROCEEDINGS MAY BE AUDIO AND VIDEO RECORDED.

CERTIFICATION OF POSTING

I certify that on or before December 14, 2020, 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).



Arden Wallum

Secretary of the Board of Directors

AGENDA REPORT
REGULAR BOARD MEETINGS OF DECEMBER 17 & 21, 2020

HUMAN RESOURCES REPORT

PERSONNEL ACTIVITY FOR THE PERIOD NOVEMBER 1 - 30, 2020

NEW HIRES

None

ANNIVERSARIES

Rolando Jimenez	Water Production Operator II	17 Years
Amanda Lucas	Administrative Assistant	4 Years

PROMOTIONS

None

CERTIFICATES

None

AGENDA STAFF REPORT

REGULAR BOARD MEETINGS OF DECEMBER 17 & 21, 2020

FROM: General Manager _____

BY: Human Resource Specialist _____

FOR: ☒ ACTION ☐ Direction ☐ Information

RESOLUTION NO. 2020-21 AMENDING RESOLUTION NO. 2020-06; REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

STAFF RECOMMENDATION

Adopt Resolution No. 2020-21 amending Resolution No. 2020-06; updating Mission Springs Water District Personnel Rules and Regulations.

SUMMARY

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

On March 16, 2020, the MSWD Board of Directors (Board) adopted Resolution No. 2020-06, which rescinded all previous resolutions related to personnel policies and regulations and replaced in its entirety the MSWD Personnel Rules and Regulations. On July 20, 2020, the Board adopted Resolution No. 2020-17 which added compensatory time along with other minor revisions to the MSWD Personnel Rules and Regulations.

Due to new employment regulations having been implemented by state and federal agencies, the District's Human Resources Specialist and the District Counsel revised the MSWD Personnel Rules and Regulations. The revised MSWD Personnel Rules and Regulations includes updates to existing policies to comply with the law or to clarify policy language. Moving forward MSWD will continue to review the MSWD Personnel Rules and Regulations on a regular basis.

The updated MSWD Personnel Rules and Regulations is in conformance with all required California and federal employment laws.

FISCAL IMPACT

None

ATTACHMENTS

Resolution No. 2020-21

Exhibit "A" –Revisions to Personnel Rules and Regulations

RESOLUTION NO. 2020-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT AMENDING RESOLUTION NO. 2020-06, REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

WHEREAS, on March 16, 2020, the Board of Directors of Mission Springs Water District (“Board of Directors”) adopted Resolution No. 2020-06 approving Mission Springs Water District Personnel Rules and Regulation, and

WHEREAS, on July 20, 2020, the Board of Directors adopted Resolution No. 2020-17, amending the Mission Springs Water District Personnel Rules and Regulations, and

WHEREAS, this Resolution shall amend Resolution No. 2020-06, and

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

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

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

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Mission Springs Water District, that the revisions shown in Exhibit “A” are duly adopted and incorporated into the Mission Springs Water District Personnel Rules and Regulations as of January 1, 2021; and

BE IT FURTHER RESOLVED, by the Board of Directors that the District hereby adopts the changes to the Mission Springs Water District Personnel Rules and Regulations as described in Exhibit “A” attached hereto as of January 1, 2021.

ADOPTED this 21st day of November 2020, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

ATTEST:

Nancy S. Wright
President of Mission Springs Water District
and its Board of Directors

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

Resolution No. 2020-21

Exhibit A

Below represent the changes made to Resolution No. 2020-17, Mission Springs Water District Personnel Rules and Regulations:

Table of Contents – Updated page numbers

Footer – Revised “July 2020” to “January 2021”

Rule 1. General Provisions: added Rule 1. A General Manager

A. General Manager

1. General Manager to manage the day-to-day operations of the District. The Board holds the General Manager accountable for the effective operational management of the District.

2 General Manager has been delegated management authority over District employees[BM1] and has the authority to reasonably exercise his/her discretion to override any rule stated herein in order to protect the health or[OH2] safety of the District’s employees or customers or in response to exigent circumstances.

Rule 1.B. Non-Discrimination; Fair and Equal Employment – Revised “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)[VBS3], 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. The District is an Equal Opportunity Employer and fully complies with applicable laws, rules and regulations including but not limited to Title VII, Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991; the Americans with Disabilities Act (42 U.S.C. Section 12101, et seq.); and the California Fair Employment and Housing Act (Government Code Section 12920, et seq.).”

Rule 2.B.3. Gratuities and Gifts – Revised “Seasonal gifts may be received by employees and/or District departments; but all such gifts shall be contributed by the receiving employee or department to a pool, ~~or~~ drawing, or made available to all employees of the District.”

Rule 3.B.1.a Confidential Information – Revised “Home addresses and telephone numbers of employees and/or customers.”

Rule 4.A. Definition – Revised “As used in this Rule, “property” means all hard and digital files, supplies, equipment, tools, offices, desks and furniture of any kind, closets, lockers, file cabinets, storage facilities, rooms, facilities, buildings, structures, and vehicles, including any such property owned, leased or otherwise provided by the District to any employee.[BM4]”

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 dealing with the public. ~~District management, in its reasonably exercised discretion, determines whether employees are appropriate dressed and groomed for work.~~”

Rule 9.A.2. Non-Uniformed Office and Field Personnel – Revised “Footwear such as ~~sandals~~ [OH5] [VBS6] ~~that would not ordinarily be worn with professional clothing (e.g., gladiator sandals),~~ thongs, and slippers are considered unacceptable.

Rule 9.A.3. Non-Uniformed Office and Field Personnel – Revised “~~All inappropriate dress shall be brought to the attention of supervisor, Department Head, and/or Human Resources immediately.~~ If, in the opinion of the ~~Department Head Human Resources,~~ an employee is not adhering to the intent of this policy, the person will be informed that he/she must dress in accordance with the policy.”

Rule 9.B.6. Uniforms – Revised “~~Human Resources Management~~ maintains sole discretion to determine whether an employee's outfit violates dress code and may send an employee home to change.”

Rule 11.A. Introductory Period – Revised “All new employees must complete to the District's satisfaction a 1-year introductory period beginning with the date of initial employment ~~or promotion.~~”

Rule 12 - Promotion: added subsection B.

B. ~~An employee who has been promoted to a higher classification (or voluntarily demoted to a lower classification in which they have not completed the required probationary period), shall serve a twelve (12) month probation for the classification. At the Department Head's discretion, an employee may have their probationary period extended by up to six additional months. An employee who fails probation in a classification to which he/she has promoted into will be entitled to be returned to their former class if there is a vacant and budgeted position available in the classification. The employee does not have the right to bump out a current employee who has filled his/her previous position.~~

Rule 13.A. Statement of Intent – Revised “Statement of Intent. Except as otherwise determined by the Board of Directors in accordance with Paragraph I of this Rule ~~13,~~ the General Manager may layoff, transfer or demote any employee without disciplinary action and without any right of appeal, on the grounds and according to Paragraphs B through H of this Rule ~~13~~ and as otherwise provided in these Rules.”

Rule 13.D. Employee Rights – Revised “Employee Rights. A regular employee affected by layoff shall have the right to displace an employee in the same department who has less seniority in a lower class in the same class series or in a lower classification in which the affected employee once had regular status and for which the affected employee meets the minimum qualifications for the position. ~~For the purpose of this Paragraph and Paragraph E herein below, seniority means seniority as defined in Rule 13, Paragraph E, for all periods of full-time service at or above the classification level where the layoff is to occur.~~ Probationary employees, emergency employees, temporary employees, provisional employees and/or seasonal employees affected by layoff shall not have any displacement or bumping rights.

Rule 13.E. Seniority – Revised “Seniority and Order of Layoff. Layoffs shall be by classification. Seniority, for purposes of layoffs, shall be determined first by time in the classification and, if time in the classification is equal, then by time in the Department. Before any full-time, permanent employees are laid off, the District shall first lay off all temporary and part-time employees within the affected employee classification.”

Rule 13.F. Employment Status – Revised “Employees within the same class shall be ranked for layoff according to performance based on the evaluations on file at least thirty (30) days and no more than twelve (12) months prior to layoff, as follows:

- a. First, all employees whose performance is “unsatisfactory”
- b. Second, all employees whose performance “needs improvement”
- c. Third, all employees whose performance is “satisfactory”
- d. Fourth, all employees whose performance is “very good”, and
- e. Fifth, all employees whose performance is “outstanding”

Rule 21.D.3. Driver Responsibility – Revised “An employee who receives a traffic or parking citation while operating a District vehicle for official District business, or while operating a private vehicle on official District business, must report such citation to his/her supervisor by the end of the employee’s work shift or upon the employee’s actual return to the District, whichever occurs first. A copy of the citation must be submitted to the HR department/supervisor within 24 hours. Payment of any fees, penalties, or fines for such citation is the responsibility of the driver.”

Rule 21.F.5. Citations – Added “[OH7]Citations - A copy of the citation and/or a report of an accident must be submitted to the HR department/supervisor within 24 hours unless doing so is impossible or impracticable. Failure to comply with this requirement will subject the employee to discipline.”

Rule 26.E.6. Sick Leave Use = General Rules and Procedure – Added:

- f. An employee on sick leave must exhaust all other paid leaves, including, but not limited to, vacation leave and administrative leave, before sick leave may be taken without pay. This provision shall not apply to accrued compensatory time off.
- g. Sick leave shall run concurrently with all other health-related but non-sick leave benefits, including, but not limited to, leave for work related injuries.
- h. Sick leave shall be limited to one (1) of the following:
 - i. Sick leave which does not qualify for benefits under the FMLA or CFRA, or other State or Federal law, shall be limited to the paid time accrued or authorized to be used pursuant to these Rules; or,
 - ii. Sick leave which qualifies for benefits under the FMLA, CFRA, or other State or Federal law, shall be limited to a period of twelve (12) weeks during the twelve (12) month period starting from the date the employee’s qualifying leave began, except that a longer period may be authorized for employees who establish a medical disability related to pregnancy, as provided in these Rules. The “date qualifying leave began” shall mean the date notice is given by the District that the leave is qualifying, or may be made retroactive to the date of the onset of the qualifying condition if the qualifying leave is later confirmed within fifteen (15) days after a request is made by the District that certification of qualifying leave be provided by a health care provider.
- i. Leave qualifying under the FMLA, CFRA or other State or Federal law for the employee’s own serious health condition shall be exhausted concurrently

with accrued paid sick leave or other sick leave qualifying under this sick leave policy. Such leave shall be confirmed by the employee in advance, where possible, or within fifteen (15) days after a request is made by the District that certification of qualifying leave be provided by a health care provider, on a form provided by the District.

- j. The District coordinates benefits with State Disability, therefore an employee utilizing State Disability to supplement their income while away from work can never earn more, or not exceed the amount they would have regularly been paid by the District. If this occurs, the employee must reimburse the District all monies in excess of their regular pay from the first paycheck they receive from the District upon their return to work.
- o. If an employee on sick leave has been absent from work for four (4) days or more, the District reserves the right to designate the employee's absence as Family Care Leave.

Rule 27.B.2. Permissible Uses – Revised ““**Family care and medical leave**” may be requested for (1) the birth or adoption of an employee's child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child, registered domestic partner, spouse, parent, grandparent, grandchildren, or sibling[VBS8]; or (4) an employee's own serious health condition.”

Rule 27.B.6. Leave's Effect on Benefits – Added “Employee will be placed on COBRA if employee fails to return to work after exhausting his/her 12 weeks of FMLA leave.”

Rule 27.B.8. Designation of Protected Leave – Added “If an employee on sick leave has been absent from work for four (4) days or more, the District reserves the right to designate the employee's absence as Family Care Leave.”

Rule 27.E. Other Leaves of Absence – Revised:

Bereavement Leave - “When a full-time regular **or probationary** employee is compelled to be absent from work because of the death of the employee's parent, step-parent, grandparent, sibling, sister-or brother-in-law, spouse, domestic partner, child or legal dependent, grandchild, or a parent or child of a spouse or domestic partner, the employee may upon approval of the Appointing Authority, take up to five (5) days paid leave during a fiscal year, provided the employee has accrued at least eighteen (18) hours unused sick leave, to attend the funeral or memorial services.”

Leave for Organ and Bone Marrow Donation – “The District will grant an employee the following **paid** leaves of absence for the purpose of organ or bone marrow donation:

1. • A leave of absence of up to five **calendar** days **of paid leave** in any one-year period for the purpose of donating the employee's bone marrow to another person.
2. • A leave of absence of up to 30 **calendar** days **of paid leave plus an additional 30 business days of unpaid leave** in any one-year period for the purpose of the employee donating his or her organ to another person”

Rule 30.A.4. Application – Revised “Application. Reductions in pay or benefits which are part of a general plan to reduce salaries, wages or benefits, or to a general plan to eliminate positions or reduce services as determined by the Board of Directors of the District, shall not constitute disciplinary action, and as such, shall not be subject to this Rule ~~40 or Rule 41~~ or Rule - Appeal Procedure. Non-disciplinary

demotions and placing an employee on administrative leave is not disciplinary action and this Rule 30 and Rule 31 do not apply.”

Rule 30.B. Cause for Disciplinary Action:

30. – Revised “Failure to follow or ~~enforce~~[OH9] safe working practices and/or failure to report an injury promptly”

40 - Physical abuse or threats directed at supervisors, coworkers or members of the public; any act or threat of workplace violence or fighting on the job; or any violation of the District’s ~~Workplace Violence Policy (Rule 34)~~”

Rule 30.C.1.b. Verbal Reprimand – Revised “For repeated minor infractions or more serious infractions in the first instance, the employee ~~will~~ ~~may~~[OH10] be issued a verbal reprimand.”

Rule 30.C.1.c. Written Reprimand – Revised “For more substantial infractions or repeated minor infractions, the employee ~~will~~ ~~may~~[OH11] be issued a written reprimand.”

Rule 30.C.5. Discipline of Management Employees – Deleted “~~Discipline of Management Employees. Except for a violation of a major safety rule, employees exempt from payment of overtime compensation under the FLSA may not be subject to suspensions, temporary demotions (with a beginning and ending date), or temporary reductions in pay, other than in full [OH12] workweek increments, except as otherwise authorized by the FLSA.~~”

Rule 30.E.2. Exclusions – Revised “In addition to suspensions under ~~Paragraph C.3. (Major Discipline)~~9 ~~a~~ of this Rule, an employee may be suspended without prior written notice for more than ten working days in a pay period,”

Rule 33.A. Purpose of Policy – Revised “The District is committed to providing a workplace free of unlawful 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.~~ 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.A. Reasonable Suspicion – Revised “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. 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~~[OH13].[VBS14].[VBS15]”

Rule 36.4. Reasonable Suspicion Testing - Revised “When a supervisor or manager has a reasonable suspicion that an employee is using or is under the influence of drugs or alcohol, ~~the employee will be immediately relieved of duty and be~~ required to submit to drug and alcohol testing. ~~The employee will~~

be placed on paid administrative leave while awaiting test results. The observation must be based on short-term indicators, such as blurry eyes, slurring, or alcohol on the breath. The reasonable suspicion alcohol test will be administered within two hours of the observation. No test may be administered after eight hours following the observation. ~~Employee will be placed on paid leave while awaiting the results of drug test.~~

Rule 36.5 Drug Test - Added "In the case of a reported negative dilute result, the district will accept this result as a verified negative. No second collection will be required unless specifically requested by the Medical Review Officer."

Rule 36.5. Return to Duty Testing - Added "The employee agrees to execute a second chance agreement which outlines the conditions of employee's return to work." And "cost[OH16] associated with return to duty, such as SAP services, education, or treatment are the sole responsibility of the employee."

Rule 38 Lactation Policy – Added Lactation Policy

An employee has a right to request a lactation accommodation. A reasonable amount of break time will be provided for any employee that needs to express breast milk for the employee's infant child each time the employee has a need to express milk.

A. Procedure for Requesting Lactation Accommodation

An employee may request a lactation accommodation by submitting a lactation accommodation request to the employee's department supervisor. The department supervisor must respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval or denial of the break request. The completed request form must be returned to the employee and a copy sent to the human resources department.

The District reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations.

B. Accommodations Provided

If approved, the employee will be provided a reasonable break time that, if possible, runs concurrently with any break time already provided to the employee. Additional unpaid break time will be provided if needed. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

The employee will also be provided a safe, clean, and private place to express milk that includes a surface to place a breast pump and other personal items, seating, and access to electricity or other charging device needed to operate an electric or battery-powered breast pump. The lactation room shall not be a bathroom and will be in close proximity to the employee's work area. The employee will also have access to a sink with running water and a refrigerator or other cooling system suitable for storing milk in close proximity to the employee's work area.

An employee may file a complaint with the Labor Commissioner if a reasonable lactation accommodation, including all the standards listed above, is not provided by the District.

AGENDA STAFF REPORT
REGULAR BOARD MEETINGS OF DECEMBER 17 & 21, 2020

FROM: General Manager _____
BY: Director of Administrative Services _____
FOR: ☒ ACTION ☐ Direction ☐ Information

**ANNUAL REPORT OF CAPACITY FEES AND
RELATED CAPITAL EXPENDITURES**

STAFF RECOMMENDATION

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

SUMMARY

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

ANALYSIS

Since January 1989 the District has collected \$21,976,646 of water capacity fees and expended \$40,842,771 on qualifying projects. Since 1989 the District has collected \$19,346,018 of sewer capacity fees and expended \$35,269,267 on qualifying projects.

FISCAL IMPACT

None.

