BOARD OF DIRECTORS REGULAR MEETING AGENDA

Monday, June 16, 2025 at 3:00 PM

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

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

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

JOIN ZOOM MEETING:

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

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA

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

7. **HUMAN RESOURCES REPORT**

ACTION ITEMS

8. PUBLIC HEARING (MONDAY 6/16/2025) - RESOLUTION 2025-09 ~ TO ESTABLISH SEWER STANDBY ASSESSMENTS

It is recommended to adopt Resolution No. 2025-09, making a determination to fix, levy, and collect sewer service standby assessments for the fiscal year 2025-2026.

9. PUBLIC HEARING (MONDAY 6/16/2025) RESOLUTION 2025-10 ~ TO ESTABLISH WATER STANDBY ASSESSMENTS

It is recommended that Resolution 2025-10 be adopted, making a determination to fix, levy, and collect water service standby assessments for the fiscal year 2025-2026.

10. RESOLUTION 2025-11 ~ ADDITION OF DELINQUENT ACCOUNTS TO COUNTY TAX ROLLS

It is recommended to adopt Resolution No. 2025-11 requesting the Addition of Delinquent Water and Sewer Charges and Other Fees of $5.00 or more to the 2025-2026 Riverside County Tax Rolls.

11. RESOLUTIONS 2025-12, 2025-13 AND 2025-14 ~ 2025-2026 OPERATING AND CAPITAL BUDGET APPROPRIATIONS LIMIT AND CLASSIFICATION PLAN

A. It is recommended to adopt Resolution No. 2025-12, adopting the Operating and Capital Budgets FY 2025-26.

B. It is recommended to adopt Resolution No. 2025-13, adopting its Appropriations Limit for FYE June 30, 2026.

C. It is recommended to adopt Resolution No. 2025-14, adopting its Employee Classification Plan effective July 1, 2025.

12. RESOLUTION 2025-15 ~ ADOPTION OF THE MISSION SPRINGS WATER DISTRICT PROCUREMENT POLICY

It is recommended that the Board adopt Resolution No. 2025-15, updating and amending the District's policies governing procurement, purchasing, and disbursement of funds, and recinding all previously adopted policies that conflict with the revised provisions.

13. CONTRACT AGREEMENT WITH TKE ENGINEERING, INC. FOR ON-CALL PROFESSIONAL GENERAL ENGINEERING SERVICES

It is recommended to authorize the General Manager to execute a Contract Agreement with TKE Engineering, Inc., for On-Call Professional General Engineering Services in the amount of $200,000.00 for FY 2025-26.

14. JOINT COMMUNITY FACILITIES AGREEMENT BETWEEN MISSION SPRINGS WATER DISTRICT, CITY OF DESERT HOT SPRINGS, SKYBORNE VENTURES LLC, LENNAR HOMES OF CALIFORNIA LLC, AND AG EHC II (LEN) CA 2 LP

It is recommended to authorize the General Manager to execute a Joint Community Facilities Agreement between Mission Springs Water District, City of Desert Hot Springs, Skyborne Ventures, LLC, Lennar Homes of California, LLC, and AG EHC II (LEN) CA 2, LP.

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

It is recommended to authorize the General Manager to enter into a contract with Intelesys Communications Services for Information Technology (IT) Professional Services for the twelve-month period of July 1st, 2025 to June 30th, 2026, in the amount of $125,544.44, plus a 10% contingency for a total of $138,099.00, and do all things necessary to execute the agreement.

16. ACCEPTANCE OF THE WATER SUPPLY ASSESSMENT AND WATER SUPPLY VERIFICATION FOR THE 20TH AVENUE LOGISTICS CENTER PROJECT

It is recommended that the Board accept and approve the Water Supply Assessment and Water Supply Verification for the 20th Avenue Logistics Center Project in the City of Desert Hot Springs.

17. APPROVE CHANGE ORDER NO. 2 WITH SOUTH WEST PUMP AND DRILLING, INC., FOR THE ON-CALL WELL AND BOOSTER MAINTENANCE AND REPAIR SERVICES CONTRACT AND AUGMENTATION OF THE CAPITAL BUDGET

It is recommended to authorize the General Manager to approve Change Order No. 2 with South West Pump and Drilling, Inc. (SWPD) for the On-Call Well and Booster Maintenance and Repair Services contract. This change order will increase the contract amount by $78,725.66, which includes a 10% contingency, revising the total contract amount from $197,549 to a not-to-exceed amount of $276,274.66. Staff also recommends augmenting the capital budget by $88,000 and authorizing the General Manager to do all the things necessary to complete the project.

18. RESOLUTION 2025-16 ~ PLACING NOMINATION OF RUSS MARTIN AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 9 BOARD

It is recommended to approve Resolution 2025-16, nominating Russ Martin to serve on one or more of ACWA's Region 9 Boards.

19. BOARD MEMBER AFFILIATION LISTING UPDATE

At the discretion of the Board of Directors, discuss, amend, and approve if desired, the updated Affiliation Listing.

20. SERVICE AGREEMENT WITH TYLER TECHNOLOGIES, INC. FOR ENTERPRISE RESOURCE PLANNING PRO 10 FINANCIAL MANAGEMENT SUITE

It is recommended to authorize the General Manager to execute a Service Agreement with Tyler Technologies, Inc., for an Enterprise Resource Planning Pro 10 Financial Management Suite.

DISCUSSION ITEMS

21. CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE

22. GROUNDWATER PROTECTION PROGRAM UPDATE

23. LONG RANGE FINANCIAL PLAN UPDATE

CONSENT AGENDA

Consent agenda items are expected to be routine and non-controversial, to be acted upon by the Board

at one time, without discussion. If a member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.

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

May 6, 2025 - Special Meeting Workshop
My 19, 2025 - Special Board Meeting

25. REGISTER OF DEMANDS
The register of demands totaling $3,974,947.35

REPORTS

26. DIRECTOR'S REPORTS

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

COMMENTS

28. DISTRICT COUNSEL COMMENTS

29. DIRECTOR COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS
1. General Comments
2. Requests for Future Agenda Items
3. Requests for Future Meetings

CLOSED SESSION

30. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL INITIATION OF LITIGATION
pursuant to Government Code Sesion 54956.9(d)(4). One potential case.

31. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION
pursuant to Government Code Section 54956.9(d)(1).
One case: Fournier v Mission Springs Water District (case number Adj19778853).

32. REPORT ON ACTION TAKEN DURING CLOSED SESSION

33. ADJOURN

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

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

CERTIFICATION OF POSTING

I certify that on or before June 13, 2025, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 72 hours in advance of the meeting (Government Code Section 54954.2).



Dori Petee
Executive Assistant

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 12 & 16, 2025**

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

HUMAN RESOURCES REPORT

PERSONNEL ACTIVITY FOR THE PERIOD MAY 1-31, 2025

NEW HIRES

ANNIVERSARIES

Joseph McElrone	Wastewater Treatment Plant Operator I	4 Years
Alexander Nine	Lead Fleet and Facilities Maintenance Worker	8 Years

PROMOTIONS

Cynthia Acosta	Administrative Assistant I to Administrative Assistant II

CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 12 & 16, 2025**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION 2025-09 -TO ESTABLISH SEWER STANDBY ASSESSMENTS

STAFF RECOMMENDATION

Adopt Resolution 2025-09, making a determination to fix, levy, and collect sewer standby assessments for fiscal year 2024-2025.

SUMMARY

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

ANALYSIS

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

FINANCIAL DATA		
Cost Associated with this action:		-0-
Current FY cost:		-0-
Future FY cost:		-0-
Is it covered in current year budget:	YES ☐	NO ☒
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:		N/A
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Property Tax	
BID/Job#	443	
Current BID/Job balance		$12,000
Balance remaining if approved:		$12,000

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The proposed standby charge is estimated to generate revenue of $10,870.50 for the ensuing fiscal year beginning July 1, 2025. This action is consistent with Strategic Plan Smart Goal 3.2 – Control costs and manage debt responsibly.

ATTACHMENTS

Resolution 2025-09

2025-2026 Standby Sewer Summary Listings

RESOLUTION NO. 2025-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT MAKING ITS DETERMINATION TO FIX, LEVY AND COLLECT SEWERAGE AND WASTE SERVICE STANDBY ASSESSMENTS FOR THE FISCAL YEAR 2025-2026

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

WHEREAS, a written Report of Sewerage and Waste Service Standby Assessments for Fiscal Year 2025-2026 was prepared by Willdan Financial Services using the same methodology as was used in 1974 and in subsequent years, and which Report was filed with the District Secretary; and

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

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

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

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

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

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

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

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

Section 4. That the sewerage and waste service standby assessments for Improvement District "S" for the fiscal year commencing July 1, 2025, and ending June 30, 2026, be and are hereby fixed as follows:

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

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

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

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

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

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

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

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

ADOPTED this ____ day of June 2025, by the following vote:

Ayes:
Noes:
Abstain:

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

ATTEST:

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

Mission Springs Water District
Standby Sewer, Fund No: 68-4870-FC
Fiscal Year 2025/2026 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	Address	City	State	Zip	Charge
Total:							$10,870.50
Count							878

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 12 & 16, 2025**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION 2025-10 -TO ESTABLISH WATER STANDBY ASSESSMENTS

STAFF RECOMMENDATION

Adopt Resolution 2025-10, making a determination to fix, levy, and collect water standby assessments for fiscal year 2025-2026.

SUMMARY

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

ANALYSIS

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

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

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The proposed standby charge is estimated to generate revenue of $230,176.70 for the ensuing fiscal year beginning July 1, 2025. This action is consistent with Strategic Plan Goal 3.2 – Control costs and manage debt responsibly.

ATTACHMENTS

Resolution 2025-10

2025-2026 Standby Water Summary Listings

RESOLUTION NO. 2025-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT MAKING ITS DETERMINATION TO FIX, LEVY AND COLLECT WATER STANDBY ASSESSMENTS FOR THE FISCAL YEAR 2025-2026

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

WHEREAS, a written Report of Water Standby Assessments for 2025-2026 was prepared by Willdan Financial Services using the same methodology as was used in 1966 and in subsequent years, and which report was filed with the District Secretary; and

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

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

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

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

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

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

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

Section 4. That the water standby assessments for Improvement District Nos. 2, "B", "F", "G" and Service Area No. 2 for the fiscal year commencing July 1, 2025 and ending June 30, 2026, be and are hereby fixed as follows:

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

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

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

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

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

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

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

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

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

ADOPTED this ____ day of June 2025, by the following vote:

Ayes:
Noes:
Abstain:

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

ATTEST:

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

Mission Springs Water District
Standby Water, Fund No: 68-4853-FC & 68-4853 SBE
Fiscal Year 2025/2026 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	Address	City	State	Zip	Charge
Total:							$48,007.02
Count							417

Mission Springs Water District
Standby Water, Fund No: 68-4856-FC
Fiscal Year 2025/2026 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	Address	City	State	Zip	Charge
Total:							$2,152.74
Count							52

Mission Springs Water District
Standby Water, Fund No: 68-4859-FC
Fiscal Year 2025/2026 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	Address	City	State	Zip	Charge
Total:							$24,596.62
Count							121

Mission Springs Water District
Standby Water, Fund No: 68-4866-FC
Fiscal Year 2025/2026 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	Address	City	State	Zip	Charge
Total:							$124,885.78
Count							3337

Mission Springs Water District
Standby Water, Fund No: 68-4868-FC
Fiscal Year 2025/2026 Preliminary Assessment Roll
(Sorted by Assessor's Parcel Number)

APN	APN	Name	Address	City	State	Zip	Charge
Total:							$30,534.54
Count							641

Mission Springs Water District
TOTAL Standby Water Funds
Fiscal Year 2025/2026 Preliminary Assessment Roll

APN	APN	Name	Address	City	State	Zip	Charge
Total:							$230,176.70
Count							4568

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 12 & 16, 2025**

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

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

RESOLUTION 2025-11 – ADDITION OF DELINQUENT ACCOUNTS TO THE 2025-2026 COUNTY ROLLS

STAFF RECOMMENDATION

Adopt Resolution No. 2025-11, requesting the Addition of Delinquent Water and Sewer Charges and Other Fees of $5.00 or more to the 2025-2026 Riverside County Tax Rolls.

SUMMARY

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

ANALYSIS

Approximately 265 accounts were identified with a minimum balance of $5.00 and over 60 days delinquent for approximately $267,600 of delinquent charges that are being proposed to be added to the 2025-2026 tax rolls.

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

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

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

ATTACHMENTS

Resolution 2025-11
Listing of Delinquent Accounts

RESOLUTION NO. 2025-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT REQUESTING ADDITION OF DELINQUENT WATER AND SEWER CHARGES AND OTHER FEES OF $5.00 OR MORE TO THE 2025-2026 RIVERSIDE COUNTY TAX ROLLS

BE IT RESOLVED by the Board of Directors of Mission Springs Water District that, pursuant to Sections 31701 and 31701.5 of the Water Code, district charges of $5.00 or more that remain delinquent and unpaid for 60 days or more as of July 1, 2025 (Exhibit "A") are to be added to, and become a part of, the annual taxes on the applicable properties; and

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

ADOPTED this ___ day of June 2025, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

AS	APN	SERVICE ADDRESS	OTHER
A	6571130076	16525 AVE DESCANSO	-2,770.93
A	6672200025	13555 OLD MORONGO RD	-775.94
A	6570930053	16154 VIA QUEDO	-1,080.22
A	6570930053	16154 VIA QUEDO	-102.82
A	6683600278	19300 ATKINS RD	-1,017.02
A	6683800160	19855 KING RD	-986.93
A	6683800193	19995 KING RD	-820.28
A	6561810157	15402 AVE FLORENCITA	-1,231.96
A	6561810157	15402 AVE FLORENCITA	-144.95
A	6680400213	14791 PAINTED HILLS RD	-1,980.21
A	6680400071	14595 OVERHILL RD	-1,388.78
A	5230610177	12540 DANBURY ST	-3,247.07
A	5173300205	55981 HAUGEN-LEHMANN WAY	-865.40
A	6562220120	15483 AVE RAMBLA	-1,842.04
A	6571820180	16425 AVE RAMBLA	-892.67
A	5172220047	13180 JOSHUA RD	-1,554.82
A	5171620185	55536 SAN PIERRE RD	-1,216.51
A	6564200177	15300 PALM DR #45	-1,414.24
A	6564200177	15300 PALM DR #45	-454.06
A	5172000467	55565 SAN PIERRE RD	-1,880.51
A	5171440013	12980 CREST LANE	-1,349.17
A	6391810570	66201 8TH ST	-1,256.48
A	6680600105	15050 CHOLLA RD	-1,248.42
A	5171530022	55525 LAUREL CREST DR	-1,741.58
A	6412710070	66570-80 IRONWOOD DR	-924.19
A	6412710070	66560 IRONWOOD DR	-924.19
A	5172820021	13370 JOSHUA RD	-780.10
A	6680600116	15220 CHOLLA RD	-12,555.84
A	6680600259	15301 SEELEY RD	-807.74
A	6630200162	64565 PIERSON BLVD B	-2,853.21
A	6633940058	65565 ACOMA AVE #80	-604.53
A	6634040135	65565 ACOMA AVE #116	-1,477.44
A	5172730144	13276 OCOTILLO RD	-1,054.16
A	6391810547	66032 7TH ST	-771.17
A	5173400064	55860 HAUGEN-LEHMANN WAY "A"	-3,024.90
A	5173400064	55860 HAUGEN-LEHMANN WAY "D"	-2,721.07
A	5173400064	55860 HAUGEN-LEHMANN WAY "C"	-6,905.62
A	5173400064	55860 HAUGEN-LEHMANN WAY "B"	-1,115.15
A	6680700018	60105 WESTSIDE DR	-1,574.08
A	6564700424	66392 N AGUA DULCE DR	-1,455.68
A	6680700184	15774 COUNTRY VIEW RD	-2,785.42
A	6650300376	65311 SAN JACINTO ST	-2,939.80
A	6650300376	65311 SAN JACINTO ST B	-2,665.55
A	6650800128	15800 LITTLE MORONGO RD METER A	-1,065.16
A	6632220067	13955 UNITED RD	-1,091.92
A	6682300090	61490 DILLON RD	-866.46

A	6412620038	13156 OCOTILLO RD	-511.28
A	6412620038	13156 OCOTILLO RD	-223.71
A	6411130202	66565 CAHUILLA AVE	-2,056.06
A	6682200253	61568 SMOKETREE RD	-941.71
AS	**APN**	**SERVICE ADDRESS**	**OTHER**
A	6631400372	13825 BLUMA DR	-1,970.01
A	6630900103	64050 DESERT SANDS RD	-2,914.48
A	6630810402	64150 THOMAS AVE	-806.98
A	6630810424	64210 THOMAS AVE	-1,967.42
A	6663920053	19206 MCLANE ST	-1,181.07
A	666340035	18462 SKYWALKER CT	-13,975.80
A	6631200105	64425 DOUGLAS WAY	-3,654.26
A	6662500054	64050 18TH AVE	-619.47
A	6630700420	64200 SHERMAN WAY	-2,006.28
A	6630700354	64225 SHERMAN WAY	-1,709.17
A	6672110193	61730 CREST LN	-1,377.12
A	6543230096	69561 COUNTRY CLUB DR	-701.26
A	6543230096	69561 COUNTRY CLUB DR	-337.03
A	6662030081	17118 SANBORN ST	-1,142.40
A	6411040149	66710 BUENA VISTA AVE	-1,387.96
A	6411040149	66710 BUENA VISTA AVE	-150.04
A	6662130181	17313 KEITH ST	-871.97
A	6391920013	66011 5TH ST	-2,111.32
A	6661600100	64175 16TH AVE	-1,661.49
A	6660700157	64580 16TH AVE	-624.11
A	6391920310	66070 4TH ST	-1,532.41
A	6392410212	11555 PALM DR	-3,112.00
A	6392410212	11555 PALM DR	-2,200.26
A	6612910078	9651 CHOLLA DR	-609.96
A	6612910078	9651 CHOLLA DR	-14.72
A	6614000063	64313 PYRENESS AVE	-2,100.94
A	6614700158	8747 ROCKIES AVE	-1,213.92
A	6392510048	66309 2ND ST	-731.42
A	6392320160	66155 1ST ST	-1,780.93
A	6613600400	8413 MEADOWS WAY	-659.76
A	6613600400	8413 MEADOWS WAY	-285.93
A	6613600071	8520 SUMMIT PASS	-683.87
A	6613600071	8520 SUMMIT PASS	-296.39
A	6613600213	8204 SUMMIT PASS	-683.87
A	6613600213	8204 SUMMIT PASS	-296.39
A	6613600169	8271 SUMMIT PASS	-876.81
A	6613600169	8271 SUMMIT PASS	-96.72
A	6613600246	8272 SUMMIT PASS	-871.88
A	6613600246	8272 SUMMIT PASS	-96.18
A	6613600158	8283 SUMMIT PASS	-788.27
A	6613600158	8283 SUMMIT PASS	-84.37
A	6613600477	8305 MEADOWS WAY	-790.63

A	6613600477	8305 MEADOWS WAY	-88.12
A	6613600521	8328 MEADOWS WAY	-959.03
A	6613600521	8328 MEADOWS WAY	-105.79
A	6392520249	66292 PIERSON BLVD	-399.29
A	6392520249	66292 PIERSON BLVD	-603.16
A	6392520283	66328 PIERSON BLVD	-620.90
A	6392520283	66328 PIERSON BLVD	-619.19
A	6611120294	9625 WARWICK DR	-2,224.15
AS	**APN**	**SERVICE ADDRESS**	**OTHER**
A	6540820234	69268 PARKSIDE DR	-904.36
A	6540820234	69268 PARKSIDE DR	-537.32
A	6611130033	9600 WARWICK DR	-1,145.56
A	6540820157	69240 PARKSIDE DR	-716.96
A	6540820157	69240 PARKSIDE DR	-246.16
A	6540810033	69243 WESTWOOD CT	-398.16
A	6540810033	69243 WESTWOOD CT	-372.36
A	6392520294	66338 PIERSON BLVD	-902.76
A	6392720054	11285 MESQUITE AVE	-1,452.56
A	6392720054	11285 MESQUITE AVE	-1,834.96
A	6392720043	66705 6TH ST	-1,411.92
A	6392720043	66705 6TH ST	-3,046.15
A	6392720153	66700 5TH ST	-11,726.59
A	6392720153	66700 5TH ST	-15,213.44
A	6392720087	66634 5TH ST	-6,670.29
A	6392720087	66634 5TH ST	-8,133.45
A	6410910216	66465 FLORA AVE	-1,278.80
A	6410910216	66465 FLORA AVE	-1,732.92
A	6392720131	66659 6TH ST	-2,565.82
A	6392720131	66659 6TH ST	-2,889.82
A	6410910096	66339 FLORA AVE	-809.98
A	6382800304	10615 SMOKEWOOD CIR	-1,056.65
A	6383150015	11220 POMELO DR	-1,381.84
A	6383150015	11220 POMELO DR	-513.35
A	6633140115	65958 DESERT VIEW AVE	-1,773.72
A	6441620030	68460 HACIENDA AVE	-1,461.23
A	661550018	65267 ROLLING HILLS DR	-957.87
A	6410420478	12155 PALM DR "B"	-952.66
A	6441350014	12844 DEODAR AVE	-605.41
A	6440850043	12572 REDBUD RD	-653.06
A	6441520183	68150 CALLE BLANCO	-705.17
A	6410510245	12331 PALM DR	-1,122.99
A	6410510245	12331 PALM DR	-2,058.60
A	6410520062	66315 CAHUILLA AVE	-4,690.67
A	6440720087	68165 CLUB CIRCLE DR	-3,157.17
A	6440720087	68165 CLUB CIRCLE DR	-300.46
A	6440710183	68080 CLUB CIRCLE DR	-2,180.11
A	6440710183	68080 CLUB CIRCLE DR	-142.24

A	6410810039	66283 DESERT VIEW AVE	-1,407.15
A	6410810040	66291 DESERT VIEW AVE	-1,367.10
A	6410810040	66291 DESERT VIEW AVE	-149.28
A	6611830063	9330 OAKMOUNT BLVD	-1,166.91
A	6420410054	67223 PIERSON BLVD	-1,411.73
A	6420410054	67223 PIERSON BLVD	-2,916.17
A	6390220259	66072 14TH ST	-1,000.33
***			
A			-249,678.26
C	6672600360	62555 S STARCROSS DR	-118.37
C	6564600182	66912 JOSHUA CT	-326.58
AS	**APN**	**SERVICE ADDRESS**	**OTHER**
C	667270006	62698 N CRESCENT ST	-43.95
C	667270006	62698 N CRESCENT ST	-73.07
C	5200960020	13114 ZANE WAY	-36.78
C	5200960042	13140 ZANE WAY	-8.90
C	6570730095	16060 VIA EL RANCHO	-133.65
C	6561210151	15847 AVE MANZANA	-40.28
C	6561210151	15847 AVE MANZANA	-8.72
C	6562120097	15415 AVE MIROLA	-192.56
C	6411620138	66885 ESTRELLA AVE	-49.00
C	6571820081	16185 AVE RAMBLA	-49.00
C	6571810307	16240 AVE RAMBLA	-18.41
C	6572040055	67325 CAMINO SILVOSO	-49.00
C	6572040055	67325 CAMINO SILVOSO	-346.53
C	5172210109	13210 JOSHUA RD	-545.05
C	5171110110	55436 LAUREL CREST DR	-17.40
C	6412610024	13065 OCOTILLO RD	-98.47
C	6680400323	14920 PAINTED HILLS RD	-2,351.61
C	6413010104	66713 JOSEPH WAY "B"	-752.18
C	6633410087	13100 CHOLLA DR	-190.42
C	6630310023	64825 PIERSON BLVD	-89.86
C	6564900107	66206 LANTANA LN	-13.63
C	6560920206	15465 VIA QUEDO	-86.93
C	6630410035	12350 DAVE AVE	-105.31
C	6672700482	11599 KITETAIL DR	-49.00
C	6672800636	11875 E CRESCENT ST	-13.81
C	6672800636	11875 E CRESCENT ST	-3.90
C	6411110097	66572 CAHUILLA AVE	-12.72
C	6610940255	64370 BRAE BURN AVE	-76.65
C	6613010034	9875 VIA REAL	-196.54
C	6614200395	64210 OLYMPIC MOUNTAIN AVE	-313.04
C	6614000294	64268 EAGLE MOUNTAIN AVE	-319.90
C	6614400089	9234 SILVER STAR AVE	-96.49
C	6614400089	9234 SILVER STAR AVE	-1.33
C	6610830217	9591 CONGRESSIONAL RD	-43.95

C	6392220455	11737 CACTUS DR	-49.00
C	6392420347	66330 2ND ST	-204.89
C	6541420394	16741 SUNRISE RD	-802.98
C	6610730173	9671 CAPILAND RD	-62.40
C	6392320115	66105 1ST ST	-744.62
C	6410320147	66139 CAHUILLA AVE #C	-21.98
C	6410820131	66399 ESTRELLA AVE	-82.00
C	6611420143	9082 WARWICK DR	-87.31
C	6410910414	66310 GRANADA AVE	-19.99
C	6393330041	66969 3RD ST	-100.93
C	6383210388	11844 VERBENA DR	-6.53
C	6633020118	65958 ACOMA AVE	-169.15
C	6633020118	65958 ACOMA AVE	-32.23
C	6612510041	64900 DESERT AIR CT	-10.90
C	6382800272	10685 SMOKEWOOD CIR	-17.67
C	6382800272	10685 SMOKEWOOD CIR	-1.45
AS	**APN**	**SERVICE ADDRESS**	**OTHER**
C	6633040147	65934 BUENA VISTA AVE	-282.53
C	6641720103	65881 7TH ST	-84.93
C	6641720202	65952 6TH ST	-74.92
C	6641720202	65952 6TH ST	-13.17
C	6641810211	65940 5TH ST	-21.18
C	6641820281	65842 4TH ST	-10.68
C	6641820281	65842 4TH ST	-0.18
C	6442600154	13798 OASIS DR	-189.12
C	6442520083	13568 MOUNTAIN TOP DR	-299.69
C	6442520083	13568 MOUNTAIN TOP DR	-34.36
C	6633110161	65788 CAHUILLA AVE	-8.87
C	6442610047	68780 PANORAMA DR	-216.08
C	6440940018	12852 CATALPA AVE	-146.62
C	6612020182	64987 OAKMOUNT BLVD	-208.15
C	6441340011	12749 DEODAR AVE	-199.69
C	6410420500	66328 BUENA VISTA AVE	-11.81
C	6442900070	68425 PANORAMA DR	-35.55
C	6442910084	13992 VALLEY VIEW CT	-8.73
C	6421930263	13545 CIELO AZUL WAY	-14.24
C	6421930229	13457 CIELO AZUL WAY	-83.93
C	6421920040	13380 AGUA CAYENDO RD	-32.28
C	6422410063	13720 HIDALGO ST	-75.69
C	6422320274	13885 HIDALGO ST	-35.94
C	6422130066	13440 INAJA ST	-491.26
C	6410220377	66124 BUENA VISTA AVE	-49.00
C	6422060019	13320 INAJA ST	-20.90
C	6422070090	13128 QUINTA WAY	-71.50
C	6564400179	67988 NICOLE CT	-49.00
C	6441430086	68205 CALLE LAS TIENDAS	-32.11
C	6441430086	68205 CALLE LAS TIENDAS	-79.01

C	6564500378	67858 ALEXANDRIA CT	-1,616.84
C	6410510102	66349 BUENA VISTA AVE	-292.46
C	6441520172	68160 CALLE BLANCO	-270.89
C	6410510212	66451 BUENA VISTA AVE	-70.49
C	6410510311	66404 CAHUILLA AVE	-34.41
C	6410510311	66404 CAHUILLA AVE	-5.42
C	6441650062	13150 CALLE AMAPOLA	-70.28
C	6611920270	64861 BURKE CT	-74.50
C	6611920193	64845 SMITH CT	-100.24
C	6611830085	9390 OAKMOUNT BLVD	-8.17
C	6421210028	12774 MIRACLE HILL RD	-62.28
C	6391530144	66715 PINTO WAY "A"	-69.56
C	6391530144	66715 PINTO WAY "A"	-48.67
C	6411710224	66965 FLORA AVE	-399.30
C	6411710147	66895 FLORA AVE	-92.42
C	6391230020	66790 SAN FELIPE RD	-194.06
C	6391440102	66618 SAN LUIS RD	-73.05
C	6390820068	10626 SAN PABLO RD	-330.60
C	6390910011	10730 CACTUS DR	-14.54
C	6390620154	66052 10TH ST	-115.03
AS	**APN**	**SERVICE ADDRESS**	**OTHER**
C	6390620154	66052 10TH ST	-5.28
C	6390620187	66092 10TH ST	-194.07
C	6390310093	66113 14TH ST	-49.00
C	6390310093	66113 14TH ST	-495.87
C	6390210290	66092 SANTA ROSA RD	-7.74
C	6390210135	66155 MISSION LAKES BLVD	-108.45
C	6411440208	66660 FLORA AVE	-198.14
C	6411440208	66660 FLORA AVE	-77.30
C	6382210037	66856 RAYO DEL SOL	-85.53
C	6381620068	9790 VISTA DEL VALLE	-152.17
C	6381120041	9280 CALLE DE VECINO	-75.81
C	6381120041	9280 CALLE DE VECINO	-19.42
C	6411440088	66705 ESTRELLA AVE	-40.89
C	6380810309	9175 CALLE ESCORIAL	-39.76
C	6381410184	66225 AVE DORADO	-35.52
C	6381420297	66100 MISSION LAKES BLVD	-29.21
C	6381420297	66100 MISSION LAKES BLVD	-167.47
***			
C			-17,892.98
			-267,571.24

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 12 & 16, 2025**

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

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

RESOLUTIONS 2025-12, 2025-13 AND 2025-14 2025-2026 OPERATING AND CAPITAL BUDGET, APPROPRIATIONS LIMIT AND CLASSIFICATION PLAN

STAFF RECOMMENDATION

Adopt the following resolutions related to the fiscal year ending June 30, 2026, operating and capital budgets:

- 2025-12 Operating and Capital Budgets FY 2025-2026
- 2025-13 Appropriations Limit for FYE June 30, 2026
- 2025-14 Employee Classification Plan

SUMMARY

The California Water Code requires that a budget be adopted by the Board of Directors by June 30. The 2025-2026 Operating and Capital budgets were presented in detail at the June 3, 2025, Board Workshop. Staff recommends adoption as presented.

ANALYSIS

As detailed in the materials handed out and discussed at the June 3, 2025, Board Workshop.

FINANCIAL DATA FY 2025-2026	
Operating Revenues:	$20,617,020
Operating Expenses:	$27,628,571
Net Operating Loss:	($7,011,551)
Non-Operating Revenues:	$27,503,852
Non-Operating Expenses:	$966,516
Net Income:	$19,525,785
Assessment District Collections:	$609,780
Depreciation & Amortization:	$4,839,600
Cash Available:	$24,975,165
FUNDING CASH APPLIED	
Principal Debt Payments:	$15,605,419
Capital Improvements:	$70,101,599
Vehicles and Equipment:	$336,100
Capital Replacement Reserve:	$2,419,800
Reserves Decreased:	($63,487,753)
Net Cash:	-0-

FISCAL IMPACT

As detailed in the materials handed out and discussed at the June 3, 2025, Board Workshop. This action is consistent with the Mission Springs Water District 2024 Strategic Plan.

ATTACHMENTS

Draft MSWD FY 2025-26 Operating & Capital Budget Report
2025-2026 Departmental Budgets
2025-2026 Capital Budget and Continuing Appropriations
2025-2026 Employee Classification Plan
2025-2026 Salary Matrix
Resolutions 2025-12, 2025-13 and 2025-14

MSWD
Mission Springs Water District





FISCAL YEAR 2025 - 2026

OPERATING & CAPITAL BUDGET

Revised
June 13, 2025

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

Mission Statement

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

Board of Directors



Ivan Sewell
President



Robert Griffith
Vice President

MSWD
Mission Springs Water District



Amber Duff
Member



Russ Martin
Member

Ted Mayrhofen
Member

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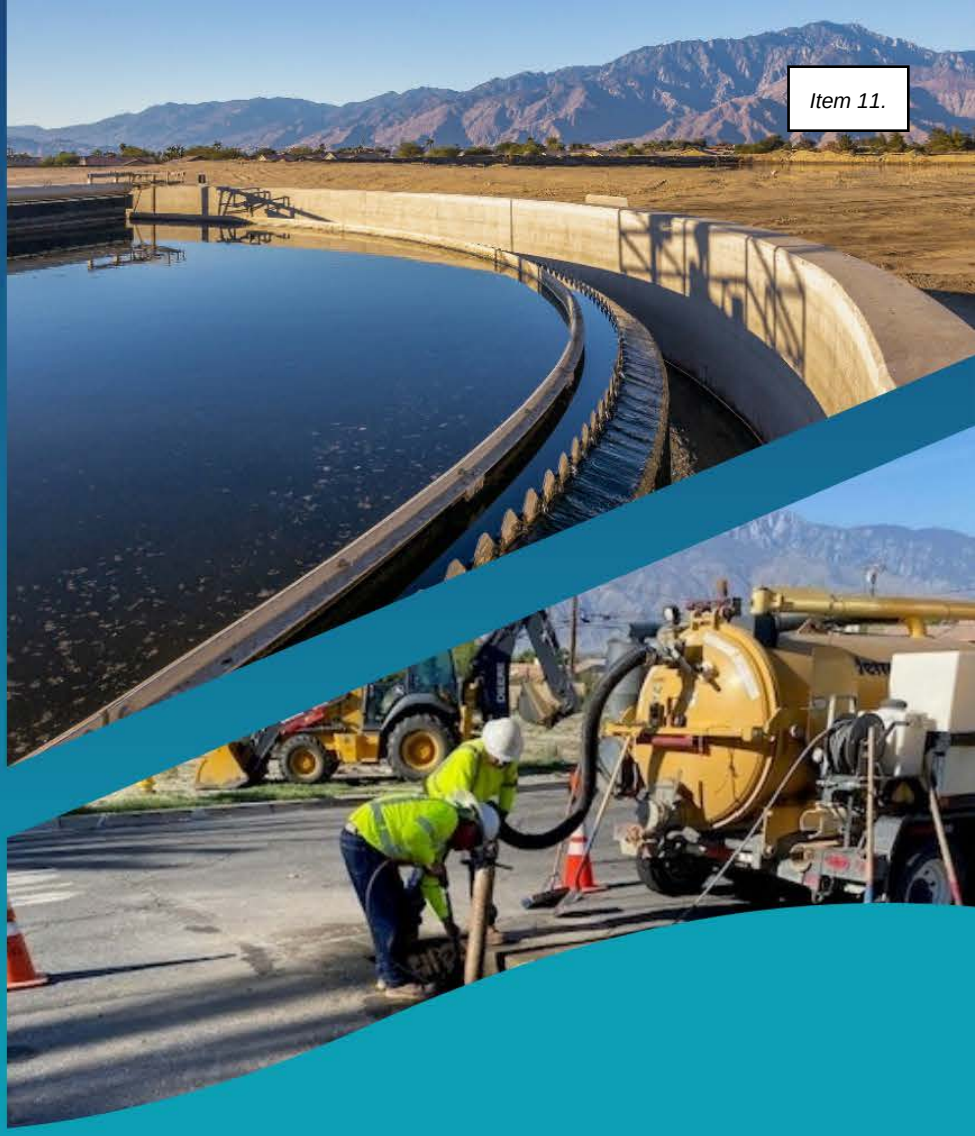
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MSWD
Mission Springs Water District





GENERAL MANAGER'S MESSAGE

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

GENERAL MANAGER'S MESSAGE

June 16, 2025

To the Board of Directors:

Mission Springs Water District (MSWD) takes great pride in delivering safe, reliable, and high-quality water to residents in the greater Desert Hot Springs area. MSWD's approach focuses on providing water and wastewater services, while maintaining current infrastructure and planning for the future, in the most cost-effective way.

An example of this is the Nancy Wright Regional Water Reclamation Facility. One of the most significant projects ever completed by the District, this state-of-the-art wastewater treatment plant helps protect our groundwater quality and adds capacity that will serve our community for decades to come. Coupled with the Regional Conveyance Line and the Area M2 Septic to Sewer Conversion, this project is almost entirely funded by a $68 million grant from the State of California.

Successful projects are no accident, they are the result of careful planning. Earlier this year, we updated the Water and Wastewater Master Plans, which provide a strategic roadmap to guide infrastructure decisions through 2045. These plans included an examination and analysis of the Capital Improvement Projects to identify and prioritize infrastructure improvements needed to keep up with demand and maintain the high standards placed on the District's water and wastewater treatment systems.

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

We have also made significant progress on actions outlined in the District's Strategic Plan, which was adopted in the Spring of 2024. The Strategic Plan provides the management team with an overall vision for the District's future, and our plan focuses on the District's key functions including customer communications, water supply, system reliability, financial management, technology and processes, environmental sustainability, and workforce excellence. Focusing on these critical initiatives will allow us to deliver enhanced services, improve efficiency, and promote environmental stewardship.

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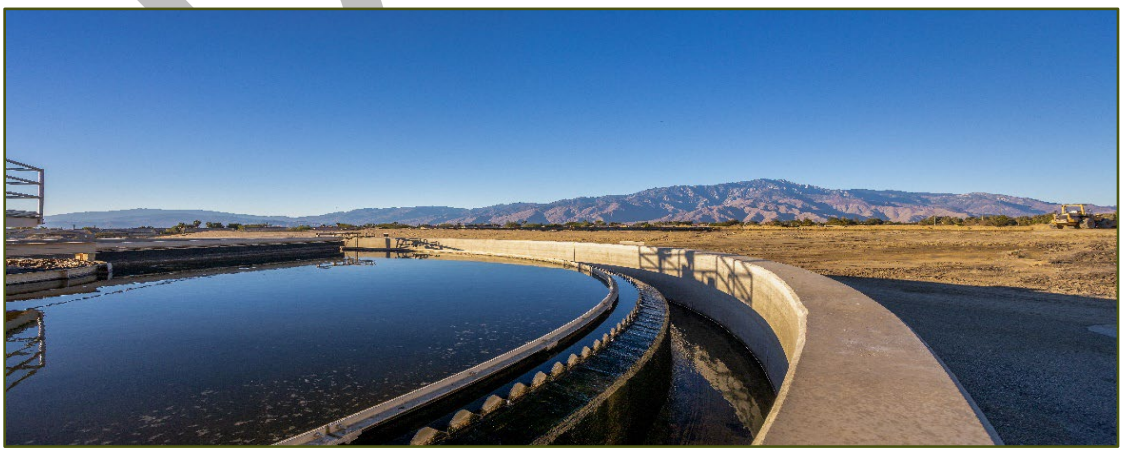
Budget Highlights

The operating budget for fiscal year (FY) 2026 is $27,628,571 as shown in **Table 1** below. There is an additional $70,437,699 in capital improvements proposed for a total budget of $98,066,270. This is a significant increase in total budget expenses when compared to FY 2025. The increase is primarily in the capital improvements budget due to the new Administration Building, Area M-2 Septic to Sewer Conversion, and Chromium-6 Well Treatment Facilities. Also, MSWD staff continues to monitor the impacts of strict State regulations and drought mandates on District operations and will make any necessary changes to the budget as part of the mid-year budget evaluation.

Table 1: Budget Summary by Fiscal Year

	Budget FY 2026	Budget Change	Budget FY 2025*	Budget Change	Budget FY 2024*
Operating Budget					
Operating Revenue	$20,617,020	$288,092	$20,328,928	($862,860)	$21,191,788
Operating Expenses	$27,628,571	$298,326	$27,330,245	$2,481,819	$24,911,426
Operating Income	**($7,011,551)**	**($10,234)**	**($7,001,317)**	**($3,344,679)**	**($3,719,638)**
Expenses					
Operating Expenses	$27,628,571	$298,326	$27,330,245	$2,418,819	$24,911,426
Capital Improvement Projects	$70,437,699	$25,627,442	$44,810,257	($31,870,431)	$76,680,688
Total Budget	**$98,066,270**	**$23,861,010**	**$74,205,260**	**($27,386,854)**	**$101,592,114**

* - Revised after midyear Board approval.



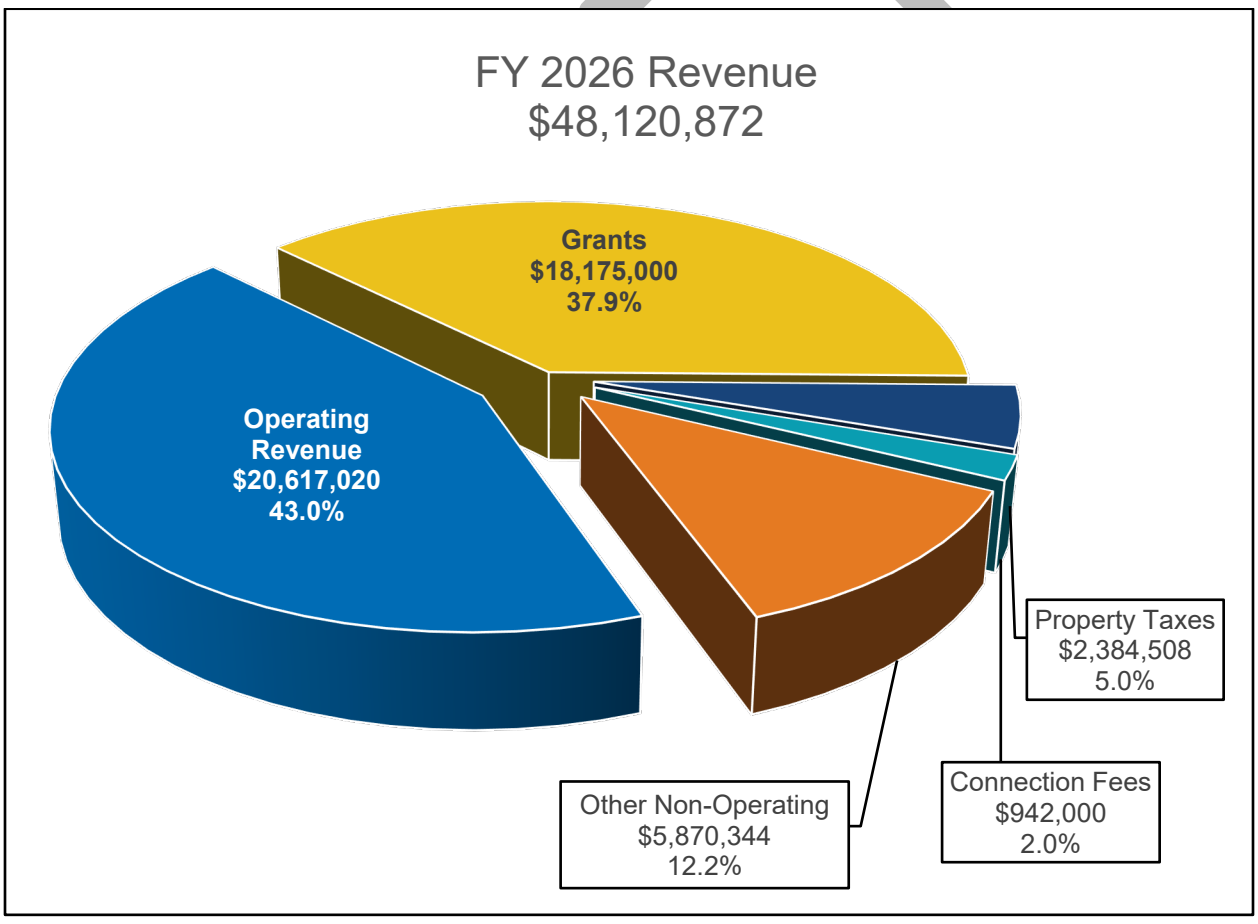
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Revenues

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

For FY 2026, the Operating Revenue and Non-Operating Revenue budgets amounted to $20,617,020 and $27,503,852, respectively, for a total revenue budget of $48,120,872 as shown in **Figure 1** below. Significant sources of funding are grants expected for capital improvement projects. These state and federal grants have allowed MSWD to adopt a budget that includes capital improvements with no projected fee or rate increases for its services.

Figure 1: Total Revenue by Type for FY 2026

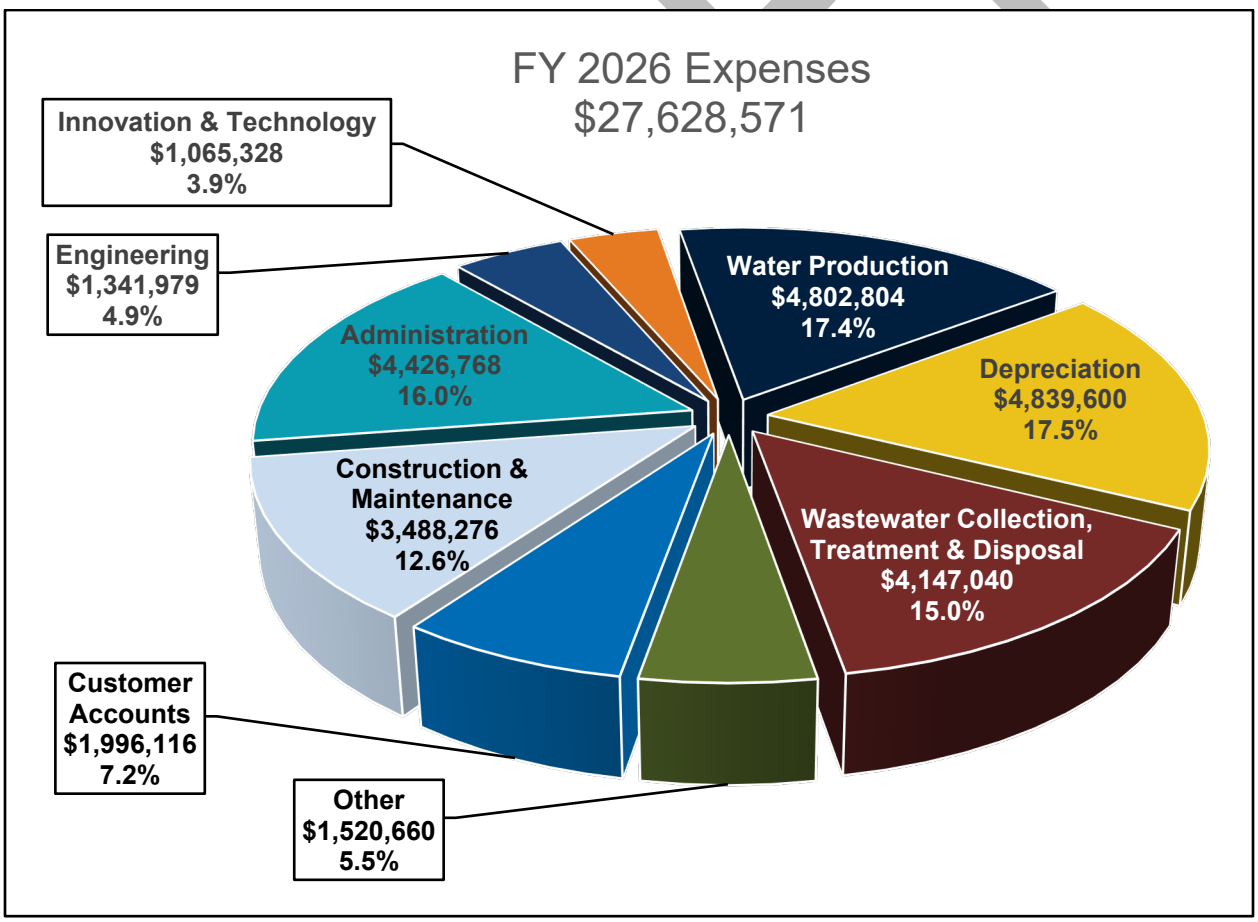


Expenses

Operating expenses for FY 2026 amount to $27,628,571 as shown in **Figure 2** below, representing an increase of $298,326 from FY 2025. For FY 2026, three positions were added, Construction Inspector, Construction & Maintenance Supervisor, and Administrative Assistant I/II. There is also an expected increase in electric expense of at least 20% over FY 2025 due to increasing operating costs with the Wright RWRF coming online. Finally, the increase in operating expenses also reflects an increase of 2.6% Cost of Living Adjustment (COLA) as recommended by the Human Relations Committee and approved by the Board in May 2025.

There is also $70,437,699 in capital improvement expenses made up primarily by the new Administration Building, Area M-2 Septic to Sewer Conversion, and Chromium-6 Well Treatment Facilities. The District continues to prioritize capital improvements that can be covered by grant revenue.

Figure 2: Total Expenses by Type for FY 2026



Financial Stability

MSWD continues to maintain strong reserves through prudent and conservative money management practices, despite a volatile financial market. The District maintains a Capital Reserve Fund of $74,496,443 as of May 31, 2025. While the FY 2026 budget was adopted with no rate increases, future budgets may require rate increases to ensure reserve targets and expenses are met.

Honors and Achievements

MSWD has attained some notable achievements and received significant honors in the past year, including:

California Special District Leadership Foundation

- District of Distinction – Gold
- District Transparency Certificate of Excellence

Government Finance Officers Association

- Distinguished Budget Presentation Award
- Certificate of Achievement for Excellence in Financial Reporting

California Water Environment Association

- Community Engagement & Outreach Program of the Year

National Clay Pipe Institute

- Award of Merit

35th Annual Berkeley Springs International Water Tasting

- Bronze Medal

The Berkeley Springs award marks our 11th honor for water quality since 1997, solidifying MSWD as the most awarded water agency for taste in the world. This requires us to keep up with new technology and ever-changing state and federal regulations. New state standards for Chromium-6 will require MSWD to treat some of our wells for this naturally occurring substance in the coming years. In preparation, MSWD has already developed a Compliance Plan and has held multiple community meetings in the past year.



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In Conclusion

As we keep an eye toward the future, our mission remains the same: to Provide, Protect and Preserve our most precious resource… water. This budget addresses the priorities established for FY 2026 to continue to meet customer needs and provide exceptional water and wastewater services.

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

Respectfully submitted,

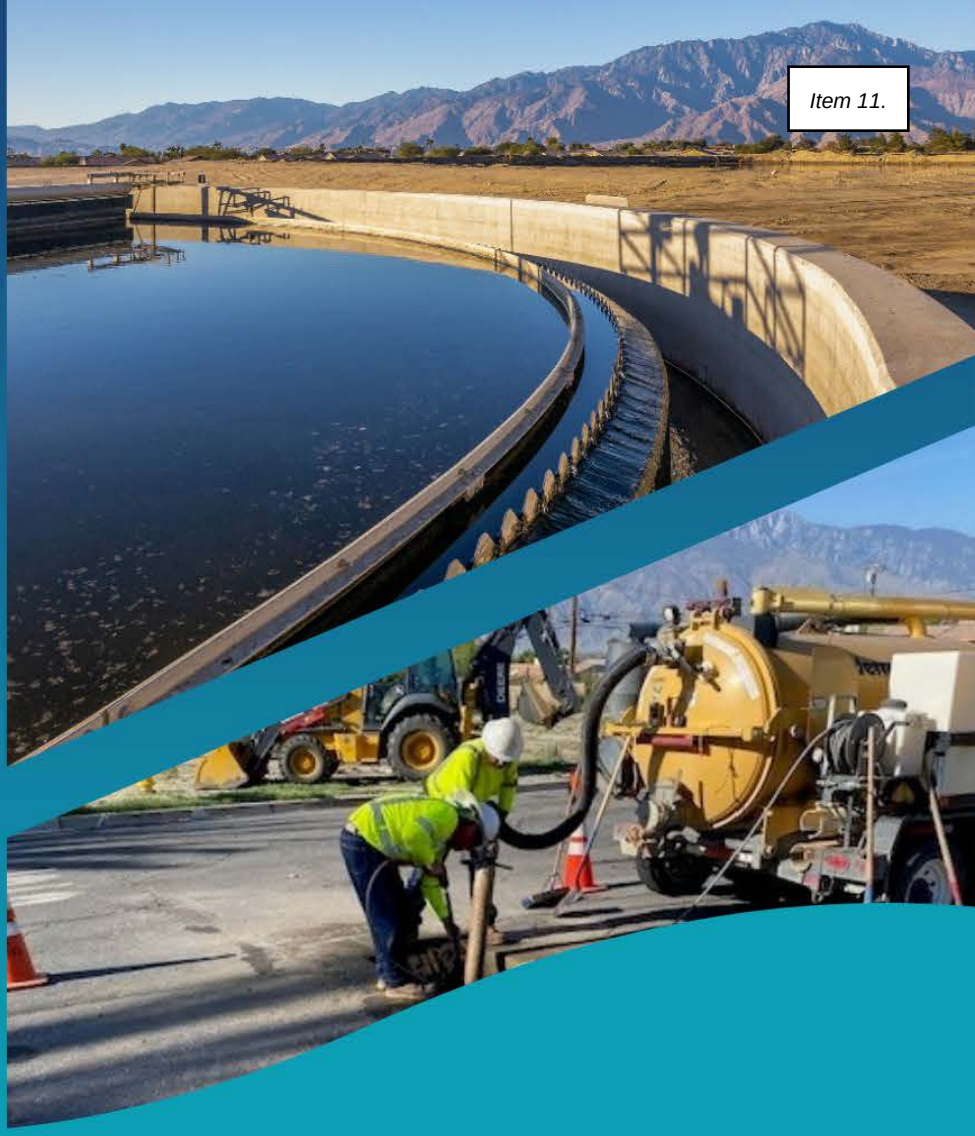
Brian E. Macy
General Manager



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MSWD
Mission Springs Water District





BUDGET RESOLUTIONS

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BUDGET RESOLUTIONS

Operating & Capital Budget

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Appropriations Limit

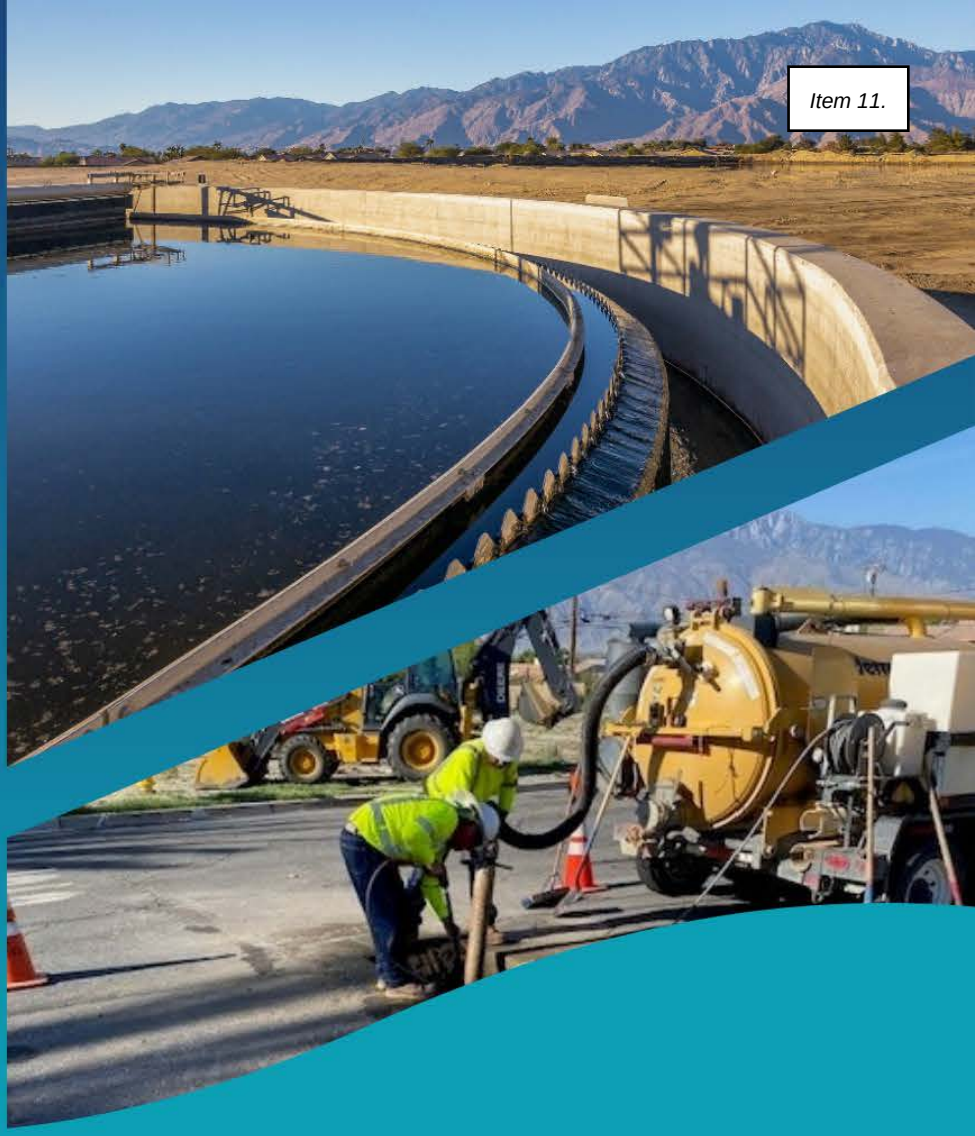
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Classification & Compensation Plan

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MSWD
Mission Springs Water District





PROFILE OF THE MISSION SPRINGS WATER DISTRICT

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PROFILE OF THE MISSION SPRINGS WATER DISTRICT

A Brief History

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

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

Formation

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

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

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

Government



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

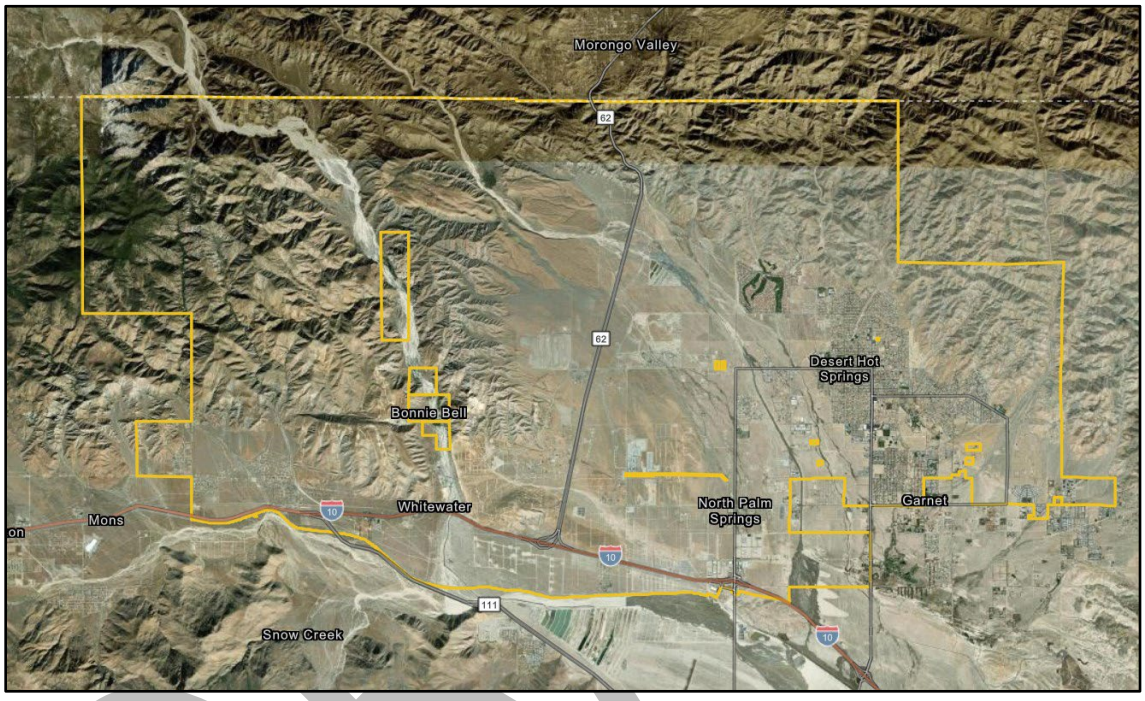
MSWD has statutory authority over water supply and provides water services to residential and commercial customers.

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Service Area

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

Figure 3: Mission Springs Water District Service Area



District Office

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

Figure 4: Mission Springs Water District Main Office



Water Production & Distribution

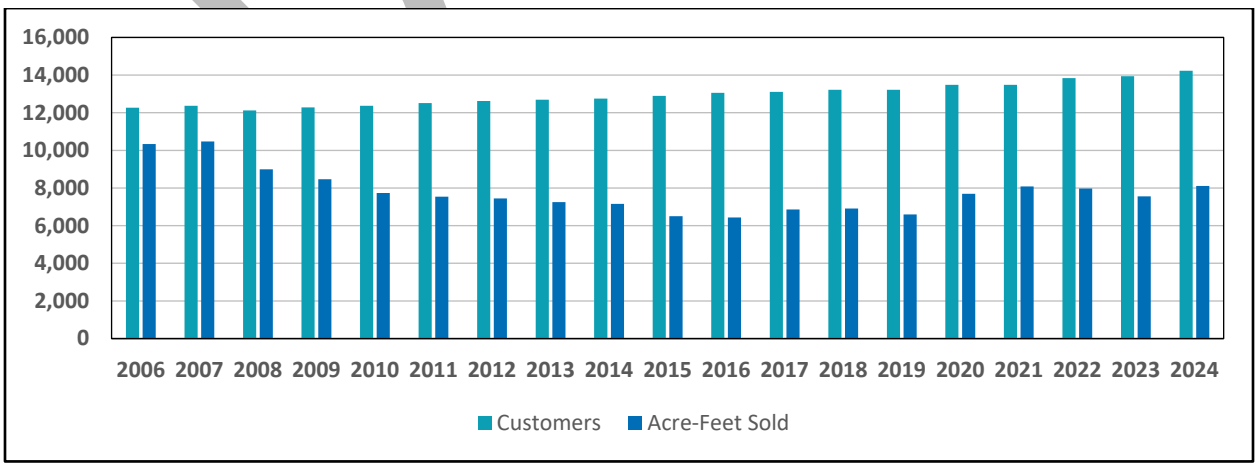
Within the initial one square mile covered by MSWD, it began with about 100,000 feet of pipelines, five water wells, and two reservoirs. MSWD expanded rapidly, and absorbed parts of the Coachella Valley County Water District, the West Palm Springs Village and San Gorgonio Mutual Water Company systems,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

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

MSWD's sole source of supply for its 14,231 water accounts is groundwater. MSWD produces groundwater from the Mission Creek Subbasin, San Gorgonio Pass Subbasin, and Garnet Hill Subarea of the Indio Subbasin, in the greater Coachella Valley Groundwater Basin. The quality of the groundwater is remarkably high and has been awarded an unprecedented 11 medals, including best tasting municipal water in the world, at the International Water Tasting Competition in Berkely Springs, West Virginia.

For over 70 years, MSWD has been managing groundwater through conservation, groundwater protection projects, and general stewardship of its multi-award-winning water resource. The District is, and has always been, committed to a sustainable future both in water supply and finance. As the state requires ongoing, and possibly increased regulations, through Conservation and the Sustainable Groundwater Management Act (SGMA), MSWD has responded to ensure compliance both now and in the future. Over the last 19 years, MSWD has already witnessed the beneficial effects of these efforts as total annual water consumption decreased while the total number of customers has increased as shown in **Figure 5** below.

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

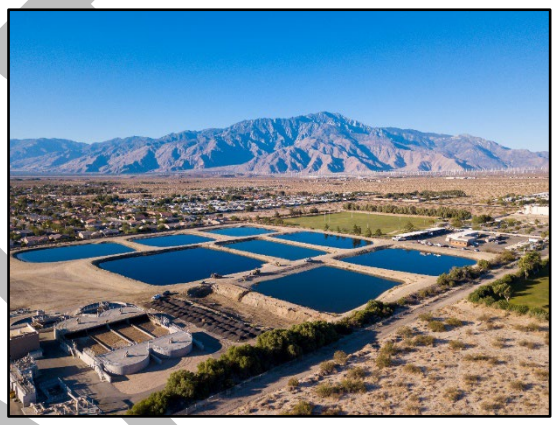


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Wastewater Collection, Treatment, & Disposal

MSWD currently serves 10,021 sewer connections. Wastewater is treated at the Horton Wastewater Treatment Plant and the Desert Crest Wastewater Treatment Plant. MSWD treats about 2.0 million gallons per day (MGD) prior to discharging effluent in an environmentally sustainable manner. MSWD also constructed a new Regional Water Reclamation Facility that became operational in April 2025. This facility continued to be the largest capital project and will serve as the long-term central wastewater treatment and reclamation facility for the region.

The District's Groundwater Quality Protection Plan (GQPP) began in 1996 and has been highly successful to date. Over $22 million of grant funds have been secured by the District for this program which has made over 4,500 parcels sewer service ready. This includes the abatement of over 2,800 septic tanks and the installation of over 33 miles of sewer lines. The pursuit of these grant funds continues today for the disadvantaged communities served by the District. The GQPP is ongoing and a significant part of the FY 2026 capital improvement program.



Water Conservation

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

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

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

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

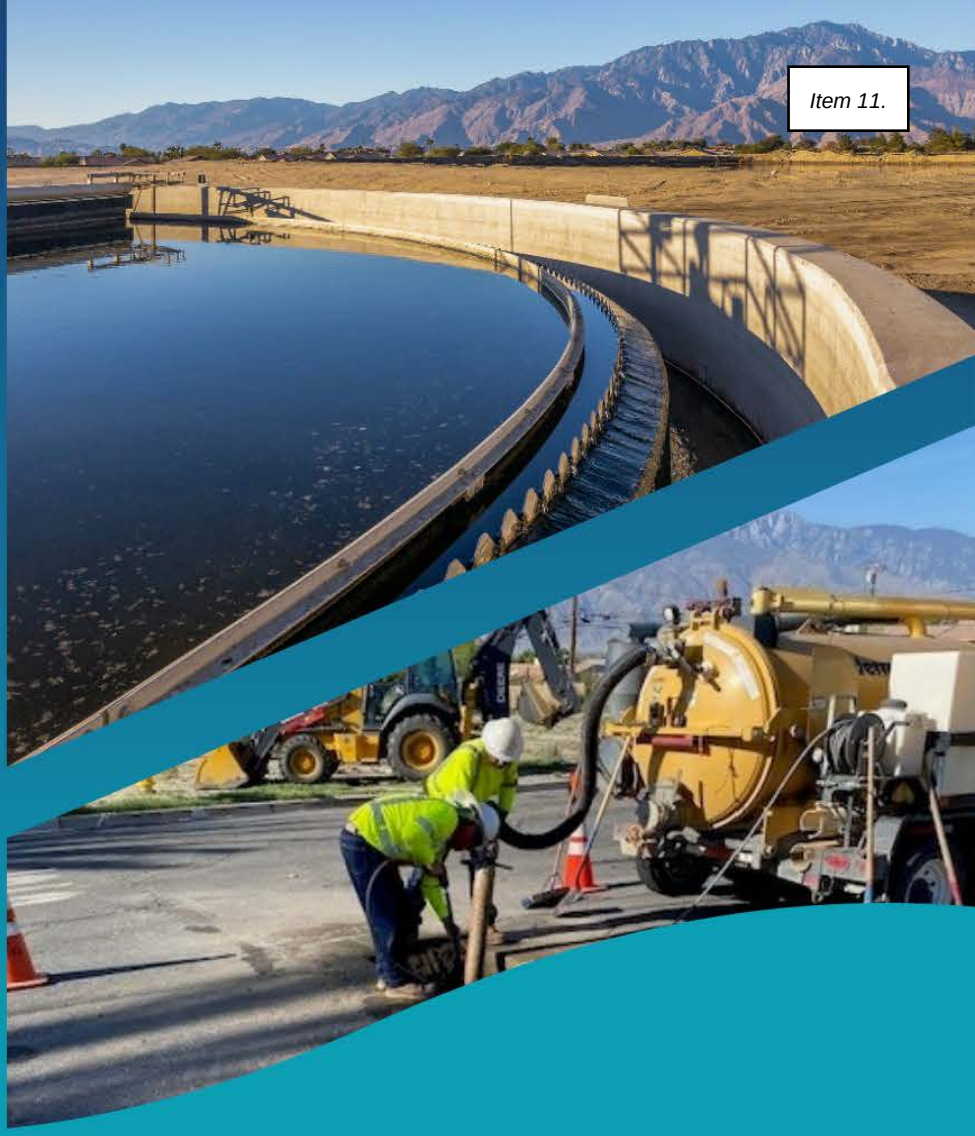
Making Conservation a California Way of Life is a new way of managing urban water use. The State Water Board will consider a regulation that establishes unique efficiency goals for each Urban Retail Water Supplier in California and provides those suppliers flexibility to implement locally appropriate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



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MSWD
Mission Springs Water District





STATISTICAL SECTION

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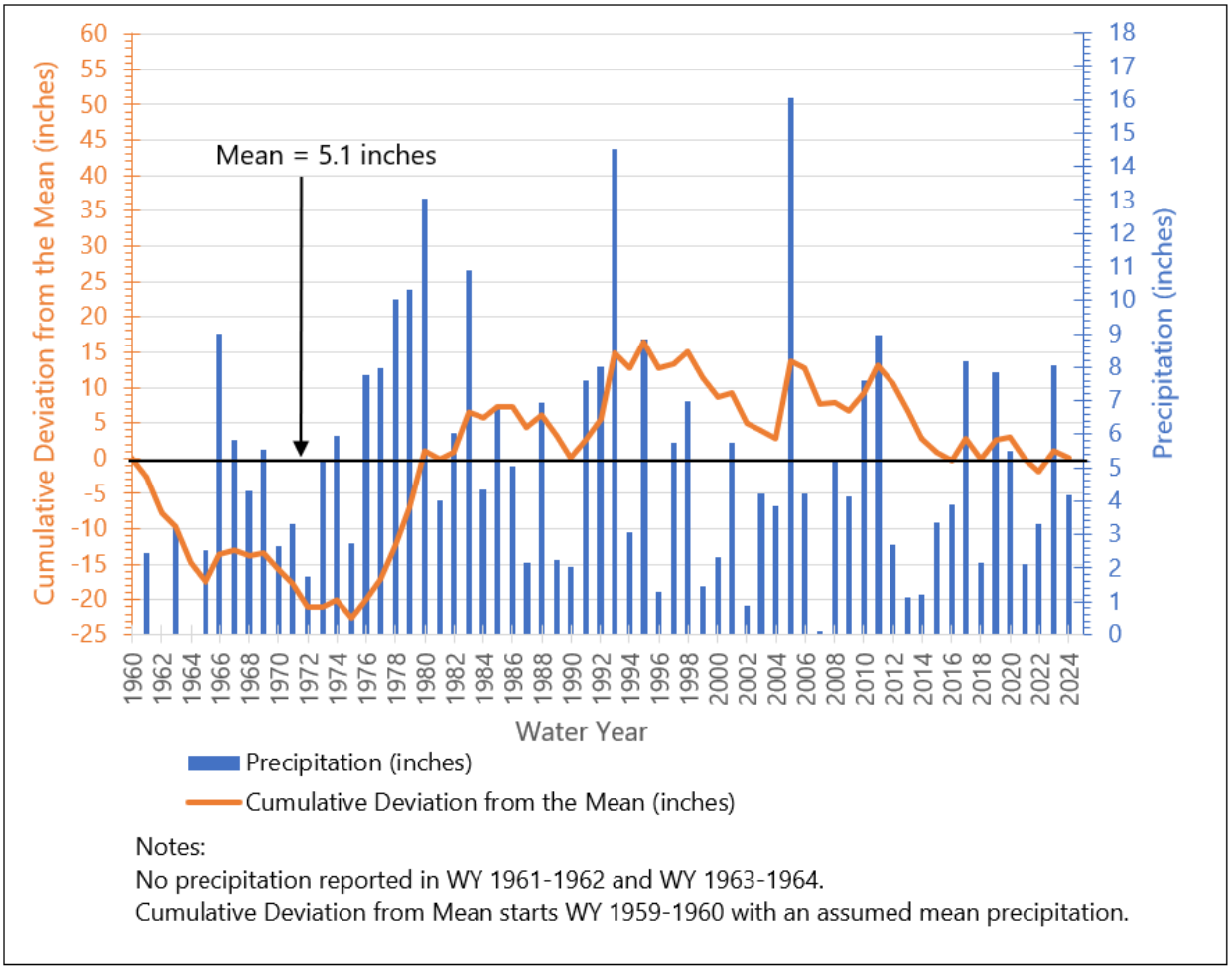
STATISTICAL SECTION

Climate

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

Annual precipitation from Water Year (WY) 1960-1961 to WY 2023-2024 for the Riverside County Flood Control and Water Conservation District station at Desert Hot Springs is shown in **Figure 6** below. The mean annual precipitation for the water year over the period of record was 5.1 inches, with a standard deviation of 3.4 inches. The maximum precipitation was just over 16 inches in WY 2004-2005.

Figure 6: Annual Precipitation in Desert Hot Springs, CA



Demographics

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

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

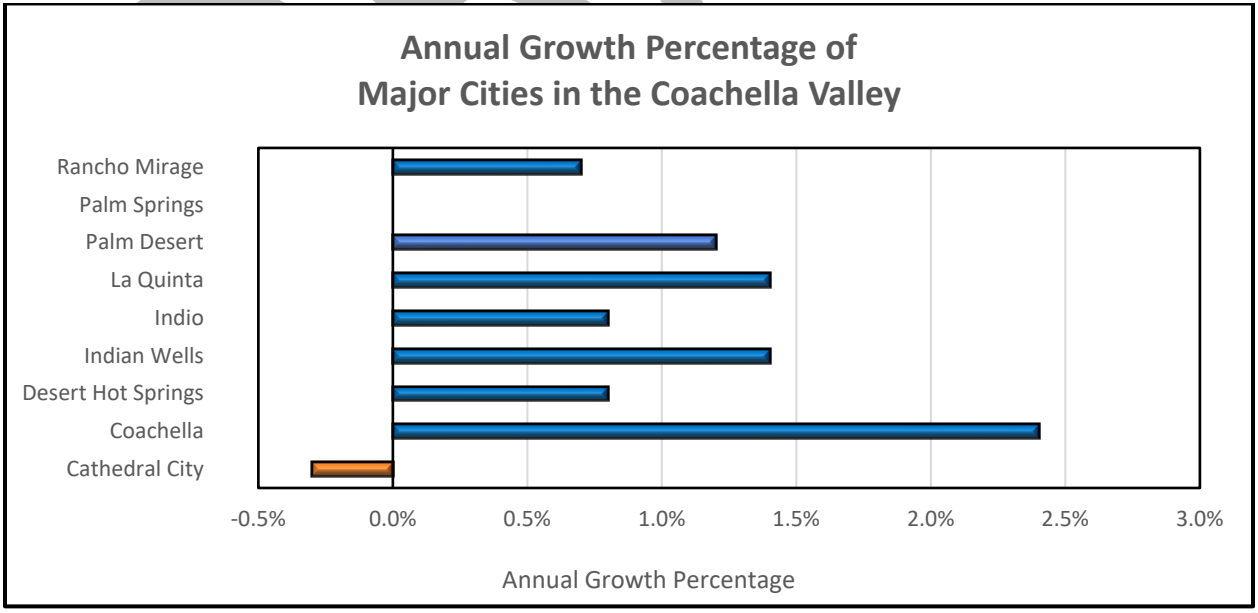
Calendar Year	Population[1]	Personal Income [1]	Per Capita Personal Income[1]	Median House Value[2]	Unemployment Rate[3]
2014	2,289,151	$80,218,000	$35,043	$279,500	8.3%
2015	2,312,059	$85,315,000	$36,900	$312,700	6.7%
2016	2,338,982	$89,569,000	$38,294	$329,600	6.1%
2017	2,366,885	$93,043,000	$39,310	$352,700	5.3%
2018	2,390,121	$97,494,000	$40,790	$364,900	4.4%
2019	2,405,570	$104,149,000	$43,295	$384,400	4.2%
2020	2,422,764	$115,570,000	$47,702	$368,100	10.1%
2021	2,458,395	$125,820,000	$51,180	$465,400	7.3%
2022	2,473,902	$127,196,000	$51,415	$555,400	4.2%
2023	2,492,442	$126,300,000	$47,001	$576,000	4.8%

Source:
1. Bureau of Economic Analysis
2. U.S. Census Bureau
3. U.S. Department of Labor, Bureau of Labor Statisitics

Notes: Data shown represents the entire County of Riverside

Figure 7 shows annual growth rates for cities in the Coachella Valley. Located within the District, the City of Desert Hot Springs has an annual growth rate of approximately 0.8%.

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



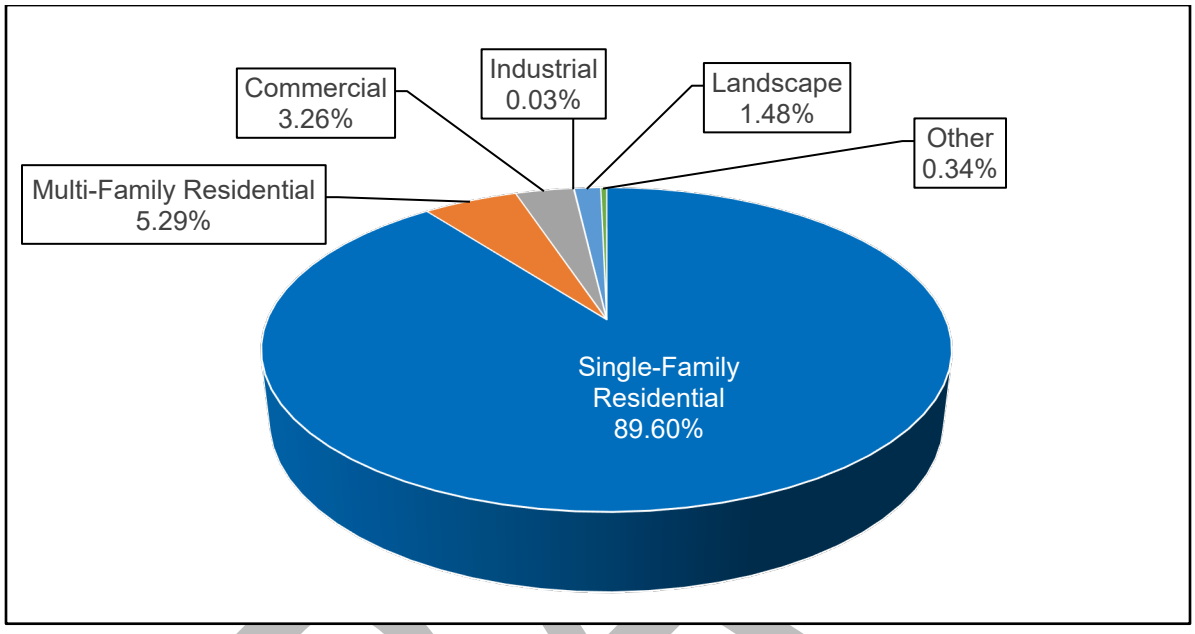
Source: State of California, Department of Finance, Demographic Research Unit & U.S. Census Bureau

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Customer Base

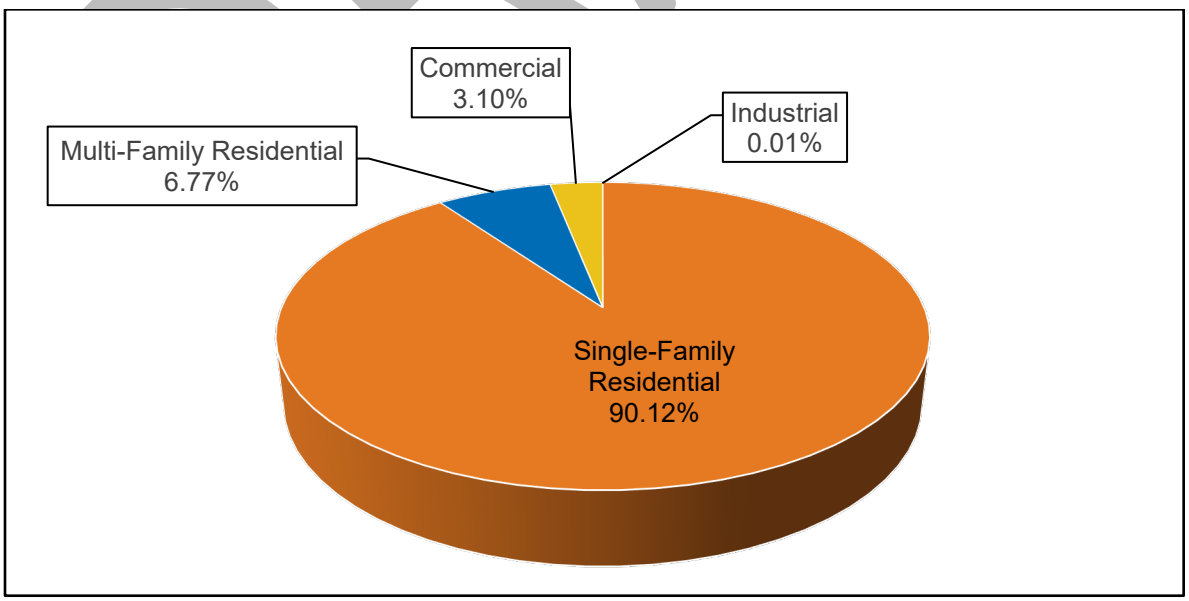
Approximately 90% of the District's water and sewer service customer accounts are single-family residential, as shown in **Figure 8** and **Figure 9** respectively, and most are located within the City of Desert Hot Springs, California.

Figure 8: Water Service Accounts by Type



Source: Mission Springs Water District Billing System

Figure 9: Sewer Service Accounts by Type



Source: Mission Springs Water District Billing System

Ten Largest Water and Sewer Customers

The District has a diverse customer base. The largest ten water service customers by consumption volume represented only 14.92% of the total water sales revenue as shown in **Table 3**, and the largest ten sewer service customers represented only 8.12% of the total sewer revenue as shown in **Table 4**, for FY 2024.

Table 3: Ten Largest Water Service Customers

Rank	Water Service Customer	FY 2024 Revenues	Percentage of Total FY 2024 Revenues
1	Park West MHP, LLC	$593,911.24	6.37%
2	Palm Springs Unified School District	$264,820.56	2.84%
3	Henry Baghdady	$84,373.14	0.91%
4	Palm Springs Unified School District	$78,588.96	0.84%
5	Breit Hidden Springs MHC, LLC	$69,517.78	0.75%
6	Blackstar Industrial Properties, LLC	$65,731.52	0.71%
7	Two Bunch Palms, Bliss, LLC	$64,508.88	0.69%
8	Morongo Industrial Owners Inc	$61,782.08	0.66%
9	Mission Lakes CC Condos HOA	$53,626.07	0.58%
10	Palm Springs Unified School District	$53,015.52	0.57%
	FY 2024 Top Ten Total	**$1,389,875.75**	**14.92%**
	FY 2024 District Total	**$9,317,125.00**	**100.00%**

Table 4: Ten Largest Sewer Service Customers

Rank	Sewer Service Customer	FY 2024 Revenues	Percentage of Total FY 2024 Revenues
1	Jennifer Chen	$107,849.66	1.49%
2	Hany Baghdady	$84,125.10	1.17%
3	Sky Haven HOA Inc	$74,581.51	1.03%
4	Mission Lakes CC Condos HOA	$65,137.48	0.90%
5	HPD Desert Hot Springs	$55,399.46	0.77%
6	Hany Baghdady	$50,064.88	0.69%
7	Snider Interests LLC	$45,623.72	0.63%
8	Verbena Apartments	$39,805.52	0.55%
9	Michael Bickford	$32,609.57	0.45%
10	Vons Co #2177 V #8539	$30,560.04	0.42%
	FY 2024 Top Ten Total	**$585,756.94**	**8.12%**
	FY 2024 District Total	**$7,217,163.11**	**100.00%**

Source: Mission Springs Water District Billing System

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Ten Largest Property Taxpayers

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

Table 5: Ten Largest Property Taxpayers

Rank	Taxpayer	FY 2024 Total Taxable Assessed Value	Percentage of FY 2024 Total District Taxable Assessed Value
1	Sentinel Energy LLC	$384,300,000	8.30%
2	IIP – California 6	$55,614,480	1.20%
3	Mesa Windpower Corporation	$53,915,967	1.17%
4	AM Wind Power	$42,089,613	0.91%
5	Wind Power Partners 1993 LP	$38,975,633	0.84%
6	IIP – California 2	$35,883,172	0.78%
7	Dillon Wind LLC	$28,602,579	0.62%
8	Kings Garden Inc	$27,107,263	0.59%
9	CCL Realty V	$24,153,076	0.52%
10	Two Bunch Palms Trail	$23,120,267	0.50%
	FY 2024 Top Ten Total	**$713,762,050**	**15.42%**
	FY 2024 County Total	**$4,627,889,157**	**100.00%**

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

Ten Largest Employers in Riverside County

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

Table 6: Ten Largest Employers in Riverside County

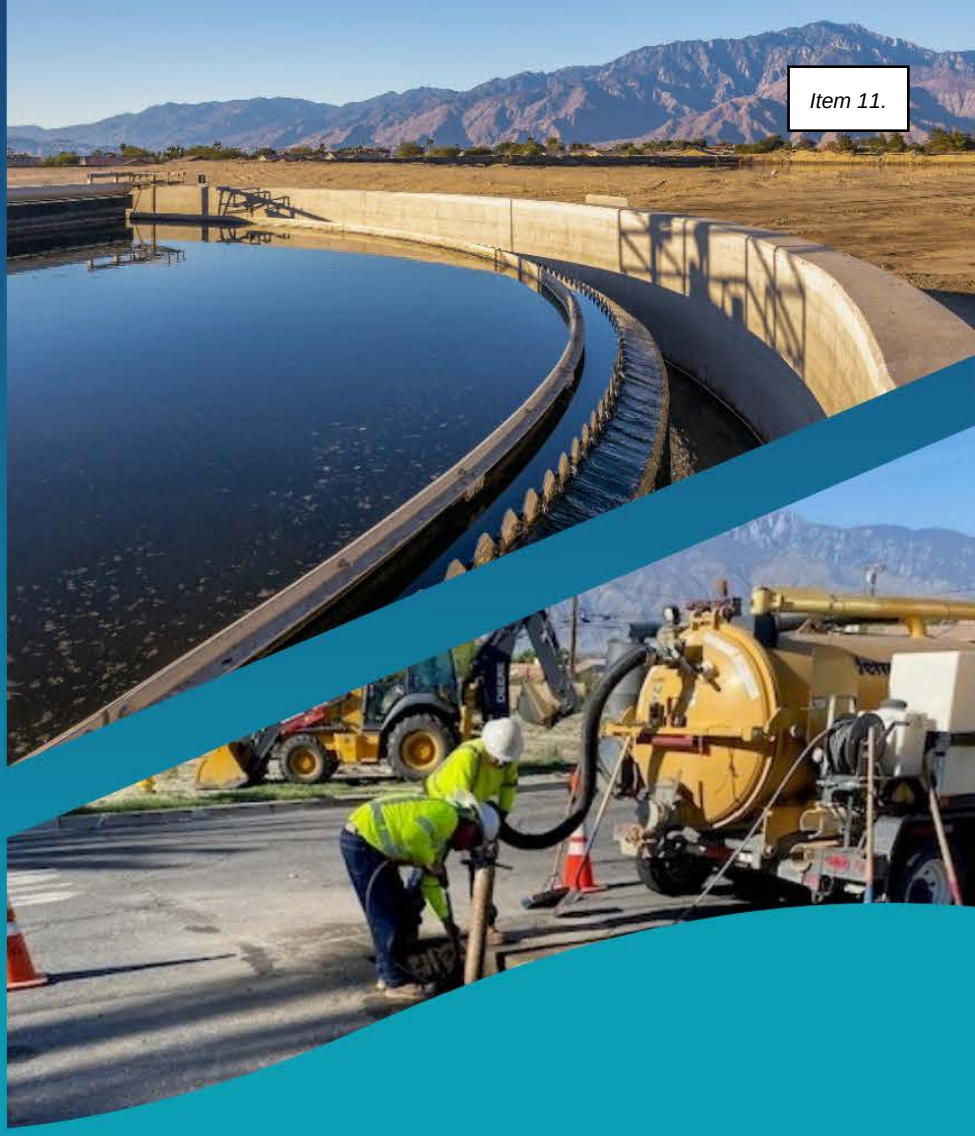
Rank	Employer	Number of FY 2023 Employees	Percentage of Total FY 2023 County Employment
1	County of Riverside	25,366	2.35%
2	Amazon	14,317	1.33%
3	March Air Reserve Base	9,600	0.89%
4	Nestle UA	8,874	0.82%
5	University of California, Riverside	8,623	0.80%
6	State of California, Riverside	8,383	0.78%
7	Wal-Mart	7,494	0.69%
8	Moreno Valley Unified School District	6,020	0.56%
9	Kaiser Permanente Riverside Medical Clinic	5,817	0.54%
10	Corona-Norco Unified School District	5,478	0.51%
	FY 2023 Top Ten Total	**99,972**	**9.26%**
	FY 2023 County Total	**1,079,404**	**100.00%**

Source: County of Riverside Economic Development Agency

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MSWD
Mission Springs Water District





ORGANIZATIONAL STRUCTURE

Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
www.mswd.org
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ORGANIZATIONAL STRUCTURE

Divisions and Departments

The Board of Directors set the overall organization-wide goals that support the District's mission and strategic plan. The departments are the link that converts planning into action. Departments are overseen by a manager, and the departments are organized into divisions which are overseen by a director. There are currently 57 funded full-time equivalent (FTE) positions reflected in the current budget as shown in **Table 7**.

Table 7: Organizational Divisions, Departments, and FY 2026 FTEs

Division	Department	FY 2026 FTEs
Executive	Board of Directors	(5)
	Office of the General Manager	2
Administration	Administration	4
	Human Resources	2
	Innovation & Technology	1
	Public Affairs	1
Engineering	Engineering & Water Resources	6
Finance	Accounting	5
	Customer Service	4
	Finance	1
Operations & Maintenance	Construction & Maintenance	11
	Field Services	4
	Operations Administration	3
	Water Production	4
	Wastewater Collection	2
	Wastewater Treatment & Disposal	7
	Total FTEs	**57**

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

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Summary of Authorized Positions

District management is always analyzing, reviewing, and changing the organizational structure to meet current operational and fiscal needs. These ongoing efforts include positional/staffing changes, improving corporate culture, greater integration of its mission, vision, and values of the organization, a customer experience overhaul, and streamlining of policies and procedures.

In FY 2025, MSWD repurposed two Office Specialist I/II positions to a Business Analyst position and an Accounting Technician position. Also, there was a downgrade of the Government & Public Affairs Manager to a Programs & Public Affairs Specialist position. To keep up with an increase in contract work, the District added a new Contracts Analyst position.

For FY 2026, three new positions were added: Construction Inspector, Construction & Maintenance Supervisor, and Administrative Assistant I/II. Additionally, three positions were repurposed: the Lead WWTP Operator changed to WWTP Supervisor, the Lead Water Production Operator changed to Water Production Supervisor, and the Field Operation Superintendent changed to the Water Distribution Superintendent. These changes resulted in 57 funded full-time equivalent (FTE) positions and are reflected in the current budget as shown in **Table 8**.