ATTACHMENTS

Connection Fees Summary - Water
Connection Fees Summary - Sewer

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

<u>FISCAL YEAR ENDING JUNE 30.</u>	<u>BEGINNING BALANCE</u>	<u>CONNECTION FEES COLLECTED</u>	<u>CAPITAL EXPENDITURES</u>	<u>INTEREST EARNED</u>	<u>ENDING BALANCE</u>
1989	0	291,357	(1,315,290)	0	(1,023,933)
1990	(1,023,933)	707,740	(6,282,023)	0	(6,598,216)
1991	(6,598,216)	535,450	(1,010,898)	0	(7,073,664)
1992	(7,073,664)	659,550	(32,377)	0	(6,446,491)
1993	(6,446,491)	555,839	(3,379,162)	0	(9,269,814)
1994	(9,269,814)	424,693	(17,617)	0	(8,862,738)
1995	(8,862,738)	202,514	(385,684)	0	(9,045,908)
1996	(9,045,908)	205,284	(567,173)	0	(9,407,797)
1997	(9,407,797)	112,318	(372,909)	0	(9,668,388)
1998	(9,668,388)	302,489	(433,919)	0	(9,799,818)
1999	(9,799,818)	82,322	(1,063,006)	0	(10,780,502)
2000	(10,780,502)	148,612	(248,576)	0	(10,880,466)
2001	(10,880,466)	139,917	(98,389)	0	(10,838,938)
2002	(10,838,938)	378,476	(1,664,485)	0	(12,124,947)
2003	(12,124,947)	1,022,171	(1,664,313)	0	(12,767,089)
2004	(12,767,089)	2,483,871	(296,099)	0	(10,579,317)
2005	(10,579,317)	4,631,651	(909,065)	0	(6,856,731)
2006	(6,856,731)	3,557,626	(9,189,925)	0	(12,489,030)
2007	(12,489,030)	1,676,665	(1,339,397)	0	(12,151,762)
2008	(12,151,762)	240,944	(1,404,631)	0	(13,315,449)
2009	(13,315,449)	285,354	(5,211,199)	0	(18,241,294)
2010	(18,241,294)	359,728	(1,782,695)	0	(19,664,261)
2011	(19,664,261)	254,079	(325,142)	0	(19,735,325)
2012	(19,735,325)	142,810	(355,801)	0	(19,948,315)
2013	(19,948,315)	63,904	(681,533)	0	(20,565,944)
2014	(20,565,944)	79,880	(380,002)	0	(20,866,066)
2015	(20,866,066)	182,826	(103,891)	0	(20,787,131)
2016	(20,787,131)	246,430	(81,958)	0	(20,622,659)
2017	(20,622,659)	394,957	0	0	(20,227,702)
2018	(20,227,702)	544,395	0	0	(19,683,307)
2019	(19,683,307)	547,625	(68,552)	0	(19,204,234)
2020	(19,204,234)	515,169	(177,060)	0	(18,866,125)
TOTALS		21,976,646	(40,842,771)	0	(18,866,125)

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

<u>FISCAL YEAR ENDING JUNE 30.</u>	<u>BEGINNING BALANCE</u>	<u>CONNECTION FEES COLLECTED</u>	<u>CAPITAL EXPENDITURES</u>	<u>INTEREST EARNED</u>	<u>ENDING BALANCE</u>
1989	0.00	95,555.00	(97,152.00)	0.00	(1,597.00)
1990	(1,597.00)	91,230.00	(209,911.00)	0.00	(120,278.00)
1991	(120,278.00)	104,902.00	(14,189.00)	0.00	(29,565.00)
1992	(29,565.00)	214,062.00	(374,563.00)	0.00	(190,066.00)
1993	(190,066.00)	197,322.00	(1,682,235.00)	0.00	(1,674,979.00)
1994	(1,674,979.00)	196,760.00	(48,381.00)	0.00	(1,526,600.00)
1995	(1,526,600.00)	89,037.00	(8,175.00)	0.00	(1,445,738.00)
1996	(1,445,738.00)	189,138.00	(326,095.00)	0.00	(1,582,695.00)
1997	(1,582,695.00)	159,024.00	(671,368.00)	0.00	(2,095,039.00)
1998	(2,095,039.00)	294,084.00	(132,602.00)	0.00	(1,933,557.00)
1999	(1,933,557.00)	248,898.00	(141,319.00)	0.00	(1,825,978.00)
2000	(1,825,978.00)	217,838.00	(156,352.00)	0.00	(1,764,492.00)
2001	(1,764,492.00)	65,885.00	(387,494.00)	0.00	(2,086,101.00)
2002	(2,086,101.00)	848,371.00	(1,108,307.00)	0.00	(2,346,037.00)
2003	(2,346,037.00)	594,617.00	(9,195,293.00)	0.00	(10,946,713.00)
2004	(10,946,713.00)	2,532,502.00	(167,116.00)	0.00	(8,581,327.00)
2005	(8,581,327.00)	2,018,676.00	(1,437,623.75)	0.00	(8,000,274.75)
2006	(8,000,274.75)	1,303,777.00	(10,774,463.00)	0.00	(17,470,960.75)
2007	(17,470,960.75)	1,873,601.00	(1,720,261.00)	0.00	(17,317,620.75)
2008	(17,317,620.75)	1,554,861.11	(827,701.37)	0.00	(16,590,461.01)
2009	(16,590,461.01)	65,660.00	(612,170.00)	0.00	(17,136,971.01)
2010	(17,136,971.01)	122,030.00	(76,243.00)	0.00	(17,091,184.01)
2011	(17,091,184.01)	164,610.00	(34,849.61)	0.00	(16,961,423.62)
2012	(16,961,423.62)	61,280.00	(261,637.18)	0.00	(17,161,780.80)
2013	(17,161,780.80)	3,161,599.00	(1,405,789.67)	0.00	(15,405,971.47)
2014	(15,405,971.47)	717,840.00	(153,000.85)	0.00	(14,841,132.32)
2015	(14,841,132.32)	61,350.00	(265,983.61)	0.00	(15,045,765.93)
2016	(15,045,765.93)	61,350.00	(191,977.39)	0.00	(15,176,393.32)
2017	(15,176,393.32)	1,773,159.00	(161,475.10)	0.00	(13,564,709.42)
2018	(13,564,709.42)	176,240.00	(477,932.10)	0.00	(13,866,401.52)
2019	(13,866,401.52)	28,590.00	(1,441,641.05)	0.00	(15,279,452.57)
2020	(15,279,452.57)	62,170.00	(705,966.57)	0.00	(15,923,249.14)
TOTALS		<u>19,346,018.11</u>	<u>(35,269,267.25)</u>	<u>0.00</u>	<u>(15,923,249.14)</u>

AGENDA STAFF REPORT

REGULAR BOARD MEETINGS OF DECEMBER 17 & 21, 2020

FROM: General Manager Arden Wallum
BY: Executive Assistant Dori Petee
FOR: ☒ ACTION ☐ Direction ☐ Information

ELECTION OF MSWD BOARD OFFICERS FOR 2021

STAFF RECOMMENDATION

Proceed with the election of officers in the following order:

- President
- Vice President

SUMMARY

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

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

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

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

Newly elected positions will take effect January 1, 2021.

ANALYSIS

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

FISCAL IMPACT

None

ATTACHMENT(S)

MSWD Board Handbook
Election of Chair procedure



Mission Springs Water District

Board of Directors Handbook

Adopted by Resolution No. 2020-02

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SECTION 1 - INTRODUCTION

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

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

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

SECTION 2 – EXECUTIVE SUMMARY

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

Section 2.01 - Board Best Practices

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

SECTION 3 – CULTURE: VISION AND CORE VALUES

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

Section 3.01 –Vision

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

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

Section 3.02 – Core Values

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

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

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

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

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

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

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

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

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

Section 4.01 - Authority

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

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

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

Section 4.02 – Responsibilities of Office

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

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

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

Section 4.03 – Role of the Board

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

The Board has three (3) major responsibilities:

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

Section 4.04 – Best Practices General Guidelines

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

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

Section 5.01 - President of the Board

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

Section 5.02 - Vice-President of the Board

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

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

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

Section 6.01 – Principles of Behavior and Performance Expectations

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

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

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

SECTION 7 – BOARD OF DIRECTORS’ INTERACTION AND COMMUNICATION

Section 7.01 – Board Member Interaction

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

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

Section 8.01 - Role of the General Manager

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

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

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

Section 8.02 - Board Interaction with the General Manager

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

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

Section 8.03 - Board Interaction with Staff

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

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

Section 8.04 - Role of District's Legal Counsel

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

SECTION 9 – CUSTOMER AND PUBLIC COMMUNICATIONS

Section 9.01 – Customer Communications

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

SECTION 10 – CONDUCT OF MEETINGS OF THE BOARD OF DIRECTORS

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

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

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

Section 10.02 - Consent Agenda

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

Section 10.03 - Closed Session

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

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

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

SECTION 11 – ROLES AND RESPONSIBILITY OF STANDING COMMITTEES AND SPECIAL COMMITTEES**Section 11.01 – Role and Responsibility of Committees**

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

SECTION 12 – COMPLAINT RESOLUTION PROCEDURES

Section 12.01 – General Guidelines for Complaint Resolution Procedures

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

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

Section 12.02 - Informal Sanction – Admonishment

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

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

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

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

Section 12.03 - Formal Sanction or Censure

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

Section 12.04 - Investigative Process

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

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

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

Section 12.05 – Censure

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

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

SECTION 13 – COMMITMENT TO BOARD OF DIRECTORS' BEST PRACTICES

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

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

Name: _____

Date: _____

Title: _____

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

General Manager/Board Secretary

Date: _____

APPENDIX A

Rosenberg's Rules of Order Summary



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

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

VISION

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

About the League of California Cities

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

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ABOUT THE AUTHOR

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

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INTRODUCTION

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

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

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

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

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

Establishing a Quorum

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

This is done in one of three ways:

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

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

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

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

Motions in General

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

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

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

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

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

The Three Basic Motions

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

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

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

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

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

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

Multiple Motions Before the Body

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

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

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

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

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

To Debate or Not to Debate

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

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

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

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

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

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

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

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

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

Majority and Super Majority Votes

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

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

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

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

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

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

Counting Votes

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

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

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

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

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

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

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

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

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

How does this work in practice?

Here are a few examples.

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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



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ROSENBERG'S RULES OF ORDER CHEAT SHEET

Item 4.

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

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

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

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

APPENDIX B

Signed Oath of Office

Election of President & Vice President

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

Procedure:

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

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

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

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

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

This procedure continues with each office.

REGIONAL WATER RECLAMATION FACILITY MONTHLY UPDATE

BOARD OF DIRECTORS MEETING



Steve Ledbetter for: Danny Friend

MISSION SPRINGS WATER DISTRICT | DECEMBER 17, 2020

Regional Water Reclamation Facility Monthly Update for November 2020

Regional Water Reclamation Facility

- Staff completed the 100% design review workshop with the consultant (AECOM). The consultant (AECOM) will prepare the final issue for bid contract documents in December.
- Staff expects to submit the final parcel map package to the City of Desert Hot Springs for review and approval in the coming months.
- The consultant (EnviroLogic Resources) is preparing the final Monitoring Wells Workplan, required by the approved WDR, and will submit to the Regional Board in December for review and approval.
- Staff anticipates receiving the proposal from AECOM for Technical Support during bidding in December. Depending on the amount, this may be brought to the Board in January.
- Staff continues to monitor progress on the SRF/Grant funding application with the SWRCB.
 - Staff met with the SWRCB staff regarding the septic abatement within AD-15 Area M2; more specifically:
 - To maximize grant funding opportunities, the SWRCB will require abatement of the on-site septic tanks within the first year following construction.
 - The SWRCB offered three options to move forward with regarding how the on-site abatement is best accomplished. Staff is currently reviewing and will finalize the details with the SWRCB in December.
 - Staff will continue to coordinate with the SWRCB regarding the final determination of grant funding and status of the funding agreement.

Regional Water Reclamation Facility Conveyance Line

- MSWD placed design on hold due to utility easements required along Little Morongo Road by the Project.
- The consultant (TKE) met with CVCC to define the easement approval path. Following, the consultant (TKE) confirmed that the RWRP is a covered project under the CVMSHCP. As such, Staff, and consultant (TKE) are preparing to attend the next CVCC Coordination/Joint Projects Review Meeting to seek approval of the required easement.
- No response was received from the utility easement request sent in September. As such, the consultant (TKE) will try to establish contact by phone and send follow-up requests.



BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, November 12, 2020 at 3:00 PM
Via Teleconference – No Live Attendance

CALL TO ORDER

Meeting was called to order at 3:00 PM

ROLL CALL

Board Members Present: President Nancy Wright, Vice President Randy Duncan, Director Steve Grasha, Director Russ Martin, Director Ivan Sewell

Staff Present: Wallum, Petee, Friend, Ilort, Macy, Scott, Alazammar, Ceja, Lucas, McCue

Legal Counsel Present: John Pinkney

RULES OF PROCEDURE

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

PUBLIC INPUT

*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.*

No public input.

EMPLOYEE RECOGNITION

Human Resources Report

This item will be addressed at the Board Meeting on Monday November 16, 2020.

ACTION ITEMS

RESOLUTION 2020-19 RECOMMENDING APPROVAL OF A NOTICE OF EXEMPTION DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR THE TERRACE RESERVOIRS

REHABILITATION AND SITE IMPROVEMENTS PROJECT

It is recommended that the Board adopt Resolution 2020-19 recommending approval of a Notice of Exemption determination under the California Environmental Quality Act (CEQA) Guidelines and direct the General Manager to sign the attached Notice of Exemption and file the same with the Riverside County Clerk.

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.

RESOLUTION 2020-20 RECOMMENDING APPROVAL OF A NOTICE OF EXEMPTION DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR THE DESERT WILLOWS WATERLINE REPLACEMENT PROJECT

It is recommended that the Board adopt Resolution 2020-20 recommending approval of a Notice of Exemption determination under the California Environmental Quality Act (CEQA) Guidelines and direct the General Manager to sign the attached Notice of Exemption and file the same with the Riverside County Clerk.

District staff has identified replacing approximately 7,600 lineal feet of 8-inch pipeline and support facilities to continue delivering potable water to the Desert Willow mobile home park neighborhood. The project may include re-paving the local neighborhood streets within the same pipeline alignment.

ACCEPTANCE OF THE CONSTRUCTION OF WELL 27 AND 31 DRYWELLS PROJECT

It is recommended to accept the Construction of Well 27 and 31 Drywells Project as complete and authorize the release of retention money held for Weka, Inc., in the amount of \$13,067.72, thirty-five days after filing the Notice of Completion (NOC).

On February 18, 2020, the Board approved the construction contract with Weka, Inc. for the construction of the Well 27 & 31 Drywells Project. This project included the construction of drywells and associated HDPE drain piping, and modifications to the existing well discharge piping and appurtenances.

CONTRACT AGREEMENT WITH FORSHOCK FOR UPGRADES AND ENHANCEMENTS TO THE SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM FOR WATER AND WASTEWATER

It is recommended to authorize the General Manager to approve a contract agreement with Forshock for upgrades and enhancements to the District's Water and Sewer SCADA Systems, for a not to exceed amount of \$378,163.18, plus a 10% contingency (total of \$415,979), augment the capital budget for job No. 11617 in the amount of \$21,630.00, and to do all things necessary to complete the project.

The District currently utilizes a SCADA system to operate and control the potable water system and monitor processes at the Horton Wastewater Treatment Plant (Horton). The potable water system consists of 13 well sites, and 17 reservoir sites for a total of 30 total sites. Staff can turn on and off wells remotely and monitor water levels at all reservoir sites utilizing our SCADA system. The existing software system is outdated and in need of an upgrade along with hardware upgrades to enhance and improve communication. Forshock has been our SCADA system integrator for approximately the past 10 years. Forshock has been able to keep the District operating on a District-owned network which connects all water sites to the SCADA system. The current upgrade will utilize more efficient and reliable technology while taking advantage of any cost savings that may be possible through new

innovations in the field of industrial automation. The proposed upgrade will allow for a system that is open, flexible, and allow for interoperability across a variety of hardware, integration services and providers while increasing reliability, functionality, and staff efficiency.

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

It is recommended to authorize the General Manager to approve a contract with B-81 Paving Inc. for the pavement repairs for water and sewer projects, for a not to exceed amount of \$100,000, and to do all things necessary to complete the project.

Staff makes approximately 200 repairs each year to water mains, water services, valves, blow-offs, air-vacs and sewer lines within the District's service area. After repairs are made, District staff installs temporary asphalt patches in place of the sections of pavement that were removed until a permanent patch is completed.

AWARD OF CONTRACT FOR THE CONSTRUCTION FO THE N. INDIAN CANYON DRIVE SEWER CONSTRUCTION PROJECT

It is recommended to authorize the General Manager to award a contract for the construction of the N. Indian Canyon Drive Sewer Construction Project to Downing Construction, Inc., the lowest responsible bidder, in the amount of \$468,307.00 plus a 10% contingency (total \$515,137.70), and to do all things necessary to complete the project.

Riverside County is proceeding with their N. Indian Canyon Widening Project Phase 2 which includes the area bounded by Dillon Road and 18th Avenue in N. Palm Springs. Constructing our sewer project ahead of the widening project will allow the District to save costs on removing and replacing the future asphalt being installed over the location of our 2,408 lineal feet of proposed sewer.

AWARD OF CONTRACT FOR THE WELL FITTING AND SITE WORK FOR NEW WELL 42 PROJECT AND CAPITAL BUDGET AUGMENTATION

It is recommended to authorize the General Manager to award a contract for the Well Fitting and Site Work for New Well 42 Project to Layne Christensen Company, the lowest responsible bidder, in the amount of \$3,494,425.35, plus a 10% contingency (total \$3,843,867.89), augment the capital improvement budget amount to \$4,600,000 for Job No. 11147, and to do all things necessary to complete the project.

The Well 42 plans and specifications originally completed in 2011 were updated to ensure they meet current standards. In addition, Staff secured a floodplain permit with the City, confirming the site will not be impacted by flooding. Lastly, the District completed acquisition of the Project site in October. As such, the project is ready to move forward.

DISCUSSION ITEMS

DISTRICT HOLIDAY SCHEDULE

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

This year Christmas Eve and New Years Eve fall on a Thursday and the staff is requesting these days off in addition to the Holiday days already observed (Christmas Day & New Year's Day).

MISSION SPRINGS WATER DISTRICT WATER RECLAMATION FACILITY

Mr. Friend provided a brief update to the Board. A written report may also be found in the Board packet.

CONSENT AGENDA

APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

Study Session - October 15, 2020

Regular Meeting - October 19, 2020

REGISTER OF DEMANDS

The Register of Demands totaling \$1,312,215.44

REPORTS

MONTHLY REPORTS

PUBLIC RELATIONS REPORT

Ms. Llort provided a brief report to the Board. A full report can be found included with the General Manager's Report.

DIRECTOR'S REPORTS

Director Grasha had no reportable events however commented on a CVWD Board Meeting.

Director Sewell reported he attended the following event; 10/27 DHS State of the City

GENERAL MANAGERS REPORT

In addition to the written report, Mr. Wallum also noted the following;

On Monday, 11/9, WW staff received a call about a sewer back up at 66271 Buena Vista. Collections staff determined that a blockage in our sewer collection system was causing the back-up and used our jet/vacuum truck to clear the blockage. The crew found root balls and pieces of clay pipe along with other debris. After clearing the blockage, staff sent our CCTV camera in for observation and discovered a 15 foot section of pipe was damaged and missing large sections of pipe causing rags and debris to build up and block the flow of sewer. Due to the degree of the damage we quickly contacted two contractors and got informal bids for an emergency repair. Tri-Star Contractors will be on site Friday to make the repairs which includes approx. 15 feet of VCP pipe and two wye lateral connections. Cost for this work is approx. \$22K. Additionally, this morning at approx. 9:30 am, Water Production staff during routine site visit to Well 26 (ID-E) noticed the well making a loud noise that was not normal. We believe there may be an issue with damaged/broken shaft bearings. Well 26 was shut down and Layne Christensen was contacted to come out and assess the problem as an emergency. Well 26 is locked out and tagged until we get a clear understanding of what the problem is. Well 26A is

currently operating and providing water to that system. Once more information is available I will let you know.