Table 8: Summary of Authorized Positions by Fiscal Year

Budgeted Division, Department, & Title	FY 2024 Adopted	FTE Changes	FY 2025 Adopted	FTE Changes	FY 2026 Adopted
EXECUTIVE					
Office of the General Manager:					
General Manager	1	0	1	0	1
Assistant General Manager	1	0	1	0	1
Sub-Total Budgeted FTEs	**2**	**0**	**2**	**0**	**2**
ADMINISTRATION					
Administration:					
Business Analyst	0	1	1	0	1
Contracts Analyst	0	1	1	0	1
Executive Assistant	1	0	1	0	1
GIS Specialist	0	0	0	1	1
Administrative Assistant	1	0	1	-1	0
Sub-Total Budgeted FTEs	**2**	**2**	**4**	**0**	**4**
Human Resources:					
Human Resources Manager	1	0	1	0	1
Administrative Assistant I/II	0	0	0	1	1
Sub-Total Budgeted FTEs	**1**	**0**	**1**	**1**	**2**
Innovation & Technology:					
Innovation & Technology Manager	1	0	1	0	1
Sub-Total Budgeted FTEs	**1**	**0**	**1**	**0**	**1**
Public Affairs:					
Government & Public Affairs Manager	1	-1	0	0	0
Programs and Public Affairs Specialist	0	1	1	0	1
Office Specialist I/II	1	-1	0	0	0
Sub-Total Budgeted FTEs	**2**	**-1**	**1**	**0**	**1**

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Budgeted Division, Department, & Title	FY 2024 Adopted	FTE Changes	FY 2025 Adopted	FTE Changes	FY 2026 Adopted
ENGINEERING					
Engineering & Water Resources:					
Engineering Manager	1	0	1	0	1
Associate Engineer	1	0	1	0	1
Engineering Technician I/II	2	0	2	0	2
Construction Inspector	0	0	0	1	1
Administrative Assistant I/II	0	0	0	1	1
Office Specialist I/II	1	0	1	-1	0
GIS Specialist	1	0	1	-1	0
Sub-Total Budgeted FTEs	**6**	**0**	**6**	**0**	**6**
FINANCE					
Finance:					
Director of Finance	1	0	1	0	1
Office Specialist I/II	1	-1	0	0	0
Sub-Total Budgeted FTEs	**2**	**-1**	**1**	**0**	**1**
Accounting:					
Accounting Manager	1	0	1	0	1
Accountant	1	0	1	1	2
Accounting Technician	1	1	2	-1	1
Purchasing and Warehouse Specialist	1	0	1	0	1
Sub-Total Budgeted FTEs	**4**	**1**	**5**	**0**	**5**
Customer Service:					
Customer Service Manager	1	0	1	0	1
Senior Customer Service Representative	1	0	1	0	1
Customer Service Representative I/II	2	0	2	0	2
Sub-Total Budgeted FTEs	**4**	**0**	**4**	**0**	**4**

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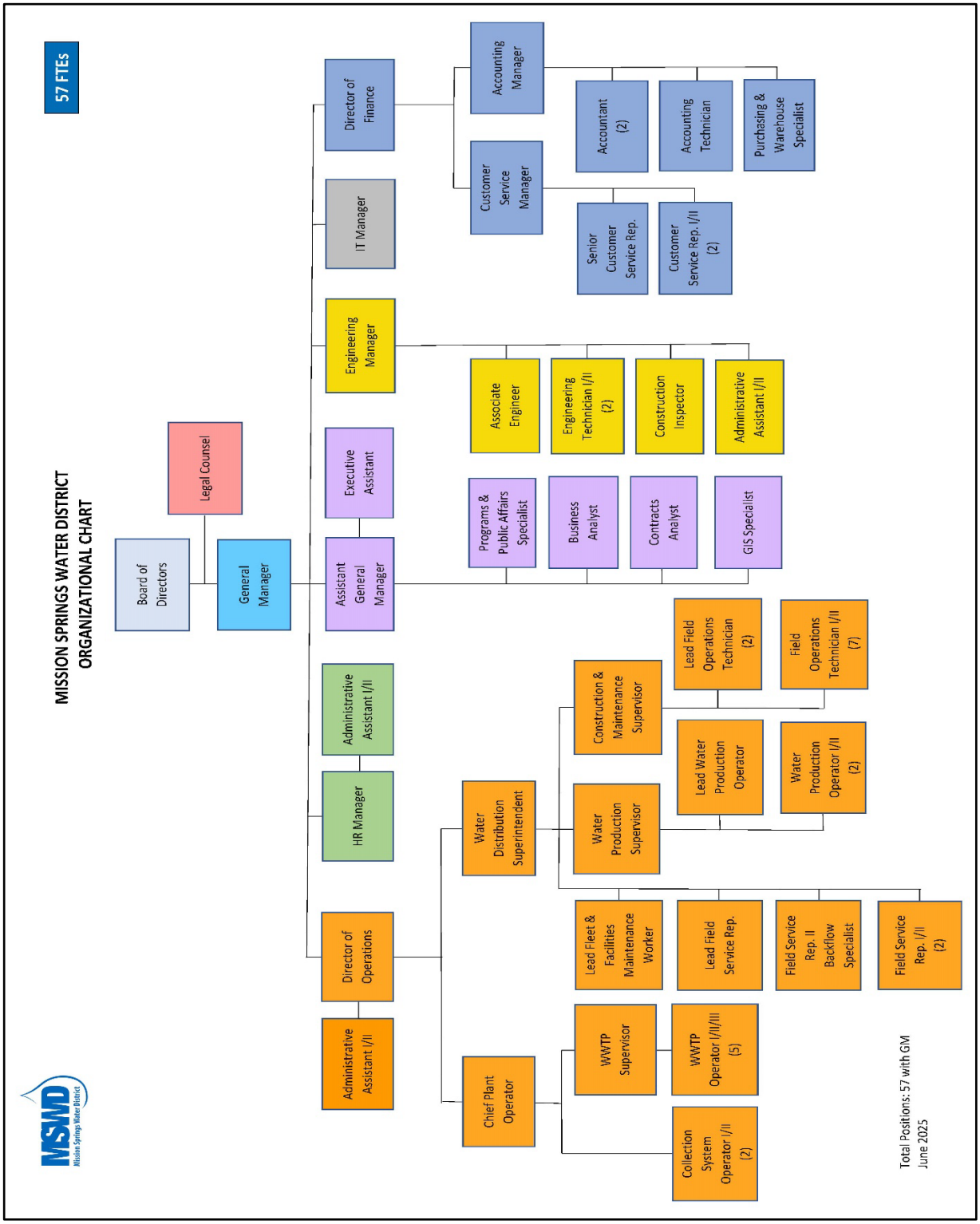


Budgeted Division, Department, & Title	FY 2024 Adopted	FTE Changes	FY 2025 Adopted	FTE Changes	FY2026 Adopted
OPERATIONS & MAINTENANCE					
Operations Administration:					
Director of Operations	1	0	1	0	1
Water Distribution Superintendent	0	0	0	1	1
Administrative Assistant I/II	0	0	0	1	1
Sub-Total Budgeted FTEs	**1**	**0**	**1**	**2**	**3**
Construction & Maintenance:					
Field Operations Superintendent	1	0	1	-1	0
Construction & Maintenance Supervisor	0	0	0	1	1
Lead Fleet & Facilities Maintenance Worker	1	0	1	0	1
Lead Field Operations Technician	2	0	2	0	2
Field Operations Technician I/II	7	0	7	0	7
Sub-Total Budgeted FTEs	**11**	**0**	**11**	**0**	**11**
Field Services:					
Lead Field Service Representative	1	0	1	0	1
Field Service Representative II/ Backflow Specialist	1	0	1	0	1
Field Service Representative I/II	2	0	2	0	2
Sub-Total Budgeted FTEs	**4**	**0**	**4**	**0**	**4**
Water Production:					
Water Production Supervisor	1	0	1	0	1
Water Production Operator I/II	3	0	3	0	3
Sub-Total Budgeted FTEs	**4**	**0**	**4**	**0**	**4**
Wastewater Treatment & Disposal:					
Chief Plant Operator	1	0	1	0	1
WWTP Supervisor	0	0	0	1	1
Lead WWTP Operator	1	0	1	-1	0
WWTP Operator I/II/III	5	0	5	0	5
Sub-Total Budgeted FTEs	**7**	**0**	**7**	**0**	**7**
Wastewater Collections:					
Lead Collection System Operator	1	0	1	-1	0
Collection System Operator I/II	1	0	1	1	2
Sub-Total Budgeted FTEs	**2**	**0**	**2**	**0**	**2**
Total Budgeted FTEs	**53**	**1**	**54**	**0**	**57**

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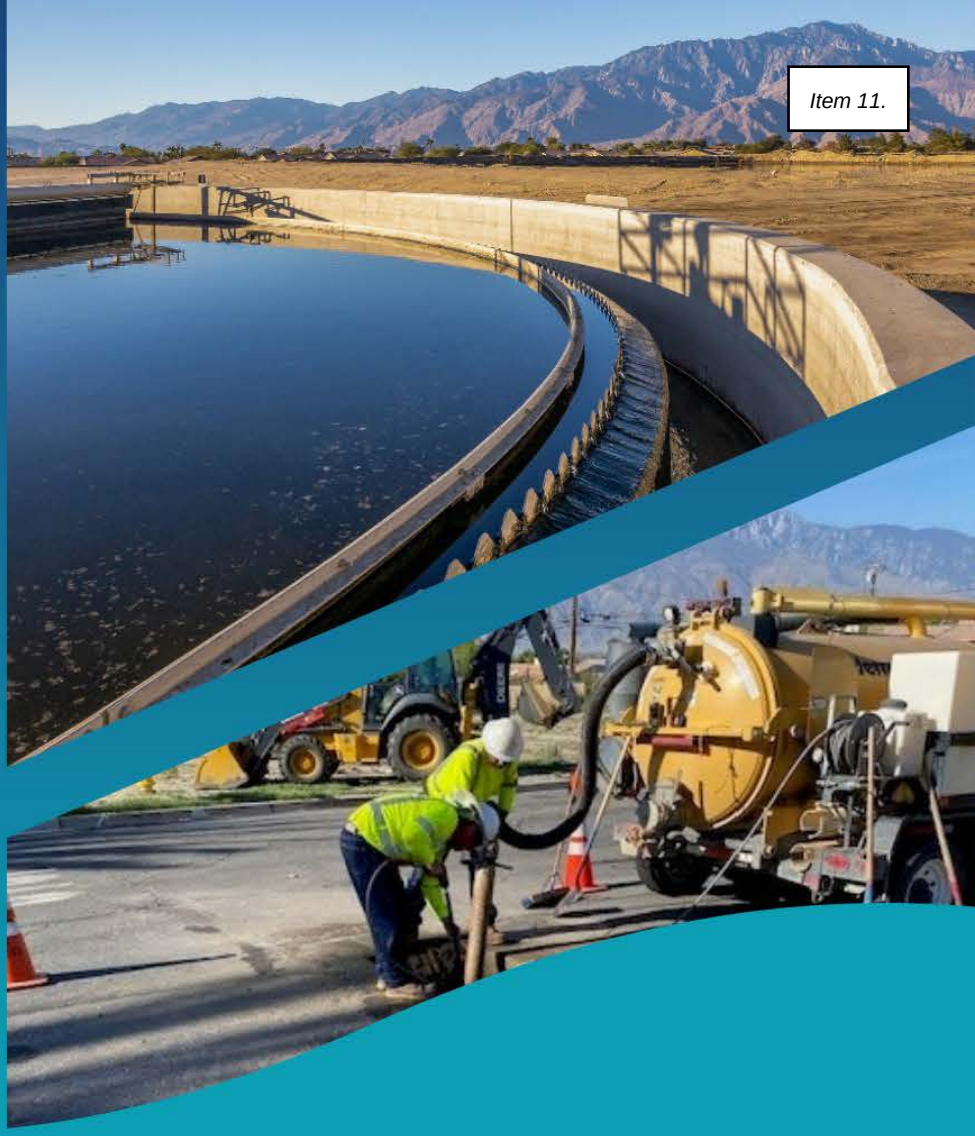
Organizational Chart

Figure 10: MSWD Organizational Chart



MSWD
Mission Springs Water District





STRATEGIC PLANNING

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STRATEGIC PLANNING

Strategic Plan

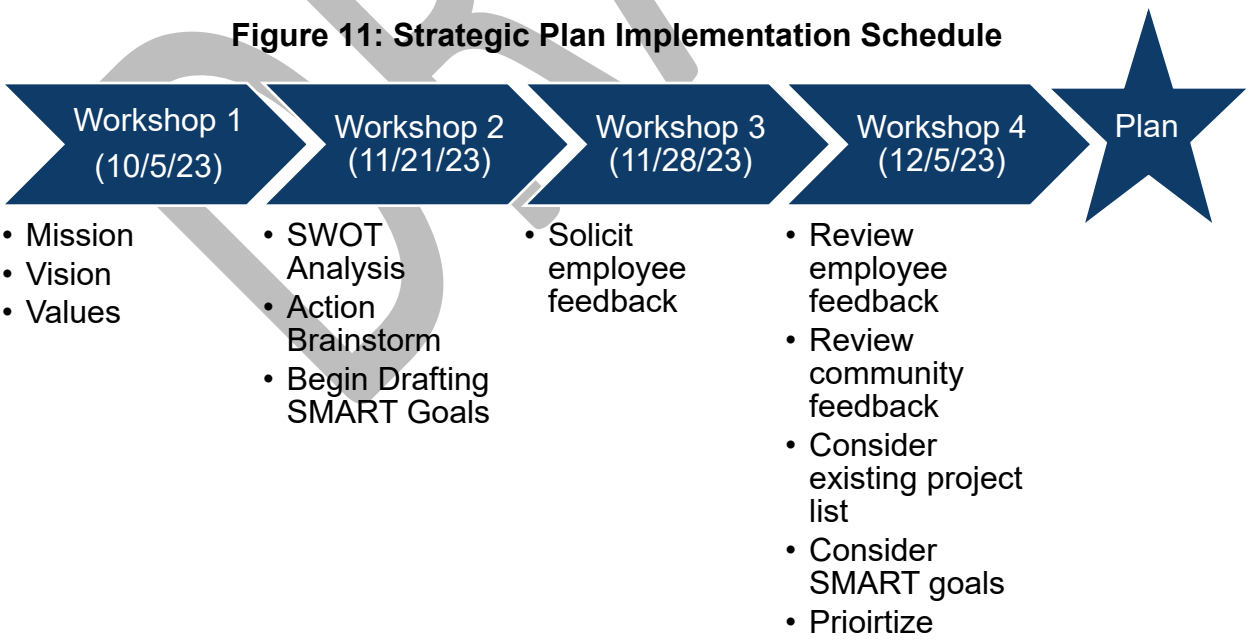
Mission Springs Water District's (MSWD's) 2024 Strategic Plan outlines a focused roadmap for efficient water management and community service. Building on a 70-year legacy, the plan aligns with MSWD's mission to provide, protect, and preserve water resources. In essence, the MSWD Strategic Plan is a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

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

Strategic Plan Implementation

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

Figure 11: Strategic Plan Implementation Schedule



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Mission Statement, Vision, & Core Values

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

Mission of Mission Springs Water District

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

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

Vision of Mission Springs Water District

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

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

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

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

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

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

Values of Mission Springs Water District

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

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

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

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

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

SWOT Analysis, Actions, & Employee Feedback

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



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

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

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

SMART Goals

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

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

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

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



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

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

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

SMART Goal 1 – Customer Communications

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

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

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

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Key Success Measures

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

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

Key Success Measures

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

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

Key Success Measures

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

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

Key Success Measures

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



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SMART Goal 2 – Water Supply

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

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

2.1 Ensure excellence in regulatory compliance.

Key Success Measures

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

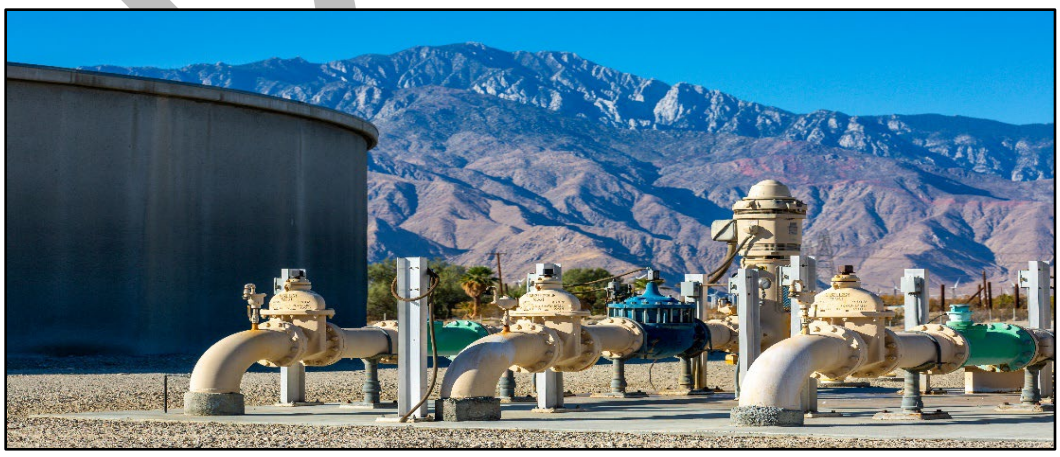
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e. Budget for and incorporate a Conservation as a Way of Life engagement campaign into the annual customer communications plan.
f. Solicit grant funding to develop an Evaporative Cooler Maintenance and Replacement Program.
g. Review the turf rebate program and target outreach efforts to customers with turf.
h. As part of the new Critical Services Center, construct a new demonstration garden to encourage the use of native drought-resilient plants.

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

Key Performance Measures

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



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2.3 The Mission Springs Water District Groundwater Quality Protection Project is a comprehensive water resource management effort that eliminates known pollution sources; reclaims water to reduce demand on limited groundwater resources; protects underground storage capacity; and leverages multiple funding opportunities.

Key Performance Measures

1. Expand the sewer system and wastewater treatment facilities by reclaiming water and reducing groundwater demand while protecting our groundwater supply.
2. Leverage local, state and federal grant opportunities to ensure program affordability for our residents.
3. Communicate the value of septic to sewer and water quality efforts to stakeholders and the community to ensure continued support.
4. Participate in community events to build trust and ensure transparency.
5. Participate in the Coachella SNMP committee to collect data, monitor and mitigate impacts of septic systems within the MSWD boundaries.
6. Work with the local, state and federal partners to obtain 50 percent match funding for current and future assessment districts.

SMART Goal 3 – Financial Management

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

Enhancing Mission Springs Water District's financial sustainability and resilience will result in a more stable, flexible, and forward-looking organization. It strengthens the District's ability to navigate challenges, fulfill its mission, and provide reliable water services to the community.

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

Key Success Measures

1. Update of the Long-Range Financial Master Plan
    a. Review and maintain a robust reserve fund to mitigate the impact of unforeseen financial challenges or emergencies. Ensure the District has a clear policy for allocating and replenishing the reserve fund based on financial risk assessments.
    b. Evaluate existing debt structures and explore opportunities to refinance or restructure debt for better terms. Implement a disciplined approach to debt management, ensuring that new debt is acquired strategically and aligned with long-term financial goals.
    c. Develop a prioritized infrastructure investment plan that aligns with the District's long-term goals and regulatory requirements. Explore financing

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options for major infrastructure projects, considering short-term and long-term financial implications.

d. Assess financial risks, including market fluctuations, regulatory changes, and environmental factors. Develop contingency plans and risk mitigation strategies to safeguard financial stability in the face of unforeseen challenges.

2. Update Cost of Service Study – Water & Sewer
   a. Conduct a comprehensive review of current water/sewer rates and fees to ensure they align with operational costs and market trends.
   b. Implement efficiency measures, such as adopting technology solutions and streamlined processes, to reduce operational expenses.
   c. Adopt a flexible rate structure that allows the District to react to external factors and internal demands.
   d. Considers regulatory compliance needs, conservation requirements, and drought restrictions and ensures the model can perform what-if scenarios.
   e. Ensure the rate structure is sound and defensible and that customer groups are charged appropriately.
   f. Increase revenue stability by recovering more fixed costs through fixed charges while maintaining customer group fairness.
3. Update of Water and Wastewater Master Plans
   a. Conduct a financial and operational analysis of the impact of future residential and commercial development based on the Cities of Desert Hot Springs' and Palm Springs' General Plan.
   b. Evaluate options for relocation of existing water infrastructure within inaccessible areas of the District for ease of maintenance.
   c. Pipeline replacement project for aging pipes within the water distribution system. Incorporate the project in the Master Plan updates.

3.2 Control costs and manage debt responsibly.

Key Success Measures

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



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

Key Success Measures

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

SMART Goal 4 – System Reliability

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

The District must maintain and improve our current water and wastewater infrastructure in a costeffective manner to ensure the safe-sustainable delivery of water and wastewater services now and in the future. We will protect these valuable assets while preparing for emergencies. This strategic goal emphasizes a holistic and forward-thinking approach to water and wastewater system management and infrastructure, fostering innovation, collaboration, and enduring strategies that align with the District's mission while ensuring the long-term reliability of its overall operation.

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

Key Success Measures

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

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4.2 Update Existing Water and Wastewater Master Plans.

Key Success Measures

1. Review the District's five-year Capital Improvement Plan and ensure it aligns with the Long Range Financial Master Plan and all long-term financial strategies.
2. Conduct a financial and operational analysis of the impact of future residential and commercial development based on the Cities of Desert Hot Springs' and Palm Springs' General Plans.
3. Work with the City of Desert Hot Springs to develop an infrastructure feasibility study for unserved areas poised for growth.
4. Execute a mutual services agreement with Coachella Valley Water District (CVWD) to serve customers in the CVWD service territory without water/sewer access.
5. Collaborate with the City of Desert Hot Springs, Riverside County, and other stakeholders to repair old infrastructure and bring it up to current standards. Ensure that infrastructure improvements not only meet current demand but are designed to support future water and wastewater requirements, contributing to the overall reliability of the systems.
6. Evaluate options for relocating existing water infrastructure within inaccessible areas (including rear lot easements) of the District for ease of maintenance and risk reduction.
7. Identify and remove problematic tamarisk trees and other vegetation to prevent future root-related system issues.
8. Create a Predictive and Preventative Pipeline Replacement Project for aging piping within the water distribution system.
9. Continue to work with the Army Corp of Engineers to design and construct all defined assessment areas while leveraging grant funding to lower customer costs.
10. Identify additional capital projects and improvements that enhance system resiliency. Focus on increasing water yields from current projects through strategic enhancements and upgrades, aligning with the long-term reliability goals.
11. Conduct an analysis of available capacity within the current water system with future water demand projections to forecast the time of demand need. Incorporate results in Urban Water Management Plan updates and Master Plan updates.



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4.3 Maintain and renew assets while facilitating strategic Capital Improvements.

Key Success Measures

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

4.4 Invest and look at ways to fortify infrastructure security.

Key Success Measures

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

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

Key Success Measures

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

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SMART Goal 5 – Environmental Sustainability

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

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

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

Key Success Measures

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



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1.2 Fleet Electrification.

Key Success Measures

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

1.3 Embrace Green Building Standards.

Key Success Measures

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



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SMART Goal 6 – Improved Technology & Processes

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

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

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

Key Success Measures

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

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13. Review lien processing and streamline and consolidate processing to one department.
14. Look for additional ways to leverage technology and increase staff efficiency and operational savings. Information systems should support effective decision-making, system integration, reliable data, and decreased redundancy.

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

Key Success Measures

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



SMART Goal 7 – Workforce Excellence

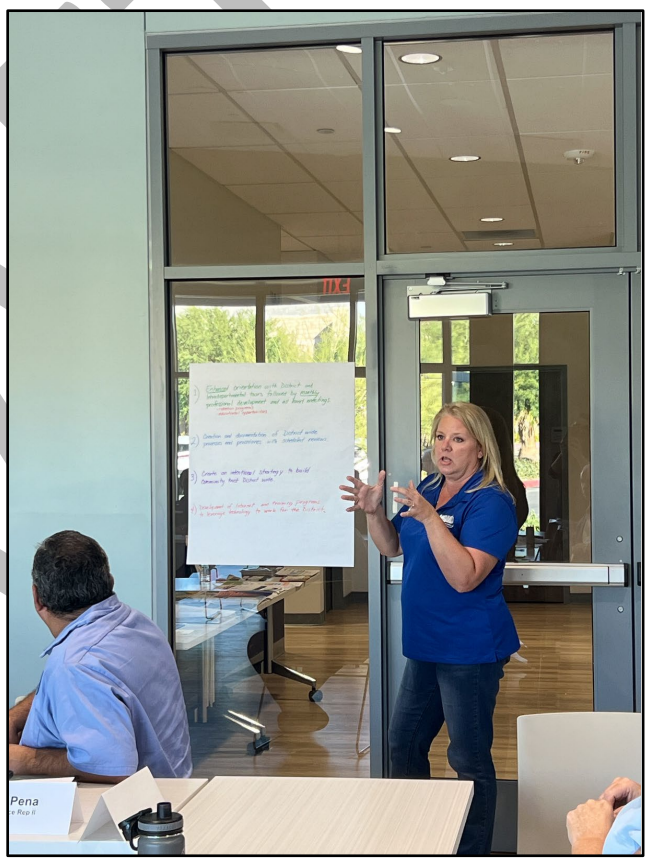
Investment in staff and management to cultivate a high-performing and knowledgeable workforce.

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

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

Key Success Measures

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



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

Key Success Measures

1. Leverage our member organizations, including ACWA, AWWA, CSDA, and CWEA to implement training initiatives to support leadership and succession planning to ensure a continuous pipeline of qualified individuals.

2. Create a Board of Directors onboarding program that provides new board members with resources and information to streamline their transition onto the Board.
3. Develop a comprehensive supervisor development and training program for existing managers, supervisors, and employees aspiring to supervisory positions.
4. On an ongoing basis, ensure 100% of employees have clearly defined job-related goals on their performance evaluations.
5. Publish and promote all employees' education/certification accomplishments internally.
6. Continue to hold regular GM/All-Hands meetings to create dialogue and promote organizational culture.

7.3 Recruit and retain employees.



Key Success Measures

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

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7.4 Ensure employee safety and wellness.

Key Success Measures

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

7.5 Cultivate a positive culture and teamwork among staff.

Key Success Measures

1. Ensure the lines of communication are open for all employees.
2. Employees experience camaraderie and teamwork through on-site employee events, and the company continues to recruit employees to the events committee to avoid committee burnout.
3. Focus on maintaining high employee morale and a positive organizational culture.

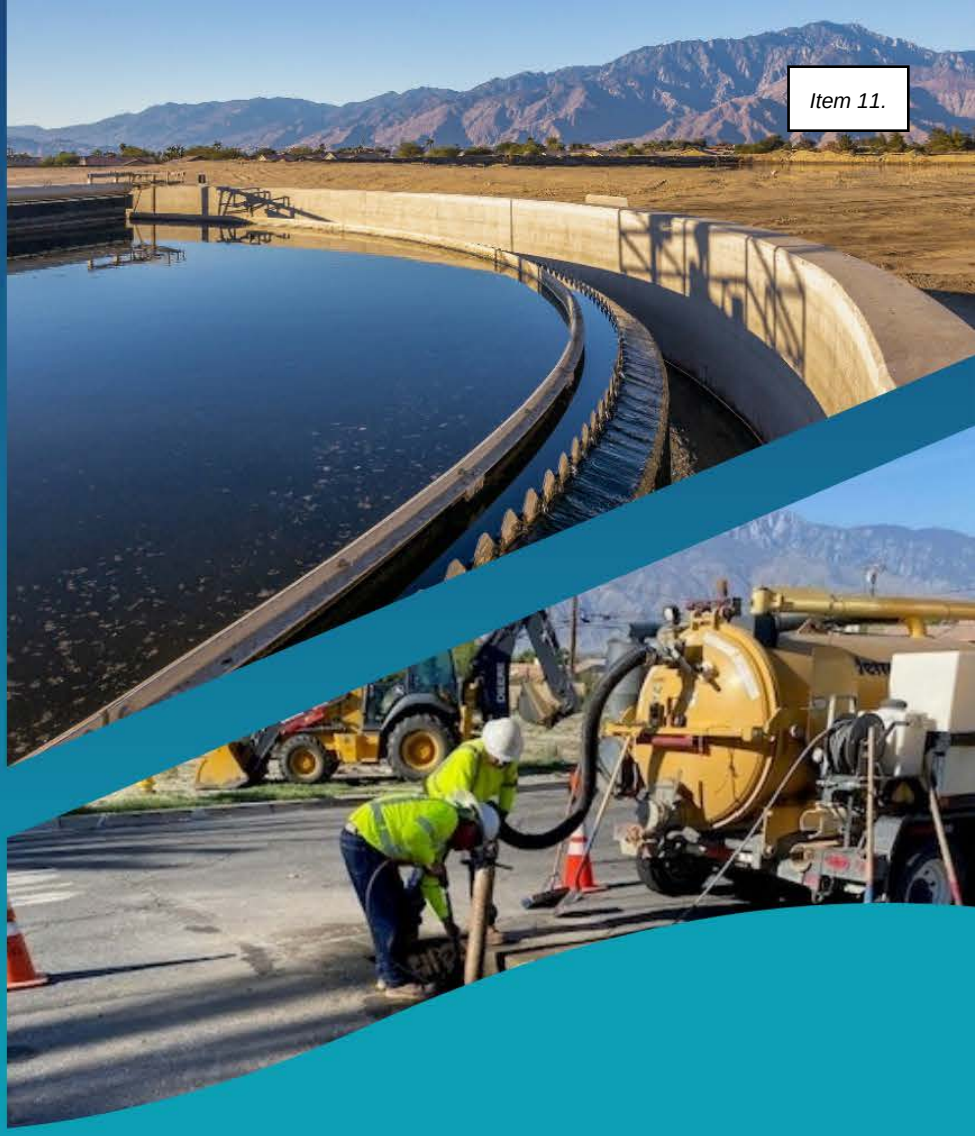
Ensure our workforce is ready to embrace Diversity, Equity, and Inclusion differences and continue routine training.



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MSWD
Mission Springs Water District





FINANCIAL STRUCTURE, PROCESS, & POLICY

Mission Springs Water District
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Fund Structure

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

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

Water Fund – Acquisition, treatment, and distribution of potable water, and the construction, repair, and replacement of related infrastructure. MSWD provides water service to 14,231 water accounts, of which 95% are residential customers.

Sewer Fund – Collection of domestic, commercial, and industrial wastewater, and the construction, repair, and replacement of conveyance facilities. MSWD provides sewage collection, treatment, and disposal services to 10,021 customer accounts, of which 97% are residential customers.

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

Table 9: District Enterprise Fund Structure

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

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Fund-Department Relationship

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

Table 10: Fund-Department Relationship Matrix

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

Blended Component Unit

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

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

Property Taxes

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

Basis of Budgeting

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

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

Budget Process

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

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

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

Budget Schedule

Table 11 show the budget calendar for the District's preparation and review process timeline for FY 2026.

Table 11: Budget Planning Schedule for FY 2026

MSWD Budget Planning Fiscal Year 2025	Required By Date
Employee Request Meeting	03/03/2025
Budget Kickoff Meeting	03/18/2025
Update actual numbers and prepare for new budget cycle	03/25/2025
Budget worksheet distributed to managers and supervisors	03/27/2024
Report to staff which Employee Request items will be presented to the Board of Directors as part of the budget	04/02/2025
Board Workshop – Present Employee Request staff recommendations to Human Resources Committee/Board of Directors	04/08/2025
Budget worksheet completed by managers and supervisors	04/15/2025
Finance staff budget review meetings with managers, supervisors, and GM	04/16/2025 – 05/19/2025
Board Workshop – Charts Only	05/06/2025
Finalize the draft budget	05/26/2025
Budget Workshop - Present draft budget to Board of Directors for review and comment	06/03/2025
Board Study Session - Present GM Revised Budget to Board of Directors for review and comment	06/12/2025
Board Meeting - Present GM Recommended budget to Board of Directors for adoption	06/16/2025
Apply for GFOA Award for Excellence in Budget Reporting	06/30/2025

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Budget Control & Amendment

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

Financial Policies & Resolutions

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

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

Reserve Policies

Resolution No. 95-10

This resolution establishes a Wastewater Capital Reserve Fund.

Resolution No. 95-20

This resolution establishes a Water Capital Reserve Fund.

Resolution No. 95-21

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

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Bidding and Contract Procedures Policy

Resolution No. 2013-01

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

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

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

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

Investment Policies

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

Policy No. 2017-1 - Investment Policy

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

Resolution No. 2017-10

The purpose of this resolution is to authorize the District to join with other public agencies as a participant of the Investment Trust of California, carrying on business as CalTrust. The District is a voluntary participant in CalTrust, which is a Joint Powers Authority governed by a Board of Trustees made up of local treasurers and investment officers. As of May 31, 2025, the District's investment in CalTrust is $33,843,078, of which $2,925,034 was invested in the Liquidity funds pool, $7,328,498 in the Short-term pool, and $23,589,546 in the Medium-term pool.

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Procurement and Disbursement Policies

Resolution No. 2018-05

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

Policy No. 2009-1

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

Policy No. 2010-3

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

Policy No. 2011-1

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

Resolution No. 2018-02

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

Debt Management Policy

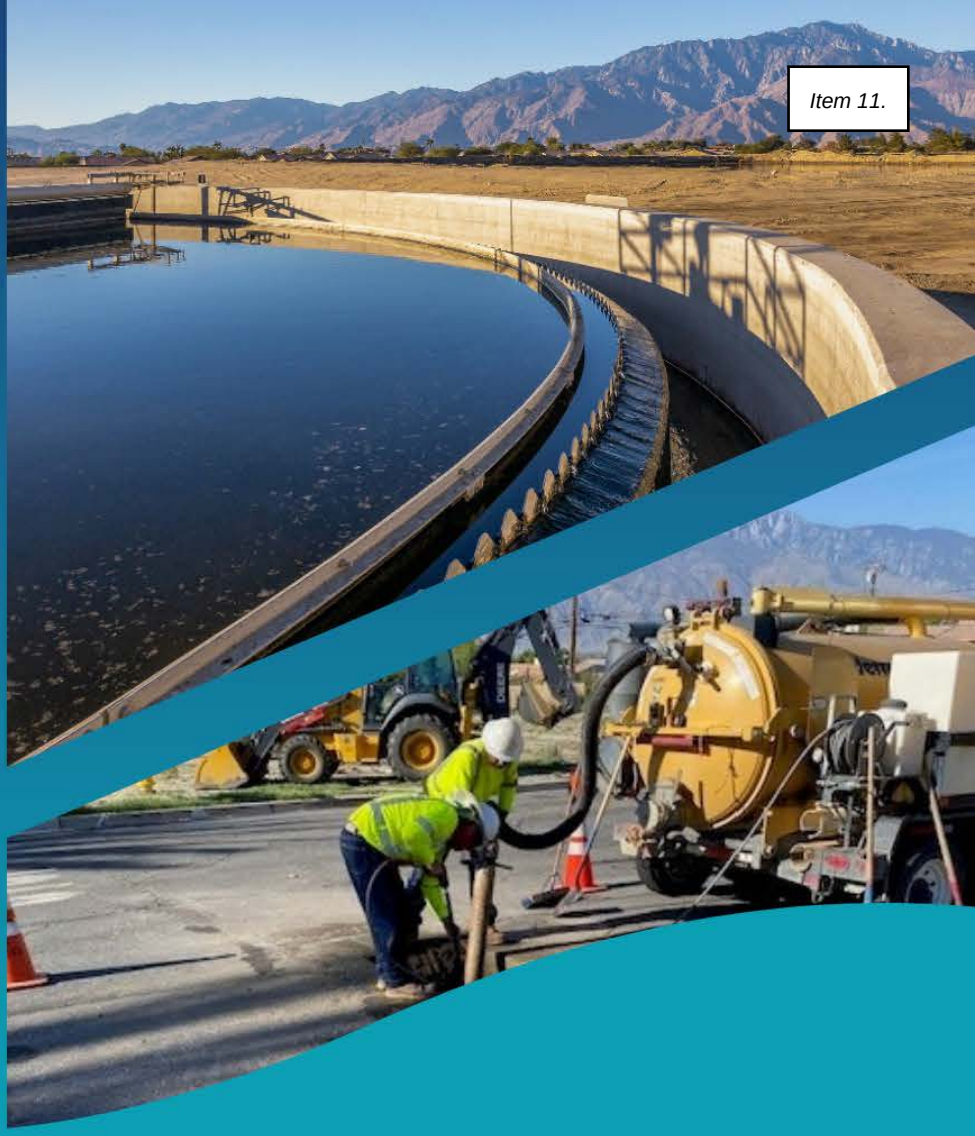
Resolution No. 2017-11

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

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MSWD
Mission Springs Water District





FINANCIAL SUMMARIES

Mission Springs Water District
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FINANCIAL SUMMARIES

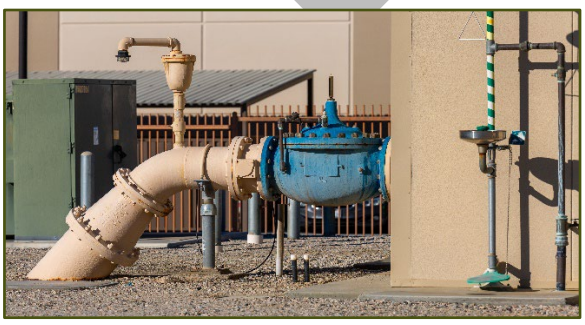
Budget Summary

The operating budget for fiscal year (FY) 2026 is approximately $27.6 million as shown in **Table 12** below. There is an additional $70.4 million in capital improvements proposed for a total budget of approximately $98.1 million. This is a significant increase in total budget expenses when compared to FY 2025. The increase is primarily in the capital improvements budget due to the new Administration Building, Area M-2 Septic to Sewer Conversion, and Chromium-6 Well Treatment Facilities. Also, MSWD staff continues to monitor the impacts of strict State regulations and drought mandates on District operations and will make any necessary changes to the budget as part of the mid-year budget evaluation.

Table 12: Budget Summary by Fiscal Year

	Budget FY 2026	Budget Change	Budget FY 2025*	Budget Change	Budget FY 2024*
Operating Budget					
Operating Revenue	$20,617,020	$288,092	$20,328,928	($862,860)	$21,191,788
Operating Expenses	$27,628,571	$298,326	$27,330,245	$2,481,819	$24,911,426
Operating Income	**($7,011,551)**	**($10,234)**	**($7,001,317)**	**($3,344,679)**	**($3,719,638)**
Expenses					
Operating Expenses	$27,628,571	$298,326	$27,330,245	$2,418,819	$24,911,426
Capital Improvement Projects	$70,437,699	$25,627,442	$44,810,257	($31,870,431)	$76,680,688
Total Budget	**$98,066,270**	**$23,861,010**	**$74,205,260**	**($27,386,854)**	**$101,592,114**

* - Revised after midyear Board approval.





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Net Income Summary

The Net Income for FY 2026 is approximately $19.5 million as shown in **Table 13**, which is slightly lower than FY 2025. The decrease can be directly attributed to the increase in operating expenses before depreciation expense and the addition of three full-time employees for FY 2026.

Table 13: Net Income Summary by Fiscal Year

	Budget FY 2026	Budget Change	Budget FY 2025*	Budget Change	Budget FY 2024*
Operating Revenues	$20,617,020	$288,092	$20,328,928	($862,860)	$21,191,788
Operating Expenses (Before Depreciation Expense)	$22,788,971	$548,022	$22,240,949	$2,950,184	$19,290,765
Net Operating Income (Loss)	($7,011,551)	($10,234)	($7,001,317)	($3,281,679)	($3,719,638)
Depreciation Expense	($4,839,600)	$249,696	($5,089,296)	($639,696)	($4,449,600)
Non-Operating Revenue/(Expense)	$27,628,571	$298,263	$27,330,245	$2,418,819	$24,911,426
Net Income	**$19,525,785**	**($549,523)**	**$20,075,308**	**($53,039,756)**	**$73,115,064**

* - Revised after midyear Board approval.



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Summary of Revenue by Operating Fund

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

For FY 2026, the Operating Revenue budget equals $20,617,020, and the Non-Operating Revenue budget equals $27,503,852, for a Total Revenue budget of $48,120,872 as shown in **Table 14**. A significant source of funding is the use of grants for capital improvement projects, which have been obtained from both state and federal agencies and have allowed MSWD to adopt a budget that includes no fee or rate increases for any of its services.

Table 14: Summary of Revenue by Operating Fund for FY 2026

Revenue Source	FY 2026 Total	General District	Water District	Sewer District
Operating Revenue				
Base Service Charge	$2,979,516	$0	$2,979,516	$0
Water Consumption	$9,144,000	$0	$9,144,000	$0
Meter Installations	$189,600	$0	$189,600	$0
Sewer Service	$7,410,000	$0	$0	$7,410,000
Other Operating Revenue	$652,404	$0	$652,404	$0
Standby Charges	$237,900	$0	$225,900	$12,000
Fats, Oils, and Grease Fees	$3,600	$0	$0	$3,600
Sub-Total Operating Revenue	**$20,617,020**	**$0**	**$13,191,420**	**$7,425,600**
Non-Operating Revenue				
Connection Fees	$1,074,000	$0	$846,000	$228,000
Property Taxes	$2,384,508	$838,680	$962,064	$583,764
Solar Credits	$166,800	$166,800	$0	$0
Site Rentals	$124,800	$0	$124,800	$0
Investment Income	$4,022,236	$1,835,700	$1,205,820	$980,716
Unrealized Gains	$1,556,508	($643,200)	$1,362,600	$837,108
Grants	$18,175,000	$0	$2,000,000	$16,175,000
Sub-Total Non-Operating Revenue	**$27,503,852**	**$2,197,980**	**$6,501,284**	**$18,804,588**
Total Revenue	**$48,120,872**	**$2,197,980**	**$19,692,704**	**$26,230,188**

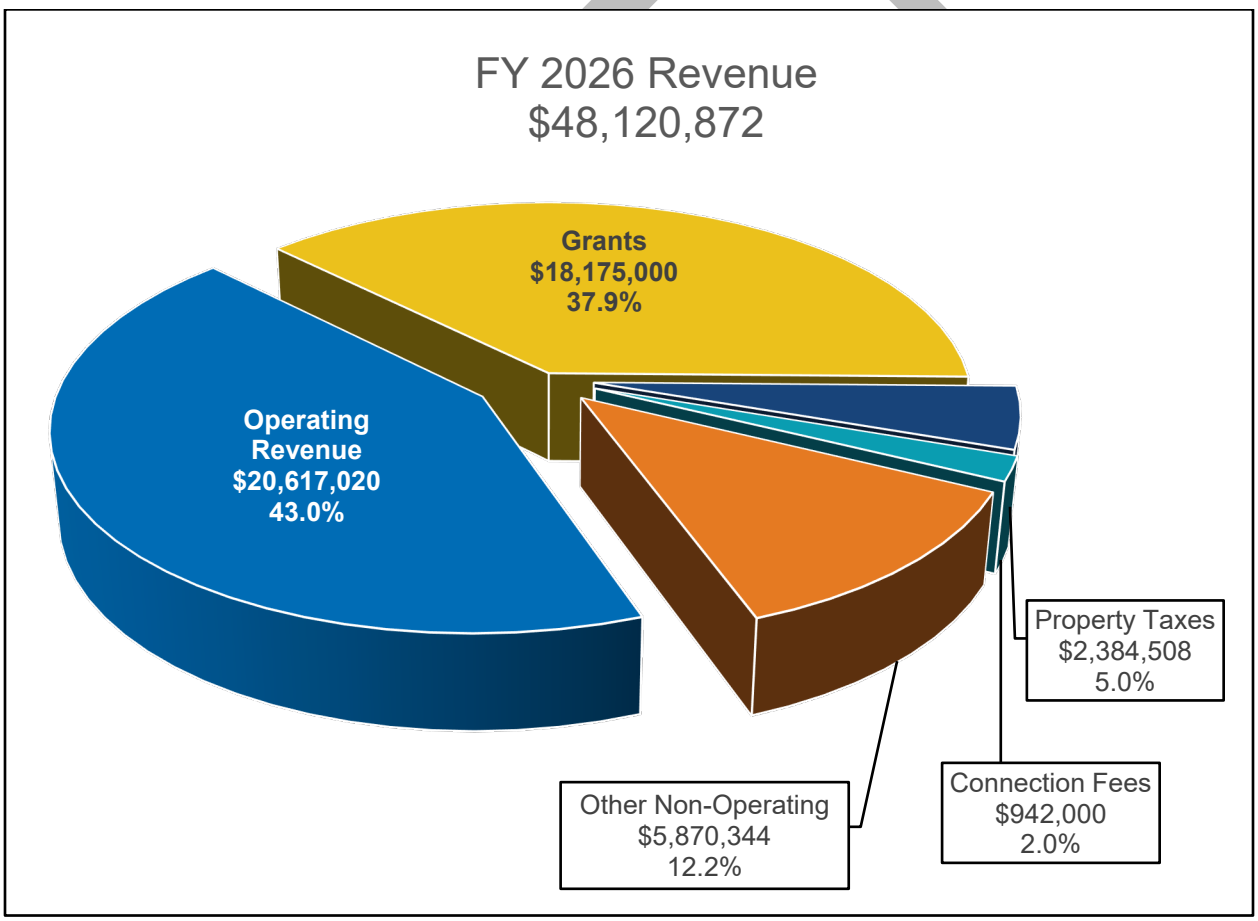
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Total Revenue for Fiscal Year 2026

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

For FY 2026, the Operating Revenue and Non-Operating Revenue budgets amounted to $20,617,020 and $27,503,852, respectively, for a total revenue budget of $48,120,872 as shown in **Figure 12** below. Significant sources of funding are grants expected for capital improvement projects. These state and federal grants have allowed MSWD to adopt a budget that includes capital improvements with no projected fee or rate increases for its services.

Figure 12: Total Revenue by Type for FY 2026



Summary of Revenue by Year

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

For FY 2026, Operating Revenue and net Non-Operating Revenue amounted to $20,617,020 and $27,503,852, respectively, for a combined total revenue of $48,120,872 as shown in **Table 15**. FY 2026 Operating Revenue increased minimally compared to FY 2025. However, FY 2026 Non-Operating Revenue decreased minimally compared to FY 2025.

Table 15: Summary of Revenue by Fiscal Year

Revenue Source	FY 2026	FY 2025*	FY 2024*
Operating Revenue			
Base Service Charge	$2,979,516	$2,924,400	$2,924,400
Water Consumption	$9,144,000	$8,648,376	$9,200,400
Meter Installations	$189,600	$122,520	$122,520
Sewer Service	$7,410,000	$7,380,000	$7,388,400
Other Operating Revenue	$652,404	$1,011,532	$1,306,132
Standby Charges	$237,900	$238,500	$245,916
Fats, Oils, and Grease Fees	$3,600	$3,600	$4,020
Sub-Total Operating Revenue	**$20,617,020**	**$20,328,928**	**$21,191,788**
Non-Operating Revenue			
Connection Fees	$1,074,000	$628,500	$922,659
Property Taxes	$2,384,508	$2,342,460	$2,263,200
Solar Credits	$166,800	$350,000	$250,000
Site Rentals	$124,800	$100,800	$100,800
Investment Income	$4,022,236	$2,274,120	$1,187,472
Unrealized Gains/(Losses)	$1,556,508	$100,200	$101,700
Grants	$18,175,000	$21,750,000	$69,850,000
Sub-Total Non-Operating Revenue	**$27,503,852**	**$27,546,080**	**$74,675,831**
Total Revenue	**$48,120,872**	**$47,875,008**	**$95,867,619**

* - Revised after midyear Board approval.

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Operating Fund Revenue Over Expenditures by Fund

Table 16 provides a breakdown of operating revenue and expenditures by fund for FY 2026. The table shows a Net Operating Loss of $7,011,551 for FY 2026.

Table 16: Operating Fund Revenue Over Expenditures by Fund for FY 2026

	Combined District's Total Funds	Operating Funds		
		General District	Water District	Sewer District
Operating Revenues	$20,617,020	$0	$13,191,420	$7,425,600
Operating Expenses				
Customer Accounts	$1,996,116	$1,012,144	$980,972	$0
Buildings and Grounds	$203,556	$203,556	$0	$0
Vehicle Maintenance	$686,940	$686,940	$0	$0
Central Services	$1,315,965	$1,315,965	$0	$0
Administration	$3,110,803	$3,110,803	$0	$0
Information Technology	$1,065,328	$1,065,328	$0	$0
Board of Directors	$522,744	$522,744	$0	$0
Public Affairs	$1,265,012	$1,074,224	$190,788	$0
Human Resources	$771,720	$769,224	$2,496	$0
Engineering	$1,341,979	$1,239,729	$81,000	$21,250
Accounting	$816,540	$816,540	$0	$0
Pumping	$4,802,804	$0	$4,802,804	$0
Transmission & Distribution	$2,597,780	$0	$2,597,780	$0
Collections	$562,956	$0	$0	$562,956
Treatment	$2,252,576	$0	$0	$2,252,576
Disposal	$1,331,508	$0	$0	$1,331,508
Depreciation	$4,839,600	$312,000	$2,487,600	$2,040,000
Administrative Costs Allocated	($1,855,356)	($12,132,197)	$6,866,501	$3,410,340
Total Operating Expense	**$27,628,571**	**$0**	**$18,009,941**	**$3,410,340**
Net Operating Loss	**($7,011,551)**	**$0**	**($4,818,521)**	**($2,193,030)**

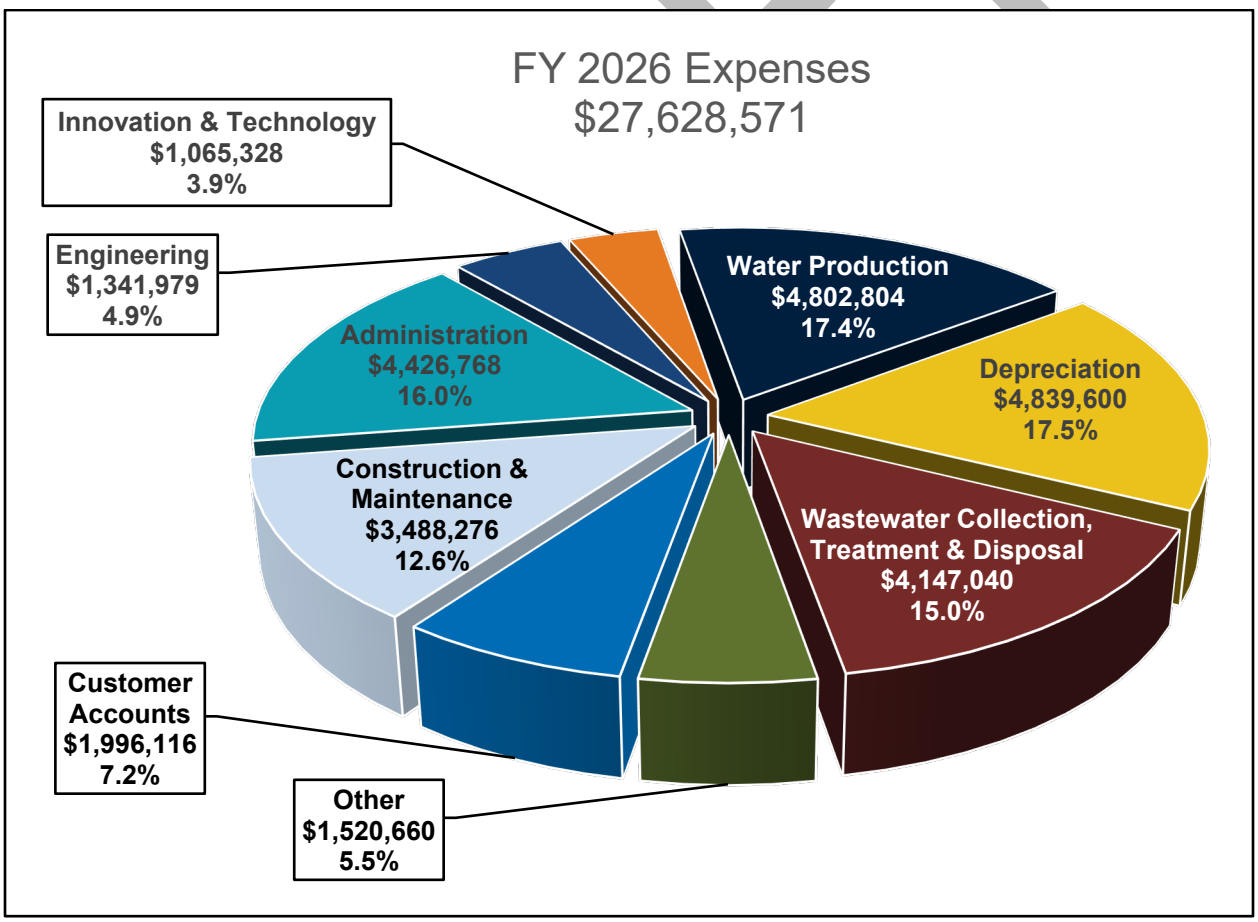
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Total Expenses for Fiscal Year 2026

Operating expenses for FY 2026, amount to $27,628,571 as shown in **Figure 13** below, representing an increase of $298,326 from FY 2025. For FY 2026, three positions were added, Construction Inspector, Construction & Maintenance Supervisor, and Administrative Assistant I/II. There is also an expected increase in Electric expense of at least 20% over FY 2025 due to increasing operating costs with the Wright RWRF coming online. Finally, the increase in operating expenses also reflects an increase of 2.6% Cost of Living Adjustment (COLA) as recommended by the Human Relations Committee and approved by the Board in May 2025.

There is also $70,437,699 in capital improvement expenses made up primarily by the new Administration Building, Area M-2 Septic to Sewer Conversion, and Chromium-6 Well Treatment Facilities. The District continues to prioritize capital improvements that can be covered by grant revenue.

Figure 13: Total Expenses by Type for FY 2026



Operating Fund Revenue Over Expenditures by Year

Table 17 provides a breakdown of operating revenue and expenditures by fund for FY 2026. The table shows a Net Operating Loss of $7,011,551 for FY 2026, which is slightly higher compared to FY 2025.

Table 17: Operating Fund Revenue Over Expenditures by Fiscal Year

	FY 2026	FY 2025*	FY 2024*
Operating Revenues	$20,617,020	$20,328,928	$21,191,788
Operating Expenses			
Customer Accounts	$1,996,116	$1,947,512	$1,554,165
Buildings and Grounds	$203,556	$206,408	$180,441
Vehicle Maintenance	$686,940	$669,404	$655,244
Central Services	$1,315,965	$1,120,644	$865,210
Administration	$3,110,803	$2,841,644	$2,121,964
Information Technology	$1,065,328	$1,845,084	$1,060,397
Board of Directors	$522,744	$488,732	$538,746
Public Affairs	$1,265,012	$1,130,617	$748,817
Human Resources	$771,720	$586,588	$434,304
Engineering	$1,341,979	$1,182,788	$1,042,829
Accounting	$816,540	$643,440	$615,316
Pumping	$4,802,804	$4,448,895	$4,372,282
Transmission & Distribution	$2,597,780	$2,736,139	$2,470,251
Collections	$562,956	$635,564	$720,040
Treatment	$2,252,576	$2,210,450	$1,825,696
Disposal	$1,331,508	$1,262,572	$1,212,991
Depreciation	$4,839,600	$5,089,296	$4,449,600
Administrative Costs Allocated	($1,855,356)	($1,715,532)	($1,127,928)
Total Operating Expense	**$27,628,571**	**$27,330,245**	**$23,740,365**
Net Operating Income (Loss)	**($7,011,551)**	**($7,001,317)**	**($2,548,577)**

* - Revised after midyear Board approval.

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Summary of Expenditures by Year

Table 18 provides a breakdown of operating expenses by year. The table shows a slight increase in operating expenses in FY 2026 compared to FY 2025.

Table 18: Summary of Expenditures by Fiscal Year

Operating Expenses	FY 2026	FY 2025*	FY 2024*
Salaries and Wages	$5,970,412	$5,384,371	$5,034,711
Employee Benefits	$1,217,587	$1,090,416	$990,364
Fringe Benefits	$3,246,555	$2,799,154	$2,668,262
Materials and Supplies	$2,503,644	$2,568,533	$2,403,810
Outside Services	$5,220,559	$6,126,646	$4,937,125
Groundwater Replenishment Fees	($196,800)	($164,652)	($145,944)
Utilities	$3,070,333	$2,848,175	$2,363,631
Director's Fees	$150,000	$150,000	$60,000
Engineering	$66,000	$66,000	$66,000
Insurance	$360,000	$245,000	$210,100
Audit	$139,200	$60,000	$60,000
Long-Range Financial Plan (Rate Study)	$84,000	$96,000	$96,000
Legal	$540,000	$414,000	$504,000
Fixed Assets	$1,827,197	$1,826,664	$771,014
Depreciation	$4,839,600	$5,089,296	$4,449,600
Standby Reports	$23,000	$16,300	$16,300
Dues and Subscriptions	$83,848	$97,015	$78,402
Training and Conferences	$288,392	$262,759	$259,558
Debt Issuance Cost	$120,000	$0	$0
Groundwater Management	$0	$16,000	$20,000
Other Expenses	$296,880	$69,800	$55,360
General District Allocation	($1,855,356)	($1,715,532)	($1,127,928)
Total Operating Expenses	**$28,595,087**	**$27,799,700**	**$23,740,365**

* - Revised after midyear Board approval.

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Long-Range Financial Plans

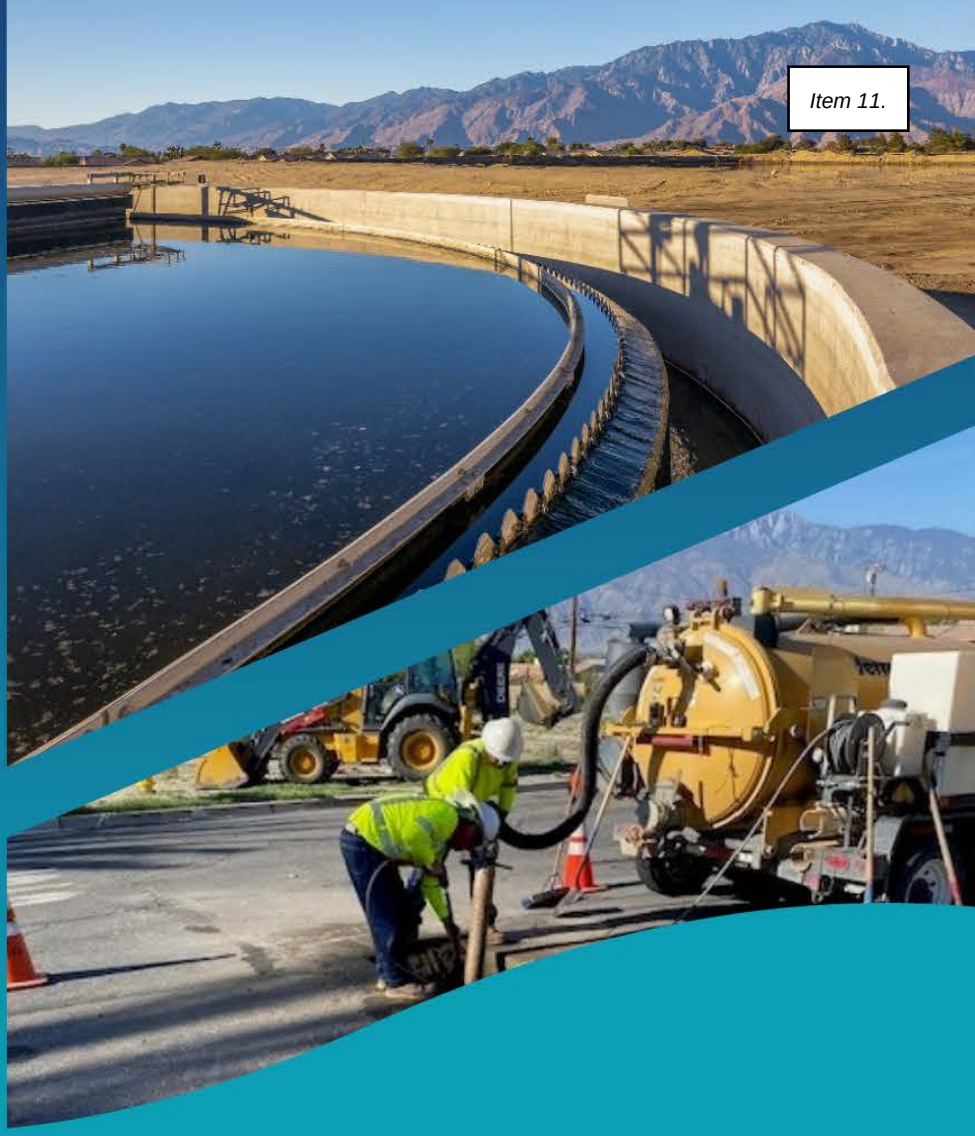
To maintain its financial strength, the District uses a Long-Range Financial Rate Study and Model (Model) to forecast operating and capital expenditures over a 5-year period. The District developed the last Model in 2016, and it utilized the 2015 fiscal year budget, incorporating multiple year revenue and expense assumptions used to address anticipated operating and capital expenditures, resulting in a dynamic financial report. The capital expenditures were based on the Capital Improvement Program and estimates program costs over a 5-year term. In addition, the model provided the basis for certain criteria to be incorporated into financial policy development, such as debt management, and designated fund levels.

While the District continues to monitor its long-term finances, it is necessary to perform an updated Model. In June of 2023, the District hired Raftelis Financial Consultants, Inc. to perform an updated Long-Range Financial Rate Study and Model. It is expected to be completed in December of 2025.



MSWD
Mission Springs Water District





CAPITAL & DEBT

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Desert Hot Springs, CA 92240
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Capital Improvements



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

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

Summary of Reserve

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

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

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

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guidepost of Safety, Liquidity, and Yield. The District holds cash reserves for various purposes, the largest of which is a Capital Reserve Fund of approximately $74.5 million as of May 31, 2025 as shown in **Table 19** below.

Table 19: Summary of Reserve for FY 2026

Wells Fargo	Fund Total
Operating Cash Account	$40,653,365
CalTrust	
Liquidity Fund	$2,925,034
Short-Term Fund	$7,328,498
Medium-Term Fund	$23,589,546
Sub-Total CalTrust	**$33,843,078**
Total District Cash	**$74,496,443**



Capital Improvement Program Summary

The District maintains a 5-year Capital Improvement Program. Currently, there are 107 projects in the Capital Improvement Program totaling $271,234,771. Funds expended on capital projects in the current year will be spent on projects approved by the Board of Directors in previous years (continuing appropriations) as well as the current year. Continuing appropriations from FY 2025 total $238,028,454 and additional projects added during FY 2026 total $36,571,441. However, only 81 projects totaling $70,367,699 will be funded from the FY 2026 Budget as shown in **Table 20** below.

Table 20: Capital Improvement Program Summary for FY 2026

Total Continuing Appropriations from FY 2025 Budget	$238,028,454
Total Capital Projects added for FY 2026 Budget	$36,571,441
Total Capital Projects completed in FY 2025	($3,365,124)
Final Capital and Continuing Appropriations for FY 2026 Budget	$271,234,771
Funded Projects for FY 2026 Budget	$70,437,699

Of the $70,437,699 to be funded during FY 2026, it is expected that $16,175,000 will be funds collected from Assessment Districts and Grants, giving a positive cashflow to the District of $54,262,699 from the District's Capital Reserve Fund as shown in **Table 21** below.

Table 21: Capital Improvement Program by Funding Source for FY 2026

Budgeted Cash Outflow Related to Capital Projects	$70,437,699
Expected Proceeds from Assessment Districts and Grants	($16,175,000)
Expected Net Cash Outflow Related to Capital Projects	$54,262,699

Of the 81 projects in the 5-year Capital Improvement Program to be funded from the FY 2026 Budget, there are 5 projects totaling $16,028,347 for the General District, 56 projects totaling $36,771,680 for the Water District, 20 projects totaling $17,301,572 for the Sewer District, and three equipment replacements totaling $336,100 for the Water District as shown in **Table 22** below.

Table 22: Capital Improvement Program by Fund for FY 2026

Budgeted Cash Outflow Related to Capital Projects	$54,262,699
5 Capital Projects Benefiting the General District	$16,028,347
56 Capital Projects Benefiting the Water District	$36,771,680
20 Capital Projects Benefiting the Sewer District	$17,301,572
3 Equipment Replacements Benefiting the Water District	$336,100

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Capital Improvement Program Projects

The District maintains a 5-year Capital Improvement Program. Currently, there are 107 projects in the Capital Improvement Program totaling $271,234,771. Funds expended on capital projects in the current year will be spent on projects approved by the Board of Directors in previous years (continuing appropriations) as well as the current year. Continuing appropriations from FY 2025 total $238,028,454 and additional projects added during FY 2026 total $36,571,441. However, only 81 projects totaling $70,437,699 will be funded from the FY 2026 Budget as shown in **Table 23** below.

Table 23: Capital Improvement Program Projects for FY 2026

Description	Continuing Appropriations from FY 2025	Proposed/ Completed for FY 2026	Final for FY 2026	Fund in FY 2026 Budget
Sewer Line Encasement I-10 Crossing at Indian	$251,972	($251,972)	$0	$0
Well Site – Worsley Rd North – 27 Acres	$39,326	$0	$39,326	$0
Well Site – Worsley – Env/Eng	$2,405	$0	$2,405	$0
Prelim Des/Eng Horton WWTP Expansion #5	$171,703	($171,703)	$0	$0
Final Design Horton WWTP Expansion #5	$940,340	($940,340)	$0	$0
Well #38 Design & Environmental	$375,000	$0	$375,000	$8,557
Horton WWTP Expansion #5	$13,404,000	$0	$13,404,000	$0
EIR Horton WWTP Expansion #5	$71,416	$0	$71,416	$0
Well #42	$5,207,000	$0	$5,207,000	$1,475,000
1530 Zone Redbud Tank #2 Land & Construction	$80,000	$0	$80,000	$0
I-10 & Indian Sewer Collection System	$652,000	$0	$652,000	$0
Regional Wastewater Reclamation Facility	$55,049,300	$0	$55,049,300	$2,810,375
Area M-2 (AD #15)	$11,450,000	$0	$11,450,000	$8,000,000
Conveyance Line from LS to RWRF	$8,438,932	$0	$8,438,932	$833,136
Chromium-6 Compliance Study	$200,000	$710,000	$910,000	$314,357

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Description	Continuing Appropriations from FY 2025	Proposed/ Completed for FY 2026	Final for FY 2026	Fund in FY 2026 Budget
Horton WWTP Influent Pump Station Odor Control	$730,000	($730,000)	$910,000	$314,357
Well 29 Chromium-6 Treatment Design	$200,000	$0	$200,000	$0
Area J-2	$300,000	$0	$300,000	$6,146
Horton WWTP ASU Demolition	$167,275	$0	$167,275	$0
Horton WWTP Percolation Ponds (2)	$380,000	$0	$380,000	$29,786
Areas H & I Design & Engineering	$460,000	$0	$460,000	$123,679
Block Wall at Corp Yard & Wastewater Facility	$155,000	$0	$155,000	$0
Block Wall & Fence at Terrace Reservoir	$226,288	$0	$226,288	$0
Modular Enclosure-Chlorine Equip/Well Sites	$124,180	$0	$124,180	$35,763
Pavement Repairs – Corporate Yard	$345,575	$0	$345,575	$50,000
Terrace Reservoir No. 1	$2,754,343	$0	$2,754,343	$2,723,675
Terrace Reservoir No. 2	$2,814,461	$0	$2,814,461	$2,782,086
Terrace Reservoir No. 3	$2,361,363	$0	$2,361,363	$2,330,480
Vista Reservoir Rehabilitation	$975,427	$0	$975,427	$848,399
Well Rehabilitation Program – Well 22	$1,560,000	$0	$1,560,000	$782,907
Horton WWTP Above Ground Piping & Appurtenance Rehab	$150,000	$0	$150,000	$25,000
Horton WWTP SCADA Upgrades	$129,008	$0	$129,008	$25,000
Areas A & G Design & Engineering	$1,600,000	$0	$1,600,000	$1,016,503
Administration Building	$33,300,000	$6,700,000	$40,000,000	$15,000,000
2020 Water CIP Pipeline Replacement	$2,264,975	$0	$2,264,975	$250,000
Sewer System Collections	$750,000	$0	$750,000	$188,992

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Description	Continuing Appropriations from FY 2025	Proposed/ Completed for FY 2026	Final for FY 2026	Fund in FY 2026 Budget
Well and Reservoir Sites Security Cameras	$225,075	$0	$225,075	$50,000
Emergency Backup Generator Well 27/31	$411,002	$0	$411,002	$389,142
Emergency Backup Generator Well 32	$300,331	$0	$300,331	$278,564
Emergency Backup Generator Well 37	$300,331	$0	$300,331	$278,527
Filtration for Horton WWTP	$1,500,000	$0	$1,500,000	$0
GQPP Area D3-1 Sewer Design	$2,334,765	$0	$2,334,765	$2,260,075
Reservoir Rehabilitation Program Design FY 2022	$120,000	$0	$120,000	$120,000
Well Rehabilitation Program Design FY 2022	$120,000	$0	$120,000	$51,082
Supplemental Environmental Project	$550,000	($550,000)	$0	$0
Administration Office Repairs (Drywall & Paint)	$135,000	$0	$135,000	$99,661
Pierson Boulevard Slurry Seal Project	$183,000	$0	$183,000	$183,000
Riverside Co. Mountain View Resurfacing Project	$33,000	$0	$33,000	$33,000
Well 35 Equipment Installation	$3,055,990	$0	$3,055,990	$3,021,503
Well 34 Rehabilitation	$794,000	$0	$794,000	($15,871)
Well 34/35 Intertie	$1,100,000	$0	$1,100,000	$1,095,083
19th-20th Ave & Little Morongo Roadway Project	$2,509,000	$0	$2,509,000	$2,313,772
John Deere 3032E Compact Utility Tractor	$32,000	($32,000)	$0	$0
Muffin Monster 6-inch Inline Grinder	$17,100	($17,100)	$0	$0
Wachs ERV-750 Valve Machine	$42,000	$0	$42,000	$42,000
ERP System Replacements	$1,710,000	$0	$1,710,000	$750,000
Hurricane Hilary – 13th Avenue	$210,000	$0	$210,000	($6,975)

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Description	Continuing Appropriations from FY 2025	Proposed/ Completed for FY 2026	Final for FY 2026	Fund in FY 2026 Budget
Hurricane Hilary – Thomas Avenue	$270,000	$0	$270,000	($12,630)
Hurricane Hilary – Indian Canyon	$230,000	$0	$230,000	$212,260
Hurricane Hilary – Little Morongo Road	$30,000	$0	$30,000	$30,000
Hurricane Hilary – Mission Lakes Boulevard	$495,000	$0	$495,000	($21,050)
GEHL TH842 Telehandler	$177,817	(177,817)	$0	$0
Case 570N EP Skip Loader	$124,500	($124,500)	$0	$0
John Deere Gator TE Model (1 of 2)	$16,000	($16,000)	$0	$0
John Deere Gator TE Model (2 of 2)	$16,000	($16,000)	$0	$0
Vacuum Excavator	$143,000	$0	$143,000	$143,000
Wachs ERV-750 Valve Machine	$45,000	($45,000)	$0	$0
Walk Behind Trencher	$12,100	$0	$12,100	$12,100
Axle Weighing System	$15,070	$0	$15,070	$15,070
Belt Press Horizontal Screw Replacement	$22,775	($22,775)	$0	$0
Headworks Grit Classifier Screw Replacement	$96,076	$0	$96,076	$96,076
Horton Avigilon Camera System	$71,886	$0	$71,886	$71,886
JWC Auger Replacement	$28,898	$0	$28,898	$28,898
Odor Control Grease Filter	$17,000	$0	$17,000	$17,000
PSC – WPSV Intertie	$358,010	$932,991	$1,291,001	$1,291,001
Water Line Replacement in Easements	$62,000,000	$0	$62,000,000	$2,000,000
Chlorine Enclosures	$169,474	$0	$169,474	$169,474
Gateway PLC Upgrade	$23,150	$0	$23,150	$23,150

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Description	Continuing Appropriations from FY 2025	Proposed/ Completed for FY 2026	Final for FY 2026	Fund in FY 2026 Budget
Highland Solar & Communications Upgrade	$23,442	$0	$23,442	$23,442
Little Morongo Booster Install	$167,605	$0	$167,605	$167,605
Low Desert View Booster Rehabilitation	$69,304	$0	$69,304	$69,304
Qual Altitude Valve Upgrade	$40,033	$0	$40,033	$40,033
SCADA Server Upgrade	$24,341	$0	$24,341	$24,341
Terrace Booster Rehabilitation Project	$119,304	$0	$119,304	$113,657
Terrace Cla-Val Replacement	$112,617	($112,617)	$0	$0
Well 25A Rehabilitation	$104,211	$0	$104,211	$104,211
Well 26A Fencing & Electrical Pole Project	$56,901	$0	$56,901	$56,901
GIS ESRI – SBITA	$253,514	$0	$253,514	$94,251
GIS Cityworks – SBITA	$399,790	$153,062	$552,852	$153,062
M-2 Waterline Replacement	$3,574,309	$0	$3,574,309	$3,574,309
GQPP AD – 18 Area D3-1 Water Main Replacement	$2,067,000	$0	$2,067,000	$2,007,225
GIS Vertical Asset Model	$196,292	$0	$196,292	$122,232
Replacement of Horton MW-1 / Rehab Well 11	$150,000	$0	$150,000	$150,000
OPENGOV – Digital Budget/Procurement S/W	$230,392	$0	$230,392	$128,686
Well 28 Rehabilitation	$790,230	$0	$790,230	$790,230
Well Benchmark Survey	$21,000	$0	$21,000	$20,659
Well 30 Rehabilitation	$790,230	$0	$790,230	$790,230
CR(VI) Treatment Well Facilities (27/31, 29/37, 22/24, & 32)	$0	$27,105,000	$27,105,000	$6,000,000
CIMIS Weather Station	$0	$21,898	$21,898	$21,898
Dos Palmas Lift Station Motor Control Center Rehab	$0	$247,040	$247,040	$247,040
John Deere Backhoe (AQMD Grant Program)	$0	$181,000	$181,000	$181,000
New DHS Monitoring Well	$0	$195,250	$195,250	$195,250

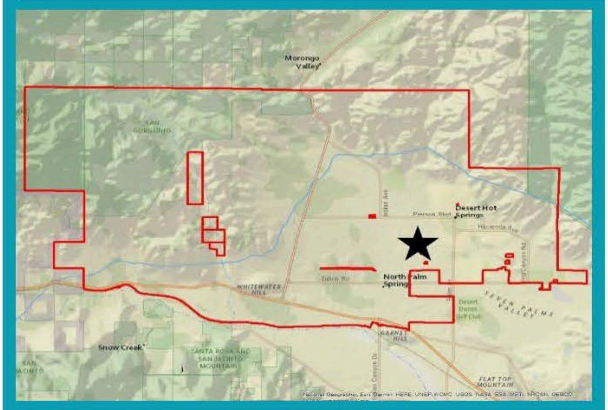
DRAFT

Description	Continuing Appropriations from FY 2025	Proposed/ Completed for FY 2026	Final for FY 2026	Fund in FY 2026 Budget
Well 24 Pump Equipment	$0	$88,000	$88,000	$88,000
Well 27 Motor & Equipment Eval and Replacement	$0	$91,000	$91,000	$91,000
Well 33/RES-BCT Solar Site Repairs	$0	$76,200	$76,200	$76,200
Total	**$238,028,454**	**$33,206,317**	**$271,234,771**	**$70,437,699**



Capital Improvement Program Project Information

Capital Improvement Project Information
New Administrative Building



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
New Administrative Building

Job Number: 11621

PROJECT TYPE:
Facility Improvements

ESTIMATED SCHEDULE:
DESIGN: To be completed by 05/2026
CONSTRUCTION: 08/2026 – 07/2027

FUNDING SOURCE:
MSWD Funds, State Funds,
Grant Funds

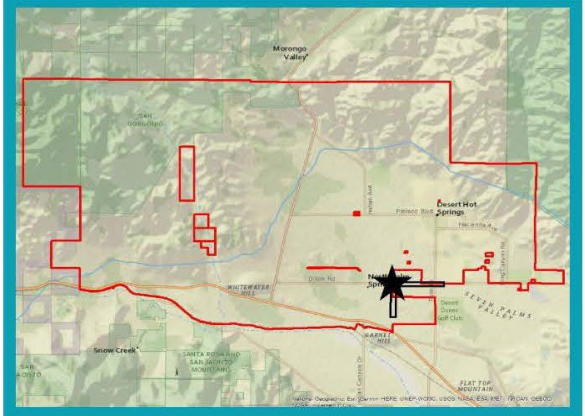
PROJECT MANAGER:
E. Weck

CIP ACCOUNT NO.: 101 General Fund

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

PROJECT BUDGET (FY 25/26):
DESIGN: $1,950,000
CONSTRUCTION: $37,050,000
TOTAL: $40,000,000

Capital Improvement Project Information
Chromium-6 Well Treatment Facilities



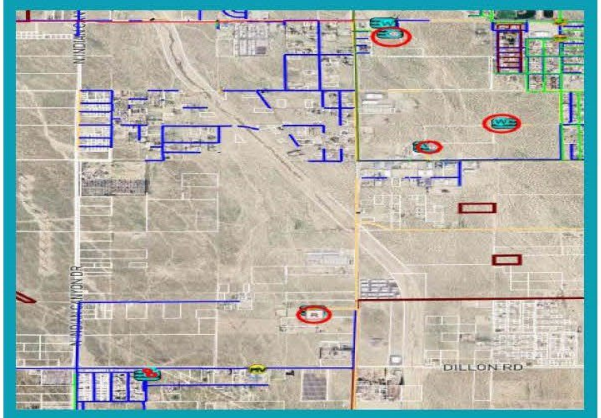
LOCATION

PROJECT TITLE:
Chromium-6 Well Treatment Facilities

Job Number: 11426

PROJECT TYPE:
Water Construction

VICINITY MAP



LIMITS OF PROJECT

ESTIMATED SCHEDULE:
DESIGN: 06/2027
CONSTRUCTION: 01/2027 – 12/2030

FUNDING SOURCE:
MSWD Funds
State Funds

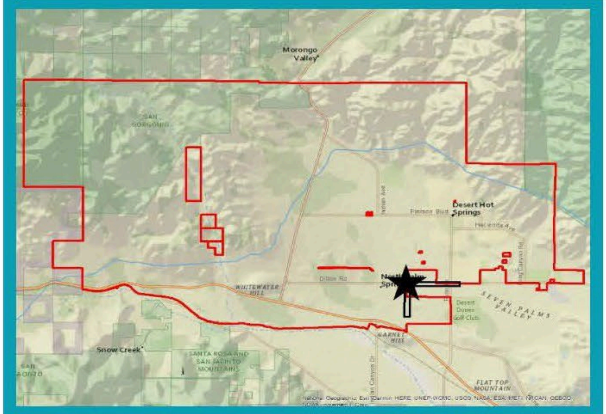
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 201 Water Fund

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

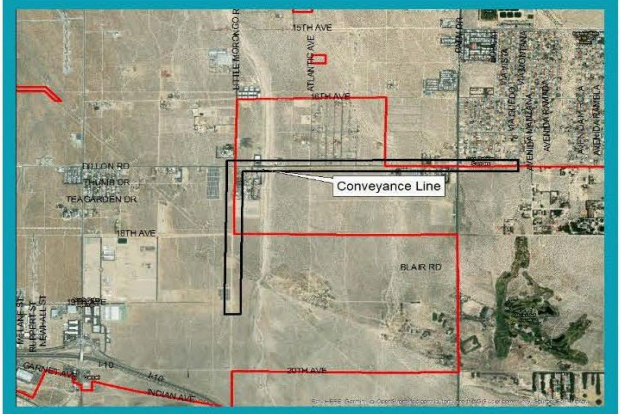
PROJECT BUDGET (FY 25/26):
DESIGN: $910,000
CONSTRUCTION: $27,105,000
TOTAL: $28,015,000

Capital Improvement Project Information
Conveyance Line Construction



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Conveyance Line Construction

Job Number: 11426

PROJECT TYPE:
Wastewater Construction

ESTIMATED SCHEDULE:
DESIGN: 06/2022
CONSTRUCTION: 02/2023 – 12/2025

FUNDING SOURCE:
MSWD Funds
State Funds

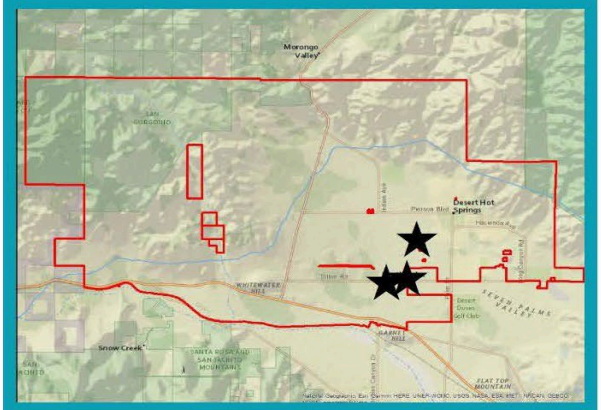
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 301 Sewer Fund

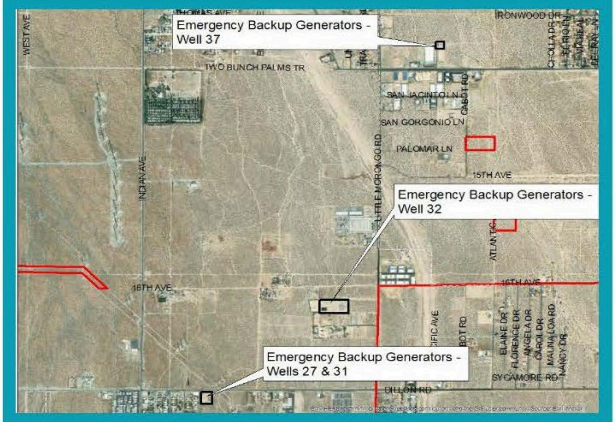
PROJECT DESCRIPTION: MSWD's new West Valley Conveyance Line is one of three concurrent projects that will provide wastewater flows to the District's new Regional Water Reclamation Facility. The West Valley Conveyance Line project includes a force main from the existing Dos Palmas Lift Station at Dillon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

PROJECT BUDGET (FY 25/26):
CONSTRUCTION: $7,588,932
INSPECTION/CONSTRUCTION ENGINEERING: $850,000
TOTAL: $8,438,932

Capital Improvement Project Information
Emergency Generator Backup – Various Well Locations



LOCATION



VICINITY MAP

LIMITS OF PROJECT

PROJECT TITLE:
Emergency Generator Backup – Wells

Job Numbers: 11666, 11667, 11668

PROJECT TYPE:
Emergency Preparedness

ESTIMATED SCHEDULE:
DESIGN: 7/2023
CONSTRUCTION: 01/2026 – 12/2026

FUNDING SOURCE:
MSWD Funds
State Funds

PROJECT MANAGER:
E. Weck / S. Ledbetter

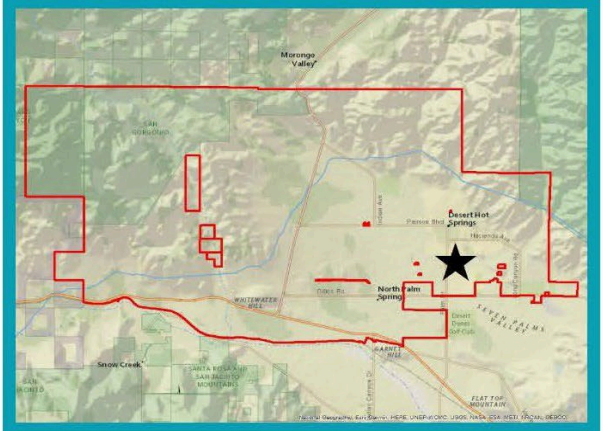
CIP ACCOUNT NO.: 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
DESIGN: $96,000
CONSTRUCTION: $915,664
TOTAL: $1,011,664

Capital Improvement Project Information

Horton Wastewater Treatment Plant Upgrade – Tertiary Filtration



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
HWWTP Upgrade – Filtration

Job Number: 11689

PROJECT TYPE:
Horton Wastewater Facility Improvements

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

FUNDING SOURCE:
MSWD Funds

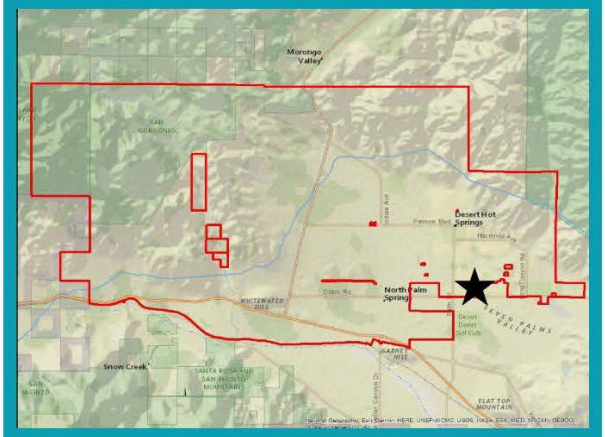
PROJECT MANAGER:
E. Weck/S. Ledbetter

CIP ACCOUNT NO.: 301 Sewer Fund

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

PROJECT BUDGET (FY25/26):
CONSTRUCTION: $1,360,000
INSPECTION/CONSTRUCTION ENGINEERING: $140,000
TOTAL: $1,500,000

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



LOCATION



VICINITY MAP

LIMITS OF PROJECT

PROJECT TITLE:
M-2 Septic to Sewer Construction

Job Number: 11425

PROJECT TYPE:
Septic tank abatement / Assessment District

ESTIMATED SCHEDULE:
DESIGN: 09/2022
CONSTRUCTION: 12/2025 – 12/2026

FUNDING SOURCE:
Assessment District 15 Proceeds
State Grant Funds

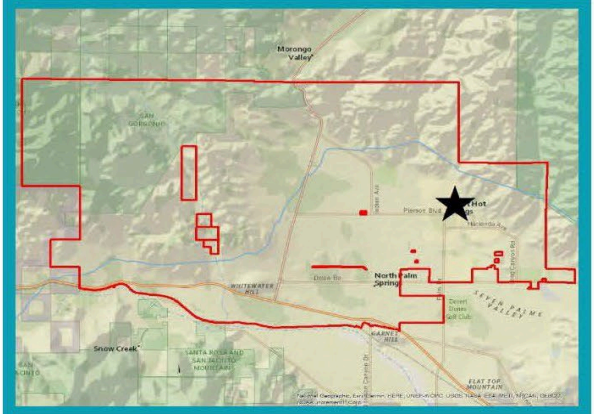
PROJECT MANAGER:
E. Weck/S. Ledbetter

CIP ACCOUNT NO.: 301 Sewer Fund

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

PROJECT BUDGET (FY 25/26):
CONSTRUCTION: $9,950,000
INSPECTION/CONSTRUCTION ENGINEERING: $1,500,000
TOTAL: $11,450,000

Capital Improvement Project Information
Terrace Reservoir 1



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Terrace Reservoir 1

Job Number: 11607

PROJECT TYPE:
Reservoir Tank Rehabilitation

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

FUNDING SOURCE:
MSWD Funds

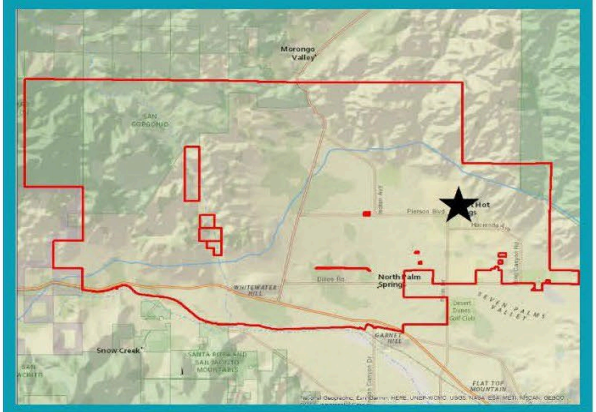
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO. 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
CONSTRUCTION: $2,654,343
INSPECTION/CONSTRUCTION ENGINEERING: $100,000
TOTAL: $2,754,343

Capital Improvement Project Information
Terrace Reservoir 2



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Terrace Reservoir 2

Job Number: 11608

PROJECT TYPE:
Reservoir Tank Rehabilitation

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

FUNDING SOURCE:
MSWD Funds

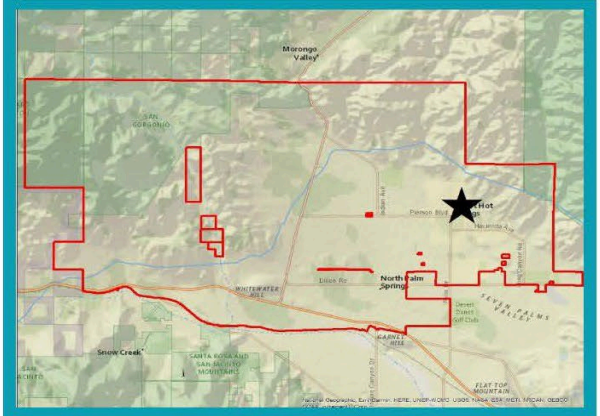
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO. 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
CONSTRUCTION: $2,670,461
INSPECTION/CONSTRUCTION ENGINEERING: $144,000
TOTAL: $2,814,461

Capital Improvement Project Information
Terrace Reservoir 3



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Terrace Reservoir 3

Job Number: 11609

PROJECT TYPE:
Reservoir Tank Rehabilitation

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

FUNDING SOURCE:
MSWD Funds

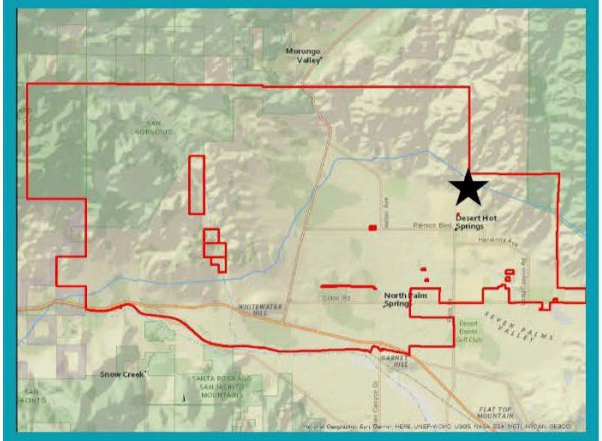
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO. 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
CONSTRUCTION: $2,295,363
INSPECTION/CONSTRUCTION ENGINEERING: $66,000
TOTAL: $2,361,363

Capital Improvement Project Information
Vista Reservoir Rehabilitation



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Vista Reservoir Rehabilitation

Job Number: 11610

PROJECT TYPE:
Reservoir Rehabilitation/Upgrade

ESTIMATED SCHEDULE:
DESIGN: 05/2021
CONSTRUCTION: 01/2026 – 09/2026

FUNDING SOURCE:
MSWD Funds

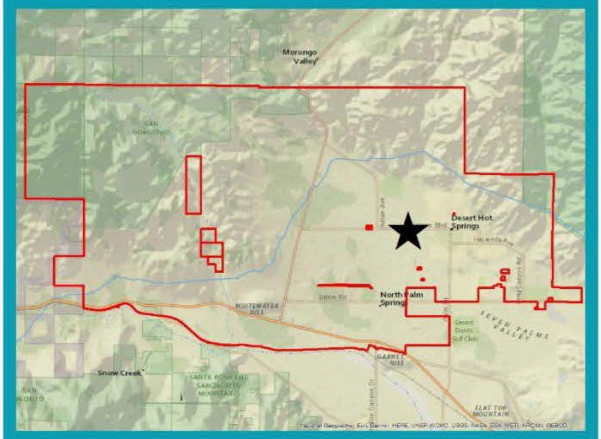
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO. 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
DESIGN: $170,000
CONSTRUCTION: $805,427
TOTAL: $975,427

Capital Improvement Project Information
Well 22 Rehabilitation



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Well 22 Rehabilitation

Job Number: 11611

PROJECT TYPE:
Reservoir Rehabilitation/Upgrade

ESTIMATED SCHEDULE:
DESIGN: 06/2023
CONSTRUCTION: 12/2025 – 07/2026

FUNDING SOURCE:
MSWD Funds

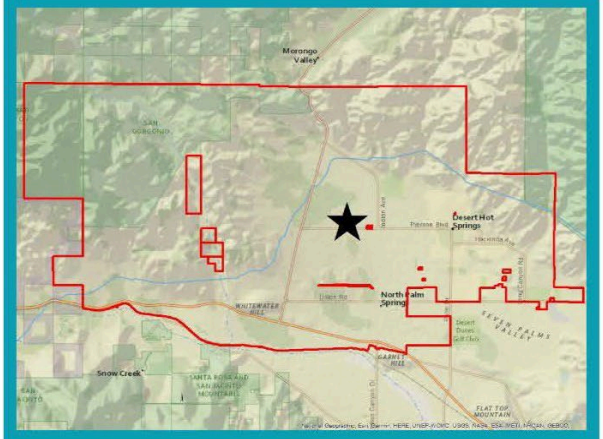
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
CONSTRUCTION: $1,460,000
INSPECTION/CONSTRUCTION ENGINEERING: $100,000
TOTAL: $1,560,000

Capital Improvement Project Information
Well 34/35 Intertie



LOCATION

PROJECT TITLE:
Well 34/35 Intertie

Job Number: 11743

PROJECT TYPE:
Well Rehabilitation/Upgrade

VICINITY MAP



LIMITS OF PROJECT

ESTIMATED SCHEDULE:
DESIGN: 01/2026
CONSTRUCTION: 05/2026 – 02/2027

FUNDING SOURCE:
Developer Funded

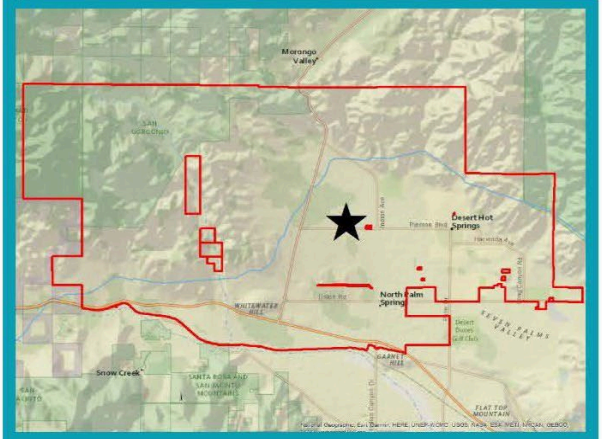
PROJECT MANAGER:
E. Weck

CIP ACCOUNT NO.: 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
DESIGN: $100,000
CONSTRUCTION: $1,000,000
TOTAL: $1,100,000

Capital Improvement Project Information
Well 34 Rehabilitation



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Well 34 Rehabilitation

Job Number: 11742

PROJECT TYPE:
Well Rehabilitation/Upgrade

ESTIMATED SCHEDULE:
DESIGN: 06/2023
CONSTRUCTION: 09/2023-12/2025

FUNDING SOURCE:
Developer Funded

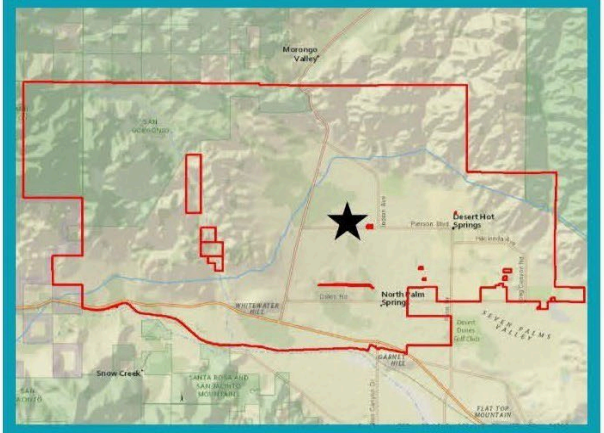
PROJECT MANAGER:
E. Weck

CIP ACCOUNT NO.: 201 Water Funds

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

PROJECT BUDGET (FY 25/26):
DESIGN: $25,000
CONSTRUCTION: $789,000
TOTAL: $814,000

Capital Improvement Project Information
Well 35 Equipment Installation



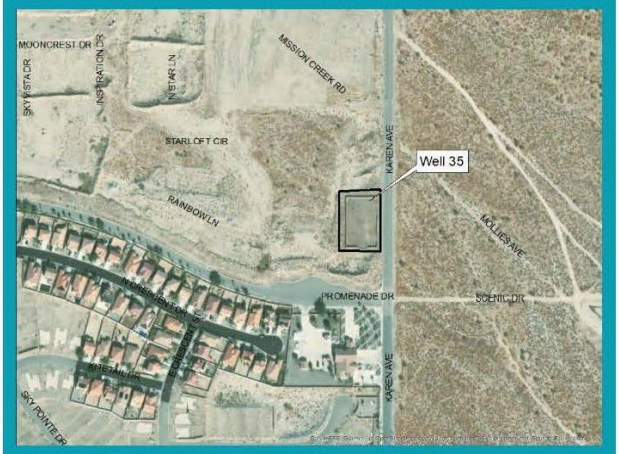
LOCATION

PROJECT TITLE:
Well 35 Equipment Installation

Job Number: 11741

PROJECT TYPE:
Well Rehabilitation/Upgrade

VICINITY MAP



LIMITS OF PROJECT

ESTIMATED SCHEDULE:
DESIGN: 09/2022 – 07/2023
CONSTRUCTION: 01/2024 – 12/2025

FUNDING SOURCE:
Developer provided deposit

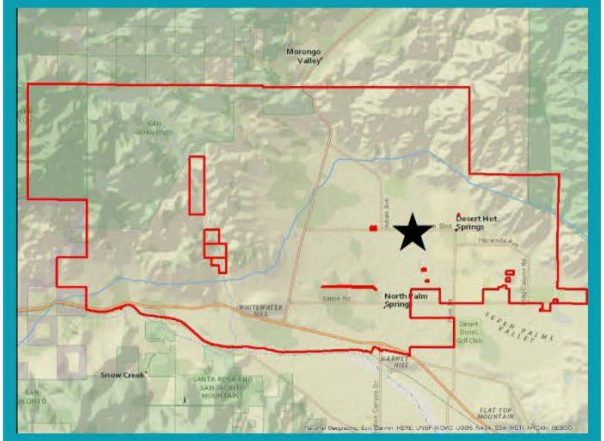
PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
DESIGN: $100,000
CONSTRUCTION: $2,955,990
TOTAL: $3,055,990

Capital Improvement Project Information
Well 42 Construction



LOCATION

VICINITY MAP



LIMITS OF PROJECT

PROJECT TITLE:
Well 42 Construction

Job Number: 11147

PROJECT TYPE:
Well Construction

ESTIMATED SCHEDULE:
DESIGN: 09/2020
CONSTRUCTION: 01/2021 – 12/2025

FUNDING SOURCE:
MSWD Funds

PROJECT MANAGER:
E. Weck / S. Ledbetter

CIP ACCOUNT NO.: 201 Water Fund

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

PROJECT BUDGET (FY 25/26):
CONSTRUCTION: $4,857,000
INSPECTION/CONSTRUCTION ENGINEERING: $350,000
TOTAL: $5,207,000

Debt Service Fund Detail

At the beginning of FY 2025 the District had approximately $19.5 million in outstanding long-term debt. $4.1 million of this debt is related to the Groundwater Quality Protection Program which has been expanding the District's sewer collection system and converting septic systems in the area for over 20 years. It is secured by assessment districts (not sanitary sewer rates) passed by local voters and the District uses collections from those assessments to service the debt payments. Included in the $19.5 million is $15 million in debt for cashflow support through the construction of the Wright RWRF. **Table 24** is a summary of the long-term debt and the amounts expected to be paid in FY 2026.