DISTRICT COUNSEL COMMENTS

Mr. Pinkney announced closed session on the following item;

CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. RIC2003782

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

DIRECTORS' COMMENTS

(Inadvertently skipped)

CLOSED SESSION**REPORT ON ACTION TAKEN DURING CLOSED SESSION**

There was no reportable action taken.

ADJOURN

President Wright adjourned this meeting at 5:45 PM

Respectfully submitted,

Arden Wallum

Secretary of the Board of Directors



BOARD OF DIRECTORS REGULAR BOARD MEETING MINUTES

Monday, November 16, 2020 at 3:00 PM
Via Teleconference – No Live Attendance

CALL TO ORDER

Meeting called to order at 3:00 PM

PLEDGE OF ALLEGIANCE

Led by Vice President Duncan, led in prayer by President Wright.

ROLL CALL

Board Members Present: President Nancy Wright, Vice President Randy Duncan, Director Steve Grasha, Director Russ Martin, Director Ivan Sewell

Staff Present: Arden Wallum, Brian Macy, Amanda Lucas, Danny Friend, Bassam Alzammar, Theresa Murphy, Dori Petee, Victoria Llorca, Oriana Hoffert, Matt McCue, Lisa Pelton, April Scott

Legal Counsel Present: John Pinkney

RULES OF PROCEDURE

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

PUBLIC INPUT

No public input

EMPLOYEE RECOGNITION

The Board recognized the following employee anniversaries;

Alex Acevedo	Lead Field Operations Technician	1 Year
Brian Macy	Assistant General Manager	1 Year
Colton Gerdes	Water Production Operator I	1 Year
David Weaver	Collections Lead Operator	1 Year
Juan Hernandez	Water Production & Maintenance Foreperson	1 Year
Marco Perez	Engineering Technician I	1 Year

Tim Owens	Water Production Operator I	2 Years
April Scott	Customer Service Manager	4 Years
Andy Grunnet	Wastewater Treatment Plant Operator II	4 Years
Dori Petee	Executive Assistant	4 Years
Jeff Nutter	Maintenance Superintendent	26 Years

ACTION ITEMS:

RESOLUTION 2020-19 RECOMMENDING APPROVAL OF A NOTICE OF EXEMPTION DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR THE TERRACE RESERVOIRS REHABILITATION AND SITE IMPROVEMENTS PROJECT

The Board adopted Resolution 2020-19 recommending approval of a Notice of Exemption determination under the California Environmental Quality Act (CEQA) Guidelines and directed the General Manager to sign the attached Notice of Exemption and file the same with the Riverside County Clerk.

Motion made by Director Sewell, Seconded by Director Grasha.

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

RESOLUTION 2020-20 RECOMMENDING APPROVAL OF A NOTICE OF EXEMPTION DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR THE DESERT WILLOWS WATERLINE REPLACEMENT PROJECT

The Board adopted Resolution 2020-20 recommending approval of a Notice of Exemption determination under the California Environmental Quality Act (CEQA) Guidelines and directed the General Manager to sign the attached Notice of Exemption and file the same with the Riverside County Clerk.

Mr. Wallum noted that the Board received the plans for this project prior to the meeting. There was nothing further to add.

Russell Betts made public comment regarding the paving options of this project. He urged the entire street be paved after trenching as opposed to just filling in the trench down the middle of the road.

Motion made by Vice President Duncan, Seconded by Director Sewell.

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

ACCEPTANCE OF THE CONSTRUCTION OF WELL 27 AND 31 DRYWELLS PROJECT

The Board accepted the Construction of Well 27 and 31 Drywells Project as complete and authorized the release of retention money held for Weka, Inc., in the amount of \$13,067.72, thirty-five days after filing the Notice of Completion (NOC).

Motion made by Director Grasha, Seconded by Vice President Duncan.

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

CONTRACT AGREEMENT WITH FORSHOCK FOR UPGRADES AND ENHANCEMENTS TO THE SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM FOR WATER AND WASTEWATER

The Board authorized the General Manager to approve a contract agreement with Forshock for upgrades and enhancements to the District's Water and Sewer SCADA Systems, for a not to exceed amount of \$378,163.18, plus a 10% contingency (total of \$415,979), augment the capital budget for job No. 11617 in the amount of \$21,630.00, and to do all things necessary to complete the project.

Motion made by Vice President Duncan, Seconded by Director Sewell.

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

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

The Board authorized the General Manager to approve a contract with B-81 Paving Inc. for the pavement repairs for water and sewer projects, for a not to exceed amount of \$100,000, and to do all things necessary to complete the project.

Motion made by Director Grasha, Seconded by Vice President Duncan.

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

AWARD OF CONTRACT FOR THE CONSTRUCTION FO THE N. INDIAN CANYON DRIVE SEWER CONSTRUCTION PROJECT

The Board authorized the General Manager to award a contract for the construction of the N. Indian Canyon Drive Sewer Construction Project to Downing Construction, Inc., the lowest responsible bidder, in the amount of \$468,307.00 plus a 10% contingency (total \$515,137.70), and to do all things necessary to complete the project.

Motion made by Director Sewell, Seconded by Vice President Duncan.

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

AWARD OF CONTRACT FOR THE WELL FITTING AND SITE WORK FOR NEW WELL 42 PROJECT AND CAPITAL BUDGET AUGMENTATION

The Board authorized the General Manager to award a contract for the Well Fitting and Site Work for New Well 42 Project to Layne Christensen Company, the lowest responsible bidder, in the amount of \$3,494,425.35, plus a 10% contingency (total \$3,843,867.89), augment the capital improvement budget amount to \$4,600,000 for Job No. 11147, and to do all things necessary to complete the project.

Motion made by Vice President Duncan, Seconded by Director Sewell.

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

Voting Nay: Director Grasha

PROFESSIONAL LEGAL CONTRACT WITH COLANTUONO HIGHSMITH WHATLEY, PC

The Board approved the scope of work and proposed contract and authorized the General Manager to accept the contract with Colantuono Highsmith Whatley, PC.

Mr. Pinkney noted this contract is related to the Class Action Lawsuit as part of the defense team.

Motion made by Director Grasha, Seconded by Director Sewell.

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

DISCUSSION ITEMS:

DISTRICT HOLIDAY SCHEDULE

Discussion on the District's holiday schedule and possible closures. The General Manager received a nod of approval to allow the staff off on Christmas Eve and New Year's Eve.

MISSION SPRINGS WATER DISTRICT WATER RECLAMATION FACILITY

Nothing further to add

CONSENT AGENDA:

Director Grasha corrected a comment made in the minutes of the October 15th Study Session and would like them corrected to properly reflect what was stated. The comment noted DWA Tax and it should have said DWA RAC fee. The motion below was made with the corrections to the minutes.

Motion made by Director Grasha, Seconded by Director Sewell.

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

APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

Study Session - October 15, 2020

Regular Meeting - October 19, 2020

REGISTER OF DEMANDS

The Register of Demands totaling \$1,312,215.44

REPORTS:**MONTHLY REPORTS**

Nothing further to add.

PUBLIC RELATIONS REPORT

Nothing further to add.

DIRECTOR'S REPORTS

Director Martin reported he attended the following events; 10/8 DVBA Board Meeting, 10/19 & 10/20 Tribal Water Conference, 10/6 DHS City Council Meeting, 10/8 DVBA General Membership Meeting, 10/20 DHS City Council Meeting, 10/22 DVBA Public Officials Meeting, 10/27 DHS State of the City, 10/26 Cabot's Board Meeting, 10/28 San Geronio Pass Regional Water Alliance Meeting

Vice President Duncan reported he attend the following events; 10/13 CVWD Board Meeting, 10/20 DWA Board Meeting, 10/27 CVWD Board Meeting

GENERAL MANAGERS REPORT

Nothing further to add. Mr. Wallum announced closed session.

DISTRICT COUNSEL COMMENTS**DIRECTORS' COMMENTS**

Director Sewell requested an update to the 2017 Strategic Plan.

President Wright commented on the new Agenda format. She also announced the DHS High School Groundwater Guardian Team is celebrating 20 years.

CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. PSC 1600676

(Mission Springs Water District vs. Desert Water Agency)

REPORT ON ACTION TAKEN DURING CLOSED SESSION

No reportable action

ADJOURN

President Wright adjourned the meeting at 5:05 PM

Respectfully submitted,

Arden Wallum

Secretary of the Board of Directors

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
71385	11-18-20	DAWN STANLEY	NEW ADDRESS	-70.55		-70.55
71391	11-18-20	ELYON DEVELOPMENT	WRONG NAME	-770.18		-770.18
71402	11-04-20	MELANIE PLASSE	CUSTOMER ACCIDENTLY SHRED CHECK	-55.06		-55.06
71458	11-05-20	AIR & HOSE SOURCE INC.	PRESSURE WASHER NOZZLES	932.72		932.72
			SWIVEL BRASS ADAPTORS			
			WRENCHES			
71459	11-05-20	ARAMARK UNIFORM SERVICES, INC	UNIFORM SERVICES	345.28		345.28
71460	11-05-20	BROWNSTEIN HYATT FARBER SCHRECK LLC	CALIFORNIA LOBBYING SERVICES	10,000.00		10,000.00
71461	11-05-20	BUILDERS SUPPLY	WASTEBASKET AND SANDING ROLLS	27.97		27.97
			WELL 37 LIGHTS			
71462	11-05-20	CAPRI & CLAY, INC	FEDERAL ADVOCACY	4,000.00		4,000.00
71463	11-05-20	CASAMAR GROUP, LLC	LABOR COMPLIANCE OCT.2020	0.00	2,300.12	2,300.12
			STAFFING SERVICES			
71464	11-05-20	CASEY DOLAN	DIGITAL ADVERTISING MGMT	650.00		650.00
71465	11-05-20	CHARLES NUGENT	ACCOUNT REFUND 65814 7TH ST	82.00		82.00
71466	11-05-20	CHERYL LARSEN	ACCOUNT REFUND 65959 CAHUILLA	151.49		151.49
71467	11-05-20	CLAUDIA NIEVES	ACCOUNT REFUND 15840 AVE RAMADA	32.67		32.67
71468	11-05-20	CSDA	MEMBERSHIP DUES 2021	7,805.00		7,805.00
71469	11-05-20	JOHN LEUER	ACCOUNT REFUND 9451 CAPILAND RD	75.20		75.20
71470	11-05-20	DAVISA MARTINEZ	ACCOUNT REFUND 13400 QUINTA WAY	15.88		15.88
71471	11-05-20	DELINDA ANGELO	ACCOUNT REFUND 13740 CUYAMACA	27.42		27.42
71472	11-05-20	DESERT VALLEY DISP INC	ADMIN BLDG SEPT. SERVICE	2,250.24	-203.55	2,046.69
			ADMIN OCT. SERVICE CHARGE			
			CORP. YARD OCT. SERVICE			
			CORP. YARD SEPT. SERVICE CHARGE			
			DEPOSIT REFUND			
			OLD METER BOX DISPOSAL			
71473	11-05-20	DOROTHY LAWRENCE	ACCOUNT REFUND 12557 MAUI DR	18.49		18.49
71474	11-05-20	DOUG MARTIN CONTRACTING CO.	ACCOUNT REFUND 9568 SPYGLASS AVE	703.63		703.63
71475	11-05-20	ELISHA PARANA	ACCOUNT REFUND 9741 TROON CT	127.00		127.00
71476	11-05-20	EXECUTIVE FACILITIES SERVICES, INC.	OCT. DISINFECTION SERVICES	1,023.75		1,023.75
71476	11-23-20	EXECUTIVE FACILITIES SERVICES, INC.	COMPANY MOVED AND DID NOT ADVISE OF NEW ADDRESS	-1,023.75		-1,023.75
71477	11-05-20	FRONTIER	ADMIN	571.99		571.99
71478	11-05-20	GOUGH SYSTEMS	UNIDATA SUPPORT - OCT.2020	2,225.00	2,225.00	4,450.00
71479	11-05-20	GRAINGER	P-TRAP CUTTER	29.28		29.28
71480	11-05-20	HDS WHITE CAP CONST SUPPLY	BLUE MARKING SPRAY PAINT	535.27		535.27
			SQUARE SHOVELS			
71481	11-05-20	INLAND WATER WORKS	BALL VALVE	13,128.81		13,128.81
			BK NIPPLE			
			CONNECTION MUE			
			DIAPHRAGM			
			FULL PORT BALL VALVE			
			PADLOCKS			
			PULSATRON PUMP			
			VALVES			
71482	11-05-20	J W D ANGELO CO INC	GATE VALVE KEY	118.79		118.79
71483	11-05-20	JOSEPH MOLINA	ACCOUNT REFUND 66089 SANTA ROSA RD	82.00		82.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
71484	11-05-20	KILLER BEE PEST CONTROL	PEST CONTROL	65.00		65.00
71485	11-05-20	LUBRICATION ENGINEERS, INC	MONOLEC GREASE	379.70		379.70
71486	11-05-20	MANPOWER US INC.	STAFFING SERVICES	2,055.30		2,055.30
			TEMP FIELD TECH			
71487	11-05-20	MARIA DEL CARMEN OLIVARES	ACCOUNT REFUND 65707 ESTRELLA AVE	33.77		33.77
71488	11-05-20	MARIANA ROSADO	ACCOUNT REFUND 66299 DESERT VIEW AVE	150.00		150.00
71489	11-05-20	MATHESON TRI-GAS, INC	6 XL SAFETY VESTS	129.30		129.30
71490	11-05-20	MCMMASTER-CARR SUPPLY CO	NON MARRING PIPE WRENCHES	232.27		232.27
			NUTS & BOLTS			
71491	11-05-20	MELANIE PLASSE	ACCOUNT REFUND 9691 CLUBHOUSE BLVD	55.06		55.06
71492	11-05-20	MICHAEL J. POSS	TOILET REBATE	100.00		100.00
71493	11-05-20	OFFICETEAM	MILEAGE REIMBURSEMENT	832.37		832.37
			STAFFING SERVICES			
71494	11-05-20	PC MANAGER, LLC	SURFACE BOOK 3	4,197.23		4,197.23
			SURFACE PRO 7			
71495	11-05-20	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTIONS	1,390.00		1,390.00
71496	11-05-20	ROBERT MCSPADDEN	ACCOUNT REFUND 64658 PINEHURST CIR	56.62		56.62
71497	11-05-20	ROBERT J. TILLIS	TOILET REBATE	100.00		100.00
71498	11-05-20	RONALD W. FISCHER	ACCOUNT REFUND 12749 DEODAR AVE	23.03		23.03
71499	11-05-20	STAPLES	OFFICE SUPPLIES	915.73		915.73
71500	11-05-20	STEVEN J. KATZ	TOILET REBATE	200.00		200.00
71501	11-05-20	TKE ENGINEERING, INC	AMI METER PROJECT	0.00	460.00	460.00
71502	11-05-20	TOPS N BARRICADES, INC	SAFETY JACKETS	105.23		105.23
71503	11-05-20	USA BLUEBOOK	4' SEWAGE PUMPS	7,983.06		7,983.06
			HARNESSES			
			PULSATRON KIT			
			PULSATRON PUMP			
71504	11-05-20	WALLACE & ASSOCIATES CONSULTING, INC.	CM & INSPECTION	0.00	1,768.00	1,768.00
71505	11-05-20	WATERLINE TECHNOLOGIES INC.	6 DRUMS REFILLED	1,234.82		1,234.82
71506	11-05-20	WEST COAST SAND AND GRAVEL INC.	BASE MATERIAL	384.43		384.43
71507	11-05-20	WESTAIR GASES & EQUIPMENT, INC.	EMPTY BOTTLE REPLACEMENT	74.62		74.62
71508	11-05-20	WILLDAN FINANCIAL SERVICES	2021 ASSESSMENT MGMT FEE	12,010.00		12,010.00
			2021 SEWER			
			2021 SEWER & WATER DELINQUENT ACCTS			
71509	11-16-20	ACWA-JPIA HEALTH BENEFITS AUTH.	MEDICAL/VISION-DEC.2020	94,624.00		94,624.00
71510	11-16-20	ACWA	I.SEWELL FALL CONFERANCE	375.00		375.00
71511	11-16-20	ADT SECURITY SERVICES	ENGINEERING MODULAR BLDG	312.12		312.12
71512	11-16-20	ALPHA MEDIA, LLC	SEPT. SOCIAL MEDIA	1,050.00		1,050.00
71513	11-16-20	ALPHA MEDIA, LLC	OCT. SOCIAL MEDIA	1,050.00		1,050.00
71514	11-16-20	ANDREW METZGER	ON LOCATION PHOTOGRAPHY	490.00		490.00
71515	11-16-20	ANSAFONE	ANSWERING SERVICE	299.73		299.73
71516	11-16-20	APRIL LEE SCOTT	A.SCOTT HEALTH & WELLNESS REIMB.	80.00		80.00
71517	11-16-20	E S BABCOCK & SONS INC	TOTAL N TESTING	168.00		168.00
71518	11-16-20	BUILDERS SUPPLY	CONDUIT REPAIR	3.54		3.54
71519	11-16-20	BUILDERS SUPPLY	IMPACT BIT SET	45.23		45.23
71520	11-16-20	CA STATE DISBURSEMENT UNIT	PPE 10/30 GARNISHMENT-EE.188	96.92		96.92
71521	11-16-20	CARLOS NAPOLES	C.NAPOLES BOOT REIMBURSMENT	264.60		264.60