Table 24: Long-Term Debt Service Fund Detail for FY 2026

Long-Term Debt	Beginning Balance	(Paid)/Added in FY 2025	Ending Balance	Due in FY 2026
COP – U.S. Department of Agriculture – 2001	$221,201	($8,900)	$212,301	$9,400
Installment Sale Agreement – City National Bank – 2017	$705,421	($271,497)	$433,924	$279,427
Installment Sale Agreement – Hollman Capital Corporation	$189,087	($25,185)	$163,902	$17,682
SWRCB – Assessment District #12, Phase IV	$2,689,105	($243,350)	$2,445,755	$248,703
Installment Sale Agreement – City National Bank – 2013	$716,689	($31,551)	$685,138	$65,715
Installment Sale Agreement – Wells Fargo Bank - 2023	$15,000,000	$0	$15,000,000	$15,000,000
Total Long-Term Debt	**$19,521,503**	**($580,483)**	**$18,941,020**	**$15,620,927**

Certificates of Participation – United States Department of Agriculture

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

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

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

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

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

Mission Creek – 80 Acres

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

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

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

Assessment District #12, Phase V

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

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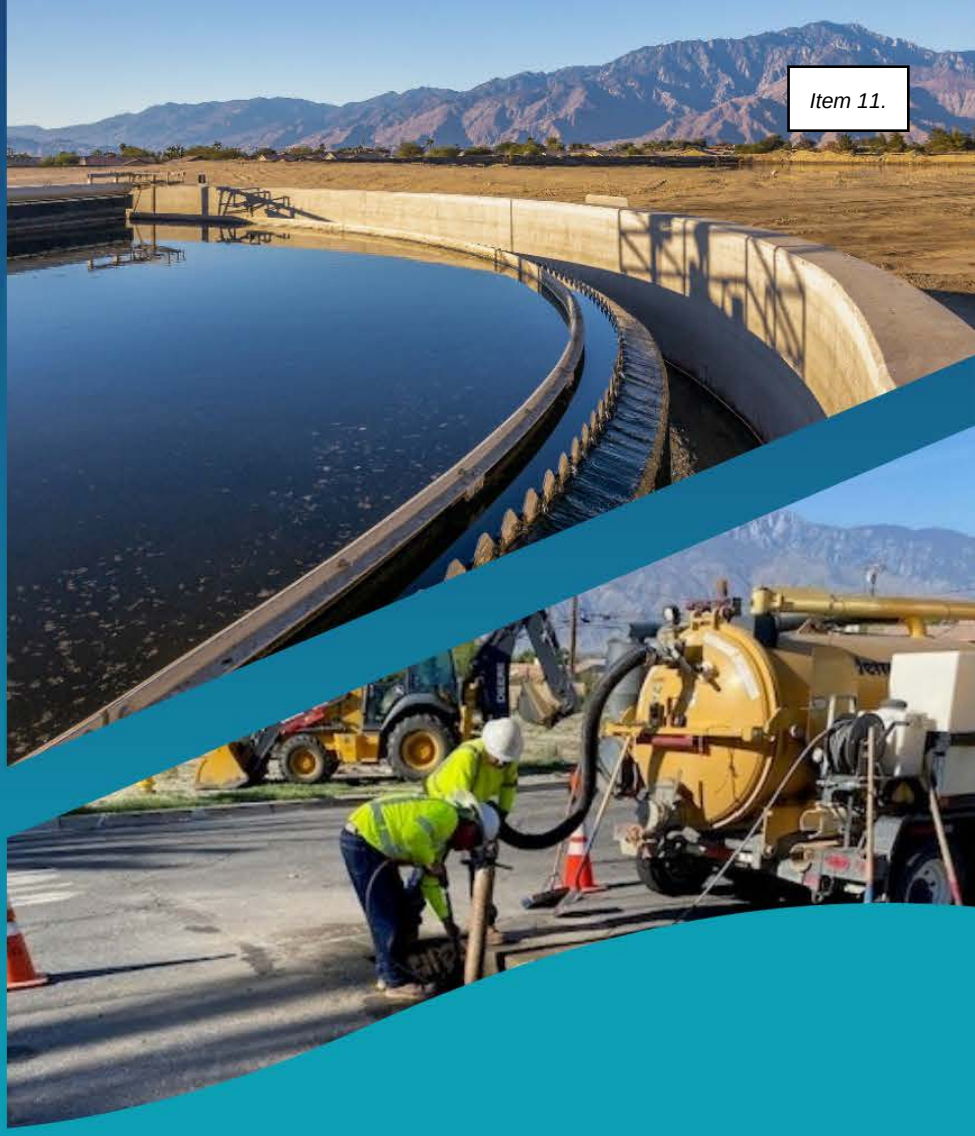
Installment Sales Agreement – Nancy Wright Regional Water Reclamation Facility

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



MSWD
Mission Springs Water District





DEPARTMENT INFORMATION

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

DEPARTMENT INFORMATION

Department Descriptions

The Board of Directors set the overall organization-wide goals that support the District's mission and strategic plan. The departments are the link that converts planning into action. Departments are overseen by a manager, and the departments are organized into divisions which are overseen by a director. There are currently 57 funded full-time equivalent (FTE) positions reflected in the current budget as shown in **Table 25** below.

Table 25: Organizational Divisions, Departments, and FTEs for FY 2026

Division	Department	FY 2026 FTEs
Executive	Board of Directors	(5)
	Office of the General Manager	2
Administration	Administration	4
	Human Resources	2
	Innovation & Technology	1
	Public Affairs	1
Engineering	Engineering & Water Resources	6
Finance	Accounting	5
	Customer Service	4
	Finance	1
Operations & Maintenance	Construction & Maintenance	11
	Field Services	4
	Operations Administration	3
	Water Production	4
	Wastewater Collection	2
	Wastewater Treatment & Disposal	7
	Total FTEs	**57**

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

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

- Description of Services Provided – A short overview and explanation of the services provided by the department.
- Staffing – Full-time and part-time positions budgeted for the department.
- 2024-2025 Accomplishments – Notable achievements accomplished by the department.
- 2025-2026 Goals and Objectives – The planned tasks of the department that support the overall District goals as outlined in the Strategic Plan.
- Performance Measures – Specific quantitative measures of work performed by the department that help the District to assess the effectiveness and efficiency of the department.
- Operating Expenses – A summary of budget data by expense type of the current budget year.

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Executive Division

Board of Directors & Office of the General Manager

Description of Services Provided

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

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

Staffing

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

Table 26: Office of the General Manager FTE Positions for FY 2026

Office of the General Manager	FY 2026 FTEs
General Manager	1
Assistant General Manager	1
Total	**2**

2024-2025 Accomplishments

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

- Staff met with the public safety commissioner to discuss fire hydrant pressures.

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

- Riverside LAFCO Election discussed at Board meeting.

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- The MSWD Board and staff participate in State and Federal CSDA and ACWA Committees. We have also participated in ACWA and CSDA State and Federal Lobby days/efforts and have participated in individual meetings with our legislators.
- CSDA Board of Directors Election Ballot – Term 2025-2027 Seat A – Southern Network
- CSDA 2025 Committee and Expert Team Participation
- ACWA Region 9 Board Meeting and Tour of Wright Regional Water Reclamation Facility.

SMART Goal 2.1 - Ensure excellence in regulatory compliance.

- Share best practices and collaborate with other water districts in the Coachella Valley through our consultant to develop a cost-effective approach to managing Chromium-6 levels within our water supply.
- Ensure the District's Chromium-6 plan is incorporated in the Long-Range Financial Plan and that any capital projects are incorporated into the Five-Year CIP Program.

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

- Update of Board Affiliation List, June 2024.
- Annual Update of Board Affiliation List, January 2025.

SMART Goal 4.2 - Update Existing Water and Wastewater Master Plans.

- The District has drafted a mutual services agreement and is awaiting feedback from all parties.

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

- The District continues to actively participate in these organizations to enhance professional development opportunities for staff, leverage industry resources/networking, and develop training programs.
- The Board of Directors Onboarding Program is in development.
- MSWD is continuing to hold all-hands meetings at least once each quarter.
- Election of MSWD Board Officers for 2025.

SMART 7.5 - Cultivate a positive culture and teamwork among staff.

- Appointments to Board Standing Committees.

2025-2026 Goals and Objectives

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

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

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

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

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

SMART Goal 4.2 - Update Existing Water and Wastewater Master Plans.

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

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

Operating Expenses

The FY 2026 operating expenses for the Board of Directors are $522,744 as shown in **Table 27** below.

Table 27: Board of Directors Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$97,416	$88,404
Employee Benefits	$17,340	$15,408
Fringe Benefits	$56,808	$49,080
Materials and Supplies	$1,200	$1,200
Outside Services	$136,500	$130,200
Director's Fees	$150,000	$150,000
Training and Conferences	$63,480	$52,000
Total Operating Expenses	**$522,744**	**$486,092**

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Administration Division

Administration Department

Description of Services Provided

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

Staffing

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

Table 28: Administrative FTEs for FY 2026

Administration Department	FY 2026 FTEs
Business Analyst	1
Contract Analyst	1
Executive Assistant	1
GIS Specialist	1
Total	**4**

2024-2025 Accomplishments

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

- Staff met with the public safety commissioner to discuss fire hydrant pressures.

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

- The Hub (internal intranet) was developed and rolled out to employees on June 27th, 2024.
- Employees are offered the opportunity to join the CV Water Counts Academy Annually.

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

- The District has implemented and upholds an Administrative Code, and has made governing resolutions and ordinances available on the MSWD website, ensuring transparency for the public and other stakeholders.
- Cal OES Hazard Mitigation Grant – Would provide seismic retrofitting to one of the main reservoir sites in the District, in turn, protecting the water supply available to our customers.
- ID-E Intertie Design Project – Would allow the District to take the first steps in developing the design for an intertie between the WPSV and PSC water systems. This intertie would provide resiliency to the water systems, ensuring customers have reliable supply.
- CIMIS Weather Station Project –Funding inquiry form to be completed and submitted to CFCC. Project location will be Mission Springs CC golf course.
- Community Project Request submitted to Congressman Ruiz and Senator Padilla's offices. Staff are continuing to follow-up with the Army Corps.
- CWEA CORBS Awards: Community Engagement & Outreach Project of the Year, Operator of the Year, Collections System Person of the Year, and Outstanding Young Professional Award.
- Berley Springs Water Tasting Competition – MSWD continues to supply award-winning water to its customers as proven again in 2025 with a bronze medal award.

SMART Goal 2.1 - Ensure excellence in regulatory compliance.

- The District actively monitors federal, state, and local regulations.
- GIS application published to MSWD website for public viewing.
- The District continues to communicate with regulators, review changes to regulation, and participate in regional efforts around regulation.
- Submitted state required Conservation as a Way of Life Reporting
- A funding inquiry form is submitted to CFCC for the project to be located at Mission Springs golf course.

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

- The District has had feasibility studied performed for recycled water and is currently looking into grant funding for the design of a NPW project for local school irrigation.
- The West Palm Springs Village-Pal Springs Crest Intertie Project is part of this plan. Ultimately, the two ID-E systems will be connected via interconnection, then ultimately, the ID-E area connected to the "main" MSWD system via interconnection.

SMART Goal 3.2 - Control costs and manage debt responsibly.

- Adoption of Ordinance 2025-01 Establishing a Procedure for Property Owner Objections to Proposed Water/Sewer Fees or Special Assessments.

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

- Resolution 2024-20 Conflict of Interest Code Update.
- Resolution 2024-03 Rescinding and Replacing Resolution 2009-02 Expense Reimbursement Policy.

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

- Resolution 2024-10: Grant Application for Planning of West Palm Springs Village – Palm Springs Crest Water Systems Backup Intertie Project. This will tie the two ID-E systems together building resiliency and ultimately working toward getting the ID-E system connected to the MSWD "main" system.

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

- The District is pursuing funding through CalOES subrecipient grant (funded by FEMA) for the Terrace Reservoir site which is the heartbeat of the entire water system. CalOES has completed their review of projects and is in the selection phase.

SMART Goal 5.2 - Fleet electrification.

- Staff continue to monitor California's ACF regulations and have developed a timeline for when electric vehicles will need to be introduced into the fleet.
- MSWD has provided the state with its Advanced Clean Fleet Reporting data and continues to update as necessary.
- Staff continue to monitor funding opportunities for fleet EVs through HVIP and other funding sources.

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

- The District has implemented and upholds an Administrative Code and has made governing resolutions and ordinances available on the MSWD website, ensuring transparency for the public and other stakeholders.
- MSWD has adopted a new OpenGov procurement system, which will help with solicitations and require appropriate sign-off.
- The District is reviewing its procurement guidelines and will bring the Board updated policies in Spring 2025.
- MSWD is currently updating its record retention policy. Legal has reviewed it, and a new policy will be brought to the board later this spring.
- Adoption of MSWD Artificial Intelligence Tools Policy 2025-01
- The district has implemented and upholds an Administrative Code, and has made governing resolutions and ordinances available on the MSWD website, ensuring transparency for the public and other stakeholders.

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

- The District GIS Specialist has begun the process of transitioning the District from Nobel to City works.
- Utilizing ArcGIS programs to enhance data collection of Engineering and Customer Service requests (e.g. Fire Flow, Water/Sewer FRIs, Will Serve Letters, Report Water Waste to MSWD).

2025-2026 Goals and Objectives

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

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

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

SMART Goal 2.1 - Ensure excellence in regulatory compliance.

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

SMART Goal 3.2 - Control costs and manage debt responsibly.

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

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

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

SMART Goal 5.2 - Fleet electrification.

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

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

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Operating Expenses

The FY 2026 operating expenses for the Administration Department are $3,110,803 as shown in **Table 29** below.

Table 29: Administration Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$583,564	$484,585
Employee Benefits	$95,889	$68,826
Fringe Benefits	$329,187	$255,939
Materials and Supplies	$9,204	$9,200
Outside Services	$232,508	$158,652
Insurance	$360,000	$245,000
Legal	$540,000	$504,000
Fixed Assets	$816,185	$898,020
Dues and Subscriptions	$65,152	$86,365
Training and Conferences	$79,104	$76,300
Total Operating Expenses	**$3,110,803**	**$2,786,887**

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Human Resources Department

Description of Services Provided

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

Staffing

The Human Resources Department consists of two FTE positions as shown in **Table 30** below.

Table 30: Human Resources FTE Positions for FY 2026

Human Resources Department	FY 2026 FTEs
Human Resources Manager	1
Administrative Assistant I/II	1
Total	**2**

2024-2025 Accomplishments

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

- GIS Specialist was hired on June 8th, 2024.

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

- Employee performance evaluation process aligned with District's new Strategic Plan and core values was completed and rolled out to employees in July 2024.

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

- HR is working with managers as they submit new evaluations to refine individual goals.
- Employee's education/certification accomplishments are listed on the Human Resources Report and employees are recognized during the monthly Board meetings. Accomplishments are also posted to the Hub.

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SMART Goal 7.3 - Recruit and retain employees.

- Resolution 2024-21 Amending Classification and Compensation Plans for FY 2024-2025.
- Resolution 2024-27 Amending Classification and Compensation Plan for FY 2024-2025.
- District established annual “Employee Ask” meetings to provide employees with a platform to voice their requests and suggestions. These meetings allow employees to propose changes, from workplace perks to significant adjustments such as pay increases and expanded benefits.

SMART Goal 7.4 - Ensure employee safety and wellness.

- Employees continue to complete required monthly job-related trainings.
- District established and maintains a Safety Resources Center on the Hub for employees.
- In addition to regular training, MSWD supervisors are required to take management safety training courses that teach advanced safety skills, such as documenting and recognizing safety issues before they occur.
- Wellness newsletters via email, paystub buck slips including health tips and wellness advice, and the establishment of a “Health and Wellness at MSWD” page on the hub to provide a variety of wellness resources.
- The District applied for and received a Health and Wellness Grant through ACWA/JPIA, underscoring the commitment to promoting employee well-being.
- In February 2025, MSWD rolled out a new Health and Wellness Challenge, encouraging employees to track their steps and aim for an average of 8,000 steps daily.
- Resolution 2024-02 Amending Resolution 2023-16 providing for the revisions to MSWD Personnel Rules and Regulations.
- Resolution 2024-18 Amending Resolution 2024-02 Revisions to MSWD Personnel Rules and Regulations.
- Resolution 2024-29 Amending the Codified MSWD Personnel Rules and Regulations Title 3 – Personnel.

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

- Human resources manager has an open door/email/phone policy for all employees. Anonymous reporting forms have also been put in place for employees to report any concerns confidentially.
- With input from employees, the District adopted a Workplace Violence Prevention program.

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- The District encourages supervisors to recognize employees for achievements in both personal and professional lives through internal email recognition/shout0outs, Board meeting recognition, and announcements posted on the Hub.
- In the Fall of 2024, MSWD purchased and rolled out online DEI training to all staff.

2025-2026 Goals and Objectives

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

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

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

SMART Goal 7.3 - Recruit and retain employees.

SMART Goal 7.4 - Ensure employee safety and wellness.

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

Operating Expenses

The FY 2026 operating expenses for the Human Resources Department are $771,720 as shown in **Table 31** below.

Table 31: Human Resources Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$339,492	$210,168
Employee Benefits	$74,136	$42,360
Fringe Benefits	$204,792	$119,400
Materials and Supplies	$2,496	$2,000
Outside Services	$119,112	$119,700
Dues and Subscriptions	$9,492	$2,500
Training and Conferences	$22,200	$25,000
Total Operating Expenses	**$771,720**	**$521,128**

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Innovation & Technology Department

Description of Services Provided

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

Staffing

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

Table 32: Innovation & Technology FTEs for FY 2026

Innovation & Technology Department	FY 2026 FTEs
Innovation & Technology Manager	1
Total	**1**

2024-2025 Accomplishments

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

- Secure funding through the SLCGP to be used to improve District cybersecurity to better protect customer data and resiliency of our operational systems.

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

- Advanced site security measures were added to the Wright Facility.
- Obtained a $245,250 cyber security grant to fortify MSWD online systems.

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

- Contract agreement renewal with Intelesys Communications Services for Information Technology Professional Services.
- Implement the cybersecurity projects outlines in SLCGP cybersecurity grant, awarded by CAL OES, that will improve network infrastructure, security controls, training/education, and the overall cybersecurity posture of the District.
- MSWD posted a Request for Proposal on February 24th, 2025 for the new ERP system and implementation services on OpenGov website.

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- Implemented new electronic forms using ArcGIS and Power Automate software that allow for a more streamlined customer experience in reporting water waste, applying for fire flow tests, requesting sewer/water information
- Fully implemented the ArcGIS and CityWorks GIS system work order management components.
- The District has created/revised forms on Laserfiche Forms to streamline workflows behind the scenes, eliminate paper waste, and speed up processing times.
- Award of Contract Agreement for the Complete Deployment of ArcGIS Enterprise, Utility Network, and CityWorks to Timmons Group.
- Award of Contract Agreement with Trimble for Work Order and Asset Management Software subscription and Support Services.

2025-2026 Goals and Objectives

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

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

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

Operating Expenses

The FY 2026 operating expenses for the Innovation & Technology Department are $1,065,328 as shown in **Table 43** below.

Table 33: Innovation & Technology Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$81,216	$108,648
Employee Benefits	$12,720	$18,540
Fringe Benefits	$46,512	$60,132
Materials and Supplies	$45,360	$15,000
Outside Services	$232,508	$1,240,372
Fixed Assets	$544,008	$394,644
Training and Conferences	$6,000	$8,000
Total Operating Expenses	**$1,065,328**	**$1,845,336**

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Public Affairs Department

Description of Services Provided

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

Staffing

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

Table 34: Public Affairs FTE Positions for FY 2026

Public Affairs Department	FY 2026 FTEs
Programs & Public Affairs Specialist	1
Total	**1**

2024-2025 Accomplishments

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

- MSWD Public Affairs created a monthly plan highlighting essential topics that should be shared, promoted, and advertised.
- MSWD has employed a variety of communication mediums including monthly customer newsletters, social media engagement, monthly informational bill inserts, and more.
- MSWD participates in a wide variety of community activities to communicate with and engage the community.
- Increased outreach and now provide newsletter updated to MLCC and Skyborne residents in their monthly newsletters. Also started sharing updates with carious community organizations, including Friends of the Library and DHS Women's Club.
- The first draft of the refined Communications Plan was created in April 2024 for FY 2025.
- Communicated through monthly customer newsletters, bill inserts, and social media channels.

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- Launched the “Because Water Quality Matters” campaign and centered the July 2024 CCR around the messaging.
- Created a water quality section on our website, including information on Chromium-6, PFAS, and other water quality issues.
- Held multiple public workshops directly related to Chromium-6. Advertised these on traditional and social media platforms and provided video recordings that are available on our website.
- The MSWD Strategic Plan was published on mswd.org.
- Provided digital copies of the Strategic Plan to employees , changed the performance evaluation, and changed the MVV posters around the MSWD offices.
- Released a news release, customer newsletter story, Desert Sun editorial, and advertorials in El Informador and Uken report announcing the adoption of the Strategic Plan. We also posted paid and unpaid social media on local sites.
- Continued Water 101 workshops and educated customers about the agency and its role.

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

- Participated in multiple school presentations and CV Water Counts Academy.
- MSWD has offered Water 101 to all Safety, Planning, and newly elected City Council after the elections, pending confirmation/calendaring.
- Monthly Water Talks were held during 2024
- Building on the Water 101 and Water Talk success, we are offering infrastructure tours in 2025.
- Customer service has been provided with water quality / Chromium-6 talking points and information.
- REAL Academy, Mission Creek Tours, Career Days, Calendar Contest, LivingWise Program, Summer Camp, Project WET Teach Training.
- The District has developed intern program that allows students from the DHS High School REAL Academy the opportunity to participate in 2-3 week internships at MSWD giving them real world experience in the water industry.
- The District has created a 3D modeling project with he REAL Academy that focuses on the aquifer and replenishment. The model was unveiled April 2024 in honor of Earth Day and is being displayed at the Cabot Museum. Students are working on a 2025 version that will be unveiled in April 2025.
- KidWind PSA Competition. MSWD assisted a student in 2024 in creating a 60-second PSA on water conservation. They are working on a 2025 PSA on Conservation as a Way of Life.

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

- New employees are taken on tours of the District that include visiting various facilities such as the Horton and Wright plants, well sites, and reservoir sites.

SMART Goal 1.4 - Cultivate positive community relations and partnerships with industry, media, and legislative contracts.

- The District continues to attend events and maintain relationships with various industry professionals from other water agencies and trade groups.
- Various media outlets are used for regular press releases.
- Federal Advocacy Services – Capri & Clay, Government Relations
- Acknowledge MSWD Legislative Platform for 2024-2025
- California Advocacy Services – CA Lobby
- Acknowledge MSWD Legislative Platform for 2025-2026
- Federal Advocacy Services – Capri & Clay, Government Relations

SMART Goal 2.1 - Ensure excellence in regulatory compliance.

- The District administered and expanded its rebate programs for high-efficiency toilets, clothes washers, and smart controllers that will contribute to achieving state-set conservation targets.
- “See Something, Say Something” leek campaign.
- BOR awarded a tentative grant in December 2024 to the IRWMP for the purpose of developing an Evaporative Cooler Maintenance and Replacement Program.
- The District continues to administer a turf rebate program that will contribute to achieving state-set conservation targets.
- MSWD has contacted the Living Desert, which is currently creating Butterfly habitat. They have expressed interest in incorporating this into our demonstration garden.

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

- The District is reviewing recent MWELO changes and will update requirements to include native plantings SPRING/SUMMER 2025.

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

- The District has an ongoing bill refresh campaign. A customer survey was sent out in the summer of 2024 and a new bill is being designed.
- In 2024, MSWD started providing a monthly customer newsletter; previously we provided quarterly newsletters.
- MSWD published an article in its newsletter in July 2024 highlighting passthrough fees.

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SMART Goal 7.3 - Recruit and retain employees.

- MSWD has partnered with the DHS High School REAL Academy for various intern positions throughout the District.
- MSWD participates with all three Coachella Valley School Districts to provide CTE specific teaching request.

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

- The creation of the MSWD Intranet in June 2024 – The Hub, a place for employees to find resources and information.
- The District actively participates in multiple on-site and community activities (e.g. LifeStream Blood Drives, DHS Holiday Parade, and various other community events).

2025-2026 Goals and Objectives

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

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

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

SMART Goal 1.4 - Cultivate positive community relations and partnerships with industry, media, and legislative contracts.

SMART Goal 2.1 - Ensure excellence in regulatory compliance.

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

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

SMART Goal 7.3 - Recruit and retain employees.

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

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Performance Measures

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

Table 35: Performance Measures for Public Affairs

Activity	2022	2023	2024
Toilet Rebates	23	15	24
Toilet Rebates ($)	$5,549	$2,400	$3,830
Turf Rebates	4	13	3
Turf Rebates	$6,812	$104,426	$4,449
Clothes Washer Rebates	-	-	12
Clothes Washer Rebates	-	-	$1,650
Smart Controller Rebates	-	-	10
Smart Controller Rebates	-	-	$7,054
Conservation Kits	126	35	65
Bottled Water Tracking (cases)	75	891	553

Operating Expenses

The FY 2026 operating expenses for the Public Affairs Department are $1,265,012 as shown in **Table 34** below.

Table 36: Public Affairs Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$269,928	$246,444
Employee Benefits	$41,304	$38,136
Fringe Benefits	$154,092	$134,544
Materials and Supplies	$196,500	$179,000
Outside Services	$555,488	$409,500
Dues and Subscriptions	$1,704	$97,700
Training and Conferences	$15,996	$16,000
Groundwater Management	$0	$16,000
Other Expenses	$30,000	$50,000
Total Operating Expenses	**$1,265,012**	**$1,187,324**

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Engineering Division

Engineering & Water Resources Department

Description of Services Provided

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

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

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

Staffing

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

Table 37: Engineering & Water Resources FTE Positions for FY 2026

Engineering & Water Resources Department	FY 2026 FTEs
Engineering Manager	1
Associate Engineer	1
Engineering Technician I/II	2
Construction Inspector	1
Administrative Assistant I/II	1
Total	**6**

2024-2025 Accomplishments

SMART Goal 2.1 - Ensure excellence in regulatory compliance.

- Award of On-Call General Engineering Services Contract Amendment 1 for Preparation of WSA/WSV for Project Viento Development.
- Acceptance of the WSA/WSV for the First Palm Springs Commerce Center.

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- Receive and File the Mission Creek Subbasin Annual Report for Water Year 2022-2023
- Receive and File the Mission Creek Subbasin Annual Report for Water Year 2023-2024

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

- Completion of the Well rehab of Well 34 to help with water production.
- Contract Amendments for Construction and Construction Support and Inspection Services for the Well 42 Project.
- Contract Amendment 1 with Layne Christensen and Capital Budget Augmentation for Site Work and Well Fitting for New Well 42.
- Completion of the conveyance line, contributes to the system reliability by directing wastewater flows to the regional plant, and shifting the burden from the Horton plant to allow for needed maintenance.
- Completion of the Regional Plant.

SMART Goal 2.3 - The Mission Springs Water District Groundwater Quality Protection Project is a comprehensive water resource management effort that eliminates known pollution sources; reclaims water to reduce demand on limited groundwater resources; protects underground storage capacity; and leverages multiple funding opportunities.

- Completion of the Supplemental Environmental Project contributes to the District's goal to remove legacy septic tanks, and connect properties to the sewer collection system. Supporting the District's efforts to protect the groundwater supply.

SMART Goal 3.2 - Control costs and manage debt responsibly.

- Award of Contract to TKE Engineering for Temporary Staff Augmentation.
- Entered into the PPA rather than a purchase for the solar project in the fall of 2024.

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

- Third Amendment to Contract with Ruhnau Clarke Architects for the design of the Critical Services Center/Administration Building.
- Execution of Lot Line Adjustment Application for the Critical Services Center.
- Park Lane improvements negotiation/review with the City in-progress. In addition, review of fire flow plan alternative options.
- Project location selected (Corp Yard) and design is almost completed. Meetings continue with City of DHS and Ruhnau Clarke Architects for finalization of plans.

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SMART Goal 4.2 - Update Existing Water and Wastewater Master Plans.

- MSWD has hired a new GIS employee and is transitioning to CityWorks, which will allow for a detailed system study.
- Resolution 2024-26 Authorizing the GM to sign and execute agreements and necessary supporting documents with the Army Corp of Engineers for the GWQPP.
- Award of Contract to Mission Consulting Services for Professional Engineering Services to Provide Water System and Wastewater System Model Maintenance and On Call Consulting Services.
- Award of Contracts to TKE Engineering for Area D-3 Waterline and Service Replacement Design Services.

SMART Goal 4.3 - Maintain and renew assets while facilitating strategic Capital improvements.

- Award of Contract to Canyon Springs Enterprises for Well 22 Rehabilitation and Capital Budget Augmentation.
- Award of Contract to MWH Constructors for CM and Inspection Services for Well 22 Rehabilitation.
- Contract Amendment 1 with Legend Pump and Well Service and Capital Budget Augmentation for Well 34 Rehabilitation.
- Approval of the Update of the Develop/Contractor Handbook & Guidelines for the Design and Construction of Water and Sewer Facilities.
- Public Water and Sewer Systems Construction Agreements and Water and Sewer Bonding Agreement for Tract No. 32030-3 Skyborne Village III.
- Public Water and Sewer Systems Construction Agreements for Tract 32030-3 Skyborne Village III.
- Award of Contract to MWH Constructors for CM and Inspection Services for Skyborne Village III – Lennar Homes.
- Public Water and Sewer, Lift Station and Force Main Systems Construction Agreements and Water and Sewer Bonding Agreement for Project Viento Development.
- Developer/Contractor Handbook & Guidelines for Design and Construction of Water and Sewer Facilities Revisions.
- Acceptance of Final Tract Map for Tract 38816 – Aventura Palms.
- Acceptance of Bill of Sale for Skyborne Village III Phase II Water and Sewer Infrastructure.
- Water line replacement from Hurricane Hilary: removed affected water lines and installed them deeper in the Mission Creek Channel to mitigate them from being impacted by future heavy rain events.

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

- Advanced site security measures added to the Wright Facility.
- Award of contract to Tri-Star Contracting for the Construction of the 13th Ave, Mission Lake Blvd, and Thomas Ave Tropical Storm Hilary Water Line Replacement Project.
- Acceptance of the 13th Ave, Mission Lakes Blvd, and Thomas Ave Tropical Storm Hilary Waterline Replacement Project.

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

- Contract agreements with TKE Engineering for On-Call Professional General Engineering Services.

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

- Contract Amendment 1 with tom Dodson & Associated for On-Call Environmental Consulting for the MSWD Solar Project.
- Public Hearing – Ordinance 2024-01 – Establishing Rules and Regulations for Sewer Service.
- Adoption and promotion of industrial pre-treatment standards to allow for lawful discharge within the sewer limits.

SMART Goal 5.3 - Embrace Green Building Standards

- Approval of the Update of the Develop/Contractor Handbook & Guidelines for the Design and Construction of Water and Sewer Facilities.
- Developer/Contractor Handbook & Guidelines for Design and Construction of Water and Sewer Facilities Revisions.

2025-2026 Goals and Objectives

SMART Goal 2.1 - Ensure excellence in regulatory compliance.

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

SMART Goal 2.3 - The Mission Springs Water District Groundwater Quality Protection Project is a comprehensive water resource management effort that eliminates known pollution sources; reclaims water to reduce demand on limited groundwater resources; protects underground storage capacity; and leverages multiple funding opportunities.

SMART Goal 3.2 - Control costs and manage debt responsibly.

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

SMART Goal 4.2 - Update Existing Water and Wastewater Master Plans.

SMART Goal 4.3 - Maintain and renew assets while facilitating strategic Capital improvements.

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

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

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

SMART Goal 5.3 - Embrace Green Building Standards

Operating Expenses

The FY 2026 operating expenses for the Engineering & Water Resources Department are $1,341,979 as shown in **Table 36** below.

Table 38: Engineering & Water Resources Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$337,992	$308,184
Employee Benefits	$70,752	$64,932
Fringe Benefits	$202,380	$176,412
Materials and Supplies	$10,900	$6,900
Outside Services	$624,455	$534,320
Engineering	$66,000	$66,000
Dues and Subscriptions	$4,500	$3,500
Training and Conferences	$10,000	$8,500
Other Expenses	$15,000	$15,000
Total Operating Expenses	**$1,341,979**	**$1,183,748**

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Finance Division

Finance & Accounting Department

Description of Services Provided

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

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

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

Staffing

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

Table 39: Finance & Accounting FTE Positions for FY 2026

Finance & Accounting Department	FY 2026 FTEs
Director of Finance	1
Accounting Manager	1
Accountant	2
Accounting Technician	1
Purchasing & Warehouse Specialist	1
Total	**6**

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2024-2025 Accomplishments

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

- Annual Report of Capacity Fees and Related Capital Expenditures.

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

- Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.

SMART Goal 3.2 - Control costs and manage debt responsibly.

- Resolutions 2024-01, 2024-04, and 2024-05 ~ Revised FY 2023/24 Operating and Capital Budget Appropriations Limit and Classification Plan.
- Resolution 2024-06 – Collection of sewer fees on tax roll.
- Resolution 2024-11 - Collection of water standby charges on tax roll.
- Resolution 2024-12 – Placing sewer standby fees on tax roll.
- Resolution 2024-13 – Addition of delinquent accounts on tax roll.
- Resolutions 2024-14, 2024-15, and 2024-16 – Adoption of Operating and Capital Budgets FY 2024-25, Appropriations Limit for FYE 6/20/25, and Employee Classification Plan.
- Resolutions 2024-02, 2024-04, and 2024-25 Revised 24/25 Operating and Capital Budget Appropriation Limit and Classification Plan.
- Resolution 2024-01 MSWD RWRF Installment Purchase Agreement Extension.
- Entered into PPA rather than purchase for the solar project in the fall of 2024.

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

- Awarded contract agreement to OpenGov for Budgeting, Planning, and Procurement software to increase transparency by allowing internal and external stakeholders visibility into the processes.
- Annual Report for Capacity Fees and Related Capital Expenditures.
- MSWD recipient of GFOA Distinguished Budget Award for FY 2024 and FY 2025.
- MSWD recipient of GFOA Certificate for Excellence in Financial Reporting FY 2023.

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

- Customer Service and Finance are reviewing the lien process and looking for ways to combine processing.

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2025-2026 Goals and Objectives

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

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

SMART Goal 3.2 - Control costs and manage debt responsibly.

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

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

Operating Expenses

The FY 2026 operating expenses for the Finance & Accounting Department are $816,540 as shown in **Table 38** below.

Table 40: Finance & Accounting Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$288,972	$249,876
Employee Benefits	$64,128	$60,312
Fringe Benefits	$174,840	$146,652
Outside Services	$63,000	$0
Audit	$139,200	$60,000
Long-Range Financial Plan	$84,000	$0
Training and Conferences	$14,400	$5,000
Other Expenses	($12,000)	($12,000)
Total Operating Expenses	**$816,540**	**$651,840**

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Customer Service Department

Description of Services Provided

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

Staffing

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

Table 41: Customer Service FTEs for FY 2026

Customer Service Department	FY 2026 FTEs
Customer Service Manager	1
Senior Customer Service Representative	1
Customer Service Representative I/II	2
Total	**4**

2024-2025 Accomplishments

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

- Customer Experience Enhancement Program
- MSWD conducted a bill redesign survey.

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

- Migrate to a new electronic check deposit service, saving staff time, increasing timeliness of deposits, and improving security.

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2025-2026 Goals and Objectives

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

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

Performance Measures

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

Table 42: Performance Measures for Customer Service

Activity	2022	2023	2024
Customer Service Calls	25,234	23,040	20,045
Customer Portal Registration	4,808	2,074	1,696
High Consumption Service Orders	124	75	9
Early Leak Identification through Neptune 360 Customer Portal	-	484	1
Auto-Dialer Calls to Customers	1,937	5,107	4,077
Door Hangers to Property	494	759	652
Calls to Make Payment Plans	378	1,171	767
Service Disconnections	286	656	826
LIHWAP Care Program ($)	$43,707	$90,326	55,121
United Way Customer Bill Assistance Program	125	130	49
United Way Customer Bill Assistance Program ($)	$12,500	$13,000	$4,900
Payment Plans	286	147	137
Payment Plans ($)	$106,830	$54,158	$71,307

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Operating Expenses

The FY 2026 operating expenses for the Customer Service Department are $1,996,116 as shown in **Table 41** below.

Table 43: Customer Service Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$722,076	$689,472
Employee Benefits	$202,932	$190,584
Fringe Benefits	$458,004	$416,088
Materials and Supplies	$5,000	$5,000
Outside Services	$225,700	$267,300
Fixed Assets	$350,004	$350,000
Dues and Subscriptions	$0	$100
Training and Conferences	$15,000	$15,000
Other Expenses	$17,400	$16,800
Total Operating Expenses	**$1,996,116**	**$1,950,344**



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Operations & Maintenance Division

Operations Administration Department

Description of Services Provided

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

Staffing

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

Table 44: Operations Administration FTE Positions for FY 2026

Operations Administration Department	FY 2026 FTEs
Director of Operations	1
Water Production Superintendent	1
Administrative Assistant I/II	1
Total	**3**



Construction & Maintenance Department

Description of Services Provided

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

Staffing

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

Table 45: Construction & Maintenance FTE Positions for FY 2026

Construction & Maintenance Department	FY 2026 FTEs
Construction & Maintenance Supervisor	1
Lead Facilities Maintenance Worker	1
Lead Field Operations Technician	2
Field Operations Technician I/II	7
Total	**11**

2024-2025 Accomplishments

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

- Completion of the Regional Plant.

SMART Goal 3.2 - Control costs and manage debt responsibly.

- Replacement of production meters at well sites.
- Resolution 2024-25: Authorization of Designated District Positions to Apply for Federal Disaster Aid on Behalf of the District.
- Enter into the PPA rather than the purchase for the solar project in the fall of 2024.
- Contract Agreement with Premier Property Preservation for Annual Janitorial Services for FY 2024-2025

SMART Goal 4.2 - Update Existing Water and Wastewater Master Plans.

- MSWD has hired a new GIS employee and is transitioning to CityWorks, which will allow for a detailed system study.

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

- Contract Amendment 2 with Kyle Groundwater to develop a Well Rehabilitation Prioritization Program.

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- Authorization for Purchase of Booster Pump Control Valves for the Terrace Booster Station.
- Approve Change Order 1 with L.O. Lynch Quality Wells & Pumps for On-Call Well and Booster Maintenance and Repair Services.
- First Amendment to Contract Agreement with B-81 Paving for Pavement Repairs for Water and Sewer Projects for 2024-2025.

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

- Advanced site security measures were added to the Wright Facility.
- Upgraded network infrastructure between remote sites for more reliable, secure, and high-bandwidth data transmission, thereby allowing improved video surveillance and monitoring.

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

- Resolution 2024-23 Power Purchase Agreement with Staten Solar.
- Resolution 2024-23 Power Purchase Agreement with Trident Mission Springs.
- Resolution 2024-23: Agreement to enter into a power purchase agreement that would install solar photovoltaic systems at seven MSWD sites. Will generate approximately 4 MW of power and 9,000,000 kWh of renewable energy annually.
- Award if Contract to Kenwood Energy for Professional Services to Provide CM Services for the Power Purchase Agreement.

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

- Fully implemented the ArcGIS and CityWorks GIS system work order management components.
- Award of Professional Services Agreement for GeoViewer Software and Support Services for the MSWD to Nobel Systems.

2025-2026 Goals and Objectives

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

SMART Goal 3.2 - Control costs and manage debt responsibly.

SMART Goal 4.2 - Update Existing Water and Wastewater Master Plans.

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

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

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

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

Performance Measures

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

Table 46: Performance Measures for Construction & Maintenance

Activity	2022	2023	2024
Water Line Location Requests	4,234	5,812	4,532
Service Lines Replaced	160	191	123
Service Line Leaks Repaired	202	173	127
Main Line Leaks Repaired	55	76	56
Fire Hydrants Repaired/Replaced	0	16	23
Water System Valves Exercised	1,818	2,436	1,756
Fire Hydrants Flushed, Maintained, & Painted	792	966	891
Air/Vacuum Valves Inspected/Rebuilt	4	194	214
Cla-Val Inspected	0	12	2
Blow-Offs Flushed	284	294	355
CMMS Work Orders Processed	425	616	362
New Water Meter & Service Line Installation	155	146	111
Fire Flow Testing	129	126	108

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Operating Expenses

The FY 2026 operating expenses for the Construction & Maintenance Department are $890,496 as shown in **Table 47** below.

Table 47: Construction & Maintenance Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$40,032	$37,176
Employee Benefits	$6,912	$6,480
Fringe Benefits	$23,244	$20,640
Materials and Supplies	$376,500	$398,500
Outside Services	$443,808	$413,100
Total Operating Expenses	**$890,496**	**$875,896**



Field Services Department

Description of Services Provided

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

Staffing

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

Table 48: Field Services FTE Positions for FY 2026

Field Services Department	FY 2026 FTEs
Lead Field Services Technician	1
Field Service Representative II - Backflow Specialist	1
Field Services Representative I/II	2
Total	**4**

2024-2025 Accomplishments

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

- Implemented an AMI infrastructure and Neptune 360 customer portal to provide customer access to bills and leak alerts.
- Leveraged the AMI infrastructure and Neptune 360 to investigate high consumption, identify water wasters, and detect leaks.
- Successfully reached out to customers with delinquent bills to provide assistance and repayment options to avoid disconnection.

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

- Reorganized and streamlined the Annual Backflow Program by routes making it more efficient.
- Continued to implement the meter box change-out program.
- Completed the annual maintenance and network audit for the AMI gateway antennas at eight locations.

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- Completed the update of the District's Cross-Connection Prevention Program to comply with the Cross-Connection Control Prevention Handbook (CCCPH).

2025-2026 Goals and Objectives

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

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

SMART Goal 5.3 – Embrace Green Building Standards.

Operating Expenses

The FY 2026 operating expenses for the Field Services Department are $1,315,965 as shown in **Table 49** below.

Table 49: Field Services Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$297,468	$278,700
Employee Benefits	$72,024	$67,092
Fringe Benefits	$182,940	$163,500
Materials and Supplies	$150,468	$80,240
Outside Services	$526,896	$444,336
Utilities	$70,469	$0
Training and Conferences	$15,700	$11,300
Total Operating Expenses	**$1,315,965**	**$1,110,539**





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Water Production Department

Description of Services Provided

Water Production is responsible for water treatment, storage, production, pumping, and distribution systems. Responsibilities include maintenance of the water production system including: 13 wells, 24 storage tanks, and 12 booster stations. Water Production also provides customers with high quality potable water. The distribution system requires a team effort of daily operation and regular maintenance to ensure a reliable and consistent water supply. Water Operations maintains and replaces: service lines, valves, and fire hydrants. This also includes meter readers which read approximately 14,231 meters per month using manual and automated meter reading technology.

Staffing

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

Table 50: Water Production FTE Positions for FY 2026

Water Production Department	FY 2026 FTEs
Water Production Supervisor	1
Water Production Operator I/II	3
Total	**4**

2024-2025 Accomplishments

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Collected 780 monthly routine bacteriological samples, 216 general physical samples, and 12 uranium samples for the wells and water distribution systems.
- Continued to submit the Monthly Coliform Monitoring Report to the SWRCB in a timely manner.
- Continued to conduct routine chlorine pump maintenance and inspections at 13 well sites, making necessary adjustments to all chlorine pumps and/or their related equipment, ensuring proper operation, and repairing/rebuilding as needed.
- Continued checking and documenting 2,721 chlorine residuals at all well sites and 1,083 chlorine residuals throughout the water distribution systems.
- Continued to collect monthly groundwater levels for 13 production wells and nine monitoring wells.
- Continued to conduct monthly overflow maintenance and roof inspections for 24 reservoirs.

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

- Replaced all the drain-to-waste screens with “duck bills” in the two water systems in the ID-E area.
- Cleaned and replaced the contacts at the 19th Avenue Boosters.
- Staff pulled, repaired, and replaced the motor on Well 24.
- Staff replaced the damaged Valley View B1 Motor.
- Staff replaced the water cooling lines on the Overhill and Valley View Boosters with stainless steel tubing and fittings.
- Due to a high wind event, staff found a fallen tree at Well 22. The remaining trees were cut down by staff.
- Completed rehabilitation of Terrace Booster 1, 3, and 4.
- Staff completed improvements to the Well 29 Chlorine Room. These improvements allow for greater automation of chlorine monitoring and dosing. Staff replaced the DPD and sample cell.
- Replaced the MCC components at the Low Northridge Booster Station for both pumps.
- Replaced the production meter at Well 25 and Well 26A with a MAG-meter that supports greater data communication into the SCADA system.
- Staff installed a sonar-based, automatic, real-time well sounder in Well 29 that logs groundwater level data directly to SCADA.
- Staff completed water sampling for data requested as part of the Salt and Nutrient Management Plan.
- Replaced the bypass contactor and damaged fan at Well 32.
- Replaced the IXP filter bags at Well 26A.
- Replaced the generator transfer switch at Well 31.
- Completed the Well 33 chlorine upgrades allowing greater automation of chlorine monitoring and dosing.
- Completed the Well 27/31, Valley View, and Overhill (PLC) Programmable Logic Controller upgrades improving communication between sites and the booster pump control.

2025-2026 Goals and Objectives

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

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

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Performance Measures

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

Table 51: Performance Measures for Water Production

Activity	2022	2023	2024
Bacteriological Samples Collected	639	774	780
General Physical Samples Collected	71	177	216
Sodium Hypochlorite Usage (gallons)	-	18,602	20,516
Chlorine Residuals at Well Sites	-	2,442	2,721
Chlorine Residuals at Distribution System	-	1,188	1,083
Well Soundings	264	264	264
New Service Connections	158	170	98
Water Production (AF)	7,972	7,253	8,104

Operating Expenses

The FY 2026 operating expenses for the Water Production Department are $7,400,584 as shown in **Table 52** below.

Table 52: Water Production Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$1,641,972	$1,454,148
Employee Benefits	$340,116	$297,924
Fringe Benefits	$830,904	$703,296
Materials and Supplies	$1,397,124	$1,545,200
Outside Services	$873,068	$956,255
Groundwater Replenishment Fees	($196,800)	($164,652)
Utilities	$2,362,196	$2,191,275
Fixed Assets	$96,996	$152,000
Standby Reports	$18,000	$13,300
Training and Conferences	$37,008	$37,000
Total Operating Expenses	**$7,400,584**	**$7,185,746**

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Wastewater Collections Department

Description of Service Provided

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

Staffing

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

Table 53: Wastewater Collections FTE Positions for FY 2026

Wastewater Collections Department	FY 2026 FTEs
Lead Collections System Operator	0
Collections System Operator I/II	2
Total	**2**

2024-2025 Accomplishments

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Completed 229 inspections totaling 88,704 feet of sewer line using CCTV equipment.
- Completed cleaning 10 feet of the sewer mainline.

SMART Goal 2.3 – Continue to implement the MSWD Groundwater Quality Protection Program, which is a comprehensive water resource management effort that eliminates known pollution sources; reclaims water to reduce demand on limited groundwater resources; protects underground storage capacity; and leverages multiple funding opportunities.

- Consistently operated the system with only two Sanitary Sewer Overflows.
- Conducted daily site visits at the Dos Palmas Lift Station checking for proper pump operation, ensuring SCADA is working properly, and checking site security.
- Completed replacement of a damaged check valve for Pump 2 at the lift station.
- Completed 4,491 sewer line location requests using iPads and the GeoViewer Mobile application.

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2025-2026 Goals and Objectives

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

SMART Goal 2.3 – Continue to implement the MSWD Groundwater Quality Protection Program, which is a comprehensive water resource management effort that eliminates known pollution sources; reclaims water to reduce demand on limited groundwater resources; protects underground storage capacity; and leverages multiple funding opportunities.

Performance Measures

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

Table 54: Performance Measures for Wastewater Collections

Activity	2022	2023	2024
Sanitary Sewer Overflows	0	0	2
Sewer Line Location Requests	4,205	5,669	4,491
Sanitary Sewer CCTV Inspections	-	79	229
Sanitary Sewer CCTV Inspections (feet)	22,279	88,704	63,144
Sanitary Sewer Cleaned (feet)	357,174	433,176	10

Operating Expenses

The FY 2026 operating expenses for the Wastewater Collections Department are $562,956 as shown in **Table 55** below.

Table 55: Wastewater Collections Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$181,644	$181,224
Employee Benefits	$43,572	$43,980
Fringe Benefits	$103,932	$99,732
Materials and Supplies	$49,800	$48,800
Outside Services	$184,008	$212,500
Total Operating Expenses	**$562,956**	**$586,236**

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Wastewater Treatment & Disposal Department

Description of Service Provided

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

Staffing

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

Table 56: Wastewater Treatment & Disposal FTE Positions for FY 2026

Wastewater Treatment & Disposal Department	FY 2026 FTEs
Chief Plant Operator	1
WWTP Supervisor	1
WWTP Operator I/II	5
Total	**7**

2024-2025 Accomplishments

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

- Performed 7,031 hours of routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest WWTPs.
- Performed 1,541 hours of operation for the sludge belt filter press and removed 194 trailers of sludge from the Horton WWTP, Desert Crest WWTP, and Wright RWRF.
- Collected 499 samples and performed 1,090 hours of laboratory duties and analysis for process control and regulatory reporting purposes.

SMART Goal 2.3 – Continue to implement the MSWD Groundwater Quality Protection Program, which is a comprehensive water resource management effort that eliminates known pollution sources; reclaims water to reduce demand on limited groundwater resources; protects underground storage capacity; and leverages multiple funding opportunities.

- Continued removal of rags and debris from the headworks and RAS pumps.
- Completed replacement of a failed gearbox speed reducer on Clarifier 3.
- Completed installation of two new baffles on the center well of Clarifier 3.
- Completed replacement of the motors for RAS pumps 3 and 4.
- Completed repair of the coupler between the motor and reducer on Clarifier 4.

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- Completed a confined space entry to inspect the vortex grit removal unit for the Horton WWTP.
- Completed replacement of the auger brush at the headworks and replaces the spider couplings in aerators 8 through 11 on aeration tanks 4 and 5.
- Completed replacement of the rubber sweeps on Clarifiers 4 and 5.
- Completed replacement of the lower belt press due to a tear in the seam.
- Continued to perform monthly groundwater sampling and well sounding at the monitoring wells.
- Cleaned and rehabilitated 75 ponds.
- Continued to implement the Weekly Wastewater Training Program to provide all operators with consistent knowledge and a better understanding of processes, including operating equipment in a more proficient manner.
- Initiated training on various equipment throughout the Nancy Wright RWRF.

2025-2026 Goals and Objectives

SMART Goal 2.1 – Ensure excellence in regulatory compliance.

SMART Goal 2.3 – Continue to implement the MSWD Groundwater Quality Protection Program, which is a comprehensive water resource management effort that eliminates known pollution sources; reclaims water to reduce demand on limited groundwater resources; protects underground storage capacity; and leverages multiple funding opportunities.



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Performance Measures

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

Table 57: Performance Measures for Wastewater Treatment & Disposal

Activity	2022	2023	2024
Plant & Equipment Maintenance (hours)	5,082	5,422	7,031
Sludge Belt Filter Press (hours)	2,138	1,910	1,541
Trailer of Sludge Removed	192	192	194
Samples Collected	485	552	499
Laboratory Duties (hours)	728	849	1,090
Ponds Cleaned & Rehabilitated	77	83	75
New Sanitary Service Connections	142	156	66
Horton Flow (MGD)	23.93	23.86	24.60
Desert Crest Flow (MGD)	0.52	0.53	0.52

Operating Expenses

The FY 2026 operating expenses for the Wastewater Treatment & Disposal Department are $3,584,084 as shown in **Table 58** below.

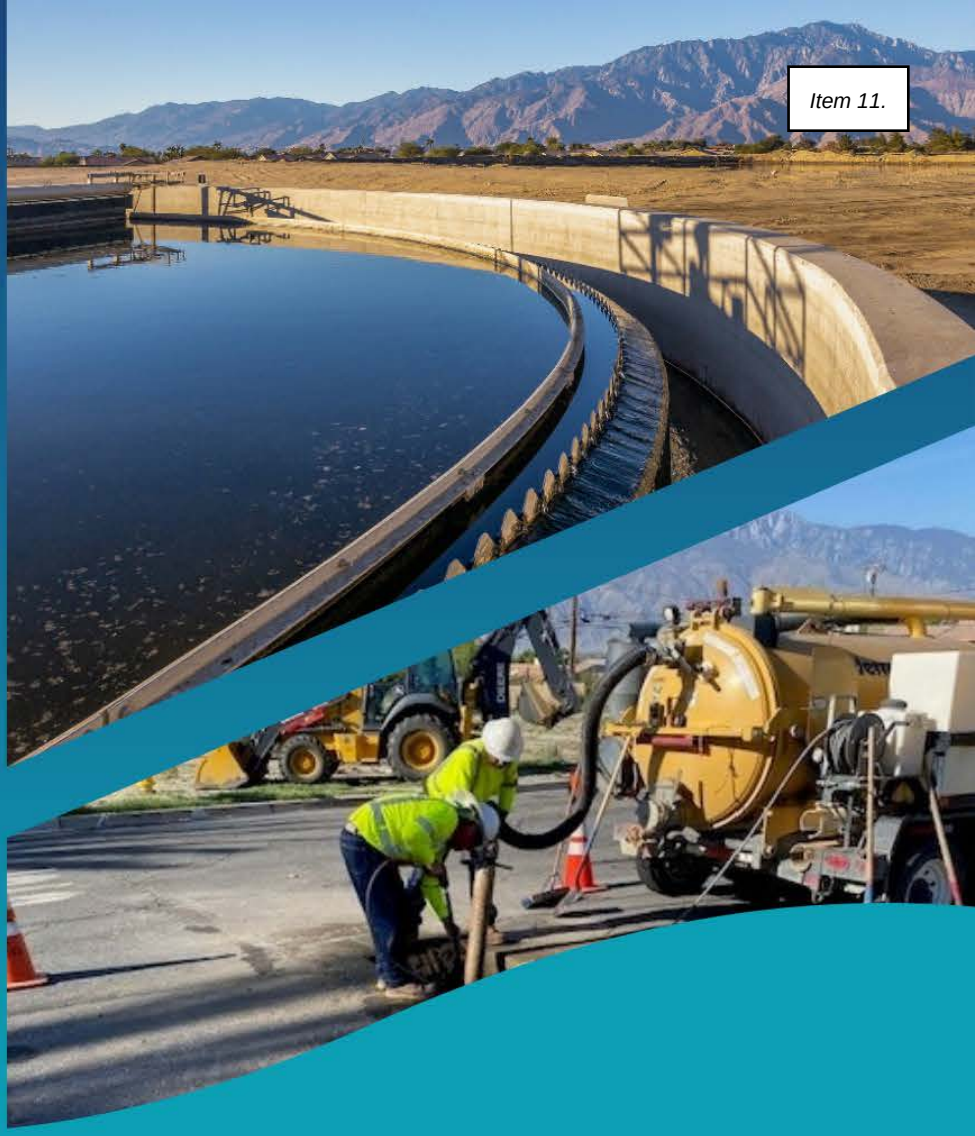
Table 58: Wastewater Treatment & Disposal Operating Expenses by Fiscal Year

Operating Expenses	FY 2026	FY 2025
Salaries and Wages	$1,088,640	$1,011,540
Employee Benefits	$175,752	$168,084
Fringe Benefits	$478,920	$429,228
Materials and Supplies	$259,092	$258,600
Outside Services	$906,504	$816,963
Utilities	$637,668	$591,529
Fixed Assets	$20,004	$32,000
Standby Reports	$5,000	$3,000
Dues and Subscriptions	$3,000	$2,850
Training and Conferences	$9,504	$9,500
Total Operating Expenses	**$3,584,084**	**$3,323,294**

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APPENDICES

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APPENDICES

Appendix A – List of Acronyms

ACWA – Association of California Water Agencies

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

AMI – Advanced Metering Infrastructure

CCTV – Closed Circuit Television

CIP – Capital Improvement Program

COP – Certificate of Participation

CMMS – Computerized Maintenance Management System

CSDA – California Special Districts Association

CVRWMG – Coachella Valley Regional Water Management Group

CVWD – Coachella Valley Water District

DAC – Disadvantaged Community

DWA – Desert Water Agency

DWR – Department of Water Resources

EIR – Environmental Impact Report

EOC – Emergency Operations Center

FEMA – Federal Emergency Management Agency

FOG – Fats, Oils, Grease

FTE – Full-Time Equivalent (number of employees)

FY – Fiscal Year

GAAP – Generally Accepted Accounting Principles

GASB – Government Accounting Standards Board

GFOA – Government Finance Officers Association

GIS – Geographic Information System

GM – General Manager

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GPM – Gallons Per Minute

GPS – Global Positioning System

GQPP – Groundwater Quality Protection Program

GSA – Groundwater Sustainability Agency

HMP – Hazard Mitigation Plan

IRWM – Integrated Regional Water Management

IT – Innovation and Technology

MCL – Maximum Contaminant Level

MGD – Million Gallons Per Day

MSWD – Mission Springs Water District

SCADA – Supervisory Control and Data Acquisition

SCE – Southern California Edison

SGMA – Sustainable Groundwater Management Act

SNMP – Salt and Nutrient Management Plan

SRF – State Revolving Fund

SWOT – Strength, Weakness, Opportunity, Threat

SWRCB – State Water Resources Control Board

TDS – Total Dissolved Solids

USGS – United State Geological Survey

UWMP – Urban Water Management Plan

WDR – Waste Discharge Requirements

WWTP – Wastewater Treatment Plant

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Appendix B – Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

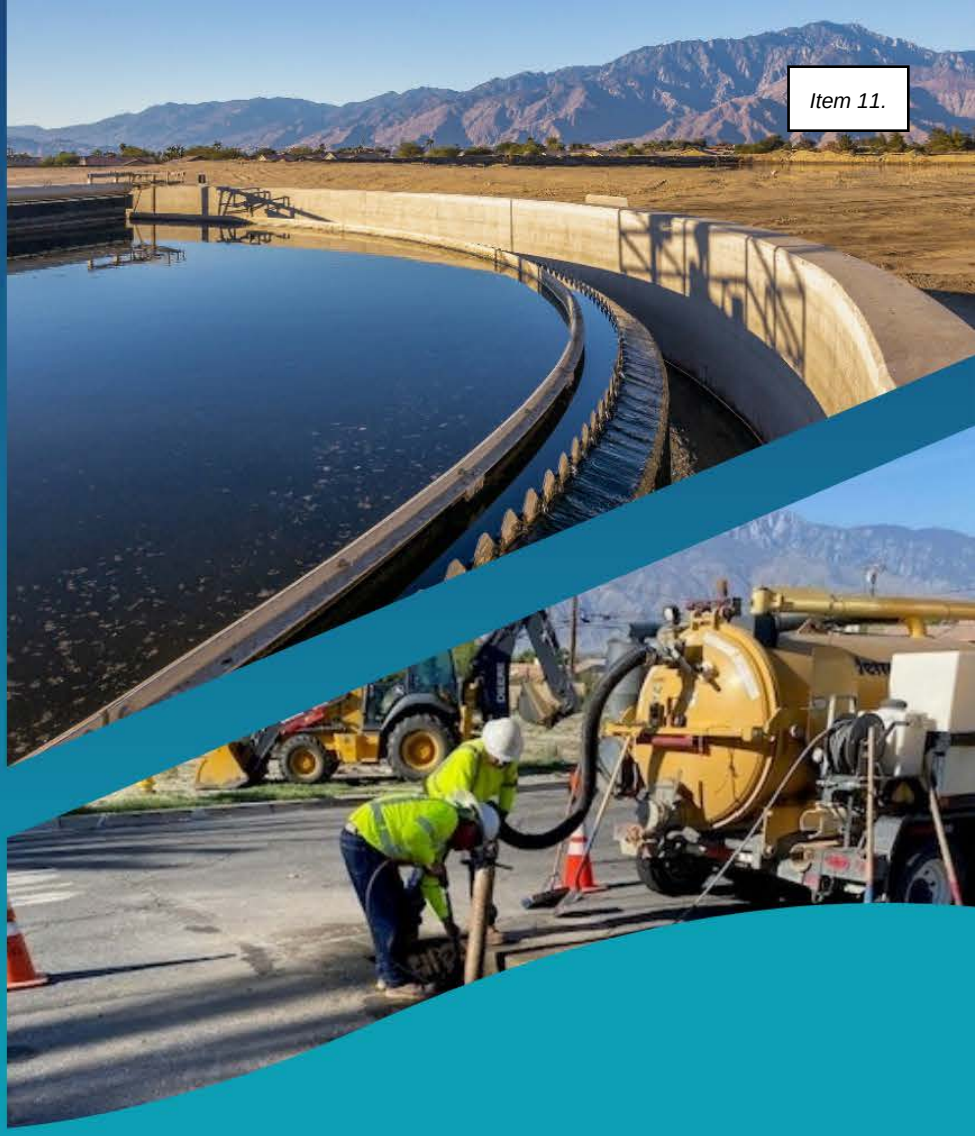
Resolution – An order of a legislative body requiring less formality than an ordinance or statute.

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

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MSWD
Mission Springs Water District





Mission Springs Water District
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Mission Springs Water District
Revised Capital Budget and Continuing Appropriations
2026

DESCRIPTION	JOB #	Original As of 7/1/25 Budget	Interim Additions/ Transfers	Continuing Appropriations from 2024/2025 Budget	Projects expected to close by 6/30/25	Projects proposed to be added to 2025/2026 Budget	Final Capital and Continuing Appropriations 2025/2026	Funds Expended Through 5/20/2025	Fund in 2025/ 2026	Fund in 2026/ 2027	Fund in 2027/ 2028	Fund in 2028/ 2029	Fund in 2029/ 2030	Fund in 2030/ 2034
			+/-	=	-	+	=							
Sewer line Encasement I-10 Crossing @ Indian	10371	251,972	-	251,972	(251,972)	-	-	251,972	-	-	-	-	-	-
Well Site - Worsley Rd North - 27 Acres	10693	39,326		39,326	-	-	39,326	39,326	-	-	-	-	-	-
Well Site - Worsley - Env/Eng	10702	2,405		2,405	-	-	2,405	2,405	-	-	-	-	-	-
Prelim Des/Eng Horton WWTP Exp #5	10969	171,703	-	171,703	(171,703)	-	-	171,703	-	-	-	-	-	-
Final Design Horton WWTP Exp #5	11032	940,340	-	940,340	(940,340)	-	-	940,340	-	-	-	-	-	-
Well #38 Design & Environmental	11076	375,000	-	375,000	-	-	375,000	366,443	8,557	-	-	-	-	-
Horton WWTP Expansion #5	11087	13,404,000	-	13,404,000	-	-	13,404,000	152,616	-	-	-	-	-	13,251,384
EIR Horton WWTP Expansion #5	11088	71,416	-	71,416	-	-	71,416	71,416	-	-	-	-	-	-
Well # 42 (near to existing well # 22)	11147	5,207,000	-	5,207,000	-	-	5,207,000	3,511,624	1,475,000	220,376	-	-	-	-
1530 ZONE Redbud tank #2 Land and Const	11159	80,000	-	80,000	-	-	80,000	70,708	-	9,292	-	-	-	-
I-10 & Indian Sewer Collection System	11205	652,000	-	652,000	-	-	652,000	594,668	-	57,332	-	-	-	-
Regional Wastewater Treatment Plant	11424	55,049,300	-	55,049,300	-	-	55,049,300	52,238,925	2,810,375	-	-	-	-	-
Area M-2 (AD #15)	11425	11,450,000	-	11,450,000	-	-	11,450,000	743,322	8,000,000	2,706,678	-	-	-	-
Conveyance line from LS to RWWTP	11426	8,438,932	-	8,438,932	-	-	8,438,932	7,605,796	833,136	-	-	-	-	-
Chromium 6 Compliance Study	11451	200,000	-	200,000	-	710,000	910,000	140,643	314,357	455,000	-	-	-	-
HWWTP Infl. Pup Station Odor Control	11456	730,000	-	730,000	(730,000)	-	-	647,970	-	-	-	-	-	-
Well 29 Chromium 6 Treatment design	11460	200,000	-	200,000	-	-	200,000	-	-	200,000	-	-	-	-
Area J-2	11472	300,000	-	300,000	-	-	300,000	293,854	6,146	-	-	-	-	-
HWWTP ASU Demolition	11556	167,275	-	167,275	-	-	167,275	45,077	-	122,198	-	-	-	-
HWWTP Percolation Ponds (2)	11557	380,000	-	380,000	-	-	380,000	350,214	29,786	-	-	-	-	-
Designing & Engineering Areas H & I	11566	460,000	-	460,000	-	-	460,000	336,321	123,679	-	-	-	-	-
Block Wall at Corp Yard and Wastewater Facility	11598	155,000	-	155,000	-	-	155,000	1,452	-	153,548	-	-	-	-
Block Wall/Fence at Terrace Reservoir	11599	226,288	-	226,288	-	-	226,288	25,948	-	200,340	-	-	-	-
Modular Enclosure-Chlorine Equipment/Well Sites	11601	124,180	-	124,180	-	-	124,180	88,417	35,763	-	-	-	-	-
Pavement repairs - corp yard	11604	345,575	-	345,575	-	-	345,575	43,757	50,000	251,818	-	-	-	-
Terrace Reservoir No. 1	11607	2,754,343	-	2,754,343	-	-	2,754,343	30,668	2,723,675	-	-	-	-	-
Terrace Reservoir No. 2	11608	2,814,461	-	2,814,461	-	-	2,814,461	32,375	2,782,086	-	-	-	-	-
Terrace Reservoir No. 3	11609	2,361,363	-	2,361,363	-	-	2,361,363	30,883	2,330,480	-	-	-	-	-
Vista Reservoir Rehabilitation	11610	975,427	-	975,427	-	-	975,427	127,028	848,399	-	-	-	-	-
Well Rehabilitation Program - Well 22	11611	1,560,000	-	1,560,000	-	-	1,560,000	777,093	782,907	-	-	-	-	-
HWWTP Above Ground Piping & Appurtenance Rehab	11613	150,000	-	150,000	-	-	150,000	344	25,000	124,656	-	-	-	-
HWWTP SCADA Upgrades	11617	129,008	-	129,008	-	-	129,008	40,080	25,000	63,928	-	-	-	-
Design & Engineering for Areas A & G	11618	1,600,000	-	1,600,000	-	-	1,600,000	583,497	1,016,503	-	-	-	-	-
Admin Building	11621	33,300,000	-	33,300,000	-	6,700,000	40,000,000	2,092,857	15,000,000	22,907,143	-	-	-	-
2020 Water CIP Pipeline Replacement	11622	2,264,975	-	2,264,975	-	-	2,264,975	275,189	250,000	1,739,786	-	-	-	-
Sewer System Collections	11657	750,000	-	750,000	-	-	750,000	561,008	188,992	-	-	-	-	-
Well and Reservoir Sites Security Cameras	11665	225,075	-	225,075	-	-	225,075	2,367	50,000	172,708	-	-	-	-
Emergency Backup Generator Well 27/31	11666	411,002	-	411,002	-	-	411,002	21,860	389,142	-	-	-	-	-
Emergency Backup Generator Well 32	11667	300,331	-	300,331	-	-	300,331	21,767	278,564	-	-	-	-	-
Emergency Backup Generator Well 37	11668	300,331	-	300,331	-	-	300,331	21,804	278,527	-	-	-	-	-
Filtration for HWWTP	11689	1,500,000	-	1,500,000	-	-	1,500,000	109,751	-	1,390,249	-	-	-	-
GQPP Area D3-1 Sewer	11693	2,334,765	-	2,334,765	-	-	2,334,765	74,690	2,260,075	-	-	-	-	-
Reservoir Rehabilitation Program Design FY 2022	11719	120,000	-	120,000	-	-	120,000	-	120,000	-	-	-	-	-
Well Rehabilitation Program Design FY 2022	11720	120,000	-	120,000	-	-	120,000	68,918	51,082	-	-	-	-	-
Supplemental Evironmental Project	11732	550,000	-	550,000	(550,000)	-	-	-	-	-	-	-	-	-
Administration Office Repairs (Drywall and Painting)	11733	135,000	-	135,000		-	135,000	35,339	99,661	-	-	-	-	-
Pierson Boulevard Slurry Seal Project	11737	183,000	-	183,000	-	-	183,000	-	183,000	-	-	-	-	-
Riverside Co. Mountain View Resurfacing Project	11738	33,000	-	33,000	-	-	33,000	-	33,000	-	-	-	-	-
Well 35 Equipment Installation	11741	3,055,990	-	3,055,990	-	-	3,055,990	34,487	3,021,503	-	-	-	-	-
Well 34 Rehabilitation	11742	794,000	-	794,000	-	20,000	814,000	809,871	4,129	-	-	-	-	-
Well 34/35 Intertie	11743	1,100,000	-	1,100,000	-	-	1,100,000	4,917	1,095,083	-	-	-	-	-
19th - 20th Ave & Little Morongo Roadway Project	11769	2,509,000	-	2,509,000	-	-	2,509,000	195,228	2,313,772	-	-	-	-	-
Energy Conservation and Efficiency Plan	11776	555,000	-	555,000	-	-	555,000	196,706	358,294	-	-	-	-	-
John Deere 3032E Compact Utility Tractor	11787	32,000	-	32,000	(32,000)	-	-	30,405	-	-	-	-	-	-
Muffin Monster 6-inch Inline Grinder	11788	17,100	-	17,100	(17,100)	-	-	16,197	-	-	-	-	-	-
New Wachs ERV-750 Valve machine	11789	42,000	-	42,000	-	-	42,000	-	42,000	-	-	-	-	-
ERP System Replacements	11791	1,710,000	-	1,710,000	-	-	1,710,000	2,213	750,000	957,787	-	-	-	-
Hurricane Hilary - 13th Avenue	11809	210,000	-	210,000	-	10,000	220,000	216,975	3,025	-	-	-	-	-
Hurricane Hilary - Thomas	11810	270,000	-	270,000	-	15,000	285,000	282,630	2,370	-	-	-	-	-
Hurricane Hilary - Indian Canyon	11811	230,000	-	230,000	-	-	230,000	17,740	212,260	-	-	-	-	-
Hurricane Hilary - Little Morongo Rd	11812	30,000	-	30,000	-	-	30,000	-	30,000	-	-	-	-	-
Hurricane Hilary - Mission Lakes	11813	495,000	-	495,000	-	25,000	520,000	516,050	3,950	-	-	-	-	-

Mission Springs Water District
Revised Capital Budget and Continuing Appropriations
2026

DESCRIPTION	JOB #	Original As of 7/1/25 Budget	Interim Additions/ Transfers	Continuing Appropriations from 2024/2025 Budget	Projects expected to close by 6/30/25	Projects proposed to be added to 2025/2026 Budget	Final Capital and Continuing Appropriations 2025/2026	Funds Expended Through 5/20/2025	Fund in 2025/ 2026	Fund in 2026/ 2027	Fund in 2027/ 2028	Fund in 2028/ 2029	Fund in 2029/ 2030	Fund in 2030/ 2034
			+/-	=	-	+	=							
GEHL TH842 Telehandler	11829	177,817	-	177,817	(177,817)	-	-	177,317	-	-	-	-	-	-
Case 570N EP Skip Loader	11830	124,500	-	124,500	(124,500)	-	-	124,309	-	-	-	-	-	-
John Deere Gator TE Model (1 of 2)	11831	16,000	-	16,000	(16,000)	-	-	15,373	-	-	-	-	-	-
John Deere Gator TE Model (2 of 2)	11832	16,000	-	16,000	(16,000)	-	-	15,373	-	-	-	-	-	-
GIS ESRI - SBITA	11837	253,514	-	253,514	-	-	253,514	159,263	94,251	-	-	-	-	-
GIS Cityworks - SBITA	11838	399,790	-	399,790	-	153,062	552,852	97,013	153,062	302,777	-	-	-	-
John Deere JD210P Skip Loader	11839	157,300	-	157,300	(157,300)	-	-	133,726	-	-	-	-	-	-
Vacuum Excavator	11840	143,000	-	143,000	-	-	143,000	-	143,000	-	-	-	-	-
Wachs ERV-750 Valve Machine	11841	45,000	-	45,000	(45,000)	-	-	44,420	-	-	-	-	-	-
Walk Behind Trencher	11842	12,100	-	12,100	-	-	12,100	-	12,100	-	-	-	-	-
Axle Weighing System	11843	15,070	-	15,070	-	-	15,070	-	15,070	-	-	-	-	-
Belt Press Horizontal Screw Replacement	11844	22,775	-	22,775	(22,775)	-	-	19,288	-	-	-	-	-	-
Headworks Grit Classifier Screw Replacement	11845	96,076	-	96,076	-	-	96,076	-	96,076	-	-	-	-	-
Horton Aviligon Camera System	11846	71,886	-	71,886	-	-	71,886	-	71,886	-	-	-	-	-
JWC Auger Replacement	11847	28,898	-	28,898	-	-	28,898	-	28,898	-	-	-	-	-
Odor Control Grease Filter	11848	17,000	-	17,000	-	-	17,000	-	17,000	-	-	-	-	-
PSC - WPSV Intertie	11849	358,010	-	358,010	-	932,991	1,291,001	-	1,291,001	-	-	-	-	-
Water Line Replacement in Easements	11850	62,000,000	-	62,000,000	-	-	62,000,000	-	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	52,000,000
Chlorine Enclosures	11851	169,474	-	169,474	-	-	169,474	-	169,474	-	-	-	-	-
Gateway PLC Upgrade	11852	23,150	-	23,150	-	-	23,150	-	23,150	-	-	-	-	-
Highland Solar & Communications Upgrade	11853	23,442	-	23,442	-	-	23,442	-	23,442	-	-	-	-	-
Little Morongo Booster Install	11854	167,605	-	167,605	-	-	167,605	-	167,605	-	-	-	-	-
Low Desert View Booster Rehabilitation	11855	69,304	-	69,304	-	-	69,304	-	69,304	-	-	-	-	-
Qual Altitude Valve Upgrade	11856	40,033	-	40,033	-	-	40,033	-	40,033	-	-	-	-	-
SCADA Server Upgrade	11857	24,341	-	24,341	-	-	24,341	-	24,341	-	-	-	-	-
Terrace Booster Rehab Project	11858	119,304	-	119,304	-	-	119,304	5,647	113,657	-	-	-	-	-
Terrace Cla-Val Replacement	11859	112,617	-	112,617	(112,617)	-	-	102,183	-	-	-	-	-	-
Well 25A Rehabilitation	11860	104,211	-	104,211	-	-	104,211	-	104,211	-	-	-	-	-
Well 26A Fencing & Electrical Pole Project	11861	56,901	-	56,901	-	-	56,901	-	56,901	-	-	-	-	-
M-2 Waterline Replacement	11862	3,574,309	-	3,574,309	-	-	3,574,309	-	3,574,309	-	-	-	-	-
GQPP AD -18 Area D3 -1 Water Main Replacement	11876	2,067,000	-	2,067,000	-	-	2,067,000	59,775	2,007,225	-	-	-	-	-
GIS Vertical Asset Model	11869	196,292	-	196,292	-	-	196,292	74,060	122,232	-	-	-	-	-
Replacement Of Horton Mw-1/Rehab Well 11	11885	150,000	-	150,000	-	-	150,000	-	150,000	-				-
OPENGOV - DIGITAL BUDGET/PROCUREMENT S/W	11882	230,392	-	230,392	-	-	230,392	101,706	128,686	-				-
Well 28 Rehabilitation	11884	790,230	-	790,230	-	-	790,230	-	790,230	-	-	-	-	-
Well Benchmark Survey	11880	21,000	-	21,000	-	-	21,000	341	20,659	-	-	-	-	-
Well 30 Rehabilitation	11886	790,230	-	790,230	-	-	790,230	-	790,230	-	-	-	-	-
CR(VI) Treatment Well Facilities (27/31, 29/37, 22/24 & 32)	NEW	-	-	-	-	27,105,000	27,105,000	-	6,000,000	10,000,000	6,000,000	5,105,000	-	-
CIMIS Weather Station	NEW	-	-	-	-	21,898	21,898	-	21,898	-	-	-	-	-
Dos Palmas Lift Station Motor Control Center Rehab	NEW	-	-	-	-	247,040	247,040	-	247,040	-	-	-	-	-
John Deere Backhoe (AQMD Grant Program)	NEW	-	-	-	-	181,000	181,000	-	181,000	-	-	-	-	-
New DHS Monitoring Well	NEW	-	-	-	-	195,250	195,250	-	195,250	-	-	-	-	-
Well 24 Pump Equipment	NEW	-	88,000	88,000	-	-	88,000	-	88,000	-	-	-	-	-
Well 27 Motor & Equipment Eval and Replacement	NEW	-	-	-	-	91,000	91,000	-	91,000	-	-	-	-	-
Well 33/RES-BCT Solar Site Repairs	NEW	-	-	-	-	76,200	76,200	-	76,200	-	-	-	-	-
TOTALS		238,028,454	88,000	238,116,454	-3,365,124	36,483,441	271,234,771	77,095,648	70,437,699	44,035,616	8,000,000	7,105,000	2,000,000	65,251,384

General Land and Other	-	General Land and Other	-	-	-
General Improvements	6,028,347	General Improvements	16,028,347	24,270,296	-
General Vehicle	-	General Vehicle	-	-	-
Water Land and Other	-	Water Land and Other	-	-	-
Water Improvements	90,216,911	Water Improvements	36,771,680	15,300,279	8,000,000
Water Vehicle	155,100	Water Vehicle	336,100	-	-
Sewer Land and Other	-	Sewer Land and Other	-	-	-
Sewer Improvements	16,516,223	Sewer Improvements	17,301,572	4,465,041	-
Sewer Vehicle	-	Sewer Vehicle	-	-	-
Total:	112,916,581	Total:	70,437,699	44,035,616	8,000,000
Projects Expected to Occur in 2024 / 2025	112,891,349	Projects Expected to Occur in 2025 / 2026	70,437,699		
Grant / AD Funds related to Projects	(19,750,000)	Grant / AD Funds related to Projects	(16,175,000)		
Loan proceeds	-	Loan proceeds	-		
Expected net cash outflow (MSWD)	93,141,349	Expected net cash outflow (MSWD)	54,262,699		
Actual Expensed:	20,978,303				

MISSION SPRINGS WATER DISTRICT - 2025-2026 DEPARTMENTAL BUDGETS

					DEBT SERVICE FUNDS										
					WATER DISTRICT				SEWER DISTRICT						
	COMBINED DISTRICTS	OPERATING FUNDS			IMPROVEMENT	IMPROVEMENT	INSTALLMENT		ASSESSMENT	ASSESSMENT	ASSESSMENT	INSTALLMENT	CAPITAL IMPROVEMENT FUNDS		
	TOTAL FUNDS	GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	DISTRICT #2	DISTRICT E	SALE AGREEMENTS		DISTRICT #4	DISTRICT #7	DISTRICT #11 & 12	SALE AGREEMENTS	GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT
OPERATING REVENUES	**20,617,020**	0	13,191,420	7,425,600											
OPERATING EXPENSES:															
CUSTOMER ACCOUNTS	**1,996,116**	1,015,144	980,972	0											
BUILDINGS AND GROUNDS	**203,556**	203,556	0	0											
VEHICLE MAINTENANCE	**686,940**	686,940	0	0											
CENTRAL SERVICES	**1,315,965**	1,315,965	0	0											
ADMINISTRATION	**3,110,803**	3,110,803	0	0											
INFORMATION TECHNOLOGY	**1,065,328**	1,065,328	0	0											
BOARD OF DIRECTORS	**522,744**	522,744	0	0											
PUBLIC AFFAIRS	**1,265,012**	1,074,224	190,788	0											
HUMAN RESOURCES	**771,720**	769,224	2,496	0											
ENGINEERING	**1,341,979**	1,239,729	81,000	21,250											
ACCOUNTING	**816,540**	816,540	0	0											
PUMPING	**4,802,804**	0	4,802,804	0											
TRANSMISSION AND DISTRIBUTION	**2,597,780**	0	2,597,780	0											
COLLECTION	**562,956**	0	0	562,956											
TREATMENT	**2,252,576**	0	0	2,252,576											
DISPOSAL	**1,331,508**	0	0	1,331,508											
DEPRECIATION	**4,839,600**	312,000	2,487,600	2,040,000											
CAPITAL LABOR AND COSTS													109,176	293,832	201,300
ADMINISTRATIVE COSTS ALLOCATED	**(1,855,356)**	(12,132,197)	6,866,501	3,410,340									193,560	555,348	323,892
TOTAL OPERATING EXPENSE	**27,628,571**	0	18,009,941	9,618,630											
NET OPERATING INCOME(LOSS)	**(7,011,551)**	0	(4,818,521)	(2,193,030)											
ADD NON-OPERATING REVENUE:															
CONNECTION FEES	**942,000**	0	774,000	168,000											
PROPERTY TAXES	**2,384,508**	838,680	962,064	583,764											
SOLAR CREDITS	**166,800**	166,800	0	0											
SITE RENTALS	**124,800**	0	124,800	0											
INTEREST INCOME	**4,022,236**	1,835,700	1,200,180	779,200	1,440	4,200			360	(1,080)	202,236				
UNREALIZED GAINS/LOSSES	**1,556,508**	(643,200)	1,362,600	837,108											
FRONT FOOTAGE FEES	**132,000**	0	72,000	60,000											
GRANT	**18,175,000**	0	2,000,000	16,175,000											
LESS INTEREST & DEBT SERVICE EXPENSE:															
INTEREST	**(600,036)**	0	(1,800)	0		(9,756)	(7,320)		0	0	(581,160)				
DEBT SERVICE CHARGES	**(366,480)**	0	(120,000)	0		(5,280)	(153,600)				(87,600)				
NET INCOME(LOSS)	**19,525,785**	2,197,980	1,555,323	16,410,042	1,440	(10,836)	(160,920)		360	(1,080)	(466,524)	0			
LOAN PROCEEEDS	**0**	0	0	0											
ADD ASSESSMENT DISTRICT PRINCIPAL	**609,780**	0	0	0					0	0	609,780				
ADD DEPRECIATION & AMORTIZATION	**4,839,600**	312,000	2,487,600	2,040,000		0					0				
TOTAL CASH PROVIDED	**24,975,165**	**2,509,980**	**4,042,923**	**18,450,042**	**1,440**	**(10,836)**	**(160,920)**		**360**	**(1,080)**	**143,256**	**0**			
CASH APPLIED OR RESERVED FOR:															
PRINCIPAL PAYMENTS DUE	**(15,605,419)**					(8,900)	(16,859)		0	0	(579,660)	(15,000,000)			
INTER-FUND TRANSFERS	**0**		(196,075)	(15,437,124)	(1,440)	19,736	177,779		(360)	1,080	436,404	15,000,000			
CAPITAL ASSETS: LAND AND OTHER													0	0	0
CAPITAL IMPROVEMENTS	**(70,101,599)**	(16,028,347)	(36,771,680)	(17,301,572)									16,028,347	36,771,680	17,301,572
VEHICLES AND EQUIPMENT	**(336,100)**	0	(336,100)	0									0	336,100	0
CAPITAL REPLACEMENT RESERVE	**(2,419,800)**	(156,000)	(1,243,800)	(1,020,000)											
RESERVES (INCREASED) DECREASED	**63,487,753**	13,674,367	34,504,732	15,308,654											
TOTAL PRINCIPAL PAYMENTS,															
TRANSFERS & CAPITAL IMPROVEMENT	**(24,975,165)**	**(2,509,980)**	**(4,042,923)**	**(18,450,042)**	**(1,440)**	**10,836**	**160,920**		**(360)**	**1,080**	**(143,256)**	**0**	16,331,083	37,956,960	17,826,764

MISSION SPRINGS WATER DISTRICT - 2024-2025 DEPARTMENTAL BUDGETS (Revised 01/09/2025)

							DEBT SERVICE FUNDS									
					WATER DISTRICT				SEWER DISTRICT							
	COMBINED DISTRICTS	OPERATING FUNDS			IMPROVEMENT	IMPROVEMENT	INSTALLMENT		ASSESSMENT	ASSESSMENT	ASSESSMENT	INSTALLMENT	CAPITAL IMPROVEMENT FUNDS		
	TOTAL	GENERAL	WATER	SEWER	DISTRICT	DISTRICT	SALE		DISTRICT	DISTRICT	DISTRICT	SALE	GENERAL	WATER	SEWER
	FUNDS	DISTRICT	DISTRICT	DISTRICT	#2	E	AGREEMENTS		#4	#7	#11 & 12	AGREEMENTS	DISTRICT	DISTRICT	DISTRICT
OPERATING REVENUES	**20,328,928**	0	12,902,728	7,426,200											
OPERATING EXPENSES:															
CUSTOMER ACCOUNTS	**1,947,512**	953,496	994,016	0											
BUILDINGS AND GROUNDS	**206,408**	206,408	0	0											
VEHICLE MAINTENANCE	**669,404**	669,404	0	0											
CENTRAL SERVICES	**1,120,644**	1,120,644	0	0											
ADMINISTRATION	**2,841,644**	2,841,644	0	0											
INFORMATION TECHNOLOGY	**1,845,084**	1,845,084	0	0											
BOARD OF DIRECTORS	**488,732**	488,732	0	0											
PUBLIC AFFAIRS	**1,130,617**	925,117	205,500	0											
HUMAN RESOURCES	**586,588**	586,588	0	0											
ENGINEERING	**1,182,788**	1,066,788	81,000	35,000											
ACCOUNTING	**643,440**	643,440	0	0											
PUMPING	**4,448,895**	0	4,448,895	0											
TRANSMISSION AND DISTRIBUTION	**2,736,139**	0	2,736,139	0											
COLLECTION	**635,564**	0	0	635,564											
TREATMENT	**2,210,450**	0	0	2,210,450											
DISPOSAL	**1,262,572**	0	0	1,262,572											
DEPRECIATION	**5,089,296**	343,080	2,762,016	1,984,200											
CAPITAL LABOR AND COSTS	**0**												92,904	269,748	180,684
ADMINISTRATIVE COSTS ALLOCATED	**(1,715,532)**	(11,690,425)	6,479,761	3,495,132									176,412	544,356	314,112
TOTAL OPERATING EXPENSE	**27,330,245**	0	17,707,327	9,622,918											
NET OPERATING INCOME(LOSS)	**(7,001,317)**	0	(4,804,599)	(2,196,718)											
ADD NON-OPERATING REVENUE:															
CONNECTION FEES	**628,500**	0	370,500	258,000											
PROPERTY TAXES	**2,342,460**	823,428	946,464	572,568											
SOLAR CREDITS	**350,000**	350,000	0	0											
SITE RENTALS	**100,800**	0	100,800	0											
INTEREST INCOME	**2,274,120**	790,300	878,800	396,200	2,100	4,200			400	(116)	202,236				
UNREALIZED GAINS/LOSSES	**100,200**	24,700	58,400	17,100											
FRONT FOOTAGE FEES	**0**	0	0	0							0				
GRANT	**21,750,000**	0	2,000,000	19,750,000											
LESS INTEREST & DEBT SERVICE EXPENSE:															
INTEREST	**(469,455)**	0	(960)	0		(9,788)	(7,360)		0	0	(451,347)				
DEBT SERVICE CHARGES	**0**	0	0	0		0									
NET INCOME(LOSS)	**20,075,308**	1,988,428	(450,595)	18,797,150	2,100	(5,588)	(7,360)		400	(116)	(249,111)	0			
LOAN PROCEEEDS	**0**	0	0	0											
ADD ASSESSMENT DISTRICT PRINCIPAL	**625,780**	0	0	0					0	16,000	609,780				
ADD DEPRECIATION & AMORTIZATION	**5,089,296**	343,080	2,762,016	1,984,200		0					0				
TOTAL CASH PROVIDED	**25,790,384**	**2,331,508**	**2,311,421**	**20,781,350**	**2,100**	**(5,588)**	**(7,360)**		**400**	**15,884**	**360,669**	**0**			
CASH APPLIED OR RESERVED FOR:															
PRINCIPAL PAYMENTS DUE	**(15,621,677)**					(8,900)	(16,859)		0	(16,000)	(579,918)	(15,000,000)			
INTER-FUND TRANSFERS	**0**		(36,607)	(15,218,965)	(2,100)	14,488	24,219		(400)	116	219,249	15,000,000			
CAPITAL ASSETS: LAND AND OTHER													0	0	0
CAPITAL IMPROVEMENTS	**(112,761,481)**	(6,028,347)	(90,216,911)	(16,516,223)									6,028,347	90,216,911	16,516,223
VEHICLES AND EQUIPMENT	**(155,100)**	0	(155,100)	0									0	155,100	0
CAPITAL REPLACEMENT RESERVE	**(2,544,648)**	(171,540)	(1,381,008)	(992,100)											
RESERVES (INCREASED) DECREASED	**105,292,522**	3,868,379	89,478,205	11,945,938											
TOTAL PRINCIPAL PAYMENTS,															
TRANSFERS & CAPITAL IMPROVEMENT	**(25,790,384)**	**(2,331,508)**	**(2,311,421)**	**(20,781,350)**	**(2,100)**	**5,588**	**7,360**		**(400)**	**(15,884)**	**(360,669)**	**0**	6,297,663	91,186,115	17,011,019