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
71522	11-16-20	CASAMAR GROUP, LLC	LC MONITORING	0.00	484.84	484.84
71523	11-16-20	CITY OF DESERT HOT SPRINGS	APR.2020-ENCROACHMENT PERMITS	1,622.61		1,622.61
			FEB 2020 -ENCROACHMENT PERMITS			
			MARCH 2020-ENCROACHMENT PERMITS			
71524	11-16-20	CLINICAL LAB OF S B INC	WATER SAMPLING	13,198.00		13,198.00
71525	11-16-20	CWEA	D.WEAVER CERT. RENEWAL	298.00		298.00
			S.WIENECKE CWEA MEMBERSHIP			
71526	11-16-20	DAVID WEAVER	D.WEAVER HEALTH & WELLNESS REIMB.	80.00		80.00
71527	11-16-20	DESERT RECYCLING INC.	OLD METER BOX LIDS REMOVAL	0.00	1,840.00	1,840.00
71528	11-16-20	DESERT TIRES AND AUTO REPAIR	UNIT 406 TIRES	635.06		635.06
71529	11-16-20	TOM DODSON & ASSOCIATES	CEQA SUPPORT SERVICES	0.00	4,485.00	4,485.00
			TERRACE RESERVOIR REHAB			
71530	11-16-20	EISENHOWER MEDICAL ASSOCIATES INC,	DOT PHYSICALS	310.00		310.00
71531	11-16-20	ENVIROLOGIC RESOURCES,INC.	32% CONTRACT COMPLETION	3,960.00	9,227.50	13,187.50
			33% CONTRACT COMPLETION			
			HYDROGEO SUPPORT SGMA			
71532	11-16-20	FARMER BROS CO	ADMIN+YARD COFFEE	466.84		466.84
71533	11-16-20	FEDEX	OVERNIGHT SHIPPING	0.00	30.38	30.38
71534	11-16-20	FERGUSON WATERWORKS #1083	NEPTUNE METERS	20,386.30		20,386.30
71535	11-16-20	HOME DEPOT CRC PROGRAM	TOOLS/LIGHTBULBS/ETC.	1,647.70		1,647.70
71536	11-16-20	K.S.M ELECTRIC INC.	WELL 34 ELECTRICAL	658.48		658.48
71537	11-16-20	LARRY W HINER	ACCOUNT REFUND 15300 PALM DR #50	550.00		550.00
71538	11-16-20	LAURIE OCHOA	ACCOUNT REFUND 65861 AVE LADERA	164.00		164.00
71539	11-16-20	ROBERTO LOPEZ	R.LOPEZ HEALTH & WELLNESS REIMB.	80.00		80.00
71540	11-16-20	LORI HALLECK	ACCOUNT REFUND 66886 SAN BRUNO 1	103.43		103.43
71541	11-16-20	LUIZ DOS SANTOS	L.DOSSANTOS HEALTH & WELLNESS REIMB.	56.55		56.55
71542	11-16-20	MANPOWER US INC.	STAFFING SERVICES	868.39		868.39
71543	11-16-20	MICHAEL DAVID PLATT	CONSULTING	10,646.25		10,646.25
71544	11-16-20	MISCO WATER	CHLORINE SHELTERS	0.00	46,200.11	46,200.11
71545	11-16-20	CAROL A MORIN	C.MORIN HEALTH & WELLNESS REIMB.	80.00		80.00
71546	11-16-20	NAPA AUTO PARTS	REPLACEMENT BATTERIES	267.05		267.05
71547	11-16-20	PC MANAGER, LLC	B.MACY LAPTOP DOCK	284.91		284.91
71548	11-16-20	RIVERSIDE DEP CHILD SUPP SERV	PPE 10/30 GARNISHMENT-EE.182	235.38		235.38
71549	11-16-20	COUNTY OF RIVERSIDE	HORTON PLANT HAZMAT PERMIT	1,236.00		1,236.00
71550	11-16-20	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET SERVICE REPAIR	1,629.48		1,629.48
71551	11-16-20	SPECTRUM ENTERPRISE	INTERNET SERVICE	1,920.00		1,920.00
71552	11-16-20	TIME WARNER CABLE	MONTHLY FEE	116.69		116.69
71553	11-16-20	TKE ENGINEERING, INC	CM & DESIGN SERVICES	0.00	66,952.99	66,952.99
			CONSTRUCTION MGMT			
			DESIGN SERVICES			
			PHASE II PROGRAM MGMT			
			TERRACE RESEVOIR REHAB			
71554	11-16-20	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	158.50		158.50
71555	11-16-20	URBAN WATER INSTITUTE	UWI MEMBERSHIP DUES 2021	750.00		750.00
71556	11-16-20	VALLEY LOCK & SAFE	REPLACEMENT GATE OPENERS	189.07		189.07
71557	11-16-20	MARK VERMEER	M.VERMEER BOOT REIMBURSEMENT	299.20		299.20
			M.VERMEER HEALTH & WELLNESS REIMB.			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
71558	11-16-20	WALLACE & ASSOCIATES CONSULTING, INC.	INSPECTION SERVICES	0.00	524.00	524.00
71559	11-16-20	WIENHOFF DRUG TESTING, INC	DOT TRAINING AND ANNUAL QUERIES	710.74		710.74
71560	11-19-20	ACWA/JOINT POWERS INSUR AUTH	1ST QTE WORKERS COMP 07/01-09/30/20	19,797.69		19,797.69
71561	11-19-20	KERRY ANSON KNEUER	CRANE SERVICES	875.00		875.00
71562	11-19-20	BECK OIL, INC.	DIESEL FUEL	6,691.99		6,691.99
			UNLEADED GASOLINE			
71563	11-19-20	BRINKS INCORPORATED	NOV. SERVICES	190.22		190.22
			TRANSPORTATION			
71564	11-19-20	BROWNSTEIN HYATT FARBER SCHRECK LLC	CALIFORNIA LOBBYING SERVICES	20,000.00		20,000.00
71565	11-19-20	CARL OTTESON	ANNUAL TEST	840.00		840.00
71566	11-19-20	SANDERSON LANDSCAPE SOLUTIONS	MSWD LANDSCAPING	6,010.00		6,010.00
71567	11-19-20	CYPRESS DENTAL ADMINISTRATORS	DEC. 2020 DENTAL	4,759.62		4,759.62
71568	11-19-20	DANITTA CLARISA GONZALEZ	TOILET REBATE	200.00		200.00
71569	11-19-20	DAWN STANLEY	ACCOUNT REFUND 69525 DILLON RD #58	70.55		70.55
71570	11-19-20	DESERT SUN PUBLISHING CO	ADS FOR BIDS	0.00	4,615.60	4,615.60
71571	11-19-20	DESERT WATER AGENCY	DWA RAC FEES	416,525.76		416,525.76
71572	11-19-20	DESERT CITIES REPROGRAPHICS SYSTEMS INC	LANDSCAPE PLAN SCAN	94.00		94.00
			LANDSCAPE PLANS			
			STORM DRAIN PLANS			
71573	11-19-20	ENTERPRISE FM TRUST	FLEET LEASE PAYMENT	7,944.87		7,944.87
71574	11-19-20	ENVIROGEN TECHNOLOGIES	WELL 26 URANIUM	3,916.40		3,916.40
71575	11-19-20	EXECUTIVE FACILITIES SERVICES, INC.	CLEANING SERVICES	3,671.14		3,671.14
			NOVEMBER DISINFECTING SERVICES			
71576	11-19-20	FEDEX	RETURN BID BOND	0.00	25.31	25.31
71577	11-19-20	FERGUSON WATERWORKS #1083	AMI METER PROJECT PYMT.10	0.00	65,265.48	65,265.48
71578	11-19-20	MICHAEL JEAN KLUTTS	SECURITY MOTION SENSOR	606.01		606.01
71579	11-19-20	GRAINGER	LOCKOUT/TAGOUT KIT	380.34		380.34
			LOCKOUT/TAGOUT KITS			
71580	11-19-20	ELYON DEVELOPMENT	ACCOUNT REFUND AVENIDA LA VISTA & CALLE BLANCO	770.18		770.18
71581	11-19-20	HEITEC	GENERAL INSPECTIONS	3,111.25		3,111.25
71582	11-19-20	IMAGE SOURCE	PHOTO COPY EXPENSE	112.96		112.96
71583	11-19-20	INFOSEND INC	MONTHLY BILLING SERVICE	11,654.47		11,654.47
71584	11-19-20	INLAND WATER WORKS	CLA-VALVE	4,383.40		4,383.40
			DIAPHRAGMS			
71585	11-19-20	KILLER BEE PEST CONTROL	PEST CONTROL	195.00		195.00
71586	11-19-20	MANPOWER US INC.	STAFFING SERVICES	2,026.30		2,026.30
71587	11-19-20	MATHESON TRI-GAS, INC	DISINFECTING WIPES	95.23		95.23
71588	11-19-20	MCMASTER-CARR SUPPLY CO	24 PADLOCKS	274.89		274.89
71589	11-19-20	PLUMBERS DEPOT INC	HOSE FITTINGS	1,639.27		1,639.27
			MISC. ITEMS FOR VAX TRUCK			
71590	11-19-20	POLYDYNE, INC.	POLYMER SLUDGE WASTING	5,899.72		5,899.72
71591	11-19-20	QUADIENT FINANCE USA, INC.	MAIL METER LEASE	650.58		650.58
71592	11-19-20	SOUTHERN CALIF EDISON	ADMIN BUILDING CORP YARD	107,712.57		107,712.57
			DESERT CREST/DILLON LIFT			
			GATEWAY/VISTA ELECTRIC BILL			
71593	11-19-20	STAPLES	INK TONERS	474.25		474.25
			OFFICE SUPPLIES			

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71594	11-19-20	SUNPOWER CORPORATION,SYSTEMS	O&M SERVICE FEE	4,856.75		4,856.75
71595	11-19-20	TKE ENGINEERING, INC	ENGINEERING SERVICES	6,560.00	9,545.00	16,105.00
71596	11-19-20	TOPS N BARRICADES, INC	TRAFFIC CONES	207.50		207.50
71597	11-19-20	TULE RANCH/MAGAN FARMS	OCT. 2020 SLUDGE HAULING	20,007.92		20,007.92
71598	11-19-20	UMETECH, INC	UMETECH SUPPORT	21,219.50	2,337.50	23,557.00
71599	11-19-20	USA BLUEBOOK	BODY HARNESS	549.47		549.47
71600	11-19-20	VERIZON WIRELESS	VERIZON CELL PHONE BILL	4,649.62		4,649.62
71601	11-19-20	WATERLINE TECHNOLOGIES INC.	13 DRUMS REFILLED	2,160.93		2,160.93
			8 DRUMS REFILLED			
71602	11-19-20	XEROX CORPORATION	COPY EQUIPMENT LEASE	478.42		478.42
71603	11-25-20	AB FENCE COMPANY, INC.	FENCE REPAIRS	4,890.00		4,890.00
71604	11-25-20	ADT SECURITY SERVICES	ALARM SERVICES	34.99		34.99
71605	11-25-20	ARAMARK UNIFORM SERVICES, INC	OCT. 2020 UNIFORM SERVICES	1,512.85		1,512.85
			UNIFORM SERVICES			
71606	11-25-20	BUILDERS SUPPLY	LADDER	141.77		141.77
71607	11-25-20	CA STATE DISBURSEMENT UNIT	GARNISHMENT PPE 11/13	96.92		96.92
71608	11-25-20	CHARLES METCALF	ACCOUNT REFUND 66399 ESTRELLA AVE	82.00		82.00
71609	11-25-20	CLEAN ENERGY	FUEL FOR CNG VEHICLES	874.92		874.92
71610	11-25-20	DHYANA WALKER	ACCOUNT REFUND 13440 INAJA ST	40.45		40.45
71611	11-25-20	DIAMOND CONSTRUCTION	ACCOUNT REFUND EL CAJON DR	851.24		851.24
71612	11-25-20	EXECUTIVE FACILITIES SERVICES, INC.	OCT. DISINFECTION SERVICES	1,023.75		1,023.75
71613	11-25-20	GUANGZAN JIN	ACCOUNT REFUND 16880 SUNRISE RD	37.93		37.93
71614	11-25-20	IMAGE SOURCE	PHOTO COPY EXPENSE	42.45		42.45
71615	11-25-20	JACOB HUSTED	ACCOUNT REFUND 64577 VARDON CT	56.88		56.88
71616	11-25-20	JULIO JUAREZ	ACCOUNT REFUND 66235 7TH ST	90.98		90.98
71617	11-25-20	MANPOWER US INC.	STAFFING SERVICES	751.04		751.04
71618	11-25-20	MICHAEL MULLEN	ACCOUNT REFUND 66595 GRANADA AVE	151.22		151.22
71619	11-25-20	MONICA GONZALEZ	ACCOUNT REFUND 16840 AVE RAMBLA	189.00		189.00
71620	11-25-20	CAROL A MORIN	PERSONAL PROPERTY USE REIMB.	20.00		20.00
71621	11-25-20	OCEAN SPRINGS TECH, INC	ACCOUNT REFUND 12536 PALM DR	166.96		166.96
71622	11-25-20	GREATER PALM SPRINGS CONVENTION	MEMBERSHIP DUES 2020-2021	300.00		300.00
71623	11-25-20	PARKHOUSE TIRE, INC	UNIT 366 TIRES	2,123.98		2,123.98
71624	11-25-20	RIVERSIDE DEP CHILD SUPP SERV	GARNISHMENT PPE 11/13	235.38		235.38
71625	11-25-20	COUNTY OF RIVERSIDE	NEW INSTALL PERMIT	571.17		571.17
71626	11-25-20	ROBERT CARDENAS	CLAIM PAYMENT METER ISSUE	175.42		175.42
71627	11-25-20	SHRED-IT	SHREDDING SERVICE	118.20		118.20
71628	11-25-20	SOUTHERN CALIF EDISON	CORP YARD/ANNEX ELECTRIC BILL	1,181.46		1,181.46
71629	11-25-20	THE LINCOLN NATL. LIFE INS. CO.	LIFE INS./LTD-DEC.2020	3,143.10		3,143.10
71630	11-25-20	TKE ENGINEERING, INC	78% DESIGN COMPLETION	6,005.00	30,112.50	36,117.50
			AMI METER PROJECT			
			CM SERVICES			
			ENGINEERING SERVICES			
			FINAL WATER FEASIBILITY STUDY			
71631	11-25-20	UBALDO SILVA	ACCOUNT REFUND 16250 AVE GRACIA	82.00		82.00
71632	11-25-20	VALLEY LOCK & SAFE	DOOR LOCK REPAIR	127.24		127.24
3392769	11-30-20	WELLS FARGO - WELLSONE	ACWA WEBINAR	50.00		50.00
9992574	11-06-20	WELLS FARGO BANK	AUTO DEP PPE 10/30	112,132.34		112,132.34

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71571	11-19-20	DESERT WATER AGENCY	DWA RAC FEES	416,525.76		416,525.76
9992717	11-20-20	WELLS FARGO BANK	AUTO DEP PPE 11/13	118,493.02		118,493.02
9992574	11-06-20	WELLS FARGO BANK	AUTO DEP PPE 10/30	112,132.34		112,132.34
71592	11-19-20	SOUTHERN CALIF EDISON	ADMIN BUILDING CORP YARD	107,712.57		107,712.57
			DESERT CREST/DILLON LIFT			
			GATEWAY/VISTA ELECTRIC BILL			
71509	11-16-20	ACWA-JPIA HEALTH BENEFITS AUTH.	MEDICAL/VISION-DEC.2020	94,624.00		94,624.00
71553	11-16-20	TKE ENGINEERING, INC	CM & DESIGN SERVICES	0.00	66,952.99	66,952.99
			CONSTRUCTION MGMT			
			DESIGN SERVICES			
			PHASE II PROGRAM MGMT			
			TERRACE RESEVOIR REHAB			
71577	11-19-20	FERGUSON WATERWORKS #1083	AMI METER PROJECT PYMT.10	0.00	65,265.48	65,265.48
9992714	11-12-20	SLOVAK BARON & EMPEY LLP	LEGAL SERVICES	55,040.24		55,040.24
9992648	11-13-20	SLOVAK BARON & EMPEY LLP	LEGAL SERVICES	50,399.90		50,399.90
71544	11-16-20	MISCO WATER	CHLORINE SHELTERS	0.00	46,200.11	46,200.11
9992718	11-20-20	WELLS FARGO BANK	FED TAX PPE 11/13	41,568.84		41,568.84
9992578	11-06-20	WELLS FARGO BANK	FED TAX DEP PPE 10/30	40,120.58		40,120.58
71630	11-25-20	TKE ENGINEERING, INC	78% DESIGN COMPLETION	6,005.00	30,112.50	36,117.50
			AMI METER PROJECT			
			CM SERVICES			
			ENGINEERING SERVICES			
			FINAL WATER FEASIBILITY STUDY			
9992716	11-18-20	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 10/30	29,112.15		29,112.15
71598	11-19-20	UMETECH, INC	UMETECH SUPPORT	21,219.50	2,337.50	23,557.00
71534	11-16-20	FERGUSON WATERWORKS #1083	NEPTUNE METERS	20,386.30		20,386.30
71597	11-19-20	TULE RANCH/MAGAN FARMS	OCT. 2020 SLUDGE HAULING	20,007.92		20,007.92
71564	11-19-20	BROWNSTEIN HYATT FARBER SCHRECK LLC	CALIFORNIA LOBBYING SERVICES	20,000.00		20,000.00
71560	11-19-20	ACWA/JOINT POWERS INSUR AUTH	1ST QTE WORKERS COMP 07/01-09/30/20	19,797.69		19,797.69
71595	11-19-20	TKE ENGINEERING, INC	ENGINEERING SERVICES	6,560.00	9,545.00	16,105.00
9992715	11-17-20	FIRST AMERICAN TITLE COMPANY	WIRE-LAND PURCHASE	0.00	14,229.85	14,229.85
71524	11-16-20	CLINICAL LAB OF S B INC	WATER SAMPLING	13,198.00		13,198.00
71531	11-16-20	ENVIROLOGIC RESOURCES,INC.	32% CONTRACT COMPLETION	3,960.00	9,227.50	13,187.50
			33% CONTRACT COMPLETION			
			HYDROGEO SUPPORT SGMA			
71481	11-05-20	INLAND WATER WORKS	BALL VALVE	13,128.81		13,128.81
			BK NIPPLE			
			CONNECTION MUE			
			DIAPHRAGM			
			FULL PORT BALL VALVE			
			PADLOCKS			
			PULSATRON PUMP			
			VALVES			
71508	11-05-20	WILLDAN FINANCIAL SERVICES	2021 ASSESSMENT MGMT FEE	12,010.00		12,010.00
			2021 SEWER			
			2021 SEWER & WATER DELINQUENT ACCTS			
71583	11-19-20	INFOSEND INC	MONTHLY BILLING SERVICE	11,654.47		11,654.47