MISSION SPRINGS WATER DISTRICT - DEPARTMENTAL BUDGETS COMPARISON

		ORIGINAL 2025-2026						REVISED 2024-2025						DIFFERENCE				
		COMBINED DISTRICTS TOTAL FUNDS	OPERATING FUNDS					COMBINED DISTRICTS TOTAL FUNDS	OPERATING FUNDS					COMBINED DISTRICTS TOTAL FUNDS	OPERATING FUNDS			
			GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER			GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER			GENERAL DISTRICT	WATER DISTRICT	SEWER DISTRICT	OTHER
9	**OPERATING REVENUES**	**20,617,020**	-	13,191,420	7,425,600	-		**20,328,928**	-	12,902,728	7,426,200	-	1.4%	**288,092**		288,692	(600)	
11	**OPERATING EXPENSES:**																	
12	CUSTOMER ACCOUNTS	**1,996,116**	1,015,144	980,972	-	-		**1,947,512**	953,496	994,016	-	-	2.5%	**48,604**	61,648	(13,044)	-	
13	BUILDINGS AND GROUNDS	**203,556**	203,556	-	-	-		**206,408**	206,408	-	-	-	-1.4%	**(2,852)**	(2,852)	-	-	
14	VEHICLE MAINTENANCE	**686,940**	686,940	-	-	-		**669,404**	669,404	-	-	-	2.6%	**17,536**	17,536	-	-	
15	CENTRAL SERVICES	**1,315,965**	1,315,965	-	-	-		**1,120,644**	1,120,644	-	-	-	17.4%	**195,321**	195,321	-	-	
16	ADMINISTRATION	**3,110,803**	3,110,803	-	-	-		**2,841,644**	2,841,644	-	-	-	9.5%	**269,159**	269,159	-	-	
17	INFORMATION TECHNOLOGY	**1,065,328**	1,065,328	-	-	-		**1,845,084**	1,845,084	-	-	-	-42.3%	**(779,756)**	(779,756)	-	-	
18	BOARD OF DIRECTORS	**522,744**	522,744	-	-	-		**488,732**	488,732	-	-	-	7.0%	**34,012**	34,012	-	-	
19	PUBLIC AFFAIRS	**1,265,012**	1,074,224	190,788	-	-		**1,130,617**	925,117	205,500	-	-	11.9%	**134,395**	149,107	(14,712)	-	
20	HUMAN RESOURCES	**771,720**	769,224	2,496	-	-		**586,588**	586,588	-	-	-	31.6%	**185,132**	182,636	2,496	-	
21	ENGINEERING	**1,341,979**	1,239,729	81,000	21,250	-		**1,182,788**	1,066,788	81,000	35,000	-	13.5%	**159,191**	172,941	-	(13,750)	
22	ACCOUNTING	**816,540**	816,540	-	-	-		**643,440**	643,440	-	-	-	26.9%	**173,100**	173,100	-	-	
23	PUMPING	**4,802,804**	-	4,802,804	-	-		**4,448,895**	-	4,448,895	-	-	8.0%	**353,909**	-	353,909	-	
24	TRANSMISSION AND DISTRIBUTION	**2,597,780**	-	2,597,780	-	-		**2,736,139**	-	2,736,139	-	-	-5.1%	**(138,359)**	-	(138,359)	-	
25	COLLECTION	**562,956**	-	-	562,956	-		**635,564**	-	-	635,564	-	-11.4%	**(72,608)**	-	-	(72,608)	
26	TREATMENT	**2,252,576**	-	-	2,252,576	-		**2,210,450**	-	-	2,210,450	-	1.9%	**42,126**	-	-	42,126	
27	DISPOSAL	**1,331,508**	-	-	1,331,508	-		**1,262,572**	-	-	1,262,572	-	5.5%	**68,936**	-	-	68,936	
28	DEPRECIATION	**4,839,600**	312,000	2,487,600	2,040,000	-		**5,089,296**	343,080	2,762,016	1,984,200	-	-4.9%	**(249,696)**	(31,080)	(274,416)	55,800	
29	CAPITAL LABOR AND COSTS																	
30	ADMINISTRATIVE COSTS ALLOCATED	**(1,855,356)**	(12,132,197)	6,866,501	3,410,340	-		**(1,715,532)**	(11,690,425)	6,479,761	3,495,132	-	8.2%	**(139,824)**	(441,772)	386,740	(84,792)	
31	**TOTAL OPERATING EXPENSE**	**27,628,571**	-	18,009,941	9,618,630			**27,330,245**	-	17,707,327	9,622,918		1.1%	**298,326**	-	302,614	(4,288)	
33	**NET OPERATING INCOME(LOSS)**	**(7,011,551)**	-	(4,818,521)	(2,193,030)	-		**(7,001,317)**	-	(4,804,599)	(2,196,718)		0.1%	**(10,234)**	-	(13,922)	3,688	
35	**ADD NON-OPERATING REVENUE:**																	
36	CONNECTION FEES	**942,000**	-	774,000	168,000	-		**628,500**	-	370,500	258,000	-	49.9%	**313,500**	-	403,500	(90,000)	-
37	PROPERTY TAXES	**2,384,508**	838,680	962,064	583,764	-		**2,342,460**	823,428	946,464	572,568	-	1.8%	**42,048**	15,252	15,600	11,196	-
38	SOLAR CREDITS	**166,800**	166,800	-	-	-		**350,000**	350,000	-	-	-	-52.3%	**(183,200)**	(183,200)	-	-	-
39	SITE RENTALS	**124,800**	-	124,800	-	-		**100,800**	-	100,800	-	-	23.8%	**24,000**	-	24,000	-	-
40	INTEREST INCOME	**4,022,236**	1,835,700	1,200,180	779,200	207,156		**2,274,120**	790,300	878,800	396,200	208,820	76.9%	**1,748,116**	1,045,400	321,380	383,000	(1,664)
41	UNREALIZED GAINS/LOSSES	**1,556,508**	(643,200)	1,362,600	837,108	-		**100,200**	24,700	58,400	17,100	-	1453.4%	**1,456,308**	(667,900)	1,304,200	820,008	-
42	FRONT FOOTAGE FEES	**132,000**	-	72,000	60,000	-		**-**	-	-	-	-	0.0%	**132,000**	-	72,000	60,000	-
43	GRANT	**18,175,000**	-	2,000,000	16,175,000	-		**21,750,000**	-	2,000,000	19,750,000	-	-16.4%	**(3,575,000)**	-	-	(3,575,000)	-
45	**LESS INTEREST & DEBT SERVICE EXPENSE:**																	
46	INTEREST	**(600,036)**	-	(1,800)	-	(598,236)		**(469,455)**	-	(960)	-	(468,495)	27.8%	**(130,581)**	-	(840)	-	(129,741)
47	DEBT SERVICE CHARGES	**(366,480)**	-	(120,000)	-	(246,480)		**-**	-	-	-	-	0.0%	**(366,480)**	-	(120,000)	-	(246,480)
49	**NET INCOME(LOSS)**	**19,525,785**	2,197,980	1,555,323	16,410,042	(637,560)		**20,075,308**	1,988,428	(450,595)	18,797,150	(259,675)	-2.7%	**(549,523)**	209,552	2,005,918	(2,387,108)	(377,885)

	A	B	C	D	E	F	G	H	I	J
1										
2	**Mission Springs Water District**									
3	**Functional Expense Budget - 2026**									
4						**Original**		**Revised**		
5						**Budget**		**Budget**		
6						**2026**		**2025**		**Difference**
7	**REVENUES**									
8		Base service charge				$ 2,979,516		$ 2,924,400		$ 55,116
9		Water consumption				9,144,000		8,648,376		495,624
10		Meter installations				189,600		122,520		67,080
11		Sewer service				7,410,000		7,380,000		30,000
12		Other operating revenue				652,404		1,011,532		(359,128)
13		Backup and front footage fees				1,074,000		628,500		445,500
14		Property taxes				2,384,508		2,342,460		42,048
15		Standby charges				237,900		238,500		(600)
16		Fats, oils & grease fees				3,600		3,600		-
17		Investment income				4,022,236		2,274,120		1,748,116
18		Unrealized Gains/(Losses)				1,556,508		100,200		1,456,308
19		Solar Credits				166,800		350,000		(183,200)
20		Site Rentals				124,800		100,800		24,000
21		Grants				18,175,000		21,750,000		(3,575,000)
22			Total revenues			$ 48,120,872		$ 47,875,008		$ 245,864
23										
24	**EXPENSES**									
25		Salaries and wages				$ 5,970,412		$ 5,384,371		$ 586,041
26		Employee benefits				1,217,587		1,090,416		127,171
27		Fringe benefits				3,246,555		2,799,154		447,401
28		Materials and supplies				2,503,644		2,568,533		(64,889)
29		Outside services				5,220,559		6,126,646		(906,087)
30		Ground water replenishment fees				(196,800)		(164,652)		(32,148)
31		Utilities				3,070,333		2,848,175		222,158
32		Directors' fees				150,000		150,000		-
33		Engineering				66,000		66,000		-
34		Insurance				360,000		245,000		115,000
35		Audit				139,200		60,000		79,200
36		Rate study				84,000		96,000		(12,000)
37		Legal				540,000		414,000		126,000
38		Fixed Assets				1,827,197		1,826,664		533
39		Depreciation				4,839,600		5,089,296		(249,696)
40		Interest				600,036		469,455		130,581
41		Standby reports				23,000		16,300		6,700
42		Dues and subscriptions				83,848		97,015		(13,167)
43		Training and conferences				288,392		262,759		25,633
44		Amortization and cost of debt issuan				120,000		0		120,000
45		Other expenses				296,880		70,100		226,780
46			Subtotal			30,450,443		29,515,232		935,211
47		General District Allocation				(1,855,356)		(1,715,532)		(139,824)
48			Total expenses			$ 28,595,087		$ 27,799,700		$ 795,387
49										
50	**NET INCOME(LOSS)**					$ 19,525,785		$ 20,075,308		$ (549,523)
51										
52	**CAPITAL IMPROVEMENTS**					$ 70,101,599		$ 76,827,465		$ (6,725,866)
53	**VEHICLES AND EQUIPMENT**					$ 336,100		$ 32,000		$ 304,100

	A	B	C
1		**MISSION SPRINGS WATER DISTRICT**	
2		**CLASSIFICATION PLAN 2025-2026**	
3		**PROPOSED**	
5			Funded
6			FTEs
8	**EXECUTIVE**		
9		General Manager & Chief Engineer	1
10		Assistant General Manager	1
11			**2**
12	**ADMINISTRATION**		
13		Programs & Public Affairs Specialist	1
14		Executive Assistant	1
15		Business Analyst	1
16		Contracts Analyst	1
17		Human Resources Manager	1
18		GIS Specialist	1
19		Innovation & Technology Manager	1
20		Administrative Assistant I/II	1
21			**8**
22	**ENGINEERING**		
23		Engineering Manager	1
24		Associate Engineer	1
25		Engineering Technician I/II	2
26		Construction Inspector	1
27		Administrative Assistant I/II	1
28			**6**
29	**FINANCE**		
30		Director of Finance	1
31			**1**
32		**Accounting:**	
33		Accounting Manager	1
34		Accountant	2
35		Accounting Technician	1
36		Purchasing and Warehouse Specialist	1
37			**5**
38		**Customer Service:**	
39		Customer Service Manager	1
40		Customer Service Representative I/II	2
41		Sr. Customer Service Representative	1
42			**4**
43	**OPERATIONS**		
44		Director of Operations	1
45		Water Distribution Superintendent	1
46		Administrative Assistant I/II	1
47			**3**
48		**Field Service**	
49		Lead Field Service Representative	1
50		Field Service Representative II/Backflow Specialist	1
51		Field Service Representative I/II	2
52			**4**
53		**Construction & Maintenance:**	
54		Construction & Maintenance Supervisor	1
55		Lead Fleet & Facilities Maintenance	1
56		Lead Field Operations Technician	2
57		Field Operations Technician I/II	7
58			**11**
59		**Water Production:**	
60		Water Production Supervisor	1
61		Lead Water Production Operator	1
62		Water Prod. Operator I/II	2
63			**4**
64		**Wastewater Treatment:**	
65		Chief Plant Operator	1
66		WWTP Supervisor	1
67		WWTP Operator I/II	5
68			**7**
69		**Wastewater Collections:**	
70		Lead Collections System Operator	1
71		Collections System Operator I/II	1
72			**2**
73		**TOTAL**	**57**

MISSION SPRINGS WATER DISTRICT
2025-2026 SALARY MATRIX
EFFECTIVE JULY 1, 2025

Adopted by the Board of Directors as of June XX, 2025
Resolution # 2025-XX

	Range	Step A	Step A1	Step B	Step B1	Step C	Step C1	Step D	Step D1	Step E	Step E1	Step F
		$233,396.80	$239,220.80	$245,211.20	$251,326.40	$257,608.00	$264,056.00	$270,649.60	$277,409.60	$284,336.00	$291,449.60	$298,729.60
General Manager and Chief Engineer	Contract	$19,449.73	$19,935.07	$20,434.27	$20,943.87	$21,467.33	$22,004.67	$22,554.13	$23,117.47	$23,694.67	$24,287.47	$24,894.13
		$112.21	$115.01	$117.89	$120.83	$123.85	$126.95	$130.12	$133.37	$136.70	$140.12	$143.62
Assistant General Manager (1)	31	$210,870.40	$216,132.80	$221,561.60	$227,094.40	$232,793.60	$238,596.80	$244,566.40	$250,660.80	$256,921.60	$263,348.80	$269,942.40
		$17,572.53	$18,011.07	$18,463.47	$18,924.53	$19,399.47	$19,883.07	$20,380.53	$20,888.40	$21,410.13	$21,945.73	$22,495.20
		$101.38	$103.91	$106.52	$109.18	$111.92	$114.71	$117.58	$120.51	$123.52	$126.61	$129.78
	30	$200,720.00	$205,732.80	$210,870.40	$216,132.80	$221,561.60	$227,094.40	$232,793.60	$238,596.80	$244,566.40	$250,660.80	$256,921.60
		$16,726.67	$17,144.40	$17,572.53	$18,011.07	$18,463.47	$18,924.53	$19,399.47	$19,883.07	$20,380.53	$20,888.40	$21,410.13
		$96.50	$98.91	$101.38	$103.91	$106.52	$109.18	$111.92	$114.71	$117.58	$120.51	$123.52
	29	$191,027.20	$195,832.00	$200,720.00	$205,732.80	$210,870.40	$216,132.80	$221,561.60	$227,094.40	$232,793.60	$238,596.80	$244,566.40
		$15,918.93	$16,319.33	$16,726.67	$17,144.40	$17,572.53	$18,011.07	$18,463.47	$18,924.53	$19,399.47	$19,883.07	$20,380.53
		$91.84	$94.15	$96.50	$98.91	$101.38	$103.91	$106.52	$109.18	$111.92	$114.71	$117.58
Director of Finance (1)	28	$181,854.40	$186,368.00	$191,027.20	$195,832.00	$200,720.00	$205,732.80	$210,870.40	$216,132.80	$221,561.60	$227,094.40	$232,793.60
		$15,154.53	$15,530.67	$15,918.93	$16,319.33	$16,726.67	$17,144.40	$17,572.53	$18,011.07	$18,463.47	$18,924.53	$19,399.47
		$87.43	$89.60	$91.84	$94.15	$96.50	$98.91	$101.38	$103.91	$106.52	$109.18	$111.92
Director of Operations (1)	27	$173,076.80	$177,403.20	$181,854.40	$186,368.00	$191,027.20	$195,832.00	$200,720.00	$205,732.80	$210,870.40	$216,132.80	$221,561.60
		$14,423.07	$14,783.60	$15,154.53	$15,530.67	$15,918.93	$16,319.33	$16,726.67	$17,144.40	$17,572.53	$18,011.07	$18,463.47
		$83.21	$85.29	$87.43	$89.60	$91.84	$94.15	$96.50	$98.91	$101.38	$103.91	$106.52
	26	$164,736.00	$168,854.40	$173,076.80	$177,403.20	$181,854.40	$186,368.00	$191,027.20	$195,832.00	$200,720.00	$205,732.80	$210,870.40
		$13,728.00	$14,071.20	$14,423.07	$14,783.60	$15,154.53	$15,530.67	$15,918.93	$16,319.33	$16,726.67	$17,144.40	$17,572.53
		$79.20	$81.18	$83.21	$85.29	$87.43	$89.60	$91.84	$94.15	$96.50	$98.91	$101.38
Engineering Manager (1)	25	$156,790.40	$160,721.60	$164,736.00	$168,854.40	$173,076.80	$177,403.20	$181,854.40	$186,368.00	$191,027.20	$195,832.00	$200,720.00
		$13,065.87	$13,393.47	$13,728.00	$14,071.20	$14,423.07	$14,783.60	$15,154.53	$15,530.67	$15,918.93	$16,319.33	$16,726.67
		$75.38	$77.27	$79.20	$81.18	$83.21	$85.29	$87.43	$89.60	$91.84	$94.15	$96.50
	24	$149,240.00	$152,963.20	$156,790.40	$160,721.60	$164,736.00	$168,854.40	$173,076.80	$177,403.20	$181,854.40	$186,368.00	$191,027.20
		$12,436.67	$12,746.93	$13,065.87	$13,393.47	$13,728.00	$14,071.20	$14,423.07	$14,783.60	$15,154.53	$15,530.67	$15,918.93
		$71.75	$73.54	$75.38	$77.27	$79.20	$81.18	$83.21	$85.29	$87.43	$89.60	$91.84
Human Resources Manager (1)	23	$142,043.20	$145,579.20	$149,240.00	$152,963.20	$156,790.40	$160,721.60	$164,736.00	$168,854.40	$173,076.80	$177,403.20	$181,854.40
		$11,836.93	$12,131.60	$12,436.67	$12,746.93	$13,065.87	$13,393.47	$13,728.00	$14,071.20	$14,423.07	$14,783.60	$15,154.53
		$68.29	$69.99	$71.75	$73.54	$75.38	$77.27	$79.20	$81.18	$83.21	$85.29	$87.43
Accounting Manager (1)	22	$135,200.00	$138,569.60	$142,043.20	$145,579.20	$149,240.00	$152,963.20	$156,790.40	$160,721.60	$164,736.00	$168,854.40	$173,076.80
Innovation & Technology Manager (1)		$11,266.67	$11,547.47	$11,836.93	$12,131.60	$12,436.67	$12,746.93	$13,065.87	$13,393.47	$13,728.00	$14,071.20	$14,423.07
		$65.00	$66.62	$68.29	$69.99	$71.75	$73.54	$75.38	$77.27	$79.20	$81.18	$83.21
	21	$128,689.60	$131,913.60	$135,200.00	$138,569.60	$142,043.20	$145,579.20	$149,240.00	$152,963.20	$156,790.40	$160,721.60	$164,736.00
		$10,724.13	$10,992.80	$11,266.67	$11,547.47	$11,836.93	$12,131.60	$12,436.67	$12,746.93	$13,065.87	$13,393.47	$13,728.00
		$61.87	$63.42	$65.00	$66.62	$68.29	$69.99	$71.75	$73.54	$75.38	$77.27	$79.20
Water Operations Superintendent (1)	20	$122,491.20	$125,548.80	$128,689.60	$131,913.60	$135,200.00	$138,569.60	$142,043.20	$145,579.20	$149,240.00	$152,963.20	$156,790.40
Chief Plant Operator (1)		$10,207.60	$10,462.40	$10,724.13	$10,992.80	$11,266.67	$11,547.47	$11,836.93	$12,131.60	$12,436.67	$12,746.93	$13,065.87
		$58.89	$60.36	$61.87	$63.42	$65.00	$66.62	$68.29	$69.99	$71.75	$73.54	$75.38
Associate Engineer (1)	19	$116,584.00	$119,496.00	$122,491.20	$125,548.80	$128,689.60	$131,913.60	$135,200.00	$138,569.60	$142,043.20	$145,579.20	$149,240.00
		$9,715.33	$9,958.00	$10,207.60	$10,462.40	$10,724.13	$10,992.80	$11,266.67	$11,547.47	$11,836.93	$12,131.60	$12,436.67
		$56.05	$57.45	$58.89	$60.36	$61.87	$63.42	$65.00	$66.62	$68.29	$69.99	$71.75
	18	$110,968.00	$113,755.20	$116,584.00	$119,496.00	$122,491.20	$125,548.80	$128,689.60	$131,913.60	$135,200.00	$138,569.60	$142,043.20
		$9,247.33	$9,479.60	$9,715.33	$9,958.00	$10,207.60	$10,462.40	$10,724.13	$10,992.80	$11,266.67	$11,547.47	$11,836.93
		$53.35	$54.69	$56.05	$57.45	$58.89	$60.36	$61.87	$63.42	$65.00	$66.62	$68.29
Customer Service Manager (1)	17	$105,643.20	$108,264.00	$110,968.00	$113,755.20	$116,584.00	$119,496.00	$122,491.20	$125,548.80	$128,689.60	$131,913.60	$135,200.00
WWTP Supervisor (1)		$8,803.60	$9,022.00	$9,247.33	$9,479.60	$9,715.33	$9,958.00	$10,207.60	$10,462.40	$10,724.13	$10,992.80	$11,266.67
Water Production Supervisor (1)		$50.79	$52.05	$53.35	$54.69	$56.05	$57.45	$58.89	$60.36	$61.87	$63.42	$65.00

MISSION SPRINGS WATER DISTRICT
2025-2026 SALARY MATRIX
EFFECTIVE JULY 1, 2025

Adopted by the Board of Directors as of June XX, 2025
Resolution # 2025-XX

	Range	Step A	Step A1	Step B	Step B1	Step C	Step C1	Step D	Step D1	Step E	Step E1	Step F
C&M Supervisor (1)	16	$100,568.00	$103,064.00	$105,643.20	$108,264.00	$110,968.00	$113,755.20	$116,584.00	$119,496.00	$122,491.20	$125,548.80	$128,689.60
		$8,380.67	$8,588.67	$8,803.60	$9,022.00	$9,247.33	$9,479.60	$9,715.33	$9,958.00	$10,207.60	$10,462.40	$10,724.13
		$48.35	$49.55	$50.79	$52.05	$53.35	$54.69	$56.05	$57.45	$58.89	$60.36	$61.87
Programs and Public Affairs Specialist (1)	15	$95,721.60	$98,113.60	$100,568.00	$103,064.00	$105,643.20	$108,264.00	$110,968.00	$113,755.20	$116,584.00	$119,496.00	$122,491.20
Executive Assistant (1); GIS Specialist (1)		$7,976.80	$8,176.13	$8,380.67	$8,588.67	$8,803.60	$9,022.00	$9,247.33	$9,479.60	$9,715.33	$9,958.00	$10,207.60
Lead WWTPO (1)		$46.02	$47.17	$48.35	$49.55	$50.79	$52.05	$53.35	$54.69	$56.05	$57.45	$58.89
	14	$91,104.00	$93,392.00	$95,721.60	$98,113.60	$100,568.00	$103,064.00	$105,643.20	$108,264.00	$110,968.00	$113,755.20	$116,584.00
		$7,592.00	$7,782.67	$7,976.80	$8,176.13	$8,380.67	$8,588.67	$8,803.60	$9,022.00	$9,247.33	$9,479.60	$9,715.33
		$43.80	$44.90	$46.02	$47.17	$48.35	$49.55	$50.79	$52.05	$53.35	$54.69	$56.05
Lead Water Production Operator;	13	$86,715.20	$88,878.40	$91,104.00	$93,392.00	$95,721.60	$98,113.60	$100,568.00	$103,064.00	$105,643.20	$108,264.00	$110,968.00
WWTPO III; Construction Inspector (1)		$7,226.27	$7,406.53	$7,592.00	$7,782.67	$7,976.80	$8,176.13	$8,380.67	$8,588.67	$8,803.60	$9,022.00	$9,247.33
Business Analyst (1); Contracts Analyst (1); Accountant (2)		$41.69	$42.73	$43.80	$44.90	$46.02	$47.17	$48.35	$49.55	$50.79	$52.05	$53.35
Lead Field Operations Technician (2)	12	$82,534.40	$84,593.60	$86,715.20	$88,878.40	$91,104.00	$93,392.00	$95,721.60	$98,113.60	$100,568.00	$103,064.00	$105,643.20
Lead Facilities Maintenance Worker (1)		$6,877.87	$7,049.47	$7,226.27	$7,406.53	$7,592.00	$7,782.67	$7,976.80	$8,176.13	$8,380.67	$8,588.67	$8,803.60
		$39.68	$40.67	$41.69	$42.73	$43.80	$44.90	$46.02	$47.17	$48.35	$49.55	$50.79
Lead Collections System Operator (1)	11	$78,561.60	$80,516.80	$82,534.40	$84,593.60	$86,715.20	$88,878.40	$91,104.00	$93,392.00	$95,721.60	$98,113.60	$100,568.00
WWTPO II (3)		$6,546.80	$6,709.73	$6,877.87	$7,049.47	$7,226.27	$7,406.53	$7,592.00	$7,782.67	$7,976.80	$8,176.13	$8,380.67
Lead Field Services Rep. (1)		$37.77	$38.71	$39.68	$40.67	$41.69	$42.73	$43.80	$44.90	$46.02	$47.17	$48.35
Engineering Technician II (2)	10	$74,755.20	$76,627.20	$78,561.60	$80,516.80	$82,534.40	$84,593.60	$86,715.20	$88,878.40	$91,104.00	$93,392.00	$95,721.60
Water Production Operator II (3)		$6,229.60	$6,385.60	$6,546.80	$6,709.73	$6,877.87	$7,049.47	$7,226.27	$7,406.53	$7,592.00	$7,782.67	$7,976.80
		$35.94	$36.84	$37.77	$38.71	$39.68	$40.67	$41.69	$42.73	$43.80	$44.90	$46.02
Administrative Assistant II; Sr Customer Service Rep (1)	9	$71,136.00	$72,924.80	$74,755.20	$76,627.20	$78,561.60	$80,516.80	$82,534.40	$84,593.60	$86,715.20	$88,878.40	$91,104.00
Collections System Operator II; WWTPO I (2)		$5,928.00	$6,077.07	$6,229.60	$6,385.60	$6,546.80	$6,709.73	$6,877.87	$7,049.47	$7,226.27	$7,406.53	$7,592.00
Field Operations Technician II (4);		$34.20	$35.06	$35.94	$36.84	$37.77	$38.71	$39.68	$40.67	$41.69	$42.73	$43.80
Accounting Technician (1); Engineering Technician I	8	$67,683.20	$69,388.80	$71,136.00	$72,924.80	$74,755.20	$76,627.20	$78,561.60	$80,516.80	$82,534.40	$84,593.60	$86,715.20
Water Production Op I		$5,640.27	$5,782.40	$5,928.00	$6,077.07	$6,229.60	$6,385.60	$6,546.80	$6,709.73	$6,877.87	$7,049.47	$7,226.27
Field Services Rep. II/Backflow Specialist (1)		$32.54	$33.36	$34.20	$35.06	$35.94	$36.84	$37.77	$38.71	$39.68	$40.67	$41.69
Field Operations Technician I (3); Field Service Rep. II	7	$64,417.60	$66,019.20	$67,683.20	$69,388.80	$71,136.00	$72,924.80	$74,755.20	$76,627.20	$78,561.60	$80,516.80	$82,534.40
Collections System Operator I (2); Admin. Assistant I (3)		$5,368.13	$5,501.60	$5,640.27	$5,782.40	$5,928.00	$6,077.07	$6,229.60	$6,385.60	$6,546.80	$6,709.73	$6,877.87
Purchasing and Warehouse Specialist (1)		$30.97	$31.74	$32.54	$33.36	$34.20	$35.06	$35.94	$36.84	$37.77	$38.71	$39.68
Customer Service Rep II (2)	6	$61,318.40	$62,857.60	$64,417.60	$66,019.20	$67,683.20	$69,388.80	$71,136.00	$72,924.80	$74,755.20	$76,627.20	$78,561.60
W.W. Operator Trainee		$5,109.87	$5,238.13	$5,368.13	$5,501.60	$5,640.27	$5,782.40	$5,928.00	$6,077.07	$6,229.60	$6,385.60	$6,546.80
		$29.48	$30.22	$30.97	$31.74	$32.54	$33.36	$34.20	$35.06	$35.94	$36.84	$37.77
Field Service Rep. I (1)	5	$58,364.80	$59,820.80	$61,318.40	$62,857.60	$64,417.60	$66,019.20	$67,683.20	$69,388.80	$71,136.00	$72,924.80	$74,755.20
		$4,863.73	$4,985.07	$5,109.87	$5,238.13	$5,368.13	$5,501.60	$5,640.27	$5,782.40	$5,928.00	$6,077.07	$6,229.60
		$28.06	$28.76	$29.48	$30.22	$30.97	$31.74	$32.54	$33.36	$34.20	$35.06	$35.94
Office Specialist II	4	$55,556.80	$56,929.60	$58,364.80	$59,820.80	$61,318.40	$62,857.60	$64,417.60	$66,019.20	$67,683.20	$69,388.80	$71,136.00
Customer Service Rep. I		$4,629.73	$4,744.13	$4,863.73	$4,985.07	$5,109.87	$5,238.13	$5,368.13	$5,501.60	$5,640.27	$5,782.40	$5,928.00
		$26.71	$27.37	$28.06	$28.76	$29.48	$30.22	$30.97	$31.74	$32.54	$33.36	$34.20
	3	$52,852.80	$54,184.00	$55,556.80	$56,929.60	$58,364.80	$59,820.80	$61,318.40	$62,857.60	$64,417.60	$66,019.20	$67,683.20
		$4,404.40	$4,515.33	$4,629.73	$4,744.13	$4,863.73	$4,985.07	$5,109.87	$5,238.13	$5,368.13	$5,501.60	$5,640.27
		$25.41	$26.05	$26.71	$27.37	$28.06	$28.76	$29.48	$30.22	$30.97	$31.74	$32.54
Office Specialist I	2	$50,315.20	$51,563.20	$52,852.80	$54,184.00	$55,556.80	$56,929.60	$58,364.80	$59,820.80	$61,318.40	$62,857.60	$64,417.60
		$4,192.93	$4,296.93	$4,404.40	$4,515.33	$4,629.73	$4,744.13	$4,863.73	$4,985.07	$5,109.87	$5,238.13	$5,368.13
		$24.19	$24.79	$25.41	$26.05	$26.71	$27.37	$28.06	$28.76	$29.48	$30.22	$30.97
	1	$47,860.80	$49,088.00	$50,315.20	$51,563.20	$52,852.80	$54,184.00	$55,556.80	$56,929.60	$58,364.80	$59,820.80	$61,318.40
		$3,988.40	$4,090.67	$4,192.93	$4,296.93	$4,404.40	$4,515.33	$4,629.73	$4,744.13	$4,863.73	$4,985.07	$5,109.87
		$23.01	$23.60	$24.19	$24.79	$25.41	$26.05	$26.71	$27.37	$28.06	$28.76	$29.48

RESOLUTION NO. 2025-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING THE OPERATING AND CAPITAL BUDGETS FOR FISCAL YEAR 2025-2026 AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS

WHEREAS, the Board of Directors of the Mission Springs Water District has reviewed a preliminary budget for FY 2025-2026 and has made any desired changes therein; and

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

Section 1: That the Board of Directors approves and adopts the operating budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026, as presented in "Departmental Budgets."

Section 2: That the Board of Directors approves and adopts the capital budget presented in the attached "Capital Budget and Continuing Appropriations" for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

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

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

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

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

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

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

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

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

ADOPTED this ___ day of June 2025, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

CERTIFICATION OF ADOPTION

STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE)

I, Brian Macy, Secretary of the Board of Directors of Mission Springs Water District, certify that the foregoing is a full, true and correct copy of Resolution No. **2025-12** which was adopted by the Board of Directors of said District at its regular meeting held June ___, 2025.

It has not been amended or repealed.

Dated:

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

RESOLUTION NO. 2025-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING ITS REVISED APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026

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

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

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

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

WHEREAS, the documentation used to determine the revised 2025-2026 appropriations limit for Mission Springs Water District was available for public review in the District's Accounting Department at least fifteen days prior to adopting this Resolution;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Mission Springs Water District**,** in accordance with Article XIIIB of the Constitution of the State of California, that the revised appropriations limit for Mission Springs Water District for fiscal year 2025-2026 is $134,038,055.73.

ADOPTED this ____ day of June 2025, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

RESOLUTION NO. 2025-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT APPROVING AND ADOPTING ITS EMPLOYEE CLASSIFICATION AND COMPENSATION PLAN EFFECTIVE JULY 1, 2025

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

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

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Board of Directors of Mission Springs Water District hereby approves and adopts the attached Classification and Compensation Plan for its employees effective July 1, 2025.

ADOPTED this ___ day of June 2025, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

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

ATTEST:

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

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 12 & 16, 2025**

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

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

RESOLUTION 2025-15: ADOPTION OF UPDATED PROCUREMENT, PURCHASING, AND DISBURSEMENT POLICY

STAFF RECOMMENDATION

It is recommended that the Board adopt Resolution No. 2025-15, updating and amending the District's policies governing procurement, purchasing, and disbursement of funds, and rescinding all previously adopted policies that conflict with the revised provisions.

SUMMARY

California law requires all local agencies to formally adopt policies and procedures governing the acquisition of supplies, materials, equipment and services, including construction and capital improvements. With the adoption of this document, the Board is empowering the General Manager and his designated staff with the duties and responsibilities that are essential for the day-to-day operation of the District.

ANALYSIS

Our procurement practices have evolved due to operational needs, often driven by daily demands. Although effective, they lacked consistent documentation and alignment with best practices. This clean-up was needed to improve clarity and consistency across departments, reduce risk and ensure compliance with regulations, enhance transparency and accountability, support onboarding, training, and audits, and prepare for future growth and system integrations. By organizing and documenting our processes and standardizing where necessary, we're building a strong foundation for efficient, compliant, and scalable procurement operations.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no financial impact to the District by adopting Resolution 2025-15. This action is consistent with Strategic Plan Smart Goal #3.3.7: Foster a culture of financial responsibility and accountability across the organization and Strategic Plan Smart Goal #6.1.14 Look for additional ways to leverage technology and increase staff efficiency and operational savings.

FINANCIAL DATA		
Cost Associated with this action:		None
Current FY cost:		$0
Future FY cost:		$0
Is it covered in current year budget:	YES ☐	NO ☐
Budget adjustment needed:	YES ☐	NO ☐
If yes, year needed:		N/A
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:		N/A
BID/Job#		N/A
Current BID/Job balance		N/A
Balance remaining if approved:		N/A

ATTACHMENTS

DRAFT Policy for Procurement, Purchasing, and Disbursement of District Funds
Resolution 2025-15
Recinded Resolutions No. 2013-01, 2018-15 and Policies 2010-3, 2011-1 and 2009-01

Mission Springs Water District
Policy & Practice Manual

Policy No. 2025-02
Policy for Procurement, Purchasing, and Disbursement of District Funds

Rescinding Policies: 2013-01 Bidding & Contracts Procedures and 2018-15 Procurement Policy

Adopted:

Approved by:

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SECTION 1.0 PROCUREMENT MISSION STATEMENT

The Mission Springs Water District ensures quality, integrity, and fair treatment in its procurement process for all parties involved. It ensures that supplies and services are procured efficiently, effectively, and at the most favorable prices available to the District while promoting competition in contracting and assurance that MSWD purchasing actions are in full compliance with all applicable Federal standards, State, and local laws.

SECTION 2.0 PURPOSE OF THE PROCUREMENT POLICY

The purpose of this Policy is to define the practices governing the procurement of supplies, materials, equipment and services, including construction and capital improvements, for MSWD use and relate the procedures used with applicable provisions of governing law and to MSWD administrative policies. With the adoption of this Policy, the Board is empowering the General Manager and his designated staff with the duties and responsibilities that are essential for the day-to-day operation of the District.

SECTION 3.0 POLICY STATEMENT

California law requires all local agencies to formally adopt policies and procedures governing the acquisition of materials, supplies, equipment and services as referenced below.

California Government Code section 54202: "Every local agency shall adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency. Purchases of supplies and equipment by the local agency shall be in accordance with said duly adopted policies and in accordance with all provisions of law governing same. No policy, procedure, or regulation shall be adopted which is inconsistent or in conflict with statute."

This Policy is subject to change, as it may be revised from time to time by the Board of Directors.

SECTION 4.0 DEFINITION OF TERMS

The following definitions shall apply as they relate to this Policy:

- "Addendum" shall mean any alteration, correction, or adjustment to a solicitation document (RFP, RFQ, etc.) prior to award.
- "Approver" shall be the individual with the authority to designate appropriated funding for a specific procurement.
- "Blanket Purchase Order" shall mean a contract or agreement to purchase a given quantity of specific goods over a specified period of time, usually one year.
- "Change Order or Task Order" shall mean any modification to an existing procurement or respective contractual document subsequent to award.
- "Consultant" shall mean a person or company that provides a Professional Service to MSWD.
- "Contract Documents" shall mean all documents that together form the terms and conditions for procurement of goods or services from suppliers, vendors, or contactors to MSWD. This includes, but is not limited to, the contract agreement, general and special conditions, specifications, drawings, addenda, and any modifications issued after contract award.

- "Contractor" shall mean any person who submits a bid, proposal, or contract in connection with a procurement or service. This term also includes any person who conducts business as an agent or representative of the contractor.

- "Decentralized Procurement" shall mean that purchasing authority has been delegated to department heads and it is their responsibility to determine the specifications of goods or services, to solicit proper bids according to bid procedures within this Policy, and to obtain proper approvals as specified in this policy.

- "Emergency" shall mean a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services. This includes natural disasters, significant infrastructure failures, or other urgent situations that necessitate immediate procurement actions to ensure public safety and continuity of services.

- “Formal Solicitation" shall mean the issuance of a written request for formal bids, proposals, or quotations, typically used for procurements exceeding a specified monetary threshold. This process includes public advertisement, detailed specifications, and a formal bid opening procedure to ensure transparency and competitiveness.

- "General Manager" shall mean the executive in charge of day-to-day MSWD operations or its authorized designee.

- "Informal Solicitation" shall mean the written request for a written bid, proposal, or quotation, generally used for procurements below a specified monetary threshold. This is a less formal process but still requires obtaining multiple quotes to ensure fair competition and reasonable pricing.

- "Invitation for Bids" shall mean a formal process for soliciting formal bids from qualified suppliers. Typically, it involves advertising the solicitation, a formal bid opening, and the awarding of a contract to a responsive and responsible supplier based on price and other specified factors.

- "Offeror" shall mean a person or entity that submits an offer to MSWD to provide goods or services.

- "Operation and Maintenance" shall mean the functions to ensure continuous operations and viability of MSWD's infrastructure.

- "Piggyback Procurement" or "Cooperative Procurement" shall mean utilizing another public agency's contract or agreement to obtain more advantageous prices and terms than can be otherwise obtained on the open market.

- "Public Works," shall have the same definition as “public project” as defined by California Public Contract Code Section 22002, including construction, reconstruction, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased or operated facility. Maintenance work is not considered a public project for purposes of this definition.

- "Procurement" shall mean the purchase or otherwise compensatory securing of materials, supplies, services, leases, and equipment, real property, or public works services.

- "Professional Services" shall mean any specially trained and experienced person, firm or corporation, providing services and advice in financial, economic, accounting, engineering,

information services, technical, architectural, or other administrative/ professional matters.

- "Purchase Order Requisition" or "Requisition" shall mean a standardized form that specifies the items/services to be obtained for approval in order to create a Purchase Order.
- "Request for Proposal" (RFP) shall mean a formal solicitation of proposals which involves a qualification-based selection process which may include price as part of the evaluation criteria.
- "Request for Qualification" (RFQ) shall mean a formal solicitation which involves detailed vendor background and experience providing a specific good or service.
- "Request for Quotation" shall mean an informal solicitation for quotes that involve only price for a specified service or product.
- "Responsible" shall mean a bidder or proposer who has proper resources, technical capabilities, and financial capacity to deliver materials or perform the work.
- "Responsive" shall mean a bidder or proposer whose bid/proposal complies in all aspects with the Invitation for Bids or Request for Proposal by the bid opening or proposal closing date.
- "Single Source" shall mean procurement where there is a compelling reason for using only one source, a preferred brand, like material, etc., to be procured.
- "Sole Source" shall mean procurement where only one viable source exists. This is usually due to legal restrictions on patent rights, a proprietary process, warranty issues, original equipment, copyrights, etc.

SECTION 5.0 PROJECT DEFINITIONS

a. Minor Project. A project or service required by the District which is estimated by the General Manager to cost $100,000 or less, and which may be awarded and negotiated by the General Manager, in contract or purchase order form.

b. Intermediate Project. A project or service required by the District which is estimated by the General Manager to cost more than $100,000.01 but less than $150,000 to complete.

c. Major Project. A project or service for a capital expenditure by the District which is estimated by the General Manager to cost $150,000 or more to complete.

d. Maintenance Work. Includes but is not limited to any of the following:

1. Routine, recurring, ongoing, systematic and/or usual work for the operation, preservation or protection of any District-owned or operated facility, equipment or property, for its intended purposes, including without limitation, systematic or system-wide replacements intended to keep District systems and equipment in optimal condition and efficiency. Such work includes, but is not limited to testing, service and replacement of back-flow valves and lateral lines.

2. Repainting, cleaning and other property maintenance work.

3. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

SECTION 6.0 PROCUREMENT AUTHORITY

The General Manager or his designees are authorized to:

- Enter into contractual obligations on behalf of MSWD for the acquisition of supplies, materials, equipment, and services necessary to support MSWD functions in accordance with this Procurement Policy.
- Obtain full and open competition in accordance with prescribed processes in a manner that presents the best overall value to MSWD.
- Provide for the uniform treatment of vendors, suppliers, and contractors.
- Prepare and recommend revisions and amendments to procurement policies and requirements governing the purchase of materials, supplies, equipment and services and submit them periodically to the Board for approval. Revisions to procurement rules and requirements shall adhere to all related laws and industry standards.
- Supervise the receipt and inspection of all materials, supplies, equipment, and services purchased to ensure conformance with specifications.
- Recommend the disposition of surplus or unused supplies, materials, equipment, and scrap through sale or other means.
- Maintain necessary records for the efficient operation of procurement.
- Operate a centralized warehouse to efficiently manage commonly used supplies and materials as required to support MSWD functions.

SECTION 7.0 DELEGATION OF PROCUREMENT AUTHORITY TO OTHERS

The General Manager, Assistant General Manager, Director of Finance, and Director of Operations have been granted the authority and responsibility for procurement of all materials, equipment, supplies, and services necessary to support the day-to-day operation of MSWD.

The General Manager may delegate to certain individuals the responsibility for the performance of specific procurement activities. Only those persons so delegated are authorized to contractually obligate MSWD to purchase materials, equipment, supplies, and services.

Other delegation may be through the authorized use of District Credit Cards, Purchase Orders, or other written authorization. All such purchases will be made in conformity with the policies and procedures prescribed within this manual.

SECTION 8.0 PETTY CASH DISBURSEMENT / REPLENISHMENT

This District has established a $500 Petty Cash fund to cover minor or incidental expenses, such as office supplies or employee reimbursements under $50.

The Petty Cash Fund undergoes periodic reconciliation, and transactional receipts are documented and recorded in the District’s Financial system.

Petty Cash transactions adhere to the approval limits set forth in the Procurement Policy. They are limited to a nominal amount readily accessible for paying expenses too small to merit writing a check

or using a credit card. The District's Petty Cash Disbursement Policy in Exhibit D provides the administrative processes associated with Petty Cash reimbursements.

SECTION 9.0 DISTRICT CREDIT CARDS

The issuance of credit cards assists the Finance Department in keeping an accurate record of charges incurred by everyone assigned a card. This system provides management with a checks and balance method for budgeting items such as seminars, conferences, travel, and training, plus individual purchases of necessary District materials and supplies.

These cards are provided as a convenience to those most required to travel and conduct District business. Please see the District Credit Card Policy in Exhibit F for specific administrative processes associated with using District cards.

SECTION 10.0 EXCEPTIONS FROM A DECENTRALIZED PROCUREMENT

MSWD utilizes a decentralized procurement process in which the responsibility to determine specifications of goods or services, to solicit proper bids according to bid procedures within this Policy, and to obtain proper approvals have been delegated to department heads. MSWD's Contracts Analyst retains the responsibility to review and examine requisitions, bid documents, and contracts.

Except for emergencies, any purchase made outside the confines of this procurement policy will be deemed void and of no effect and may be subject to non-payment. The individual employee responsible for creating the unauthorized obligation may be subject to disciplinary action and/or subject to termination.

Certain purchases are not readily adaptable to open market and formal-bidding process. These purchases are generally for items where the competitive bid process is not applicable. Purchases that are exempt from the procurement process are limited to the following, and authorization for these transactions shall be in accordance with the approval limits and dollar thresholds set forth in this Policy.

Advertising
Agency Contribution (Gov't Agencies)
*Fees & Permits (Gov't Agencies) Insurance**
*Leases or Purchase of Real Property**
Application Fees
Medical Services
*Assessment District Expenses**
Professional Organization Memberships
Association Fees
Public Notices
*Attorney & Legal Fees**
P-Card Purchase (See P-Card Policy)
*Bank Charges and Fees**
*Payroll Related**
Board Expenses
Petty Cash (See Petty Cash Policy)
*Bond Transactions**
Postage
Water Purchases (Imported Water)

Claims & Refunds (Construction & Billing)
Conferences / Seminars
Court Reporting
Debt Service
Employee Reimbursements that Adhere to Policy (i.e. boots, conference travel)
Environmental Fees & Permits
Subscriptions
Travel Expenses, Lodging & Meals
*Utilities**

**Potentially greater than $100,000.*

For Board Approved budgeted expenditures, the General Manager or designee shall have authority to approve individual disbursements exceeding prescribed spending limits in order to facilitate timely payment for the categories noted above. These expenditures are subject to Board review as requested.

SECTION 11.0 STANDARDS OF CONDUCT IN PROCUREMENT

Conflict of Interest

Employees must follow the Conflict-of-Interest Code adopted by the Board of Directors. Employees must follow applicable laws, rules, and regulations in regard to conflicts of interest including, but not limited to, the Political Reform Act, the prohibition against contractual conflicts of interest, and guidelines in the California Code of Regulations regarding acceptance of gifts.

Vendor Gifts and Gratuities

The receiving of gifts and/or other symbols of appreciation may compromise the integrity of professional relationships and can lead to inappropriate business practices.

Subject to guidelines in the California Code of Regulations, no officer, or employee, shall receive or agree to receive, directly or indirectly, any compensation, reward, or gift from any source except from his or her appointing authority or employer, for any action related to the conduct of MSWD's business, except as set forth below:

Acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of a breakfast, luncheon, or dinner meeting or other meeting or a tour where the arrangements are consistent with the transaction of official business.

Acceptance of transportation, meals or refreshment, in connection with attendance at widely attended gatherings sponsored by industrial, technical or professional organizations; or in connection with attendance at public ceremonies or similar activities financed by non-governmental sources where the officer's or employee's participation on behalf of MSWD is the result of an invitation addressed to him or her in his or her official capacity, and the transportation, meals or refreshment accepted is related to, and is in keeping with, his or her official participation.

Purchase of items or entry fees at advantageous rates where such rates are offered to MSWD personnel as a class, such as discounts provided to government employees.

Acceptance of unsolicited advertising or promotional material, such as pens, pencils, note pads, calendars, or other items of nominal value, not exceeding $50.

Acceptance of incidental transportation from a private organization provided it is furnished in connection with the performance of the officer's or employee's official duties and is of a type customarily provided by the private organization.

Acceptance of commendations, certificates, or plaques for outstanding individual service or work on MSWD projects.

A gift or gratuity, the receipt of which is prohibited under this section, shall be returned to the donor within 30 calendar days. If return is not possible, the gift or gratuity shall be turned over to a public or charitable institution within 30 calendar days without being claimed as a charitable deduction and any other requirements for disposition of such gifts.

Personal Purchases from Suppliers, Vendors, or Contractors

Employees of MSWD or their immediate relatives are NOT to utilize the employee's position with MSWD to solicit or utilize discounts, promotions, or other concessions from MSWD suppliers, vendors, or contractors to purchase supplies, equipment, tools, etc. Employees of MSWD or their immediate relatives are permitted to utilize discounts, promotions, etc. offered to the general public by MSWD suppliers, vendors, or contractors.

Contracts with MSWD Employees or Organizations Owned by Them

Employees shall not knowingly award a contract, agreement, or purchase order to an MSWD employee or to a business or other organization owned or substantially owned or controlled by one or more MSWD employees. This Policy is intended to avoid any conflict of interest that might arise between the employees' interests and their MSWD duties and to avoid the appearance of favoritism or preferential treatment by MSWD toward its employees.

The Board or the General Manager may authorize an exception to this Policy only if there is a most compelling reason to do so, such as when MSWD's needs cannot reasonably be otherwise met.

Ethical Procurement Practices

It is the Policy of MSWD to maintain good working relationships with its vendors and suppliers, as well as the community at large. Every employee has the ability to influence the opinions of others through daily interaction with the business community. In personal contacts with vendors and suppliers, employees shall represent the best interests of MSWD by conducting business in a fair, equitable, and ethical manner.

MSWD subscribes to the following Principles and Standards of Ethical Supply Management Conduct:

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.

2. Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of MSWD.

3. Avoid soliciting or accepting money, loans, credits, or preferential discounts and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence, supply management decisions.

4. Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and governmental regulations.

5. Conduct supply management activities in accordance with state, national, and international laws, customs, and practices, MSWD policies, and these ethical principles and standards of conduct.

6. Develop and maintain professional competence.

SECTION 12.0 AUTHORIZATION TABLES

The Procurement Authorization and Check Signing Authorization Tables are set forth in Exhibits A and B, which are incorporated herein by reference.

In the absence of the designated approver for a given request, authorization will be obtained from his/her designee or the next highest authority in accordance with the Procurement Authorization Table in Exhibit A.

The Procurement Authorization Table shall also apply to all Capital Improvement Projects. All capital procurements that exceed the General Manager's authorization level must be approved by the Board of Directors.

For multiple-year agreements, procurement authorization shall be determined by the maximum total dollar value that may be awarded over the duration of the contract, including any option years. If provided for in the original agreement, the District may negotiate a reasonable price revision based on escalation during the option years, if any. Yearly renewals, if required (and noted in the original Board Action Item), may then be authorized by the General Manager or its designee, regardless of the dollar amount.

Example 1: A multiple-year agreement, including optional years, for goods is estimated at $105,000 in the first year. This would require Board authorization for the first year of the contract and all option years. The execution of optional years would be approved by the General Manager provided the terms and conditions of the original agreement remain unchanged and the option years were noted in the original Board Action Item.

Example 2: A five-year agreement for services estimated at $39,000 each year. Although each year is individually under the General Manager's authorization, the total cost of the five-year procurement exceeds $100,000 and must be approved by the Board of Directors.

SECTION 13.0 GENERAL PROCUREMENT POLICIES

All purchases, agreements, services, leases, and/or contracts for materials, supplies, equipment, and other MSWD property shall be made in accordance with this Policy.

This Policy applies to all procurement and disbursement actions of MSWD, except where the application of such conflicts with funding requirements, such as Federal grants. In addition, this Policy will be applied in coordination with all other District policies including but not limited to:

- Procurement practices shall comply with laws, regulations and guidelines of the State of California and the provisions of grant or funding agreements, if applicable.

- Any employee impacting any procurement action outside of the procedures established within this Policy and without Board authorization to do so, may be subject to disciplinary action and/or termination.

- Splitting or separating of material, supply, service, lease, and equipment orders or projects for

the expressed purpose of evading the requirements of this Policy is strictly prohibited.

- Contract administration methods shall be maintained to ensure that goods and services received by MSWD meet the terms and conditions of the contract.

- Authority related to all capital projects will follow the dollar thresholds set forth in this Procurement Policy.

- Operation and Maintenance services performed by outside contractors and large equipment purchases require Board approval if the total cost is above the General Manager's approval authority.

- Any amendment to any purchase order or contract that will increase MSWD's adopted annual budget will require Board approval.

Examples:

A new project has been identified that requires a design services consultant. MSWD solicits proposals and awards the contract to a consultant for $55,000. The contract does not require Board approval because it is below the $100,000 authorization limit. This contract would require the General Manager's signature.

In addition, it is determined that project management services are required. MSWD solicits proposals and awards the contract to a project management services firm for $45,000 for the same project, but a different consulting firm. This contract would require the General Manager's signature.

It is determined by staff that MSWD requires geotechnical tests for this project. MSWD receives three informal quotes and awards the contract to a new vendor for $20,000. This contract would require the General Manager's signature.

Although the total expenditure for this project is $120,000, none of these contracts would require Board approval because they are separate transactions, each managed by MSWD personnel, and within the General Manager's approval authority.

SECTION 14.0 COMPETITION

All procurements for materials, supplies, equipment, services, and construction shall employ competitive bidding whenever practicable. Detailed records of all competitive bidding processes, including the rationale for selecting the winning bid, must be maintained and made publicly accessible within five business days of issuance or award. All procurements over $50,000 will adhere to the formal RFP/Bid process.

The General Manager may grant exceptions up to his/her signing authority to the competitive process for emergency conditions, supply limitation, or other circumstances with justification for such a waiver such as single and sole source authorization. For the purposes of Public Contract Code section 3400, the General Manager has been authorized by the Board to make Single/Sole Source findings and sign the Single/Sole Source Justification Form for procurement of any dollar amount notwithstanding his/her authority.

COMPETITIVE BIDDING TABLE	
$0 - $5,000	One Informal Quote
$5,000.01~~1~~ - $50,000	Three Informal Quotes
$50,000.01~~1~~+	Formal Solicitation Process

Exceptions

Exceptions to the competitive requirements are:

1. Emergency procurement as defined herein.
2. Sole or single source procurement as defined herein.
3. Time constraints or other circumstances where the General Manager has determined it is in the best interest of MSWD.
4. "Cooperative" or "Piggyback" purchases or leases, when it is in MSWD's best interest to utilize the contracts of other governmental agencies or non-profit governmental entities.
5. When the General Manager has determined that a negotiation with a vendor or supplier is in the best interest of MSWD.
6. Professional Services.

Pre-bid Conference

A pre-bid conference may be used, generally in a complex procurement, as a means of briefing prospective bidders and explaining complicated specifications and requirements to them as early as possible after the invitation has been issued and before the bids are opened. It shall never be used as a substitute for amending a defective or ambiguous invitation.

Addendum of Invitation for Bids

If it becomes necessary to make changes in quantity, specifications, delivery schedules, opening dates, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by an addendum to the Invitation for Bids. The fact that a change was mentioned at a pre-bid conference does not relieve the necessity for issuing an addendum. If an addendum is required that materially changes the solicitation, it must be sent a minimum of 72 hours before the time for bid opening, to everyone to whom invitations have been furnished and shall be displayed on MSWD's electronic bid system.

Before issuing a material addendum, the period of time remaining until the bid opening and the need to extend this period shall be considered. If less than 72 hours remain before the bid opening, the time of bid opening shall be extended to allow bidders at least 72 hours to review the addendum and submit or resubmit bids. Such an extension must be confirmed in the addendum.
Any information concerning an Invitation for Bids shall be furnished promptly to all prospective

bidders as an addendum to the invitation if such information is necessary for bidders to submit bids.

Cancellation of Invitation Before Opening

The cancelation of an Invitation for Bids usually involves a loss of time, effort, and money spent by MSWD and bidders. Invitations should not be canceled unless cancelation is in the public or MSWD's best interest.

Example 1: Where there is no longer a requirement for the supplies or services.

Example 2: Where addenda to the Invitation for Bids would be of such magnitude that a new invitation is desirable.

When an Invitation for Bids is canceled, a general notice of cancelation shall be posted electronically to the MSWD bid system.

Release of Procurement Information

The District will use the following when releasing procurement information:

1. Before solicitation. Information concerning a proposed procurement shall not be released outside MSWD before solicitation except for long-range acquisition estimates in the annual budget.

2. After solicitation. Discussions with prospective bidders regarding a solicitation shall be conducted and technical or other information shall be transmitted only by the Contracts Analyst or by others specifically authorized. Such personnel shall not furnish any information to a prospective bidder that alone or together with other information may afford an advantage over others.

3. During negotiations. Information contained in proposals shall not be released until negotiations have been completed and a recommendation is forwarded to the Board or other approving authority. Such information shall be transmitted only by the Contracts Analyst or by others specifically authorized.

4. Confidential information. If any information in a bid or proposal is claimed to be confidential by the bidder or proposer, and such information is clearly identified in the bid or proposal as confidential, along with a statement of the basis of the claim, then a copy of any Public Records Act request or other request for disclosure of the information will be sent to the bidder or proposer. At its sole cost and expense, the bidder or proposer may seek, within the required timeframe for disclosure, to enjoin the production of the information it claims to be confidential. The bidder or proposer must defend, indemnify and hold harmless MSWD for any costs associated with withholding the information.

Modification or Withdrawal of Bids

Bids may be modified or withdrawn if notice is received no later than the time set for opening of bids. If the withdrawal of an electronically transmitted bid is necessary, the withdrawal must be made by the bidder or its authorized representative through MSWD's electronic bid system. If withdrawn prior to the time set for the bid opening, the data received shall not be evaluated.

Any bid, modification, or withdrawal of a bid received at the MSWD office after the exact time

specified for receipt of bids is "late" and will not be considered.

Award of Bids

Award of competitive bids shall be made to the lowest responsible and responsive bidder. Notice of Award will be sent by the Contracts Analyst to the successful bidder either by mail, email, or electronic bid system.

Unsuccessful bidders will be notified through electronic correspondence or public posting on the MSWD electronic bid system.

Rejection of Bids

Any bid that fails to conform to the essential requirements of the Invitation for Bids shall be rejected. Any bid that does not conform to the applicable specifications shall be rejected unless the invitation authorized the submission of alternate bids, and the supplies offered as alternates meet the requirements specified in the invitation.

Any bid that fails to conform to the delivery schedule or permissible alternates stated in the invitation shall be rejected.

A bid shall be rejected when the bidder imposes conditions that would modify the requirements of the invitation or limit the bidder's liability to MSWD. For example, bids shall be rejected in which the bidder:

- Fails to state a price or indicates that the price shall be the "price in effect at time of delivery".
- Limits rights of MSWD under any contract clause.

Any bid may be rejected if MSWD determines that it is unreasonable as to price. Unreasonableness of price includes not only the total price of the bid, but the prices for individual line items as well. Any bid may be rejected if the prices for any items are materially unbalanced.

When a bid guarantee is required and a bidder fails to furnish the guarantee in accordance with the requirements of the Invitation for Bids, the bid shall be rejected.

A bid shall be rejected if the bidder is found not responsible. Prior to finding a bidder not responsible, MSWD shall notify the bidder of any evidence reflecting upon the bidder's responsibility, afford the bidder an opportunity to rebut such adverse evidence, and permit the bidder to present evidence of qualification.

Contractor Qualifications

Purchases shall be made from, and contracts shall be awarded to, responsible contractors only. A prospective contractor must affirmatively demonstrate its responsibility, including, when necessary, the responsibility of its proposed subcontractors.

MSWD reserves the right to evaluate the qualifications of contractors submitting bids or proposals and to determine if the lowest offer is in the best interest of MSWD.

To be determined responsible, a prospective contractor must:

1. Have adequate financial resources to perform the contract, or the ability to obtain them.

2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

3. Have a satisfactory performance record. A prospective contractor shall not be determined responsible or non-responsible solely on the basis of a lack of relevant performance history.

4. Have a satisfactory record of integrity and business ethics.

5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.

6. Have demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the contract.

All contractors shall possess all applicable licenses required by local, County and State and appropriate insurance set forth in this Policy, and all licenses must remain active for the duration of the contract period.

MSWD may at its discretion prequalify contractors through a uniform, unbiased prequalification process and may limit bids or proposals it receives to the prequalified contractors.

Notice to Bidders of Rejection of All Bids

MSWD expressly reserves the right to reject any or all bids. When it is determined necessary or prudent, or otherwise in the best interest of MSWD to reject all bids, MSWD shall notify each bidder electronically that all bids have been rejected.

Minor Informalities or Irregularities in Bids

A minor informality or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when there is no effect on price, quantity, quality, or delivery. MSWD may give the bidder an opportunity to cure any immaterial deviation and waive the deficiency or reject the bid, at MSWD's discretion.

Mistakes on Bids

After the opening of bids, MSWD shall examine the low bid for mistakes. In cases of apparent mistakes and in cases where MSWD has reason to believe that a mistake may have been made, the District may request the bidder verify the bid, calling attention to the suspected mistake.

The bid may be withdrawn if the bidder can establish to the satisfaction of MSWD that a mistake was made, and:

- The bidder gave MSWD written notice within (5) working days after the opening of bids of the mistake, specifying in the notice in detail how the mistake occurred, and;

- The mistake made the bid materially different than the bidder intended it to be, and;

- The mistake was made in filling out the bid and not due to error in judgment or to carelessness in inspecting the contract documents.

MSWD may accept the withdrawal of a bid if it is deemed in the best interest of MSWD.

A bidder who claims a mistake or is otherwise relieved of its bid is prohibited from participating in further bidding or participation on the project on which the mistake was claimed or its bid withdrawn.

Equal Low Bids

When two or more low bids are equal in all respects, the award shall be made by a drawing of names or flipping of a coin between those bidders. If time permits, the bidders involved shall be given an opportunity to attend the drawing. The drawing shall be witnessed by at least three people.

Award of Contracts

MSWD shall make a contract award by written or electronic notice as specified in the bid documents. Award shall not be made until all required approvals have been obtained.

If less than three bids have been received, MSWD will examine the situation to ascertain the reasons for the small number of responses. Awards may be made notwithstanding the limited number of bids. If appropriate, corrective action will be taken to increase competition in future solicitations for the same or similar items.

Awards shall be made by mailing, electronic communication, or otherwise furnishing a properly executed award document to the successful bidder.
When a notice of intent to the award is issued, it shall be followed as soon as possible by the formal award.

When more than one award results from any single Invitation for Bids, separate award documents shall be executed.

All provisions of the Invitation for Bids shall be clearly and accurately set forth (either expressly or by reference) in the award document.

Formal Solicitations

Solicitation includes tax, delivery, and all other costs associated with the procurement.
Formal and advertised competitive solicitations are required for goods, services, and non-capital construction estimated to cost greater than $50,000; or at the discretion of the General Manager or his or her designee.

Whenever possible and practical, solicitations shall provide a minimum of fourteen (14) calendar days for response.

Advertising means any form of advertisement designed to reach a reasonable and sufficient amount of prospective bidders or offerors, whether by newspaper, Internet, or other means.

Informal Solicitations

Solicitation thresholds include tax, delivery, and all other costs associated with the procurement. All solicitations in this section shall be documented. Three competitive documented responses shall be solicited for procurements estimated to cost more than $50,000.

Contract Signatures

Only the General Manager or its authorized designee shall sign contracts on behalf of MSWD.

Electronic Commerce

MSWD may accept electronic signatures and records in connection with MSWD procurements.

Procurement Records

Procurement records must maintain complete transactional history. MSWD staff shall establish files containing the records of all contractual actions in accordance with MSWD's Record Retention Policy and established procedures. The documentation in the files shall be sufficient to constitute a complete history of the transaction.

Emergency Purchases

The General Manager, or its designee, is authorized to approve procurements in an emergency.

Bid Security

MSWD shall determine whether bid security is necessary for a solicitation. Bid security may be in the form of (a) cash, (b) cashier's/certified check made payable to MSWD, or (c) a bid bond.

Insurance Requirements

MSWD shall determine the type and amount of insurance necessary for each solicitation (see Section 15).

Outside Funding Sources

In the event that a procurement for materials, supplies, equipment, services, or construction is subject to funding from a Federal, State, or local funding source, the procurement shall comply with the provisions of the Grant.

SECTION 15.0 EMERGENCY PROCUREMENT PROCEDURES

In the event of an Emergency, MSWD, pursuant to a four- fifths vote of the Board, may repair or replace a public facility, take any directly related and immediate action required by that Emergency, and procure the necessary equipment, services, and supplies for those purposes, without following the purchasing procedures prescribed by this Policy.

General Manager Authority

The Board has authorized the General Manager, or its designee, to approve Emergency procurements and take any action set forth in this Section.

If the Emergency procurement exceeds the General Manager's approval authority, the General Manager, or its designee, in conjunction with the Department requesting a declaration of an Emergency, shall report to the Board, at its next meeting the reasons justifying why the Emergency did not permit a delay resulting from complying with purchasing requirements and why the action was necessary to respond to the Emergency.

Before MSWD takes any action, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the Emergency would not permit a delay resulting from complying with purchasing requirements, and that the action was necessary to respond to the Emergency.

Board Ratification

If the Board orders any action specified in this Section, the Board shall review the Emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the action is terminated to determine, by a four-fifths vote, whether there is a need to continue the action.

If the General Manager, or its designee, orders any action specified in this Section, the Board shall initially review the Emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than fourteen days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, whether there is a need to continue the action, unless the General Manager, or its designee, has already terminated that action prior to the Board's review.

The Board shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the Emergency action may be completed by giving notice for bids to let contracts.

Federally Declared Emergencies; Procurement and Contracting Requirements.

In the event of an emergency declared by the President of the United States, MSWD must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work. FEMA funding is governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Federal Emergency Procurement Procedures

Micro-Purchases
Purchases within the micro-purchase threshold (e.g., currently set at purchases of $3,000 or less but periodically adjusted for inflation) may be awarded without soliciting competitive quotations if MSWD considers the price to be reasonable.

To the extent practicable, MSWD must distribute micro- purchases equitably among qualified suppliers.

Small Purchases
Purchases within the simplified acquisition threshold (e.g., currently set at purchases of $250,000 or less) shall not be required to be formally bid.

Price quotations must be received from no less than three (3) sources.

Formal, Sealed Bidding
Formal, sealed bidding is required for purchases greater than the simplified acquisition threshold, which is currently set at $250,000, or as may be adjusted by the Federal Acquisition Regulation, pursuant to 48 CFR § 2.101.

MSWD must publicly advertise the Invitation for Bids and publicly open all bids at the time and place prescribed in the invitation.

Any contracts awarded pursuant to this procedure shall be to the lowest responsible bidder submitting a responsive bid and shall be for a firm fixed price.

Solicitation of Competitive Proposals
When the nature of a procurement does not lend itself to formal, sealed bidding (e.g., professional services), MSWD may solicit competitive proposals.

A request for proposals (RFP) must be publicly advertised, and MSWD must solicit proposals from an adequate number of sources. The RFP must identify all evaluation factors and their relative importance; however, the numerical or percentage ratings or weights need not be disclosed.

Any contract awarded based on the competitive proposal procurement process cannot be based exclusively on price or price-related factors.

If a contract is awarded, it shall be to the responsible firm whose proposal is most advantageous to MSWD ("best value"), with price and other factors considered.

Federal Emergency Noncompetitive Procurements

Contracts may be procured through a noncompetitive proposal only when:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- MSWD authorizes noncompetitive proposals, as otherwise permitted by the Procurement Policy; or
- Competition is deemed inadequate after the solicitation of a number of sources.
- Federal Emergency Contracting with Small and Minority Firms, Women's Business Enterprises, and Labor Area Surplus Firms
- MSWD must conduct all necessary affirmative steps to ensure the use of minority businesses, women's business enterprises, veteran owned businesses, or labor surplus area firms when possible, as set forth at 2 CFR § 200.321.

Federal Emergency Cost or Price Analysis

MSWD shall perform a cost or price analysis in connection with every procurement action, including contract modifications, in excess of the simplified acquisition threshold. While the method and degree of analysis depend on the facts surrounding the particular procurement situation, MSWD must, at a minimum, make independent estimates before receiving bids or proposals.

MSWD shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where a cost analysis is performed as required by 2 CFR § 200.323(b).

Federal Emergency Payment Procedures
Contracts entered into pursuant to this Section shall utilize only fixed-price, cost-reimbursement, or, to a limited extent, time and materials payment methods.

Time and Materials (T&M) Contracts
T&M contracts should be used rarely, and the use of T&M contracts should be limited to a reasonable time period (e.g., no more than 70 hours) based on circumstances during which MSWD cannot define a clear scope of work.

MSWD shall only enter into a time and materials contract if all of the following apply:

- No other contract was suitable; and
- The contract has a guaranteed maximum price that the contractor exceeds at its own risk; and
- MSWD provides a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

MSWD must define the scope of work as soon as possible to enable procurement of a more acceptable type of contract (i.e., non-T&M).

Separate Invoicing

All purchases made during a proclaimed Emergency shall require separate invoicing from routine (i.e., non- emergency related) purchases. All invoices shall state the goods, services, or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the location(s) where the goods or services were used, if possible. Any invoice which fails to properly identify the emergency nature of the purchase and provide details as to the date(s) and location(s), as appropriate, shall not be paid until such errors are corrected by the vendor and re-submitted in correct form.

Auditing of Invoices for Debris Removal

All invoices for debris clearance and removal shall be audited prior to payment to the vendor. Vendors shall be notified of this requirement prior to the award of any contract for debris clearance and/or removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.

SECTION 16.0 PROTESTS

Any protest relating to the form or content of a solicitation must be submitted in writing and received by MSWD no later than 5:00 p.m. on the third business day following the bid opening or proposal submission date.

The protest must be made in writing (letter, e-mail, or facsimile) and must contain the following information:

- Name, address, and phone number of the protestor.
- The title and solicitation number of the solicitation being protested.

- A detailed statement citing the provisions being protested, including the reason(s) for the protest.
- Late protests shall not be considered.
- If the protest is timely and complies with all of the above requirements, MSWD shall review the protest and all relevant information. MSWD will provide a written response to the protestor.

Any contractor who submits a bid or proposal without making a protest shall be deemed to have waived any objection to the form or content of the solicitation.

Protest After Solicitation Opening

Submitted bids or proposals will be made available for review in a timely manner, upon written request of any Contractor.

Contractors wishing to file a protest must comply with all protest requirements. Specifically, the protest must:

- Be made in writing (letter, email, or facsimile) to, and received by MSWD no later than 5:00 p.m. on the third business day following the bid opening or proposal submission date.
- Clearly identify the alleged irregularity or other basis for the protest.
- Specify, in detail, the factual and legal grounds for the protest.
- Include all relevant, supporting documentation with the protest at time of filing.

If the protest does not meet all of these requirements, MSWD may reject it without further review.

If the protest is timely and complies with all the above requirements, MSWD shall review the protest, any response to the protest received from the challenged contractor, and all relevant information.

MSWD will provide a written response to the protestor.

Exclusive Remedy

The procedure and time limits set forth in this section are mandatory and are the sole and exclusive remedy in the event of a protest. Failure to comply with these procedures shall constitute a failure to exhaust administrative remedies and a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings.

Protests of Procurement Actions

The protesting party shall only communicate with the contact listed in the solicitation while the protest is pending.

SECTION 17.0 INSURANCE AND BONDS

Unless authorized by MSWD, Certificates of Insurance and Endorsement forms are required for all quotes, bids, RFPs, RFQs, and Contracts awarded by MSWD.

MSWD, in coordination with JPIA and Counsel determines the minimum insurance requirements for

work performed by contractors. The determination is based on project specific risk factors and MSWD's liability exposure. MSWD requires insurance in all instances in which contractors:

- Repair, install, service, maintain, or construct MSWD property or facilities.
- Provide certain consulting services.
- Haul waste or other items from MSWD property or facilities.
- MSWD staff shall not authorize work/services before the contractor's insurance certificate and endorsement forms have been reviewed and conform to MSWD requirements. Under no circumstance should a Purchase Order, agreement, or contract be issued or executed before the appropriate Certificates of Insurance and Endorsement forms are on file and satisfactory to MSWD.
- Contractors are required to maintain all requisite insurance for the duration required by the Contract and must ensure that current, satisfactory Certificates of Insurance and Endorsement forms are on file with MSWD. Failure to furnish such evidence may be considered contractor default.
- The Contracts Analyst is responsible for obtaining all required Certificates of Insurance and Endorsement forms.

Insurance Requirements

The minimum insurance policy and endorsement requirements are:

- Commercial General Liability. Insurance written on a per occurrence basis with limits not less than $2,000,000 per claim and $4,000,000 annual aggregate, for bodily injury and property damage including coverage for contractual liability, personal injury, independent contractors, property in the Vendor's care, or control, ongoing and products and completed operations.
- Commercial Automobile Liability. Insurance written on a per accident/occurrence basis with a single limit of liability in the amount of $1,000,000 for bodily injury and property damage. Said Policy shall include coverage for any auto, owned, non- owned, leased and hired cars.
- Workers' Compensation. Insurance policy as required by the Labor Code or legally self-insured pursuant to Labor Code section 3700 et seq. along with employer's liability limits of $1,000,000.

MSWD reserves the right to reduce or waive the minimum insurance requirements for professional services when no work will be done on MSWD premises. Such waivers require General Manager approval.

Each of the vendor’s insurance policies shall contain the following:

- A provision or endorsement that the insurer names MSWD, its officers, directors, members, partners, employees, agents, consultants, and subcontractors as additional insured's (except Workers' Compensation and Professional Liability).
- Along with the vendor waiving its right to subrogation, a provision or endorsement whereby the insurer waives all rights of subrogation against MSWD, its representatives, officers, directors, members, partners, employees, agents, consultants, and subcontractors (except Professional Liability).

- Vendor is required to provide notice of cancellation or material coverage change to MSWD within ten (10) days of receipt, along with an endorsement from the insurer providing that written notice shall be given to MSWD at least thirty (30) days prior to termination, cancellation, or reduction of coverage in the Policy.

- A provision or endorsement that such insurance is primary and non-contributory with respect to the interests of the additional insureds and that any other insurance maintained by the additional insureds is excess and not contributing insurance with the insurance required.

- A provision or endorsement with a "cross liability" or "severability of interest" clause.

- These specific insurance requirements are mandated should the work involve any of the following activities:

- Professional Liability: (Also known as Errors & Omission) Insurance appropriates to the Consultant profession, with limits no less than $1,000,000 per occurrence or claim, and $2,000,000 policy aggregate.

- Contractor's Pollution Liability: If required, Pollution Liability will be included in the bid specifications. For applicable large projects with project involves environmental hazards, MSWD requires limits no less than $5,000,000 per occurrence or claim, and $10,000,000 policy aggregate. If pollution liability is needed for a smaller project, MSWD requires $1,000,000 per occurrence.

- Cyber Liability Insurance (Technology Professional Liability – Errors and Omissions): Limits not less than $2,000,000 per occurrence or claim, and $2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the vendor. This includes, but is not limited to, claims involving infringement of intellectual property, infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

- Excess/Umbrella Liability Policy may be provided to insure the total limits required for Commercial General Liability and Automobile Liability and must apply to all primary coverage afforded, including but not limited to general liability, owned and non-owned automobiles, leased and hired cars.

Payment and Performance Bonds

Payment Bonds are required by law on all public works projects in excess of $25,000. MSWD shall determine whether payment and/or performance bonds are required.

SECTION 18.0 PROFESSIONAL/CONTRACT SERVICES/LARGE PURCHASES

Except as required by this Section, practical and possible competitive proposals will be solicited from more than one service provider.

In accordance with Section 13, at least one informal quote must be obtained for procurements of $5,000 or less, and at least three informal quotes must be obtained for procurements of $5,001 to $50,000. All procurements over $50,000 must adhere to the formal RFP/bid process.

Pursuant to Government Code section 4526, when MSWD seeks to procure professional services of architectural, landscape architectural, engineering, environmental, land surveying, or construction management firms, selection shall be on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price.

Professional services are defined as any specially trained and experienced person, firm, or corporation specializing in financial, economic, accounting, engineering, technical, legal, architectural, or other specialized disciplines (aka consulting services). Technical and maintenance services (e.g., janitorial services, landscape maintenance, etc.) differ from professional services in that they involve limited discretionary judgment and are primarily manual in nature. For example:

- The use of a designer to do layout work for a magazine is considered professional service. The printing of the magazine is not.

Contract Services

Contracts that are not professional in nature such as technical and maintenance services (e.g., janitorial services, landscape maintenance, etc.) may be procured utilizing standard bidding requirements or qualification-based selection pursuant to a Request for Proposal in accordance with this Policy whenever practicable.

Large Purchases (Non-Inventory)

Large purchases of non-inventory goods, materials, and equipment over $50,000 shall be procured utilizing standard bidding requirements and applicable Contract Documents set forth in this Policy whenever practicable.

Authority Levels

All professional and contract services and large purchases shall be governed by the Procurement Authorization Table set forth in Exhibit A of this Policy.

Agreement Templates

MSWD has developed template contract documents for Professional Services, Maintenance Services, and Capital Projects. The templates have been reviewed and approved by MSWD counsel and should not be modified without the approval of counsel.

SECTION 19.0 PUBLIC WORKS

Contracts for Public Works projects shall comply with all requirements for Public Works contracts under State law, including rules for:

- Listing subcontractors.
- Posting payment bonds equal to no less than 100 percent of the total contract amount (for all Public Works contracts over $25,000).
- Paying prevailing wages (for all contracts for Public Works exceeding $1,000), or as otherwise required by law.

Public Work Project Retention Bonds

The District requires performance bonds for all Public Works Contracts equal to no less than 100 percent of the total contract amount. Public Works Contracts let by an Invitation to Bid will be awarded to the lowest responsive, responsible bidder as allowed by State law and the District's standard Public Works contract documents.

The Contractor will be required to furnish with the contract a Contract Performance Bond in the amount of one hundred percent (100%) of the aggregate amount of the bid, and a Payment Bond in the amount of one hundred percent (100%) of the aggregate amount of the Bid. The Contractor will also furnish certificates of insurance evidencing all insurance coverage as required by the specifications. Contractor may, upon written request, and at its sole expense after the Board of Director's approval, deposit securities referenced in Government Code Section 16430, or bank or savings and loan certificates of deposit, as authorized by Public Code Section 22300 in lieu of retention monies withheld to ensure performance.

Public Work Prevailing Wage Requirements

All workers employed on public works projects must be paid the prevailing wage determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project pursuant to the provisions of Section 1773 of the Labor Code of the State of California.

Copies are available to any interested party upon request. Further, a copy shall be posted at each job site during the course of construction.

SECTION 20.0 MULTIPLE YEAR CONTRACTING

Multiple year contracting may be used to acquire goods or services required for continuity of operations and uninterrupted support at the sole option of MSWD. Funds for option years may not be obligated until the option year(s) are exercised. These contracts may be procured by competitive bidding or negotiation in compliance with this Policy. The total performance period of a multiple-year contract shall not exceed five (5) years unless authorized by the Board or General Manager. The option years available in a multiple-year contract do not obligate MSWD beyond the initial award period.

Option Year Contract Requirements

The bid/solicitation package shall state the base contract period and the number of option years available to be exercised.

MSWD shall provide notice of its intent to exercise an option year so as to provide the contractor adequate lead time to ensure continuous performance.

MSWD at its sole discretion may exercise a portion of an option year if it is deemed in the best interest of MSWD.

If the base contract duration exceeds one year, funds will typically be encumbered for the first year only. Should funds not be budgeted in subsequent years, MSWD retains the right to terminate the contract in accordance with the contract terms.

Exercise of Option Years
When the contract provides for economic price adjustment and the contractor requests a revision of the price, MSWD will evaluate the effect of the adjustment on prices under the option year before the option year is exercised.

MSWD may exercise options only after determining that:

- Funds have been budgeted.
- The vendor's requested economic price adjustment is reasonable and justified.
- The exercise of the option is the most advantageous method of fulfilling MSWD's needs, price, and other factors considered.

MSWD will not employ option years if:

- The vendor's requested economic price adjustment is unreasonable in light of current economic indicators.
- Market prices or competition for the supplies or services involved have changed.
- MSWD requirements have changed since the original contract was awarded, unless it is deemed that continuing with the contract is in the best interest of MSWD.
- It is not in the best interest of MSWD.

SECTION 21.0 CHANGE ORDERS/TASK ORDERS

MSWD may issue change orders/task orders as required to complete the original scope of work or procurement as necessary to meet MSWD's needs ("Change Orders"). The following guidelines apply to Change Orders in accordance with MSWD's Procurement Authorization Table:

1. Under no circumstances shall an individual approve changes to a contract in excess of that individual's procurement authority established in the Procurement Authorization Table (see Exhibit A).
2. The monetary value of a Change Order should be evaluated to determine proper execution authority. If the monetary value of a Change Order exceeds an Approver's procurement authority, it must be approved by an Approver with a higher authority level in accordance with Exhibit A. For example:

   Example 1: MSWD solicits bids for a new construction project. The lowest responsive, responsible bid for this construction project is $250,000. Awarding this contract requires Board approval because it is over the $100,000 approval limits of the General Manager. As part of the Board approval, $30,000 in contingency is approved.

   Staff later negotiates a $23,000 change order with the contractor. This change order could be signed by a Director, Assistant General Manager or General Manager because it is within their authority level and within the approved contingency amount.

   Staff later negotiates another change order with the contractor in the amount of $10,000 and would seek Board approval because the cumulative amount of the change orders exceeds the previously approved contingency.

Staff determined that they need to retain a construction management firm on the same project. After receiving three informal quotes, it seeks to award a contract in the amount of $24,000. Since the Board has already approved this project with a contingency that has been expended, and no unused project funds are available, this contract could not be considered a separate transaction and would require Board approval.

Example 2: A new project has been identified that requires a design services consultant. MSWD solicits proposals and awards the contract to a consultant for $35,000 for design services. This contract requires a Director, Assistant General Manager or General Manager's signature.

MSWD then executes a task order for $24,000 for additional design services on the same project and by the same consultant. This order could be carried out by the General Manager because the combined total of both actions is still under the General Manager’s procurement authority.

MSWD then desires to execute another task order for $45,000 for a separate issue related to the same initial project and by the same consultant. The second task order would have to be approved by the Board because the original contract value, plus the task orders, now exceed the $100,000 authority level of the General Manager.

Example 3: MSWD requires the help of a consultant for a potential project. A task order is issued to a previously awarded on-call engineering firm in the amount of $60,000. This task order requires the General Manager's signature.

MSWD then requires the help of the same consultant but for a different project. A task order for $50,000 is awarded requiring Board approval because the cumulative amount for this vendor is over the General Manager's authority.

Change Orders that affect the scope, terms, or duration of a contract, but do not affect the agreement price, will be authorized by the original approval authority. See examples below.

Example 1: A change to the contract term of a $60,000 agreement extending it from one year to two years with no increase to the approved funds. This would require General Manager authorization, and the appropriate funds must be re-budgeted to the new fiscal year.

Example 2: A change to the contract term of a $125,000 agreement extending it from one year to two years with no increase to the approved funds. This would require Board authorization because the Board approved the original agreement. The appropriate funds must be re-budgeted to the new fiscal year.

Any Change Order that requires a budget amendment that increases the adopted fiscal year budget, regardless of dollar amount, must be approved by the Board.

EXHIBIT A
MISSION SPRINGS WATER DISTRICT
PROCUREMENT & CREDIT CARD AUTHORIZATION TABLE

Dollar Amount	Employee/ Supervisor	Manager	Director/AGM	General Manager	Board
Up to $5,000	X				
Up to $10,000		X			
Up to $50,000			X		
Up to $100,000				X	
$100,000.01 +					X

**Note: The Employee/Supervisor category may include any employee whose specific job function relates to the procurement of goods or services. This includes District Credit Cards checked out for specific travel or administrative purposes. The spending limits of Employees/Supervisors are not automatic and must be justified and approved in writing by the Department Manager or General Manager.*

EXHIBIT B
MISSION SPRINGS WATER DISTRICT
CHECK SIGNING AUTHORITY TABLE

Dollar Amount	Director/AGM	General Manager	Board
Up to $75,000	X		
Up to $500,000		X	
$500,000.01 +		X	X

*Note: The authority to sign checks on behalf of MSWD is extended to include electronic or written approval for any digital transfers or wire transactions. This policy ensures that all financial transactions, whether conducted via traditional checks or through electronic means, are subject to the same level of oversight and authorization as designated in the chart above. For purposes of this authority, “Board” refers to the Board President, or Vice President in his or her absence. Approvals can be in the form of a digital signature or in writing.

EXHIBIT C
MISSION SPRINGS WATER DISTRICT
SINGLE/SOLE SOURCE JUSTIFICATION FORM

When a request is made for a non-competitive purchase and the specifications limit the bidding to one source, service, and/or brand or trade name, due to emergency or source limitations the requesting Department may complete the following. This form shall be authorized by the requesting Department's Director and approved by the General Manager or its designee. *Please note, this form will be digitized in the future.*

Type of request (pick one) ☐ Single Source ☐ Sole Source

Employee Making Request: Title:

Approved Budget Amount: Job Number (if applicable):

Item/Service: Vendor/Brand Name:

☐ Is this an emergency purchase, as outlined in Section 15 of the Policy for Procurement, Purchasing, and Disbursement of District Funds Policy? *Please note: In the event of Emergency, contracts may be awarded by the General Manager in the event the Board may not be immediately convened.*

☐ If this is ***not*** an emergency purchase, please complete the following:

1. The requested product or service has unique design and/or performance specifications or quality requirements that have not been found in similar products or services. Identify unique features or services and why they are required (not merely preferred):

   _____

   _____

   _____

2. Have you contacted other suppliers or vendors to evaluate items/services with similar features and capabilities? If so, please list below. If not, explain why.

   _____

   _____

   _____

   _____

3. Does the requested product or service lower associated costs due to the reduced of training or the use of staff expertise? If so, please explain:

   _____

   _____

   _____

4. If the goods or services are available from any other manufacturers or designated service representatives describe the unique qualifications, rights, licenses, etc. this vendor possesses and the distinctive service to be provided:

   _____

   _____

   _____

5. *For goods only:* If the requested product is an integral repair part or accessory compatible with existing equipment, please list the existing equipment and manufacturer and model numbers:

   _____

   _____

Please attach all quotes, proposals or related documentation.

I am aware that this justification form is only valid for one year from the date it is signed by the General Manager. I am aware of the MSWD policy for competitive purchasing and certify that the above information is accurate to the best of my knowledge.

Requestor Name:	**Signature:**	**Date:**
Requestor Supervisor:		
Requestor Director/Department Manager: ***(required)***		
General Manager: ***(required)***		

EXHIBIT D
MISSION SPRINGS WATER DISTRICT
PETTY CASH DISBURSEMENT POLICY 2025-03

Rescinding Policy No. 2010-3

Adopted:

Approved by:

Policy Summary

Policy Statement

This Policy aims to outline provisions for the disbursement and replenishment of the petty cash fund, ensuring that all petty cash-related functions are properly executed, documented, and reported.

Administrative Guidelines

1. The petty cash fund is established at $500.

2. The Accounting Manager is the custodian of the fund. In the custodian's absence, the Front Office Manager/Senior Customer Service Representative acts as custodian.

    a. It is the fund custodian's responsibility to determine when the fund requires cash replenishment.

    b. To obtain replenishment of the fund, the custodian will prepare a Check Request form.

    c. Attached to the Check Request form will be a list of the paid-out receipts with the appropriate account numbers to which the Accounting Department will charge the expenditure.

Cash Disbursement/ Reimbursement

Upon request, the custodian will disburse funds in advance to employees for District expenditures.

Employees must sign a notice of receipt at the time cash is disbursed and return any remaining change and a receipt to the custodian, at which time an adjustment to the notice of receipt will be made.

Any cash expense of $50 or less will be reimbursed from the fund. Cash expenditures over $50 should be submitted on an Expense Report to the Accounting Department and will be reimbursed to the employee within 10 business days following approval of the Report.

An employee requesting reimbursement for a cash expenditure must submit a receipt, approved by a supervisor and coded with the appropriate account number, at the time of reimbursement.

EXHIBIT E
MISSION SPRINGS WATER DISTRICT
PAPER/HAND DELIVERED CHECK REQUEST POLICY 2025-04

Adopted: _____

Approved by:

Policy Summary

Policy Statement

Requisitions are used to initiate payment for services or goods that do not require a purchase order, fall under a contract, or cannot be processed using an MSWD Credit Card or Petty Cash Reimbursement. Paper/ Hand Delivered Check Requests should be made under the requirements set forth in the MSWD Procurement Policy and related Accounts Payable policies. The Request for Paper / Hand Delivered Check Request Policy only dictates the manner in which a payment is made and not the authority of its issuance.

Administrative Guidelines

After all appropriate approvals and verifications have been obtained, checks are prepared by the MSWD Payment Processing vendor and sent directly to vendors electronically or by regular mail. The Request for Paper/Hand Delivered Check process makes hard copy paper checks available for staff distribution. To be eligible for distribution all the following conditions must apply:

1. The Request for Paper/Hand Delivered Check has the appropriate name and signature for both the form preparer and the payment approver.

2. Department Manager/Director reviews and signs based on their signing authority.

3. Payee's Vendor Number must be provided in the Paper/Hand Delivered Check Request Form. Preparers should use the ERP or Laserfiche system to look up existing vendor numbers or initiate a new vendor set-up using the New Vendor Form located in the Laserfiche Forms Repository. Please note this requires a complete and signed W9 form.

Digital copies of the MSWD Request for Check Form are available on the District's internal intranet and Laserfiche Form repository. Preparers should allow up to 10 business days for payment processing procedures.

EXHIBIT F
MISSION SPRINGS WATER DISTRICT
District Credit Cards Policy 2025-05

Rescinding Policy No. 2011-1

Adopted:

Approved by:

Policy Summary

Background
This Policy supersedes Policy 2011-1. It will be referenced in conjunction with the Procurement and Distribution of District Funds Policy.

Purpose
The issuance of credit cards provides management with a checks and balance method for budgeting items such as seminars, conferences, travel and training, and individual purchases of necessary District materials and supplies that do not meet the normal procurement process.

Procedure
All cards assigned to specific employees are held and maintained by those individuals, with oversight by the General Manager and his designee, who is hereby referred to as the District Credit Card Secretary.

Cards not issued to personnel on a standing basis may be signed out by the District Credit Card Secretary to employees on an "as needed" basis for travel or administrative purchases. These cards will be returned to the District Credit Card Secretary immediately after completing the assignment or travel.