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71543	11-16-20	MICHAEL DAVID PLATT	CONSULTING	10,646.25		10,646.25
71460	11-05-20	BROWNSTEIN HYATT FARBER SCHRECK LLC	CALIFORNIA LOBBYING SERVICES	10,000.00		10,000.00
9992582	11-09-20	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 10/30	8,747.78		8,747.78
71503	11-05-20	USA BLUEBOOK	4' SEWAGE PUMPS	7,983.06		7,983.06
			HARNESSES			
			PULSATRON KIT			
			PULSATRON PUMP			
9992720	11-20-20	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11/13	7,952.55		7,952.55
71573	11-19-20	ENTERPRISE FM TRUST	FLEET LEASE PAYMENT	7,944.87		7,944.87
9992719	11-20-20	STATE OF CA EDD	STATE TAX PPE 11/13	7,892.56		7,892.56
71468	11-05-20	CSDA	MEMBERSHIP DUES 2021	7,805.00		7,805.00
9992576	11-06-20	STATE OF CA EDD	STATE TAX PPE 10/30	7,398.11		7,398.11
71562	11-19-20	BECK OIL, INC.	DIESEL FUEL	6,691.99		6,691.99
			UNLEADED GASOLINE			
71566	11-19-20	SANDERSON LANDSCAPE SOLUTIONS	MSWD LANDSCAPING	6,010.00		6,010.00
71590	11-19-20	POLYDYNE, INC.	POLYMER SLUDGE WASTING	5,899.72		5,899.72
71603	11-25-20	AB FENCE COMPANY, INC.	FENCE REPAIRS	4,890.00		4,890.00
71594	11-19-20	SUNPOWER CORPORATION, SYSTEMS	O&M SERVICE FEE	4,856.75		4,856.75
71567	11-19-20	CYPRESS DENTAL ADMINISTRATORS	DEC. 2020 DENTAL	4,759.62		4,759.62
71600	11-19-20	VERIZON WIRELESS	VERIZON CELL PHONE BILL	4,649.62		4,649.62
71570	11-19-20	DESERT SUN PUBLISHING CO	ADS FOR BIDS	0.00	4,615.60	4,615.60
71529	11-16-20	TOM DODSON & ASSOCIATES	CEQA SUPPORT SERVICES	0.00	4,485.00	4,485.00
			TERRACE RESERVOIR REHAB			
71478	11-05-20	GOUGH SYSTEMS	UNIDATA SUPPORT - OCT.2020	2,225.00	2,225.00	4,450.00
71584	11-19-20	INLAND WATER WORKS	CLA-VALVE	4,383.40		4,383.40
			DIAPHRAGMS			
71494	11-05-20	PC MANAGER, LLC	SURFACE BOOK 3	4,197.23		4,197.23
			SURFACE PRO 7			
71462	11-05-20	CAPRI & CLAY, INC	FEDERAL ADVOCACY	4,000.00		4,000.00
71574	11-19-20	ENVIROGEN TECHNOLOGIES	WELL 26 URANIUM	3,916.40		3,916.40
71575	11-19-20	EXECUTIVE FACILITIES SERVICES, INC.	CLEANING SERVICES	3,671.14		3,671.14
			NOVEMBER DISINFECTING SERVICES			
71629	11-25-20	THE LINCOLN NATL. LIFE INS. CO.	LIFE INS./LTD-DEC.2020	3,143.10		3,143.10
71581	11-19-20	HEITEC	GENERAL INSPECTIONS	3,111.25		3,111.25
71463	11-05-20	CASAMAR GROUP, LLC	LABOR COMPLIANCE OCT.2020	0.00	2,300.12	2,300.12
			STAFFING SERVICES			
71601	11-19-20	WATERLINE TECHNOLOGIES INC.	13 DRUMS REFILLED	2,160.93		2,160.93
			8 DRUMS REFILLED			
71623	11-25-20	PARKHOUSE TIRE, INC	UNIT 366 TIRES	2,123.98		2,123.98
71486	11-05-20	MANPOWER US INC.	STAFFING SERVICES	2,055.30		2,055.30
			TEMP FIELD TECH			
71472	11-05-20	DESERT VALLEY DISP INC	ADMIN BLDG SEPT. SERVICE	2,250.24	-203.55	2,046.69
			ADMIN OCT. SERVICE CHARGE			
			CORP. YARD OCT. SERVICE			
			CORP. YARD SEPT. SERVICE CHARGE			
			DEPOSIT REFUND			
			OLD METER BOX DISPOSAL			

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71586	11-19-20	MANPOWER US INC.	STAFFING SERVICES	2,026.30		2,026.30
71551	11-16-20	SPECTRUM ENTERPRISE	INTERNET SERVICE	1,920.00		1,920.00
71527	11-16-20	DESERT RECYCLING INC.	OLD METER BOX LIDS REMOVAL	0.00	1,840.00	1,840.00
71504	11-05-20	WALLACE & ASSOCIATES CONSULTING, INC.	CM & INSPECTION	0.00	1,768.00	1,768.00
71535	11-16-20	HOME DEPOT CRC PROGRAM	TOOLS/LIGHTBULBS/ETC.	1,647.70		1,647.70
71589	11-19-20	PLUMBERS DEPOT INC	HOSE FITTINGS	1,639.27		1,639.27
			MISC. ITEMS FOR VAX TRUCK			
71550	11-16-20	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET SERVICE REPAIR	1,629.48		1,629.48
71523	11-16-20	CITY OF DESERT HOT SPRINGS	APR.2020-ENCROACHMENT PERMITS	1,622.61		1,622.61
			FEB 2020 -ENCROACHMENT PERMITS			
			MARCH 2020-ENCROACHMENT PERMITS			
71605	11-25-20	ARAMARK UNIFORM SERVICES, INC	OCT. 2020 UNIFORM SERVICES	1,512.85		1,512.85
			UNIFORM SERVICES			
71495	11-05-20	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTIONS	1,390.00		1,390.00
71549	11-16-20	COUNTY OF RIVERSIDE	HORTON PLANT HAZMAT PERMIT	1,236.00		1,236.00
71505	11-05-20	WATERLINE TECHNOLOGIES INC.	6 DRUMS REFILLED	1,234.82		1,234.82
71628	11-25-20	SOUTHERN CALIF EDISON	CORP YARD/ANNEX ELECTRIC BILL	1,181.46		1,181.46
PR112020	11-20-20	EMPLOYEES	PAPER PAYROLL CHECKS	1,083.13		1,083.13
71512	11-16-20	ALPHA MEDIA, LLC	SEPT. SOCIAL MEDIA	1,050.00		1,050.00
71513	11-16-20	ALPHA MEDIA, LLC	OCT. SOCIAL MEDIA	1,050.00		1,050.00
71476	11-05-20	EXECUTIVE FACILITIES SERVICES, INC.	OCT. DISINFECTION SERVICES	1,023.75		1,023.75
71476	11-23-20	EXECUTIVE FACILITIES SERVICES, INC.	COMPANY MOVED AND DID NOT ADVISE OF NEW ADDRESS	-1,023.75		-1,023.75
71612	11-25-20	EXECUTIVE FACILITIES SERVICES, INC.	OCT. DISINFECTION SERVICES	1,023.75		1,023.75
71458	11-05-20	AIR & HOSE SOURCE INC.	PRESSURE WASHER NOZZLES	932.72		932.72
			SWIVEL BRASS ADAPTORS			
			WRENCHES			
71499	11-05-20	STAPLES	OFFICE SUPPLIES	915.73		915.73
9992770	11-30-20	WELLS FARGO - WELLSONE	COVID-19 BILLBOARD	900.00		900.00
71561	11-19-20	KERRY ANSON KNEUER	CRANE SERVICES	875.00		875.00
71609	11-25-20	CLEAN ENERGY	FUEL FOR CNG VEHICLES	874.92		874.92
71542	11-16-20	MANPOWER US INC.	STAFFING SERVICES	868.39		868.39
71611	11-25-20	DIAMOND CONSTRUCTION	ACCOUNT REFUND EL CAJON DR	851.24		851.24
71565	11-19-20	CARL OTTESON	ANNUAL TEST	840.00		840.00
71493	11-05-20	OFFICETEAM	MILEAGE REIMBURSEMENT	832.37		832.37
			STAFFING SERVICES			
9992766	11-30-20	WELLS FARGO - WELLSONE	TRAINING MODULES	798.00		798.00
71391	11-18-20	ELYON DEVELOPMENT	WRONG NAME	-770.18		-770.18
71580	11-19-20	ELYON DEVELOPMENT	ACCOUNT REFUND AVENIDA LA VISTA & CALLE BLANCO	770.18		770.18
71617	11-25-20	MANPOWER US INC.	STAFFING SERVICES	751.04		751.04
71555	11-16-20	URBAN WATER INSTITUTE	UWI MEMBERSHIP DUES 2021	750.00		750.00
71559	11-16-20	WIENHOFF DRUG TESTING, INC	DOT TRAINING AND ANNUAL QUERIES	710.74		710.74
71474	11-05-20	DOUG MARTIN CONTRACTING CO.	ACCOUNT REFUND 9568 SPYGLASS AVE	703.63		703.63
71536	11-16-20	K.S.M ELECTRIC INC.	WELL 34 ELECTRICAL	658.48		658.48
71591	11-19-20	QUADIENT FINANCE USA, INC.	MAIL METER LEASE	650.58		650.58
71464	11-05-20	CASEY DOLAN	DIGITAL ADVERTISING MGMT	650.00		650.00
71528	11-16-20	DESERT TIRES AND AUTO REPAIR	UNIT 406 TIRES	635.06		635.06
71578	11-19-20	MICHAEL JEAN KLUTTS	SECURITY MOTION SENSOR	606.01		606.01

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71477	11-05-20	FRONTIER	ADMIN	571.99		571.99
71625	11-25-20	COUNTY OF RIVERSIDE	NEW INSTALL PERMIT	571.17		571.17
71537	11-16-20	LARRY W HINER	ACCOUNT REFUND 15300 PALM DR #50	550.00		550.00
71599	11-19-20	USA BLUEBOOK	BODY HARNESS	549.47		549.47
71480	11-05-20	HDS WHITE CAP CONST SUPPLY	BLUE MARKING SPRAY PAINT	535.27		535.27
			SQUARE SHOVELS			
71558	11-16-20	WALLACE & ASSOCIATES CONSULTING, INC.	INSPECTION SERVICES	0.00	524.00	524.00
9992771	11-30-20	WELLS FARGO - WELLSONE	FOOD DRIVE DONATION	500.00		500.00
71514	11-16-20	ANDREW METZGER	ON LOCATION PHOTOGRAPHY	490.00		490.00
71522	11-16-20	CASAMAR GROUP, LLC	LC MONITORING	0.00	484.84	484.84
71602	11-19-20	XEROX CORPORATION	COPY EQUIPMENT LEASE	478.42		478.42
71593	11-19-20	STAPLES	INK TONERS	474.25		474.25
			OFFICE SUPPLIES			
71532	11-16-20	FARMER BROS CO	ADMIN+YARD COFFEE	466.84		466.84
71501	11-05-20	TKE ENGINEERING, INC	AMI METER PROJECT	0.00	460.00	460.00
71506	11-05-20	WEST COAST SAND AND GRAVEL INC.	BASE MATERIAL	384.43		384.43
71579	11-19-20	GRAINGER	LOCKOUT/TAGOUT KIT	380.34		380.34
			LOCKOUT/TAGOUT KITS			
71485	11-05-20	LUBRICATION ENGINEERS, INC	MONOLEC GREASE	379.70		379.70
71510	11-16-20	ACWA	I.SEWELL FALL CONFRANCE	375.00		375.00
71459	11-05-20	ARAMARK UNIFORM SERVICES, INC	UNIFORM SERVICES	345.28		345.28
71511	11-16-20	ADT SECURITY SERVICES	ENGINEERING MODULAR BLDG	312.12		312.12
71530	11-16-20	EISENHOWER MEDICAL ASSOCIATES INC,	DOT PHYSICALS	310.00		310.00
71622	11-25-20	GREATER PALM SPRINGS CONVENTION	MEMBERSHIP DUES 2020-2021	300.00		300.00
71515	11-16-20	ANSAFONE	ANSWERING SERVICE	299.73		299.73
71557	11-16-20	MARK VERMEER	M.VERMEER BOOT REIMBURSEMENT	299.20		299.20
			M.VERMEER HEALTH & WELLNESS REIMB.			
71525	11-16-20	CWEA	D.WEAVER CERT. RENEWAL	298.00		298.00
			S.WIENECKE CWEA MEMBERSHIP			
71547	11-16-20	PC MANAGER, LLC	B.MACY LAPTOP DOCK	284.91		284.91
71588	11-19-20	MCMASTER-CARR SUPPLY CO	24 PADLOCKS	274.89		274.89
71546	11-16-20	NAPA AUTO PARTS	REPLACEMENT BATTERIES	267.05		267.05
71521	11-16-20	CARLOS NAPOLES	C.NAPOLES BOOT REIMBURSMENT	264.60		264.60
71548	11-16-20	RIVERSIDE DEP CHILD SUPP SERV	PPE 10/30 GARNISHMENT-EE.182	235.38		235.38
71624	11-25-20	RIVERSIDE DEP CHILD SUPP SERV	GARNISHMENT PPE 11/13	235.38		235.38
71490	11-05-20	MCMASTER-CARR SUPPLY CO	NON MARRING PIPE WRENCHES	232.27		232.27
			NUTS & BOLTS			
71596	11-19-20	TOPS N BARRICADES, INC	TRAFFIC CONES	207.50		207.50
71500	11-05-20	STEVEN J. KATZ	TOILET REBATE	200.00		200.00
71568	11-19-20	DANITTA CLARISA GONZALEZ	TOILET REBATE	200.00		200.00
71585	11-19-20	KILLER BEE PEST CONTROL	PEST CONTROL	195.00		195.00
71563	11-19-20	BRINKS INCORPORATED	NOV. SERVICES	190.22		190.22
			TRANSPORTATION			
71556	11-16-20	VALLEY LOCK & SAFE	REPLACEMENT GATE OPENERS	189.07		189.07
71619	11-25-20	MONICA GONZALEZ	ACCOUNT REFUND 16840 AVE RAMBLA	189.00		189.00
PR110620	11-06-20	EMPLOYEES	PAPER PAYROLL CHECKS	177.43		177.43
71626	11-25-20	ROBERT CARDENAS	CLAIM PAYMENT METER ISSUE	175.42		175.42

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71517	11-16-20	E S BABCOCK & SONS INC	TOTAL N TESTING	168.00		168.00
71621	11-25-20	OCEAN SPRINGS TECH, INC	ACCOUNT REFUND 12536 PALM DR	166.96		166.96
71538	11-16-20	LAURIE OCHOA	ACCOUNT REFUND 65861 AVE LADERA	164.00		164.00
71554	11-16-20	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	158.50		158.50
71466	11-05-20	CHERYL LARSEN	ACCOUNT REFUND 65959 CAHUILLA	151.49		151.49
71618	11-25-20	MICHAEL MULLEN	ACCOUNT REFUND 66595 GRANADA AVE	151.22		151.22
71488	11-05-20	MARIANA ROSADO	ACCOUNT REFUND 66299 DESERT VIEW AVE	150.00		150.00
71606	11-25-20	BUILDERS SUPPLY	LADDER	141.77		141.77
71489	11-05-20	MATHESON TRI-GAS, INC	6 XL SAFETY VESTS	129.30		129.30
71632	11-25-20	VALLEY LOCK & SAFE	DOOR LOCK REPAIR	127.24		127.24
71475	11-05-20	ELISHA PARANA	ACCOUNT REFUND 9741 TROON CT	127.00		127.00
71482	11-05-20	J W D ANGELO CO INC	GATE VALVE KEY	118.79		118.79
71627	11-25-20	SHRED-IT	SHREDDING SERVICE	118.20		118.20
71552	11-16-20	TIME WARNER CABLE	MONTHLY FEE	116.69		116.69
71582	11-19-20	IMAGE SOURCE	PHOTO COPY EXPENSE	112.96		112.96
71502	11-05-20	TOPS N BARRICADES, INC	SAFETY JACKETS	105.23		105.23
71540	11-16-20	LORI HALLECK	ACCOUNT REFUND 66886 SAN BRUNO 1	103.43		103.43
71492	11-05-20	MICHAEL J. POSS	TOILET REBATE	100.00		100.00
71497	11-05-20	ROBERT J. TILLIS	TOILET REBATE	100.00		100.00
71520	11-16-20	CA STATE DISBURSEMENT UNIT	PPE 10/30 GARNISHMENT-EE.188	96.92		96.92
71607	11-25-20	CA STATE DISBURSEMENT UNIT	GARNISHMENT PPE 11/13	96.92		96.92
71587	11-19-20	MATHESON TRI-GAS, INC	DISINFECTING WIPES	95.23		95.23
71572	11-19-20	DESERT CITIES REPROGRAPHICS SYSTEMS INC	LANDSCAPE PLAN SCAN	94.00		94.00
			LANDSCAPE PLANS			
			STORM DRAIN PLANS			
71616	11-25-20	JULIO JUAREZ	ACCOUNT REFUND 66235 7TH ST	90.98		90.98
71465	11-05-20	CHARLES NUGENT	ACCOUNT REFUND 65814 7TH ST	82.00		82.00
71483	11-05-20	JOSEPH MOLINA	ACCOUNT REFUND 66089 SANTA ROSA RD	82.00		82.00
71608	11-25-20	CHARLES METCALF	ACCOUNT REFUND 66399 ESTRELLA AVE	82.00		82.00
71631	11-25-20	UBALDO SILVA	ACCOUNT REFUND 16250 AVE GRACIA	82.00		82.00
71516	11-16-20	APRIL LEE SCOTT	A.SCOTT HEALTH & WELLNESS REIMB.	80.00		80.00
71526	11-16-20	DAVID WEAVER	D.WEAVER HEALTH & WELLNESS REIMB.	80.00		80.00
71539	11-16-20	ROBERTO LOPEZ	R.LOPEZ HEALTH & WELLNESS REIMB.	80.00		80.00
71545	11-16-20	CAROL A MORIN	C.MORIN HEALTH & WELLNESS REIMB.	80.00		80.00
71469	11-05-20	JOHN LEUER	ACCOUNT REFUND 9451 CAPILAND RD	75.20		75.20
71507	11-05-20	WESTAIR GASES & EQUIPMENT, INC.	EMPTY BOTTLE REPLACEMENT	74.62		74.62
71385	11-18-20	DAWN STANLEY	NEW ADDRESS	-70.55		-70.55
71569	11-19-20	DAWN STANLEY	ACCOUNT REFUND 69525 DILLON RD #58	70.55		70.55
9992763	11-30-20	WELLS FARGO - WELLSONE	TRAINING MATERIALS	70.11		70.11
71484	11-05-20	KILLER BEE PEST CONTROL	PEST CONTROL	65.00		65.00
9992761	11-30-20	WELLS FARGO - WELLSONE	DOT ANNUAL QUERIES	62.50		62.50
9992764	11-30-20	WELLS FARGO - WELLSONE	TRAINING LUNCH	58.82		58.82
71615	11-25-20	JACOB HUSTED	ACCOUNT REFUND 64577 VARDON CT	56.88		56.88
71496	11-05-20	ROBERT MCSPADDEN	ACCOUNT REFUND 64658 PINEHURST CIR	56.62		56.62
71541	11-16-20	LUIZ DOS SANTOS	L.DOSSANTOS HEALTH & WELLNESS REIMB.	56.55		56.55
71402	11-04-20	MELANIE PLASSE	CUSTOMER ACCIDENTLY SHRED CHECK	-55.06		-55.06
71491	11-05-20	MELANIE PLASSE	ACCOUNT REFUND 9691 CLUBHOUSE BLVD	55.06		55.06

74

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



BOARD OF DIRECTORS 2021 REGULAR MEETINGS SCHEDULE

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

Regular Meeting Agenda Study Sessions <i>Thursday preceding 3rd Monday</i>	Regular Meeting Action Taken <i>3rd Monday of each month</i>
January 14	January 19 (Tues. due to holiday)
February 11	February 16 (Tues. due to holiday)
March 11	March 15
April 15	April 19
May 13	May 17
June 17	June 21
July 15	July 19
August 12	August 16
September 16	September 20
October 14	October 18
November 10 (Wed. due to holiday)	November 15
December 16	December 20

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

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

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



FOOD NOW

14080 Palm Dr. Suite D-4
Desert Hot Springs, CA 922
Phone: (760) 288-7878
Fax: (760) 288-7474
Tax I.D. # 95-2549152
www.FoodNowDHS.org

Item 10.

November 5, 2020

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

Dear Arden,

On behalf of the Board of Directors of Food Now and the hundreds of families we assist, I want to personally thank you for your generous donation of \$500.00 for our Feed the Need Thanksgiving Food Drive. Your donation was received on 10/29/2020.

These are challenging times for everyone. This public health crisis and the economic uncertainty created has touched thousands. Requests for our services and assistance have increased dramatically. Your generosity and support are appreciated more now during these difficult times than ever before.

We realize there are many organizations doing amazing things and all worthy of your support. We are grateful you chose Food Now. Thank you for your commitment to helping others. Thank you for your generosity and support.

Stay safe and be well.

Sincerely,

Dana C. Johnson
Executive Director
Family Services of the Desert/Food Now
Office (760) 288-7878
Cell (760) 288-5028
dana@foodnowdhs.org

Dear Arden,

How are you sir?
Hope all is well.
Please be safe.

Dana

AGENDA REPORT

Item 11.

REGULAR BOARD MEETINGS DECEMBER 17 & 21, 2020 UPCOMING EVENTS REQUIRING BOARD APPROVAL AND DIRECTOR REPORTS

UPCOMING EVENTS OF INTEREST

In accordance with Resolution 2009-2, attendance by a Director at any event not listed on the Board Affiliations List as adopted, may be approved by the Board of Directors as District service and compensated accordingly.

Date	Event	Confirmed Attendees

OTHER MEETINGS ATTENDED (no daily stipend was claimed)

Date	Event	Attendees
11/12	CVAG CONSERVATION COMMITTEE MEETING	MARTIN
11/19	TRIBAL AUTHORITY WORKSHOP	MARTIN
11/23	CABOT'S BOARD MEETING	MARTIN
11/30	CABOT'S WATER TASTING	MARTIN

DIRECTOR REPORTS

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

Date	Event	Attendees
11/3	DWA BOARD MEETING	DUNCAN
11/3	RIVERSIDE COUNTY BOARD OF SUPERVISORS MEETING	MARTIN
11/5	DVBA LEGISLATIVE FORUM	MARTIN
11/17	DHS CITY COUNCIL MEETING	MARTIN
11/19	ECONOMIC SUMMIT	SEWELL
11/30	JPIA BOARD MEETING	WRIGHT

*Participation in these meetings was done via "Zoom" or similar video technology.



General Manager's Report December 2020



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ADMINISTRATION

Accounting Department

The 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 Mission Springs Water District Board of Directors (Board). Below are project highlights and summaries for the previous month;

Financial Statement Audit

The Staff continues to work with Rogers, Anderson, Malody & Scott, LLP to complete the yearly financial statement audit. With the on-going COVID-19 pandemic, the schedule has revised multiple times. The audit findings and Financial Statements are planned to be presented to the Board at the January meeting. Currently, the team is working on the reconciliation of assessment and property tax collection.

Unclaimed Property

Staff is developing a list of customers with a credit balance which is legally referred to as "Unclaimed Property". The list of unclaimed property or credit balance which has not been claimed for several years will be advertised in local newspapers. If the unclaimed property is not claimed by the customer, the balance will be transferred to the District. Due to COVID-19, the advertisement was postponed until January 2021.

Mid-Year Budget Preparation

Staff is reviewing revenue, expenses, budgeted items, and future needs to determine if any changes to the FY2021 Budget are necessary. The Mid-Year Budget Report will be presented to the Board at the January Board Meeting.

Wells Fargo Credit Cards

The District has officially migrated to the Wells Fargo Commercial Credit Card Program. All District expenses which can be managed by the credit card program have been linked to make reporting easier for the cardholders and the accounts payable staff. Staff is preparing to adopt a program where we can pay our vendors using credit cards for specific items or purchases.

COVID-19 costs to date

From March 1 through November 30, 2020, MSWD has spent approximately \$649,000 on COVID-19 related expenditures.

Customer Service Department

Meter Change-Out Program Update

Almost all MSWD meters have been removed and replaced as part of this project. Only 30 meters have yet to be removed and replaced or upgraded to Advanced Metering Infrastructure technology. The remaining meters include large meter retrofits, customer refusal for new meters, and/or no access to the meter box/vault. We continue to work with Ferguson to complete the project.

United Way/Help to Others Program

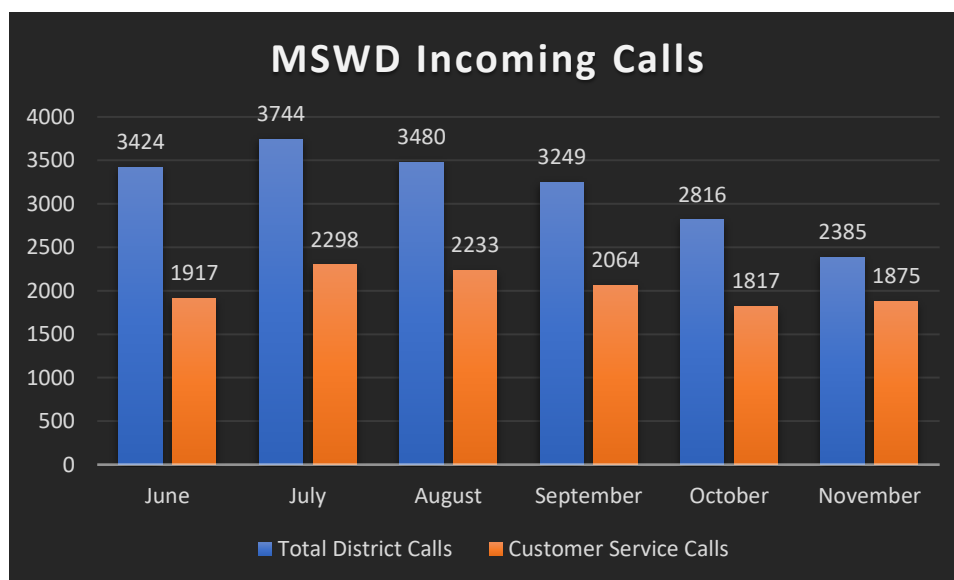
MSWD contributed an additional \$5,000 to the Help to Others Program in September, which brings our contributions for this calendar year to \$15,000. To date, this Program has provided over \$14,000 to MSWD customer with a monthly average disbursement of \$2,300.

Customer Portal Update

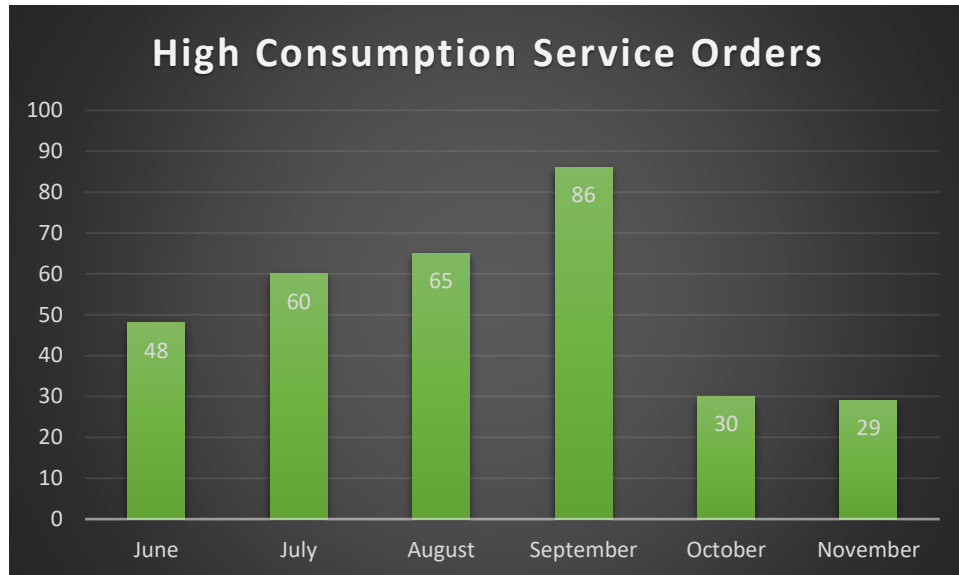
Qualifications from interested vendors has been received and evaluated. The award of contract is expected next month. Integration of a customer portal typically occurs over 90 – 120 days.

Calls into the Customer Service Department since June 2020

We continue to see decline in customer service calls. Many calls are for payment extensions, late fee removal requests, lien release requests, new property start/stop service. The chart below represents MSWD incoming calls and those received by the Customer Service staff.



Similarly, we continue to see a decline in the high consumption service calls. These service calls typically include reviewing the customers consumption history, usage alerts, and/or limited site investigations.



Overview of lobby closure and COVID-19 response

With the customer lobby access still closed to the public due to COVID-19, MSWD Customer Service Representatives continue to assist our customers with minimal disruption. Below are examples of the impacts of COVID-19:

- Staff removes late charges for out-of-work customers due to COVID-19; all customers can request extensions and payment plans.
- Staff is working in the office following social distancing guidelines.
- All Field Service Technicians are working to serve customers in individual trucks.
- Customer can make payments via;
 - Drop box located at the MSWD Administration Building
 - 7-11 convenient stores (in DHS)
 - Walmart
 - Payment Portal on MSWD.org
 - Call in and pay through the IVR system
 - Payment Applications are available on MSWD.org or USPS for customers that are unable or uncomfortable with online processes.

Purchasing Department

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



ENGINEERING AND OPERATIONS

Engineering Department

Below is a list of Capital Projects and status updates.

Well 42 Project

The escrow process is complete, and the District is now the legal owner of the proposed project site. Staff completed the preliminary new well permitting process with the State Water Resource Control Board Department of Drinking Water. Following Board approval, Staff awarded the project to Layne Christensen Company and is working through the contracting.

N. Indian Canyon Drive Sewer Project

Following Board approval, Staff awarded the project to Downing Construction, Inc. and has completed the contracting process. Staff and construction management consultant (TKE) began preliminary construction coordination and have a pre-construction meeting set for early December.

Terrace Reservoirs Rehabilitation and Site Improvements

Following Board approval, the project's CEQA document was filed with the State Clearinghouse. The consultant (TKE) was directed to revise the design to include the new tub rings and associated work as a bid alternative to bring the existing tank up to current seismic and structural code.

Vista Reservoir No. 2

CEQA consultant (TDA) is preparing the initial study and has begun the AB-52 notification process. The consultant (TKE) submitted the 90% design plans, specifications, and estimate for District review. Staff expects to complete plan check review in December.

Desert Willows Community Water Line Replacement

Following Board approval, the project's CEQA document was filed with the State Clearinghouse. The Desert Willows Property Owners Association (POA) voted to move forward with partnering with the District on the pavement rehabilitation within the community. Staff is preparing a draft MOU to share with the Desert Willows POA and seek their approval in December. Following, Staff will bring the MOU and construction contract to the Board in January for approval.

Administrative Building

Staff has asked the Contractor/Architect (APS/Holt Architecture) to provide a rendering of a potential building at the District Corporate Yard location.

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

The CEQA consultant (TDA) is preparing the initial study and has begun the AB-52 notification process. Staff has completed its 90% plan check and returned the comments to the consultant (TKE) to be addressed in the final design. Staff is preparing the legal description and plat required to get the proposed easement appraised.

On-Call General Engineering Services

The department workload continues to increase. Allowing for more engineering resource flexibility to bring on additional consultants as needed for the upcoming CIP projects, a new Request for Proposals was released in August. After the review and selection process staff anticipates awarding one or more contracts at the January Board meeting.

Water System and Wastewater System Comprehensive Master Plan Update

Staff completed proposal review and scoring and anticipates presenting for Board of Directors approval in January 2021.



Operations & Maintenance

Construction & Maintenance

Construction & Maintenance Staff (C&M) completed approximately 230 water line location requests in the previous month. Staff continues to use iPads with the GeoViewer Mobile app to streamline and manage line locations. C&M also replaced 16 water services and repaired 14 service line leaks and five main line leaks.



C&M staff along with Collections staff installed two 4-inch VCP sewer laterals for two new homes on Second Street.

Staff continues to implement the valve maintenance program and used the new valve truck and valve equipment this month. There were 112 valves exercised, and one fire hydrant flushed. There were three Cla-Val valves serviced this month and staff replaced two broken valves.

A total of 47 work orders were processed this month using the CMMS module which included 12 new water services.

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



Wastewater

Staff spent a combined 461-man hours performing routine plant maintenance, equipment maintenance and plant operations at the Horton and Desert Crest plants during the month. Also, during that timeframe, staff spent 240-man hours operating the sludge belt filter press, filling and removing 17 trailers of sludge from the Horton and Desert Crest Plants.

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

WASTEWATER FLOW MGD				
2020/21	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	2.069268	2.140825	0.047916	0.079010
Aug.	2.135828	2.274566	0.053795	0.070420
Sep.	2.003417	2.121446	0.046861	0.077790
Oct.	1.964716	2.100928	0.043720	0.049600
Nov.	1.928082	2.082209	0.046171	0.051750
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

Additional wastewater flow information is provided in Appendix B.

Staff collected 21 samples and spent 28-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes over the past two-month period. Both plants are producing effluent within regulatory guidelines.

No problems occurred at the Dos Palmas Lift Station. The operators continued to visit the site each day (Monday thru Friday) to ensure proper pump and phone dialer operations to ensure the SCADA system is working properly, also checking site security.

Staff responded to 2 customer calls during normal work hours and 17 after-hour calls in the previous month.

Under an emergency contract, Tri-Star Contracting, Inc. replaced 12 feet of 8-inch VCP pipe and one sewer lateral wye due to damage caused by roots and creating a sewer backup at 66271 Buena Vista. Collections staff was able to open the blockage prior to the replacement of the broken pipe.

Staff has continued to see a decline of the influent pumps ragging up due to “flushable wipes” requiring the pumps to be pulled from service less frequently. Currently, we are pulling pumps for inspection every other day, including Saturday and Sunday. Part of this decline is due to a recently installed pump that has been out of service for three months for repairs.

The percolation ponds at the Horton Plant remain close to capacity, and staff is taking all necessary steps to drain ponds for cleaning. The percolation ponds are monitored daily including Saturday and Sunday. Pond No. 5 and No. 6 were cleaned and prepped for use.

Staff replaced the submersible pump in the drain sump for the belt filter press after it failed.

Through continued develop 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 connection added each month.

New Sanitary Service Connections to Collection System

	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16
July	8	7	9	51	2	1
Aug.	4	1	8	53	2	4
Sep.	5	2	12	8	11	2
Oct.	9	4	8	12	4	21
Nov.	50	10	9	7	7	1
Dec.		3	3	64	1	0
Jan.		7	1	16	8	3
Feb.		5	1	42	0	3
Mar.		1	0	23	5	0
Apr.		3	3	15	30	0
May		11	3	20	45	7
June		7	3	6	70	4
Annual Total	76	61	60	317	185	46
Connections to Sewer Collection System:						
	As of June 30, 2020				8234	
	Plus YTD				76	
	Total Sewer Connections =				8310	

Additional sanitary service connection information is provided in Appendix B.

Water Production

Staff collected 56 routine samples and 7 general physical samples for analysis. Staff assisted lab personnel in taking regular synthetic organic chemicals samples this month which are due every three years.

Staff –

- Participated in a sanitary survey conducted by the State Water Resources Control Board at our Palms Springs Crest and West Palm Springs Village water systems
- Sounded water levels for 13 production wells and 9 monitoring wells
- continues to deliver chlorine to well sites on a weekly basis and conducted monthly maintenance to chlorine pumps and injectors.

- Continues to oversee the landscape work of Sanderson Landscape Solutions at 36 sites throughout the District
- Continues to oversee the contract work of the Pest Control Company
- Continues to work with Southern California Edison (SCE) and plans accordingly in case of any future Public Safety Power Shutoff (PSPS) events.
- Continues to oversee all the Production Department sites and make improvements as needed.
- Continues to climb reservoirs, and conduct transducer maintenance.

Water Production wrapped Cla-Val valves in the ID-E and Painted Hills areas to protect the lines from freezing during the upcoming cold season.

The Facilities Maintenance Lead continues to train staff, and recently finished the installation of lights at Well 37 and other electrical repair work at Well 33.



Through continued develop in the Desert Hot Springs area and at the request of new consumers, water services are always being added. Below is a summary of new water services added each month. The total water connections is currently 13,045.

New Water Services added Monthly

	2020/21	2019/20	2018/19	2017/18	2016/17
July	7	4	5	7	2
August	6	10	5	3	2
September	18	2	14	4	13
October	13	3	21	8	3
November	10	16	4	0	7
December		17	3	3	2
January		6	3	20	1
February		8	5	11	1
March		2	3	6	5
April		1	3	7	11
May		12	5	11	9
June		11	2	8	2
Annual Total	54	92	73	88	58
Avg./ Mo.	4.50	7.67	6.08	7.33	4.83

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. Below is a summary of MSWD water production for each month since FY2019.

Monthly Water Production

	FY 2020/21 AF	Variance from prior year AF	%	FY 2019/20 AF	FY 2018/19 AF
July	857.77	4.54	0.5%	853.23	857.20
August	885.31	90.13	11.3%	795.18	806.47
September	784.80	27.72	3.7%	757.08	689.47
October	755.84	46.45	6.5%	709.39	709.81
November	690.13	70.26	11.3%	619.87	631.75
December		0.00	0.0%	537.23	502.16
January		0.00	0.0%	553.20	570.20
February		0.00	0.0%	520.85	415.49
March		0.00	0.0%	557.73	490.92
April		0.00	0.0%	573.02	635.08
May		0.00	0.0%	698.99	598.36
June		0.00	0.0%	806.02	710.39
TOTAL	3973.85	239.10	6.4%	7981.79	7617.30

Additional water service and water production information as well as MSWD per capita water use which is reported to the State Water Resources Control Board is provided in Appendix B.