The District Credit Card Secretary shall keep the credit cards in a secure place. Lost or stolen cards shall be immediately reported to the card issuer and the District Credit Card Secretary. Unauthorized charges shall be reported to the District Credit Card Secretary, who, in turn, shall make appropriate notification.

Provisions
Limitation of Policy: No provision of this Policy shall (a) limit the applicability of any legal authority requiring competitive bidding or (b) allow any MSWD cardholder to use a District credit card in a manner that creates a conflict of interest.

Public Resource, No Privacy in Use: An MSWD credit card is a public resource owned by MSWD. No cardholder shall have any expectation of privacy in documents relating to using an MSWD credit card.

Violation of Policy: Within the discretion of MSWD and other lawful authorities, a MSWD cardholder’s violation of this Policy shall be subject to employee disciplinary action up to and including termination and to criminal, civil, or administrative liability. Each cardholder using an MSWD credit card shall be accountable per this Policy for any violation of the same that said cardholder knew or reasonably should have known would arise from a particular action, omission, or purchase.

Authorized Cardholders Only: Only employees or Board members serving in an official capacity may receive or use an MSWD credit card.

Card limits: No cardholder shall use a credit card to pay costs and expenses exceeding their signing authority or the amount approved on their Travel or Credit Card Pre-Approval Forms accessible in the District's Laserfiche Forms Repository. See the

District Business Only: Cardholders shall only use an MSWD credit card in order to accomplish tasks and fulfill responsibilities related to District business. "District business" means activity exclusively limited to the course and scope of a cardholder's official duties on behalf of MSWD.

No Personal Purpose: No MSWD cardholder shall use an MSWD credit card for any personal purpose. "Personal purpose" means any activity, the primary purpose of which is personal enjoyment, private gain or advantage, or any endeavor not related to District business. Using an MSWD credit card for a personal purpose shall not be excused because of intent or action to reimburse MSWD after such use. Furthermore, except as otherwise required by law, MSWD shall deem personal purpose to include even the incidental and minimal use of an MSWD credit card.

Suspected Abuse: Every MSWD employee is encouraged to report to his/her direct supervisor any reasonable belief that another employee has engaged in conduct representing a violation of this Policy. In the event that an employee reasonably believes that the General Manager has violated this Policy, that employee is encouraged to report the conduct in question to the President of the Board of Directors.

Prohibited Purchases: The MSWD credit card shall not be used to purchase, make payment for, or otherwise acquire any item as listed in Resolution 2024-03 or any other item prohibited by an MSWD department's restrictions.

Violation of Policy: Within the discretion of MSWD and other lawful authorities, an employee's violation of this Policy, shall subject an employee to personnel/disciplinary action up to and including termination, and also to criminal, civil or administrative liability. Each employee using an MSWD credit card shall be accountable per this Policy for any violation of same that said employee knew or reasonably should have known would arise from a particular action, omission or purchase.

Card limits: No MSWD employee shall use a credit card to pay costs and expenses in an amount exceeding their assigned authority or pre-approved travel amount.

Administration of District Credit Cards: Expense reports, including credit card transactions, must be filed as outlined in MSWD's Resolution 2024-03, Expense Reimbursement and Use of Public Resources.

Each employee assigned a credit card must sign a Cardholder Acknowledgement and Responsibility Form. Every credit card purchase shall be supported by a credit card receipt. Credit card accounts are to be maintained in a manner that facilitates a clear audit trail.

Departments will not split purchases to circumvent a cardholder's purchase limits. As published in the Procurement and Credit Card Authorization Table, cardholders will not split transactions to avoid competitive bidding or purchasing authority limits.

EXHIBIT G
MISSION SPRINGS WATER DISTRICT
Consultant/Vendor Invoice Processing 2025-06

Rescinding Policy No. 2009-1

Adopted:

Approved by:

Policy Summary

Background

This Policy supersedes Policy 2009-01. It will be referenced in conjunction with the Procurement and Distribution of District Funds Policy.

Purpose

Department supervisory staff are authorized to obligate the District for necessary costs and expenses required to fulfill the goals of the adopted budgets (OPERATIONS & MAINTENANCE and CAPITAL EXPENDITURES) authorized by the Board of Directors.

During the fiscal year, certain costs and expenses may arise due to unforeseen events that are not specifically identified in the budgets. Examples of this would be "reimbursable jobs - including pass thru costs" and components of capital projects that are not specifically identified in the CAPITAL EXPENDITURES budget.

Procedure

The Director of Finance will create and cause to be distributed or made available for distribution the necessary reports to assist in the control of costs and expenses consistent with the budgets adopted by the Board of Directors and/or subsequent authorizations by the General Manager.

The Accounting Department is not charged with ascertaining the appropriateness of any particular vendor invoice. The Accounting Department is charged with prompt payment of any vendor invoice that has been signed-off on by responsible employee(s) after the invoice has been processed according to the following internal control procedures.

1. As requisitions are generally prepared after the goods or services have been delivered, the requisition will be prepared only after verification of receipt of the goods or services by the approving employee.

2. Receipt of goods or services shall be verified by the employee who witnessed or had direct oversight of the actual performance of the work and/or who is most familiar with the delivery of the goods or services, by signature on the invoice by line item after verification of vendor employee hours applied and goods received.

3. The vendor invoice will be reviewed by the department supervisor, approved for payment by signature and date, and forwarded to Accounts Payable along with supporting documentation for labor hours, shipping documents, receiving documents etc.

4. Accounts payable will process the above items for payment matching invoice to requisition and create a purchase order to become part of the voucher file.

5. An edit listing of accounts payable will be presented to the Director of Finance, Director of Operations, Assistant General Manager, General Manager and Board of Directors, in accordance with Exhibit B - The check signing authority table .

6. Once approved, checks will be created by the District's payment Processing Vendor and sent directly to the payee based on the address provided on the vendor W9; unless, a Check Request Form has been submitted and approved prior to issuance. Checks can be hand delivered or mailed by employees only if a Check Request Form is completed and approved at the time of submission.

All consultant invoices must be submitted to Accounts Payable in a timely manner upon receipt, with the appropriate documentation to substantiate the charge(s).

EXHIBIT H
MISSION SPRINGS WATER DISTRICT
Capitalization Policy 2025-07

Adopted:

Approved by:

Policy Summary

Background
The Mission Springs Water District (MSWD) is committed to maintaining accurate and consistent financial records. This Capitalization Policy establishes guidelines for capitalizing assets to ensure compliance with accounting standards and to provide a clear framework for asset management. The policy applies to all departments within MSWD and covers all tangible and intangible assets acquired by the district.

Purpose
The purpose of this Capitalization Policy is to establish clear criteria for capitalizing assets, and to ensure consistency in their recording and reporting. It also provides guidelines for the management and disposal of capital assets to enhance transparency and accountability in the District's financial practices.

Procedure
The following procedures outline the steps for capitalizing assets within MSWD:

- **Acquisition**:
  - All asset acquisitions must be documented with appropriate purchase orders, invoices, and receipts.
  - The Finance Department will review all acquisitions to determine if they meet the capitalization criteria.

- **Recording:**
  - Capital assets will be recorded at their historical cost, which includes the purchase price and any costs necessary to prepare the asset for its intended use (e.g., installation, delivery, and legal fees).
  - Donated assets will be recorded at their fair market value at the time of donation.

- **Depreciation**:
  - Capital assets will be depreciated over their estimated useful lives using the straight-line method.
  - Land is not subject to depreciation.

- **Impairment**:
  - The Finance Department will review capital assets annually for any indicators of impairment. If an asset is deemed impaired, the carrying amount will be adjusted accordingly.

- **Disposal**:
  - When a capital asset is disposed of, the Finance Department will remove the asset from the accounting records and recognize any gain or loss on disposal.

Provisions
The following provisions detail the capitalization thresholds and specific guidelines for different asset categories:

1. **Vehicles**:
   - **Capitalization Threshold**: $25,000
   - **Description**: Includes all motor vehicles such as cars, trucks, and specialized utility vehicles used for district operations.
2. **Land**:
   - **Capitalization Threshold**: $100,000
   - **Description**: Includes all land purchases, land improvements, and easements.
3. **Buildings**:
   - **Capitalization Threshold**: $150,000
   - **Description**: Includes all structures such as office buildings, treatment plants, and storage facilities.
4. **Infrastructure**:
   - **Capitalization Threshold**: $50,000
   - **Description**: Includes water and sewer lines, pumping stations, reservoirs, and other infrastructure assets.
5. **Equipment**:
   - **Capitalization Threshold**: $10,000
   - **Description**: Includes machinery, tools, and other equipment used in district operations.
6. **Software**:
   - **Capitalization Threshold**: $20,000
   - **Description**: Includes software purchases and significant upgrades to existing software systems.

Responsibilities
- **Department Heads**: Responsible for ensuring that all asset acquisitions are properly documented and submitted to the Finance Department.
- **Finance Department**: Responsible for reviewing acquisitions, recording capital assets, calculating depreciation, and maintaining accurate asset records.

Review and Revision
This policy will be reviewed regularly by the Finance Department and updated as necessary to ensure compliance with accounting standards and district needs.

RESOLUTION NO. 2025-15

A RESOLUTION TO THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT UPDATING AND AMENDING DISTRICT POLICIES FOR PROCUREMENT AND DISBURSEMENT

WHEREAS, on or around December 4, 2009, the District approved Policy No. 2009-1 "Consultant/Vendor Invoice Processing;" and

WHEREAS, on or around April 19, 2010, the District approved Policy No. 2010-3 "Petty Cash Disbursement/Replenishment;" and

WHEREAS, on or around November 17, 2011, the District approved Policy No. 2011-1 "District Credit Cards;" and

WHEREAS, on January 22, 2013, the District adopted Resolution No. 2013-01, "Board of Directors of Mission Springs Water District Establishing Bidding and Contact Procedures;" and

WHEREAS, on August 20, 2018, the District adopted Resolution No. 2018-15 "A Resolution of the Board of Directors of the Mission Springs Water District Establishing a Policy for Procurement and Disbursement of District Funds;" and

WHEREAS, in July 2024, the District established and adopted its Administrative Code, as may be amended from time to time, which, as relevant, codified its policies for Procurement and Disbursement at Chapter 4.05 thereof; and

WHEREAS, the Board now wishes to update its various procurement and disbursement policies and to amend certain portions of the Administrative Code related thereto.

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

SECTION 1. The Board of Directors hereby approves and adopts Policy No. 2025-02 "Policy for Procurement, Purchasing, and Disbursement of District Funds," attached here as Exhibit "1".

SECTION 2. Policy No. 2009-1 "Consultant/Vendor Invoice Processing," Policy No. 2010-3 "Petty Cash Disbursement/Replenishment," and Policy No. 2011-1 "District Credit Cards" are hereby revoked. Resolution Nos. 2013-01 and 2018-15 are hereby rescinded.

SECTION 3. Administrative Code Chapter 4.05 "PROCUREMENT AND DISBURSEMENT" is hereby repealed and replaced to read in its entirety as follows:

Chapter 4.05 – PROCUREMENT AND DISBURSEMENT

The District prepared and adopted the "Policy for Procurement, Purchasing, and Disbursement of District Funds," as may be amended from time to time, a copy of which is on file at the office of the District and the District's website, and is available for inspection by the public.

ADOPTED this ____ day of June, 2025, by the following vote:
Ayes:
Noes:
Abstain:

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

ATTEST:

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

RESOLUTION NO. 2013-01

BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ESTABLISHING BIDDING AND CONTRACT PROCEDURES

THE BOARD OF DIRECTORS of the Mission Springs Water District ("District") hereby finds and declares as follows:

WHEREAS, the District is a County Water District organized and operated pursuant to Water Code Section 30,000 et seq., and is not specifically required to award contracts according to the Public Contract Code; and

WHEREAS, the District adopted Resolution 91-8 on or about February 19, 1991, establishing bidding and contract procedures, generally following the provisions of the Public Contract Code, in order to promote uniformity in the processing of bids and contracts for services and projects within the District; and

WHEREAS, the bidding and contracting procedures set forth in Resolution 91-8 have not been formally updated in over 20 years, but are in need of revision and restatement.

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the District hereby rescinds Resolution 91-8 and adopts as part of the Rules and Regulations of the District the attached procedures to procuring services on behalf of the District, and these procedures shall be generally referred to as "Contract Procedures" in lieu of those adopted pursuant to Resolution 91-8.

BE IT FURTHER RESOLVED that these procedures may be modified as necessary from time to time by similar action of the Board of Directors.

ADOPTED this 22nd day of January 2013, by the following vote:

Ayes: Bowman, Brown, Furbee, Martin, Wright
Noes:
Absent:

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

ATTEST:

Secretary of Mission Springs Water District
and its Board of Directors

CERTIFICATION OF ADOPTION

STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE)

I, Arden Wallum, Secretary of the Board of Directors of Mission Springs Water District, certify that the foregoing is a full, true and correct copy of Resolution No. **2013-01**, which was adopted by the Board of Directors of said District at its regular meeting held, January 22, 2012.

It has not been amended or repealed.

Dated January 23, 2012

Secretary of Mission Springs Water District
and its Board of Directors

CONTRACT PROCEDURES

Section 1. Purpose. California Code does not currently require competitive bidding by county water districts. Accordingly, Mission Springs Water District ("District") may seek a sole source bid for any project. The District is not, however, precluded from seeking multiple bids. All contracts for which the District decides to execute through a competitive bidding process shall be made in accordance with these policies and procedures set forth herein ("Contract Procedures"). The Contract Procedures are adopted by the Board of Directors of the District to promote uniformity in the processing of bids and contracts and direction for staff and the Board in procuring services on behalf of the District. In all cases, the District may consider cost, efficiency, timing and quality of work in awarding any contract.

Section 2. Definitions:

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

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

c. Major Project. A project or service for a capital expenditure by the District which is estimated by the General Manager to cost $150,000 or more to complete.

d. Maintenance Work. Includes but is not limited to any of the following:

1. Routine, recurring, ongoing, systematic and/or usual work for the operation, preservation or protection of any District-owned or operated facility, equipment or property, for its intended purposes, including without limitation, systematic or system-wide replacements intended to keep District systems and equipment in optimal condition and efficiency. Such work includes, but is not limited to testing, service and replacement of back-flow valves and lateral lines.

2. Repainting, cleaning and other property maintenance work.

3. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.

e. Emergency. An "Emergency" includes but is not limited to (1) a breakdown of essential District services and (2) field conditions that indicate an immediate threat to the public or employee safety or material impact to property or District facilities.

Section 3. No Bid Required. No publication or notice shall be required, and the following may be performed by the employees of the District, by force account, by negotiated contract, or by purchase order: (a) Minor Project; (b) Intermediate Project; (c)

Maintenance work; (d) Emergency work; (e) where there is only one source of supply; and (f) professional service contracts.

Section 4. Informal Bid Procedures. For any Minor Project, Intermediate Project or Maintenance, or where directed by the Board of Directors, the General Manager may elect to follow informal bidding procedures as provided below:

a. The District shall maintain a list of qualified contractors, identified according to categories of work, and construction trade journals and associations. Minimum criteria for development of the contractors for each category shall be developed by the General Manager, and may include, but is not limited to the District's prior experience with contractors based on such factors as quality of work, customer service, efficiency, timeliness, safety record, size and capacity, reputation and references, and professionalism.

b. All contractors on the list for the category of work being bid and/or all relevant, listed construction trade journals or associations shall be given notice inviting informal bids unless the product or service is proprietary or specialized.

c. All notice to contractors and construction trade journals pursuant to subdivision (b) shall be completed not less than seven (7) calendar days before bids are due.

d. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for submission of bids.

e. The Board delegates to the General Manager the authority to negotiate intermediate contracts for projects of the District with the lowest responsible bidder.

Section 5. Trade Journals. The General Manager shall determine the appropriate construction trade journals or associations which shall receive notices of all informal and formal bids for projects conducted by the District. The list may be limited to geographical area for certain categories of projects, in the discretion of the General Manager.

Section 6. Major Projects. Formal bidding procedures shall be conducted on all Major Projects, unless otherwise directed by the Board of Directors, and for other projects upon direction of the Board of Directors as follows:

a. Notice of formal bids shall state the time and place for receiving and opening of sealed bids and distinctly describe the project and providing such other information as necessary to fully comply with legal requirements.

b. The notice shall be published in a newspaper of general circulation which is circulated within the District, at least fourteen (14) calendar days before the date of opening the bids and posting at the District Administration Building. The notice inviting formal bids shall also be mailed at least thirty (30) calendar days before the date of opening bids to all construction trade journals, trade associations specified pursuant to Section 5 and all contractors or other persons requesting notification of formal bids.

c. All bids received shall be opened in public at the time and place designated in the notice. The bids shall be evaluated for compliance with the notice and requirements of the District. The District shall determine from the bids received on a project the contractor which is considered to be the lowest responsible bidder. Thereafter, the District shall indicate that a contract will be executed according to specific terms to be negotiated by the General Manager. If the General Manager determines that terms cannot be negotiated, the General Manager may request authority from the Board of Directors to terminate negotiations and open negotiations with the next lowest bidder.

d. Notwithstanding the foregoing, competitive bidding shall not be required for:

    1. Contracts for articles which are patented, copyrighted or otherwise unique and not on sale by dealers generally but only at a fixed and uniform price by the owner or his agents or assigns.

    2. Contracts wherein competitive bidding would not produce an advantage or where it is impracticable to obtain what is required subject to the competitive bidding provisions because of the unique, exploratory, experimental or time-sensitive nature of the work.

    3. Contracts where, within six (6) months previous to the date of execution, advertising for identical work of the same general character has filled the secure responsive proposals and, in the opinion of the General Manager, further advertising will not alter this result.

    4. Contracts with any governmental agency.

    5. Contracts directed by the Board to be selectively bid as provided in Section 4 or negotiated.

Section 7. Rejection of Bids. Rejection of informal bids may be done at the discretion of the General Manager. Rejection of formal bids may be done at the discretion of the Board of Directors.

a. Any individual rejection of formal bid shall be made stating the reasons for rejection. If the Board determines that the bidder is not a responsible contractor for a formal bid, a hearing shall be held to allow the bidder to respond to the allegations.

b. All bids may be rejected for any reason or without reason.

Section 8. Emergency Conditions. In the event of Emergency, contracts may be awarded by the District (or the General Manager in the event the Board may not be immediately convened) without application of these procedures, without adopting plans, specifications, work sheets, working details or other contract documents, and without regard to the cost of the project or service. The General Manager shall advise the President of the Board or other director as soon as practicable of any Emergency, and shall provide a full report of the action taken due to the Emergency to the Board of Directors at the next Board Meeting. Contracts are subject to confirmation by 4/5 vote at the next Board of Directors meeting.

RESOLUTION NO. 2018-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT ESTABLISHING A POLICY FOR PROCUREMENT AND DISBURSEMENT OF DISTRICT FUNDS

WHEREAS, Government Code sections 54201 *et seq.* govern purchasing by local governmental bodies and require that every local agency adopt policies and procedures to govern their purchases of supplies and equipment; and

WHEREAS, the Board of Directors of the Mission Springs Water District ("District") finds that sound accounting practices and policies are necessary for ensuring the integrity of financial records and funds of the District; and

WHEREAS, the Board of Directors desires to adopt a procurement policy that sets forth clear and transparent purchasing practices for the District as set forth in the Policy for Procurement and Disbursement of District Funds attached hereto as Exhibit "A" ("the Procurement Policy"); and

WHEREAS, the Procurement Policy does not seek to rescind any existing District policy but rather it addresses items not currently addressed in existing policy; for example, the delegation of purchasing authority and assignment of check signing authority.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the District as follows:

SECTION 1. The Board of Directors of the District hereby finds that the above Recitals are true and correct and are incorporated herein by reference.

SECTION 2. The Board of Directors of the District finds that the actions contemplated by this Resolution are exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 3. The Board of Directors of the District hereby adopts and approves the attached Policy for Procurement and Disbursement of District Funds, as set forth in Exhibit "A" attached hereto, which shall govern the District's purchasing functions.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the District, held on this 20th day of August 2018, by the following vote:

Ayes: Bowman, Duncan, Martin, Sewell, Wright
Noes:
Absent:
Abstain:

Randy Duncan
President of Mission Springs Water District
and its Board of Directors

ATTEST:

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

CERTIFICATION OF ADOPTION

STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE)

I, Arden Wallum, Secretary of the Board of Directors of Mission Springs Water District, certify that the foregoing is a full, true and correct copy of Resolution No. **2018-15** which was adopted by the Board of Directors of said District at its regular meeting held August 20, 2018

It has not been amended or repealed.

Dated August 29, 2018

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

Mission Springs Water District
Policy & Practice Manual

Policy 2010-3
Petty Cash Disbursement/Replenishment

Rescinding Policy No. 97-4

Adopted: April 19 2010

Approved by: _____
General Manager

Policy Summary

I. Policy Statement:
It is the purpose of this policy to outline provisions for the disbursement and replenishment of the petty cash fund.

II. Administrative Guidelines

1. The petty cash fund is established at $200.

2. The Accounting Manager is custodian of the fund. In the custodian's absence, the Front Office Supervisor acts as custodian.

   a. It is the fund custodian's responsibility to determine when the fund requires cash replenishment.

   b. To obtain replenishment of the fund, a Check Request form will be prepared by the custodian with paid out receipts attached.

   c. The paid out receipt forms will list the appropriate account number to which the expenditure should be charged by the accounting department.

III. Cash Disbursement/ Reimbursement

1. The custodian will disburse funds in advance, upon request, to employees for district expenditures.

   a. Employees must sign a receipt at the time cash is disbursed and return change and receipt to custodian, at which time an adjustment to the receipt will be made.

2. Any cash expense of $25 or less will be reimbursed from the fund. Cash expenditures over $25 should be submitted on an Expense Report to the Accounting Department and will be reimbursed to the employee no later than one week following approval of the Report.

3. An employee requesting reimbursement for a cash expenditure must submit a receipt, initialed by supervisor and coded with appropriate account number, at time of reimbursement.

Mission Springs Water District
Management Policy No. 2009-1

Consultant/Vendor Invoice Processing

Effective Date: December 4, 2009

General Manager signature: 

Department supervisory staff are authorized to obligate the District for necessary costs and expenses required to fulfill the goals of the adopted budgets (OPERATIONS & MAINTENANCE and CAPITAL EXPENDITURES) authorized by the Board of Directors.

During the fiscal year, certain costs and expenses may arise due to unforeseen events that are not specifically identified in the budgets. Examples of this would be "reimbursable jobs - including pass thru costs" and components of capital projects that are not specifically identified in the CAPITAL EXPENDITURES budget. The appropriate supervisory staff member shall request authorization of these non-specific and/or unforeseen costs from the General Manager by written memo. The General Manager's approval, indicated by signature on same memo, will inform the Finance Department of the authenticity and authorize the processing of related vendor invoices for payment by the Director of Finance.

The Director of Finance will create and cause to be distributed or made available for distribution the necessary reports to assist in the control of costs and expenses consistent with the budgets adopted by the Board of Directors and/or subsequent authorizations by the General Manager.

The Finance Department is not charged with ascertaining the appropriateness of any particular vendor invoice. The Finance Department is charged with prompt payment of any vendor invoice that has been signed-off on by responsible employee(s) after the invoice has been processed according to the following internal control procedures.

1. As requisitions are generally prepared after the goods or services have been delivered, the requisition will be prepared only after verification of receipt of the goods or services.

2. Receipt of goods or services shall be verified by the employee who witnessed or had direct oversight of the actual performance of the work and/or who is most familiar with the delivery of the goods or services, by signature on the invoice by line item after verification of vendor employee hours applied and goods received.

3. The vendor invoice will be reviewed by the department supervisor, approved for payment by signature and date, and forwarded to accounts payable along with supporting documentation for labor hours, shipping documents, receiving documents etc.

4. Accounts payable will process the above items for payment matching invoice to requisition and create a purchase order to become part of the voucher file.

5. An edit listing of accounts payable will be presented to the Director of Finance for review.

6. Checks will be created, signed and counter-signed, and returned to accounts payable for mailing.

All consultant invoices must be submitted to the Accounts Payable Dept. in a timely manner upon receipt, with the appropriate documentation to substantiate the charge(s).

Mission Springs Water District
Policy and Practice Manual

Policy 2011-1
District Credit Cards

Rescinding Policy No. 95-2

Adopted: November 17, 2011

Approved by: _____
General Manager

Policy Summary

Background:
This policy supersedes Policy 95-2. It is to be referenced in conjunction with Policy 2009-2, Expense Reimbursement and Use of Public Resources.

Purpose:
The issuance of credit cards assists the Finance Department in keeping an accurate record of charges incurred by each individual assigned a card.

This system provides management with a check and balance method on budgeting items such as seminars, conferences, travel and training plus individual purchases of necessary District materials and supplies.

These cards are provided as a convenience to those most required to travel and conduct District business.

Procedure:
All cards assigned to directors and specific employees are held and maintained by those individuals with oversight by the District Secretary. Cards not issued to personnel or directors on a standing basis may be signed out by the District Secretary to employees on an "as needed" basis for travel or administrative purchases. Cards will be returned to the District Secretary immediately after the assignment is completed. The District Secretary shall keep the credit cards in a secure place.

Lost or stolen cards shall be immediately reported to the card issuer and the District Secretary. Unauthorized charges shall be reported to the District Secretary who, in turn, shall make appropriate notification.

Provisions:

1. Limitation of policy: No provision of this Policy shall (a) limit the applicability of any legal authority requiring competitive bidding, or (b) allow any MSWD employee to use a District credit card in a manner that creates a conflict of interest.

2. Public Resource, No Privacy in Use: An MSWD credit card is a public resource owned by MSWD. No employee shall have any expectation of privacy in documents that relate to the use of an MSWD credit card.
3. Violation of Policy: Within the discretion of MSWD and other lawful authorities, an employee's violation of this policy, shall subject an employee to personnel/disciplinary action up to and including termination, and also to criminal, civil or administrative liability. Each employee using an MSWD credit card shall be accountable per this policy for any violation of same that said employee knew or reasonably should have known would arise from a particular action, omission or purchase.
4. Authorized Employees Only: Only employees serving in the capacities or working in the positions listed in Attachment A may receive an MSWD credit card.
5. Card limits: No MSWD employee shall use a credit card to pay costs and expenses in an amount exceeding that indicated on Attachment A.
6. District Business Only: Employees shall only use an MSWD credit card in order to accomplish tasks and fulfill responsibilities related to District business. "District business" means activity exclusively limited to the course and scope of an employee's official duties on behalf of MSWD. Activity that fails to specifically advance a specific MSWD purpose to some degree is not District business.
7. No Personal Purpose: No MSWD employee shall use an MSWD credit card for any personal purpose. "Personal purpose" means any activity, a primary purpose of which is personal enjoyment, private gain or advantage, or any employee endeavor not related to District business. The use of an MSWD credit card for a personal purpose shall not be excused because of an employee's intent or action to reimburse MSWD after such use. Furthermore, except as otherwise required by law, MSWD shall deem personal purpose to include even the incidental and minimal use of an MSWD credit card.
8. Suspected Abuse: Every MSWD employee is encouraged to report to his/her direct supervisor any reasonable belief that another employee has engaged in conduct representing a violation of this policy. In the event that an employee reasonably believes that the General Manager has violated this policy, that employee is encouraged to report the conduct in question to the President of the Board of Directors.
9. Prohibited Purchases: The MSWD credit card shall not be used to purchase, make payment for, or otherwise acquire any item as listed in Policy 2009-2 or any other item prohibited by an MSWD department's restrictions.
10. Administration:
    a. Expense reports including credit card transactions must be filed as outlined in MSWD's Policy 2009-2, Expense Reimbursement and Use of Public Resources.
    b. Each employee holding a credit card must sign a Cardholder Acknowledgement and Responsibility Form.
    c. Every credit card purchase shall be supported by a credit card receipt. Credit card accounts are to be maintained in a manner that facilitates a clear audit trail.
    d. Departments will not split purchases to circumvent a cardholder's purchase limits.
    e. Cardholders will not split transactions to avoid competitive bidding limits or purchasing authority limits.

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING

MEETING DATE(S): JUNE 12 & 16, 2025

FROM: ERIC WECK – ENGINEERING MANAGER

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

CONTRACT AGREEMENTS WITH TKE ENGINEERING, INC. FOR ON-CALL PROFESSIONAL GENERAL ENGINEERING SERVICES

STAFF RECOMMENDATION

Authorize the General Manager to execute a contract agreement with TKE Engineering, Inc. for On-Call Professional General Engineering Services for a not to exceed amount of $200,000.00 for FY 2025-26.

SUMMARY

The District continues to use outside engineering consultant(s) on an as-needed basis to assist staff with District project management, project design, development projects, plan and document review, special projects, and with future planning of District facilities. For FY 2025-26, MSWD anticipates utilizing TKE Engineering, Inc. (TKE) for water resource activities (CVRWMG, SGMA, SNMP, 2025 Regional UWMP, 2027 MCSB Alternative Plan Update, 2027 SGPSB Groundwater Sustainability Plan, et. al.) and project management (GQPP Area M-2). The contract agreement will be $200,000.00 for On-Call Professional General Engineering Services.

ANALYSIS

On March 14, 2023, staff issued a Request for Qualifications/Proposal for On-Call Professional General Engineering Services with TKE as one of the fifteen respondents. The proposals were evaluated by three MSWD staff members and TKE was selected as one of the top respondents. The top respondents were given on-call contracts for various services in support of the engineering department. TKE's contract agreement includes only water resource activities and projects that TKE has previously provided services for. This agreement does not include projects which TKE provides services under separate agreements such as the construction management services for the RWRF, Conveyance Line, and Area M-2, and Project Viento.

FINANCIAL DATA		
Cost Associated with this action:	$200,000.00	
Current FY cost:	$0.00	
Future FY cost:	$200,000.00	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Various	
BID/Job#	Various	
Current BID/Job balance	Various	
Balance remaining if approved:	$200,000	

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The $200,000.00 for On-Call Professional General Engineering Services has been included in the FY 2025-26 Operating Budget under a variety of line items within the Water and Sewer Funds. This action is consistent with Strategic Plan Smart Goal 4.5-Ensure the District is prepared to react to manmade and natural emergencies.

ATTACHMENTS

TKE Engineering, Inc. Contract Agreement
Proposed FY 25-26 Task Budget

Agreement for Professional Services
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
Telephone 760-329-6448 – FAX 760-329-2482

For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2 - 6 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **TKE Engineering, Inc.**
2305 Chicago Avenue
Riverside, CA 92507

DATE: July 1, 2025

PROJECT DIR#: 20250581697

TITLE: **On-Call Professional General Engineering Services**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Technical Proposal and in accordance with Exhibit B – Rate Schedule as provided by TKE Engineering, Inc. and per Exhibit C – Term, Early Termination & Notice

Contract price $: Not to Exceed $200,000.00

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

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

Accepted:	Consultant:
Mission Springs Water District	TKE Engineering, Inc. (Business Name)
By:	By:
Brian E. Macy, PE	Steven Ledbetter
Title General Manager	Title Vice President
Other authorized representative(s):	Other authorized representative(s):
Eric Weck Engineering Manager	Michael Thornton President
Amanda Lucas Contracts Analyst	

Consultant agrees with the Mission Springs Water District that:

a. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers against any and all liability from all claims and demands of all persons that arise out of, pertain to, or relate to the Consultant's negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the work hereunder and shall not tender such claims to Mission Springs Water District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.

b. Other than in the performance of professional services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees and authorized volunteers from all claims and demands of all persons arising out the performance of the work or furnishing of materials; including but not limited to, claims by the Consultant or Consultant's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

c. By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.

d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than $1,000,000 per claim and $2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property

damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

If Claims Made Policies:

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

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

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Mission Springs Water District. The Mission Springs Water District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Member Water Agency.

Required Provisions:

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

Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive

from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

hh. This work is subject to the State of California "Prevailing Wage Rates". This work is subject to the requirements of California Labor Code Section 1720 et seq. requiring the payment of prevailing wages, the training of apprentices and compliance with other applicable requirements. In accordance with provisions of Section 1773 of the Labor Code, the Director of the Department of Industrial Relations (DIR) has ascertained the general prevailing rate of wages and employer payments for health and welfare,

pension, vacation, and similar purposes applicable to the particular craft, classification, or type of workers employed on the work.

Pursuant to SB 854, no contractor or subcontractor may work on a public works project unless registered with DIR for contracts awarded on/after April 1, 2015. General Contractors shall ensure all subcontractors executing work under the contract are DIR registered. All public works contractors and subcontractors to furnish electronic certified payroll records directly to the Labor Commissioner using the California Division of Labor Standards Enforcement's online portal. Pursuant to Labor Code 1776, Contractor and all subcontractors shall submit certified payroll records and proof of e-CPR uploads, for all weeks of construction; progress payments may be withheld for noncompliance.

REQUEST for PROPOSALS

ON-CALL PROFESSIONAL GENERAL ENGINEERING SERVICES



for:

MISSION SPRINGS WATER DISTRCT
ENGINEERING AND OPERATIONS
Attn: Eric Weck
66575 Second Street
Desert Hot Springs, CA 92240

April 4, 2023
2:00 p.m.

Prepared by:

TKE ENGINEERING, INC.
2305 Chicago Avenue
Riverside, California 92507
(951) 680-0440

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Section G | Pricing (submitted separately)

Prepared for:

Mission Springs Water District
Engineering and Operations
66575 Second Street
Desert Hot Springs, CA 92240
Contact: Eric Weck
Phone: (760) 329-6448 ext. 122
E-mail: engineering@mswd.org

Prepared by:

TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507
Contact: Steven W. Ledbetter, P.E.
Vice President
Phone: (951) 680-0440
E-mail: sledbetter@tkeengineering.com

TKE ENGINEERING, INC.

April 4, 2023

Mr. Erick Weck, P.E.
Engineering Manager
Mission Springs Water District
66575 2nd Street
Desert Hot Springs, CA 92240

Subject: On-Call Professional General Engineering Services

Dear Mr. Weck

Thank you for the opportunity to present this material outlining TKE Engineering, Inc.'s (TKE's) qualifications. Enclosed herein is a comprehensive proposal depicting our qualifications and abilities to provide turnkey professional general engineering services to Mission Springs Water District (MSWD) for as needed planning, design and construction of water and wastewater systems.

A. Consultant Identification - TKE, a California Corporation, is located less than 45 minutes from the MSWD service area at 2305 Chicago Avenue, Riverside, California 92507 and can be reached by phone at (951) 680-0440. TKE has a longstanding partnership with MSWD assisting with water resource management and capital project development and implementation. TKE currently provides the City of Highland, Hesperia, Fontana, Calimesa, Riverside County Flood Control and Water Conservation District and the San Bernardino Municipal Water Department, with on-call engineering services and is highly qualified to perform the services necessary for capital improvement project delivery. TKE is enthusiastic about the opportunity to continue to assist MSWD in improving the water and sewer system infrastructure and sustainable water resource management within the community.

TKE is committed to providing high quality, efficient services to meet all of the MSWD's needs. TKE's Project Manager will be in contact with MSWD staff biweekly to ensure that we are progressing on schedule and are within our allocated budget. It is this personal touch and contact that define our "local service" approach. We consider ourselves community builders and take ownership of projects assigned to TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all projects on schedule.

B. Project Team – TKE is a full service, multi-disciplinary consulting firm, licensed in California and offering in-house delivery of planning, grant acquisition and administration, preliminary design, final design, topographic surveying, mapping, right-of-way engineering, legal and plat preparation, utility research, coordination and relocations services, bid assistance, construction management, inspection, plan checking, and construction staking services for wastewater systems, water systems, recycled water

2305 Chicago Ave - Riverside - CA - 92507
Ph. (951) 680-0440 - Fax (951) 680-0490
www.tkeengineering.com

systems, transportation, street widening, pavement rehabilitation, sidewalk, parking lots, traffic signal, striping, grading, storm drain, detention/retention basins, and park improvement projects. Our wide variety of services and expertise allows us to complete nearly all services in-house.

TKE's has developed an excellent working relationship with numerous subconsultants for geotechnical, structural and environmental services. TKE will work with MSWD on an as needed basis to bring on subconsultants in accordance with any DBE requirements set forth by each project's funding source. Our decades of experience working with numerous grant funding sources allows our team to seamlessly provide MSWD a full range of project services no matter what type of project is required.

Our experience in the region with MSWD, the Coachella Valley Association of Governments, City of Coachella, La Quinta, Highland, Hesperia, Fontana, Needles, Calimesa, Riverside County Flood Control and Water Conservation District, City of San Bernardino Municipal Water Department, Rancho California Water District, Rubidoux Community Services District, Western Municipal Water District, and West Valley Water District; numerous accomplishments, as well as management skills will help maintain continuity in the delivery of the MSWD's upcoming projects and makes TKE an excellent fit to continue providing services to MSWD. TKE takes a team approach to all projects and emphasizes the importance of constant communication between all members of the team, from the client to the consultants.

C. Addenda – TKE acknowledges receipt and incorporation of Addendum No. 1 dated March 21, 2023 related to the bid opening procedure.

D. Contact Person – Steven W. Ledbetter, P.E., TKE's Vice President, will be the contact person during the proposal evaluation period. Mr. Ledbetter works from TKE's only office location located at 2305 Chicago Avenue, Riverside, California 92507 and can be reached by phone at (951) 680-0440 or by email at sledbetter@tkeengineering.com.

E. Proposal Validity – TKE's proposal shall remain valid for a period of 120 days from the date of submittal.

F. Authorization – TKE's proposal is signed by a principal of the firm who is authorized to bind TKE to the terms of the proposal and the firm is comprised of civil engineers and land surveyors fully licensed by the State of California.

Thank you for your consideration. If you have any questions, please call me at (951) 680-0440 or e-mail me at sledbetter@tkeengineering.com.

Sincerely,



Steven W. Ledbetter, P.E.
Vice President
TKE Engineering, Inc.

SECTION 2 | STATEMENT OF UNDERSTANDING AND APPROACH

A. PROJECT UNDERSTANDING

The Mission Springs Water District (MSWD) desires to retain a professional consultant to assist MSWD Staff with providing On-Call General Engineering Services for a variety of both development and Capital Improvement Program (CIP) Projects. Anticipated projects may include, but are not limited to: utility installation for sewer and water pipelines and facilities, as well as water resource management. TKE is prepared to help MSWD achieve its mission in providing protecting, and preserving our most valuable resource – water!. To accomplish this advancement, we will perform on-call general engineering services of City-owned facilities under the following disciplines:

- Environmental Compliance Processing , Preliminary Engineering and Right-of-Way Engineering
- Permitting
- Grant Acquisition and Administration
- Preliminary and Final Design
- Pre-Construction Phase

TKE has provided numerous municipalities and agencies throughout Southern California with consulting design, surveying, plan checking, construction management and grant management services for every facet of Public Works. TKE proudly serves municipal agencies the following services on a routine basis. The following is a typical list of services provided by TKE Engineering, Inc.

GRANT WRITING / FUNDS MANAGEMENT

TKE's Grant Writing and Funds Management team enables our municipal and agency partners of any size to find potential funding sources and to prepare competitive funding applications. Additionally, after funds are awarded to a partner, TKE ensures compliance with state and federal funding requirements. In the past few years, TKE has obtained over $75 million in funding for our public works projects and transportation improvements.

Our grant writing services are enhanced by integration with engineering services to facilitate and integrate project design. This expedites project start up and completion and ensures compliance with funding requirements.

TKE has assisted clients secure funding from the following programs:

- Department of Water Resources – Proposition 84, 1, and 68 Grant Programs
- State Proposition 1E and 84 Flood Management Funding
- Department of Water Resources – Infrastructure Rehabilitation Grant
- Groundwater Grant Program
- State Water Resources Control Board – State Revolving Fund Program, Small Community Wastewater Program,
- SRTS and SR2S (Safe Routes to Schools)
- Active Transportation Program (ATP) Funding
- Highway Safety Improvements Program (HSIP) Funding
- Federal Transportation Funding thru Caltrans Local Assistance
- Community Development Block Grant (CDBG) Funding

TKE** is **prepared** to **help MSWD** achieve its **mission** in **providing, protecting, and preserving** our most **valuable resource** – **water!

PROJECT / PROGRAM MANAGEMENT

TKE has managed publicly funded design projects throughout our history. The breadth of experience and technical skill of our staff enable us to manage a wide variety of projects, ranging from major infrastructure to the restoration and rehabilitation of significant historical structures. We ensure that all work is completed in accordance with funding

contract specifications, terms, conditions, state and federal laws and regulations, and client policy.

Our management portfolio includes:

- Utilities Improvement Projects
- Facilities Improvement Projects
- Major Infrastructure Projects
- Reconstruction and Rehabilitation Projects
- Pavement Rehabilitation Projects
- Street Widening Projects
- Signing and Striping Projects

TRAFFIC SIGNAL PROJECTS CIVIL ENGINEERING

- Potable and Recycled Water Infrastructure Planning and Design
- Water System Reservoirs and Pumping Facilities
- Water and Wastewater Treatment Systems
- Sanitary Sewer Infrastructure Planning and Design
- Sanitary Sewer Gravity Main, Force Main, and Lift Stations
- Storm Drainage Infrastructure Planning and Design
- Capital Improvement Programs (CIPs)
- Retention / Detention Basins
- Storm Drain and Channels
- Floodplain Analysis and Mapping
- Hydrologic Studies / Hydraulic Design
- Storm Water Pollution Prevention Plans (SWPPP)
- Sediment and Erosion Control Facilities
- Hydromodification Studies / Water Quality Management Plans (WQMPs)
- Pavement Rehabilitation
- Pavement Management Systems
- Local Streets and Road Design
- Street Widening
- Grading Studies, Design and Earthwork Analysis
- Neighborhood Improvement Preservation
- Traffic Signal Design
- Traffic Studies and Warrant Analysis
- Traffic Impact Studies

SURVEYING, MAPPING, AND RIGHT-OF-WAY ENGINEERING

TKE provides Land Analysis services for many projects. Our Surveying and Mapping experts provide these services:

- Construction Layout/Staking
- Right-Of-Way Engineering
- Boundary Surveys
- Construction Surveys
- Design Surveys
- Legal Description Surveys
- Aerial Mapping
- A.L.T.A. Surveys
- Topographic Surveys
- Control Surveys
- Easement Surveys
- Transportation Improvements
- Land and Real Estate Evaluations
- Grade Separations
- Street Widening

PLAN CHECKING

TKE has provided numerous municipalities and agencies throughout Southern California with consulting services and staffing for every facet of Public Works including MSWD for the past 23 years. In addition, we have worked on multi-million dollar regional mega projects for a variety of government agencies. TKE recognizes the importance of staffing based on a client's need and workload. Our flexible support and qualified staff enables our clients to serve their community in a cost effective and efficient manner.

TKE provides experienced, highly qualified staff with significant technical expertise and strong public relations skills for plan checking. TKE is fully capable of providing staff on a full-time, part-time, on-call or interim basis plan checker. Please refer to our project team presented below together with our corporate resumes to verify our team's technical ability to deliver these services.

TKE has provided similar services to those requested here for a number of different agencies.

TKE understands that MSWD development and capital improvement standards were developed to meet the needs of that particular community. TKE has developed a thorough understanding of these standards together with the needs of the community. For each project that TKE is assigned, TKE will verify compliance with MSWD standards. Furthermore, with our extensive experience, TKE will be able to recommend improvements to these standards to ensure expedited project delivery and enhanced public infrastructure.

COMMUNITY OUTREACH / PUBLIC RELATIONS

Depending on MSWD's needs, TKE's strategies are designed to reach, inform, and involve constituents and stakeholders of planning proposals, projects and programs. If requested, we can provide opportunities for interested parties to comments, enabling actionable analysis and results for feedback received. TKE's outreach methods result in building greater consensus and public buy-in. Services include the design, planning and execution of:

- Marketing campaigns
- Public information meetings / Groundbreaking ceremonies
- Project branding
- Project website design and construction
- Bilingual project collateral materials (brochures, presentation boards, etc.)
- Graphic design

SECTION 3 | APPROACH TO THE SCOPE OF WORK

A. PROJECT APPROACH

Whether the services required are planning, design, survey or construction related, successful project delivery is our goal. Our definition of successful project delivery is:

- Project completion that meets all project requirements and specifications through:
  - Programming
  - Site Planning
  - Preliminary Design
  - Program Verification
  - Design:
    - Schematic Design
    - Design Development
    - Construction Documents
    - Specifications
- Project Completion on Schedule
- Project Completion within Budget

Our goal is not limited to any one phase of a project only but includes the incorporation of value engineering and constructability review. Through the examination of specific design and construction alternatives, we will identify the most cost-effective project alternative that meets projects requirements and will provide for the greatest opportunity for expedited construction, which allows us to consistently deliver projects that use public resources in a very wise and responsible manner. We have developed this project approach in order to maintain an expertise in our core business of public works projects with tight budgetary constraints.

To achieve our goal, we approach our projects by first developing a project plan. Our project plan considers the major issues described below and development of project tasks (Scope of Services) to be performed by the design team, preparation of task budgets and preparation of a schedule to complete each task. Prior to beginning preparation of a project plan and Scope of Services, we would perform the following:

- Detailed Review of the Project
- Preliminary Research and Data Collection
- Client Inquiries
- Field Reconnaissance

IMPLEMENTATION PLAN

TKE's implementation plan includes the following key elements which we routinely provide for each of our projects:

> ***The TKE Team** is comprised of **experienced, self-motivated professionals** who will **quickly learn** and **adapt** to **MSWD's Capital Project Delivery Process.***

PROJECT MANAGEMENT

TKE provides effective project management services to a variety of clients. We have successfully delivered extensive and highly visible water, wastewater, street improvement, traffic improvement, drainage improvement, water, wastewater and facility improvement projects for the County of San Bernardino and Riverside, Coachella Valley Association of Governments, Cities of Coachella, La Quinta, Needles, Banning, Calimesa, Moreno Valley, Chino, Glendora, El Monte, South El Monte, Corona, Highland, Hesperia, Colton, Upland, Fontana, Yucaipa, Rialto, Redlands, Wildomar, Lake Elsinore, and Riverside; and for the Municipal Agencies San Bernardino Municipal Water Department, Rubidoux Community Services District, , East Valley Water District, Three Valleys Municipal Water District, Monte Vista Water District, Rancho California Water District, and Maywood Mutual Water Company. TKE's approach has consistently allowed our partner agencies to fulfill their missions of delivering the best value for the public's investment.

TKE's management approach includes:

MONTHLY PROGRESS REPORTS

TKE documents project progress for all projects assigned to TKE by a comprehensive project management summary. The summary includes

project name and related number, description of progress, budget status, schedule compliance, and anticipated upcoming accomplishments.

COMMUNICATION

Communications with MSWD staff is another important component to effective project management. In addition to the monthly progress reports, TKE meets with clients as needed to ensure the projects are proceeding as anticipated. We document each discussion or meeting with notes and electronically mail them to the project team within three days of the meeting / conference indicating action items and a schedule for completion of these items.

RECORD KEEPING

TKE keeps records in an organized filing system both in hard copy and electronic forms. This organized filing system allows TKE to access records immediately should they be needed.

MEETINGS

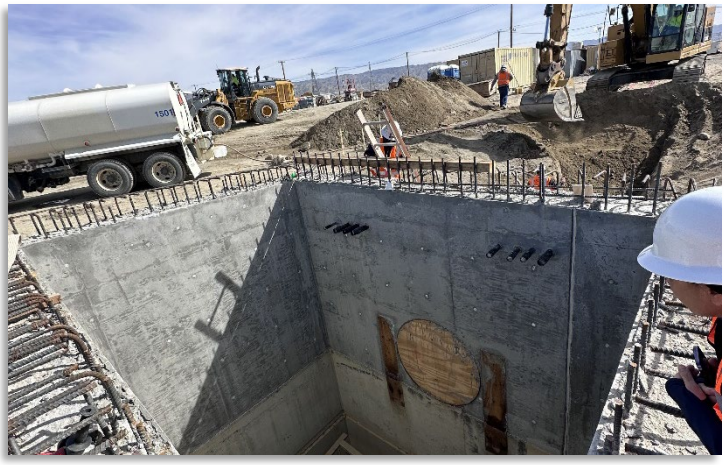
TKE meets with project stakeholders as needed including the public, permitting agencies, utilities, etc. We meet with them at the project's onset and throughout the course of project development to ensure all stakeholder project needs are considered in the project design. All meeting preparation (City/Board Staff Reports, agendas, exhibits, slide shows, etc.) will be prepared by TKE for each meeting. Again, meetings will be documented. TKE has provided numerous similar presentations to Councils/Boards (closed sessions, council meetings, community meetings, etc.).

TEAM MEETINGS

Team meetings include all parties that have any interest in the project development. In particular, the MSWD's Engineering Department and design consultants will be close working partners with TKE in project development and environmental compliance for capital projects. TKE will function as an extension of MSWD staff in meeting and coordinating with design consultants, while ensuring accurate minutes are kept for all pertinent meetings to ensure critical design decisions are memorialized and adhered to throughout the design and/or construction process.

CIP PROJECT MANAGEMENT

Project management will be an essential element in all types of project delivery. Effective communications will lead to effective management. Management will include weekly reviews of project budget and schedules and regular meetings with all project shareholders.



Mission Springs Water District | Regional Water Reclamation Program Management

For all projects, the most important aspect of management will be to ensure that MSWD's interests are protected to the maximum extent possible and project schedules are met. TKE will ensure that public funds and impact fees are used for the benefit of the community. Any deviation from standards and requirements will be referred to the Engineering Manager, and TKE will implement direction given by MSWD. Maintaining excellent communications will prevent any project processing misunderstandings and will avoid project delays. TKE management techniques always result in efficient project delivery.

Managing other consultants is another area that TKE excels. Due to our extensive variety of project experience, specifically in these types of roles, TKE has a vast amount of knowledge with all public works improvement projects and operating as owner representative. With this understanding, TKE is able to manage others and avoid any costly project changed conditions and delays.

REGULATORY, SUBDIVISION MAP ACT AND CITY STANDARDS COMPLIANCE

Another primary function of TKE staff is to verify compliance with aspects of federal, state, and local

laws as well as the subdivision map act and City standards. TKE is already well versed with federal, state and local development law and the map act requirements. Further, TKE will familiarize ourselves with City standards verifying that all construction related to engineering components, are constructed in accordance with these requirements and standards.

FEDERAL / STATE FUNDING COMPLIANCE

TKE will verify that all construction activities, records management and processing are completed in accordance with project requirements including Caltrans Construction Manual and Federal / State requirements. TKE is already working closely with Caltrans Local Assistance on numerous other projects and is very familiar with funding requirements ensuring that MSWD's projects will be delivered efficiently. TKE also has current experience with Caltrans District 8 preparing requests for authorization to proceed to construction, programming change requests, and variance to finance letter requests to conform to actual bid amounts. In addition, TKE has experience in performing grant administration with the State Water Board and Department of Water Resources (both directly and via the Mojave Integrated Regional Water Management Group).

FINANCE AND ADMINISTRATION

TKE is familiar with a number of funding sources for capital improvement projects. TKE has prepared numerous applications and administered these funds for a number of agencies. TKE has extensive experience with Federal and State funded projects including:

- Highway Safety Improvement Program (HSIP)
- Transportation Enhancement Program (TE)
- Congestion Management & Air Quality (CMAQ)
- Safe Routes to School (SRTS)
- Community Development Block Grant (CDBG)
- U.S. EPA Clean Water Grant
- U.S. Army Corp Environmental Infrastructure
- U.S. HUD Community Development Block Grants
- Active Transportation Program (ATP)
  - Safe Routes to School (SR2S)
- Road Repair and Accountability Act of 2017 (SB1)
  - Local Partnership Program (LPP)
  - Local Planning Grants
  - Local Street and Road Maintenance and Rehabilitation
- Mobile Source Reduction Committee (MSRC)
- TDA Article 3
- Rubberized Asphalt Concrete (RAC)
- CA EPA Clean Water SRF
- Proposition 1 and 68
  - Drinking Water SRF
  - Clean Water SRF
  - Storm Water Grant Program
  - Integrated Regional Watershed Management Program
  - Flood Management Program

We will apply this knowledge to process current projects and continue to work with City staff to match funding streams with proposed capital improvement projects.

ENVIRONMENTAL COMPLIANCE

Environmental permitting for projects within the CIP may be complex and involve coordination with multiple jurisdictional agencies, in addition to the normal CEQA analysis and determination. Our preliminary review of the CIP indicates that many projects projected will qualify for a categorical exemption. Notwithstanding, TKE has experience in successfully managing Initial Studies, Mitigated Negative Declarations, and Environmental Impact Reports. Other projects may require some additional environmental permit requirements including Clean Water Act (CWA) Section 404 permits from the United States Army Corps of Engineers, CWA Section 401 or Lake and Streambed Alteration permits from the Regional Water Quality Control Board, Section 1602 Permits

from the California Department of Fish and Wildlife, and potential US ESA Section 7 permitting from the United States Fish and Wildlife Service. TKE has experience in the acquisition of each of these different permit types and will provide excellent management and oversight to ensure environmental compliance permitting is implemented.

PROJECT BUDGETS AND SCHEDULING

TKE has extensive experience in monitoring budgets and evaluating project / construction schedules to ensure delivery of projects that are within budget and on-schedule. The evaluation of the budget and schedule will consist of comparing historical design / construction phase costs and time frames, best practices, agency and manufacturer recommendations, budget and scheduling requirements against the approved contracts. The review of this will take into considerations input from Subject Matter Experts (SME), stakeholders, project plans / specifications, the risk register, and the approved budget and schedule.

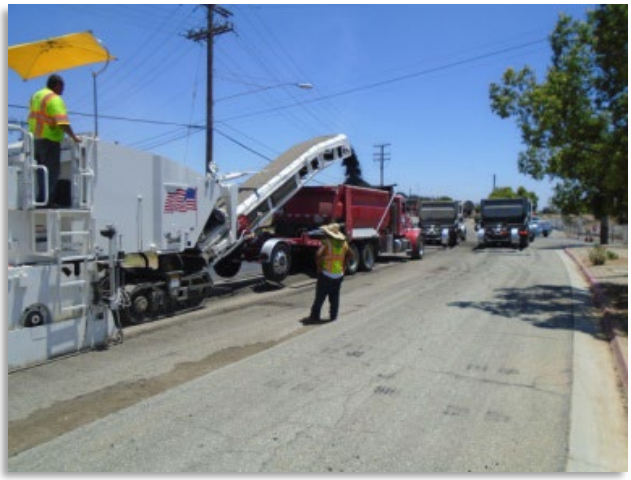
The main reason for the evaluation of the budgets and schedule is to ensure that resources, equipment, materials, and staff (personnel, contractors, and inspectors) are available when needed and projects delivery meets MSWD's requirements. The availability of personnel, alternate priorities, multiple levels of approval, unfamiliarity with the project, internal / external politics, and numerous other factors can impact both the project budget and schedule. TKE has the experience to oversee the project budget scheduling with consultants and contractors to identify potential cost or time overruns and apply corrective action to mitigate any potential impacts.

CONSTRUCTION MANAGEMENT

Construction management is an essential element in project delivery. Effective communications will lead to effective management.

For construction projects, project requirements, project schedule compliance and budget tracking will be important. Project requirements will be assessed by TKE staff and presented to City's management staff. Upon receipt of direction from City staff, TKE staff will be responsible to verify that construction is completed in compliance with those project requirements. TKE's effective construction management techniques will ensure that compliance will occur.

As noted above, maintaining the project schedule will be one of the most important tasks. Further, maintaining excellent communications will prevent any project processing misunderstandings and will avoid project delays. TKE's developed management techniques have resulted in efficient project delivery throughout our 22 year history.



City of Calimesa | Citywide Pavement Rehabilitation

STRICT CONSTRUCTION COMPLIANCE

In order to ensure cost controls and maintain project budgets, it is imperative that City employ an experienced construction management and inspection team. Our construction management and inspection team has consistently delivered projects on-time and within budget by maintaining an active dialogue and hands on approach with the project contractor, while ensuring that all construction is consistent with the bid plans and specifications. We are familiar with applicable standards and specifications, including but not limited to numerous San Bernardino County Cities, County of San Bernardino, CalTrans, and Greenbook.

INSPECTION

TKE provides experienced, highly qualified staff with significant technical expertise and strong public relations skills for inspection services. All of TKE's inspectors have a background within design and construction, enabling TKE to provide well

rounded inspectors capable of understanding the requirements to construct a project and who are capable of identifying potential change orders and design deficiencies before they occur. TKE is fully capable of providing staff on a full-time, part-time, on-call or interim project basis. Please refer to our project team, together with our corporate resumes to verify our team's technical ability to deliver these services.

TKE has provided similar services to those requested here for a number of different agencies. TKE understands that each jurisdiction has its own development and capital improvement standards that were developed to meet the needs of that particular community. TKE has a thorough understanding of these standards together with the needs of the community needs. For each project that TKE is assigned, TKE will verify compliance with all applicable standards. Furthermore, with our extensive experience in other jurisdictions, TKE will be able to recommend improvements to these standards to ensure expedited project delivery and enhanced public infrastructure. Our inspection portfolio includes:

- Daily review and documentation of construction activities (daily reports and digital photo of significant issues and milestones)
- Monitor Contractor's daily labor force for compliance with state & federal labor laws.
- Field verification of traffic control procedures and consistency with approved Traffic Control Plan
- Coordinate with agencies and different stakeholders to ensure smooth progress of construction activities
- Monitor project schedule
- Verify quantities and assuring quality control
- Field observations of construction activities
- Maintain complete and accurate project records compliant with Caltrans manual
- Review and recommend approval / disapproval of monthly progress pay estimates
- Verify NPDES and SWPPP compliance
- Prepare weekly statement of working days
- Review RFI's, change orders and progress payments
- Coordinate punch list and as-built plans
- Ensure that materials and completed work comply with plans specifications and design criteria
- Implement security procedures
- Issue notices for safety concerns and violations
- Coordinate with survey, material testing and other construction consultants
- Review and ensure compliance with control documents, submittals, RFI's, change orders, and work change directives
- Compliance with Caltrans encroachment permit requirements, if required
- Preparation of punch list
- Coordinate project closeouts activities which include staff report, Notice of Completion, release of retention, warranty walk, and archiving documents.

DISPUTE RESOLUTION

TKE's construction managers are highly skilled with and have provided dispute resolution on a number of past projects. The keys to avoiding potential costly and time-consuming disputes are knowledge, communication and organization. Our construction managers pride themselves on thorough research and review of the project plans and specifications and existing knowledge and understanding of Caltrans, Greenbook and other standard plans and specifications. Their effective communications skills ensure that all stakeholders are constantly advised of project progress and requirements. Their proactive organizational program effectively manages the construction schedule, documents action items with required

follow-up and continuous schedule reviews and anticipate needs for future action items. Our project manager's 'can do' approach to all project issues nearly always results in resolution. They are non-combative with all project stakeholders, maintaining professional working relationships with each stakeholder regardless of conflict. Their perseverance and vast knowledge and experience of issues will resolve challenges while protecting City's and local jurisdictional agencies interests.

CONFLICT RESOLUTION

One of TKE's greatest strengths is conflict resolution. Through our history, not one of TKE's projects has resulted in litigation. We use a proactive approach to conflict resolution that includes continuous communications, development of alternative proposals and reason. Our not-confronting project and construction management approach has proven success.

PUBLIC RELATIONS

TKE's Construction Manager and Inspector are experienced with public relations associated with construction projects. TKE performs initial site visits to all potentially affected properties to discuss the upcoming project and any potential concerns the property owner and/or tenant may have. TKE identifies improvements that will benefit the property owners to help them understand the importance of project construction. Our approach builds a project coalition with the property owners and tenants which reduces public complaints at City Council meetings and provides a sense of ownership with the project. TKE's Inspector also performs routine visits during construction to check on the property owners concerns and to see if there are any issues that need to be mitigated.

CITY STAFF REQUIREMENTS

For all projects, TKE will require MSWD to provide records of existing improvement drawings and copies of any centerline ties and benchmarks during the records research phase. In addition, MSWD will also be required to provide final direction on alternatives, critical design options, and plan check comments at all pertinent phases of design. TKE is familiar with MSWD's GIS system, the resources it provides, and using it as a tool to relieve burdensome requests to City staff. Further, TKE has been working with MSWD for over 10 years and has developed a vast understanding of MSWD's needs and maintained a database of records that will be used to support CIP delivery.

TKE Engineering, Inc. | AT A GLANCE

City/District Engineer
TKE is the City District Engineer in 10 Cities/Districts

Staff Augmentation
TKE currently provides Staff Augmentation in 10 Cities / Counties / Districts

Municipal On-Call Contracts
TKE currently provides Civil Engineering Design, Project Support, and Survey services for more than 30 Cities / Counties / Districts throughout Southern California

Size of Organization
43 Professional Engineers, Project Managers, Surveyors, Plan Checkers, Inspectors, Designers, Construction Managers, and Support Staff

Location of Office
TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507

Years in Business
TKE has conducted business for the past 23 years and has 23 years of experience in providing street widening and design services for municipal client projects

Company Structure
TKE is a California Corporation founded in June 2000. TKE has no affiliates or subsidiary companies. California Business License Number: 00109901
TKE DIR No. 1000413173

Firm Owners
Michael P. Thornton, P.E., P.L.S., M.S. – President
Terry Renner, P.E., Q.S.D. – Senior Vice President
Steven W. Ledbetter, P.E. Vice President

Mission Spring Water District Point of Contact
Steven Ledbetter, P.E.
Vice President
2305 Chicago Avenue
Riverside, CA 92507
Phone: (951) 680-0440
Email: sledbetter@tkeengineering.com

SECTION C | CONSULTANT INFORMATION

1. FIRM BACKGROUND

TKE Engineering, Inc. (TKE), a California Corporation, was established in 2000, and in the last 23 years has developed into one of Southern California's premier full-service consulting engineering, surveying and construction management firms. TKE was established with the goal of providing turnkey services for municipal projects in order to benefit our community. As a result of the focus of a firm on this mission, TKE has earned a reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work. We are a highly motivated, dynamic firm with the goal of being your preferred consultant. TKE has been providing design and survey services to municipalities for street improvement projects for the past 23 years.

TKE provides turnkey design and survey services to numerous municipalities throughout Riverside, San Bernardino, and Los Angeles Counties. TKE routinely provides the following municipal services: Project Development, CIP Design, Surveying, Traffic Engineering, Project Management, Plan and Map Checking, Program Management, construction management, inspection, Utility Company Coordination and Management, Public Outreach, Grant Funding, CDBG, HUD and Federally/State Funded Project Management, and Construction Surveying services. Our wide range of services and history with Mission Springs Water District (MSWD) provides our team with an intimate knowledge and experience of the common pitfalls associated with each project variation and our past history of successfully overcoming these challenges. This allows our team to provide quick and efficient decisions to be made related to design, which helps to reduce the potential for delays and keeps the project on schedule.

TKE is currently providing On-Call general engineering services as well as construction management and inspection services on the RWRF treatment plant and sewer project. We are committed to providing high quality, comprehensive services to meet all of MSWD's needs. TKE's Project Manager will be in contact with MSWD staff and our subconsultants weekly to ensure that the project is progressing on

schedule and within the allocated budget. It is this personal touch and contact that define our "local service" approach. We consider ourselves community builders and take ownership of projects assigned to TKE, ensuring that our personnel are highly trained and active to keeping the design on schedule and the project within budget using our superior communication and management skills.
Our experience with MSWD and in the low desert region, water and waste water expertise, communication skills, numerous accomplishments, as well as management skills, will help maintain continuity in the delivery of MSWD's capital project. TKE takes a team approach to all projects and emphasizes the importance of constant communication between all members of the team, from the client to the contractor and other consultants.

LEGAL AND FINANCIAL CONDITION

TKE's organizational structure has steadily grown since our inception 23 years ago, which provides us with a solid foundation and ensures successful completion of this project. In TKE's 23 years of business, not a single TKE project has gone through litigation. TKE has an annual gross revenue of more than $10 million and there are no financial conditions that may impede TKE's ability to provide services, or complete any projects as outlined in the RFP and Professional Services Agreement. No conditions or organizational conflicts of interest exist that will affect the ability of TKE to perform the required duties as described in this proposal.

Michael P. Thornton, P.E., P.L.S., M.S. – Principal in Charge

Education
Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering

Masters of Science – California State University, Long Beach, Civil Engineering

Experience
34 Years

Credentials
California Professional Civil Engineer #44226

California Professional Land Surveyor #6867

Mr. Michael P. Thornton, President, will ultimately be responsible for all services provided by TKE.

Mr. Thornton has over 34 years of experience as a civil engineer. He has worked on a variety of public works engineering projects including water system improvements, wastewater system improvements, and recycled water system improvements, street improvements, park improvements, bike trail improvements and drainage improvements, projects. Mr. Thornton has been responsible for all project aspects including funding administration, planning, evaluating, and designing these projects and has provided construction engineering and surveying services for these same projects.

In addition to project related experience, Mr. Thornton has provided consulting engineering services to various communities as its City/District Engineer. City/District Engineering duties include, public staff management, land development processing, CIP development, including budgets and funding sources, regulatory agency coordination and permitting, public presentations, CEQA compliance processing, and responses to public inquiries.

Steven W. Ledbetter, P.E. – Project Manager

Education
Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering (Environmental)

Experience
19 Years

Credentials
California Professional Civil Engineer #84044

Mr. Ledbetter has over 19 years of professional experience in the civil engineering industry. He has handled various critical and challenging projects from planning through design and implementation; all while ensuring that a quality product which meets specifications is delivered on schedule. He has a well-rounded background with experience in preparation and analysis of street and utility improvement plans and specifications, potable and non-potable water, wastewater, and drainage; utility master planning including computer modeling, analysis, and report preparation; water supply planning including feasibility studies, urban water management plans, water supply assessments, and verifications; storm water compliance reporting including water quality management plans and, storm water pollution prevention plans, permitting and grant writing for various State and Federal agencies.

Mr. Ledbetter has provided On-Call services listed herein to MSWD directly over the last 4-years and indirectly over the last 10 years. He has significant knowledge of MSWD and the Coachella Valley

Mr. Ledbetter's greatest attribute is his ability to deliver projects and his vast experience ensures success again and again. He also understands the importance of working as a team member. Mr. Ledbetter understands that he will be given direction from MSWD staff and fully understands the need to maintain proper protocol while providing services. He further understands that his role will be to implement a design that meets the needs of the MSWD while maintaining the project budget.

Terry M. Renner, P.E., Q.S.D. – Project Manager

Education
Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering

Experience
20 Years

Credentials
California Professional Civil Engineer #69984

California Qualified SWPPP Developer #24329

Arizona Professional Civil Engineer #55194

Mr. Terry Renner will be responsible for all day to day management of the services provided by TKE.

Mr. Renner has over 20 years of project and construction management experience for all types of public works,

civil engineering, and surveying projects. He has extensive experience in the design and construction of public works improvement projects, including water systems, recycled water systems, street widening, pavement rehabilitation, traffic signal, drainage systems, sewer systems, ADA enhancements, and pedestrian enhancement improvements projects.

As a project manager, Mr. Renner has been responsible for design production, supervising a staff of engineers and drafters, coordinating work between the production team and the client, and for submitting all deliverables in a timely manner. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

Ronald A. Musser, P.L.S. – Senior Surveyor

Education
Riverside Community College

Experience
52 Years

Credentials
California Professional Land Surveyor #4230

Mr. Musser has over 52 years of experience in performing field and office surveying and plan checking services for public and private projects including water, wastewater, recycled water, drainage, roadway and highway projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects and map checking over the past 13 years. In addition, he has prepared records of survey, parcel maps, tract maps, lot line adjustments, right-of-way acquisition, easement acquisition, and lot mergers in San Bernardino County, Riverside County, Los Angeles County, Orange County, and San Diego County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys. Mr. Musser currently provides on-call survey and map checking services to the City's of Upland, Hesperia, Wildomar, Azusa, Pico Rivera, Highland, and Calimesa.

*Resumes for key personnel may be found as an attachment at the end of this proposal.

ADDITIONAL RESOURCES

TKE may engage sub-consultants to aid in completing the proposed scope of work. TKE has a long history of successfully partnering with the sub-consultants presented below to deliver capital projects:

LOR Geotechnical Group, Inc.

LOR is a multi-disciplinary geotechnical, engineering, and consulting firm providing sound solutions and innovative strategies in the geotechnical, geologic, environmental, and construction inspection fields for their clients since 1988.

LOR has a multi-disciplinary staff of highly qualified and experienced licensed professionals who hold registrations in the State of California. LOR's principals are directly involved in the implementation and completion of its professional services. All of the field and laboratory personnel that will work on MSWD projects have been employed by the firm for over 10-years. Their engineers, geologists, and technical support personnel are committed to serving MSWD with personal, timely, and technically superior service. We believe that you will find our understanding of our duties for this contract to be unsurpassed and our individual and combined experience will assure you that we will deliver what is expected. LOR should have the ability to provide the anticipated geotechnical engineering and materials testing services in-house, without the use of subcontractors.

LOR provides a comprehensive organization of qualified personnel to support the technical need of MSWD's projects. LOR is Small Business Certified. Their laboratory is currently approved by the California Department of Transportation (Caltrans). Our field and laboratory personnel are Caltrans, International Code Council (ICC), American Concrete Institute (ACI), and American Construction Institute Association (ACIA) certified. Our organizational chart and resumes of the key personnel are also provided within this proposal.

Over the past five years they have provided on-call geotechnical testing and inspection services to the following Public Works and Capital Projects Departments: City of Big Bear Lake, Indio, Moreno Valley, Perris, Riverside, Santa Monica, Yucaipa, and we have also provided our services to the Counties of Riverside and San Bernardino.

A thorough understanding of site conditions is crucial to the success of any project. LOR has implemented a

Quality Assurance Program (QAP) that has aided in this firm's quality of work and minimizing the errors as much possible throughout our long history. In the event an error may occur, our clients will be notified immediately and a plan to fix the error will be determined immediately to minimize the impact to the project. In their history LOR has provided a similar scope of services for numerous agencies.

For their Preliminary Geotechnical Investigation Reports they have experienced engineers and geologists that use proven site investigation techniques to accurately characterize the surface and subsurface environment. State of the art equipment is used to explore and sample the soil, rock, and groundwater conditions. In-place soil testing is performed in order to accurately evaluate the site conditions. Their fully equipped laboratory provides proven testing methods to evaluate the mechanical properties of the soil. All laboratory and field data are processed through computerized geotechnical integration programs.

Their geotechnical engineers evaluate the proposed projects with respect to the site conditions and provide recommendations to optimize project development. Recommendations are provided to guide site selection and preparation, foundation design, pavement design, slope construction, erosion control, and general site grading.

LOR has provided geotechnical engineering services for over three thousand projects within southern California, many of which lie within the Coachella Valley. Among the types of geotechnical engineering services provided are: pavement rehabilitation design including complete removal and replacement, inlay/overlay, pulverization, asphalt recycling, subgrade stabilization, specialized design to minimize section thickness without minimizing the integrity of the section, slope stability analysis, liquefaction analysis, pipeline excavation and construction design, and best management practice storm water infiltration testing and design.

Tom Dodson and Associates

TDA incorporated in 1983, is an environmental consulting and regulatory compliance firm. Tom Dodson (President) is involved in day-to-day operation of the firm and is also involved in each project undertaken by TDA. This approach provides the company owner with knowledge and input into each project, thus ensuring that each project receives the firm's high standard for product quality.

A common theme of all TDA projects is compliance with environmental requirements while meeting project schedules. TDA works with clients to meet schedules and identify reasonable and ethical environmental requirements. For every project, TDA has found there is a mutually acceptable balance between development goals and the need to protect the environment. TDA strives to define this balance for clients and regulators and present workable solutions that both parties can accept as the basis for implementation of projects. With over 40 years of collective experience in environmental problem-solving, TDA has been remarkably successful in meeting client and environmental objectives.

TDA is capable of providing a full range of environmental and regulatory compliance services. This includes an in-house biological staff capable of providing biological resources evaluations, as well as, revegetation and habitat restoration capabilities. TDA professionals bring more than 40 years of environmental and regulatory compliance experience to each assignment. TDA conducts environmental and regulatory compliance work for more than 100 firms and agencies with a single goal which is to make each project succeed for both the client and the environment.

TDA has provided planning and environmental consulting services for various water, hazardous waste management, biological evaluations, and base reuse projects. TDA has also prepared the environmental compliance documents needed for such projects. These documents have ranged from Initial Studies and Negative Declarations to full Environmental Impact Reports (EIRs) that meet California Environmental Quality Act (CEQA) requirements. In addition, TDA has prepared environmental documents for projects on federal land that meet the requirements of the National Environmental Policy Act (NEPA).

Over the years TDA has worked with MSWD on numerous water and wastewater projects. Work performed was for CEQA and State Water Board State Revolving Fund (SRF) projects. The most notable recent project with MSWD was for the "West valley Water Reclamation Facility" TDA worked with both TKE and MSWD to publish an Initial Study and Environmental Impact Report (IS/EIR). The IS/EIR was approved by the MSWD Board and TKE submitted it as a CEQA Plus

package to the State Water Board for an SRF loan to fund the proposed reclamation facility.

\JCA Engineering, Inc.

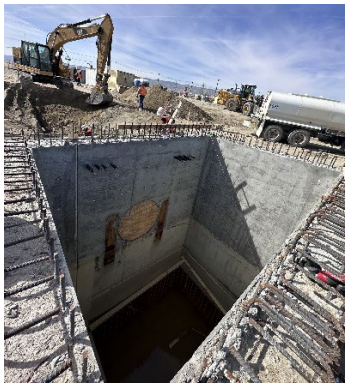
JCA Engineering (JCA) has been dedicated to providing state of the art electrical engineering services. Mr. James Corns, Principal Engineer, offers more than 20 years of experience. Projects successfully completed within the last year, including efficient public works facilities, represent total construction values exceeding $40 million.

SECTION 4 | EXPERIENCE

A. EXPERIENCE IN PERFORMING SIMILAR WORK

TKE takes pride in our reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work, and believes that a high level of quality is needed on all CIP Projects. It is our standard to demonstrate proactive leadership and implement effective planning and management practices. As MSWD's qualified professional consultant, our team will adopt MSWD's Project Delivery Process and ensure best practices are being implemented for timely project delivery completed within budget. As MSWD's reliable service provider, we will strategically apply lessons learned from our collective years of experience to deliver quality services.

This section showcases TKE's depth and breadth of resources, which will be led by our team of expert key personnel. The following project examples showcase our team's experience in performing work of a similar nature to the scope provided in the RFP. This experience highlights our ability to effectively manage and coordinate the services requested.



REGIONAL WATER RECLAMATION PROGRAM MANAGEMENT

Mission Springs Water District, City of Desert Hot Springs, CA

Client Contact: Mr. Arden Wallum
Mission Springs Water District
Phone Number: (760) 329-5169
Email: awallum@mswd.org
Project Cost: $68,000,000
Completion Date: On-Going

DESCRIPTION

Mission Springs Water District (MSWD) retained TKE to prepare a preliminary engineering analysis that evaluated expanding an existing WWTP or building a new regional WWTP. Ultimately, MSWD selected to proceed with a new regional WWTP, the Regional Water Reclamation Facility (RWRF). Thereafter, TKE was retained to be the program manager for the for the development of the RWRF and associated projects. As program manager, TKE is responsible for coordinating the design, hydrogeological analysis, environmental compliance processing, and construction of the RWRF, a new Regional Conveyance Trunk Sewer to deliver wastewater to the RWRF, and the M-2 Collection System to connect 695 parcels to the sewer system for treatment by the RWRF. In addition, TKE is in charge of grant funding and permit acquisition. In 2022, TKE secured $68 million in grant funding for the project. The project includes coordination with the State Water Resource Control Board, Regional Water Quality Control Board, Air Quality Management District, other agencies, and other consultants.

SERVICES

Services include preliminary engineering, benefit-cost analysis, project planning and scoping, Board report preparation and presentations, prepare grant funding applications and management, preparation of wastewater flow projection report, technical report and design review, prepare RFPs, environmental compliance services, prepare right-of-way acquisition documents, provided program/project management, regulatory and stakeholder meetings and presentations, perform construction management and inspection.

KEY STAFF

Steven Ledbetter, PE
Terry Renner, PE, LS, QSD
Shelby Kelley, EIT
Ron Musser, PLS

RELEVANCE TO MSWD

* *Management of the Program from Inception to Date*
* *Program Sequencing*
* *Value Engineering*
* *Managing CEQA Compliance*
* *Managing Permitting*
* *Coordination with City, County, RWQCB, and State Water Board*
* *SRF and Grant Acquisition and Administration*



REGIONAL CONVEYANCE FORCE MAIN AND TRUNK SEWER

Mission Springs Water District, Desert Hot Springs, CA

Client Contact:	Mr. Arden Wallum Mission Springs Water District
Phone Number:	(760) 329-5169
Email:	awallum@mswd.org
Project Cost:	$9,000,000
Completion Date:	On-Going

DESCRIPTION

Mission Springs Water District (MSWD) retained TKE to conduct a preliminary engineering analysis that evaluated potential service areas, trunk sewer/force main alignments, wastewater flow rates, lift station capacity analysis, and other preliminary design criteria needed to identify the preferred alignment of the Regional Conveyance Force Main and Trunk Sewer and potential flow diversions to the Regional Water Reclamation Facility (RWRF). TKE is also responsible for final design and contract documents for approximately 3 miles of the preferred Regional Conveyance Force Main and Trunk Sewer alignment from the intersection of Dillon Road and Avenida Manzana to the RWRF. The project includes environmental compliance and geotechnical investigation, along with coordination with developers, other agencies, Regional Water Quality Control Board, and other consultants.

SERVICES

Services include Preliminary Engineering, Opinion of Probable Cost, Planning System Alternatives, Sewer Hydraulic Modeling Analysis, Design, Topographic Surveying, and Preparation of Plans, Specifications, and Estimates, Construction Management, Inspection and Construction Staking.

KEY STAFF

Terry Renner, PE, LS, QSD

Steven Ledbetter, PE

Octavio Parada

Shelby Kelly, EIT

Ron Musser, PLS

RELEVANCE TO MSWD

- *MSWD Construction Management and Inspection Experience*
- *Sewer Design*
- *Project Sequencing*
- *Managing CEQA Compliance*
- *RCTD Permitting*
- *Coordination with City, County, RWQCB, and State Water Board*



RECYCLED WATER PIPELINE

City of Hesperia, CA

Client Contact: Mr. Nils Bentsen
Phone Number: (760) 947-1025
Email: nbentsen@cityofhesperia.us
Project Cost: $16M
Completion Date: December 2018

DESCRIPTION

TKE prepared engineering construction documents for the City of Hesperia for construction of 8 miles of recycled water pipelines ranging for 16" to 8" in diameter including, plan and profiles, specifications, cost estimates, and DWR funding management. In addition, TKE is providing construction assistance services, grant funding management and inspection for pipeline construction.

SERVICES

Services include records research, planning, system modeling, hydraulic analysis, hydraulic modeling, report and cost estimate preparation, construction document preparation, utility coordination, right-of-way acquisition, cost estimation, construction assistance, inspection and grant fund management assistance.

KEY STAFF

Terry Renner, PE, QSD
Octavio Parada
Ron Musser, PLS

RELEVANCE TO MSWD

- *Recycled Water Design*
- *Utility Relocation/Coordination*
- *Design/Construction Surveying*
- *Railroad Permitting*
- *SCE Permitting*
- *Right-of-Way Engineering*
- *Easement Acquisition/Property Owner Coordination*



CALIMESA CREEK BASIN AND STORM DRAIN

City of Calimesa, CA

Client Contact: Ms. Bonnie Johnson
Phone Number: (909) 795-9801
Email: Bjohnson@cityofcalimesa.net
Project Cost: $7.3M
Completion Date: November 2022

DESCRIPTION

The Calimesa Creek Storm Drain Improvements Project is located in the Cities of Calimesa and Yucaipa south of County Line Road between the Interstate 10 Freeway and 5th Street. The project includes the design of 2,000 linear feet of 96" storm drain pipe and open channel improvements and includes design of a 53 Acre-Foot detention basin for flood control and hydro-modification purposes, providing 100-Year flood conveyance storm drain protection and low flow diversion to the existing Calimesa Creek. Design will also include walking trails and maintenance roads alongside of the improved channel alignment.

SERVICES

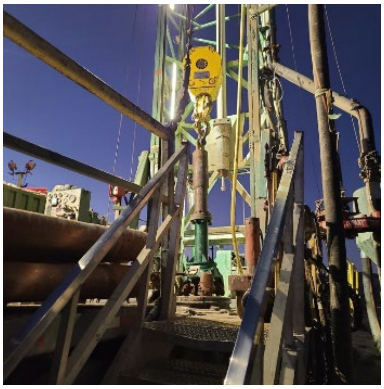
Services include pre-project planning, development, preliminary engineering, hydrology and hydraulics, design, project grant writing, environmental compliance, state and federal funding coordination, utility relocation coordination, right-of-way acquisition and permitting.

KEY STAFF

Terry Renner, PE, QSD
Steven Ledbetter, PE
Octavio Parada

RELEVANCE TO MSWD

- *Major Drainage Infrastructure*
- *Regional Flood Control Basin*
- *Connection to County Flood Control Facility*
- *Extensive Utility Coordination and Permitting*
- *Hydraulics/ Hydrology Modeling*



WELL NO. 16 AND TRANSMISSION MAIN

City of Needles

Client Contact: Ms. Rainie Torrance
Phone Number: (760) 326-5700 x 140
Email: rtorrance@cityofneedles.com
Project Cost: $3.8 Million
Completion Date: March 2022

DESCRIPTION

The Well No.16 and transmission main project is located along Needles Highway, north of Interstate 10, in the City of Needles. TKE prepared the design plans, specifications, and estimates, and provided bidding support and construction management services for the new production well and transmission main. The project was required to provide potable water supply backup and remove inefficiencies in the existing distribution network. The project included design of the well pump and motor, above ground discharge piping, appurtenances, 2,750 linear feet of 16" transmission pipeline, shade structure, electrical system, SCADA system integration, and connections to the existing system.

SERVICES

Services include records research, design survey, coordination with agencies and consultants, preliminary engineering, utility verification, permitting, design, cost estimating, bidding support, and construction management.

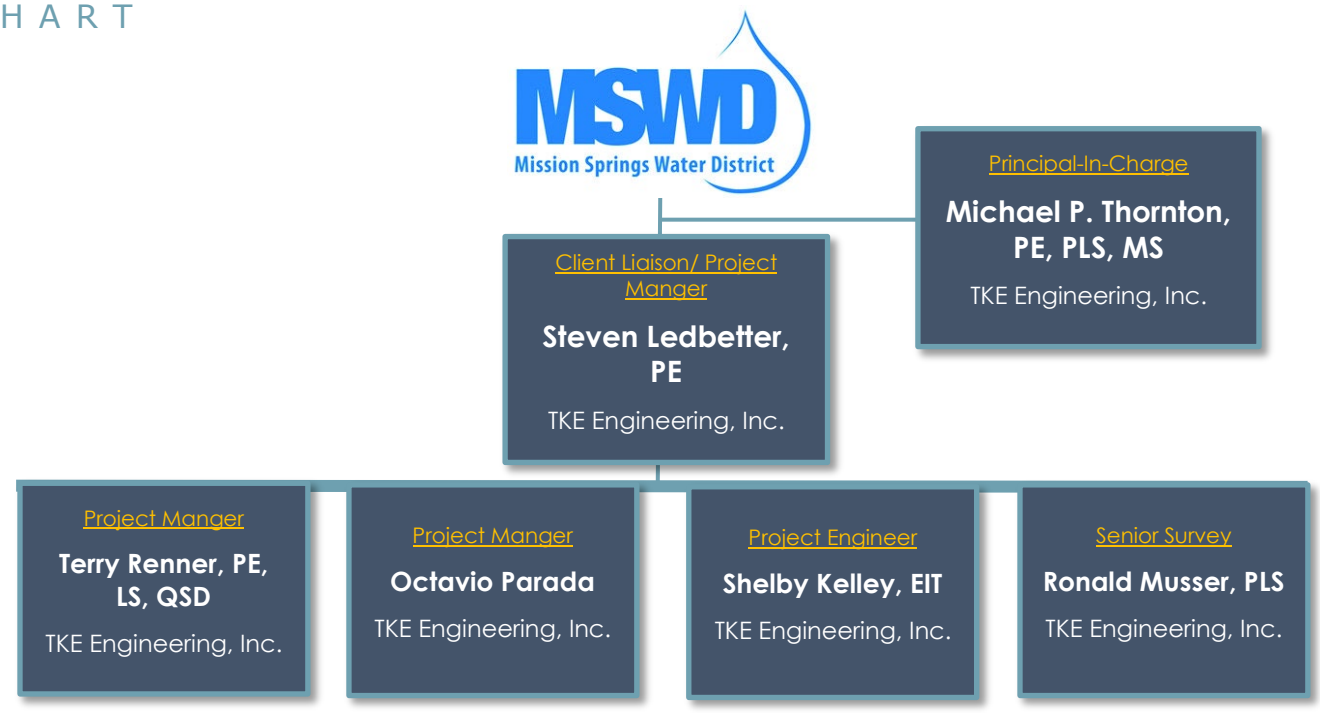
KEY STAFF

Steven Ledbetter, PE
Shelby Kelley

RELEVANCE TO MSWD

- *Well Design*
- *Utility Coordination*
- *Design Surveying*
- *Permit Coordination*

B. ORGANIZATIONAL CHART



TKE SUPPORT TEAM
(40+ Members)

Michael P. Thornton PE, PLS | *President*
Michelle Arellano, P.E. | *Senior Plan Check Engineer*
Brett Enscoe | *Survey Party Chief*
Mycal Balta | *Public Works Inspector*
Steve Dukett | *Managing Director Development Services*
Monae Pugh | *Traffic Engineering Specialist*
Patrick Palafox | *Senior Public Works Inspector*
Brad Enscoe | *Senior Public Works Inspector*
Tyler Ault | *Senior Public Works Inspector*
Jeff Lantosh | *Senior Public Works Inspector*
Brian McDuffie | *Senior Public Works Inspector*
Nelson Blackwell | *Senior Public Works Inspector*
Michael Counce | *Senior Public Works Inspector*
Naeem Dulloo | *Senior Public Works Inspector*
Brittany Simmons | *Proposal Coordinator*
Michelle Sells | *Accounting/Office Manager*
Jennifer Cioffi, PE | *Project Manager*
Steve Nix, PE, PLS | *Senior Engineer*
Marvin Lara, EIT | *Assistant Construction Manager*
Travis Bradshaw | *Associate Engineer*
Jose Martinez | *Associate Engineer*
Alex Estepa | *Associate Engineer*
Jose Hernandez | *Associate Engineer*
Metehan Gumustekin, EIT | *Associate Engineer*
Chance Renner | *Associate Engineer*
Emmanuel Perez | *Engineering Assistant*
Jayden Renner | *Engineering Technician*
Nyesha Burnatte | *Engineering Technician*
Daniel Melero | *Engineering Technician*
Deana Vilches | *Clerical*
Tracey McLoughlin | *Clerical*
Jeannette Barlow | *Clerical*

SECTION 5 | REFERENCE

AGENCY	CONTACT NAME	CONTACT INFO
Mission Springs Water District 908 Park Avenue Calimesa, Ca 92320	Arden Wallum General Manager	P: (760) 329-6448 awallum@mswd.org
City of Hesperia 9700 Seventh Avenue Hesperia, CA 92345	Nils Bentsen Deputy City Manager	P: (760) 947-1018 nbentsen@cityofhesperia.us
County of San Bernardino 222 W. Hospitality Lane San Bernardino, CA 92415	Noel Castillo Assistant Director- Planning and Operation	P: (909) 387-7916 Noel.Castillo@dpw.sbcounty.gov
City of Needles 817 3rd Street Needles, CA 92363	Patrick Martinez Director of Development Services	P: (909) 326-5740 pmartinez@cityofneedles.com
City of San Bernardino Municipal Water Department 1350 SE Street San Bernardino, CA 92408	Ted Brunson Water Utility Director	P: (909) 384-5095 tedb@sbmwd.org
San Antonio Water Company 139 N. Euclid Avenue Upland, CA 91786	Brian Lee General Manager	P: (909) 982-4107 Blee@sawaterco.com

Please refer to the project examples listed in Section 4 of this proposal to see detailed descriptions regarding where TKE has worked with each of the references listed above.

Uploaded separately via PlanetBids.

SECTION F | DISCLOSURES

Uploaded separately via PlanetBids.



MICHAEL THORNTON, P.E., P.L.S., M.S.

PRINCIPAL-IN-CHARGE

TKE Engineering, Inc.

EDUCATION

MS, Civil Engineering, California State University, Long Beach

BS, Civil Engineering, California State Polytechnic University, Pomona

REGISTRATIONS

Registered Civil Engineer, PE 44226 (CA)

Professional Land Surveyor, LS 6867 (CA)

AFFILIATIONS

American Society of Civil Engineers

American Water Works Association

California Rural Water Association

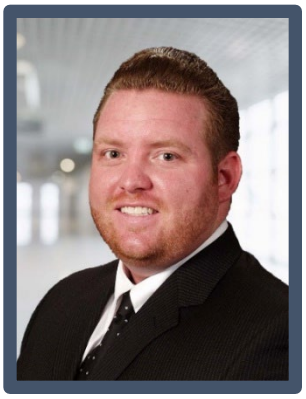
American Public Works Association

American Council of Engineering Companies

Mr. Thornton, TKE's President, is in charge of all TKE projects. He has over 35 years of experience in engineering planning, design, land surveying and construction management for public works projects. He has worked on a variety of public works engineering projects including water system improvements, sewer system improvements, street improvements, park improvements, bike trail improvements, drainage improvements, and reclaimed water system improvements projects. Mr. Thornton has been responsible for managing including funding administration, planning, evaluating, and designing these projects and has provided construction engineering and surveying services for many of these same projects.

DETAILED PROJECT EXPERIENCE

- **I-15 Sewer Lift Station**, *Hesperia, CA* - Mr. Thornton was Principal-in-Charge for services on the sewer lift station project he oversaw the design to accept wastewater flows from existing and proposed developments at Interstate 15 and Ranchero Road, and the surrounding community of approximately 110 acres. The analysis included defining the tributary area, calculating existing, near-term, and ultimate wastewater flows (0.94 MGD, 1.78 MGD, and 2.56 MGD, respectively), calculating head loss, selecting pumps, and designing the wet well and piping system. TKE identified two self-cleaning high efficiency 25 hp wastewater pumps with variable frequency drives. The pumps were selected based on its peak efficiency (76%) under ultimate head and flow conditions, while maintaining good efficiency (65%) under initial head and flow conditions.
- **San Bernardino Avenue Trunk Sewer**, *City of Fontana, CA* - Mr. Thornton was Principal-in-Charge for services on the San Bernardino Avenue Trunk Sewer and provided project and construction management, coordination with stakeholders and agencies, flow generation calculations, model preparation, flow monitoring analysis, cost estimating and report preparation for the San Bernardino Avenue Trunk Sewer System, an area encompassing approximately 9,400 acres covering the majority of the San Sevaine redevelopment project area. The study limits were State Route 210 to the north, Maple Avenue to the east, San Bernardino Avenue to the south and East Avenue to the west. The trunk sewer construction included 22,000 linear feet of 42" and smaller diameter lined RCP and VCP sewer pipe, two siphon structures, interconnections with gated manholes to major sewer crossings and residential and commercial laterals.
- **Mission Springs Water District** - Mr. Thornton previously served Mission Springs Water District as its District Engineer for a period of 8 years. He worked with staff to manage more than $20 million in water and wastewater improvement projects. Services included budget development and management, management of other consultants and presentations to their board of directors.
- **2017 Water Master Plan Update**, *City of Coachella, CA* – Mr. Thornton served as the Principal-in-Charge for this project to prepare an update to the City's previous 2007 Water Master Plan (WMP). The WMP evaluated the City's existing water system and planned the facilities to meet increased future water demands. The evaluation included future planned development projects and the City's most current General Plan Update report. The WMP forecasted out to the year 2035 and a capital improvement plan (CIP) was developed out of the findings and recommendations in the WMP. The project services include research, coordination with agencies, hydraulic calculations, model preparation, preliminary engineering, cost estimating, exhibit preparation, CIP development and presentation to City Management Staff.



STEVEN LEDBETTER, P.E.

CLIENT LIAISON / PROJECT MANGER

TKE Engineering, Inc.