Water Resources

Below is a list of water resources related activities for the prior month;

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

- The monthly CVRWMG meeting was held on Nov. 18.
 - The Group reviewed comments from DWR on the Stormwater resources Plan and developed a strategy to address them.
 - CVWD submitted comments on the Prop. 1 Round 1 Implementation draft grant agreement to DWR for review.

Mission Creek Subbasin SGMA and 2022 Alternative Plan Update

- Staff completed the data request for the SGMA Annual Report for Water Year 2019/20 (due to DWR on April 1, 2021). The consultant (Wood) is preparing the draft plan for review in January.
- The consultant (Wood) continues to work through the groundwater model calibration process, with the modeling calibration report scheduled for review in December.
- Staff and the consultant (Kennedy Jenks) continue to work together in developing the water demand projections.

San Geronio Pass Subbasin SGMA and 2022 Groundwater Sustainability Plan

- The consultant (Intera) continues to work through the groundwater model calibration process. Staff expects the draft modeling summary report for review in December.

Indio Subbasin 2022 Alternative Plan Update

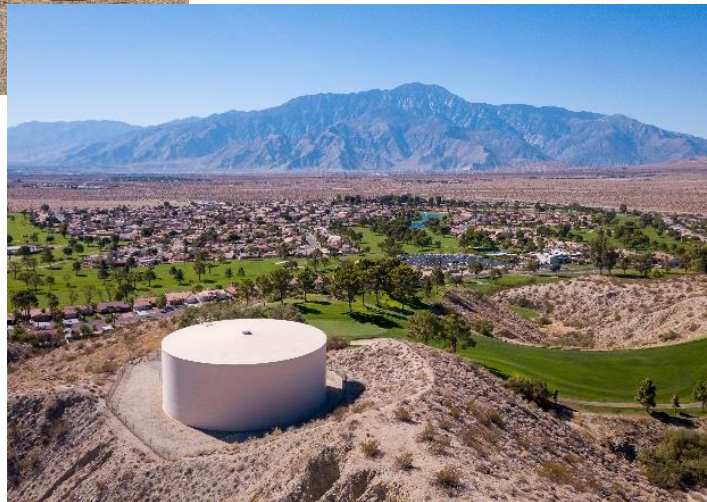
- Staff completed the second data request and submitted it to DWA.
- The third public workshop was held on November 19 with a good turn out from stakeholders. The meeting focused on the development of the groundwater model and preliminary results.

Salt and Nutrient Management Plan (SNMP)

- The consultant (WEI) completed the public draft Monitoring Workplan and submitted it to the RWQCB for review and comment.
- The agencies will have a review workshop with the Regional Board on December 2 at 10 AM via virtual meeting.

2020 Regional Urban Water Management Plan (UWMP)

- The agencies and consultant (WCS) began preparing for the public workshop on December 9 at 10 AM via virtual meeting.
- The consultant (WCS) prepared a rough outline of the proposed Water Shortage Contingency Plan, to align with new DWR requirements, for the agencies to review.



PUBLIC AFFAIRS

Below is a list of Public Affairs activities:

Past Events

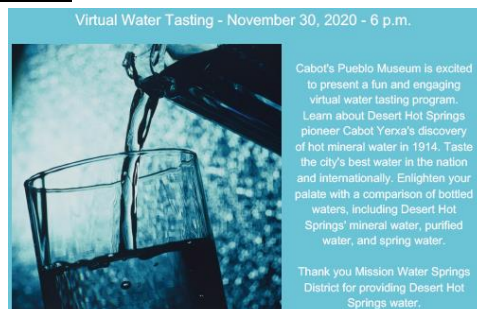
Flu Shot Clinic & PPE Distribution Event: November 18, 2020

- Mission Springs Water District was proud to sponsor a free PPE/Flu Shot Clinic event on November 18th at the Desert Hot Springs Elks Lodge in collaboration with numerous local and state agencies like the State Council on Developmental Disabilities, County Supervisor V. Manuel Perez's office, and Listos California.
- Over 200 bags of PPE were distributed and over 75 flu shots administered.
- Another event will be held at the Walgreens on Palm Drive in January!



Cabot's Museum Virtual Water Tasting: November 30, 2020

- Cabot's held a virtual water tasting event which included Mission Springs Water, Crystal Geiser and water filtered through reverse osmosis.
- The event was attended by Nancy Wright, Russ Martin, Brian Macy and Victoria Llort, as well as other members of the public.



Upcoming Events

Berkeley Springs International Water Tasting Competition

- The event, normally taking place in March, has been delayed until June 3-6, 2021 with the hope to still have an in-person event at that time.

Outreach

CV Water Counts: Next meeting: January 19, `

- The Water Counts Academy will be held virtually due to COVID-19 and to prioritize the health of attendees and presenters. The academy starts on February 2nd. The CV Water Counts Outreach report for the month of November can be found in Appendix C

MSWD Digital Advertising

- MSWD Digital Advertising report for month of November is provided in Appendix C. It includes the two types of ads we are running on Google and Facebook as well as website analytics. In collaboration with CV Strategies, we have launched a “Tips” campaign for conservation ideas.
 - Google – 3 total ads: Working for You (same as billboard) & Conservation Tips
 - Facebook/Instagram – 3 total ads: Here for you & Conservation Tips

Bottled Water Donations for November 5, 2020 – November 30, 2020

Date Supplied	Requests Filled		Event or Purpose		# Cases Requested
11/16/2020	Desert Valley's Builders Assn		DVBA Annual Golf Tournament		8
11/18/2020	MSWD/United Way		Free PPE/Flu Shot Drive thru Event		50
			Total Cases		58

APPENDIX A - Federal Update from Carpi & Clay



MEMORANDUM

To: Arden Wallum
From: Laura Morgan-Kessler
Subject: Monthly Federal Update
Date: December 2, 2020

2020 Election Results

The White House. Former Vice President Joe Biden (D) has been named the projected winner in the 2020 Presidential election with 306 electoral votes to 232 electoral votes for President Donald Trump (R).

Senate. Coming into this election, Republicans held a 53-47 majority in the Senate. After the election, the Senate stands at 48 Democrats and 50 Republicans—a net gain so far of +1 for Democrats— with two races in Georgia to be decided in a run-off election on January 5th. These two Senate elections in January will determine which party will be in the majority in the 117th Congress. If Democrats are successful in both races, the chamber would be 50-50 with Vice President Kamala Harris as the tie-breaking vote. Additionally, with the upcoming resignation of Senator Harris from the Senate, California Governor Gavin Newsom will appoint a successor to fill the seat she will be vacating.

House of Representatives. Coming into this election, Democrats hold a 232-197 majority in the House. After the election, the House stands at 222 Democrats and 206 Republicans with 7 races still yet to be called.

Leadership Elections. In the Senate, there will be no changes to top positions on either side of the aisle, with Sens. Mitch McConnell and Chuck Schumer retaining their current leadership positions. In the House, there will also be no changes to top positions on either side of the aisle, with Speaker Nancy Pelosi and Minority Leader Kevin McCarthy retaining their current leadership positions.

Biden Administration Transition

President-elect Biden has begun moving forward with the transition process. On Monday, November 23rd, the General Services Administration (GSA) officially signed off on the letter to allow the formal transition process to begin. In addition to providing federal funding, this letter also allows members of the Biden transition team to officially begin conversations with all of the federal agencies and to start formally conducting their agency review process. Additionally, the Biden transition now have an official government website (buildbackbetter.gov).

President-elect Biden has made several announcements regarding senior staff. A few positions of note are:

- Chief of Staff: Ron Klain (longtime Biden aide; former Chief of Staff to Vice President Biden; former White House Ebola Response Coordinator)
- Deputy Chief of Staff: Jen O'Malley Dillon (former Biden campaign manager)
- Director of the White House Office of Intergovernmental Affairs: Julie Rodriguez (native Californian; longtime Harris aide; former Deputy Press Sec. at the Department of the Interior for Secretary Salazar)
- Director of Communications: Kate Bedingfield (Deputy Campaign Manager and Communications Director for the Biden-Harris Campaign)
- Press Secretary: Jen Psaki (Former White House Communications Director; former State Department Spokesperson)

Last week, President-elect Biden made his first round of cabinet secretary nomination and appointment announcements, focused around the issues of National Security, which included the following:

- Secretary of State: Antony Blinken (Served as Deputy Secretary of State during the Obama Administration)
- Secretary of Homeland Security: Alejandro Mayorkas (Deputy Secretary of Homeland Security in the Obama Administration)
- Director of National Intelligence: Avril Haines (Former Principal Deputy National Security Advisor to President Barack Obama and Legal Advisor to the National Security Council)
- Ambassador to the U.N.: Linda Thomas-Greenfield (35-year veteran of the U.S. Foreign Service who has served on four continents; Assistant Secretary for the Bureau of African Affairs under the Obama Administration)
- Special Presidential Envoy for Climate Change: Former Secretary John Kerry (former Secretary of State in Obama Administration and former US Senator)

This week, President-elect Biden made another round of cabinet secretary nomination and appointment announcements, focused around economic issues, which included the following:

- Secretary of the Treasury: Janet Yellen (Former Chair of the Council of Economic Advisors; former Chair of the Federal Reserve)
- Deputy Secretary of the Treasury: Wally Adyeymo (Served as the Deputy Director of the National Economic Council and Deputy National Security Advisor in the Obama Administration; former Chief of Staff of the Consumer Financial Protection Bureau)
- Director of the Office of Management and Budget: Neera Tanden (President & CEO of the Center for American Progress)
- Chair of the Council of Economic Advisors: Cecilia Rouse (Former member of the Obama Council of Economic Advisers; dean of the Princeton School of Public and International Affairs)

Over the coming weeks, it is expected that President-elect Biden will continue to make announcements for additional cabinet secretaries and senior staff.

FY21 Appropriations Update

In late October, the President issued an Executive Order (EO) entitled “Modernizing Earlier this month, the Senate Appropriations Committee released all twelve of their FY21 Appropriations bills to begin negotiations with the House and working to move towards a final appropriations package. The federal government is still being funded by a Continuing Resolution (CR) that runs until December 11th. Before the Thanksgiving break, House and Senate negotiators struck a deal on dividing \$1.4 trillion among the 12 individual spending bills. That agreement clears the way for appropriators to put the finishing touches on their bills, which will be rolled into an omnibus package. If talks do not continue to progress regarding an omnibus appropriations package over the next few days, another CR will need to be passed to avoid a government shutdown. Both Speaker of the House Nancy Pelosi and Senate Majority Leader Mitch McConnell have indicated their preference to pass an omnibus and avoid another CR.

Feinstein Announces She Will Not Seek Top Spot on Judiciary Committee

Senator Dianne Feinstein (D-CA) announced she will not seek the position of chairman or ranking member of the Senate Judiciary Committee in the 117th Congress. She has served as ranking member of the Judiciary Committee since 2017 and previously served as chairman and vice chairman of the Senate Intelligence Committee and chairman of the Senate Rules Committee. She will continue to serve as a member of those committees next year, as well as remaining on the Senate Appropriations Committee.

Latest on Negotiations for COVID-19 Relief Legislation

Since returning to Washington, D.C. after the elections, negotiations on an additional COVID-19 relief package have stalled. Both sides still appear to be far apart on an overall price tag of the package, as well as many aspects of a package, including funding for state and local governments and extending unemployment insurance. In an effort to restart negotiations, in late November, Speaker Pelosi and Minority Leader Schumer sent a joint letter to Majority Leader McConnell asking him to meet with them and begin discussions on an additional COVID-19 relief package.

A Look Ahead: What Congress Might Tackle in the Remaining Days of the Lame Duck

Congress to pass legislation is beginning to close. There are a few legislative items that Congress is focusing on during the remaining days in the lame duck session including:

- FY21 Appropriations Bills
- Additional COVID-19 Relief Package
- National Defense Authorization Act
- Water Resources Development Act
- Extension of the Temporary Assistance for Needy Families (which expires on December 31, 2020)

Congressional desire to stay in Washington, D.C. for a few more weeks to try and complete some of these items may be waning, coupled with an increase in the number of Members of Congress who have recently tested positive for COVID-19). House Majority Leader Steny Hoyer announced that the House may complete its business for the year early next week.

APPENDIX B – Wastewater and Water Production Tables

WASTEWATER REPORT

SEWER CONNECTION SUMMARY																	
	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06	2004/05
July	8	7	9	51	2	1	139	2	0	0	4	2	46	4	6	27	21
Aug.	4	1	8	53	2	4	214	4	0	2	4	6	48	11	35	111	18
Sep.	5	2	12	8	11	2	90	2	1	0	0	0	45	36	60	107	24
Oct.	9	4	8	12	4	21	65	8	2	1	2	1	77	6	9	108	16
Nov.	50	10	9	7	7	1	52	18	7	3	2	6	26	46	4	53	18
Dec.		3	3	64	1	0	86	22	11	2	0	3	90	12	8	29	77
Jan.		7	1	16	8	3	27	3	11	1	3	2	109	2	28	35	79
Feb.		5	1	42	0	3	5	46	6	1	2	4	92	1	4	36	98
Mar.		1	0	23	5	0	31	16	2	1	16	1	18	4	37	48	164
Apr.		3	3	15	30	0	8	95	14	3	11	8	6	1	34	30	69
May		11	3	20	45	7	13	98	3	2	6	1	3	9	12	6	88
June		7	3	6	70	4	4	72	2	0	3	2	4	33	22	39	133
Annual Total	76	61	60	317	185	46	734	386	59	16	53	36	564	165	259	629	805

Connections to Sewer Collection System:

As of June 30, 2020

8234

76

Plus YTD

8310

Total Sewer Connections =

WASTEWATER FLOW MGD				
2020/21	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	2.069268	2.140825	0.047916	0.079010
Aug.	2.135828	2.274566	0.053795	0.070420
Sep.	2.003417	2.121446	0.046861	0.077790
Oct.	1.964716	2.100928	0.043720	0.049600
Nov.	1.928082	2.082209	0.046171	0.051750
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

WASTEWATER FLOW MGD				
2019/20	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.893400	1.976753	0.035005	0.039760
Aug.	1.939618	2.075061	0.044118	0.054500
Sep.	1.938945	2.103750	0.047067	0.060890
Oct.	1.960259	2.128060	0.044138	0.051910
Nov.	1.974733	2.167597	0.048817	0.056680
Dec.	1.950048	2.087114	0.055636	0.062560
Jan.	1.942426	2.079006	0.054299	0.065950
Feb.	1.993778	2.141232	0.048580	0.054200
Mar.	2.007461	2.111940	0.046409	0.054187
Apr.	1.985816	2.079129	0.044385	0.052020
May	2.010753	2.090775	0.042464	0.049900
June	2.076213	2.147513	0.036850	0.043170

WATER REPORT

WATER CONNECTION SUMMARY														
	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09	2007/08
July	7	4	5	7	2	0	0	1	0	0	0	1	2	10
August	6	10	5	3	2	2	0	1	0	0	2	1	2	35
September	18	2	14	4	13	3	0	2	2	0	0	1	0	37
October	13	3	21	8	3	20	0	5	1	1	4	2	1	23
November	10	16	4	0	7	3	0	1	0	1	1	5	1	52
December		17	3	3	2	0	0	2	0	0	0	0	2	14
January		6	3	20	1	1	2	2	0	0	1	1	9	5
February		8	5	11	1	0	1	0	1	0	0	1	2	3
March		2	3	6	5	0	12	0	0	4	5	0	4	6
April		1	3	7	11	2	7	0	1	4	1	12	2	3
May		12	5	11	9	8	2	0	1	2	0	0	0	9
June		11	2	8	2	10	1	0	0	0	1	1	0	1
Annual Total	54	92	73	88	58	49	25	14	6	12	15	25	25	198
Avg./ Mo.	4.50	7.67	6.08	7.33	4.83	4.08	2.08	1.17	0.50	1.00	1.25	2.08	2.08	16.50

Connections to Water System:

As of June 30, 2020 12,991

Plus YTD 54

Total Water Connections = 13,045

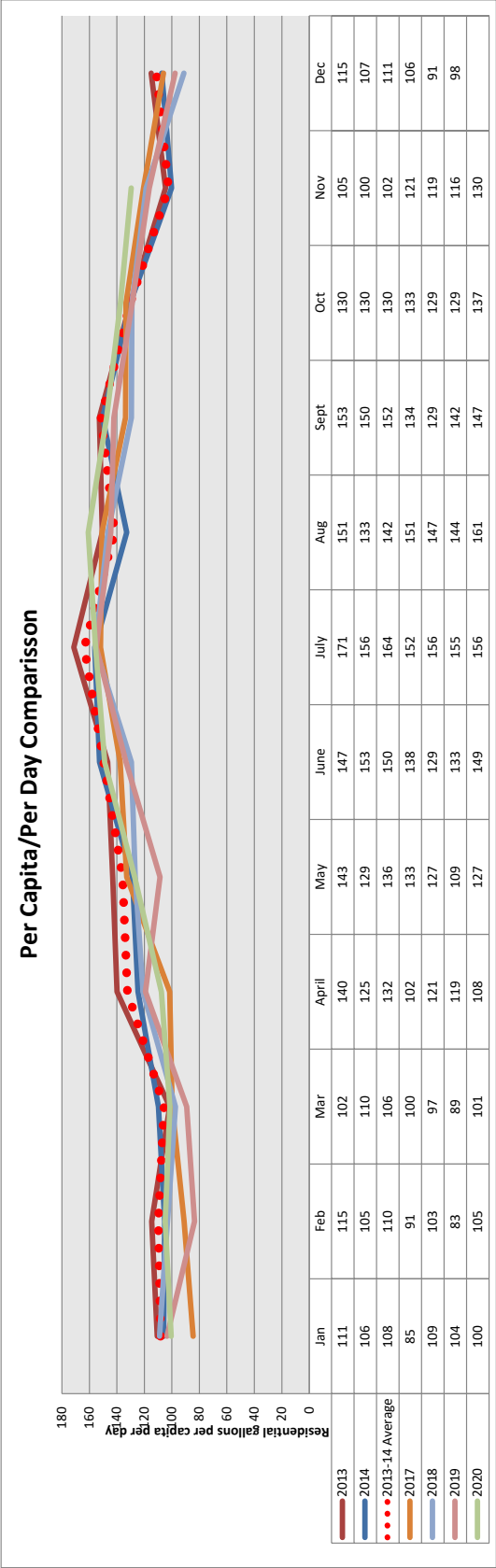
WATER PRODUCTION													
	FY 2020/21	Variance from prior year	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14	FY 2012/13	FY 2011/12	FY 2010/11	FY 2009/10
July	857.77	4.54	853.23	857.20	835.87	714.50	659.11	859.00	942.82	911.87	838.49	902.71	993.6
August	885.31	90.13	795.18	806.47	829.93	808.54	706.62	730.71	828.60	853.85	959.02	964.34	985.57
September	784.80	27.72	757.08	689.47	712.40	679.54	657.37	800.67	813.20	723.92	826.46	896.27	887.41
October	755.84	46.45	709.39	709.81	733.86	678.33	575.86	716.30	716.09	788.55	789.71	701.93	777.33
November	690.13	70.26	619.87	631.75	642.41	601.89	582.22	533.69	557.05	672.3	654.77	709.98	706.01
December		0.00	537.23	502.16	584.24	520.63	503.10	590.83	633.09	520.3	575.27	548.09	596.82
January		0.00	599.52	570.20	599.52	465.10	431.38	526.86	582.86	609.45	616.19	545.04	533.76
February		0.00	520.85	415.49	512.79	453.39	483.92	506.49	522.87	507.31	561.24	486.57	487.33
March		0.00	557.73	490.92	536.09	549.50	514.05	614.94	603.89	559.02	583.70	575.84	667.31
April		0.00	573.02	635.08	644.06	540.56	502.36	622.58	664.05	744.77	645.93	626.37	668.15
May		0.00	698.99	598.36	697.15	731.81	601.83	590.28	708.18	786.79	763.12	758.58	671.41
June		0.00	806.02	710.39	688.74	732.68	685.93	706.34	812.96	780.86	794.00	839.98	902.79
TOTAL	3973.85	239.10	7981.79	7617.30	8017.06	7476.47	6,903.75	7,798.69	8,385.66	8,458.99	8,607.90	8,555.70	8,877.49

**MSWD PER-CAPITA WATER USE REPORTING
TO THE SWRCB**

Monthly Water Use Reporting for the SWRCB												
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Production - Month (AF) Residential use = 65% 325,851 gal per AF Service area population - 37,600 Number of days in month	SWRCB Drought Reporting -- 2013											
	609	570	559	745	787	781	943	829	813	716	557	633
	396	371	363	484	512	508	613	539	529	465	362	412
	128,988,118	120,727,796	118,397,961	157,793,347	166,689,079	165,418,260	199,692,246	175,500,090	172,238,322	151,670,118	117,984,945	134,090,456
	3431	3211	3149	4197	4433	4399	5311	4668	4581	4034	3138	3566
Per capita water use (Gal Day)	111	115	102	140	143	147	171	151	153	130	105	115
Production - Month (AF) Residential use = 65% 325,851 gal per AF Service area population - 37,600 Number of days in month	SWRCB Drought Reporting -- 2014											
	583	523	604	664	708	813	859	731	801	716	534	591
	379	340	393	432	460	528	558	475	520	466	347	384
	123,451,584	110,745,513	127,905,804	140,647,882	149,994,755	172,187,489	181,938,906	154,766,680	169,584,428	151,714,596	113,037,223	125,139,655
	3283	2945	3402	3741	3989	4579	4839	4116	4510	4035	3006	3328
Per capita water use (Gal Day)	106	105	110	125	129	153	156	133	150	130	100	107
SWRCB Baseline: Avg 2013/2014 Production and RGPCD												
Annual Average R-GPCD 2013-2014	108	110	106	132	136	150	164	142	152	130	102	111
Annual Average Production 2013-2014	596	546	581	705	748	797	901	780	807	716	545	612
Production - Month (AF) Residential use = 65% 325,851 gal per AF Service area population - 37,600 Number of days in month	SWRCB Drought Reporting -- 2017											
	465.1	453	549	541	731	733	836	830	712	734	642	584
	302	294	357	351	475	543	543	540	463	477	417	380
	98,509,645	95,946,827	116,279,929	114,492,311	154,828,103	155,251,709	177,039,899	175,796,615	150,803,843	155,463,512	135,977,622	123,693,040
	2620	2552	3093	3045	4118	4129	4709	4675	4011	4135	3616	3290
Per capita water use (Gal Day)	85	91	100	102	133	138	152	151	134	133	121	106
Production - Month (AF) Residential use = 65% 325,851 gal per AF Service area population - 37,600 Number of days in month	SWRCB Drought Reporting -- 2018											
	600	513	536	644	697	689	857	806	689	710	632	502
	390	333	348	419	453	448	557	524	448	461	411	326
	127,081,890	108,655,016	113,526,488	136,401,229	147,626,796	145,932,370	181,515,300	170,812,886	145,932,370	150,344,230	133,859,591	106,325,181
	3380	2890	3019	3628	3926	3881	4828	4543	3881	3999	3560	2828
Per capita water use (Gal Day)	109	103	97	121	127	129	156	147	129	129	119	91
Production - Month (AF) Residential use = 65% 325,851 gal per AF Service area population - 37,600 Number of days in month	SWRCB Drought Reporting -- 2019											
	570	415	491	635	598	710	853	795	757	709	620	537
	371	270	319	413	389	462	554	517	492	461	403	349
	120,727,796	87,898,307	103,995,347	134,495,000	126,658,284	150,380,237	180,668,087	168,383,504	160,334,985	150,168,433	131,317,953	113,738,292
	3211	2338	2766	3577	3369	3999	4805	4478	4264	3994	3492	3025
Per capita water use (Gal Day)	104	83	89	119	109	133	155	144	142	129	116	98
Production - Month (AF) Residential use = 65% 325,851 gal per AF Service area population - 37,600 Number of days in month	SWRCB Drought Reporting -- 2020											
	553	521	558	573	699	793	856	885	785	756	690	637
	359	339	363	372	454	515	556	575	510	491	449	410
	117,127,142	110,349,441	118,186,158	121,363,205	148,050,402	167,959,898	181,303,496	187,445,788	166,265,473	160,123,181	146,144,174	-
	3115	2935	3143	3228	3938	4467	4822	4985	4422	4259	3887	0
Per capita water use (Gal Day)	100	105	101	108	127	149	156	161	147	137	130	0
Percent Change from 2013 to 2016												
Change GPCD from 2013 to 2017	31%	18%	8%	33%	24%	12%	24%	2%	16%	5%	-8%	18%
Percent Change From 2013 to 2017	26	24	2	38	10	9	19	(0)	19	(3)	(16)	9
Percent Change From 2013 to 2017	24%	21%	2%	27%	7%	6%	11%	0%	12%	-3%	-15%	8%

MSWD PER-CAPITA WATER USE REPORTING
TO THE SWRCB

Change GPCD from 2013 to 2018	2	11	4	19	16	17	16	4	23	1	(14)	24
Percent Change From 2013 to 2018	1%	10%	4%	14%	11%	12%	9%	3%	15%	1%	-13%	21%
Change GPCD from 2013 to 2019	7	31	12	21	34	13	16	6	11	1	(12)	17
Percent Change From 2013 to 2019	6%	27%	12%	15%	24%	9%	10%	4%	7%	1%	-11%	15%
Change GPCD from 2013 to 2020	10	10	0	32	16	(2)	16	(10)	5	(7)	(25)	
Percent Change From 2013 to 2020	9%	9%	0%	23%	11%	-2%	9%	-7%	3%	-6%	-24%	



APPENDIX C – Public Affairs Information

CV WATER COUNTS
WEBSITE INFORMATION
NOVEMBER, 2020

HUNTER JOHNSEN



Visitors

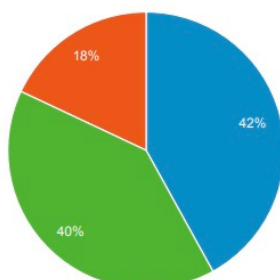
User Type	Users
New Visitor	821
Returning Visitor	173

Pageviews by Page Title

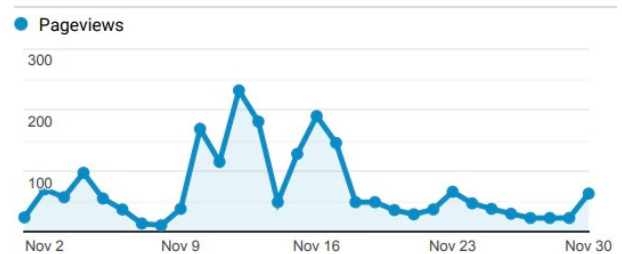
Page Title	Pageviews
Reduce Watering Times as Temperatures Cool - CV Water Counts	466
Home - CV Water Counts	211
New Home - CV Water Counts	208
Coachella Valley Water Conservation Water Rebate Map - CV Water Counts	200
Splash's CV Water Counts Poster Contest - CV Water Counts	121
About - CV Water Counts	107
Latest Coachella Valley Water Conservation News - CV Water Counts	89
Two Dozen Vegetables to Plant by mid-October in Palm Springs and the Coachella Valley - CV Water Counts	57
Connect - CV Water Counts	40
Virtual Water Counts Academy 2021 Coming Soon - CV Water Counts	38

Users by Device Category

desktop mobile tablet



Pageviews



Pageviews by City

City	Pageviews
La Quinta	712
Indio	215
Palm Desert	188
Palm Springs	133
Desert Hot Springs	96
Coachella	84
Cathedral City	48
(not set)	42
San Diego	39
Mecca	36

Users by Source / Medium

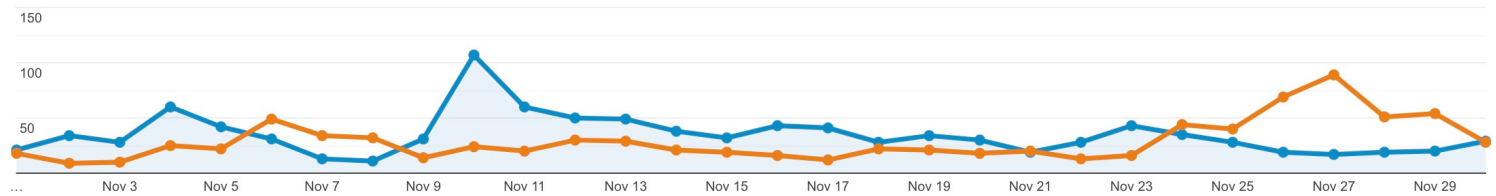
Source / Medium	Users
google / cpc	321
google / organic	230
(direct) / (none)	202
m.facebook.com / referral	27
classroom.google.com / referral	23
spectrumreach / digitalbanners	19
l.facebook.com / referral	10
facebook.com / referral	8
baidu / organic	4
dwa.org / referral	4

CV WATER COUNTS
2020 / 2019
INFORMATION

HUNTER JOHNSEN



Nov 1, 2020 - Nov 30, 2020: ● Users
Nov 1, 2019 - Nov 30, 2019: ● Users



Users

14.30%

871 vs 762



New Users

16.79%

821 vs 703



Sessions

26.25%

1,188 vs 941



Number of Sessions per User

10.45%

1.36 vs 1.23



Pageviews

63.41%

2,126 vs 1,301



Pages / Session

29.44%

1.79 vs 1.38



Avg. Session Duration

113.48%

00:01:35 vs 00:00:45



Bounce Rate

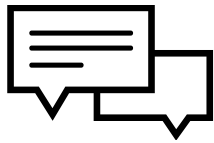
-4.61%

79.88% vs 83.74%



CV WATER COUNTS SOCIAL MEDIA

HUNTER JOHNSEN



FACEBOOK

- Total Reach: 6,144
- Post Engagements (likes, comments, shares): 331
- Follower count: +4

TOP POSTS

FACEBOOK

 **CV Water Counts**
Published by Hootsuite • November 7 at 2:25 PM •

As nighttime temperatures begin to cool, gradually reduce watering times to avoid wasting water. Plants and grass do not need much water during the fall and winter seasons.



CVWATERCOUNTS.COM
Reduce Watering Times as Temperatures Cool
As nighttime temperatures begin to cool, gradually reduce watering ... [Learn More](#)

4,434 People Reached 242 Engagements [Boost Again](#)

- Reach: 4,434
- Engagements: 306
- Post clicks: 207
- Link Clicks: 147



TWITTER

- Impressions: 3,520
- Profile Visits: 44
- Follower count: +1

TWITTER

 **CV Water Counts** @CVWaterCounts · Nov 2

Our Poster Contest deadline has been extended to November 30! Open to all students at elementary, middle, and high school levels, winner from each level receives a \$50 gift card, and the runner-up from each level receives \$25 gift card. Plus a goodie bag!



- Impressions: 166
- Retweets: 1
- Likes: 2

CV WATER COUNTS DIGITAL ADVERTISING

HUNTER JOHNSEN



FACEBOOK POSTS

- Impressions: 18,003
- Reach: 14,369
- Link Clicks: 60



CV Water Counts @CVWaterCounts · Sep 25

CV Water Counts is proud to announce our 1st annual Poster Contest! If you are a student in the Coachella, you are invited to create a poster which depicts water being used wisely at home, in the community, or in the environment.

Learn more here: cvwatercounts.com/splashes-cv-wat...



CV Water Counts
Published by Hootsuite · November 7 at 2:25 PM ·

As nighttime temperatures begin to cool, gradually reduce watering times to avoid wasting water. Plants and grass do not need much water during the fall and winter seasons.



CVWATERCOUNTS.COM

Reduce Watering Times as Temperatures Cool
As nighttime temperatures begin to cool, gradually reduce watering ...

Learn More

DISPLAY ADS

- Impressions: 36,754
- Clicks: 358

CV WATER COUNTS

EMAIL

HUNTER JOHNSEN



WATER WATCH SENT: NOV. 4

AUDIENCE

- Open Rate: 41.2%
- Clicks: 31
- Recipients: 348
- Bounced: 3
- Unsubscribed: 1

TOP LINKS

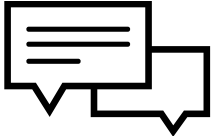
- 1) Academy blog post
- 2) TV Commercial on YouTube
- 3) Fogs blog post



DIGITAL MARKETING CAMPAIGNS

NOVEMBER, 2020

CASEY DOLAN CONSULTING



GOOGLE ADS



Vs. Campaign

Impressions: 103,862

Clicks: 727

Note: 300x250 sizes shown. Campaign also ran 728x90, 320x50, 300x600 ad units



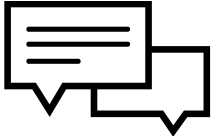
Value is Our Mission

Impressions: 60,842

Clicks: 365

DIGITAL MARKETING CAMPAIGNS

CASEY DOLAN CONSULTING



FACEBOOK | INSTAGRAM ADS

Mission Springs Water District Sponsored · 🌐

Even the most efficient human dish washer can't come close to a high efficiency dishwashing machine. To make the most of this valuable tool in your conservation toolbox, make sure to **ONLY** run full loads and choose the most water-efficient cycle.

If you must wash by hand, use two basins or tubs in the sink, fill one for soap, the other to rinse. This uses a lot less water than continuously filling the sink, and you can better control your usage.

Click for more water saving tips.



MSWD.ORG
Mission Springs Water District - Tips

LEARN MORE

Vs. Campaign

Impressions: 29,182

Clicks: 122

Post Engagements: 32

Mission Springs Water District Sponsored · 🌐

It's fall y'all and the winds are blowing. Using a broom to sweep your driveway and outdoor areas saves water and money. [...See More](#)

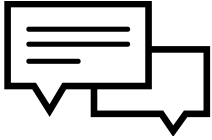


MSWD.ORG
Mission Springs Water District - Tips

LEARN MORE

DIGITAL MARKETING CAMPAIGNS

CASEY DOLAN CONSULTING



FACEBOOK | INSTAGRAM ADS

Mission Springs Water District
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Mission Springs Water District is working for you. Have an issue or question for us? We are here for you 24/7. Click the contact button for more information.



MSWD.ORG
Value is Our Mission
Our mission is to provide, protect, and preserve our most valuable res...

Contact Us

Value is Our Mission

Impressions: 33,411

Clicks: 128

Post Engagements: 28

Totals

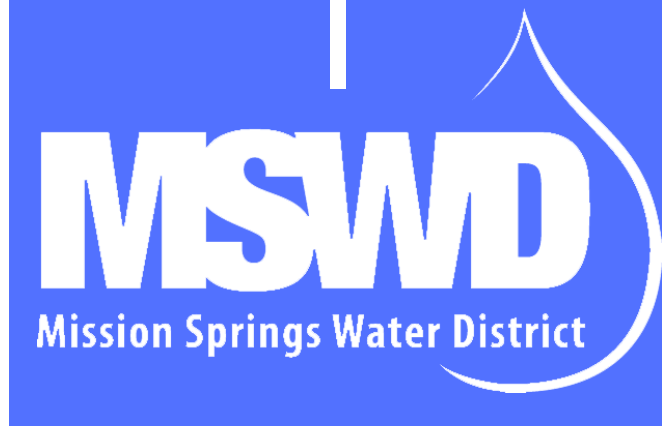
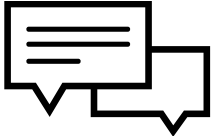
Impressions: 70,166

Clicks: 293

Post Engagements: 42

DIGITAL MARKETING CAMPAIGNS

CASEY DOLAN CONSULTING



MONTHLY WEBSITE ANALYTICS

Visitors

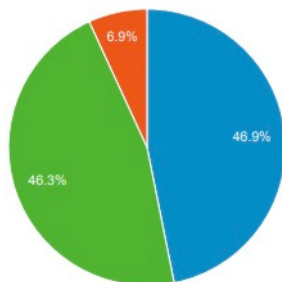
User Type	Users
New Visitor	4,278
Returning Visitor	2,716

Pageviews by Page Title

Page Title	Pageviews
Mission Springs Water District - Sign In	6,448
Mission Springs Water District - My Account	5,084
Mission Springs Water District - Home	5,050
Mission Springs Water District - Pay Bills	2,847
(not set)	2,439
Mission Springs Water District - Payment Options	2,412
Mission Springs Water District - Pay as a Guest	1,548
Mission Springs Water District - You Have Successfully Signed Off	1,521
Mission Springs Water District - Account Detail	1,334
Mission Springs Water District - Water Savings Tips	1,027

Users by Device Category

■ desktop ■ mobile ■ tablet



Pageviews



Pageviews by City

City	Pageviews
Desert Hot Springs	19,838
Ontario	1,580
Los Angeles	1,387
Palm Springs	1,120
San Diego	817
Indio	684
Cathedral City	669
Palm Desert	652
Riverside	408
Irvine	391

Users by Default Channel Grouping

Default Channel Grouping	Users
Direct	2,796
Organic Search	2,281
Display	752
Social	164
Referral	125
Paid Search	2