EDUCATION

B.S, Civil Engineering, California State Polytechnic University, Pomona

REGISTRATIONS

P.E. License Number 84044 (CA)

AFFILIATIONS

Riverside-San Bernardino Counties Branch, American Society of Civil Engineers

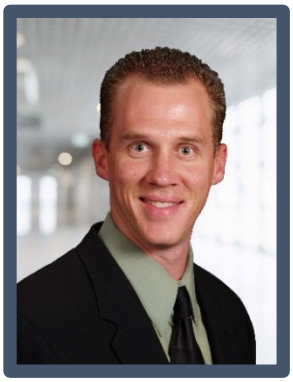
American Public Works Association, Coachella Valley Board Member

American Council of Engineering Companies of California

Mr. Ledbetter has over 23 years of professional experience in the civil engineering industry. He has handled various critical and challenging projects from planning through design and implementation; all while ensuring that projects are executed as per specification in the stipulated time with quality. He has a well-rounded background with experience in: preparation and analysis of street and utility improvement plans and specifications including potable and non-potable water, wastewater, and drainage; utility master planning including computer modeling, analysis, and report preparation; water resource planning and management including feasibility studies, urban water management planning, water supply assessments and verifications, integrated regional water management planning, and groundwater management planning; storm water compliance reporting including water quality management plans and storm water pollution prevention plans and; and grant writing and administration for various State and Federal agency programs.

DETAILED PROJECT EXPERIENCE

- **Regional Water Reclamation Program,** *Mission Springs Water District, CA* – Mr. Ledbetter is providing program management services for the development and construction of the District's Regional Water Reclamation Program (RWRP). The RWRP includes planning, design, and construction of a regional wastewater treatment plant, interceptor conveyance system, and local wastewater collection systems. Mr. Ledbetter is managing the completion of the RWRP, including: participation and management of funding acquisition; staff, board, consultant, funding agencies, and public coordination and communications; assessment district formation; State Revolving Fund (SRF) and grant application processing; State invoicing and reporting; environmental compliance processing; preliminary engineering preparation; plans, specifications, and cost estimates (PS&E) preparation; bidding and construction; and all related services to successfully complete the RWRP**.**
- **Eastgate Building No. 1 Water Supply Assessment**, *San Bernardino, CA* – The proposed Eastgate development project includes 658,500 square feet of industrial floor space on approximately 97.48 acres of land. The development will consist of a warehouse building for air cargo use located at San Bernardino International Airport. The development has an estimated water demand of 223 acre-feet per year. As project manager, Mr. Ledbetter is providing an assessment of the water supplies available to serve the development over a 20-year period.
- **IRWM Agency Representative,** *Coachella Valley Regional Water Management Group (CVRWMG)* – Beginning in 2016 and continuing through today, Mr. Ledbetter represent Mission Springs Water District at technical coordination and public outreach meetings related to the CV Integrated Regional Water Resource Management Program. His responsibilities included representing the District at the meetings, review of technical memorandums and other project deliverables, assistance with grant funding applications, grant administration, and presentations to the District's board of directors and public.
- **Well No. 16,** *City of Needles, CA* - Mr. Ledbetter is currently managing the design and construction of a new production well, Well No. 16, and transmission main located along Balboa Place and South of McShans Lane in the City of Needles. The project includes design of the well pump and motor, above ground discharge piping, appurtenances, 2,750 linear feet of 16" transmission pipeline, shade structure, electrical system, and SCADA system integration. The project includes restrained joints, system appurtenances, and connections to the existing systems and interconnections to City of Needles Water.



TERRY RENNER, P.E., Q.S.D.

PROJECT MANAGER

TKE Engineering, Inc.

EDUCATION

B.S, Civil Engineering, California State Polytechnic University, Pomona

CERTIFICATIONS

Caltrans SWPPP Certified QSP/QSD Training

REGISTRATIONS

P.E. License Number 69984 (CA)
Qualified SWPPP Developer and Practitioner #24329

AFFILIATIONS

Riverside-San Bernardino Counties Branch, American Society of Civil Engineers

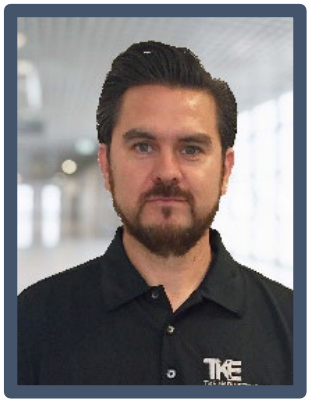
American Public Works Association

American Council of Engineering Companies of California

Mr. Renner is the Senior Vice President of TKE and has 25 years of experience in civil engineering infrastructure projects, including transportation and traffic improvements, drainage improvements, sewer and water improvements, facilities improvements and recreation improvements. He has managed numerous grant funded (Federal and State) projects and has delivered projects for the Cities of Coachella, Highland, Calimesa, Yucaipa, Fontana, Rialto, Upland, Riverside, and Redlands. As a construction manager, Mr. Renner has been responsible for supervising a staff of inspectors, construction coordination and scheduling, utility relocation coordination, public relations, submittal review, coordination with subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the projects managed and delivered by TKE continue to exceed industry standards.

DETAILED PROJECT EXPERIENCE

- **Baseline Gardens Consolidation Project***, East Valley Water District, San Bernardino, CA* – Mr. Renner provided project and construction management services for the Baseline Gardens Consolidation Project which is located in the City and Unincorporated Area of San Bernardino County north of Baseline Road. Proposed improvements provided replacement of all existing water main, service laterals and meters and appurtenances for the previously owned Baseline Gardens Mutual Water system which was consolidated by East Valley Water District with State grant funding. TKE provided construction management and inspection services for approximately 18,000 linear feet of water system replacement improvements and 480 service laterals including, pipeline, valves, fire hydrants, meters and appurtenances.
- **2017-18 Annual Water Replacement Program**, *City of Hesperia, CA* – Mr. Renner was the Project Manager for this project which consists of replacement of 42,600 linear feet of 4" aging pipelines with 8-inch pipe and related appurtenances. Typical pipeline appurtenances for the project include, control valves, fire hydrants, air vacuum release valves, blowoffs, and water service piping to construct to the existing water meters which will remain. In addition, the project includes over 60 connections to existing water mains.
- **1158 Zone Recycled Water Program**, *City of Fontana, CA* – Mr. Renner was the Project Manager and Design Engineer for this project, which TKE prepared preliminary engineering report, utility permitting, plans, specifications, and estimates for the construction of approximately 50,000 linear feet of recycled water mains ranging from 6" to 24" in diameter. The project included San Bernardino County Flood Control District bridge crossings, DWR pipeline crossings and Southern California Edison easement crossings. TKE prepared a preliminary engineering report that identified potential users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. TKE also assisted with a funding application and processing of the application with the State of California State Water Resource Control Board.



OCTAVIO PARADA

PROJECT MANAGER

TKE Engineering, Inc.

EDUCATION

Bachelors of Science (B.S), Autonomous University of Baja California, Mexico (UABC)

CERTIFICATIONS

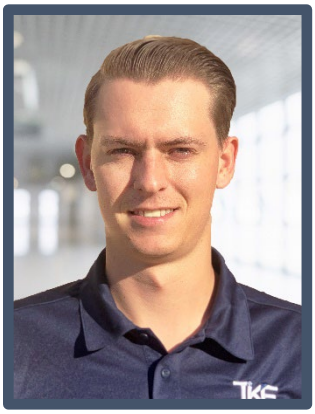
Certificate (1996), Traffic Engineering for highways, Secretary of Transport and Communication (SCT-Mexico)

Certificate (2007), CAD Pilot Boot Camp for Civil 3D, CVIS

Mr. Parada has over 26 years of progressive experience in civil engineering in the public works sector as well as the private sector. He is result-driven, proactive and detail-oriented with a proven track record of successfully handling and delivering a wide variety of complex and challenging projects. He is dedicated to ensure that projects exceed industry standards and consistently finishing under budget and schedule. Through his career, Octavio has accumulated extensive experience in planning, designing and project completion for more than 30 miles of roadways, street widening, medians, traffic calming, roundabouts, signing and striping modifications, bicycle lanes, pedestrian facilities for major corridors, arterials, collectors and residential streets, including water improvements, sewer improvements, drainage improvements, grading plans and computerized system modeling for drainage master plans. Finally, Octavio has worked in the private sector for commercial and industrial development as technical director managing projects from the conceptual stage, through planning, designing, bidding, construction, and project completion under project specifications and exceeding client expectations.

DETAILED PROJECT EXPERIENCE

- **Pearmain Street Relief Sewer Project**, *City of Adelanto, CA* - Mr. Parada performed design and project management services for City on Pearmain Street and Auburn Road between approximately 1,300 feet east of US Highway 395 and Air Expressway. This project consists of the construction of 9,000 linear feet of pipe with diameters ranging from 21" to 15", utilizing Polyvinyl chloride pipe, manholes, stub outs, 110 linear feet of 30" bore and jack steel casing, existing manhole replacement with diversion manhole, reconnection of existing undersized 12" sewer and connections to existing sewer manholes. Proposed wastewater system improvements provide relief for the existing 12" sewer which has insufficient capacity to convey current and proposed development flows.
- **Pacific Avenue Water Pipeline Improvements Project**, *Rubidoux Community Service District* – Mr. Parada Assisted in the design and preparation of 5400' linear feet of watermains ranging from 16" to 8" in diameter, utilizing ductile iron and Polyvinyl chloride pipe, pipeline appurtenances, fire hydrants, 60 linear feet of 24" bore and jack steel casing. The project also included coordination of future street and storm drain improvements with riverside county transportation department and flood control district.
- **1158 Zone Recycled Water Program,** *City of Fontana, CA* – Mr. Parada assisted in the design and preparation of approximately 50,000 linear feet of recycled water mains ranging from 6" to 24" in diameter. The project included San Bernardino County Flood Control District bridge crossings, DWR pipeline crossings and Southern California Edison easement crossings. The project included preparation of preliminary engineering report that identified potential users, projected use amounts alignment alternatives to provide service, environmental impacts and service retrofits. Assistance with a funding application and processing with the State of California State Water Resource Control Board.
- **Central Avenue Water Replacement Project**, *City of Upland, CA* – Mr. Parada assisted in the design and preparation of 3500' linear feet of 12" CML&C waterline, pipeline appurtenances, service laterals and fire hydrants.



SHELBY KELLEY, E.I.T.

PROJECT ENGINEER

TKE Engineering, Inc.

EDUCATION

B.S, Civil Engineering, San Diego State University

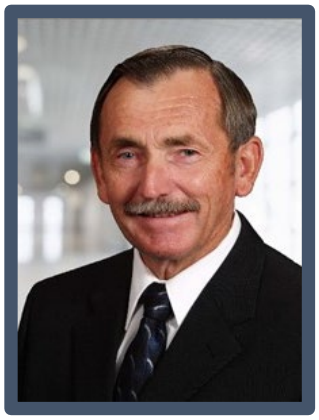
REGISTRATIONS

Engineer in Training; E.I.T. Number 171121

Mr. Kelley is an Associate Engineer of TKE Engineering, Inc. and has 6 years of experience in civil engineering design and construction of infrastructure projects, including sewer and water improvements, drainage improvements, transportation improvements, facilities improvements, and construction methods. Mr. Kelley has been responsible for assistance with design of water and sewer plan/profile, lift stations, treatment plant facilities, preliminary design exhibits, and cost estimates. He has delivered projects for Mission Springs Water District and the Cities of Adelanto, Chino, Fontana, Hesperia, Highland, Needles, and Rialto.

DETAILED PROJECT EXPERIENCE

- **Regional Water Reclamation Facility,** *Mission Springs Water District, City of Desert Hot Springs, CA* – Mr. Kelley is currently assisting in performing construction management and office engineering services for the construction of the new Regional Water Reclamation Facility located near 20th Avenue and Little Morongo Road in the City of Desert Hot Springs. The $43,000,000 project includes the construction of a 1.5 MGD Sequence Batch Reactor (SBR) wastewater treatment plant that will dispose treated secondary effluent in on-site disposal ponds. The project also includes an operations and administration building that will house a solids processing area, chemical storage area, maintenance area, administrative area, electrical room, and blower room. Mr. Kelley provides support in submittal and RFI review, change order review, progress payment review/approval, labor compliance, coordination with utilities, permitting, grant reimbursement and coordination with District representatives.
- **Well No. 16,** *City of Needles, CA* - Mr. Kelley assisted with the design of the new Well No. 16 and Waterline located along Balboa Place and South of McShans Lane in the City of Needles. The project includes well pump, above ground piping, appurtenances, discharge piping and shade structure. Along with the design of the proposed well, Mr. Kelley assisted with the design of 2,750 linear feet of 16" Ductile Iron pipe designated along Well Access Road and Balboa Place. The project includes restrained joints, system appurtenances, and connections to the existing systems and interconnections to City of Needles Water.
- **Horton Wastewater Treatment Plant Tertiary Filter,** *Mission Springs Water District, City of Desert Hot Springs, CA* – Mr. Kelley is currently assisting with the design of a pump station and tertiary filters located at the Horton Wastewater Treatment Plant in the City of Desert Hot Springs. Tertiary Filter design consisted of modifications to existing distribution box, pumping structure, 590 linear feet of 24" Ductile Iron pipe, Aqua-Disk Tertiary Filter, 600 linear feet of 4" Ductile Iron pipe for metered backwash line to influent pump station and proposed distribution box.
- **White Avenue Drainage,** *City of Adelanto, CA* - Mr. Kelley assisted in the design of a 38,000 square foot drainage basin, inlet and outlet facilities, curb, gutter, and sidewalk located near White Avenue and Pearmain Street. The project will effectively improve flood control, eliminating current flooding along the transportation corridor, enhance water conservation from the rainfall within the vicinity, storm water, and provide water to the region.



RON MUSSER, P.L.S.

SENIOR SURVEYOR

TKE Engineering, Inc.

REGISTRATIONS

P.L.S. License Number (CA): 4230

Mr. Musser has over 55 years of experience in performing field and office surveying and plan checking services for public and private projects including roadway and highway projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects and map checking over the past 10 years. In addition, he has prepared records of survey, parcel maps and tract maps in San Bernardino County, Riverside County, San Diego County, Orange County and Los Angeles County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys. Mr. Musser currently provides map checking services to the cities of Calimesa, Upland, Azusa, Pico Rivera and El Monte.

DETAILED PROJECT EXPERIENCE

- **Regional Water Reclamation Program,** *Mission Springs Water District, CA* **–** Mr. Musser is providing all survey, construction staking, and mapping services for the development and construction of the District's Regional Water Reclamation Program (RWRP). The RWRP includes planning, design, and construction of a regional wastewater treatment plant, interceptor conveyance system, and local wastewater collection systems. Mr. Musser is dealing with all survey related items in the completion of the RWRP, including: survey control, street and topographic survey, mapping, coordination with the City and Planning Department, constriction staking, preparation of grade/tie-sheets, confirming final grades and elevations, and all related services to successfully complete the RWRP**.**
- **On-Call Survey and Map Checking Services,** *City of Calimesa, CA* - Mr. Musser provides on-call map checking services to the City of Calimesa. Mr. Musser is providing map checking services for several small and large tract developments, single family residential units and commercial retail centers within the City. Services include closure calculations, development project screen checks, response to development community inquiries, perform map checking for tract maps, parcel maps, lot line adjustments, lot mergers, records of survey, corner records, easement and right-of-way acquisitions.
- **On-Call Survey and Map Checking Services,** *City of Hesperia, CA* - Mr. Musser provides on-call map checking services to the City of Hesperia. Mr. Musser is providing map checking services for several small and large tract developments, single family residential units and commercial retail centers within the City. Services include closure calculations, development project screen checks, response to development community inquiries, perform map checking for tract maps, parcel maps, lot line adjustments, lot mergers, records of survey, corner records, easement and right-of-way acquisitions.
- **Upland Basin,** *City of Upland, CA* – Mr. Musser provided topographic design survey, aerial target placement, ALTA survey, Parcel Map preparation and construction staking for the 1300 acre-foot flood control and aquifer recharge basin project that included DSOD jurisdictional facilities, inlet and outlet facilities, and related work. The project included preparation of basin, street improvements, storm drain, spillway, and structural detail construction documents (drawings, specifications, and estimates), hydrology and hydraulic analyses, environmental compliance, storm water pollution prevention plan preparation, right-of-way acquisition, aerial mapping, and related civil engineering services.



Prepared By:

TKE Engineering, Inc.
2305 Chicago Ave.
Riverside, CA, 92507

EXHIBIT B

TKE ENGINEERING, INC.

RATE SCHEDULE
2025–2026

	HOURLY RATE
Principal in Charge	$160.00
Project Manager/Construction Manager/Licensed Surveyor	$155.00
Senior Engineer/Project Engineer (PE)/Senior Plan Checker	$150.00
Associate Engineer	$140.00
Assistant Engineer/Plan Checker/Designer	$135.00
AutoCAD Technician	$125.00
Engineering Technician	$105.00
Clerical	$ 90.00
Forensic Engineering	$200.00
Expert Witness Testimony	$335.00

SURVEYING SERVICES

2-Man Survey Crew (Prevailing Wage)	$265.00

CONSTRUCTION SERVICES

Senior Construction Inspector (Prevailing Wage)	$140.00
Construction Inspector (Prevailing Wage)	$130.00

REIMBURSABLE COSTS

In-house Reproduction	Cost
Printing and Materials	Cost + 10%
Express Mail/Courier/Next Day Service	Cost + 10%
Special Subconsultant Services	Cost + 10%

Revised April 2025

EXHIBIT C

Term, Early Termination & Notice

On-Call Professional General Engineering Services

A. Term of Agreement

This professional services agreement shall be effective upon approval by the parties thereof and shall expire upon (1) one year from the effective Agreement DATE therein. This contract also terminates and replaces any previous agreements between Mission Springs Water District and TKE Engineering, Inc. for On-Call Professional General Engineering Services in force prior to the effective date of this agreement.

B. Early Termination of Agreement

This agreement may be terminated at any time upon a thirty (30) day written notice from either party, and without fault or claim for damages by either party.

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and TKE Engineering, Inc.

OWNER

Attn: Eric Weck
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
eweck@mswd.org

CONSULTANT

Attn: Steve Ledbetter
TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507
sledbetter@tkeengineering.com

Mission Springs Water District
On-Call Professional General Engineering for FY25/26
Proposed Budget Request

Projects	FY23/24 Actual	FY24/25 Actual (As of 5/15/25)	FY25/26 Proposed Task Order Budget	Notes
02-General District Engineering Services	$ 43,717.50	$ 29,067.50	$ 35,000.00	On-going assistance to engineering department as directed by GM and Engineering Manager, including assistance with developing agreements and securing funding with the USACE, developing RFPs/RFQs, plan checking, preparing monthly Board reports, and biweekly CIP and Water Resource project progress meetings.
11-Integrated Regional Water Management Plan	$ 23,530.00	$ 18,122.50	$ 25,000.00	On-going CVRWMG project management, including attending monthly meetings, preparing quarterly progress reports for grant funded projects, assisting with grant applications and developing project charters for grants.
51-Mission Creek Subbasin	$ 16,242.50	$ 18,720.00	$ 20,000.00	On-going MCSB SGMA assistance, including attending quarterly general manager meetings, preparing quarterly hydrographs, and assisting with preparation of the SGMA annual report.
61-SGMA San Gorgonio Pass Subbasin	$ 2,740.00	$ 890.00	$ 3,500.00	On-going SGPSB SGMA assistance, including attending periodic GSA meetings, preparing quarterly hydrographs, and assisting with preparation of the SGMA annual report.
78-SNMP Planning and Workplan	$ 14,915.00	$ 11,567.50	$ 20,000.00	On-going SNMP Update assistance, including attending monthly Steering Committee meetings, Technical Advisory Committee meeting, reviewing and commenting on technical memoranda, and coordination with the District's independent 3rd party technical reviewer.
83-Water/Wastewater Master Plan PM	$ 22,145.00	$ 15,082.50	$ -	Project completed FY25.
88-GQPP Area M-2 Design Project Management	$ 9,145.00	$ 3,795.00	$ -	Project design completed FY25. Bidding assistance and construction support are contracted separately.
89-GQPP Area A and G Design Project Management	$ 4,620.00	$ 4,537.50	$ -	Project completed FY25.
95-Rancho Descanso Tract 38200 CM and Inspection	$ 44,010.00	$ 11,565.00	$ -	Project completed FY25.
96-Viento Development Project WSA-WSV	$ 17,630.00	$ 2,055.00	$ -	Project completed FY25.
97-13th Ave, Thomas Ave, & Mission Lakes Blvd Watermain Repairs	$ 13,355.00	$ 9,932.50	$ -	Project completed FY25.
98-Area D3 Sewer Design Project Management	$ -	$ 6,522.50	$ -	Project completed FY25.
Contract Contingency	$ -	$ -	$ 6,500.00	Per MSWD Staff direction.
104-Well Benchmark Surveys	$ -	$ 8,780.00	$ -	Project completed FY25.
2025 Regional UWMP Project Management	$ -	$ -	$ 20,000.00	Project management assistance for completion of the 2025 Regional Urban Water Management Plan, including review and commenting on report chapters, responding to data requests, assisting with MSWD specific sections, and attending meetings as required.
2027 MCSB Alternative Plan Update Project Management	$ -	$ -	$ 45,000.00	Project management assistance for completion of the 2027 Mission Creek Subbasin Alternative Plan Update, including review and commenting on report chapters and groundwater model, responding to data requests, assisting with MSWD specific sections, and attending monthly meetings.
2027 SGPSB Groundwater Sustainability Plan Update Project Management	$ -	$ -	$ 25,000.00	Project management assistance for completion of the 2027 San Gorgonio Pass Groundwater Sustainability Plan Update, including review and commenting on report chapters and groundwater model, responding to data requests, assisting with MSWD specific sections, and attending monthly meetings.
Totals:	**$ 212,050.00**	**$ 140,637.50**	**$ 200,000.00**	
	Approved Budget:	**$ 184,234.00**		
	Remaining Budget:	**$ 43,596.50**		

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 12 & 16, 2025**

FROM: **DANNY FRIEND – DIRECTOR OF OPERATIONS**

FOR: ACTION _X_ DIRECTION ___ INFORMATION ____

JOINT COMMUNITY FACILITIES AGREEMENT BETWEEN MISSION SPRINGS WATER DISTRICT, CITY OF DESERT HOT SPRINGS, SKYBORNE VENTURES, LLC, LENNAR HOMES OF CALIFORNIA, LLC, AND AG EHC II (LEN) CA 2, LP

STAFF RECOMMENDATION

It is recommended to authorize the General Manager to execute a Joint Community Facilities Agreement between Mission Springs Water District, City of Desert Hot Springs, Skyborne Ventures, LLC, Lennar Homes of California, LLC, and AG EHC II (LEN) CA 2, LP.

SUMMARY

The City of Desert Hot Springs received a petition from Skyborne Ventures, LLC in accordance with the Mello-Roos Community Facilities Act (Act) of 1982 to form a Community Facilities District (CFD) for the purpose of financing, among other things, certain public facilities to be constructed and owned and operated by Mission Springs Water District in lieu of the payment of Mission Springs Water District fees as described in the Public Water System Improvement Agreement and Water Serivce Connection Fee Credit/Reimbursement Agreement with Western Pacific Housing, Inc. and subsequent amendments with Skyborne Ventures, LLC.

This Joint Community Facilities Agreement (JCFA) constitutes a joint community facilities agreement, within the meaning of Section 53316.2 of the Act, by and among Mission Springs Water District, Lennar, the Land Bank, Skyborne Ventures, and the City, pursuant to which the CFD, when and if formed, will be authorized to finance the acquisition and/or construction of all or a portion of the Mission Springs Water District Facilities and/or the Acquisition Facilities.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no financial impact to the District by executing this JCFA. The Developer is responsible for all the costs associated with forming the CFD and issuing the necessary bonds. The development within the community finance district will promote economic development and the stimulation of economic activity This action is consistent with Strategic Plan Smart Goal #1.4.4: Pursue grants and projects that would benefit our customers.

FINANCIAL DATA		
Cost Associated with this action:		None
Current FY cost:		$0
Future FY cost:		$0
Is it covered in current year budget:	YES ☐	NO ☐
Budget adjustment needed:	YES ☐	NO ☐
If yes, year needed:		N/A
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:		N/A
BID/Job#		N/A
Current BID/Job balance		N/A
Balance remaining if approved:		N/A

ATTACHMENTS

Joint Community Facilities Agreement

JOINT COMMUNITY FACILITIES AGREEMENT

relating to

Community Facilities District No. 2025-1 (Skyborne Village) of the City of Desert Hot Springs

by and among

City of Desert Hot Springs, Mission Springs Water District, Lennar Homes of California, LLC, AG EHC II (LEN) CA 2, L.P., and Skyborne Ventures, LLC

THIS JOINT COMMUNITY FACILITIES AGREEMENT (the "**Agreement**") is entered into effective as of the __ day of ___, 202__, by and among the CITY OF DESERT HOT SPRINGS, a general law city in the State of California (the "**City**"), MISSION SPRINGS WATER DISTRICT, a public agency organized and existing pursuant to Division 20 of the California Water Code ("**Mission Springs Water District**"), LENNAR HOMES OF CALIFORNIA, LLC, a California limited liability company ("**Lennar**"), AG EHC II (LEN) CA 2, L.P., a Delaware limited partnership (the "**Land Bank**"), and SKYBORNE VENTURES, LLC, a _____ limited liability company (the "**Skyborne Ventures**") and relates to the formation by the City of a community facilities district known as "Community Facilities District No. 2025-1 (Skyborne Village) of the City of Desert Hot Springs" (the "**CFD**") for the purpose of financing, among other things, certain facilities to be owned, operated or maintained by the Mission Springs Water District from proceeds of bonds issued by the CFD and the proceeds of facilities special taxes levied by the CFD.

RECITALS

A. The property ("**Property**") depicted in Exhibit A hereto, which is located in the City, constitutes the land within the boundaries of the CFD. The Property is described in Exhibit B hereto.

B. The CFD consists of two improvement areas: Improvement Area No. 1 ("**Improvement Area No. 1**") and Improvement Area No. 2 ("**Improvement Area No. 2**"). In addition, the CFD has identified property for future annexation (the "**Future Annexation Area**") that may be annexed into the CFD as one or more new improvement areas (each, a "**Future Improvement Area**"). Improvement Area No. 1, Improvement Area No. 2, and the Future Annexation Area are identified on the map attached hereto as Exhibit A.

C. Lennar and the Land Bank entered into an Option Agreement dated _____, ____ (the "**Option Agreement**") and a Construction Agreement dated _____, ____ (the "**Construction Agreement**" and together with the Option Agreement, the "**Land Bank Documents**"). On _____, ____, the Land Bank acquired the property in Improvement Area No. 1.

D. Under the Land Bank Documents, Lennar has the exclusive right to develop the Property in Improvement Area No. 1 and to acquire the parcels of the Property in Improvement Area No. 1 from the Land Bank from time to time pursuant to a takedown schedule. As of the date of this Agreement, Lennar has acquired several parcels of the Property in Improvement Area No. 1 from the Land Bank, and the Land Bank owns the remainder of the Property in Improvement Area No. 1 subject to the Land Bank Documents.

E. Skyborne Ventures is the owner of the Property in Improvement Area No. 2.

F. As used in this Agreement: (1) with respect to the property in Improvement Area No. 1 (i) during the term of the Option Agreement, the term "**Developer**" shall mean exclusively Lennar, regardless of whether any portion of the Property in Improvement Area No. 1 is owned by the Land Bank; and (ii) if the Option Agreement is terminated prior to the conveyance of all of the Property in Improvement Area No. 1 to Lennar, the term "**Developer**" shall mean (A) Lennar with respect to the portion of the Property in Improvement Area No. 1 owned by Lennar, (B) the Land Bank with respect to the portion of the Property in Improvement Area No. 1 owned by the Land Bank, and (C) if the Land Bank enters into an agreement for the sale of any part of the Property in Improvement Area No. 1 to a replacement builder ("**Replacement Builder**") and the Land Bank assigns the Mitigation Agreement to such Replacement Builder and the Replacement Builder has assumed such Mitigation Agreement, the Replacement Builder with respect to the portion of the Property in Improvement Area No. 1 subject to the agreement with the Land Bank and/or owned by such Replacement Builder; (2) with respect to the property in Improvement Area No. 2, the term "**Developer**" shall mean exclusively Skyborne Ventures; and (3) with respect to the property in a Future Improvement Area, the term "**Developer**" shall mean the developer of the property in the Future Improvement Area.

G. The City received a petition in accordance with the Act (defined below) to form the CFD for the purpose of financing, among other things, certain public facilities to be constructed and owned and operated by Mission Springs Water District (the "**Mission Springs Water District Facilities**") in lieu of the payment of Mission Springs Water District Fees (defined herein) and certain water and sewer facilities to be constructed by the applicable Developer and acquired by Mission Springs Water District (the "**Acquisition Facilities**").

H. In conjunction with the issuance of permits for the construction of homes on the Property and/or receipt of water meters for such homes, the applicable Developer, or its successors or assigns, may elect to advance Mission Springs Water District Facilities costs in lieu of payment of Mission Springs Water District Fees (the "**Advances**") before Bond Proceeds (defined herein) from the applicable Improvement Area are available in sufficient amounts to pay for Mission Springs Water District Facilities. In such case, such Developer shall be entitled to (i) reimbursement of such Advances limited to Bond Proceeds from the applicable Improvement Area available to Mission Springs Water District, if any (the Advances being considered an interest free loan by such Developer with no repayment obligation except to the extent there are Bond Proceeds received by or made available to Mission Springs Water District as described herein, all as further described in Section 5(a) below), and (ii) credit against Mission Springs Water District Fees which would otherwise be due to Mission Springs Water District equal to the amount of Bond Proceeds from the applicable Improvement Area disbursed to Mission Springs Water District or at the direction of Mission Springs Water District for Mission Springs Water District Facilities, all as further described herein.

I. The City will have sole discretion and responsibility for the formation and administration of the CFD.

J. The City is authorized by Section 53313.5 of the Act to assist in the financing of the acquisition and/or construction of the Mission Springs Water District Facilities and/or the Acquisition Facilities. This Agreement constitutes a joint community facilities agreement, within the meaning of Section 53316.2 of the Act, by and among Mission Springs Water District, Lennar, the Land Bank, Skyborne Ventures, and the City, pursuant to which the CFD, when and if formed, will be authorized to finance the acquisition and/or construction of all or a portion of the Mission Springs Water District Facilities and/or the Acquisition Facilities. As authorized by Section 53316.6 of the Act, responsibility

for constructing, providing for and operating the Mission Springs Water District Facilities and/or the Acquisition Facilities is delegated to Mission Springs Water District.

K. The Parties (defined below) hereto find and determine that the residents residing within the boundaries of Mission Springs Water District, the City and the CFD will be benefited by the construction and/or acquisition of the Mission Springs Water District Facilities and/or the Acquisition Facilities and that this Agreement is beneficial to the interests of such residents.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the Parties hereto agree as follows:

1. Recitals. Each of the above recitals is incorporated herein and is true and correct.

2. Definitions. Unless the context clearly otherwise requires, the terms defined in this Section shall, for all purposes of this Agreement, have the meanings herein specified.

(a) "**Acquisition Facility(ies)**" means the sewer and water facilities described as such in Exhibit C hereto.

(b) "**Act**" means the Mello-Roos Community Facilities Act of 1982, Chapter 2.5 (commencing with Section 53311) of Part 1 of Division 2 of Title 5 of the California Government Code.

(c) "**Advance**" or "**Advances**" means an amount advanced by a Developer to Mission Springs Water District for Mission Springs Water District Facilities in lieu of payment of Mission Springs Water District Fees prior to the availability of sufficient Bond Proceeds from the applicable Improvement Area. Advances shall be deemed payment of Mission Springs Water District Fees to the extent sufficient Bond Proceeds from the applicable Improvement Area are not received by or made available to Mission Springs Water District.

(d) "**Bond Proceeds**" or "**Proceeds of the Bonds**" shall mean, for each Improvement Area, those net funds generated by the sale of the Bonds and investment earnings thereon, net of costs of issuance, reserve fund, capitalized interest and administrative expenses, and may include net funds generated by the levy of Special Taxes from the applicable Improvement Area and investment earnings thereon.

(e) "**Bond Resolution**" means that Resolution, Resolution Supplement, Fiscal Agent Agreement, Indenture of Trust or other equivalent document(s) providing for the issuance of the Bonds of an Improvement Area.

(f) "**Bonds**" shall mean those bonds, or other securities, issued by, or on behalf of an Improvement Area of the CFD, in one or more series, as authorized by the qualified electors within the applicable Improvement Area of the CFD.

(g) "**Disbursement Request**" means a request for payment relating to Mission Springs Water District Facilities in the form attached hereto as Exhibit D.

(h) "**Future Improvement Area**" means an improvement area of the CFD designated by the CFD following the annexation of property from the Future Annexation Area.

(i) "**Improvement Area**" means, as the context requires, Improvement Area No. 1, Improvement Area No. 2 of the CFD, or a Future Improvement Area.

(j) "**Improvement Area No. 1**" means Improvement Area No. 1 of the CFD.

(k) "**Improvement Area No. 2**" means Improvement Area No. 2 of the CFD.

(l) "**Improvement Areas**" means Improvement Area No. 1, Improvement Area No. 2, and any then-existing Future Improvement Area.

(m) "**Mission Springs Water District Engineer Representative**" means a Mission Springs Water District engineer duly authorized to act on behalf of Mission Springs Water District or his or her designee.

(n) "**Mission Springs Water District Facilities**" means those sewer and water facilities listed on Exhibit C hereto, which are necessary for the provision of water and sewer services to the Property and paid for with Bond Proceeds in lieu of the payment of Mission Springs Water District Fees.

(o) "**Mission Springs Water District Fees**" means water supply development fees, water backup fees, sewer backup fees, sewer treatment capacity charges and all components thereof imposed by Mission Springs Water District upon the Property to finance Mission Springs Water District Facilities.

(p) "**Other Facilities Account of the Improvement Fund**" means the fund, account or subaccount of the CFD (regardless of its designation within the applicable Bond Resolution) into which a portion of the Bond Proceeds may be deposited in accordance with the applicable Bond Resolution to finance Mission Springs Water District Facilities and/or the Acquisition Facilities and which may have subaccounts.

(q) "**Party**" or "**Parties**" shall mean any one or all of the parties to this Agreement.

(r) "**Payment Request**" means a request for payment relating to Acquisition Facilities in the form attached hereto as Exhibit E.

(s) "**Rate and Method**" means, for an Improvement Area, the Rate and Method of Apportionment of the Special Tax authorizing the levy and collection of Special Taxes within such Improvement Area pursuant to proceedings undertaken for the CFD pursuant to the Act.

(t) "**Special Taxes**" means the facilities special taxes authorized to be levied and collected within an Improvement Area of the CFD pursuant to the applicable Rate and Method.

(u) "**State**" means the State of California.

3. Formation of the CFD. The City has undertaken to analyze the appropriateness of forming the CFD to finance the Mission Springs Water District Facilities, Acquisition Facilities, and other facilities.

4. Sale of Bonds and Use of Bond Proceeds. In the event that the CFD is formed and Bonds are issued for an Improvement Area, the City and the applicable Developer shall determine the amount of Bond Proceeds from such Improvement Area to be deposited in the Other Facilities Account of the Improvement Fund and each subaccount thereof. As such Bond Proceeds are transferred to Mission Springs Water District and reserved to fund Mission Springs Water District Facilities, as described in Section 5 below, the applicable Developer shall receive a credit in the amount transferred against the payment of Mission Springs Water District Fees with respect to the Property in such Improvement Area. Nothing herein shall supersede the obligation of an owner of the Property to make an Advance or pay Mission Springs Water District Fees to Mission Springs Water District when due. The purpose of this Agreement is to provide a mechanism by which the CFD may issue the Bonds and levy Special Taxes to provide a source of funds to finance Mission Springs Water District Facilities and Acquisition Facilities in lieu of the payment of Mission Springs Water District Fees and provision of Acquisition Facilities. In the event that Bond Proceeds, including investment earnings thereon, are not available or sufficient to satisfy the obligation, then the applicable Developer shall remain obligated to make an Advance for which it will receive no reimbursement (except to the extent applicable Bond Proceeds later become available to Mission Springs Water District), or pay Mission Springs Water District Fees to Mission Springs Water District as a condition of receiving water and sewer service to the Property.

The Bonds shall be issued only if, in its sole discretion, the City Council determines that all requirements of State and federal law and all City policies have been satisfied or have been waived by the City. Nothing in this Agreement shall confer upon Mission Springs Water District or any owner of the Property, including any Developer, a right to compel the issuance of the Bonds or the disbursement of Bond Proceeds to fund Mission Springs Water District Facilities and/or Acquisition Facilities except in accordance with the terms of this Agreement.

CFD shall not include Mission Springs Water District's name on property owners' special tax bills within the CFD.

By entering into this Agreement and requisitioning Bond Proceeds as described herein, Mission Springs Water District is not passing upon, determining or assuming the tax-exempt status of the Bonds for federal or California state income tax purposes.

5. Disbursements for Mission Springs Water District Facilities.

(a) The provisions of this Section 5 shall apply separately to each Improvement Area of the CFD and there shall be no cross-collateralization between Improvement Areas. To the extent a Developer makes advances, constructs facilities, or gets credits under this Section 5 for the Improvement Area that such Developer owns or is developing, those actions shall apply only to the Improvement Area in which the Developer owns or is developing property. For example, an Advance made by a Developer in Improvement Area No. 1 shall not result in a credit or reimbursement provided to any property in Improvement Area No. 2 or to to a Developer associated with Improvement Area No. 2.

(b) Upon the funding of the Other Facilities Account of the Improvement Fund with funds reserved to fund Mission Springs Water District Facilities, the applicable Developer shall notify Mission Springs Water District of the amount of Bond Proceeds reserved to fund Mission Springs Water District Facilities and the applicable Developer and Mission Springs Water District may execute and submit a Disbursement Request for payment to the City or the CFD requesting

disbursement of an amount equal to all or a portion of Advances from the Other Facilities Account of the applicable Improvement Fund to the extent that Bond Proceeds are available in the Other Facilities Account of the applicable Improvement Fund for such purpose. Upon Mission Springs Water District's receipt of funds pursuant to such Disbursement Request, the applicable Developer shall receive reimbursement of the Advances from Mission Springs Water District. To facilitate Mission Springs Water District's bookkeeping, Mission Springs Water District may direct in a Disbursement Request, that all or a portion of a payment be made directly from the Other Facilities Account to the applicable Developer as reimbursement for Advances made by the applicable Developer. In the event of a reimbursement to the applicable Developer pursuant to the preceding sentence, Mission Springs Water District shall account for an equivalent amount of Advances previously received from such Developer in accordance with Section 5(c) below.

To the extent that Mission Springs Water District expends all or a portion of an Advance pending the deposit of Bond Proceeds in the Other Facilities Account of the Improvement Fund for an Improvement Area, for purposes of Treasury Regulations regarding investment and expenditure of Bond Proceeds and State law provisions regarding financing of public capital facilities, the Advance shall be considered an interest free loan by the applicable Developer, which Mission Springs Water District only agrees to repay to the extent of the deposit, if any, of Bond Proceeds in the Other Facilities Account of the Improvement Fund for such Improvement Area and Mission Springs Water District's written direction as described below to pay all or a portion of such deposit to such Developer as repayment of an Advance.

(c) From time to time following the funding of the Other Facilities Account of the Improvement Fund for an Improvement Area, the applicable Developer may notify Mission Springs Water District in writing and such Developer and Mission Springs Water District may jointly request a disbursement from the Other Facilities Account of the Improvement Fund to fund Mission Springs Water District Facilities by executing and submitting a Disbursement Request. Upon receipt of such Disbursement Request completed in accordance with the terms of this Agreement, the CFD shall wire transfer or otherwise pay to Mission Springs Water District (or upon Mission Springs Water District's written direction pay to such Developer or an Mission Springs Water District contractor) such requested funds to the extent that Bond Proceeds are available in the Other Facilities Account of the Improvement Fund for such purpose. Upon such notice and Mission Springs Water District's receipt of such disbursement (or upon payment to such Developer or an Mission Springs Water District contractor in accordance with directions from Mission Springs Water District relating to Mission Springs Water District Facilities), such Developer shall be deemed to have satisfied the applicable Mission Springs Water District Fees with respect to the number of dwelling units or lots for which the Mission Springs Water District Fees would otherwise have been required in an amount equal to such disbursement.

(d) Mission Springs Water District agrees that prior to submitting a Disbursement Request requesting payment from the CFD it shall review and approve all costs included in its request and will have already paid or incurred such costs of Mission Springs Water District Facilities from its own funds (which may include Advances from the applicable Developer) subsequent to the date of this Agreement, or will disburse such amounts to pay the costs of Mission Springs Water District Facilities following receipt of funds from the CFD. In the event that Mission Springs Water District does not disburse any Bond Proceeds (or equivalent amount of Advances repaid pursuant to the second to the last sentence of the first paragraph of Section 5(b) above) received by it to third parties within five banking days of receipt, it will trace and report to the CFD all earnings, if any, earned by Mission Springs Water District, from the date of receipt of such Bond Proceeds by Mission Springs Water

District (or the date of disbursement pursuant to the second to the last sentence of the first paragraph of Section 5(b) above) to the date of expenditure by Mission Springs Water District for capital costs of the Mission Springs Water District Facilities. Such report shall be delivered at least semiannually until all Bond Proceeds are expended by Mission Springs Water District. Mission Springs Water District agrees that in processing the above disbursements it will comply with all legal requirements for the expenditure of Bond Proceeds under the Internal Revenue Code of 1986 and any amendments thereto.

(e) Mission Springs Water District agrees to maintain adequate internal controls over its payment function and to maintain accounting records in accordance with generally accepted accounting procedures. Mission Springs Water District will, upon request, provide the City and/or the applicable Developer with access to Mission Springs Water District's records related to the Mission Springs Water District Facilities and expenditure of Advances and will provide to the City its annual financial report certified by an independent certified public accountant for purposes of assisting the City in calculating the arbitrage rebate obligation of the CFD, if any.

(f) The City or the CFD agrees to maintain full and accurate records of all amounts, and investment earnings, if any, expended from the Other Facilities Account of the Improvement Fund and expenditure of Advances. The City or the CFD will, upon request, provide Mission Springs Water District and/or the applicable Developer with access to the City's or the CFD's records related to the Other Facilities Account of the Improvement Fund.

(g) The City and Mission Springs Water District acknowledge that the City has the ultimate responsibility for issuance of the Bonds, the administration of the CFD, and the tax-exempt status of any Bonds issued by the CFD. Accordingly, the City Council shall have ultimate responsibility for making all decisions with respect to the issuance of any CFD Bonds and the levy of CFD Special Taxes.

6. Ownership of Mission Springs Water District Facilities and Acquisition Facilities. The Mission Springs Water District Facilities and Acquisition Facilities shall be and remain the property of Mission Springs Water District.

7. Acquisition Facilities. The requirements of this Section 7 shall apply to any Acquisition Facility for which a Payment Request is submitted to Mission Springs Water District pursuant to this Section 7. The provisions of this Section 7 shall apply separately to each Improvement Area of the CFD and there shall be no cross-collateralization between Improvement Areas. A Developer that constructs facilities may only seek payment for the purchase price of such facilities from the CFD proceeds of the property in the Improvement Area being developed by such Developer, and the CFD proceeds from the other Improvement Areas are not available to such Developer absent a written agreement between all of the Parties hereto. There shall be no joint and several liability among the Developers for work undertaken by a single Developer.

(a) Design Plans and Specifications. All plans, specifications and bid documents for the Acquisition Facility ("**Plans**") constructed or to be constructed by the applicable Developer shall be prepared by such Developer at such Developer's initial expense, subject to approval by Mission Springs Water District. Costs for preparation of the Plans shall be included in the acquisition price. Reimbursement of costs for plan revisions will be considered on a case by case basis. The applicable Developer shall not award bids for construction, or commence or cause commencement of construction, of the Acquisition Facility until the Plans and bidding documents have been approved by

Mission Springs Water District. The bid opening for the Acquisition Facility shall be coordinated with and take place at Mission Springs Water District's offices, with Mission Springs Water District personnel in attendance.

(b) Construction of Acquisition Facilities. A qualified engineering firm (the "**Field Engineer**") shall be employed by such Developer to provide all field engineering surveys determined to be necessary by the Mission Springs Water District's inspection personnel. Field Engineer shall promptly furnish to Mission Springs Water District a complete set of grade sheets listing all locations, offsets, etc., in accordance with good engineering practices, and attendant data and reports resulting from Field Engineer's engineering surveys and/or proposed facility design changes. Mission Springs Water District shall have the right, but not the obligation, to review, evaluate and analyze whether such results comply with applicable specifications.

A full-time soil testing firm, approved by Mission Springs Water District, shall be employed by such Developer to conduct soil compaction testing and certification. Such Developer shall promptly furnish results of all such compaction testing to Mission Springs Water District for its review, evaluation and decision as to compliance with applicable specifications. In the event the compaction is not in compliance with applicable specifications, such Developer shall be fully liable and responsible for the costs of achieving compliance. A final report certifying all required compaction in accordance with the specifications shall be a condition of final acceptance of the Acquisition Facility.

The costs of all surveying, testing and reports associated with the Acquisition Facility furnished and constructed by such Developer's contractor(s) shall be included in the acquisition price.

Mission Springs Water District shall not be responsible for conducting any environmental, archaeological, biological, or cultural studies or any mitigation requirements that may be requested by appropriate Federal, State, and/or local agencies with respect to the Acquisition Facility. Any such work shall be paid for and conducted by such Developer and included in the acquisition price of the Acquisition Facility.

(c) Mission Springs Water District Public Works Requirements. In order that the Acquisition Facility may be properly and readily acquired by Mission Springs Water District, the applicable Developer shall comply with all of the following requirements with respect to the Acquisition Facility, and such Developer shall provide such proof to the Mission Springs Water District as Mission Springs Water District may reasonably require and at such intervals and in such form as Mission Springs Water District may reasonably require, that the following requirements have been satisfied as to the Acquisition Facility:

(i) The applicable Developer shall prepare a bid package for review, comment and approval by the General Manager of Mission Springs Water District or his designee (the "**Mission Springs Water District Representative**").

(ii) The applicable Developer shall, after obtaining at least three sealed bids for the construction of the Acquisition Facility in conformance with the procedures and requirements of Mission Springs Water District, submit to Mission Springs Water District written evidence of such competitive bidding procedure, including evidence of the means by which bids were solicited, a listing of all responsive bids and their amounts, and the name or names of the contractor or contractors to

whom such Developer proposes to award the contracts for such construction, which shall be the lowest responsible bidder.

(iii) The Mission Springs Water District Representative shall attend the bid opening. If unable to attend the bid opening, the Mission Springs Water District Representative shall approve or disapprove of a contractor or contractors, in writing, within five (5) business days after receipt from the Developer of the name or names of such contractor or contractors recommended by such Developer. If the Mission Springs Water District Representative disapproves of any such contractor; such Developer shall select the next lowest responsible bidder from the competitive bids received who is acceptable to the Mission Springs Water District Representative.

(iv) The specifications and bid and contract documents shall require all such contractors to pay prevailing wages and to otherwise comply with applicable provisions of the Labor Code, the Government Code and the Public Contract Code relating to public works projects and as required by the procedures and standards of Mission Springs Water District with respect to the construction of its public works projects.

(v) The applicable Developer shall submit faithful performance and payment bonds conforming in all respects to the requirements set forth in Mission Springs Water District's "Standard Water and/or Sewer Facilities and Service Agreement." [DOES MISSION SPRINGS HAVE SUCH A POLICY?] The following documents shall be submitted to Mission Springs Water District along with the performance and payment bonds:

(1) The original, or a certified copy, of the unrevoked appointment, power of attorney, bylaws, or other instrument entitling or authorizing the person who executed the bond to do so;

(2) A certified copy of the certificate of authority of the insurer issued by the State of California's Insurance Commissioner; and

(3) Copies of the insurer's most recent annual and quarterly statements filed with the Department of Insurance.

(vi) The applicable Developer and its contractor and subcontractors shall be required to provide proof of insurance coverage throughout the term of the construction of the Acquisition Facility, which they will construct in conformance with Mission Springs Water District's standard procedures and requirements. Mission Springs Water District's insurance requirements are set out in Section 7(n) herein.

(vii) The applicable Developer and all such contractors shall comply with such other requirements relating to the construction of the Acquisition Facility which Mission Springs Water District may impose by written notification delivered to such Developer and each such contractor at the time either prior to the receipt of bids by such Developer for the construction of such Acquisition Facility or, to the extent required as a result of changes in applicable laws, during the progress of construction thereof. In accordance with Section 7(f), such Developer shall be deemed the awarding body and shall be solely responsible for compliance and enforcement of the provisions of the Labor Code, Government Code, and Public Contract Code.

(viii) A "**Change Order**" is an order from the applicable Developer to a contractor authorizing a change in the work to be performed. The applicable Developer shall receive comments from the Mission Springs Water District Representative prior to such Developer's approval of any Change Order. The Mission Springs Water District Representative shall comment on or deny the Change Order request within five (5) business days of receipt of all necessary information. Mission Springs Water District's comments to a Change Order shall not be unreasonably delayed, conditioned or withheld. The applicable Developer shall not be entitled to include in the acquisition price costs associated with a Change Order that have not been approved by the Mission Springs Water District Representative.

(d) Inspection; Completion of Construction. Mission Springs Water District shall have primary responsibility for inspecting the Acquisition Facility to assure that the work is being accomplished in accordance with the Plans. Such inspection does not include inspection for compliance with safety requirements by the applicable Developer's contractor(s). Mission Springs Water District's personnel shall be granted access to each construction site at all reasonable times for the purpose of accomplishing such inspection. Upon satisfaction of Mission Springs Water District's inspectors, such Developer shall notify Mission Springs Water District in writing that an Acquisition Facility has been completed in accordance with the Plans.

Within three (3) business days of receipt of written notification from Mission Springs Water District inspectors that an Acquisition Facility has been completed in accordance with the Plans, the Mission Springs Water District Representative shall notify the applicable Developer in writing that such Acquisition Facility has been satisfactorily completed. Upon receiving such notification, such Developer shall file a Notice of Completion with the County of Riverside Recorder's Office, pursuant to the provisions of Section 3093 of the Civil Code. The applicable Developer shall furnish to Mission Springs Water District a duplicate copy of each such Notice of Completion showing thereon the date of filing with the County of Riverside (the "**County**"). Mission Springs Water District will in turn file a notice with the County for acceptance.

(e) Liens. With respect to the Acquisition Facility, upon the earlier of (i) receipt of all applicable lien releases, or (ii) expiration of the time for the recording of claim of liens as prescribed by Sections 3115 and 3116 of the Civil Code, the applicable Developer shall provide to Mission Springs Water District such evidence or proof as Mission Springs Water District shall require that all persons, firms and corporations supplying work, labor, materials, supplies and equipment for the construction of the Acquisition Facility have been paid, and that no claims of liens have been recorded by or on behalf of any such person, firm or corporation.

(f) Acquisition; Acquisition Price; Source of Funds. The costs eligible to be included in the acquisition price of the Acquisition Facility (the "**Actual Costs**") shall include:

(i) The actual hard costs for the construction of such Acquisition Facility as established by Mission Springs Water District-approved construction contracts and approved Change Orders, including costs of payment, performance and maintenance bonds and insurance costs, pursuant to this Agreement;

(ii) The design and engineering costs of such Acquisition Facility including, without limitation, the costs incurred in preparing the Plans. Costs for plan revisions will be considered on a case by case basis;

(iii) The costs of environmental evaluations and public agency permits and approvals attributable to the Acquisition Facility;

(iv) Costs incurred by the applicable Developer for construction management and supervision of such Acquisition Facility, not to exceed five percent (5%) of the actual hard costs of construction, subject to prior approval by Mission Springs Water District of any construction management or supervision contract with respect to the Acquisition Facility;

(v) Professional costs associated with the Acquisition Facility such as engineering, inspection, construction staking, materials, testing and similar professional services; and

(vi) Costs approved by Mission Springs Water District of acquiring from an unrelated third party any real property or interests therein required for the Acquisition Facility including, without limitation, temporary construction easements, temporary by-pass road and maintenance easements.

Provided the applicable Developer has complied with the requirements of this Agreement, Mission Springs Water District agrees to execute and submit to the City a Payment Request for payment of the acquisition price of the completed Acquisition Facility to such Developer or its designee within thirty (30) days after such Developer's satisfaction of the preconditions to such payment stated herein.

As a condition to Mission Springs Water District's execution of the Payment Request for the acquisition price, the property ownership of the completed Acquisition Facility shall be transferred to Mission Springs Water District by grant deed, bill of sale or such other documentation as Mission Springs Water District may require free and clear of all taxes, liens, encumbrances, and assessments, but subject to any exceptions determined by Mission Springs Water District to not interfere with the actual or intended use of the land or interest therein (including the lien of a community facilities district so long as the subject property is exempt from taxation or is otherwise not taxable by such community facilities district). Upon the transfer of property ownership of the Acquisition Facility or any portion thereof to Mission Springs Water District, Mission Springs Water District shall be responsible for the maintenance of such Acquisition Facility or the portion transferred. Notwithstanding the foregoing, the acquisition price of an Acquisition Facility may be paid prior to transfer of property ownership and acceptance of the Acquisition Facility if it is substantially completed at the time of payment. The Acquisition Facility shall be considered "substantially complete" when it has been reasonably determined by Mission Springs Water District to be usable, subject to final completion of such items as the final lift or any other items not essential to the primary use or operation of the Acquisition Facility.

For purposes of determining the acquisition price to be paid by the CFD for the acquisition of each Acquisition Facility by Mission Springs Water District, the value of such Acquisition Facility shall include the construction costs specified in Mission Springs Water District-approved contracts and Mission Springs Water District-approved change orders conforming to this Section 7, as hereinbefore specified. Mission Springs Water District approval is a condition prior to initiation of contract work. However, if Mission Springs Water District reasonably determines that the additional Actual Costs are excessive and that the value of the Acquisition Facility is less than the total amount of such Actual Costs and such construction costs, the price to be paid for the acquisition of the Acquisition Facility shall be the value thereof as determined by the Mission Springs Water District

Engineer Representative, subject, however, to such Developer's right to appeal to Mission Springs Water District's Board of Directors.

Upon completion of the construction of an Acquisition Facility, the applicable Developer shall deliver or cause to be delivered to Mission Springs Water District a Payment Request in substantially the form of Exhibit E, attached hereto, copies of the contract(s) with the contractor(s) who have constructed the Acquisition Facility and other relevant documentation with regard to the payments made to such contractor(s) and each of them for the construction of the Acquisition Facility, documentation evidencing payment of prevailing wages, and shall also provide to Mission Springs Water District invoices and purchase orders with respect to all equipment, materials and labor purchased for the construction of the Acquisition Facility. Mission Springs Water District shall require the Mission Springs Water District Engineer Representative to complete its determination of the acquisition price of the Acquisition Facility as promptly as is reasonably possible.

Notwithstanding the preceding provisions of this Section, the source of funds for the acquisition of the Acquisition Facility or any portion thereof shall be funds on deposit in the Other Facilities Account of the Improvement Fund for the Improvement Area of the Developer making the Payment Request. If no such funds are available, Mission Springs Water District shall not be required to acquire the Acquisition Facility from the applicable Developer. In such event, such Developer shall complete the design and construction and offer to Mission Springs Water District property ownership of such portions of the Acquisition Facility as are required to be constructed by such Developer as a condition to recordation of subdivision maps for the Property, but need not construct any portion of the Acquisition Facility which it is not so required to construct. Reimbursement for these facilities would be made pursuant to the "Standard Water and/or Sewer Facilities and Service Agreement(s)" by and between Mission Springs Water District and such Developer.

(g) Easements and/or Fee Title Property Ownership Deeds. The applicable Developer shall, at the time Mission Springs Water District acquires the Acquisition Facility as provided in Section 7(f) hereof, grant or cause to be granted to Mission Springs Water District, by appropriate instruments prescribed by Mission Springs Water District, all easements across private property and/or fee title property ownership deeds which may be reasonably necessary for the proper operation and maintenance of such Acquisition Facility, or any part thereof.

(h) Permits. The applicable Developer shall be responsible for obtaining all necessary construction permits from the City covering construction and installation of the Acquisition Facility. Mission Springs Water District will request the City to issue an "operate and maintain permit" to Mission Springs Water District, which will become effective upon the completion of the Acquisition Facility and acceptance of property ownership therewith by Mission Springs Water District.

(i) Maintenance. Prior to the transfer of property ownership of an Acquisition Facility by the applicable Developer to Mission Springs Water District, as provided in Section 7(f) hereof, such Developer shall be responsible for the maintenance thereof and shall require its contractor(s) to repair all facilities damaged by any party, prior to acceptance by Mission Springs Water District and/or make corrections determined to be necessary by Mission Springs Water District's inspection personnel.

(j) Inspection of Records. Mission Springs Water District shall have the right to review all books and records of the applicable Developer pertaining to the costs and expenses incurred by such Developer for the design and construction of the Acquisition Facility during normal business

hours by making arrangements with such Developer. The applicable Developer shall have the right to review all books and records of Mission Springs Water District pertaining to costs and expenses incurred by Mission Springs Water District for services of the Mission Springs Water District Engineer Representative by making arrangements with Mission Springs Water District.

(k) Property Ownership of Improvements. Notwithstanding the fact that some or all of the Acquisition Facility may be constructed in dedicated street rights-of-way or on property which has been or will be dedicated to Mission Springs Water District, each Acquisition Facility shall be and remain the property of the applicable Developer until acquired by Mission Springs Water District as provided in this Agreement.

(l) Materials and Workmanship Warranty. Upon the completion of the acquisition of an Acquisition Facility by Mission Springs Water District, the performance bond related to such individual Acquisition Facility provided by the applicable Developer pursuant to Section 7(c)(v) hereof, shall be reduced by 90%, and the remaining 10% shall serve as a maintenance bond to guarantee that such Acquisition Facility will be free from defects due to faulty workmanship or materials for a period of one year. Release of performance and payment bonds is addressed in the Standard Water and/or Sewer Facilities and Service Agreement, by and between Mission Springs Water District and such Developer.

(m) Independent Contractor. In performing this Agreement with respect to the Acquisition Facilities, the applicable Developer is an independent contractor and not the agent of Mission Springs Water District. Mission Springs Water District shall not have any responsibility for payment to any contractor, subcontractor or supplier of such Developer. It is not intended by the Parties that this Agreement create a partnership or joint venture among them and this Agreement shall not otherwise be construed.

(n) Insurance Requirements. Neither the applicable Developer nor its contractor shall commence work on an Acquisition Facility under this Agreement prior to obtaining all insurance required hereunder with a company or companies acceptable to Mission Springs Water District, nor shall such Developer's contractor allow any subcontractor to commence work on its subcontract until all insurance required of the subcontractor has been obtained.

The applicable Developer shall, during the life of this Agreement, notify Mission Springs Water District in writing of any incident giving rise to any potential bodily injury or property damage claim and any resultant settlements, whether in conjunction with this or any other project which may affect the limits of the required coverage, as soon as is reasonable and practical.

Both the applicable Developer and its contractor shall conform in every respect to the requirements set forth in the Standard Water and/or Sewer Facilities and Service Agreement, by and between Mission Springs Water District and the Developer.

8. Indemnification.

(a) Indemnification by the City. The City shall assume the defense of, indemnify and save harmless, Mission Springs Water District, its officers, employees and agents, and each and every one of them, from and against all actions, damages, claims, losses or expenses of every type and description to which they may be subjected or put, by reason of, or resulting from, any act or omission of the City with respect to this Agreement and the issuance of the Bonds; provided, however, that the

City shall not be required to indemnify any person or entity as to damages resulting from negligence or willful misconduct of such person or entity or their officers, agents or employees.

(b) Indemnification by Developer. The provisions of this Section 8(b) shall apply separately to each Developer. Under no circumstances shall a Developer's obligation hereunder be considered joint and several with any other Developer. Under no circumstances shall (i) Lennar be responsible to indemnify any party for the actions or inactions of the Land Bank, Skyborne Ventures, or any other Developer, (ii) Land Bank be responsible to indemnify any party for the actions or inactions of Lennar, Skyborne Ventures, or any other Developer, or (iii) Skyborne Ventures be responsible to indemnify any party for the actions or inactions of Lennar, the Land Bank, or any other Developer. Subject to the foregoing, a Developer shall assume the defense of, indemnify and save harmless, the City, the CFD and Mission Springs Water District, their respective officers, employees and agents, and each and every one of them, from and against all actions, damages, claims, losses or expenses of every type and description to which they may be subjected or put, by reason of, or resulting from, any act or omission of such Developer with respect to this Agreement; provided, however, that such Developer shall not be required to indemnify any person or entity as to damages resulting from negligence or willful misconduct of such person or entity or their officers, agents or employees.

(c) Indemnification by Mission Springs Water District. Mission Springs Water District shall assume the defense of, indemnify and save harmless, the City, the CFD and their respective officers, employees and agents, and each and every one of them, from and against all actions, damages, claims, losses or expenses of every type and description to which they may be subjected or put, by reason of, or resulting from, any act or omission of Mission Springs Water District with respect to this Agreement, and the design, engineering and construction of the Mission Springs Water District Facilities and the Acquisition Facilities constructed by Mission Springs Water District; provided, however, that Mission Springs Water District shall not be required to indemnify any person or entity as to damages resulting from negligence or willful misconduct of such person or entity or their officers, agents or employees.

9. Allocation of Special Taxes. The entire amount of any Special Taxes from an Improvement Area levied by the CFD to repay Bonds of such Improvement Area, or to fund other obligations, shall be allocated to the CFD for the benefit of such Improvement Area.

10. Amendment and Assignment. This Agreement may be amended at any time but only in writing signed by each Party hereto. This Agreement may be assigned, in whole or in part, by a Developer to the purchaser of any parcel of land within the Property previously owned by such Developer, provided, however, such assignment shall not be effective unless and until Mission Springs Water District and the City have been notified, in writing, of such assignment and the assignment specifies whether such Developer or such assignee is authorized to execute disbursement requests.

11. Entire Agreement. This Agreement contains the entire agreement between the Parties with respect to the matters provided for herein and supersedes all prior agreements and negotiations between the Parties with respect to the subject matter of this Agreement.

12. Notices. Any notice, payment or instrument required or permitted by this Agreement to be given or delivered to either Party shall be deemed to have been received when personally delivered or seventy-two hours following deposit of the same in any United States Post Office in California, registered or certified, postage prepaid, addressed as follows:

City:	City of Desert Hot Springs 11-999 Palm Drive Desert Hot Springs, California 92240 Attention: Doria Wilms, City Manager Email: dwilms@cityofdhs.org
Mission Springs Water District:	Mission Springs Water District 66575 Second Street Desert Hot Springs, California 92240 Attention: Brian Macy, General Manager Email: bmacy@mswd.org
Lennar:	Lennar Homes of California, LLC 4140 Temescal Canyon Road, Ste. 410 Corona, California 92883 Attention: Geoff Smith Email: Geoffrey.smith@lennar.com
If to Land Bank:	AG EHC II (LEN) CA 2, L.P. c/o Essential Housing Asset Management LLC 8585 E. Hartford Drive, Suite 118 Scottsdale, Arizona 85255 Attention: Steven S. Benson
If to Skyborne Ventures:	Skyborne Ventures, LLC Attention: _____ Email: _____

Each Party may change its address for delivery of notice by delivering written notice of such change of address to the other Parties hereto. Each such notice, statement, demand, consent, approval, authorization, offer, designation, request or other communication hereunder shall be deemed delivered to the party to whom it is addressed (a) if personally served or delivered, upon delivery, (b) if given by electronic communication, whether by telex, telegram or telecopier upon the sender's receipt of written acknowledgement from the addressee, (c) if given by registered or certified mail, return receipt requested, deposited with the United States mail postage prepaid, 72 hours after such notice is deposited with the United States mail, (d) if given by overnight courier, with courier charges prepaid, 24 hours after delivery to said overnight courier, or (e) if given by any other means, upon delivery at the address specified in this Section.

13. Exhibits. All exhibits attached hereto are incorporated into this Agreement by reference.

14. Attorney's Fees. In the event of the bringing of any action or suit by any Party against any other Party arising out of this Agreement, the Party in whose favor final judgment shall be entered shall be entitled to recover from the losing Party or Parties all costs and expenses of suit, including

reasonable attorney's fees. The provisions of this Section 14 shall apply separately to each Developer. Under no circumstances shall a Developer's obligation hereunder be considered joint and several with any other Developer. Under no circumstances shall (i) Lennar be responsible to pay any costs and expenses of suit, including reasonable attorney's fees, if the Land Bank, Skyborne Ventures, or any other Developer is determined to be the losing party, (ii) Land Bank be responsible to pay any costs and expenses of suit, including reasonable attorney's fees, if Lennar, Skyborne Ventures, or any other Developer is determined to be the losing party, or (iii) Skyborne Ventures be responsible to pay any costs and expenses of suit, including reasonable attorney's fees, if the Land Bank, Lennar, or any other Developer is determined to be the losing party.

15. Interpretation in the event of Ambiguities or Disputes. The Parties acknowledge and agree that each has been given the opportunity to review this Agreement with legal counsel independently, and/or has the requisite experience and sophistication to understand, interpret, and agree to the particular language of the provisions hereof. In the event of an ambiguity in or dispute regarding the interpretation of same, the interpretation of this Agreement shall not be resolved by any rule of interpretation providing for interpretation against the Party who causes the uncertainty to exist or against the drafter.

16. Severability. If any part of this Agreement is held to be illegal or unenforceable by court of competent jurisdiction, the remainder of this Agreement shall be given effect to the fullest extent reasonably possible.

17. Governing Law. This Agreement and any dispute arising hereunder shall be governed by interpreted in accordance with the laws of the State of California.

18. Waiver. Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by any other Party hereto, or the failure by a Party to exercise its rights upon the default of any other Party, shall not constitute a waiver of such Party's right to insist and demand strict compliance by such other Party with the terms of this Agreement thereafter.

19. No Third Party Beneficiaries. No person or entity other than the CFD, when and if formed, shall be deemed to be a third party beneficiary hereof, and nothing in this Agreement (either express or implied) is intended to confer upon any person or entity, other than Mission Springs Water District, the City, the CFD and each Developer (and their respective successors and assigns, exclusive of individual homebuyers), any rights, remedies, obligations or liabilities under or by reason of this Agreement.

20. Singular and Plural; Gender. As used herein, the singular of any word includes the plural, and terms in the masculine gender shall include the feminine.

21. Termination. If the City determines and notifies the other Parties in writing that the CFD has not been formed, any obligation of the Parties, if any, to finance all or any Mission Springs Water District Facilities with Bond Proceeds pursuant to this Agreement shall automatically terminate and be of no further force or effect.

22. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute but one instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year written above.

CITY OF DESERT HOT SPRINGS

_____
Doria Wilms, City Manager

ATTEST:

By: _____
Jerryl Soriano, City Clerk

[SIGNATURES CONTINUED ON NEXT PAGE.]

MISSION SPRINGS WATER DISTRICT

By: _____
_____

ATTEST:

By: _____
_____

LENNAR

LENNAR HOMES OF CALIFORNIA, LLC,
a California limited liability company

By: _____

Name: _____

Title: _____

LAND BANK:

AG EHC II (LEN) CA 2, L.P.,
a Delaware limited partnership

By: Essential Housing Asset Management, LLC,
an Arizona limited liability company,
its Authorized Agent

By:_____
Steven S. Benson, Manager

SKYBORNE VENTURES

SKYBORNE VENTURES, LLC,
a _____ limited liability company

By: _____

Name: _____

Title: _____

EXHIBIT A

COMMUNITY FACILITIES DISTRICT NO. 2025-1 (SKYBORNE VENTURES)
OF THE CITY OF DESERT HOT SPRINGS

DEPICTION OF PROPERTY

EXHIBIT B

COMMUNITY FACILITIES DISTRICT NO. 2025-1 (SKYBORNE VENTURES)
OF THE CITY OF DESERT HOT SPRINGS

DESCRIPTION OF PROPERTY

EXHIBIT C

COMMUNITY FACILITIES DISTRICT NO. 2025-1 (SKYBORNE VENTURES) OF THE CITY OF DESERT HOT SPRINGS

FACILITIES DESCRIPTION

1. Mission Springs Water District Facilities. The type of Mission Springs Water District Facilities eligible to be financed by the CFD under the Act are as follows:

Those water and sewer facilities included in Mission Springs Water District's water and sewer capacity and connection fee programs used to finance expansion projects, exclusive of in-tract facilities contributed by the applicable Developer. Mission Springs Water District Facilities include, but are not limited to the following: water and sewer transmission pipelines, sewer treatment plants, disposal ponds, pumping plants, lift stations and water reservoirs, including all costs of site acquisition, planning, design, engineering, legal services, materials testing, coordination, surveying, construction staking, construction, inspection and any and all appurtenant facilities and appurtenant work relating to the foregoing.

2. Acquisition Facilities. The types of Acquisition Facilities eligible to be financed by the CFD under the Act shall consist of sewer and water transmission lines, sewer and water pump stations and water reservoirs, including all costs of site acquisition, planning, design, engineering, legal services, materials testing, coordination, surveying, construction staking, construction inspection and any and all appurtenant facilities to the foregoing required to serve the Property. The facilities listed above are representative of the types of facilities eligible to be financed by the CFD as Acquisition Facilities. Detailed scope and limits of specific projects will be determined by Mission Springs Water District as appropriate, consistent with the standards of the Mission Springs Water District.

All appurtenances and appurtenant work in connection with the foregoing Mission Springs Water District Facilities and Acquisition Facilities (collectively, the "Facilities"), including the cost of engineering, planning, designing, materials testing, coordination, construction staking, construction management and supervision for such Facilities, and to finance the incidental expenses to be incurred, including:

a. The cost of engineering, planning and designing the Facilities;

b. All costs, including costs of the property owner petitioning to form the District, associated with the creation of the District, the issuance of the bonds, the determination of the amount of special taxes to be levied and costs otherwise incurred in order to carry out the authorized purposes of the District; and

c. Any other expenses incidental to the construction, acquisition, modification, rehabilitation, completion and inspection of the Facilities.

EXHIBIT D

**COMMUNITY FACILITIES DISTRICT NO. 2025-1 (SKYBORNE VENTURES)
OF THE CITY OF DESERT HOT SPRINGS**

DISBURSEMENT REQUEST FORM
(Mission Springs Water District Facilities)

1. Community Facilities District No. 2025-1 (Skyborne Village) of the City of Desert Hot Springs ("**CFD**") is hereby requested to pay from the CFD bond proceeds ("**Bond Proceeds**") to Eastern Municipal Water District ("**Mission Springs Water District**"), as Payee, or to Mission Springs Water District's designee, the sum set forth in 3 below.

2. The undersigned certifies that the amount requested for Mission Springs Water District Facilities is due and payable, has not formed the basis of prior request or payment, and is being made with respect to the connection of the property described below to the Mission Springs Water District system.

3. Amount requested: $_____
For Tract/Lot Nos: _____

4. The amount set forth in 3 above is authorized and payable pursuant to the terms of the Joint Community Facilities Agreement, by and among the City of Desert Hot Springs, Mission Springs Water District, AG EHC II (LEN) CA 2, L.P., Lennar Homes of California, LLC, and Skyborne Ventures, LLC, dated _____, 202__ (the "**Agreement**"). Capitalized terms not defined herein shall have the meaning set forth in the Agreement. Mission Springs Water District shall spend the Bond Proceeds allocated hereby in accordance with the requirements set forth in Section 5 of the Agreement.

5. By entering into the Agreement and requisitioning Bond Proceeds as described herein, Mission Springs Water District is not passing upon, determining or assuming the tax-exempt status of the Bonds for federal or California state income tax purposes.

DEVELOPER

[INSERT APPLICABLE DEVELOPER SIGNATURE BLOCK]

MISSION SPRINGS WATER DISTRICT

By:_____

cc: Mission Springs Water District Special Funding District

EXHIBIT E

**COMMUNITY FACILITIES DISTRICT NO. 2025-1 (SKYBORNE VENTURES)
OF THE CITY OF DESERT HOT SPRINGS**

PAYMENT REQUEST FORM
CFD NO. 2025-1 (SKYBORNE VILLAGE) OF THE CITY OF DESERT HOT SPRINGS– OTHER FACILITIES ACCOUNT
OF THE IMPROVEMENT FUND

The City of Desert Hot Springs ("**City**"), Mission Springs Water District ("**Mission Springs Water District**"), AG EHC II (LEN) CA 2, L.P., Lennar Homes of California, LLC, and Skyborne Ventures, LLC are parties to the Joint Community Facilities Agreement, dated as of _____ (the "**Mission Springs Water District JCFA**"). Capitalized undefined terms used herein shall have the meanings ascribed thereto in the Mission Springs Water District JCFA. Pursuant to the Mission Springs Water District JCFA, the applicable Developer hereby requests approval of the acquisition price of the Acquisition Facility(ies) described in Attachment A attached hereto. In connection with this Payment Request, such Developer hereby represents and warrants to the Mission Springs Water District as follows:

(a) The person executing this Payment Request is qualified to execute this Payment Request on behalf of such Developer and knowledgeable as to the matters set forth herein. This Payment Request is for proceeds of Bonds and/or special taxes of the Improvement Area applicable to the property developed by the person executing this Payment Request.

(b) The Acquisition Facility(ies) have been constructed in accordance with the Plans therefor, and in accordance with all applicable Mission Springs Water District standards and the requirements of the Mission Springs Water District JCFA.

(c) The true and correct Actual Cost of the Acquisition Facility(ies) is set forth in Attachment A.

(d) Such Developer has submitted or submits herewith to Mission Springs Water District the contracts, invoices, receipts, worksheets and other evidence of Actual Costs which are in sufficient detail to allow the Mission Springs Water District Representative to verify the Actual Cost of the Acquisition Facility(ies) for which payment is requested.

(e) There are no liens, rights to lien or attachment upon, or claims affecting the right to receive the payment requested herein which has not been released or will not be released simultaneously with the payment of such obligation, other than materialmen's or mechanics' liens accruing by operation of law. Copies of lien releases for all work for which payment is requested hereunder are attached hereto.

Such Developer hereby declares under penalty of perjury that the above representations and warranties are true and correct.

Such Developer hereby requests that the acquisition price be paid to the person or persons, in the amount set forth in Attachment B hereto.

DEVELOPER

[INSERT DEVELOPER SIGNATURE BLOCK]

CONFIRMATION AND APPROVAL BY MISSION SPRINGS WATER DISTRICT

Mission Springs Water District has (a) confirmed that the Acquisition Facility(ies) described in Attachment A is complete and was constructed in accordance with the Plans therefor, and (b) reviewed, verified and approved the acquisition price of such Acquisition Facility(ies). Such Acquisition Facility(ies) is/are complete and the acquisition price therefor eligible for payment is $_____. The amount to be paid and the payee(s) are described in Attachment B.

Date: _____

AUTHORIZED REPRESENTATIVE OF MISSION SPRINGS WATER DISTRICT

By:_____

ATTACHMENT A

IMPROVEMENT AREA ___

Acquisition Facility	Actual Cost	Acquisition Price*
	Total Acquisition Price to be Paid:	

ATTACHMENT B

ACQUISITION PRICE PAYMENT INSTRUCTIONS

[Include name and address of payee and wire transfer instructions]

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 12 & 16, 2025**

FROM: **KURT KETTENACKER – IT MANAGER**

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

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

STAFF RECOMMENDATION

It is recommended to authorize the General Manager to enter into a contract with Intelesys Communications Services for Information Technology (IT) Professional Services for the twelve-month period of July 1st, 2025 to June 30th, 2026, in the amount of $125,544.44, plus a 10% contingency for a total of $138,099.00, and do all things necessary to execute the agreement.

SUMMARY

The District requires complementary IT services to the day-to-day work that the IT Manager performs, including tracking individual workstation problems, software updates, server maintenance and anti-virus monitoring after hours. Intelesys Communications has served as the District's contracted IT support since 2/1/2024.

ANALYSIS

Intelesys has proven themselves a capable service provider. They have proactively proposed and implemented innovative solutions and policies to improve the District's cybersecurity posture. The amount of their contract has increased this year as they have also become the District's supplier of licensing for several necessary IT software solutions.

FINANCIAL DATA		
Cost Associated with this action:	$138,099	
Current FY cost:	-0-	
Future FY cost:	$138,099	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	674	
Current BID/Job balance	$544,002	
Balance remaining if approved:	$544,002	

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The amount of this contract was included as part of the 2026 fiscal year budget. This action is consistent with Strategic Plan Smart Goal 6.1 and Key Success Measures 1-3.

ATTACHMENTS

Intelesys Communications Contract FY2026
Intelesys Communications Contract FY2025
Intelesys Communications Contract FY2024

Agreement for Professional Services
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
Telephone 760-329-6448 – FAX 760-329-2482

For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2 - 7 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **Intelesys Communications Services**
3155 Sedona Court, Suite B
Ontario, CA 91764

DATE: _____

PROJECT DIR#: N/A

TITLE: **Information Technology Management Services and Support**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Scope of Services and Cost Proposal provided by Intelesys Communications Services and in accordance with Exhibit B – Term, Early Termination & Notice

Contract price $: Not to Exceed $125,544.44

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

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

Accepted:	Consultant:
Mission Springs Water District	Intelesys Communications Services (Business Name)
By: _____	By: _____
Brian E. Macy, PE	Aaron Betts
Title General Manager	Title President
Other authorized representative(s):	Other authorized representative(s):
Kurt Kettenacker, Innovation and Technology Manager	_____
Amanda Lucas, Contracts Analyst	_____

Consultant agrees with the Mission Springs Water District that:

a. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers against any and all liability from all claims and demands of all persons that arise out of, pertain to, or relate to the Consultant's negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the work hereunder and shall not tender such claims to Mission Springs Water District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.

b. Other than in the performance of professional services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees and authorized volunteers from all claims and demands of all persons arising out the performance of the work or furnishing of materials; including but not limited to, claims by the Consultant or Consultant's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

c. By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.

d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than $1,000,000 per claim and $2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property

damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

4. **Cyber Liability Insurance** (Technology Professional Liability - Errors and Omissions), with limits of not less than $2,000,000 per occurrence or claim, and $2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If Claims Made Policies:

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

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

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Mission Springs Water District. The Mission Springs Water District may require the Consultant to provide proof of

ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Member Water Agency.

Required Provisions:

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

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of

Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

Managed Services Proposal

The Information Technology Services Solution by Intelesys offers a 360-degree answer to your organization's IT needs. Our diverse engineer pool delivers specialists in every IT area, focused on technologies used by local municipalities.

CLIENT	Mission Springs Water District	**BILLING ADDRESS**	Mission Springs Water District 66575 2nd St, Desert Hot Springs, CA 92240
AGREEMENT TERM	12 months with (1) 12 month renew options	**Network Hardware**	19 Laptops (Microsoft Surface, Lenovo, HP) 1 VM (used by Unidata developer) 42 Desktops 20 iPads 50 District smartphones (iOS/Android) 3 Physical Servers with 10 Images *Monthly cost may fluctuate based on user and device counts
Switching and Routing	3 Layer-3 Switches 2 Firewalls 14 Layer-2 Switches 10 Wireless Access Points 3 PtP Wireless Network Pairs 5 NAS units 1 Network NVR 26 RingCentral Polycom Desk Phones		

Managed Services Quote

Monthly Managed Services Agreement	
Onsite Technician 2 days/week	
Reimbursable Expenses	Included
Subtotal	$9,980
Government Discount	$(1,996)
Total Monthly Cost	**$7,984**

Included Services:

Full-Service Help Desk

- Desktop Support Technicians will provide desktop support for all problems and project calls to diagnose, upgrade, install, fix, adjust, and general problem resolution
- Staffed with Level 1, 2, and 3 CJIS Certified engineers
- Onsite escalation provided as needed

Desktop Hardware and Software Maintenance

- Review of all process logs for normal execution and performance including security logs and for unusual activity
- Preparation of reports and outputs for distribution on next regular workday
- Keeping and maintaining records on hardware assets: acquisition date, warranty date, maintenance agreement location, maintenance and repair contact number
- Patch management
- Manage licenses as needed

Network and Systems Support

- Network is defined to include all District switches, hubs, routers, bridges, repeaters, firewalls, servers, AP's etc.
- Maintenance of network cabling within District facilities including patch management
- Network and network device performance monitoring, diagnostics, and tuning
- Network and network device configuration and version updates to keep within two versions of current
- Network and network device configuration management and record keeping
- Network, network device and server capacity monitoring and planning
- Firewall monitoring for intrusion attempts, attacks, viruses, etc.
- Firewall configuration and version updates
- Server OS configuration and version updates to keep within two versions of current

Documentation

- Monthly report on SLA performance and ticket volume
- Network hardware inventory for all managed devices with release dates, patch status and system life report
- Network device configurations and network layout map

District to Provide (Intelesys to bid, procure, and implement if not currently in place)

- Enterprise anti-virus solution – Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise back-up solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise DR solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Active support agreements required for major network hardware and infrastructure

Deliverables

- Deliver expected annual expense forecast for district budget process
- Perform annual network assessment with full reporting
- Track system support status and extended warranty cost
- IT Satisfaction Survey – Statistical and end user measurement
- Perform an annual CJIS audit to confirm network compliance

Additional User Costs

- New End User (Defined as an increase in user count)
  - Setup .....$ 140
  - Monthly Charge .....$ 90
- New Device (Defined as an increase in device count)
  - Setup .....$ 85
  - Monthly Charge .....$ 45
- Additional Considerations / Possible charges
  - Anti-virus, email filter, internet filter, Office 365, etc. license cost currently paid for by district will increase
  - Additional equipment may be needed to support more users for example a data switch
  - Devices reference added desktops, laptops, and other end user computing devices
  - Servers and data switches will require a separate quote to add based on function and scope

TOTAL MONTHLY RECURRING: $7,984 **TOTAL ONE-TIME: N/A**

Licensing	**Monthly Microsoft Licensing**	
	2 - O365 Business Basic	
	65 - MS - 365 Business Premium	
	67 - Proofpoint Standard	
	1 - O365 Apps for Business	
	1 - MS – Intune	
	1 - MS - Endpoint	
	1 – MS - Office Standard	
	1 - MS - 365 Business Premium	
	1 - MS - 365 Business Premium	
	15 – DUO 2 Factor	
	*Monthly cost may fluctuate based on license and device counts	
	Subtotal	1,936.37
	Total Monthly Cost	**$ 1,936.37**

Potential Additional User Monthly Costs

Proofpoint

- New end user (Defined as an increase in user count)
  - Monthly Charge .....$ 5

DUO 2 Factor

- New end user (Defined as an increase in user count)
  - Monthly Charge .....$ 3

TOTAL MONTHLY RECURRING: $1,936.37	**TOTAL ONE-TIME: N/A**

Optional Projects	Hosted VOIP Phone System • VOIP migration of District phone system near end of the current VOIP provider contract term in 2026	
	*Monthly cost may fluctuate based on license and device counts	
	Subtotal	6,500.00
	Total One-Time Cost	**$ 6,500.00**
	TOTAL ONE-TIME: $6,500.00	**TOTAL ONE-TIME: N/A**

EXHIBIT B

Term, Early Termination & Notice

Information Technology Management Services and Support

A. Term of Agreement

This professional services agreement shall be effective upon approval and execution by the parties hereof (the "effective date") and shall continue until terminated as provided for herein. Notwithstanding anything in this agreement to the contrary, this agreement shall automatically terminate after one (1) year from the effective date, unless extended by the parties with the approval of the Mission Springs Water District (sometimes referred to herein as "District").

B. Early Termination of Agreement

Notwithstanding any other provision of this agreement, Mission Springs Water District, at its sole option, may terminate this agreement with or without cause, or for no cause or for convenience at any time by giving thirty (30) days' written notice to the Consultant.

District has the right to terminate or abandon any portion or all the work under this Agreement by giving thirty (30) days written notice to Consultant. In such event, District shall immediately be given possession, title and access to all administrative accounts and data (including any passwords) required, necessary or desirable for complete access to and management of any data/asset/service created, stored, maintained or setup for the District, all original field notes, drawings and specifications, written reports, and other documents and data produced or developed for that portion of the work completed and/or being abandoned. The District will pay the Consultant at the agreed upon rate set forth in the Schedule of Charges rendered for any portion of the work completed prior to termination where the District finds the work acceptable. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services deemed acceptable by District will be pursuant to the rates set forth in the Schedule of Charges but not to exceed the reasonable value of such services The District shall not be liable for any costs other than the charges or portions thereof which are specified herein. The Consultant shall not be entitled to payment for unperformed services or work deemed unacceptable by the District and shall not be entitled to damages or compensation for termination of work.

Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) days written notice to the District only in the event of substantial failure by the District to perform in accordance with the terms of this Agreement through no fault of Consultant.

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and Intelesys Communications Services.

OWNER
Attn: Brian E. Macy
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

CONSULTANT
Attn: Aaron Betts, President
Intelesys Communications Services
3155 Sedona Court, Suite B
Ontario, CA 91764

Agreement for Professional Services
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
Telephone 760-329-6448 – FAX 760-329-2482

For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2 - 7 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **Intelesys Communications Services**
3155 Sedona Court, Suite B
Ontario, CA 91764

DATE: July 1, 2024

PROJECT DIR#: N/A

TITLE: **Information Technology Management Services and Support**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Scope of Services and Cost Proposal provided by Intelesys Communications Services and in accordance with Exhibit B – Term, Early Termination & Notice

Contract price $: Not to Exceed $109,570.00

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

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

Accepted:	Consultant:
Mission Springs Water District	Intelesys Communications Services (Business Name)
By: Brian E. Macy, PE	By: Aaron Betts (Jun 10, 2024 08:42 PDT) Aaron Betts
Title General Manager	Title Operations Manager/COO
Other authorized representative(s):	Other authorized representative(s):
Arturo Ceja, Director of Finance	
Kurt Kettenacker, Innovation and Technology Manager	

Consultant agrees with the Mission Springs Water District that:

a. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers against any and all liability from all claims and demands of all persons that arise out of, pertain to, or relate to the Consultant's negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the work hereunder and shall not tender such claims to Mission Springs Water District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.

b. Other than in the performance of professional services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees and authorized volunteers from all claims and demands of all persons arising out the performance of the work or furnishing of materials; including but not limited to, claims by the Consultant or Consultant's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

c. By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.

d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than $1,000,000 per claim and $2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property

damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

4. **Cyber Liability Insurance** (Technology Professional Liability - Errors and Omissions), with limits of not less than $2,000,000 per occurrence or claim, and $2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If Claims Made Policies:

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

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

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

Self-Insured Retentions - Self-insured retentions must be declared to and approved by the Mission Springs Water District. The Mission Springs Water District may require the Consultant to provide proof of

ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Member Water Agency.

Required Provisions:

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

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of

Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

EXHIBIT A

Managed Services Proposal

The Information Technology Services Solution by Intelesys offers a 360-degree answer to your organization's IT needs. Our diverse engineer pool delivers specialists in every IT area, focused on technologies used by local municipalities.

CLIENT	Mission Springs Water District	**BILLING ADDRESS**	Desert Hot Springs, CA.
AGREEMENT TERM	12 months with (2) 12 month renew options	**Network Hardware**	19 laptops (Microsoft Surface, Lenovo, HP) 1 VM (used by Unidata developer) 32 desktops 18 iPads 50 District smartphones (iOS/Android) 3 Physical Servers with 10 Images
Switching and Routing	3 Layer-3 Switches 2 firewalls 14 Layer-2 Switches 10 Wireless Access Points 3 PtP Wireless Network Pairs 5 NAS units 1 Network NVR 26 Desk Phones		

Managed Services Quote

Monthly Managed Services Agreement	
Onsite technician 2 Days/week	
Reimbursable expenses	Included
Subtotal	$ 10,145
Government discount	$ (2,536)
Total Monthly Cost	**$ 7,609**

Included Services:

Full-Service help desk

- Desktop Support Technicians will provide desktop support for all problems and project calls to diagnose, upgrade, install, fix, adjust, and general problem resolution
- Staffed with Level 1, 2, and 3 CJIS Certified engineers
- Onsite escalation provided as needed

Desktop hardware and software maintenance

- Review of all process logs for normal execution and performance.
- Preparation of reports and outputs for distribution on next regular work day.
- Review of security logs and for unusual activity.
- Keeping and maintaining records on hardware assets: Acquisition date, Warranty date, maintenance agreement location, maintenance and repair contact number.
- Patch management.

Network and Systems Support

- Network is defined to include all District switches, hubs, routers, bridges, repeaters, firewalls, servers, AP's etc.
- Maintenance of network cabling within District facilities including patch management.
- Network and network device performance monitoring, diagnostics, and tuning.
- Network and network device configuration and version updates to keep within two versions of current.
- Network and network device configuration management and record keeping.
- Network, network device and server capacity monitoring and planning.
- Firewall monitoring for intrusion attempts, attacks, viruses, etc.
- Firewall configuration and version updates.
- Server OS configuration and version updates to keep within two versions of current.

Documentation

- Monthly report on SLA performance and ticket volume
- Network hardware inventory for all managed devices with release dates, patch status and system life report
- Network device configurations and network layout map

District to provide (Intelesys to bid, procure, and implement if not currently in place

- Enterprise Anti-Virus solution – Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise Email filter - Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise back-up solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise DR solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Active support agreements required for major network hardware and infrastructure

Deliverables

- Deliver expected annual expense forecast for district budget process
- Perform annual network assessment with full reporting
- Track system support status and extended warranty cost
- IT Satisfaction Survey – Statistical and end user measurement
- Performa annual CJIS audit to confirm network compliance

TOTAL MONTHLY RECURRING: $7,609

EXHIBIT B

Term, Early Termination & Notice

Information Technology Management Services and Support

A. Term of Agreement

This professional services agreement shall be effective upon approval and execution by the parties hereof (the "effective date") and shall continue until terminated as provided for herein. Notwithstanding anything in this agreement to the contrary, this agreement shall automatically terminate after one (1) year from the effective date, unless extended by the parties with the approval of the Mission Springs Water District (sometimes referred to herein as "District").

B. Early Termination of Agreement

Notwithstanding any other provision of this agreement, Mission Springs Water District, at its sole option, may terminate this agreement with or without cause, or for no cause or for convenience at any time by giving thirty (30) days written notice to Consultant.

District has the right to terminate or abandon any portion or all the work under this Agreement by giving thirty (30) days written notice to Consultant. In such event, District shall immediately be given possession, title and access to all administrative accounts and data (including any passwords) required, necessary or desirable for complete access to and management of any data/asset/service created, stored, maintained or setup for the District, all original field notes, drawings and specifications, written reports, and other documents and data produced or developed for that portion of the work completed and/or being abandoned. The District will pay Consultant at the agreed upon rate set forth in the Schedule of Charges rendered for any portion of the work completed prior to termination where the District finds the work acceptable. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services deemed acceptable by District will be pursuant to the rates set forth in the Schedule of Charges but not to exceed the reasonable value of such services The District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services or work deemed unacceptable by District and shall not be entitled to damages or compensation for termination of work.

Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) days written notice to the District only in the event of substantial failure by the District to perform in accordance with the terms of this Agreement through no fault of Consultant.

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and Intelesys Communications Services.

OWNER
Attn: Brian E. Macy
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

CONSULTANT
Attn: Aaron Betts, Operations Manager
Intelesys Communications Services
3155 Sedona Court, Suite B
Ontario, CA 91764

Agreement for Professional Services
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
Telephone 760-329-6448 – FAX 760-329-2482

For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2 - 7 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **Intelesys Communications Services**
3155-B East Sedona Court
Ontario, CA 91764

DATE: January 1, 2024

PROJECT DIR#: N/A

TITLE: **Information Technology Management Services and Support**

The undersigned Consultant agrees to furnish the following:

All Work/Services per the attached Exhibit A – Proposal and in accordance with Exhibit B – Cost Schedule provided by Intelesys Communications Services, and per Exhibit C – Term, Early Termination & Notice

Contract price $: Not to Exceed $55,000.00

Term: Six (6) months from the effective date above

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

Accepted:
Mission Springs Water District

By: _____
Brian Macy
Title Interim General Manager

Other authorized representative(s):

Arturo Ceja
Director of Finance

Kurt Kettenacker
Innovation and Technology Manager

Consultant:
Intelesys Communications Services
(Business Name)

By: _____
Aaron Betts
Title Operations Manager/COO

Other authorized representative(s):

Consultant agrees with the Mission Springs Water District that:

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

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

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

d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than $1,000,000 per claim and $2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A: VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. The Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other Consultants (sub-Consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-Consultant meets the minimum insurance requirements specified above.

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

f. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, or sub-consultants. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing:

Coverage – Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least coverage of not less than two million ($2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03, or ISO CG 25 04 endorsements provided to District), or the general aggregate limit shall be twice the required occurrence limit.

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

3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Mission Springs Water District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer. Consultant is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. Sole proprietors with no employees, acknowledge that they are not subject to the Workers' Compensation Act of the State of California and agree to complete a signed workers compensation exemption form.

4. **Cyber Liability Insurance** (Technology Professional Liability - Errors and Omissions), with limits of not less than $2,000,000 per occurrence or claim, and $2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If Claims Made Policies:

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

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

Required Provisions –

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

- **Primary Coverage:** For any claims related to this project, the consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District its directors, officers, employees, and authorized volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.

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

- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.

g. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.

h. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other Authorized Representative(s)."

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

j. Consultant hereby specifically represents and warrants to District that is possesses the qualifications and skills necessary to perform the services under this agreement in a competent and professional manner, without the advice or direction of District and that the services to be rendered pursuant to this agreement shall be performed in accordance with the standards customarily applicable to an experienced and competent professional rendering the same or similar services in the state of California. Consultant further represents and warrants that it possesses all required licenses necessary or applicable to the performance of the services under this agreement. Professional permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including but not limited to Cal/OSHA requirements.

k. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant's "Authorized Representative(s)" has (have) the authority to execute such written change for Consultant.

l. Unless otherwise agreed upon in writing, all reports, documents, or other written material, including any documents, images, photographs, video files, or other media created or developed by Consultant as part of the services required hereunder ("Written Products") shall be considered to be "works made for hire", and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and all other proprietary rights, shall be and remain the property of Mission Springs Water District without restriction or limitation upon their use, duplication or dissemination by Mission Springs Water District, except as otherwise provided herein. The Consultant shall not obtain or attempt to obtain copyright protection as to any of the Written Products.

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

n. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant's covenant under this section shall survive the termination of this Agreement.

o. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

p. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.

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

r. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates, and subconsultants shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict-of-interest statute.

s. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

t. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.

u. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.

v. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of any such payment by

the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

w. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.

x. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.

y. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

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

aa. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations, or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.

bb. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

cc. Consultant will act hereunder as an independent consultant. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.

dd. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.

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

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

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

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

3. If the work is satisfactorily completed, District shall pay such invoice within thirty (30) days after acceptance by Mission Springs Water District. Should the District dispute any portion of any invoice, District shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

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

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

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

REQUEST FOR QUALIFICATIONS

INFORMATION TECHNOLOGY MANAGEMENT SERVICES AND SUPPORT

Date: **November 1, 2023**

Contact: **Aaron Betts, Operations Officer**
888-546-8353 ext. 1110
aaronb@it4ps.com

Intelesys | Ontario, CA | (888) 546-8353 | www.it4ps.com

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INTELESYS
IT for Public Sector

3155-B Sedona Court
Ontario, California 91764
888.546.8353 | www.it4ps.com

November 11, 2023

Mr. Kurt Kettenacker,

Thank you for the opportunity to present our organization for the Mission Springs Water District's Information Technology Management Services and Support RFP. **For nearly 3 decades**, Intelesys has been providing best-in-class technology services**.** We specialize in public sector solutions, dedicating our focus toward government and education for over 20 years. We understand the nuances that make public sector organizations like the Mission Springs Water District unique, and have built our company around delivering a level of service that the public sector requires.

I had the pleasure of serving as the City of San Marino's (One of our client's) IT Director for 14 months as an interim while they sought a replacement. This valuable experience allowed me to experience the aspects of our client base in a way not available to me in the past. I was able to complete two budget cycles, attend monthly executive team meetings, and present to council in open public meetings for requested budgetary needs. This engagement changed the way our company approached and managed our clients in significant ways.

Intelesys places a high degree of attention on project management and environmental discovery before a single change is made. Intelesys intends to provide 100% of the services listed in the RFP. We do not utilize any sub-contractors for our services. We acknowledge receipt of all RFP addenda. Pricing in the RFP will remain valid for no less than 90 days from the date of submittal.

Intelesys does not have any relation or conflict of interest with any district staff, council, nor district resource, past or present. We appreciate the opportunity to present our organization to the Mission Springs Water District and welcome a one-on-one conversation on how we can help assist in helping guide your network resources and future direction. Our job is to serve.

Respectfully,

Rick Balzer
President
909.972.0404 | RickB@it4ps.com

*Your primary contact***:**
Name: **Aaron Betts, Operations Manager**
Address: **3155 Sedona Court, Ste. B, Ontario, CA 91764**
Direct: (909) 802-7338
Fax: (909) 305-2100
Email: AaronB@IT4PS.com

4.2.2 Executive Summary

Thank you for allowing Intelesys the opportunity to present our proposal recommendations on the Mission Springs Water District's RFP for managed IT services. As a top provider of solutions and management for local government in Southern California for the last 20 years, Intelesys has thorough knowledge of the unique municipal needs in technology services.



Our firm has consistently engaged in municipal projects exceeding over $1M in scope and multiple years in duration. With 20 employees, Intelesys has staff available for support 24x7x365 to assist in emergency situations with quick local dispatch when needed. All of our work is completed by company employees, we do not subcontract out any labor.

Intelesys has made a strategic decision to specialize exclusively in the municipal and government market space to build a level of expertise that can be shared across our client base. This approach allows us to share strategies, be aware of industry impacting issues, and to educate ourselves on the software commonly utilized within the industry. We are one of the very few select managed service providers that attend the annual Municipal Information Systems Association of California (MISAC) conference where information-technology directors gather to share ideas and learn about new challenges facing the municipal industry. As a platinum sponsor that has been involved in this organization for 15 years, Intelesys utilizes this peer group as a key component of continued education to support our clients.

Our best practices approach start with benchmarking the current environment and developing a plan in conjunction with our client to identify key needs and any critical areas that should be addressed along with a quarterly system measuring results and improvement. As part of our commitment to best practices every staff member of Intelesys completes the FBI's Criminal Justice Information Services Division, or CJIS "Best Practice" training. This training is renewed annually and ensures our staff follow the best practice methodology as defined by the FBI and DOJ.

Intelesys has been providing technology services to federal and state agencies, and municipalities for over 20 years since our start in 1996. We have made a strategic decision to focus primarily on the

California market. This focus has allowed Intelesys to provide solutions that specifically address the needs and concerns of the public sector while maintaining the strict compliance and security required in the industry. Our local approach varies greatly from many of our competitors who have been consolidated into firms headquartered outside the region. By knowing our local market, the local players, and having the ability to reach our staff on site as needed has led to our exceptional 98% customer satisfaction rating over the last 20 quarters.

Below is a list of projects similar in scope to the requested work asked for in the RFP. All clients listed below are located within Southern California.

- **City of San Marino – Network Security Audit and Network Management**.
  In 2018, Intelesys was brought in to assess the City's network in preparation for the installation of a Mitel VoIP phone system. During the assessment, Intelesys discovered various networking and domain best practices that were not being adhered to. In presenting the findings, Intelesys was contracted to shore up the network vulnerabilities as well as take on the full management of the network. We are currently going into year 5 of a 3 year (with 2 extensions) contract. David Garcia and Charles Henigan are the primary senior engineers with Ryan Hurst and David Joyce providing onsite support. The initial projects investigation was for $10,600. We also refreshed their network switches for $15,259, and we maintain a $15,000 per month which includes all of the Onsite, Remote network support, Network Tools, Backup utilities.

- **City of Big Bear Lake – Managed Services – network and server rebuild.**
  A client since 2007, the City of Big Bear Lake engaged Intelesys for full Managed Services, in 2019. Intelesys has fully redesigned and replaced their entire network hardware infrastructure including new firewalls at each location. Intelesys manages the day to day IT needs for Big Bear both onsite and remotely. Charles Henigan, Ryan Hurst, and James Hunt have played integral parts in maintaining both their onsite and remote support needs. Intelesys, as part of the solution, implemented a cloud DR Backup solution which enables the District to fully function from anywhere with Internet should City Hall become unavailable. Their current monthly contract is $10,428.

- **City of San Dimas – Network Re-design and Refresh Project**.
  In 2019, the City of San Dimas engaged Intelesys to replace the network switches and re-design their network IP structure. David Garcia was part of the key personnel that assisted in designing and implementing the new IP structure, VLANs, and routing for a Core Switching network design. The project included sourcing, programming, and installing all new network switches. Intelesys was able to stand up the new network alongside the existing network to allow for testing and to prevent any interruption to the City employee's productivity. The project budget was $59,394 and was complete on time and within budget.

- **Laborers Training School – Network Re-design, Managed Network Services**.
  In 2017, Laborers Training School engaged Intelesys to re-design their entire network infrastructure. David Garcia was part of the key personnel that assisted in designing and implementing the new IP structure, VLANs, and routing for a Core Switching network design. The project included sourcing, programming, and installing all new network switches, and firewalls. The project budget was $62,541 and was complete on time and within budget. Then in 2020, Laborers was hit with a network breach and engaged Intelesys to monitor, manage, and maintain their network on an ongoing basis. Charles Henigan has been instrumental in identifying network vulnerabilities, and locking down the network security to conform to the NIST standards. They have not had a network event since Intelesys took over. Their monthly contract is $7,374.

Every support issue is tracked and documented in our ticketing system. All work performed and time invested in each ticket is detailed and audited for accuracy. Clients have access to managing and reviewing their tickets through our secure Client Portal.



Our service team maintains a close pulse on all active tickets, monitoring and acting in real-time to adjust allocated resources, manage to priorities, and maintain our SLA commitments. We utilize live dashboards throughout our facility to enable a constant awareness of open tickets. Whenever an SLA is within a 10% potential threshold of missing a committed target, the request turns red and is flagged at the management level to ensure proper resources are allocated to complete the tasks required.

Intelesys believes that open communication and excellent service are the top two essential items for a successful relationship with any of our clients. Intelesys maintains a Net Promoter Score in the high 80's which puts us in the category of World Class Service. Listening to the needs of our clients and looking for the root of a customer's issue, not just the stated problem is a primary focus for our service department and our approach to our day to day engagements with our clients. All tickets are monitored and reported on and escalated when issues are taking an unexpected amount of time to resolve. Our management team is always available for contact and want to hear about our service when good and when we fall short. Constant adjustment is something we focus on but strive for excellence. At the close of all service orders, a blind survey is sent out asking the customer how our service department did. This is critical in tracking the true customer happiness across all departments.

One of the ways Intelesys has been able to maintain such a high customer service rating is by providing proactive support that addresses many potential issues before they impact the end-user of the client network. Through 24/7 proactive monitoring of alerts, Intelesys can see issues and trends that can indicate a potential service impact may be imminent. We also monitor trends on support tickets to identify any recurring problems that happen within the organization which can indicate a problem within the network or may need for focused end-user training.

Through detailed management of service requests, trending of technical issues, and our continued education with entities like MISAC, our team combines these factors into a quarterly report for the account team to find ways to improve end-user experience within the district. Our goal is to become an extension of your staff and provide a level of support that exceeds the organization's. Our team takes great pride in workmanship and is always looking for ways to improve both our internal processes and the effectiveness in which district staff can utilize technology to improve their overall job function.

Over the years Intelesys has developed a strong team mentality when it comes to providing outsourced IT support and management. One critical component is to ensure there are no single points of failure to your organization. This means all issues and projects are reviewed and understood by your account team. There is no member of your account team that does not have a backup in place that is properly involved in your account to take over should absence occur, and our team is focused on learning the specifics of your service needs so we can customize your experience in a way that benefits all district staff.

The majority of our staff have a 10+ year tenure with Intelesys, when new staff are brought on board they are required to go through a 9 to 12 months apprenticeship phase where all of their work monitored and shadowed by their team mentor. Each staff member is required to devote 20% to 30% of their time to educating themselves on products and processes and improving their technical ability to bring the best possible service to our clients.

Intelesys utilizes the industry standard platform IT Glue to document all of our clients' assets, processes, versioning, and general documentation. IT glue provides a central repository for all client information, backed with encrypted security to protect the integrity of the data.

During the course of an agreement there will be instances where projects and/or additions will be needed to the network such as PCs, Software, Servers, etc. Typically, the labor that would be created from these additions would be a billable charge in the form of a project quote signed by the IT Manager before the work or materials have been engaged or purchased. If Intelesys is brought into support 3rd party installations, our quote includes up to four hours of coordination time to help assist in their deployment. If a more detailed scope of work is required on our part, it will be addressed on a project by project basis.



Our attention to detail has been recognized on a national scale by the California State University system and many technology vendors including TRA, NEC, Mitel, HP, and Dell. Intelesys was proud to be named "Service Entrepreneur of the Year" by the California State University system coveted Spirit of the Entrepreneur council, at an annual event devoted to recognizing excellence in the community.

Over the course of the contract, Intelesys will meet with the IT Manager – we suggest quarterly but will take direction of the Manager – to review the account, reports, tickets, etc. to ensure both Intelesys and the Mission Springs Water District are moving in the same direction and that the users are satisfied with our support. If corrections are needed, we want to head those off as quickly as possible so that the working relationship between the District and Intelesys is the best is can be.

Mission Springs Water District

Released: September 2023	INFORMATION TECHNOLOGY SERVICES AND SUPPORT RFQ Response Form PROPOSER PROFILE	PROPOSER'S Name: Intelsys

HOME OFFICE/HEADQUARTERS

Legal Company Name:		ICS Intelesys, Inc.					
Company Reference:		HQ					
Address:	Street #/Name:	3155 Sedona Court					
	Suite:	#B					
	City, State, Zip	Ontario, CA, 91764					
Officers/Owners:		**Title(s):**	**Office Phone**		**Email**		**Cell Phone**
Rick Balzer		President	909-305-1500		rickb@it4ps.com		
Type:	S-Corp	**State of Registration:**	CA	**Year founded:**	1969	**Founded by:** Rick Balzer	

LOCAL BRANCH OFFICE FOR THIS PROJECT

Branch Name:					
Address:	Street #/Name:				
	Suite:				
	City, State, Zip				
Year established:		**Region(s) served:**			
Contacts (for this project):		**Title(s):**	**Office Phone**	**Email**	**Cell Phone**

INSTALLED USER BASE

	Corporate	Local Branch (if different)
Total		
Similar Size		

Mission Springs Water District

Released: September 2023	INFORMATION TECHNOLOGY SERVICES AND SUPPORT RFQ Response Form PROPOSER PROFILE			PROPOSER'S Name: Intelsys
REFERENCES*				
Reference Agency Name	**Location (City & State)**	**Contact person - Title**	**Phone/Email**	**Product(s)/Services**
City of Desert Hot Springs	Desert Hot Springs, CA	Marius Stuler	(760) 329-6411 ext. 254 / mstuler@cityofdhs.org	Built Core Network and VLAN
City of Big Bear Lake	Big Bear, CA	Kelly Ent	(909) 752-2858 / kent@citybigbearlake.com	Full Managed Services
City of San Marino	San Marino, CA	Paul Chung	(626) 300-0708 / pchung@cityofsanmarino.org	Full Managed Services
RJN Investigations	Tustin, CA	Fred Martino	(949) 678-0168 / fredm@rjninv.com	Full Managed Services

* These should be references as similar in size and organization to the DISTRICT as possible with products/services similar to those proposed herein.

Mission Springs Water District

Released: September 2023	INFORMATION TECHNOLOGY SERVICES AND SUPPORT RFQ Response Form PROPOSER PROFILE			PROPOSER'S Name: Intelsys

SUPPORT TEAM

Role	Name, Title	Phone/Email	City/State	Qualifications/Experience	
Manager/Officer	Aaron Betts, COO	909-802-7338	Ontario, CA		
				Years with firm	11
				Resume attached	Yes
Site Lead	David Garcia	909-305-1500	Ontario, CA		
				Years with firm	20
				Resume attached	Yes
Site Technician	James Hunt	909-305-1500	Ontario, CA		
				Years with firm	1
				Resume attached	Yes
Project Manager	Jessye Gentry	909-305-1500	Ontario, CA		
				Years with firm	2
				Resume attached	Yes
Security Consultant	Charles Hennigan	909-305-1500	Ontario, CA		
				Years with firm	4
				Resume attached	Yes
Trainer	Matthew Saenz	909-305-1500	Ontario, CA		
				Years with firm	20+
				Resume attached	Yes
Other(s)					
				Years with firm	
				Resume attached	
Corporate level resource people available to local support staff.					
				Years with firm	
				Resume attached	

Attach resumes or additional pages if necessary. Although these may not be the actual people to participate in the project, they must be representative in terms of training and experience and knowledge of the District's environment for those who will be involved.

Managed Services Proposal

The Information Technology Services Solution by Intelesys offers a 360-degree answer to your organization's IT needs. Our diverse engineer pool delivers specialists in every IT area, focused on technologies used by local municipalities.

CLIENT	Mission Springs Water District	**BILLING ADDRESS**	Mission Springs Water District 66575 2nd St, Desert Hot Springs, CA 92240
AGREEMENT TERM	6 months with (2) 12 month renew options	**Network Hardware**	14 laptops (Microsoft Surface, Lenovo, HP) 1 VM (used by Unidata developer) 42 desktops 20 iPads 49 District smartphones (iOS/Android) 2 Physical Servers with 10 Images
Switching and Routing	3 Layer-3 Fortinet Switches 2 Palo Alto firewalls 14 Layer-2 Ubiquity Switches 8 Ubiquity Wireless Access Points 1 Ubiquity Building Bridge pair 1 Ubiquity AirFiber pair 3 Synology NAS units 1 Ubiquity UniFi Protect NVR 26 RingCentral Polycom Desk Phones		

Managed Services Quote

Monthly Managed Services Agreement	
Onsite technician 2 Days/week	
Reimbursable expenses	Included
Subtotal	$ 10,200
Government discount	$ (2,550)
Total Monthly Cost	**$ 7,650**

Included Services:

Full-Service help desk

- Desktop Support Technicians will provide desktop support for all problems and project calls to diagnose, upgrade, install, fix, adjust, and general problem resolution
- Staffed with Level 1, 2, and 3 CJIS Certified engineers
- Onsite escalation provided as needed

Desktop hardware and software maintenance

- Review of all process logs for normal execution and performance
- Preparation of reports and outputs for distribution on next regular workday
- Review of security logs and for unusual activity
- Keeping and maintaining records on hardware assets: Acquisition date, Warranty date, maintenance agreement location, maintenance and repair contact number
- Patch management

Network and Systems Support

- Network is defined to include all District switches, hubs, routers, bridges, repeaters, firewalls, servers, AP's etc.
- Maintenance of network cabling within District facilities including patch management
- Network and network device performance monitoring, diagnostics, and tuning
- Network and network device configuration and version updates to keep within two versions of current
- Network and network device configuration management and record keeping
- Network, network device and server capacity monitoring and planning
- Firewall monitoring for intrusion attempts, attacks, viruses, etc.
- Firewall configuration and version updates

- Server OS configuration and version updates to keep within two versions of current

Documentation

- Monthly report on SLA performance and ticket volume
- Network hardware inventory for all managed devices with release dates, patch status and system life report
- Network device configurations and network layout map

District to provide (Intelesys to bid, procure, and implement if not currently in place

- Enterprise Anti-Virus solution – Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise Email filter - Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise back-up solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise DR solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Active support agreements required for major network hardware and infrastructure

Deliverables

- Deliver expected annual expense forecast for district budget process
- Perform annual network assessment with full reporting
- Track system support status and extended warranty cost
- IT Satisfaction Survey – Statistical and end user measurement
- Performa annual CJIS audit to confirm network compliance

IntelesysOne White Glove Onboarding: **waived**

- 300-point network audit and assessment
- Asset tag all devices and document hardware
- Inventory active software applications and licenses
- In addition to standard Support Onboarding services, Onboarding shall also include verification of backup services

Additional user costs

- New end user (Defined as an increase in user count)
  - Setup .....$ 140
  - Monthly Charge .....$ 90
- New device (Defined as an increase in device count)
  - Setup .....$ 85
  - Monthly Charge .....$ 45
- Additional Considerations / Possible charges
  - Anti-virus, email filter, internet filter, Office 365, etc. license cost currently paid for by district will increase
  - Additional equipment may be needed to support more users for example a data switch
  - Devices reference added desktops, laptops, and other end user computing devices
  - Servers and data switches will require a separate quote to add based on function and scope

TOTAL MONTHLY RECURRING: $7,650 **TOTAL ONE-TIME: waived**

Exhibit D: Consultant Questionnaire

1. How many years of experience does your organization have in the setup, administration, and maintenance of corporate networks?
    a. **Intelesys has been providing setup of corporate networks for over 10 years. Intelesys has been providing fully managed services in the Municipal vertical for over 5 years.**
2. Does anyone within your organization with access to our data located outside the USA? If so, where?
    a. **No, all Intelesys employees are located in Southern California.**
3. As you will have some form of remote access to our data, network, and systems, describe how unauthorized access will be prevented and monitored.
    a. **Intelesys uses a securely encrypted system for remote management. Each technician at Intelesys has their own login and all logins require a Two Factor Authentication access method. The system is also 256bit encrypted.**
4. Have you performed background screening on all administrators within your organization that will have access to our data?
    a. **Yes. All Intelesys employees have received background screening as Intelesys supports clients with Fire and PD. Everyone is CJIS certified.**
5. Please provide a list of relevant active certifications/licenses held by your organization.
    a. **MCSE, CCNA, Security+, Mitel Certified Installer, Ring Central Certified Installer, Hpe,**
6. How can we retrieve our data, credentials, documentation, or other information if our contract with you is terminated?
    a. **We store all client information in a digital repository called IT Glue. If a client were to leave, we can export the client data to give to the Water District or to the company who would assume control of the account.**
7. Which RMM system(s) do you use?
    a. **Intelesys uses Screen Connect by Connectwise for their RMM tool.**
8. Can the MSWD IT Manager be granted an account in your RMM system that will allow remote access, monitoring, and creating reports?
    a. **Yes. Intelesys can include an account in the RMM system for the IT Manager as part of their solution.**

Exhibit E: Disclosure Questionnaire & Qualification Statement

Consultant Name:

1. ORGANIZATION

1.1. How many years has your organization been in business as a Consultant? **27 Years**

1.2. How many years has your organization been in business under its present name? 27 **Years**

1.2.1. Under what other names has your organization operated? **None**

1.3. If your organization is a corporation, answer the following:

1.3.1. Date of incorporation: **6-1-1996**

1.3.2. State of incorporation: **CA**

1.3.3. Corporate ID number: **1970179**

1.3.4. President's name: **Richard Balzer**

1.3.5. Agent for Service of Process: **Richard Balzer**

1.4. If your organization is a partnership, answer the following: **N/A**

1.4.1. Date of organization:

1.4.2. Type of partnership (if applicable):

1.4.3. Name(s) of general partner(s):

1.5. If your organization is individually owned, answer the following: **N/A**

1.5.1. Date of organization:

1.5.2. Name of owner:

1.6. If the form of your organization is other than those listed above, describe it and name the principals:

2. LICENSING

2.1. List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable. **IT services, C-7 low voltage contractor**

2.2. List any other certifications held by your organization, and the name under which they are held. **CJIS**

3. EXPERIENCE

3.1. List the categories of work that your organization normally performs with its own forces.
Network Cabling, IT Project Services, Managed IT Services, Telephony Solutions, Carrier Management, Networking Solutions, WiFi Solutions, Cyber Security Services, Networking Assessments, IT Cloud Solutions,

3.2. Has your organization, under its current name or any previous names, ever failed to complete any work/contract awarded to it? (If Yes, please explain)
NO

4. CLAIMS AND LAWSUITS

4.1. Are there any judgments, lawsuits, administrative proceedings, claims, arbitration proceedings, suits pending or outstanding, or other exposures against your organization or any its officers? (*If Yes, please describe*)
NO

4.2. Has your organization filed any lawsuits or requested arbitration with regard to any of its contracts within the last five (5) years? (*If Yes, please explain*)
NO

4.3. Has the Consultant, any officer of the Consultant, or any employee of the Consultant who has proprietary interest in the Consultant, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation? (*If Yes, please explain*).

NO

4.4 Firm Qualifications

We are proud of the positive reputation we have built in the public sector for IT management and solutions. Intelesys has been supporting the Public Sector for fully managed services as well as project-based solutions for over 6 years. We have included 5 references in the Firm Profile Worksheet included as Exhibit C in the RFP. In the following pages, we highlight a few of these projects similar in scope to the Missions Springs Water District.

CLIENT HIGHLIGHT: City of San Marino

Paul Chung, pchung@cityofsanmarino.org, 626-300-0700

Contract Amount: $1,144,000, $13,415/month*

Period of Performance: 6/2018 to present

Their Solution

- Outsourced IT Director Position
- IT Procurement and PM for all Departments
- Fully Managed Network Solutions including monitoring, back-up and continuity, and budgeting
- Citywide Desktop Support
- Managed VoIP Solution
- Full Vendor Management including FirstNet, PD, and FD Vendors
- Client since June 2018

Key Areas of Impact

- **Network Documentation** Intelesys performed a detailed network assessment and audit tracking all hardware, support dates, software versions, and contracts. This allowed us to deliver a solid budget forecast on what expenses needed to occur in the upcoming fiscal years giving council a factual basis for allocating funds.
- **CJIS Compliance** Identified and corrected policies and procedures that did not follow federally developed standards for network security. Developed new written policies to ensure ongoing adherence to CJIS standards.
- **IT Director Role** Intelesys has been retained as an Interim IT Director on the city's executive team to guide the direction of all technology acquisitions and decisions. This includes developing policies and procedures for proper network management and staff access, producing the annual IT budget for the city council, interfacing with city IT vendors, and developing solutions for all city technology needs.

CLIENT HIGHLIGHT: City of Big Bear Lake

Kelly Ent, kent@citybigbearlake.com, 909-752-2858

Contract Amount: $618,000, $11,473/month*

Period of Performance: 2/2011 to present

Their Solution

- Intelesys awarded the City's RFP for Managed Services
- IT Procurement and PM for all Departments
- Fully Managed Network Solutions including monitoring, back-up and continuity, and budgeting
- Citywide Desktop Support since 2019
- Managed VoIP Solution since 2007

Key Features

- Intelesys established best practice design for Network
- Work with main city contacts to create a master project plan including Office 365 migration, Network and Firewall refresh, and PC upgrades
- Specific system improvements made over the next 6 months including
    - Corrected security issues based on network access
    - Established a secure remote access platform allowing for IP Phones to be taken home for the COVID-19 Stay at Home order
    - Provided Remote Desktop Services to enable a more controlled remote environment that includes Dual Factor Authentication
    - Migrated critical city applications to a new Virtual Host for increased stability and redundancy
    - Cataloged all software in use by city, identifying support status, ongoing support contract costs, and license compliance
    - Created a centralized back-up and redundancy operation plan for the city that includes secure offsite cloud storage and Disaster Recovery options

CLIENT HIGHLIGHT: RJN Investigations

Fred Martino, fredm@rjninv.com, (949) 678-0168

Contract Amount: $617,077, $10,284/month*

Period of Performance: 2/2011 to present

Their Solution

- 2 Sites with remote investigators
- 60+ TB of video and evidence storage
- Virtualized Network Design
- Fully redundant network for continuity
- Full desktop support for users since 2017

Key Features

- Built a WAN platform to fully replicate all network operation and function to a geographically redundant site
- Structure a data store for retention of terabytes of data for quick retrieval and access by investigators when needed for discovery and court requirements
- Created a blended cloud / premise strategy for handling of large quantities of data, complete with a disaster planning platform
- Manage end users' tickets and SLA's for maximum end user efficiency

* Contract amounts given as total spent / monthly managed services amount

New Engagements this Year



Project Engagements

Network Domain AD Upgrade
Microsoft 365 Migration
Azure AD Connector Setup
Network IP & VLAN Redesign
Enhanced & NGA 911 Deployment
PD Watchguard Cloud Migration

Hosted Phone System Consulting
Wi-Fi Design & Implementation
Wireless Heatmaps
Firewall Replacement
Virtual Server Migration
File Server Migration

Hosted Phone System Migration—RingCentral, GoTo, Teams

5.1 Transition

INTELESYS' WHITE GLOVE ONBOARDING

Intelesys' White Glove Onboarding process was designed to deliver an incredibly smooth transition from your existing IT support to our team. As we begin our engagement with the Mission Springs Water District, **we will adjust the following example to meet the 18 Day Transition Requirement listed in the RFP.** Intelesys will begin the relationship with a kick-off meeting that includes the IT Manager, Project Manager, Account Manager, and Senior Engineer. During this meeting we will identify any procedures that Intelesys needs to be aware of in order to successfully integrate with the District's culture and way of doing business. At Intelesys, our goal is to be an extension of the IT department, not a barrier for the end user. We will integrate with the District's processes and procedures and utilize District practices whenever possible.

Our On-boarding Team will include the staff listed in this section of the RFP response. This includes a Project Manager, Account Manager, Senior IT Engineer, and support level Technician. During the kick-off meeting, we will identify the actual timeline and key milestones with the IT Manager and District staff.

The following is an example of how we have on-boarded similar clients over period of 3-4 weeks:

1. **Week 1 – Client Setup & Provisioning**

    a. Full documentation of the environment
        - Review all existing documentation provided by Mission Springs Water District and the previous IT provider
        - Conduct 500-point Onboarding Assessment, reviewing and documenting all aspects of Mission Springs Water District's network environment, processes, third-party vendors, and more

    b. Conduct initial user enrollment
        - Collect pertinent data on all managed users within Mission Springs Water District

- Add user data to Intelesys' internal systems for managing communication, requests from users, and approval verifications

c. Provision client services
    - Create all necessary accounts in Intelesys' monitoring tools, documentation and inventory platforms, DNS/web hosting, antivirus, web protection, and email protection
    - Implement Intelesys AD user account on the District's network

d. Onsite deployment of agents and asset tags
    - Affix management asset tags to all devices and record with client inventory
    - Generate tag file on computers
    - Install management and support agents

e. Conduct onsite End-User introductions.
    - Per the District's preference, this can be accomplished as brief presentations to users in group settings, 1-on-1 introductions by the Intelesys team at end-users' desks, or a combination

f. Setup weekly check-in with IT Manager to provide progress on week's activities, identify any potential concerns and create an action plan to address such concerns

g. Review with IT Manager the preferred Change Control process for the District. Typically, Intelesys will setup guidelines per the District's request of the type of changes that end users can initiate, changes that need to be approved by their head of departments, and changes that need the IT Manager's (or District Manager's) approval. In these instances, we will inform the end user that we need to obtain approval for the request and contact the appropriate person for the escalation

2. Week 2 – Analysis & Implementation

a. Implement Intelesys credential standards and document accordingly
    - Change passwords for router, switches, and other discovered devices
    - Change password for client's AD admin user account

- Push local management credentials to all workstations

b. Generate a Network Health Snapshot
    - Run initial onboarding Health Reports as a baseline for future comparison and measurement
    - Prepare report of any initial observations and recommendations

c. Go-Live Readiness review
    - Mission Springs Water District and Intelesys meet to review initial findings during onboarding and certify that both parties are ready for Intelesys to assume support and management
    - Verify monitoring/patching readiness and enable

3. Week 3 – GO LIVE & Start of Regular Management

a. Communication with users
    - Together, District leadership and Intelesys send an email to all staff reminding them of the coming transition, reiterating any new processes for obtaining support (This should be sent 2-3 days prior to the transition.)

b. Provide onsite support for Go Live
    - Engineers onsite at key locations

c. First week follow-up meeting with Intelesys and Mission Springs Water District
    - Review Go-Live success and any notes
    - Schedule initial District Technology Planning meeting – a regularly recurring meeting to ensure Intelesys and Mission Springs Water District remain aligned

4. Week 4 – Initial Distirct Technology Planning Meeting & Onboarding Review

a. Review initial ticket submissions and end user adoption
b. Conduct District Technology Planning meeting
c. Address any punch list items generated throughout the onboarding process

INTELESYS
IT for Public Sector

Management Team



Rick Balzer

President

Responsibilities: Management of projects, budgets and innovation

Mr. Balzer, who joined the company in 1994, is a licensed C-7 low voltage contractor in California and holds various technical certifications in PBX, VoIP, and carrier product lines. He graduated from California State University, Fullerton, with a degree in International Marketing and Philosophy in 1992. With executive oversight on significant Intelesys projects, he specializes in local municipalities and K-12 deployments. Certified as a systems designer and information systems consultant, he is a recognized industry speaker and consultant, awarded the California State University San Bernardino service entrepreneur of the year in 2012. Over the past 20 years, Mr. Balzer has driven Intelesys' direction, leading it to become a prominent provider on the west coast through innovative products and delivery methods.



Aaron Betts

Operations Manager

Responsibilities: Management of Operations Department

Since joining Intelesys in 2012, Mr. Betts has been instrumental in leading the Operations Department since 2014. His extensive 27-year experience in the IT industry includes overseeing numerous telecommunication system conversions and managing projects for clients with over 500 endpoints, as well as Municipality and K-12 clients. His expertise has contributed significantly to a 97% client retention rate and consistently high satisfaction ratings. Mr. Betts ensures projects are completed on time and within budget, showcasing his commitment to excellence and making him a valuable asset to Intelesys.



David Garcia

Network Engineer

Responsibilities: Management of technical projects

Since joining the company in 2004, Mr. Garcia has excelled in the IT and telecommunications field. His extensive experience includes configuring client networks and providing valuable consultation. As a senior PBX engineer at Intelesys, he actively contributes to network evaluation, system design, and implementation of new hosted platforms. With certifications in Cisco, HP, Microsoft, and Mitel, Mr. Garcia possesses diverse technical expertise. He oversees Network Design, focusing on tasks like vulnerability scanning, remediation, network isolation, and routing. Mr. Garcia provides technical supervision for projects exceeding 500 endpoints and those critical to Intelesys, such as municipal and K-12 deployments. His leadership extends to network-related projects involving switches, firewalls, servers, and virtual environments, making him a pivotal member of the Intelesys team.



Matt Saenz

Telephony Specialist

Responsibilities: Management of hosted installations and client transitions

Mr. Saenz, part of Intelesys since 2010, oversees hosted installations and client transitions. Certified in platforms like Mitel Connect and RingCentral, he designs and programs PBX deployments. With 20 years of PBX and telephony support, he specializes in transitions for Municipal and Education clients, offering expertise in network and telephony support. His skills encompass designing, programming, installing, and troubleshooting both premise and hosted PBX solutions. Additionally, Mr. Saenz holds certifications as a SonicWall CSSA and MikroTik MTCNA & MTCSE.



Charles Henigan

Security Specialist

Responsibilities: Management of Security for IT policies and regulations

Mr. Henigan serves as Intelesys' lead Security Specialist, ensuring that new PBX deployments align with clients' IT security policies and regulations. Since joining in 2019, he has brought his 25 years of industry expertise in Network Security to the team. With certifications including Microsoft Certified Systems Administration, Security+ SY0-501, and Cisco CCNA, he's actively pursuing his CPT and CEHv11 certifications. Mr. Henigan's experience spans healthcare and private sectors, where he provided Cybersecurity Assessments, Security remediation, Network hardening, and Firewall management for over two decades. He has established a security baseline for clients, guiding the team in network vulnerability scanning, remediation, firewall hardening, and network fortification.



Jessye Gentry

Training and Support Specialist

Responsibilities: Managed client telephone training and education

Ms. Gentry, who joined Intelesys in 2021, leads client training and education in telephony, specializing in hosted PBX solutions. She coordinates, schedules, and conducts end user training, providing printed materials and optional video recordings for future onboarding. Ms. Gentry also manages the client support experience, ensuring timely handling of support requests and overseeing their completion. With experience training hundreds of users on both hosted and premise telephony systems, she plays a crucial role in ensuring clients' smooth transition and ongoing support.

5.2 General Operations

OVERVIEW

Part of the benefits of working with Intelesys is the years of knowledge that the Intelesys team maintains. Intelesys is extremely knowledgeable in the workings of cities and government entities and the processes required to make them successful. The following sections shows Intelesys' ability to fully support the areas of General Operations in the RFP. Intelesys maintains a full staff of highly-skilled support engineers in our Ontario, California, headquarters. All help desk support is provided from this location by Intelesys employees, and Intelesys does not outsource help desk support to any outside provider.

5.2.1 Operations / Administrative Services

As stated in the Company Profile, Intelesys has held the position of Interim IT Director for a city and understands the needs and processes required for the successful oversight of the account and administrative functions. Intelesys will meet regularly with the District's IT Manager to provide regular communication, performance reports (both network related, and account related) and provide expertise in technology strategy and planning for the District's future growth.

As shown in the SLA section of the RFP response, Intelesys maintains high standards of support and will review these support metrics with the IT Manager on a scheduled basis. Together we will identify areas that need better processes, improved metrics, and other items to ensure the District staff are satisfied with the support provided by Intelesys. Intelesys will maintain an online repository for all documentation regarding the account with the District.

Intelesys maintains a fairly flat hierarchy which provides the District with access to the Intelesys Executive team should the need arise.

During our tenure as the Managed Support Services Company for the Mission Springs Water District, Intelesys will guide the strategic planning, development, deployment, and management of the current IT systems, and support the evaluation and development of long-term planning to meet future needs.

Intelesys will perform lifecycle planning of all IT assets, research costs associated with IT asset refresh cycles, assist in the negotiation of contracts with vendors.

In our role of IT Management, Intelesys will assist in selecting appropriate technology solution(s) and vendor(s) based on current market technologies and industry standards. We will assist with coordination with any third-party vendor(s) with issues that pertain to information systems/technology issues.

Finally, Intelesys will work to review information systems guidelines, policies and procedures. We will assist with evaluation and recommendations in regards to software and hardware purchases, compile hardware and software upgrade schedules, work to recommend a budget for the purchase of equipment, supplies, and other products or services as needed and purchase of such equipment, supplies and products or services.

Intelesys is well versed in strategic planning and ongoing IT Management. A perfect example of this is our experience with the City of San Marino. Having transitioned from their former IT provider of over 20 years, the City of San Marino found that they needed a high degree of IT support, management, and overall alignment with the city's operations. Following a seamless transition to Intelesys, we were able to quickly identify and develop a detailed IT budget and support strategy the City's leadership could present to its Council for the first time. As the sole provider of IT management, support, and guidance for the City of San Marino, Intelesys has made an incredible impact on security, operations, and the ability for the city to effectively plan for its IT needs in both the short and long term.

The City of San Marino executed a 3-year contract with Intelesys for ongoing IT management and support services with two 1-year subsequent contracts. Taking advantage of Intelesys' per-user government pricing, the City of San Marino now enjoys a predictable support expense, free from the fluctuating costs and unexpected charges they had been accustomed to. Intelesys' high level of involvement at the city leadership level allows the city to operate with no need to dedicate city staff to IT management oversight. Instead, Intelesys' transparent holistic approach has freed city staff to focus on what is most important – delivering value to its citizens.

5.2.2 Help Desk Support

Intelesys maintains a full staff of highly-skilled support engineers in our Ontario, California, headquarters. All help desk support is provided from this location by Intelesys employees, and Intelesys does not outsource help desk support to any outside provider.

Regardless of the method of support, as a government client, callers will enjoy a warm hand-off to a support technician familiar with your network and organization. Right from the start, we want each experience your staff has with our team to be extraordinary.

In addition to requesting support by phone, support tickets may be also be submitted by email. Email tickets received during regular business hours are immediately triaged by our Dispatch Team, and assigned to support technician based on the skillset and availability required to resolve the issue the first time. When a technician is onsite at the Water District, per the requirements of the RFP, these support issues will be assigned directly to this resource. On occasion, we will find the need for the issue to be escalated to a specialized engineer remotely. Our goal is to always ensure that the best and most-ideal resource is used for each and every issue.

We utilize best-in-class tools to provide the highest levels of support. Our goal is to solve issues with the least possible interruption to the user. In many cases, we can troubleshoot, diagnose, and resolve issues using our backend management tools – avoiding the inherent disruption caused by interrupting a user's ability to work. In the cases where a screen sharing session is beneficial – such as when a user wishes to illustrate a challenge they are experiencing – our tools make the process fast and secure.

HELP DESK AVAILABILITY AND RESPONSE TIMES

Intelesys will provide skilled technician aligned with the District's schedule. Our Ontario, CA, Help Desk is staffed and available to provide immediate support 24x7, 7 days a week.

DESKTOP APPLICATIONS SUPPORT

By focusing squarely on the municipal and education markets, Intelesys has been able to develop an expertise in the products and solutions our clients rely on. This allows us to provide a great deal of support and guidance in the desktop applications governments use, including:

Application	Purpose
Adobe Creative Cloud Suite	Graphic design and editing, desktop publishing and page layout
AlphaCAM (Solidworks)	Computer-Aided Manufacturing software for woodworking, metal and stone cutting
ArcGIS Desktop	Mapping data, analysis
Audiolog / Verint Recording	Call recording
AutoCAD	Architectural drafting and engineering design
AVTEC	Police Radios
AWE Early Literacy Station	Literacy education and learning systems for libraries
Blackboard Connect	Mass communication tools
BlueTeam (for IAPro)	Field management of incidents for police officers and supervisors
CAD/RMS	Computer-Aided Dispatch and Record Management Software, Mobile Computing for Law Enforcement
CivicPlus	Government website CMS, design, and hosting
Crewsense	Staff resourcing, scheduling, tracking, time & attendance, etc.
Corel Suite	Desktop publishing
Dakin Brain Fitness	Brain fitness training for improving memory and language abilities, strengthen attention, focus, and concentration
Deep Freeze Enterprise	Computer change-management tool
Deepnet	Authentication platform
Digital EMS	ePCR “Medic Clipboard” program on FD iPads
Emergency Reporting	Fire & EMS reporting and records management
Envisio	Performance management
FIREHOUSE Software (ESO)	Records management software
FirstNet First Responder	Priority Network for Police and Fire
FireScene 6 Desktop Edition	Field diagramming and reporting tool for pre-plans and post event critiques and reports
GOGovApps	Code enforcement

GovClarity	Map-based real estate application in the cloud providing the ability to access, integrate, and visualize location data.
HdL Prime	Revenue administration and management
IAPro	Internal Affairs and Professional Standards management
LACRIS (CalPhoto)	Los Angeles County Regional Identification System (Criminal biometric identification, networked LiveScan implementation)
Laserfiche	Records management and retention
Lexipol	Policy management for public safety
LexisNexis	Legal research tool, data analytics
Meritage Systems	Permits
Microsoft Exchange	Email and collaboration platform
Microsoft Office 365	Hosted email and collaboration platform
Microsoft Office Suite	Outlook for email management, plus general creation and editing of everyday documents, spreadsheets, and presentations.
Mitel/ShoreTel Connect	Mitel IP phone control and collaboration
MK Solutions RFID	Library self-service check-in /check-out, security, return, and sorting.
Municode	Government website CMS, design, and hosting
NetMotion	Mobile VPN security and remote access (used for communication from PD vehicles to server)
Nixle	Online emergency community notifications social platform
NJStar Communicator	Chinese, Japanese, and Korean (CJK) language tools for Windows
OCLC	Library catalog
PC Reservation (EnvisionWare)	Computer access and reservation control
PINS	Insurance management
POST EDI	Electronic Data Interchange for California Peace Officer Standards and Training platform
QuickBooks	Accounting
RecTrak	Parks & Recreation department tracking
Revize	Government website CMS, design, and hosting
Springbrook	Civic Platform
Target Solutions	Online tools for training, compliance, inspections, and workforce management
TASER Evidence Sync	Upload evidence from any source to Evidence.com

Toro Sentinel Irrigation	Centralized irrigation controller by Toro
Vesta 9-1-1	911 call handling
Vigilant Solutions	Automatic License Plate Recognition
Watchguard Video	Video evidence management, body cameras and in-car video

5.2.3 System Administration / Infrastructure Services

Intelesys consistently develops upon a number of best-practices for the management and administration of Active Directory. An ideal Active Directory implementation goes far beyond the addition and termination of user accounts. From streamlining user management, to implementing AD-integrated multifactor authentication (MFA) and expansion of AD authentication beyond the Windows network via LDAPS and RADIUS, to providing early notification of password expiration to users via email and text, to ensuring a secure policy-based environment with the proper deployment of OU structure and Group Policy – Intelesys ensures that your environment is performing at its peak by appropriately leveraging the power of a well-managed Active Directory.

EXCHANGE AND OFFICE 365 ADMINISTRATION

Intelesys has decades of in-the-trenches experience with the implementation and administration of Microsoft Exchange, and is well-versed in the provisioning and management of Office 365. Taking mail management even further, Intelesys commonly provides our clients with the advanced email archiving and discovery capabilities that government entities require and the encryption and mail security tools our technology climate demands. We then work with clients to unify their branding by implementing automated email signatures that apply to all mail your users send without any intervention on their end, all while adhering to your approved design and incorporating name, title, and contact information straight from Active Directory.

NETWORK MANAGEMENT TOOL STACK

Intelesys has worked with the industry's most-respected MSP software developers to assemble a suite of tools designed specifically to provide the greatest resources, functionality, and support to government entities like yours. Though we keep the solution names private in public RFP responses – for the security of all our managed IT clients – these tools provide incredible benefits to our team and your organization alike:

- **Remote management and monitoring** (RMM) providing alerting, patch management, scripting and automation, and policy enforcement
- Encrypted, **secure remote access** with one-way initiation – meaning we never "reach in" to your network, but rather are "invited in" through a protected protocol
- Advanced environment **documentation** platform
- **Antivirus** and antimalware protection with enhanced sandbox protection
- DNS protection and **web content filtering**
- Enterprise **mail protection** from spam, phishing, viruses, and more, with archiving, encryption, and protection from lost mail due to unexpected mail server downtime or connectivity loss
- Automated **asset tracking** and warranty discovery and reporting to ensure proper warranty tracking for your servers and switches.
- Continuous **documentation** of applications, systems, accounts, and work performed are provided as the customer needs dictate.

DATABASE MANAGEMENT

Working with various vendors and applications, Intelesys provides various levels of database support and management. We have supported the creation of reports through Crystal Reports and other industry software that fit the individual needs of the departments we support. Utilizing vendor support on custom databases or unique configurations, together with the years of supporting SQL and MySQL databases, Intelesys engineers are key in providing updates and reports on various platforms and applications

DATA BACKUP AND DISASTER RECOVERY

In working in the municipal space, Intelesys is well versed in the public record and need for data retention. Utilizing industry best practices, and if desired, Intelesys will recommend and implement a backup and recovery process that provides the needed availability of the District's data for today's operations as well as archive retrieval. Based on the needs of the department, we will plan and execute a backup strategy that will best protect the data and provide for quick and easy recovery should a hardware or data loss event occur. You can rest assured that your data is secure and ready should you need it. Intelesys can also work with the backup solution that is currently in place and will always make recommendations to ensure the safest storage and best recovery options for the District's data.

5.2.4 Voice and Communications Services

Intelesys has over 15 years' experience in Telecommunications and Phone System Support. Intelesys is a fully certified Ring Central installer and support company. Not only can we interface with Ring Central at an escalated level, we can also examine your existing programming and make suggestions on how it could be improved. Likewise, Intelesys has worked with all the major telecom carriers and can offer a level of support that smaller companies don't typically have access to.

5.2.5 Network, Switching, Routing, Wireless Services

Whether it's managing physical servers or virtual servers on platforms including VMware and Hyper-V, maintaining switches with complex VLAN and QoS requirements, or ensuring high levels of security by configuring and monitoring your firewalls and access points, Intelesys has you covered!

Intelesys' network engineering team carries a number of industry-recognized certifications from leaders like Cisco, HPE Aruba, Extreme, Microsoft, VMware, and more. We have assembled an incredible team that brings with them unbeatable experience – such as designing carrier-class networks for the country's largest telco providers. Having architected and implemented

numerous government networks from the ground up, we know what it takes to keep you running reliably.

As part of our ongoing management, we consistently monitor for network traffic performance an bottlenecks, ensure your devices are current on critical patches and firmware, and regularly scan and test for security vulnerabilities.

NETWORK SECURITY

In an environment where attacks on government entities are more and more prevalent – **such as we saw last year where over 33,000 companies had their Exchange servers compromised due to a zero day vulnerability** – taking proper steps to ensure the security of your data is of the utmost importance. Intelesys is here to guide you with the best practices, management and implementation of the tools and techniques to keep you protected.

Intelesys provides a full suite of tools specifically designed to work together in creating multiple layers of coordinated protection from threats originating from viruses, malware, phishing and other spam attacks, intrusions and security breaches, and more. We monitor the health of your network 24/7, and regularly scan for weak points such as insecure and stale passwords, unnecessary open ports, and more.

Even with all the protections and proactive efforts we provide, we truly understand that no security is perfect and to behave as if it were would be irresponsible. Because of this, we complement our security strategy with a full backup and disaster recovery solution designed to provide operational continuity in the event of any outage or data loss. We believe you should never be put in the position to have to pay a ransom for your data – as many U.S. cities have had to do paying over a combined $2.1 million between them. In fact, the San Bernardino Sheriff Department just recently paid $1.1 million to gain access to their data after a Ransomware event.

5.2.6 Scheduled Onsite Services and Support Personnel

Per the requirements of the RFP, Intelesys will support the District with an onsite resource two days a week from 7:30 am to 5:30 pm. Intelesys will also have a full team of support staff that is available to the District if the onsite technician is not available or if the issue that is presented needs a higher level of expertise.

This person will be the main point of contact for most of the work that will be required at the District. Our staff member will have the ability to escalate work to our office should a high level of skill set be needed in order to resolve the issue. Our staff member will become an extension of the District staff and blend with the culture and surrounding environment to ensure a positive working relationship. The technician will handle all Tier 1 and Tier 2 work that is requested by the District staff while maintaining proper documentation for the rest of our team so should the need arise any of the Intelesys staff could fill in. The onsite member of the team will also work with the District on public meetings to ensure all the required equipment is functioning as expected. One of the benefits of Intelesys is that should the technician be unavailable, a team of engineers are standing by to step in and help the District staff with any of their computing needs.

5.2.7 Proactive and Remote Services

Intelesys will install and configure remote monitoring systems that will continue to proactively monitor the District's network 24x7x365. Intelesys has utilities that will perform the following services:

- Proactive monitoring of all equipment
- Monitoring for critical alerts
- Notification of vulnerabilities and potential issues
- Regular monitoring of successful backups
- Status of network PC and Server patch management
- Monitor network and application availability

Intelesys will enable the alerts from the EDR firm and the SOC to be received and create an automated ticket in our ticketing platform. This will track all incidents from beginning to end.

Intelesys will perform all system updates / patching afterhours or within an acceptable scheduled maintenance window. Any troubleshooting or problem resolution from said patching will be included as part of Intelesys' standard hours of operation.

5.2.8 After-Hours Support

Intelesys staffs a rotating team of after-hours technicians ready to address and assist with the District's emergency needs **24x7x365**. We hold ourselves to a measured **15-minute response time** with automatic escalation to a secondary or tertiary resource in the event that the primary technician is occupied with a different issue or otherwise unavailable. Similar to our business hours, all support is provided with US-based staff operating from our Ontario, California, office.

Users contacting Intelesys for after-hours support (during off-hours, weekends, and holidays) will be assisted utilizing the same support capabilities and resources available during business hours. This includes live phone support, remote support screen sharing sessions, and onsite technician response if required.

5.2.9 Reporting and SLA



Every support issue is tracked and documented in our ticketing system. All work performed and time invested in each ticket is detailed and audited for accuracy.

Clients have access to managing and reviewing their tickets through our secure Client Portal.

Our service team maintains a close pulse on all active tickets, monitoring and acting in real-time to adjust allocated resources, manage to priorities, and maintain our SLA commitments. We utilize live dashboards throughout our facility to enable a constant awareness of open tickets.

SERVICE-LEVEL METRICS

Intelesys adheres to a strict Service Level Agreement (SLA) to ensure our clients get the response they need. Intelesys will fully comply with the Service Level Agreement statistics listed in the RFP. Included below is a chart of SLA metrics that Intelesys adheres to.

Intelesys Service Level Agreements (SLA's) - Managed Information Technology Services

Impact Level	Categorization Guidelines	Normal Business Hours		After hours / Holiday		Committed Service Level
		Response Time	Resolution Time*	Response Time	Resolution Time*	
Critical	Major business impact and/or service disruption across multiple users / departments	Within 15 minutes	Within 1 hour	Within 15 minutes **	Within 1 hour	98%
High	Diminished operational ability across multiple users / departments	Within 15 minutes	Within 2 hours	Within 30 minutes **	Within 2 hours	98%
Medium	Single user issue / outage not impacting ability to perform operational requirements	Within 60 minutes	Within 4 hours	Next Business Day	Within 4 hours	95%
Low	Single user issue causing inconvenience or frustration where a viable work-around exists	Within 90 minutes	Within 8 hours	Next Business Day	Within 8 hours	95%
Scheduled	Issue not requiring immediate attention which is scheduled for a later time or an onsite visit based on impact and availability	Within 4 hours	Scheduled	Next Business Day	Scheduled	95%
Adds / Moves / Changes	Additions of new equipment and/or changes in existing equipment (Items involving more than 5 devices may require a project plan)	Within 4 hours	3-5 Business days	Next Business Day	3-5 Business days	95%
Anti-Virus Updates	Virus definitions continuously updated real time, to stay current with known threats					
Patching Updates	Normal patches applied with two weeks of release pending precaution environment approval, elevated patch updates applied real time based on CVSS (Common Vulnerability Scoring System)					8%
Data and Operating Systems Back-ups	Client data and network operating systems structure is backed up hourly with offsite replication and data versioning available for prior date recovery					95%
Customer Satisfaction	Every service order interaction will include a third party rating measuring if the technician was courteous and professional, fully addressed user concerns, user is satisfied with the outcome of the service order resolution, and if user recommend Intelesys to a friend or colleague. Ranking is on a scale of 1-5 with an equally weighted average of the scores					95%

* Resolution time may be extended based on additional troubleshooting needs, work will not be interrupted without resolution
** After hours notification requested to be made via telephone call for urgent issues

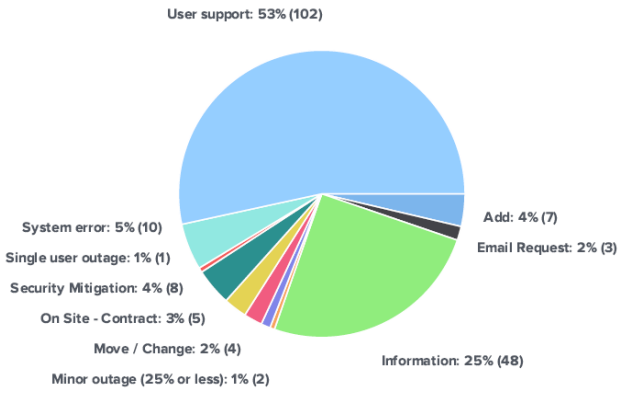
REPORTING

Intelesys believes that the strongest asset in a customer relationship is communication in how the Intelesys team is performing their support of the District and what kinds of work are being asked to support. These metrics will help guide and shape the relationship long term and any adjustments that need to be made. Intelesys will provide the IT Manager with reports on a weekly and monthly basis. These reports will indicate the amount and type of help desk requests the District is producing, the SLA response for these requests, the MTTR (mean time to response and resolution) for the District's requests. Included below are some sample reports that other Intelesys Clients have requested.

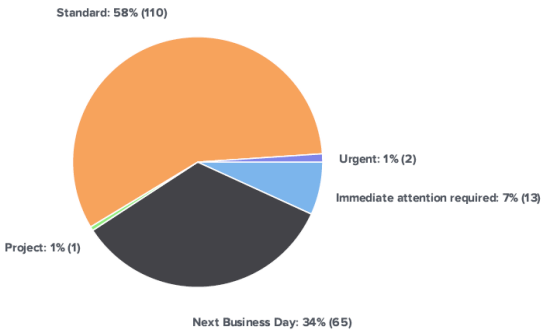
TICKET STATISTICS

Some of the reports that Intelesys can deliver weekly, monthly, quarterly, or as needed schedule are what type of work is being requested, how many and what types of tickets are being requested, and how urgent the requests that are coming in are. This gives the District valuable insight into if their requests stem from aging hardware, end user training, or other related incidents. Examples of such statistics are included below.

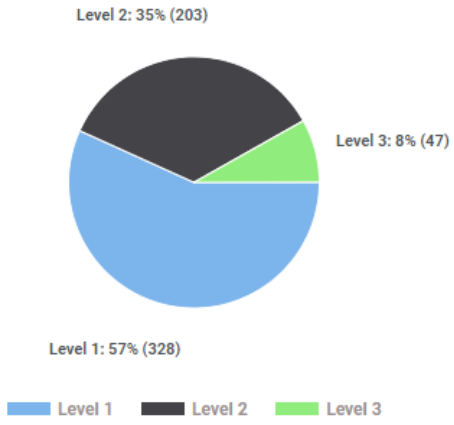
Tickets Received by Type



Tickets Received by Priority



SO Level for previous Mo.



BACKUPS

Another critical report type is the health and availability of the District's Data, the lifeblood of the organization. By monitoring the backups and producing regular reports, the District will always know the health of their backup solution and the availability of the data in case a recovery is necessary. Also, reports on Quarterly Restores that are actually performed for verification that the data can be recovered as expected in the event of an emergency.

Device	Client name	Type	Backup Status	Backup Start Time	Backup End Time	Time to Complete	Volumes
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/21/2022, 9:00 PM	03/21/2022, 9:02 PM	2 m	C:
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/20/2022, 9:00 PM	03/20/2022, 9:02 PM	2 m	C:
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/19/2022, 9:00 PM	03/19/2022, 9:03 PM	3 m	C:
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/18/2022, 9:00 PM	03/18/2022, 9:02 PM	2 m	C:
SM-DC.ci.xxxx.xx.xx		x360Recover	Successful	03/17/2022, 9:00 PM	03/17/2022, 9:04 PM	4 m	C:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/21/2022, 9:00 PM	03/21/2022, 9:07 PM	7 m	C:, D:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/20/2022, 9:00 PM	03/20/2022, 9:02 PM	2 m	C:, D:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/19/2022, 9:00 PM	03/19/2022, 9:02 PM	2 m	C:, D:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/18/2022, 9:00 PM	03/18/2022, 9:03 PM	3 m	C:, D:
SM-CONNECTHQ.xxxx.xx.xx		x360Recover	Successful	03/17/2022, 9:00 PM	03/17/2022, 9:02 PM	2 m	C:, D:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 3:01 PM	03/22/2022, 3:17 PM	16 m	C:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 2:00 PM	03/22/2022, 2:17 PM	17 m	C:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 1:00 PM	03/22/2022, 1:17 PM	17 m	C:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 12:00 PM	03/22/2022, 12:17 PM	17 m	C:
SM-EXCH.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 11:00 AM	03/22/2022, 11:18 AM	18 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 3:30 PM	03/22/2022, 3:33 PM	3 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 11:30 AM	03/22/2022, 11:35 AM	5 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 7:30 AM	03/22/2022, 7:34 AM	4 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/21/2022, 7:30 PM	03/21/2022, 7:33 PM	3 m	C:
SM-CHRDS01.ci.xxxx.xx.xx		x360Recover	Successful	03/21/2022, 3:30 PM	03/21/2022, 3:33 PM	3 m	C:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 3:00 PM	03/22/2022, 3:04 PM	4 m	C:, E:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 2:00 PM	03/22/2022, 2:05 PM	5 m	C:, E:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 1:00 PM	03/22/2022, 1:04 PM	4 m	C:, E:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 12:00 PM	03/22/2022, 12:05 PM	5 m	C:, E:
SM-FILE.ci.xxxx.xx.xx		x360Recover	Successful	03/22/2022, 11:00 AM	03/22/2022, 11:04 AM	4 m	C:, E:

EXHIBIT B

Managed Services Proposal

The Information Technology Services Solution by Intelesys offers a 360-degree answer to your organization's IT needs. Our diverse engineer pool delivers specialists in every IT area, focused on technologies used by local municipalities.

CLIENT	Mission Springs Water District	**BILLING ADDRESS**	Mission Springs Water District 66575 2nd St, Desert Hot Springs, CA 92240
AGREEMENT TERM	6 months with (2) 12 month renew options	**Network Hardware**	14 laptops (Microsoft Surface, Lenovo, HP) 1 VM (used by Unidata developer) 42 desktops 20 iPads 49 District smartphones (iOS/Android) 2 Physical Servers with 10 Images
Switching and Routing	3 Layer-3 Fortinet Switches 2 Palo Alto firewalls 14 Layer-2 Ubiquity Switches 8 Ubiquity Wireless Access Points 1 Ubiquity Building Bridge pair 1 Ubiquity AirFiber pair 3 Synology NAS units 1 Ubiquity UniFi Protect NVR 26 RingCentral Polycom Desk Phones		

Managed Services Quote		
	Monthly Managed Services Agreement	
	Onsite technician 2 Days/week	
	Reimbursable expenses	Included
	Subtotal	$ 10,200
	Government discount	$ (2,550)
	Total Monthly Cost	**$ 7,650**

Included Services:

Full-Service help desk

- Desktop Support Technicians will provide desktop support for all problems and project calls to diagnose, upgrade, install, fix, adjust, and general problem resolution
- Staffed with Level 1, 2, and 3 CJIS Certified engineers
- Onsite escalation provided as needed

Desktop hardware and software maintenance

- Review of all process logs for normal execution and performance
- Preparation of reports and outputs for distribution on next regular workday
- Review of security logs and for unusual activity
- Keeping and maintaining records on hardware assets: Acquisition date, Warranty date, maintenance agreement location, maintenance and repair contact number
- Patch management

Network and Systems Support

- Network is defined to include all District switches, hubs, routers, bridges, repeaters, firewalls, servers, AP's etc.
- Maintenance of network cabling within District facilities including patch management
- Network and network device performance monitoring, diagnostics, and tuning
- Network and network device configuration and version updates to keep within two versions of current
- Network and network device configuration management and record keeping
- Network, network device and server capacity monitoring and planning
- Firewall monitoring for intrusion attempts, attacks, viruses, etc.
- Firewall configuration and version updates

- Server OS configuration and version updates to keep within two versions of current

Documentation

- Monthly report on SLA performance and ticket volume
- Network hardware inventory for all managed devices with release dates, patch status and system life report
- Network device configurations and network layout map

District to provide (Intelesys to bid, procure, and implement if not currently in place

- Enterprise Anti-Virus solution – Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise Email filter - Intelesys to bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise back-up solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Enterprise DR solution - Intelesys to design and bid top three government products utilizing government purchase rates and work with client to select appropriate solution if one does not exist
- Active support agreements required for major network hardware and infrastructure

Deliverables

- Deliver expected annual expense forecast for district budget process
- Perform annual network assessment with full reporting
- Track system support status and extended warranty cost
- IT Satisfaction Survey – Statistical and end user measurement
- Performa annual CJIS audit to confirm network compliance

IntelesysOne White Glove Onboarding: **waived**

- 300-point network audit and assessment
- Asset tag all devices and document hardware
- Inventory active software applications and licenses
- In addition to standard Support Onboarding services, Onboarding shall also include verification of backup services

Additional user costs

- New end user (Defined as an increase in user count)
  - Setup .....$ 140
  - Monthly Charge .....$ 90
- New device (Defined as an increase in device count)
  - Setup .....$ 85
  - Monthly Charge .....$ 45
- Additional Considerations / Possible charges
  - Anti-virus, email filter, internet filter, Office 365, etc. license cost currently paid for by district will increase
  - Additional equipment may be needed to support more users for example a data switch
  - Devices reference added desktops, laptops, and other end user computing devices
  - Servers and data switches will require a separate quote to add based on function and scope

TOTAL MONTHLY RECURRING: $7,650 **TOTAL ONE-TIME: waived**

EXHIBIT C

Term, Early Termination & Notice

Information Technology Management Services and Support

A. Term of Agreement

This professional services agreement shall be effective upon approval and execution by the parties hereof (the "effective date") and shall continue until terminated as provided for herein. Notwithstanding anything in this agreement to the contrary, this agreement shall automatically terminate after six (6) months from the effective date, unless extended by the parties with the approval of the Mission Springs Water District (sometimes referred to herein as "District").

B. Early Termination of Agreement

Notwithstanding any other provision of this agreement, Mission Springs Water District, at its sole option, may terminate this agreement with or without cause, or for no cause or for convenience at any time by giving thirty (30) days written notice to Consultant.

District has the right to terminate or abandon any portion or all the work under this Agreement by giving thirty (30) days written notice to Consultant. In such event, District shall immediately be given possession, title and access to all administrative accounts and data (including any passwords) required, necessary or desirable for complete access to and management of any data/asset/service created, stored, maintained or setup for the District, all original field notes, drawings and specifications, written reports, and other documents and data produced or developed for that portion of the work completed and/or being abandoned. The District will pay Consultant at the agreed upon rate set forth in the Schedule of Charges rendered for any portion of the work completed prior to termination where the District finds the work acceptable. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services deemed acceptable by District will be pursuant to the rates set forth in the Schedule of Charges but not to exceed the reasonable value of such services The District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services or work deemed unacceptable by District and shall not be entitled to damages or compensation for termination of work.

Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) days written notice to the District only in the event of substantial failure by the District to perform in accordance with the terms of this Agreement through no fault of Consultant.

C. Notice

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and Intelesys Communications Services.

OWNER
Attn: Kurt Kettenacker
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

CONSULTANT
Attn: Aaron Betts, Operations Manager
Intelesys Communications Services
3155-B East Sedona Court
Ontario, CA 91764

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 12 & 16, 2025**

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

FOR: ACTION _X___ DIRECTION ____ INFORMATION ____

ACCEPTANCE OF THE WATER SUPPLY ASSESSMENT AND WATER SUPPLY VERIFICATION FOR THE 20TH AVENUE LOGISTICS CENTER PROJECT

STAFF RECOMMENDATION

Board acceptance and approval of the Water Supply Assessment and Water Supply Verification for the 20th Avenue Logistics Center Project located in the City of Desert Hot Springs.

SUMMARY

Senate Bill 610 requires preparation of a Water Supply Assessment (WSA) for development projects that are subject to the California Environmental Quality Act (CEQA) and are defined as a "Project" in the State Water Code 19012. Senate Bill 221 requires preparation of a Water Supply Verification (WSV) for projects that are subject to approval of a development agreement or tentative map that includes a subdivision. The 20th Avenue Logistics Center Project (Project) will develop approximately 52.72 net acres (54.5 gross acres) of vacant land into one large warehouse building covering 1,062,165 square feet. The buildings will include office spaces, truck docking areas, and parking for employees and includes a development agreement; as such, the Project is subject to the requirements of Senate Bills 610 and 221. A combined WSA and WSV was prepared by Provost and Pritchard Consulting Group and approved by Staff for the Project located south of 19th Ave, north of 20th Ave, and West of Calle De Los Romos in the southern portion of Desert Hot Springs, Riverside County. The approved WSA and WSV will be included in the CEQA documents to be prepared by the developer, with the City of Desert Hot Springs as the lead agency.

ANALYSIS

The proposed Project includes 24.38 acres for general industrial, 5.5 acres for landscaping, 1.4 acres for stormwater management, 21.44 acres for parking and trailer storage, and 1.78 acres for right-of-way dedication. It is estimated that the Project will generate a water demand of approximately 63.7 acre-feet per year. As shown in the analysis, the total projected water supplies available to MSWD during normal, single dry, and multiple dry water years during a 20-year projection are sufficient to meet the projected water demand associated with the proposed Project, in addition to MSWD's existing and planned future uses. MSWD has sufficient water supplies available to serve the proposed Project.

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

FUNDING SOURCES	
Source of funds:	Developer Funded
BID/Job#	11873
Current BID/Job balance	$11,460
Balance remaining if approved:	$11,460

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

No fiscal impact to MSWD. This action is consistent with Strategic Plan Smart Goal 2.1: Ensure excellence in regulatory compliance.

ATTACHMENTS

20th Avenue Logistics Center Project Water Supply Assessment and Verification, April 2025

MISSION SPRINGS WATER DISTRICT

WATER SUPPLY ASSESSMENT / WATER SUPPLY VERIFICATION FOR THE PROPOSED 20TH AVENUE LOGISTICS CENTER

DESERT HOT SPRINGS, CA

APRIL 2025



Date Signed: 4-14-25

PREPARED FOR:
Mission Springs Water District
66575 2nd Street, Desert Hot Springs, CA

PREPARED BY:
Provost & Pritchard Consulting Group
19340 Jesse Lane, Suite 220, Riverside, CA

PROVOST& PRITCHARD

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Appendix A: 2020 Coachella Valley Regional Urban Water Management Plan (RUWMP) (June 30, 2021). Available at: https://www.cvwd.org/DocumentCenter/View/5482/Coachella-Valley-RUWMP

Appendix B: Mission Creek Subbasin Alternative Plan Update (November 2021). Available at: http://www.missioncreeksubbasinsgma.org/alternative-plan-update/

ABBREVIATIONS

AF ..... acre-feet
AFY ..... acre-feet/year
AOB ..... areas of benefit
CEQA ..... California Environmental Quality Act
CIMIS ..... California Irrigation Management Information System
City ..... City of Desert Hot Springs
CVWD ..... Coachella Valley Water District
CWA ..... Coachella Water Authority
CWC ..... California Water Code
DMM ..... demand management measure
DWA ..... Desert Water Agency
DWR ..... Department of Water Resources
ET ..... evapotranspiration
ETWU ..... estimated total water use
GPCD ..... gallons per capita per day
GRF ..... groundwater replenishment facility
GRP ..... groundwater replenishment programs
GSA ..... Groundwater Sustainability Agency
GSP ..... Groundwater Sustainability Plan
IWA ..... Indio Water Authority
MAAWA ..... maximum annual allowed water allowance
MCGH ..... Mission Creek / Garnett Hills
MDMWC ..... Myoma Dunes Mutual Water Company
MGD ..... million gallons per day
MSWD ..... Mission Springs Water District
MT ..... Minimum Threshold
MWD ..... Metropolitan Water District of Southern California
NWRWRF ..... Nancy Wright Regional Water Reclamation Facility
PWS ..... Public Water System
RUWMP ..... Regional Urban Water Management Plan
SB ..... Senate Bill
SGMA ..... Sustainable Groundwater Management Act
SWP ..... State Water Project
UWMP ..... Urban Water Management Plan
UWMPA ..... Urban Water Management Planning Act
WSA ..... Water Supply Assessment
WSCP ..... Water Shortage Contingency Plan
WV ..... Water Supply Verification
WWR ..... Whitewater River
WY ..... water year

1 SUMMARY AND REQUIREMENTS

This Water Supply Assessment (WSA) was created to meet the rules set out in the California Water Code (CWC) Section 10910 and Senate Bills 610 and 1262. Provost & Pritchard Consulting Group worked on this report with the Mission Springs Water District (MSWD) and the City of Desert Hot Springs (City). SB 610 aims to ensure that water supply information for certain projects, including large-scale industrial projects, has been made part of the administrative record to be reviewed by decision makers assessing whether the project water supply will meet the water demands of the project.

The 20th Avenue Logistics Center ("Project") is being reviewed in compliance with the California Environmental Quality Act (CEQA) process. The City of Desert Hot Springs is the Lead Agency for land use entitlements and for the Project's Environmental Impact Report (EIR) which is required by CEQA. The City has identified the Mission Springs Water District (MSWD) as the Public Water System (PWS) that will supply water services for the proposed Project and has requested that MSWD assist in preparing a Water Supply Assessment (WSA) as part of the environmental review for the Project.

The Project is located in the Mission Springs Water District, south of 19th Ave, north of 20th Ave, and West of Calle De Los Romos in the southern part of Desert Hot Springs, Riverside County. It covers one Parcel Number 666-370-019.

The Project will develop approximately 52.72 net acres (54.5 gross acres) of empty land into one large warehouse building covering 1,062,165 square feet. The buildings will include office spaces, truck docking areas, and parking for employees.

This Water Supply Assessment (WSA) found that the Project will need 54.7 acre-feet of water per year (AFY), or about 1.17 acre-feet (AF) per acre. This means that based on current water planning estimates, there will be enough water to meet this demand. The WSA also shows that MSWD's published water supply estimates are adequate for the Project's needs, along with the existing and future demands in the district's service area, even in normal, single-dry, and multiple-dry years for the next twenty years.

This WSA will be updated every five years, or sooner if there are changes in water planning assumptions, to ensure it stays accurate. If construction hasn't started yet, these updates will help ensure no significant changes affect the Project's water needs or the district's available water supply. According to SB 610, this WSA, and its approval, don't give any guaranteed right to water service or a specific level of service. It also doesn't create or change MSWD's responsibilities to provide water to its current or future customers.

This WSA does not mean that the Project is guaranteed water service. It does not give the Project, the Project Applicant, or anyone else a right to water, nor does it ensure any priority or allocation of water supply, capacity, or facilities. To obtain water service, the Project will need to enter into an agreement with the MSWD. This agreement will also require payment of any fees or charges, submission of plans and specifications, and compliance with any other requirements MSWD has in place.

Moreover, nothing in this WSA limits or interferes with MSWD's authority to declare a water shortage emergency as outlined by the California Water Code (CWC). If such an emergency occurs, MSWD has the discretion to take the necessary steps to manage water supplies.

1.1 REGULATORY REQUIREMENTS

The Sustainable Groundwater Management Act (SGMA) provides legislative guidance for water supply planning for CEQA development projects. SGMA sets statewide rules for managing groundwater sustainably, as outlined in California Water Code Section 10910 (also known as SB 610 or the Water Supply Assessment statute) and California Government Code Section 66473.7 (commonly called SB 211 or the Written Verification Statute).

The City of Desert Hot Springs has determined that the Project is subject to review under CEQA (Public Resources Code, § 21000), following the state CEQA Guidelines (California Code of Regulations, § 15000). Because the Project is over 650,000 square feet of industrial space, it meets the definition of a "project" under CWC 10912, requiring the preparation of this WSA. The WSA evaluates whether there will be enough water for the Project over the next 20 years during normal, single-dry, and multiple-dry years, as required by SB 610 and SB 1262. It also reviews existing water supply agreements, water rights, contracts, and other arrangements that are related to providing water to the Project.

The Project must comply with all applicable state, county, city, and local laws, including landscaping and indoor water use rules in the California Water Code. The WSA's goal is to review water planning assumptions every five years to ensure they're still accurate and no significant changes to the Project or water supply have occurred. The Project applicant must inform the Mission Springs Water District (MSWD) when construction begins.

1.1.1 SENATE BILL 610

Senate Bill 610 (SB 610) was amended and put into effect on January 1, 2002. This law applies to development projects that are subject to the California Environmental Quality Act (CEQA) and are considered a "project" under California Water Code (CWC) Section 10912. The purpose of SB 610 is to encourage local water suppliers, cities, and counties to work together by providing decision-makers with detailed information about water availability before they approve large development projects.

SB 610 requires a Water Supply Assessment (WSA) to determine if the total projected water supplies (Public Water Systems or PWSs), available during normal, single-dry, and multiple-dry years over a 20-year period, will meet the Project's projected water demand. The WSA should also consider current and planned future water uses.

Under CWC Section 10912, certain categories of projects require a WSA. Below is a list of those categories with a checkmark ("✓") indicating the one that applies to the 20th Avenue Logistics Center:

- ☐ *A proposed residential development of more than 500 dwelling units;*
- ☐ *A proposed shopping center or business establishment employing more than 1,000 persons or having more than 500,000 square feet of floor space;*
- ☐ *A proposed commercial office building employing more than 1,000 persons or having more than 250,000 square feet of floor space;*
- ☐ *A proposed hotel or motel, or both, having more than 500 rooms;*
- ☑ *A proposed industrial, manufacturing, or processing plant, or industrial park, planned to house more than 1,000 persons, occupying more than 40 acres of land, or having more than 650,000 square feet of floor space;*
- ☐ *A mixed-use project that includes one or more of the projects specified in this subdivision; or*
- ☐ *A project that would demand an amount of water equivalent to, or greater than, the amount of water required by a 500-dwelling unit project (about 250 AFY).*

1.1.2 SENATE BILL 1262

On January 1, 2017, Senate Bill 1262 (SB 1262) was enacted, updating California Water Code (CWC) Section 10910. This Bill mandates that projects provide an assessment to identify the sources of their water supply. If a project lacks sufficient water supply, the relevant local agencies must outline how they plan to acquire additional water resources. When a proposed project relies on groundwater from a basin managed by a local public agency or Groundwater Sustainability Agencies (GSAs), the Water Supply Assessment (WSA) must include information from the Sustainable Groundwater Management Act (SGMA).

SGMA requires that all non-adjudicated groundwater basins classified as medium- or high-priority by the California Department of Water Resources (DWR) be managed under a Groundwater Sustainability Plan (GSP). These GSPs are designed to ensure the sustainable use of groundwater resources over the long term.

Therefore, when a WSA is prepared for a project using groundwater, it must consider the local groundwater sustainability plan, if applicable. It must address the project's impact on the groundwater basin and ensure that water use aligns with the sustainability goals set by the SGMA. This ensures that development projects are compatible with the long-term management of groundwater resources and meet state requirements for water supply planning.

1.2 WATER MANAGEMENT PLANNING DOCUMENTS

MSWD contributed to creating the 2020 Coachella Valley Regional Urban Water Management Plan (RUWMP). This plan helps protect future water use and manage water supplies within MSWD's service area. The First Palm Springs Commerce Center Project falls within this assessed area.

The RUWMP serves as a key resource for understanding water management in the region, and it can be used to determine the Project's compliance with Senate Bills 610 and 1262, as explained in detail within this WSA. By aligning with the RUWMP, the Project can ensure that its water demands are consistent with broader regional planning and sustainability efforts, meeting the state's requirements for water supply and management.

1.2.1 URBAN WATER MANAGEMENT PLANNING ACT

The Urban Water Management Planning Act (UWMPA) became part of the California Water Code (CWC) with the passage of Assembly Bill 797 (AB 797) on September 21, 1983. The UWMPA acknowledges that the state's water resources are limited and face increasing demand, emphasizing the importance of conservation and efficient water usage as matters of statewide concern. The legislation also recognizes that effective water planning and management are best carried out at the local level as part of long-term planning to ensure adequate water supplies for both current and future needs.

The UWMPA mandates that municipal water suppliers prepare and adopt an Urban Water Management Plan (UWMP) to support conservation efforts, promote efficient water use, and improve local drought resilience. Current provisions require that UWMPs include:

- *Information on past, current, and projected water supplies and demands.*
- *Strategies for meeting water needs, including ongoing and planned water conservation measures.*
- *A water shortage contingency plan.*
- *Information on the availability and potential use of recycled water.*

- *An assessment of water supply reliability over a 20-year period, including during normal water years, single-dry years, and droughts lasting five consecutive years.*

Municipal water suppliers that serve more than 3,000 customers or supply more than 3,000 AFY must prepare and adopt a UWMP with projections for water usage over the next 20 years in five-year increments, considering different water scenarios. This helps ensure that water planning is comprehensive and resilient, providing a roadmap for sustainable water management at the local level. The UWMP must be submitted to the California DWR, who reviews them for consistency with statutory requirements in order to verify that the urban water supplier is eligible for grants from the State.

1.2.1.1 COACHELLA VALLEY REGIONAL URBAN WATER MANAGEMENT PLAN

The 2020 Coachella Valley Regional Urban Water Management Plan (RUWMP) was submitted to DWR on July 1, 2021. The RUWMP was prepared on behalf of six urban water suppliers that serve customers in the Coachella Valley (Coachella Valley Water District [CVWD], Coachella Water Authority [CWA], Desert Water Agency [DWA], Indio Water Authority [IWA], MSWD, and Myoma Dunes Mutual Water Company [MDMWC]).

The report was prepared to reflect the agencies' collaborative efforts in managing shared water resources (demand projections, characterization of shared supplies, and planning for potential water shortages), while still allowing each agency to meet its individual requirements.

1.2.2 SUSTAINABLE GROUNDWATER MANAGEMENT ACT

AB 1739, SB 1168, and SB 1319 were signed into law by Governor Brown in September 2014. The SGMA creates a statewide framework empowering local agencies to safeguard and manage groundwater resources to prevent over-pumping or contamination. Groundwater, which is stored underground in layers of soil, sand, and rock called aquifers, makes up a significant portion of California's water supply.

Under the SGMA, local agencies must form Groundwater Sustainability Agencies (GSAs) in high- and medium-priority basins to develop and implement groundwater sustainability plans. These plans detail how water will be used and managed without causing undesirable effects, such as significant and unreasonable declines in groundwater levels, reductions in groundwater storage, seawater intrusion, water quality degradation, land subsidence, or depletion of interconnected surface waters.

According to the California Department of Water Resources (DWR), the Coachella Valley consists of four subbasins: Indio, Mission Creek, Desert Hot Springs, and San Gorgonio Pass, identified in DWR Bulletin 118. DWR assessed and prioritized 515 groundwater basins in Bulletin 118, with 94 designated as high- or medium-priority basins as of December 2019. These basins must be sustainably managed within 20 years.

Three water agencies operate within the Mission Creek Subbasin: MSWD, CVWD, and Desert Water Agency (DWA). The 20th Avenue Logistics Center is within the MSWD service area, covering about 325 square miles, including parts of Desert Hot Springs. As of 2020, the MSWD had 12,783 municipal connections, supplying about 8,103 AFY. MSWD provides water services across 135 square miles, serving over 13,500 retail water customers.

1.2.2.1 ALTERNATIVE PLAN FOR THE MISSION CREEK SUBBASIN

The Mission Creek Subbasin is one of the largest groundwater subbasins in the Coachella Valley Groundwater Basin, alongside the San Gorgonio Pass, Indio, and Desert Hot Springs Subbasins. In 2004, the Mission Creek Settlement Agreement led to the formation of the Management Committee, consisting of representatives from MSWD, DWA, and CVWD. This committee collaborated to create the 2013

Mission Creek/Garnet Hill Subbasin Water Management Plan (2013 MC/GH WMP), designed to outline current water management strategies, evaluate new approaches, and recommend additional programs to ensure sustainable and protected water resources.

On December 29, 2016, MSWD, DWA, and CVWD submitted the 2013 MC/GH WMP, along with supporting documents and a Bridge Document, to the California Department of Water Resources (DWR) as an Alternative Plan for the Mission Creek Subbasin, for review under the SGMA. DWR approved this plan on July 17, 2019, indicating that it met the objectives of the SGMA. The Alternative Plan obviates the need for a GSA for the Subbasin. Following this approval, the Management Committee must submit an assessment and update of the Alternative Plan every five years, with the first due by January 1, 2022.

The 2022 Alternative Plan Update for the Mission Creek Subbasin was submitted to DWR on December 30, 2021. Additionally, on February 1, 2018, DWR informed all GSAs with approved Alternative Plans that they must submit annual reports by April 1 of each year. MSWD, DWA, and CVWD have been collaboratively preparing and submitting these annual reports for the Mission Creek Subbasin, covering water years from 2016-2017 through 2021-2022. These reports track progress toward groundwater sustainability and provide updates on water use, replenishment, and other key metrics to ensure compliance with the SGMA and sustainable management of the subbasin.

1.2.3 GROUNDWATER REPLENISHMENT

California is accelerating efforts to manage groundwater through recharge initiatives, particularly in response to climate-driven weather patterns. Groundwater recharge is a key element of sustainable groundwater management, allowing basins to be replenished and pumped without causing significant declines in groundwater levels. Recharge can be achieved through various sources, such as surface water, stormwater runoff, recycled water, and remediated groundwater.

Under California Water Code Section 10729(c), the SGMA requires the DWR to assist local agencies in estimating the amount of water available for replenishment. Managed aquifer recharge (MAR), also known as water banking, refers to techniques that store water for later use, especially in dry years when surface water supplies might be low.

In addition, Chapter 7 of the California Water Code provides the CVWD (and DWA) with the authority to levy and collect water replenishment assessments to fund groundwater replenishment programs (GRPs) within its jurisdiction. These GRPs help to counteract the overdraft of groundwater basins and mitigate related negative outcomes. The legislation mandates that CVWD submit an annual underground engineering survey and report by May 1, detailing the current groundwater condition, the need for replenishment, and recommendations for future actions.

CVWD has three designated Areas of Benefit (AOBs) where it levies replenishment assessments on groundwater production: the Mission Creek Subbasin AOB, the West Whitewater River Subbasin AOB, and the East Whitewater River Subbasin AOB. The West Whitewater River Subbasin AOB GRP began in 1976, the Mission Creek Subbasin AOB GRP in 2003, and the East Whitewater River Subbasin AOB GRP in 2004. The Project is located within the Mission Creek Subbasin AOB, which benefits from the groundwater replenishment programs.

These replenishment efforts, alongside the broader recharge initiatives, contribute to a sustainable approach to managing California's groundwater resources, offering a safety net during periods of reduced surface water supply. The water supplies used for these replenishment efforts are described in Section 3.2 and 3.3

2 PUBLIC WATER SYSTEM

The City of Desert Hot Springs is the Lead Agency for the planning and environmental review of the proposed Project. The City has identified the MSWD as the Public Water System (PWS) that will supply water for the proposed Project and has requested that MSWD assist in preparing a WSA as part of the environmental review for the Project.

2.1 MISSION SPRINGS WATER DISTRICT (MSWD)

MSWD is a public water and wastewater agency organized under the County Water District Law, as outlined in the CWC. It began as a mutual water company in the late 1940s. By 1953, it had transitioned into an incorporated entity, the Desert Hot Springs County Water District, and later changed its name to MSWD in 1987. MSWD is managed by a five-member board, with each member elected from five separate divisions for a four-year term.

MSWD serves over 13,500 retail water customers through three separate production and distribution systems, and it provides wastewater services to more than 9,200 customers through two independent wastewater collection and treatment systems. Refer to Figure 2-1 for a map showing the boundaries of MSWD and the location of the proposed project. The MSWD service area spans approximately 135 square miles, including the City of Desert Hot Springs, part of the City of Palm Springs, and ten smaller communities in Riverside County, such as North Palm Springs, West Palm Springs Village, and Palm Springs Crest as shown in

The 2020 RUMWP projected that population in MSWD's urban water service area would increase as shown in Table 2-1.

Table 2-1: Current and Projected Population for MSWD's Service Area

Population Served	2020	2025	2030	2035	2040	2045
	38,962	49,081	54,414	59,747	66,064	72,380

Source: 2020 Coachella Valley RUWMP

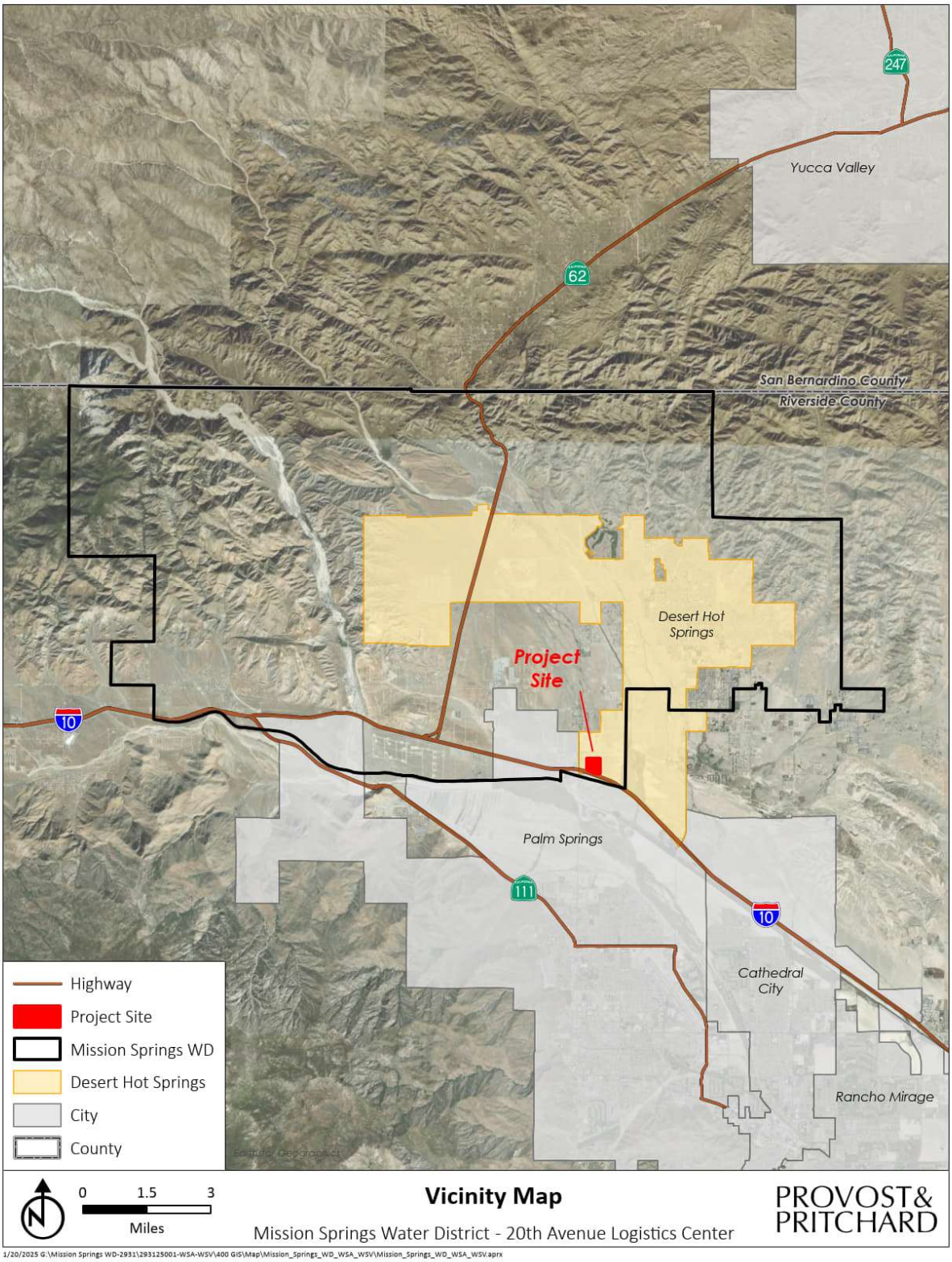


Figure 2-1: Vicinity Map

2.2 COACHELLA VALLEY HYDROLOGY

Most of the natural groundwater replenishment in the Coachella Valley comes from runoff from the nearby mountains. The region's climate features low humidity, high summer temperatures, and mild, dry winters. The average annual rainfall varies significantly, with the Coachella Valley floor receiving between 3 to 6 inches of rain, while the surrounding mountains can get over 30 inches annually. Most of the rainfall occurs between December and February, with occasional summer thunderstorms.

The prevailing winds are typically gentle, though they can sometimes reach speeds of 30 miles per hour or more. During midsummer, temperatures frequently exceed 100 degrees Fahrenheit (°F), often reaching 110°F and sometimes topping 120°F. The average winter temperature is around 60°F as shown in Table 2-2 and Table 2-3. This climate pattern impacts the groundwater replenishment rates and affects how water resources are managed in the region.

Table 2-2: Monthly Average Climate Data for Palm Springs

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Max (˚F)[1]	71	73	80	86	94	104	108	107	102	90	78	69	89
Min (˚F)[1]	47	49	54	59	65	73	80	79	74	64	53	46	62
Rain (in)[1]	0.95	0.92	0.36	0.10	0.02	0.00	0.25	0.14	0.20	0.20	0.26	0.70	3.80
ETo (in)[2]	2.5	3.4	5.6	7.1	8.3	8.7	8.1	7.5	6.2	4.7	2.9	2.2	67.2

Source: 2020 Coachella Valley RUWMP
[1] National Weather Service Forecast, Station Palm Springs Airport, 1998-2020
[2] CIMIS Station 218 – Thermal South, 2010-2020

Table 2-3: Monthly Average Climate Data for Thermal

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Max (˚F)[1]	71	74	81	87	92	103	107	106	101	91	79	69	89
Min (˚F)[1]	39	43	49	55	63	69	76	75	68	57	45	38	56
Rain (in)[1]	0.64	0.61	0.34	0.08	0.01	0.01	0.13	0.12	0.32	0.19	0.17	0.34	2.96
ETo (in)[2]	2.7	3.9	6.4	8.0	9.3	9.3	9.6	9.1	7.1	5.3	3.2	2.4	70.2

Source: 2020 Coachella Valley RUWMP
[1] National Weather Service Forecast, Station Palm Springs Airport, 1998-2020
[2] CIMIS Station 218 – Thermal South, 2010-2020

3 WATER SUPPLIES

Groundwater is the primary, and virtually the only, source of potable water in the Coachella Valley, including the MSWD service areas. MSWD relies entirely on groundwater production for its water supply and does not purchase imported water from a water wholesaler. However, CVWD and DWA are addressing the overdraft condition in the Upper Coachella Valley by replenishing groundwater basins with Colorado River water and State Water Project (SWP) exchange water from the Metropolitan Water District of Southern California (MWD).

CVWD has the legal authority to manage the Coachella Valley groundwater basin under the County Water District Law (California Water Code Section 30000, et seq.) and as a Groundwater Sustainability Agency (GSA) under the Sustainable Groundwater Management Act (SGMA). This role allows CVWD to coordinate efforts to ensure groundwater sustainability and take steps to mitigate overdraft through replenishment programs. These initiatives are crucial in maintaining a sustainable water supply for the Coachella Valley, given the region's reliance on groundwater.

3.1 COACHELLA VALLEY GROUNDWATER BASIN

The Coachella Valley Groundwater Basin is bordered by significant geographic features. To the north and east, it is bounded by the San Bernardino and Little San Bernardino Mountains, while the Santa Rosa and San Jacinto Mountains define the south and west edges. The Salton Sea forms the southernmost boundary. At the west end of the San Gorgonio Pass, between Beaumont and Banning, the basin is separated from the Beaumont Groundwater Basin by a surface drainage divide, marking the boundary of the Upper Santa Ana Drainage Area.

The southern boundary is primarily defined by the watershed of the Mecca Hills and by the northwest shoreline of the Salton Sea, which runs between the Santa Rosa Mountains and Mortmar. Beyond the Salton Sea, the boundary extends between Travertine Rock, at the base of the Santa Rosa Mountains, and crosses into Imperial and San Diego Counties.

Despite interflow of groundwater throughout the Coachella Valley Groundwater Basin, movement can be restricted by natural barriers such as faults, constrictions in the basin's profile, and areas with low permeability. These factors control the groundwater's movement and lead to the division of the Coachella Valley Groundwater Basin into subbasins and subareas, as described by the California Department of Water Resources (DWR) in 1964 and 2003, and by the United States Geological Survey (USGS) in 1974. These divisions help guide sustainable groundwater management and planning, ensuring that the unique characteristics of each subbasin are addressed appropriately.

3.1.1 COACHELLA VALLEY GROUNDWATER BASIN – SUBBASINS

As shown on Figure 3-1, which outlines the Coachella Valley Groundwater Basin and its subbasins, the major subbasins within the Coachella Valley Groundwater Basin are Indio, Mission Creek, San Gorgonio Pass, and Desert Hot Springs. These subbasins are defined without considering water quantity or quality; instead, they mark areas where geological formations readily yield groundwater through wells.

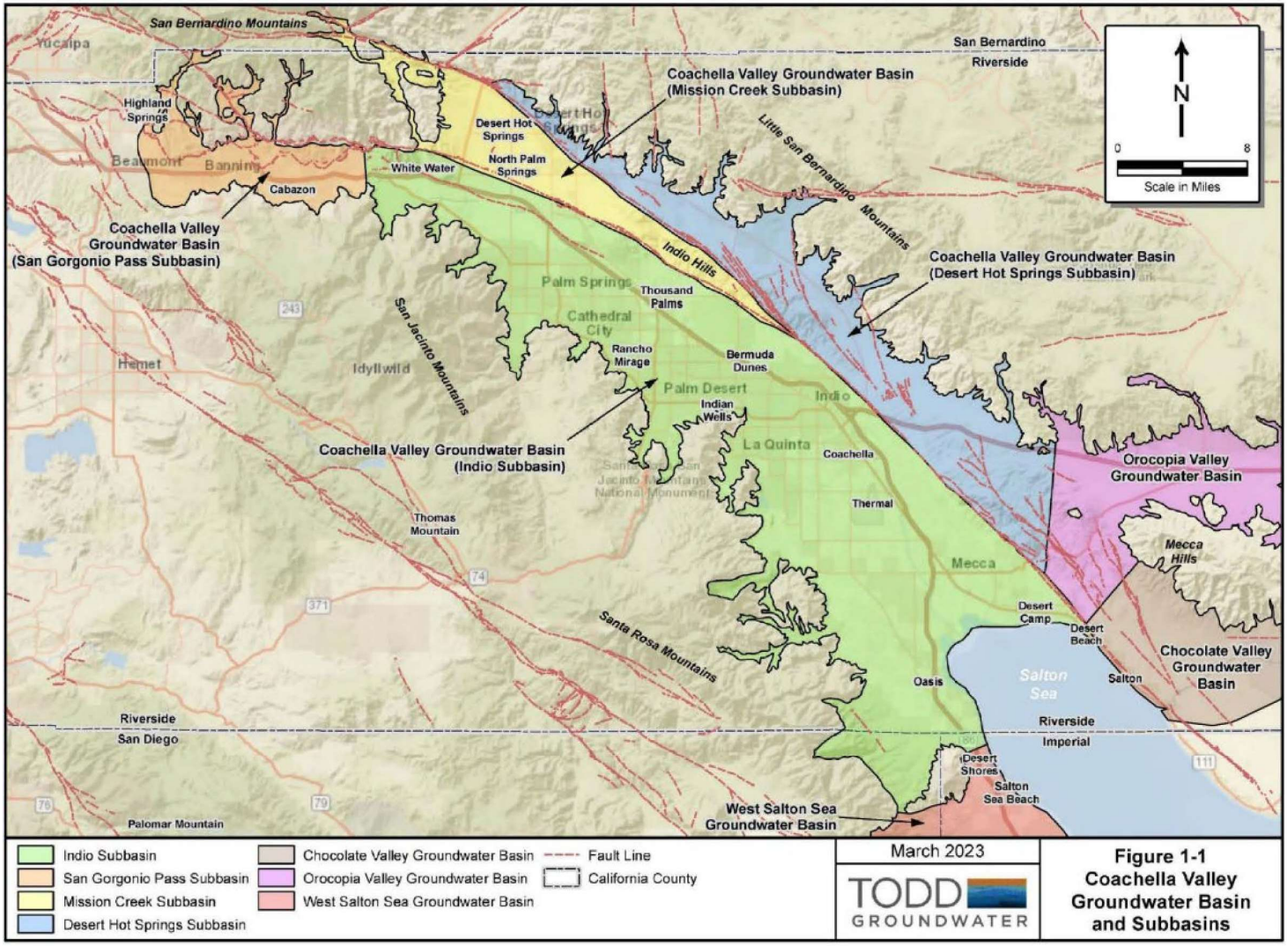
The boundaries between subbasins are typically defined by faults that restrict the lateral movement of groundwater. These natural barriers create distinct subbasins with unique geological and hydrological characteristics. Additionally, smaller subareas within the Coachella Valley Groundwater Basin have been delineated based on specific geological or hydrologic factors, such as the types of water-bearing formations, water quality, areas of confined groundwater, forebay areas, groundwater divides, and surface drainage divides.

These subdivisions are crucial for understanding the Coachella Valley Groundwater Basin's complex structure, allowing for more effective groundwater management and sustainability planning. By recognizing the unique characteristics of each subbasin and subarea, stakeholders can tailor groundwater management strategies to address local needs and challenges.

The following is a list of the subbasins in the Coachella Valley Groundwater Basin as designated by DWR in Bulletin 118 (2020 Update):

- *Indio Subbasin (Subbasin 7-21.01)*
- *Mission Creek Subbasin (Subbasin 7-21.02)*
- *San Gorgonio Pass Subbasin (Subbasin 7-21.03)*
- *Desert Hot Springs Subbasin (Subbasin 7-21.04)*

In the 2020 Update of Bulletin 118, DWR designated the Indio, Mission Creek, and San Gorgonio Pass Subbasins as medium priority, and the Desert Hot Springs Subbasin as very low priority. None of the subbasins are adjudicated. However, as noted above, the Mission Creek Subbasin does have an approved Alternative Plan which serves as a groundwater management plan for the Subbasin.



Source: Indio Subbasin Annual Report for Water Year 2021-2022

Figure 3-1: Coachella Valley Groundwater Basin and Subbasins

3.1.2 GROUNDWATER DEMAND

Groundwater is the primary source of potable supply in the Coachella Valley and MSWD obtains groundwater from the Mission Creek Subbasin, San Gorgonio Pass Subbasin, and the Garnet Hill-Subarea of the Coachella Valley Groundwater Basin. MSWD's groundwater demand in the Coachella Valley Groundwater Basin for 2016 through 2020 is shown in Figure 3-1. The data in Table 3-1 is from the 2020 RUWMP and therefore is five years old. New demand data will be published in the 2025 RUWMP and will likely be published in early 2026. According to the 2020 RUWMP, MSWD's total water demands are projected to increase by 8.8% between 2020 and 2025, from 8,268 AF in 2020 to 8,996 AF in 2025, and 9,754 AF in 2030, an increase of an additional 8.4%.

Table 3-1: Groundwater Demand in the Coachella Valley Groundwater Basin

Groundwater Production (AF)	2016	2017	2018	2019	2020
Mission Creek Subbasin	6,792	7,207	7,568	7,273	7,833
San Gorgonio Pass	145	156	153	153	165
Garnet Hill Subarea	285	449	154	266	270
Total	7,222	7,812	7,875	7,692	8,268

3.1.3 GROUNDWATER SUSTAINABILITY

Long-term sustainability in groundwater management is typically evaluated by examining changes in groundwater storage over a period of ten to twenty years, which encompasses both wet and dry periods.

3.1.3.1 MISSION CREEK SUBBASIN

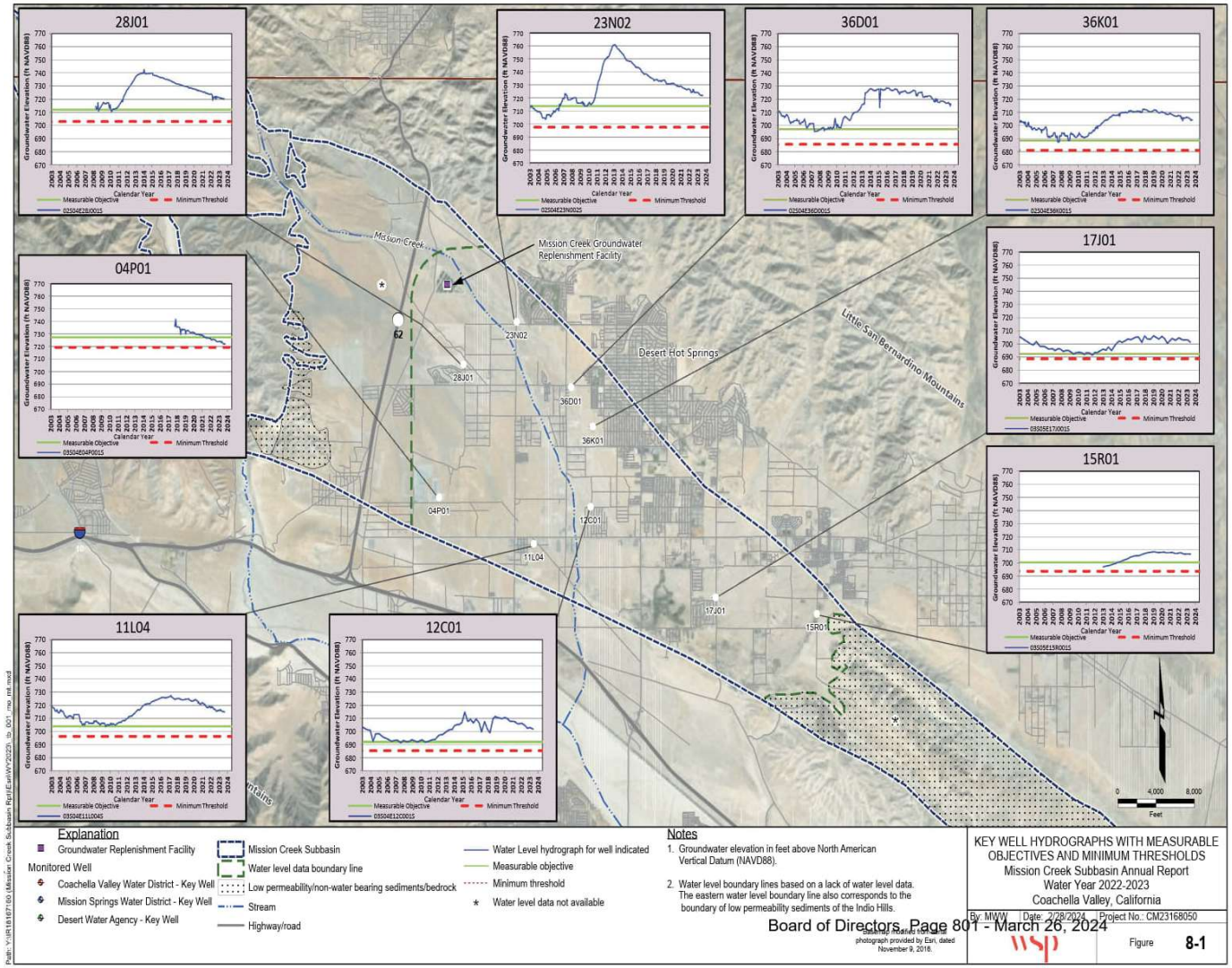
The Mission Creek Subbasin is the primary water supply for MSWD, as shown in Table 3-1, supplying approximately 95% of the water to MSWD's customers. The 2022 Mission Creek Subbasin Alternative Plan Update identified nine Key Wells across the subbasin to monitor local groundwater levels, as illustrated in Figure 3-2, which displays the Water Level Monitoring Wells in the Mission Creek Subbasin. Each Key Well has a set minimum threshold (MT) to indicate groundwater sustainability. In Water Year (WY) 2022-2023, water levels in all nine Key Wells remained above their respective MTs, as depicted in the hydrographs within
Figure 3-2. This demonstrates that the Mission Creek Subbasin has not experienced significant undesirable results like chronic lowering of groundwater levels, depletion of groundwater storage, or potential subsidence.

Figure 3-3 shows annual changes in groundwater storage from 1978 through WY 2022-2023, along with annual inflows, outflows, groundwater production, and the 10-year and 20-year running-average changes in storage. During periods of high artificial recharge, the change in storage tends to be positive, whereas dry years or times of high groundwater pumping can lead to negative changes in storage.

Figure 3-3 indicates that both the 10-year and 20-year running-average changes in groundwater storage have shown positive trends since 2004, reflecting an overall improvement in the subbasin's groundwater storage balance. The 20-year running-average change in storage reveals that the Mission Creek Subbasin has been in balance since 2012.

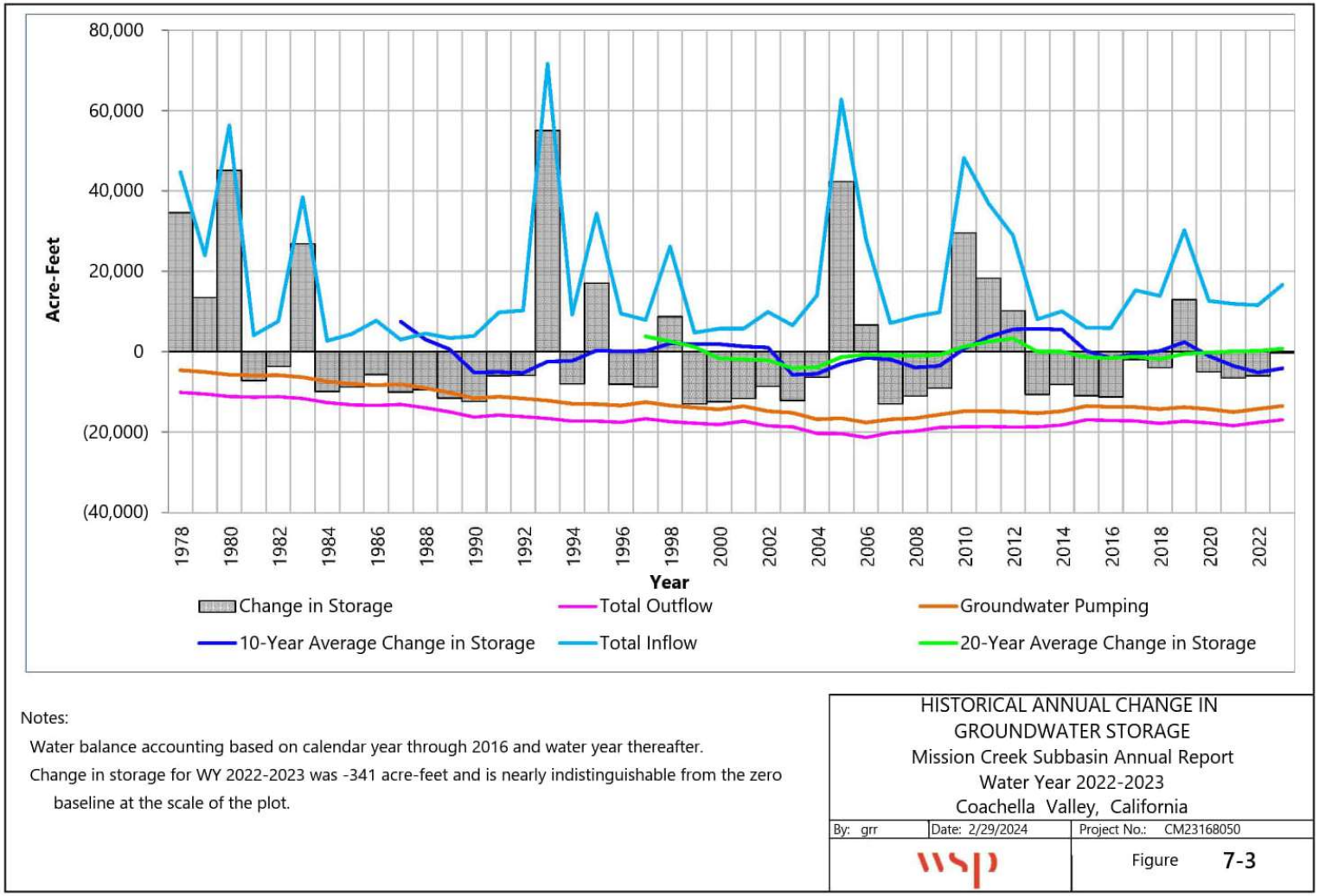
Moreover, Figure 3-4 indicates that groundwater levels have risen significantly in the Mission Creek Subbasin over the past decade. The Mission Creek Subbasin Annual Report uses 2009 as a baseline year to measure sustainability, considering that historical low groundwater levels occurred around that time. Given these improvements, the Mission Creek Subbasin shows a long-term positive trend in groundwater

sustainability, due in part to the successful implementation of the Mission Creek Subbasin Alternative Plan.



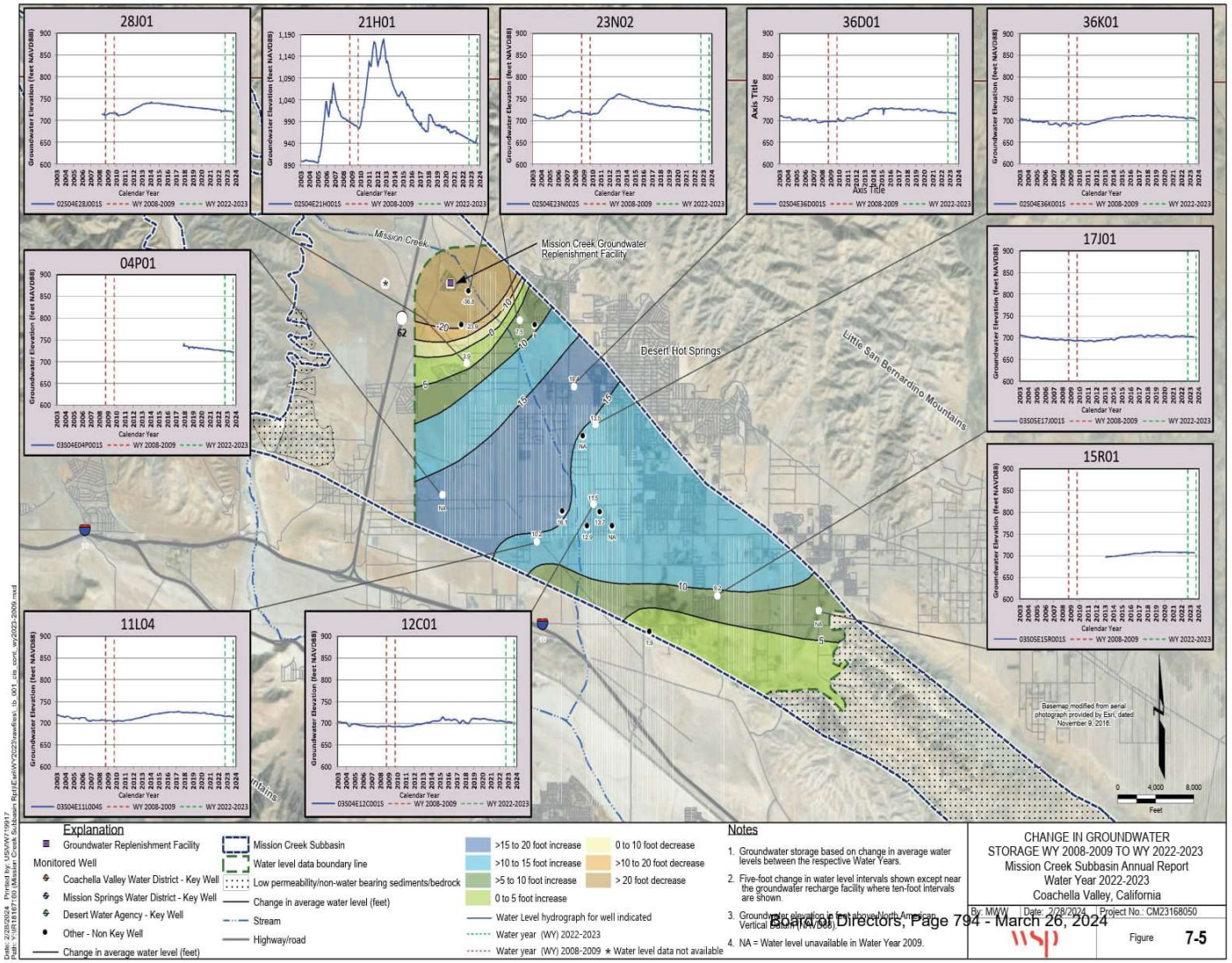
Source: Mission Creek Subbasin Annual Report for Water Year 2022-2023

Figure 3-2: Water Level Monitoring Wells in the Mission Creek Subbasin



Source: Mission Creek Subbasin Annual Report for the Water Year 2022-2023

Figure 3-3: Historical Annual Change in Groundwater Storage in the Mission Creek Subbasin



Source: Mission Creek Subbasin Annual Report for Water Year 2022-2023

Figure 3-4: Change in the Groundwater Elevation from WY 2009-2023 in the Mission Creek Subbasin

3.2 IMPORTED WATER

MSWD currently sources all its water from groundwater production and does not purchase imported water from wholesalers. However, CVWD and DWA are addressing groundwater overdraft in the Upper Coachella Valley by replenishing the Coachella Valley Groundwater Basin (Basin) with imported water from the Colorado River and State Water Project (SWP) Exchange, obtained through the Metropolitan Water District of Southern California (MWD). MSWD does pay a replenishment fee to DWA for imported Colorado River water used to replenish the Mission Creek Subbasin.

These imported water sources are crucial for maintaining groundwater levels and serve as an alternative supply for non-potable uses including agricultural irrigation, golf courses, and urban landscaping. By providing this additional source of water, the reliance on pumping groundwater is reduced, contributing to the sustainable management of the Basin. This strategy helps to balance the Basin's water demands and mitigates the risk of overdraft, thus supporting the long-term sustainability of local water resources.

3.2.1 COLORADO RIVER WATER

The Colorado River has been a vital source of water for the Indio Subbasin since the completion of the Coachella Canal in 1949, and more recently for the Mission Creek Subbasin. Through the groundwater replenishment programs of the Coachella Valley Water District (CVWD) and Desert Water Agency (DWA), billions of gallons of water have been percolated into the Basin. This significant replenishment effort has been made possible by imported water supplies from the State Water Project (SWP) and the Colorado River, along with long-term water rights to stream flows in the Whitewater River and its tributaries.

Table 3-2: CVWD Colorado River Entitlements (AFY) provides a summary of total Colorado River entitlements under existing agreements, highlighting the secured water supplies that support groundwater replenishment and other water demands in the Coachella Valley, including the MSWD service area. These entitlements ensure that local agencies have reliable access to Colorado River water, which is crucial for sustaining the groundwater Basin and meeting the region's various water needs. By leveraging these entitlements and coordinating replenishment programs, CVWD and DWA can help maintain a stable and sustainable water supply for the Coachella Valley.

Table 3-2: CVWD Colorado River Entitlements (AFY)

Diversion	2025	2030	2035	2040	2045	2050
Base Entitlement	330,000	330,000	330,000	330,000	330,000	330,000
1988 MWD / IID Approval Agreement	20,000	20,000	20,000	20,000	20,000	20,000
IID/CVWD First Transfer	50,000	50,000	50,000	50,000	50,000	50,000
IID/CVWD Second Transfer[1]	48,000	53,000	53,000	53,000	53,000	53,000
Coachella Canal Lining	-26,000	-26,000	-26,000	-26,000	-26,000	-26,000
Indian Present Perfected Rights Transfer	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000
QSA Diversions	**419,000**	**424,000**	**424,000**	**424,000**	**424,000**	**424,000**
MWD SWP Transfer[2]	35,000	35,000	35,000	35,000	35,000	35,000
Total Diversions	**454,000**	**459,000**	**459,000**	**459,000**	**459,000**	**459,000**
Assumed Conveyance Losses (5%)	-22,700	-22,950	-22,950	-22,950	-22,950	-22,950
MWD/IID Approval Agreement Transfer[3]	-5,000	0	0	0	0	0
Total Available Deliveries	**426,300**	**436,050**	**436,050**	**436,050**	**436,050**	**436,050**

Source: 2022 Alternative Plan Update for the Indio Subbasin
[1] The Second IID/CVWD Transfer began in 2018 with 13,000 AF of water. This amount increases annually by 5,000 AFY for a total of 53,000 AFY in 2026.
[2] The 35,000 AFY MWD/CVWD SWP Transfer may be delivered at either Imperial Dam or Whitewater River and is not subject to SWP or Colorado River reliability.
[3] Accounts for -5,000 AFY reduction in MWD/IID Approval Agreement deliveries from 2020-2026 per the 2019 Amendments with MWD.

The Colorado River deliveries to CVWD at the Imperial Dam / Coachella Canal from 2019 through 2023 are shown in Table 3-3.

Table 3-3: Colorado River Deliveries to CVWD at the Imperial Dam/Coachella Canal

Diversions (AF)	2019	2020	2021[1]	2022[1]	2023[1]
Imperial Dam / Coachella Canal	343,971	350,618	351,904	330,387	342,398

Source: U.S. Bureau of Reclamation, Lower Colorado Region, Colorado River Accounting and Water Use Reports for Arizona, California, and Nevada
[1] The 15,000 AFY of 1988 MWD/IID Approval Agreement water was delivered at WWR-GRF from 2020 to 2022.

CVWD's recharge volumes of Colorado River water from 2019 through 2023 are shown in Table 3-4.

Table 3-4: CVWD Groundwater Recharge of Colorado River Water

Diversions (AF)	2019	2020	2021[1]	2022	2023
Thomas E. Levy GRF	36,143	37,536	37,971	27,993	2,076
Palm Desert GRF	7,757	9,700	10,633	10,949	11,179
Total	**43,900**	**47,236**	**48,604**	**38,942**	**13,255**

Source: 2023-2024 CVWD Annual Engineer's Reports on Water Supply and Replenishment Assessment.

3.2.2 STATE WATER PROJECT

The SWP, managed by DWR, encompasses 705 miles of aqueducts and conveyance systems stretching from Lake Oroville in Northern California to Lake Perris in Southern California. The SWP has contracts to deliver 4.172 million AFY to its 29 public entity contractors, known as the State Water Contractors.

In 1962 and 1963, DWA and CVWD entered into contracts with the State of California to receive a total of 61,200 AFY of SWP water. SWP water has played a significant role in the Coachella Valley's water supply mix since CVWD and DWA started receiving and recharging SWP exchange water at the Whitewater River Groundwater Replenishment Facility (WWR-GRF). Since 1973, CVWD and DWA have exchanged their SWP water with MWD for Colorado River water delivered through MWD's Colorado River Aqueduct. As CVWD and DWA do not have a direct connection to SWP conveyance facilities, MWD delivers CVWD's and DWA's SWP water and, in exchange, sends an equivalent volume of Colorado River water to the Whitewater Service Connections, used for recharge at WWR-GRF and the Mission Creek Groundwater Replenishment Facility.

The exchange agreement was most recently reestablished in the 2019 Amended and Restated Agreement for Exchange and Advance Delivery of Water. Each SWP contract has a "Table A" exhibit, which outlines the maximum annual amount of water each contractor can receive, excluding certain interruptible deliveries. DWR uses Table A amounts to allocate available SWP supplies among contractors and to distribute SWP project costs. Each year, DWR determines the amount of water available for SWP contractors based on factors such as hydrology, reservoir storage, water rights licenses and permits, water quality, and environmental requirements for protected species in the Sacramento-San Joaquin River Delta (Delta). The available supply is then allocated according to each contractor's Table A amount.

Initially, CVWD and DWA had combined Table A allocations of 61,200 AFY. However, with additional water transfers and purchases, their total SWP Table A allocation now stands at 194,100 AFY. These additional allocations were acquired through various agreements, including a 100,000 AFY transfer from MWD under the 2003 Exchange Agreement, and purchases from the Tulare Lake Basin Water Storage District in Kings County, and the Berrenda Mesa Water District in Kern County. Table 3-5 details the combined Table A allocations for CVWD and DWA.

Table 3-6 and Table 3-7 provide further information on the percent allocation of SWP Table A allocations and the recharge of SWP Exchange Water from 2018 through 2022, respectively. These tables illustrate the distribution of SWP water among contractors and the replenishment rates, reflecting the role of SWP in supporting groundwater sustainability in the Coachella Valley.

Table 3-5: State Water Project Table A Allocations

	Original SWP Table A (AFY)	Tulare Lake Basin 2004 Transfer # 1	MWD Transfer (AFY)	Tulare Lake Basin 2004 Transfer #2	Original SWP Table A (AFY)	Total
CVWD	23,100	9,900	88,100	5,250	12,000	138,350
DWA	38,100	0	11,900	1,750	4,000	55,750
Total	**61,200**	**9,900**	**100,000**	**7,000**	**16,000**	**194,100**

Source: 2020 Coachella Valley RUWMP

Table 3-6: State Water Project Table A Percent Allocations

	2020	2021	2022	2023	2024
Table A Allocation	20%	5%	5%	100%	40%

Source: CA Department of Water Resources Historical Table A Allocations for Years 1996-2023

Table 3-7: CVWD and DWA Groundwater Recharge

Groundwater Recharge (AF)	2019	2020	2021	2022	2023
Whitewater River GRF	235,600	126,487	15,006	15,011	19,745
Mission Creek GRF	3,688	1,768	0	0	5,275
Total	**239,288**	**128,255**	**15,006**	**15,011**	**25,020**

Source: CVWD 2023-2024 Annual Engineer's Reports on Water Supply and Replenishment Assessment
[1] Between 2020 and 2022, the 15,000 AFY of 1988 MWD/IID Approval Agreement water was delivered at Whitewater River GRF.

3.2.3 OTHER STATE WATER PROJECT WATER

There are other types of SWP water that can be purchased, such as individual water purchase opportunities and transfers/exchanges. These may be conveyed to CVWD and DWA as available, but no commitments exist.

3.3 SURFACE WATER

MSWD does not currently use or intend to use any local surface water as part of its urban potable water supply. Local runoff is captured and used for groundwater recharge.

3.3.1 RIVER/STREAM DIVERSION

Surface water supplies in the Coachella Valley come from several local rivers and streams, including the Whitewater River, Snow Creek, Falls Creek, Chino Creek, and several smaller creeks and washes. These surface water sources can vary greatly from year to year due to fluctuations in annual precipitation. The 50-year hydrologic period from 1970 to 2019 had an annual average of 52,506 AFY in watershed runoff, with approximately 43,300 AFY naturally infiltrating into the groundwater basin.

However, the 25-year period from 1995 to 2019 saw lower-than-average runoff, with 39,196 AFY in watershed runoff and 29,200 AFY in natural infiltration. This demonstrates the natural variability in surface water supplies due to climatic conditions.

Although these surface water supplies are important for groundwater recharge, MSWD does not currently use, nor does it plan to use, local surface water for its urban potable water supply. Instead, local runoff is typically captured and used for groundwater recharge, contributing to the sustainable management of groundwater resources in the region. By allowing natural infiltration and facilitating groundwater replenishment, the district helps maintain a balance between surface water and groundwater supplies.

3.3.2 STORMWATER CAPTURE

The Coachella Valley drainage area is a mix of mountainous terrain (approximately 65 percent) and typical desert valley with alluvial fan topography (approximately 35 percent), which buffers the valley floor from steep mountain slopes. The mean annual precipitation varies significantly, ranging from over 30 inches in the San Bernardino Mountains to less than 3 inches near the Salton Sea. The area experiences three types of storms that produce precipitation: general winter storms, general thunderstorms, and localized thunderstorms. Longer duration, lower intensity rainfall events typically lead to higher groundwater recharge, while flash flooding can result from all three storm types. Otherwise, there is usually little to no flow in most streams in the area.

The CVWD has set up systems to capture significant amounts of local runoff at the WWGRF, the Mission Creek GRF, and in debris basins and unlined channels throughout the western Coachella Valley. Additional stormwater will be captured upon completion of the Thousand Palms Flood Control Project, and once flood control is built in the Oasis area.

However, limited data is available to estimate how much additional stormwater could be captured with new facilities in the Coachella Valley. Additionally, large-scale stormwater capture projects are generally not expected to yield enough water to justify the investment on their own. In contrast, small-scale stormwater retention systems, located in geologically suitable areas to allow percolation, could potentially capture smaller intensity storms and street runoff. The exact potential yield of these systems is not well understood at this time, but stormwater capture should be considered in conjunction with projects that build stormwater and flood control infrastructure.

Considering these factors, while large-scale stormwater capture might not be cost-effective as a stand-alone project, small-scale systems and integration with existing and future flood control projects offer a more viable path for capturing stormwater and contributing to groundwater recharge in the Coachella Valley.

3.4 WASTEWATER AND RECYCLED WATER

Highly treated and disinfected wastewater, also known as recycled water, can be reused for various purposes such as landscape irrigation. In the Coachella Valley, recycled water has been used for irrigating golf courses and municipal landscaping since the 1960s. As the region continues to grow, particularly in the eastern Coachella Valley, the availability of recycled water is expected to increase, providing additional opportunities to expand local water supply resources.

MSWD operates two wastewater treatment plants. The Horton Wastewater Treatment Plant (Horton WWTP), located on Verbena Drive about half a mile south of Two Bunch Palms Trail, has a treatment capacity of 2.3 million gallons per day (MGD). The plant uses an extended aeration process for wastewater treatment and disposes of secondary wastewater, which is not disinfected, in nearby percolation/evaporation ponds. Sludge generated during treatment is processed using a dewatering sludge filter press and then transported offsite for disposal. The average daily flow into Horton WWTP in 2020 was approximately 2.0 MGD.

The Desert Crest Wastewater Treatment Plant, located about half a mile southeast of the intersection of Dillon Road and Long Canyon Road, has a smaller capacity of 0.18 MGD, serving a country club development and a mobile home park. It operates similarly to Horton WWTP, using aeration for treatment and disposing of non-disinfected secondary wastewater into percolation/evaporation ponds. The sludge is dried in on-site beds and then trucked offsite for disposal. The average daily flow at this plant in 2020 was about 0.05 MGD.

Both treatment plants use an extended aeration process and dispose of non-disinfected secondary wastewater in ponds on the southwest (potable water) side of the Mission Creek Fault. Additionally, some effluent is used for irrigation and maintenance at the treatment plants.

MSWD is also constructing the Nancy Wright Regional Water Reclamation Facility (NWRWRF) to meet growing wastewater demands. This new facility will initially use a sequence batch reactor process to treat wastewater, with disposal into adjacent percolation/evaporation ponds in the Garnet Hill Subarea. In a later phase, the District plans to implement tertiary treatment facilities to produce recycled water meeting Title 22 standards. This recycled water can then be used for replenishing the Mission Creek Subbasin and irrigating public green areas, golf courses, and playing fields.

The recycled water system, including the NWRWRF, is anticipated to expand to meet a demand of 5,000 AFY by 2045, based on recycled water demands and projected system wastewater flows. This strategic expansion of recycled water use will support sustainable water management in the Coachella Valley.

3.5 CONSERVATION

Water conservation, along with the resulting reduction in groundwater production, is essential for the sustainability of the groundwater basin. It plays a significant role in the Alternative Plans and the 2020 Regional Urban Water Management Plan (RUWMP). The RUWMP is designed to help six agencies meet Urban Water Management Plan (UWMP) requirements, originating from California's Urban Water Management Planning Act of 1983. These requirements have since evolved with additional legislation, requiring agencies to update their UWMP every five years and submit it to the California Department of Water Resources (DWR), which reviews the plans to ensure compliance with the California Water Code (CWC).

Water conservation efforts designed to reduce water use by MSWD retail customers are documented in the RUWMP. MSWD is not a wholesale provider and therefore does not provide demand management measures for wholesale customers. Demand management measures documented in the 2020 RUWMP include the following:

- Waste water prevention ordinances
- Water efficient landscape guidelines
- Metering on all residential, commercial, industrial and municipal connections
- Tiered pricing and drought surcharges to encourage conservation
- Public outreach/education to the general public and schools
- Programs to minimize system losses including monitoring, inspections, water audits and Advance Metering Infrastructure
- A designated water conservation coordinator
- Water use audits and surveys for residential, landscape and commercial customers
- Rebates for turf replacement, smart irrigation controllers and low flow toilets and washing machines

Through the implementation of MSWD conservation ordinances and measures, the 2020 RUWMP identifies the total per-capita District water use has significantly dropped from 308.1 GPCD in 2005 to 216.0 GPCD in 2010 to 172.1 GPCD in 2015 (a reduction of 44.1% since 2005). Residential per-capita MSWD water use has also significantly dropped from 189.8 GPCD in 2005 to 160.4 GPCD in 2010 to 121.1

GPCD in 2015 (a reduction of 36.2% since 2005). MSWD has surpassed the required 20% reduction for 2020, the year in which the RUWMP was last updated.

MSWD developed and adopted a Water Shortage Contingency Plan (WSCP) in June 2021 to address water shortages and conservation measures. MSWD offers various rebate programs to promote water conservation within its service area, such as turf removal rebates and toilet replacement rebates. These programs help homeowners, homeowner associations, and commercial customers reduce their water usage, contributing to broader conservation efforts.

Additionally, MSWD is a partner in CV Water Counts, a nonprofit organization dedicated to promoting water conservation through awareness and education. CV Water Counts aims to raise awareness among Coachella Valley residents, businesses, and local governments about the importance of water conservation. The group comprises six Coachella Valley water agencies, each committed to reducing water usage and promoting sustainable water management practices.

These combined efforts in water conservation, rebate programs, and public awareness initiatives contribute to a more sustainable approach to managing groundwater resources in the Coachella Valley.

3.6 LANDSCAPE ORDINANCE

To ensure effective water conservation, the Project would follow the MSWD Water Efficient Landscaping Guidelines, also known as the Landscape Guidelines. These guidelines aim to promote water conservation by encouraging the use of climate-appropriate plants and efficient irrigation practices. They comply with the State of California's Water Conservation in Landscaping Act.

The Landscape Guidelines apply to various types of new and rehabilitated landscapes, including private, recreational, and commercial developments, as well as single- or multifamily housing developments and residential infill, unless the owner opts for a pre-approved landscape design model that meets the guidelines' criteria.

The application of these guidelines and their related tools, such as the formula for MAWA and ETo data, helps ensure that the Project's landscaping and irrigation practices align with best practices for water conservation. This contributes to sustainable water use in the Coachella Valley and supports the broader goals of groundwater preservation and efficient water management. The projected outdoor irrigation water demands for the Project are presented in Section 0.

3.7 WATER SHORTAGE CONTINGENCY PLANNING

Table 3-8 outlines different levels of anticipated reductions in water supplies available to the Mission Springs Water District (MSWD). These reductions could result from various causes, such as natural forces (e.g., droughts or extreme weather), system component failures or interruptions, regulatory actions, contamination, or a combination of these factors. Depending on the cause, severity, and expected duration of the water supply shortage, MSWD may need to activate these shortage levels across its entire service area or only in specific areas impacted by an event.

Each level includes a set of voluntary and mandatory conservation measures and restrictions to mitigate the effects of the shortage. These measures aim to reduce water consumption and balance the gap between water supplies and demands. Depending on the shortage level, the response actions could

include water use restrictions, water conservation outreach, irrigation limitations, and other targeted actions to manage the shortage effectively.

The specific response actions for each shortage level are detailed in the following section, providing a guide for how MSWD would address water supply shortages to maintain water service while promoting conservation. These actions are crucial to ensuring that MSWD can adapt to varying conditions and continue to serve its customers during times of water scarcity.

Table 3-8: Urban Water Shortage Contingency Plan Shortage Levels

Shortage Level	Shortage Range	Water Supply Condition
1	Up to 10%	Normal Water Supplies
2	Up to 20%	Slightly limited water supplies
3	Up to 30%	Moderately limited water supplies
4	Up to 40%	Limited water supplies
5	Up to 50%	Significantly limited water supplies
6	Greater than 50%	Severe shortage or catastrophic incident

Source: 2021 MSWD Water Shortage Contingency Plan

4 PUBLIC WATER SYSTEM – PROJECTED SUPPLY AND DEMAND

The MSWD expects to continue sourcing the majority of its urban potable water from local groundwater. Unlike other districts, MSWD does not purchase imported water from wholesalers. However, the CVWD has secured imported water supplies from the SWP and the Colorado River, along with recycled water from water reclamation plants. These imported and recycled water resources play a crucial role in replenishing the groundwater basin, which ultimately benefits all water districts across the Coachella Valley.

The replenishment of the groundwater basin with imported water and recycled water contributes to the sustainability and stability of the region's water supply. This process helps maintain adequate groundwater levels, ensuring that MSWD and other districts in the area can continue to meet the water needs of their customers while promoting long-term water resource management. These efforts highlight the collaborative approach in the Coachella Valley to secure diverse water sources and support groundwater sustainability.

4.1 PROJECTED URBAN SUPPLY AND DEMAND

The following tables from the 2020 RUWMP provide the MSWD's projected water supplies and demands. Projected demands for water use in the MSWD service area are summarized in Table 4-1.

Table 4-1: MSWD Projected Demands for Water

PROJECTED WATER USE					
USE TYPE	2025	2030	2035	2040	2045
Single-Family	4,743	5,143	5,543	6,066	6,588
Multi-Family	1,316	1,427	1,538	1,683	1,828
Commercial	459	498	537	587	638
Industrial	298	323	348	381	413
Institutional/Governmental	179	194	209	229	249
Landscape	984	1,067	1,150	1,258	1,366
Other	1,017	1,102	1,188	1,300	1,412
Total	**8,996**	**9,754**	**10,513**	**11,504**	**12,494**
Note: "Other" represents non-revenue water, which includes losses.					

Source: 2020 Coachella Valley RUWMP

MSWD obtains 100 percent of its water supply from groundwater production and does not rely on imported water from wholesalers. However, to address groundwater overdraft in the Upper Coachella Valley, the Coachella Valley Water District CVWD and DWA are replenishing the basin with water from the Colorado River and SWP Exchange through the MWD.

MSWD's groundwater generally meets all Federal and State primary and secondary water quality standards without additional treatment, except for chlorination for disinfection. However, groundwater from Well No. 26A, which does not serve the portion of MSWD's service area in which the project is located, is treated at the well site to comply with the primary water quality standard for uranium. This demonstrates that MSWD maintains a high standard for water quality, ensuring safety for its customers.

Looking ahead, MSWD plans to expand its recycled water infrastructure, including tertiary treatment facilities, at the Nancy Wright Regional Water Reclamation Facility (NWRWRF). This is expected to support future deliveries of recycled water, contributing to sustainability and diversified water sources.

The projected water supplies for MSWD through 2045 are presented in Table 4-2. This table outlines MSWD's anticipated sources and volumes of water supply, reflecting a comprehensive approach to meeting current and future water demands while maintaining the quality and sustainability of groundwater resources. The addition of recycled water infrastructure signifies MSWD's commitment to addressing future water needs through innovative solutions and sustainability-focused planning.

Table 4-2: MSWD Projected Urban Water Supply

PROJECTED WATER SUPPLY (AFY)						
WATER SUPPLY	ADDITIONAL DETAIL ON WATER SUPPLY	2025	2030	2035	2040	2045
Groundwater	All Subbasins	8,996	9,754	10,513	11,504	12,495
Recycled Water		0	1,120	2,200	3,600	5,000
Total		8,996	10,874	12,713	15,104	17,495

Source: 2020 Coachella Valley RUWMP

4.2 NORMAL, SINGLE-DRY, MULTIPLE-DRY YEAR COMPARISON

The following tables from the 2020 RUWMP provide MSWD's projected water supplies and demands in a normal year, single-dry year, and multiple-dry years. During normal years, MSWD will be able to meet current and future urban water demand needs projected in the 2020 RUWMP as shown in Table 4-3.

Table 4-3: Normal Year Supply and Demand Comparison

	2025	2030	2035	2040	2045
Supply Totals (AFY)	8,996	10,874	12,713	15,104	17,495
Demand Totals (AFY)	8,996	10,874	12,713	15,104	17,495
Difference	0	0	0	0	0

Source: 2020 Coachella Valley RUWMP
Note: MSWD and the other RUWMP agencies collaborate on groundwater management plans for long-term sustainability. During a normal year, single-dry year, or five-dry year period, the agencies could produce additional groundwater if demands exceed the estimates shown here.

During single-dry years, the MSWD can meet both current and future urban water demand, as shown in Table 4-4. Water supplies during a single-dry year are considered 100 percent reliable due to the groundwater replenishment programs in place. The CVWD's groundwater replenishment program plays a crucial role in this reliability. It replenishes the basin during wet years, which helps increase groundwater storage, ensuring there's enough supply to draw from during dry years. This replenishment strategy benefits all water districts in the Coachella Valley that rely on groundwater, including MSWD.

Because of these replenishment efforts, the comparison between supply and demand for a single-dry year is consistent with that for a normal year. This consistency demonstrates that the region's water management strategies are effective in mitigating the impacts of single-dry years, providing a reliable and sustainable source of water for MSWD and other districts in the Coachella Valley. This approach underscores the importance of groundwater replenishment in ensuring long-term water supply reliability, even during periods of reduced precipitation or drought.

Table 4-4: Single-Dry Year Supply and Demand Comparison

	2025	2030	2035	2040	2045
Supply Totals (AFY)	8,996	10,874	12,713	15,104	17,495
Demand Totals (AFY)	8,996	10,874	12,713	15,104	17,495
Difference	0	0	0	0	0

Source: 2020 Coachella Valley RUWMP

During multiple-dry years, the MSWD can meet current and future urban water demand through groundwater pumping, as indicated in Table 4-5. Just like with single-dry years, the water supply reliability during multiple- dry years is 100 percent, allowing MSWD to maintain consistent water supply regardless of weather conditions. Consequently, the supply and demand comparison for multiple-dry years mirrors that of a normal year.

This high level of reliability stems from the effective groundwater replenishment and management programs in place. MSWD and other agencies involved in the RUWMP work together on groundwater management to ensure long-term sustainability. This collaboration enables them to address fluctuations in water demand and ensure a steady supply, even during extended dry periods.

These collaborative efforts and flexible groundwater management strategies ensure that even during a normal year, a single-dry year, or a period of five consecutive dry years, the agencies have the capability to produce additional groundwater if demands exceed the estimates. This approach underscores the resilience and adaptability of MSWD and its partner agencies in meeting water demand in a variety of conditions, contributing to sustainable water resource management in the Coachella Valley.

Table 4-5: Multiple-Dry Years Supply and Demand Comparison

		2025	2030	2035	2040	2045
First Year	Supply Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Demand Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Difference	0	0	0	0	0
Second Year	Supply Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Demand Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Difference	0	0	0	0	0
Third Year	Supply Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Demand Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Difference	0	0	0	0	0
Fourth Year	Supply Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Demand Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Difference	0	0	0	0	0
Fifth Year	Supply Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Demand Totals (AFY)	8,996	10,874	12,713	15,104	17,495
	Difference	0	0	0	0	0

Source: 2020 Coachella Valley RUWMP
Note: Recycled water used for groundwater recharge is presented as a supply and a demand for consistency with DWR reporting framework. The RUWMP participating agencies collaborate on groundwater management plans for long-term sustainability. During a normal year, single-dry year, or five-dry year period, the agencies could produce additional groundwater if demands exceeded the estimates shown here.

5 PROJECT DESCRIPTION

The proposed 20th Avenue Logistics Center development will serve as an industrial facility for a sole tenant. The project entails a single-story warehouse/distribution center covering approximately 1,062,165 square feet of warehouse space with office areas designated at the northeast, southwest, and southeast corners of the building. The building is proposed to reach a maximum height of 50 feet. The project also includes truck docking areas, parking for employees and stormwater basins. The project plans to incorporate approximately 300,463 square feet of landscaping encompassing 13% of the site area. Stormwater drainage for the proposed Project would be provided with two stormwater ponds at the south end of the project site. Infrastructure improvements related to electricity, water, and wastewater will tie into existing city lines off-site. Proposed land use details are summarized in Table 5-1. The land is currently vacant and has no existing water demand.

The project site is located on 19077 Calle De Los Romos in the City of Desert Hot Springs, Riverside County, California. The project is south of 19th Ave, north of 20th Ave, and West of Calle De Los Romos in the southern part of Desert Hot Springs. The project site has a gross acreage of 54.5 acres, with 1.78 acres dedicated for right-of-way dedication, and a net acreage of 52.72 acres. The site includes a single parcel, APN 666-370-019. The land is zoned for Industrial land use. The Project is located in the Mission Springs Water District who would be responsible for the water supply.

Refer to Figure 2-1 for a vicinity map and Figure 5-1 for a project location map. A site plan from the project drawings is shown in Figure 5-2.

Table 5-1: Land Use Details

LAND USE	LAND AREA (ACRES)	TARGET DENSITY (EDUS/ACRE)	ESTIMATED DWELLING UNITS (EDUS)	NON-RESIDENTIAL BUILDING AREA (FT²)
Industrial Building Area	24.38	0.00	0	1,062,165
Access Roads/Hardscape/Parking	21.44	0.00	0	0
Landscape/Open Space/Retention Basins	6.90	0.00	0	0
Right-of-Way Dedication	1.78	0.00	0	0
Total	54.5	0.00	0	1,062,165



Figure 5-1: Project Location

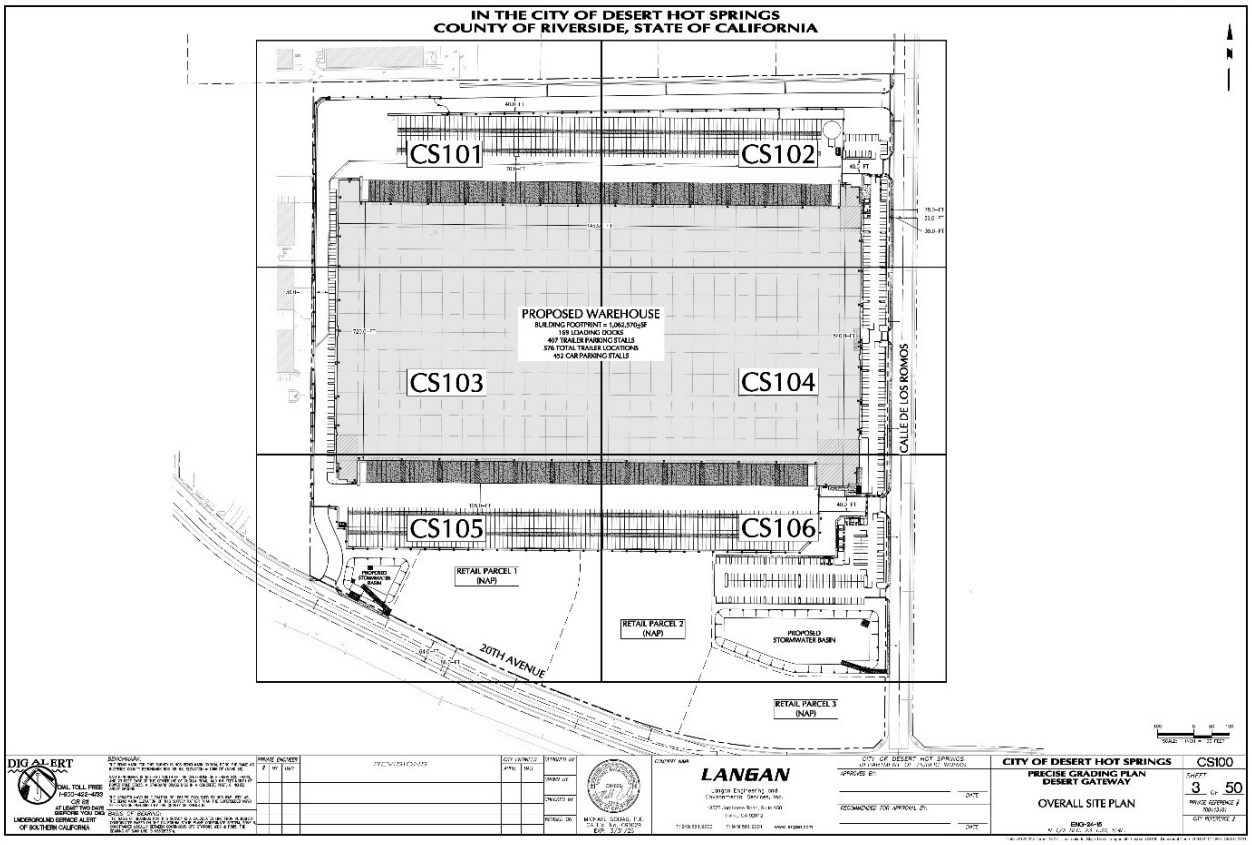


Figure 5-2: Project Site Plan

6 PROJECT WATER DEMANDS

The 20th Avenue Logistics Center (Project) would develop 54.5 gross acres of vacant land in the Coachella Valley consisting of 24.38 acres of industrial building area, 21.44 acres of access roads, parking area, and hardscape, 6.90 acres of landscaping, open space, and stormwater retention basins, and approximately 1.78 acres of right-of-way dedication.

6.1 PROJECTED INDOOR RESIDENTIAL WATER DEMAND

The project does not propose any residential land use components; therefore, the projected indoor residential water demand for the Project is 0 AFY.

6.2 PROJECTED INDOOR INDUSTRIAL WATER DEMAND

The projected indoor water demand for the Project is 54.7 AFY as shown in Table 6-1. This is based on a locally adopted Water Demand Factor of 2,000 gpd/acre in Table 5 of the District's 2025 Water Master Plan (in progress).

Table 6-1: Projected Indoor Industrial Water Demand

PLANNING AREA	INDOOR AREA (ft²)	NUMBER OF ROOMS	MAXIMUM INTERIOR FLOOR SPACE PER UNIT	WATER DEMAND FACTOR (gpf/acre)	WATER DEMAND (gpd)	WATER DEMAND (AFY)
Industrial Planning Area	1,062,165 (24.4 acres)	-	-	2,000	48,800	54.7

6.3 PROJECTED OUTDOOR WATER DEMAND

The projected outdoor irrigation water demand for the Project is 9 AFY. Rodarte Landscape Architecture, Inc. prepared landscape architectural drawings for the project in May 2024. These included design drawings and a water use estimate for 237,685 square feet (5.5 acres) of landscaping. The water demands were calculated using a 2015 MWELO Water Efficient Landscape Worksheet that included variables such as evapotranspiration (ET), plant factor, irrigation efficiency, etc. The estimated total water use (ETWU) was 2,932,310 gallons/year (9 AF/yr). This value is used in this WSA. The calculations also presented a maximum annual allowed water allowance (MAAWA), which represents the upper limit of the annual allowed water for an established landscape area. The MAAWA was estimated to be 4,714,934 gallons per year. Since the ETWU is less than the MAAWA, the water demand is considered acceptable.

6.4 PROJECTED OUTDOOR WATER FEATURES DEMAND

The projected outdoor water features demand for the Project is 0 AFY as there are no outdoor water features proposed. There are also no recreational water features so there is no recreational water demand.

6.5 PROJECTED TOTAL WATER DEMAND

The total projected water demand for the Project is 63.7 AFY, or 1.17 AF per acre, shown in Table 6-2.

Table 6-2: Projected Total Water Demand

PLANNING AREA	LAND AREA (ACRES)	INDOOR INDUSTRIAL DEMAND	OUTDOOR IRRIGATION DEMAND	TOTAL WATER DEMAND (AFY)
Industrial Building Area	24.38	54.7	0	54.7
Access Roads/Hardscape /Parking/Other	21.44	0	0	0
Landscape/Open Space/Retention Areas	6.90	0	9.0	9.0
Right-of-Way Dedication	1.78	0	0	0
Total	54.5	54.7	9.0	63.7

6.6 PROJECT WATER SOURCES

Domestic water supplies and associated landscape irrigation supplies for the Project will be provided by groundwater from the Mission Creek Subbasin in the Coachella Valley Groundwater Basin, provided by MSWD's potable water distribution system. Projected water sources to serve indoor and outdoor uses are shown in Table 6-3.

Table 6-3: Projected Water Sources

PLANNING AREA	LAND AREA (ACRES)	INDOOR INDUSTRIAL DEMAND	OUTDOOR IRRIGATION DEMAND
Industrial Building Area	24.38	MSWD Domestic Water System	
Access Roads/ Hardscapes/ Parking/ Other	21.44		MSWD Domestic Water System
Landscape/ Open Space/ Retention Basins	6.90		
Right-of-Way Dedication	1.78		

6.7 CONSERVATION MEASURES

This section of the WSA documents water conservation measures that would be implemented by the proposed Project.

6.7.1 PROJECT-SPECIFIC WATER CONSERVATION MEASURES

Design components and mitigation measures have been developed to address the Project's potential impacts on water resources.

To meet and maintain the 2020 Coachella Valley RUWMP goals throughout the life of the Project, developers of the Project will be required to implement the following measures in order to address the need for the efficient use of water resources:

1. Landscaping and irrigation plans, and irrigation systems shall comply with all City ordinances and MSWD's Water Efficient Landscaping Guidelines. Irrigation systems shall be automatic, operated by a timer. To promote deep root irrigation, the system shall use two bubbler heads or drop heads per tree.
2. The Project shall use, to the extent practicable, native plant materials and drought-tolerant plants. The Project shall not make use of turf grass in the landscape design, instead, ground cover plants consisting of shrubs non-turf grasses, and groundcovers.
3. Demand Management Measure: Metering. The District's water system is fully metered. Therefore, the District completes annual checks on the accuracy and operation of production meters by either recalibrating and reinstalling meters, or by replacing meters that do not fall within the required operating range of AWWA standards. Monthly non-revenue water is accounted for. In 2020, the District completed a system-wide upgrade to advanced metering infrastructure (AMI), which allows for the direct transmission of water use data between the point of consumption and the utility. As such, AMI provides a higher level of accuracy, eliminates the need to manually read water meters, improves overall efficiency of operations, and allows for the identification of potential leaks.
4. Demand Management Measure: Conservation Pricing. The District has a tiered rate structure for water service within its service area. The tiered rate structure is intended to discourage high water use. The District may also enact a drought surcharge, as required by Statewide drought measures. For example, during the 2016 California Drought, the District implemented a temporary $0.05 per hundred cubic feet drought surcharge, consistent with State drought requirements. The District imposes rates for sewer service based on water usage which also promote water conservation.

7 AVAILABILITY OF SUFFICIENT SUPPLIES

7.1 WATER SUPPLY ASSESSMENT

This WSA projects that the total water demand for the 20th Avenue Logistics Center (the Project) will be 63.7 AFY, equating to about 1.17 AF per acre. The MSWD long-term water management planning ensures sufficient water supplies to meet existing and future water needs within its service area. In 2020, MSWD's urban water demand was 8,269 AF, projected to increase to 8,996 AFY by 2025 and 17,494 AFY by 2045. The Project's demand of 63.7 AFY represents approximately 9 percent of the total planned increase in demand by 2025 and about 0.7 percent of the total increase by 2045, based on 2020's water demand.

This WSA assesses the availability of sufficient water supplies during normal, single-dry, and multiple-dry years over a 20-year projection to meet the demands of the Project, as well as existing and future water demands of the MSWD service area, in compliance with Senate Bills 610 and 1262. It also identifies existing water supply entitlements, water rights, water service contracts, and agreements that pertain to the identified water supply for the Project, along with the quantities of water received in prior years under these arrangements.

Provost & Pritchard prepared this WSA in consultation with the City of Desert Hot Springs and MSWD. This assessment does not exempt the Project from complying with all applicable state, county, city, and local ordinances or regulations, including the 2009 MSWD Water Efficient Landscaping Guidelines, and the indoor water use performance standards outlined in the California Water Code, both now and in the future.

As required by SB 610, this WSA does not create any right or entitlement to water service or a specific level of water service, nor does it impose, expand, or limit any duty concerning MSWD's obligation to provide certain services to existing customers or future potential customers. This WSA does not constitute an agreement to provide water service to the Project. To receive water service, the Project will require an agreement with MSWD, including any applicable fees, charges, plans, specifications, and compliance with all other MSWD requirements.

MSWD retains the authority to declare a water shortage emergency in accordance with the California Water Code. This WSA will be reviewed every five years, or if the water planning assumptions change, until the Project begins construction to ensure its continued accuracy and relevance. The Project applicant must notify MSWD when construction begins.

7.2 REQUIREMENT FOR WRITTEN VERIFICATION OF WATER SUPPLY AVAILABILITY

Under California Government Code §66473.7, a Written Verification of Water Supply (WV) is required for approval of a development agreement or tentative map involving a subdivision. A subdivision generally refers to a proposed residential development of more than 500 units. However, for a water agency with fewer than 5,000 service connections, a subdivision also includes a residential development project that would result in a 10 percent or greater increase in the number of the agency's existing service connections. Based on these criteria, a WV is not required.

It is important to note that this WSA does not constitute a WV. If the City determines that the Project or any planning area qualifies as a subdivision, a WV must be prepared by the MSWD in accordance with SB 221. This WSA can support the preparation of the WV, but it is not a substitute for the formal WV process.

Depending on the situation, including factors like new water efficiency regulations or changes in water supply availability, MSWD might recommend the preparation of an updated water supply and demand assessment to ensure the WV is accurate and current. If a WV is required, the City will need to request it from MSWD, and this WSA can be used as a reference point during that process.

8 CONCLUSIONS

The following points are described in detail in the previous sections and provide the basis for the conclusions of the assessment.

- The project includes a 1.06 million square foot warehouse on a 54.4-acre parcel in the City of Desert Hot Springs, Riverside County.
- Operational water demands are estimated to be 63.7 AFY. Approximately 86% of the water will be used indoors and the remainder for on-site landscaping.
- Mission Springs Water District (MSWD) will provide water for the project. MSWD uses groundwater solely for water supply, and has agreements with other agencies for groundwater replenishment to maintain a sustainable groundwater supply
- The Project will have sufficient water supplies available to meet demands during normal, dry, and multiple dry years based on available water supplies for Mission Springs Water District as documented in the 2020 Coachella Valley Regional Urban Water Management Plan (Water Systems Consulting, 2021).

9 REFERENCES

California Department of Water Resources, *California's Groundwater Update 2020 Highlights Bulletin 118*, Companion Report to *California's Groundwater Update 2020 Bulletin 118, November 2021.*

Coachella Valley Water District, Ordinance No. 1302.5, *An Ordinance of the Coachella Valley Water District Establishing Landscape and Irrigation System Design Criteria*, February 12, 2019.

Coachella Valley Water District, *Water Shortage Contingency Plan*, June 2021.

Water Systems Consulting, Inc., *2020 Coachella Valley Regional Urban Water Management Plan*, June 30, 2021.

Wood Environment & Infrastructure Solutions, Inc. and Kennedy/Jenks Consultants, Inc., *Mission Creek Subbasin Alternative Plan Update*, November 2021.

AGENDA STAFF REPORT

MEETING NAME: SPECIAL BOARD MEETING

MEETING DATE(S): JUNE 12 & 16, 2025

FROM: DANNY FRIEND – DIRECTOR OF OPERATIONS

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

APPROVE CHANGE ORDER NO. 2 WITH SOUTH WEST PUMP AND DRILLING, INC., FOR THE ON-CALL WELL AND BOOSTER MAINTENANCE AND REPAIR SERVICES CONTRACT AND AUGMENTATION OF THE CAPITAL BUDGET

STAFF RECOMMENDATION

Authorize the General Manager to approve Change Order No. 2 with South West Pump and Drilling, Inc. (SWPD) for the On-Call Well and Booster Maintenance and Repair Services contract. This change order will increase the contract amount by $78,725.66, which includes a 10% contingency, revising the total contract amount from $197,549 to a not-to-exceed amount of $276,274.66. Staff also recommends augmenting the capital budget by $88,000 and authorizing the General Manager to do all the things necessary to complete the project.

SUMMARY

The District currently has three contractors under on-call contracts for well and booster maintenance and repair services. These contracts cover repairs and routine and preventative maintenance for our well and booster station pumps and motors. Well 24 requires emergency repairs due to a pump failure causing excessive vibrations. With warmer weather and increased water demand, fixing this critical infrastructure now is essential to avoid water service disruptions; it cannot wait until the new fiscal year. SWPD submitted the attached proposal to install a new pump/bowl assembly and the existing column pipe and line shafting. This necessary work will exceed the current contract amount.

ANALYSIS

At the February 2022, Board Meeting, SWPD was awarded a contract for well and booster maintenance and repair services. The initial term of the contract was for one year with the option to extend the agreement for up to three (3) additional one-year terms. Change Order No. 2 increases the current contract amount and is recommended to enable staff to complete the Well 24 repair work.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract is included within various approved operating and capital budgets. The expenses for Change Order No. 2 will be covered specifically by the capital budget augmentation requested with this action. This action aligns with Strategic Plan Goal 4.3 – Maintain and renew assets while facilitating strategic Capital Improvements.

FINANCIAL DATA		
Cost Associated with this action:		$88,000
Current FY cost:		$80,000
Future FY cost:		$8,000
Is it covered in current year budget:	YES ☐	NO ☒
Budget adjustment needed:	YES ☒	NO ☐
If yes, year needed:		FY2025
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:		Capital 201 Fund
BID/Job#		TBD
Current BID/Job balance		$0
Balance remaining if approved:		$88,000

ATTACHMENTS

Change Order No. 2 and Proposal
Orig. Contract with Payment Tracking

CHANGE ORDER

Change Order No. 2

Date: June 16, 2025

Agreement Date: June 28, 2024

Sheet: 1 of 2

Owner: **MISSION SPRINGS WATER DISTRICT**

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

Contractor: **South West Pump & Drilling, Inc.**

The following changes are hereby made to the Contract:

This change order will increase the Contract Agreement from a not to exceed amount of $197,549.00 to a not to exceed amount of $276,274.66.

JUSTIFICATION

The Contractor shall install pumping equipment, disinfect the well, perform the start-up procedure, and provide all necessary equipment and repairs, in accordance with the attached proposal from South West Pump and Drilling, Inc.

CHANGE TO CONTRACT PRICE

Original Contract Price	$150,000.00
Current Contract Price adjusted by Previous Change Order(s)	$47,549.00
Total Contract Price adjusted by this Change Order	$71,568.78
New Contract Price including this Change Order	$269,117.78

CHANGE TO CONTRACT TIME

Contract Time will be increased	123 Calendar Days
Date for Completion of all Work	October 31, 2025

APPROVALS REQUIRED

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

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

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

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

Accepted by: _____ Date: _____
South West Pump & Drilling, Inc.
Curtis McCalla - President

SOUTH WEST PUMP & DRILLING, INC. SINCE 1939
53-381 Highway 111
Coachella
California 92236
Tel: 760.398.3977

Proposal No: P2777
Date: 6/5/2025

Bill To:

Mission Springs Water District
66-575 Second Street

Desert Hot Springs, CA 92240

Nate Mather
Well No. 24
Near 65051 Acoma Avenue
Desert Hot Springs, CA 92240

Job No: 250501
Customer P. O. Number:

Desert Hot Springs 8.75%

Description	Extended Price
RE: Well #24 - Supply & Install Pumping Equipment	
Shop Labor: Balance lineshafts, install line into oil tubes	5,760.00
Machine Shop Labor: Machine new top tube special	1,110.00
Machine Shop Labor: Machine and install new stretch nut bushing	980.00
Shop Labor: Load ou 500' of pumping equipment	2,100.00
PREVAILING WAGE LABOR: Mobilize and demobilize pump crew	2,160.00
PREVAILING WAGE LABOR: Rig-up and install pumping equipment	11,025.00
PREVAILING WAGE LABOR: Disinfect well and perform start-up procedure	4,250.00
Supply (1) New 13 Stage 12ENH Flowserve Bowl Assembly to Produce 1,800GPM @ 728' TDH	33,613.00
Supply (2) New 1-15/16" x 20' T&C Line Shafts	2,840.00
Supply (1) New SS Cone Strainer	1,170.00
Supply Material Needed for Top Tube Special	975.00
Supply SS Banding and Buckles to secure SS Airline to Column Pipe	1,548.00
Estimated Freight	525.00

Payment will be required upon completion of the work, unless pay terms have been established
**** NOTE: TARIFF FEES OR SURCHARGES ON MATERIALS MAY APPLY WITHOUT NOTICE ****

Authorized Signature: _____ Title: _____

Date: _____ Purchase Order No.: _____

Amount: $	68,056.00
Sales Tax: $	3,512.78
Deposit: $	0.00
Total Amount: $	71,446

This Estimate is Valid for Thru 6/17/2025
****Please Note - By signing this quote, you are authorizing SWPD to dispose of your old equipment**

Thank You For Your Business!

Deluxe® | 1-800-888-6327
Ref No: G745300072

AGREEMENT

DIR PROJECT #: **20240527218**

THIS AGREEMENT made this 28th day of June, 2024, by and between the MISSION SPRINGS WATER DISTRICT hereinafter called "Owner", and **South West Pump & Drilling, Inc.** doing business as South West Pump & Drilling, Inc. *, hereinafter called "Contractor".

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

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

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

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

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

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

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

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

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

   No. N/A, dated Not Applicable, 2024
   No. N/A, dated Not Applicable, 2024
   No. N/A, dated Not Applicable, 2024

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

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

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

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

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

10. Pursuant to Section 1770, and following, of the California Labor Code, the successful bidder shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the office of the Owner, which copies shall be made available to any interested party on request. The successful bidder shall post a copy of such determination at each job site.

11. This project is subject to the State of California "Prevailing Wage Rates".
This project is subject to the requirements of California Labor Code Section 1720 et seq. requiring the payment of prevailing wages, the training of apprentices and compliance with other applicable requirements. In accordance with provisions of Section 1773 of the Labor Code, the Director of the Department of Industrial Relations has ascertained the general prevailing rate of wages and employer payments for health and welfare, pension, vacation, and similar purposes applicable to the particular craft, classification, or type of workers employed on the work. The wage determinations shall be included in the bid specifications. All pertinent wage determinations shall be posted on the jobsite.
If federal funding is included in the project, the higher of the State and Federal wage rates shall be used.

Pursuant to SB854, no contractor or subcontractor may work on a public works project unless registered with DIR for contracts awarded on/after April 1, 2015. General Contractors shall ensure all subcontractors executing work under the contract are DIR registered. All public works contractors and subcontractors to furnish Certified Payrolls and related records to the Agency's representative and shall also furnish electronic certified payroll records directly to the Labor Commissioner using the DLSE's online portal.

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

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

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

OWNER:

MISSION SPRINGS WATER DISTRICT

By _____

Name Brian E. Macy, P.E.

(Please Type)

Title General Manager

(SEAL)

ATTEST:

_____

Name Dori Petee

(Please Type)

Title Executive Assistant

CONTRACTOR:

South West Pump & Drilling, Inc.

By _____

Name **Curtis McCalla**

(Please Type)

Address **53381 Highway 111**

Coachella, CA 92236

Contractor's License No. **723919**

CHANGE ORDER

Change Order No. 1

Date: May 19, 2025

Agreement Date: June 28, 2024

Owner: **MISSION SPRINGS WATER DISTRICT**

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

Contractor: **South West Pump & Drilling, Inc.**

The following changes are hereby made to the Contract:

This change order will increase the Contract Agreement from a not to exceed amount of $150,000.00 to a not to exceed amount of $197,549.00 and extend the term by 123 calendar days.

JUSTIFICATION

The Contractor shall dismantle and remove the motor, discharge head, and pumping equipment at Well 30. The Contractor will conduct a downhole video inspection survey and furnish comprehensive written reports detailing the well conditions and recommended repairs, in accordance with the attached proposal from South West Pump and Drilling, Inc.

CHANGE TO CONTRACT PRICE

Original Contract Price	$150,000.00
Current Contract Price adjusted by Previous Change Order(s)	$ 0.00
Contract Price due to this Change Order	$ 47,549.00 (Including 10% Contingency)
New Contract Price including this Change Order	$ 197,549.00

CHANGE TO CONTRACT TIME

Contract Time will be increased	123 Calendar Days
Date for Completion of all Work	October 31, 2025

APPROVALS REQUIRED

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

Requested by: _____ Date: 5/20/2025
Mission Springs Water District
Danny Friend, Director of Operations

Recommended by: _____ Date: 5/20/2025
Mission Springs Water District
Danny Friend, Director of Operations

Approved by: _____ Date: 5/23/2025
Mission Springs Water District
Brian E. Macy, PE - General Manager

Accepted by: _____ Date: 05/20/2025
South West Pump & Drilling, Inc.
Curtis McCalla - President

PROPOSAL

SOUTH WEST PUMP & DRILLING, INC. SINCE 1939
53-381 Highway 111
Coachella
California 92236
Tel: 760.398.3977

Proposal No: P2759
Date: 5/6/2025

Bill To:

Mission Springs Water District
66-575 Second Street
Desert Hot Springs, CA 92240

Well No. 30
Indian Canyon Drive
Mission Lakes Boulevard
Desert Hot Springs, CA 92240

Job No: SALES
Customer P. O. Number:

Desert Hot Springs 8.75%

Description	Extended Price
Shop Labor to Load Tooling Needed to Remove Deep Well Turbine Pumping Equipment	360.00
Line Item No. 1 - Prevailing Wage Labor to Mobilize 3 Men, Rig & Service Truck to Well Site	4,530.00
Line Item No. 5 - On-Site Prevailing Wage Labor to Rig-Up, Remove Motor, Discharge Head, 655-Feet of 10-Inch Oil Lube Deep Well Turbine Pumping Equipment, Bowl, Suction Pipe, Rig Down and Secure Well Site - Estimated 21-Hours	14,910.00
Line Item No. 31 - Perform Down Hole Video Inspection Survey	2,360.00
Line Item No. 1 - Prevailing Wage Labor to Mobilize 2 Men & Crane Truck to Well Site	4,530.00
Line Item No. 13 - Prevailing Wage Labor to Rig-Up, Install EMT-24 Survey Tool and Remove the EMT-24 Tool Once Survey Has Been Completed	2,820.00
Perform EMT-24 Survey	9,906.00
Shop Labor to Disassemble, Clean and Inspect 655-Feet of Deep Well Turbine Pumping Equipment, Including Bowl Assembly	3,810.00

* Provide Written Reports with Equipment, Well Conditions and Recommended Repairs Needed.

Payment will be required upon completion of the work, unless pay terms have been established
** NOTE: TARIFF FEES OR SURCHARGES ON MATERIALS MAY APPLY WITHOUT NOTICE **

Authorized Signature: _____ Title: Director of Operations

Date: May 29, 2025 Purchase Order No.: _____

Amount: $	43,226.00
Sales Tax: $	0.00
Deposit: $	0.00
Total Amount: $	43,226.00

This Estimate is Valid for 30 Days Unless Otherwise Noted
**Please Note - By signing this quote, you are authorizing SWPD to dispose of your old equipment

Thank You For Your Business!

Deluxe® | 1-800-888-6327

Ref No:

Contract Period: **July 12, 2024 - October 31, 2025 (amended by Change Order No. 1)**

South West Pump and Drilling, Inc.
53381 Highway 111
Coachella, CA 92236
Vendor No: 3756

Billing Contact: Kevin Gallagher
(760) 398-3977 ext. 109
kgallagher@swpdinc.com

Payment No.	**1**	**2**	**3**	**4**	**5**	**6**
Date	7/23/2024	3/10/2025	4/30/2025	4/30/2025	4/8/2025	
BID/JOB No.	*BID #857*	*BID #857*	*Job# 11885*	Job# 11884	*BID #857*	*BID #857*
Invoice No.	2407-015	2503-002	2504-011	2504-13	2503-003	
Amount Due	$94,835.69	$10,747.50	$3,380.00	$16,703.00	$1,425.00	$22,599.50
Description	Well 24 Supply/Install Pumping Equip. Repairs	Well 24 dead-head repairs.	Well No. 11 Video Inspection	Well No. 28 (NOT YET RECEIVED)	Well No. 24 Vibration Monitoring	Well No. 24 (NOT YET RECEIVED)

Payment No.	**7**	**8**	**9**	**10**	**11**	**12**
Date						
BID/JOB No.	*Job# 11886*	*TBD*				
Invoice No.						
Amount Due	$47,549.00	$78,725.66				
Description	Well No. 30 (NOT YET RECEIVED)	Well No. 24 Pump Replacement (NOT RECEIVED YET)				

Payment No.	**13**	**14**	**15**	**16**	**17**	**18**
Date						
BID/JOB No.						
Invoice No.						
Amount Due						
Description						

* Board Approved Original Contract Amount of $150,000.00
* Change Order No. 1 was approved for $47,549.00 on May 20, 2025 by the Board of Directors.
* Change Order No. 2 of $78,725.66 pending approval by the Board of Directors on June 16, 2025.

Contract Agreement Amount	**$ 276,274.66**	**SWPDrilling, Inc. Contract Amount**	**$ 276,274.66**
Contract Not to Exceed	**$ 276,274.66**	**Total Billed to Date**	$275,965.35
		Not to Exceed Balance	**$ 309.31**

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 12 & 16, 2025**

FROM: **DORI PETEE – EXECUTIVE ASSISTANT**

FOR: ACTION _X__ DIRECTION ___ INFORMATION ____

RESOLUTION 2025-16: NOMINATION OF RUSS MARTIN AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES ("ACWA") REGION 9 BOARD OF DIRECTORS

STAFF RECOMMENDATION

It is recommended that the Board adopt Resolution No. 2025-16 placing in nomination Russ Martin as a member of the Association of California Water Agencies ("ACWA") Region 9 Board of Directors.

SUMMARY

The ACWA Nominating Committee is currently seeking candidates for the Region 9 Board, which is comprised of a Chair, Vice Chair and up to five Board Members for the 2026-2027 Term. The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 9 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 9. The members of the Region 9 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

Pursuant to the Region 9 Rules and Regulations, Region 9 Board Members must be a local agency board member. The nomination process requires that the agency's Board of Directors approve a resolution of support for the nominee.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

There is no financial impact to the District by adopting Resolution 2025-16. This action is consistent with Strategic Plan Smart Goal #1.4.7: Participate in ACWA, CASA, CSDA, and other industry committees to help shape industry trends and bring back best practices to the organization..

FINANCIAL DATA		
Cost Associated with this action:	None	
Current FY cost:	$0	
Future FY cost:	$0	
Is it covered in current year budget:	YES ☐	NO ☐
Budget adjustment needed:	YES ☐	NO ☐
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	N/A	
BID/Job#	N/A	
Current BID/Job balance	N/A	
Balance remaining if approved:	N/A	

ATTACHMENTS

Resolution 2025-16
ACWA Nomination Form

RESOLUTION NO. 2025-16

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PLACING IN NOMINATION BOARD OF DIRECTOR (NOMINEE NAME) AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES REGION 9

WHEREAS, the Board of Directors of Mission Springs Water District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA), and

WHEREAS, Russ Martin has indicated a desire to serve as a Board Member of ACWA Region 9.

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

SECTION 1. The Board of Directors hereby places its full and unreserved support in the nomination of Russ Martin for a Board Member of ACWA Region 9.

SECTION 2. The Board of Directors hereby determines that the expenses attendant with the service of Russ Martin in ACWA Region 9 shall be borne by Mission Springs Water District.

ADOPTED this ____ day of June, 2025, by the following vote:
Ayes:
Noes:
Abstain:

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

ATTEST:

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

REGION BOARD CANDIDATE NOMINATION FORM '25

ACWA
Association of California Water Agencies

Submit completed form by **June 20, 2025** to **regionelections@acwa.com**

Name of Candidate: RUSS MARTIN	Title: DIRECTOR
Agency: MISSION SPRINGS WATER DISTRICT	Agency Phone: 760-329-5169 EXT 137
Direct Phone: 760-902-1924	E-mail: RMARTIN@MSWD.ORG
Address: 66575 SECOND STREET, DESERT HOT SPRINGS	ACWA Region: 9 County: RIVERSIDE

Region Board Position Preference
If you are interested in more than one position, please indicate priority – 1st, 2nd and 3rd choice.

- ☐ Chair:
- ☐ Vice Chair:
- ☑ Board Member:

If you are not chosen for the recommended slate, would you like to be listed in the ballot's individual candidate section?
*If neither is selected, your name will **NOT** appear on the ballot.*

- ☑ Yes ☐ No

Agency Function(s)
Check all that apply

- ☐ Wholesale
- ☑ Urban Water Supply
- ☐ Ag Water Supply
- ☑ Sewage Treatment
- ☐ Retailer
- ☑ Wastewater Reclamation
- ☐ Flood Control
- ☐ Groundwater Management / Replenishment
- ☐ Other:

Describe your ACWA-related activities that help qualify you for this office:

I AM A REGULAR ATTENDEE TO ACWA CONFERENCES AND REGIONS 9 MEETINGS. I ALSO HAVE AN EXTENSIVE BACKGROUND IN WATER BOARD MANAGEMENT. SEE BIO BELOW.

Write below or attach a half-page bio summarizing the experience and qualifications that make you a viable candidate for ACWA Region leadership. Please include the number of years you have served in your current agency position, the number of years you have been involved in water issues and in what capacity you have been involved in the water community. You may share a candidate photo along with your application. Candidate photos and bios will be shared on the ACWA region election webpage.

FIFTEEN (15) YEARS AS AN ELECTED BOARD MEMBER ON THE MSWD BOARD OF DIRECTORS. EIGHT (8) OF THOSE YEARS AS PRESIDENT/VICE PRESIDENT. BOARD MEMBER ON THE RIVERSIDE COUNTY WIDE OVERSIGHT BOARD. URBAN WATER INSTITUTE BOARD MEMBER, AGUA CALIENTE TRIBAL WATER AUTHORITY BOARD MEMBER AND SECRETARY/TREASURER, PAST CHAIR OF THE DESERT HOT SPRINGS OVERSIGHT BOARD AND THIRTY-ONE (31) YEARS IN LAW ENFORCEMENT.

I acknowledge that the role of a region board member is to actively participate on the Region Board during my term, including attending region board and membership meetings, participating in region conference calls, participating in ACWA's Outreach Program, as well as other ACWA functions to set an example of commitment to the region and the association.

I hereby submit my name for consideration by the Nominating Committee.

Signature	Title	Date
Russ Martin	DIRECTOR/MSWD BOD	6/10/2025

Please attach a copy of your agency's resolution of support / sponsorship for your candidacy.

AGENDA STAFF REPORT

MEETING NAME: **REGULAR BOARD MEETINGS**

MEETING DATE(S): **JUNE 12 & 16, 2025**

FROM: **DORI PETEE – EXECUTIVE ASSISTANT**

FOR: ACTION _X__ DIRECTION ____ INFORMATION ____

BOARD MEMBER AFFILIATION LIST UPDATE

STAFF RECOMMENDATION
At the direction of the Board, discuss, amend if necessary, and approve if desired, the 2025 Affiliation List.

SUMMARY
At the direction of the Board of Directors, this document is presented for discussion and potential amendments.

Per MSWD Resolution 2009-2, Section 2.B.2e., a Director is entitled to a daily stipend for each day of attendance at District-related activities if designated by the Board as a representative on the Affiliate List.

This is an opportunity to add or delete compensable meetings and events from this list.

FISCAL IMPACT
The addition or deletion of approved meetings and events may result in increased or decreased costs to the District, as Directors are paid a stipend of $250 per meeting/event (with conditions).

ATTACHMENTS
Current Affiliate List (2025)

Board of Directors 2025 Affiliate List

Amended and Approved on January 21, 2025

Conferences, Workshops, Meetings, Training & Tours	Strategic Plan Implementaion
ACWA and ACWA/JPIA	
● Spring Conference & Expo *(Travel to Monterey will include travel days)*	**1.4.7**
● Fall Conference	**1.4.7**
● Region 9 meetings & tours	**1.4.7**
● Webinars & Training	**1.4.7**
American Water Works Association (AWWA)	
● Webinars & Training	**1.4.7**
California Association of Sanitation Agencies (CASA)	
● Winter Conference	**1.4.7**
● Annual Conference	**1.4.7**
California Special Districts Association	
● Special District Leadership Academy *(Travel to Monterey will include travel days)*	**1.4.7**
● Annual Conference & Exhibitor Showcase	**1.4.7**
● Webinars & Training	**1.4.7**
Coachella Valley Economic Partnership (CVEP)	
● CVEP Economic Summit / Report	**1.4.2**
CWEA/CORBS	
● Annual CORBS Award Dinner	**1.4.7**
● Annual Conference	**1.4.7**
Desert Hot Springs State of the City	**1.4.2**
GCVCC - All Valley Mayors & Tribal Luncheon	**1.4.2**
Palm Springs State of the City	**1.4.2**
Palm Springs Unified School District (PSUSD) State of the District Legislative Breakfast	**1.4.2**
Riverside County Board of Supervisors	
● RivCo Annual CV Business Conference & Economic Forecast	**1.4.2**
● RivCo State of the District	**1.4.2**
● RivCo Sr. Inspiration Awards	**1.4.2**
UWI - Urban Water Institute	
● Spring Conference	**1.4.7**
● Annual Conference	**1.4.7**
WEF - Water Education Foundation	
● Water Tours - Southern California	**1.4.2**
● Events - Water 101 Workshops, International Conference	**1.4.2**

All Directors are pre-approved to attend these functions

Assigned Meetings, Workshops, Events (compensable for Primary designees OR Alternate, UNLESS OTHERWISE NOTED)	2025 designees Primary	Alternate	
Building Industry Association (BIA)*Only when held in the Coachella Valley.	Mayrhofen	Martin	**1.4.3**
CVWD Regular Board Meetings	Sewell	Mayrhofen	**1.4.3**
DWA Regular Board Meetings	Griffith	Duff	**1.4.3**
DHS City Council	Martin	Sewell	**1.4.2**
DHS Planning Commission	Mayrhofen	Sewell	**1.4.2**
DHS Hoteliers' Association	Griffith	Mayrhofen	**1.4.7**
Desert Valley Builders Association (DVBA)*Only when held in the Coachella Valley.	Martin	Mayrhofen	**1.4.7**
County Wide Oversight Board	Martin		**1.4.2**
Coachella Valley Cannabis Alliance Network (CVCAN)	Duff	Mayrhofen	**1.4.7**
Greater Coachella Valley Chamber of Commerce (GCVCC)	Sewell	Martin	**1.4.7**
Legislative Representation: Washington D.C. and California (compensable for all designees)	**Primary**	**Secondary**	
● MSWD Trip to Washington (D.C.) (travel days included)	Griffith	Sewell	**1.4.6**
● ACWA Conference (D.C.) (travel days included)	Griffith	Duff	**1.4.6 & 7**
●ACWA Legislative Symposium (Sacramento) (travel days included)	Griffith	Sewell	**1.4.6 & 7**
●CASA DC Conference (D.C.) (travel days included)	Griffith	Duff	**1.4.6 & 7**
●CSDA Legislative Days (Sacramento) (travel days included)	Griffith	Sewell	**1.4.6 & 7**
Riverside County	**Primary**	**Alternate**	
● Riverside County Flood Control & Water Conservation	Sewell		**1.4.6**
Coachella Valley Association of Governments (CVAG)(compensable for Primary OR Alternate)	**Primary**	**Alternate**	**1.4.2**
● Energy & Sustainability Resources Committee Meetings (CVAG)	Duff	Martin	**1.4.2**
● Coachella Valley Conservation Committee (CVAG)	Duff	Martin	**1.4.2**
● General Assembly Meetings	Duff	Martin	**1.4.2**
San Gorgonio Pass Regional Water Alliance (compensable for Primary OR Alternate)	Duff	Griffith	**1.4.2**

Please note: Directors that are not the primary or alternate may attend any of the meetings above; however, they will not receive a stipend, travel reimbursement or mileage reimbursement for their attendance unless pre-approved by the full board.

Voting Delegates (Must be paired with the above meeting/event to be compensable)	Primary	Alternate	
ACWA Region 9	President	VP	**1.4.6**
ACWA Conferences	President	VP	**1.4.6**
ACWA/JPIA	Griffith	Duff	**1.4.6**
CV Conservation Commission (CVAG)	Duff	Martin	**1.4.2**
Energy/Environmental Resources Committee (CVAG)	Duff	Martin	**1.4.2**
Special District Association of Riverside County	President	VP	**1.4.2**

RES. 2024-03, **Section 2.B.2.e.**, A meeting attended or service provided on a given day at the request of the District Board and for which the District Board a pproves payment of a daily meeting stipend, including attendance at conferences or gatherings of those organizations set forth in the Board's Affiliate List, for which the Board has made a finding that attendance at those conferences or gatherings satisfy the requirements of this policy.

AGENDA STAFF REPORT

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

MEETING DATE(S): **JUNE 16, 2025**

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

FOR: ACTION _X_ DIRECTION ____ INFORMATION ____

SERVICE AGREEMENT WITH TYLER TECHNOLOGIES, INC. FOR ENTERPRISE RESOURCE PLANNING PRO 10 FINANCIAL MANAGEMENT SUITE

STAFF RECOMMENDATION

It is recommended to authorize the General Manager to execute a Service Agreement with Tyler Technologies, Inc. for an Enterprise Resource Planning Pro 10 Financial Management Suite.

SUMMARY

The District's current financial and customer billing software is outdated and no longer meets operational needs. To ensure accuracy, efficiency, and compliance, staff prepared a request for qualifications and conducted a thorough evaluation of various replacement options. After reviewing multiple vendors and participating in three full-day demonstrations, Tyler Technology's Enterprise Resource Planning (ERP) Pro 10 emerged as the preferred solution due to its functionality, integration capabilities, and overall value. The proposed 5-year costs provided by Caselle, Tyler, and Springbook varied from $354,766 to $696,633.

ANALYSIS

Transitioning to Tyler Technology's ERP presents several key benefits. First, enhanced efficiency through automation will reduce manual workload and errors, improving overall operational performance. Second, improved customer service features will streamline billing processes and enhance customer interactions. Third, stronger compliance and security measures will ensure regulatory adherence and protect financial data. Lastly, time savings for staff are expected through optimized workflow management and reduced system maintenance expenses, allowing staff to utilize their time in other areas.

FISCAL IMPACT & STRATEGIC PLAN IMPLEMENTATION

The costs for this contract ($640,724), consultant assistance ($100,000), and staff time during implementation ($312,500) are included in the capital improvement program budget for FY2025/26. This action is consistent with Strategic Plan Smart Goal #6.1.4: Finalize the solicitation for a new enterprise resource planning software platform, which will seamlessly integrate Finance, Customer Service, and Human Resources needs.

FINANCIAL DATA		
Cost Associated with this action:	$1,053,224	
Current FY cost:	$0	
Future FY cost:	$640,724	
Is it covered in current year budget:	YES ☒	NO ☐
Budget adjustment needed:	YES ☐	NO ☒
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	General Fund/CIP	
BID/Job#	11791	
Current BID/Job balance	$1,707,389	
Balance remaining if approved:	$654,165	

ATTACHMENTS

Tyler Technologies, Inc. Service Agreement and Statement of Work dated May 19, 2025

SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. Our current Business Travel Policy is available here: https://www.tylertech.com/portals/0/terms/Tyler-Business-Travel-Policy.pdf.
- **"Client**" means the party indicated on the signature block or, in the absence of a signature block, the Investment Summary.
- **"Data"** means your data necessary to use the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data, if any, identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (or the Documentation in the absence of a written proposal), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users, if any, that are identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to a Third-Party Product.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement. Notwithstanding the foregoing, if these terms are linked from an Order Form, the Effective Date is the date your authorized representative signed the Order Form.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.

- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifies the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"Professional Services**" means those services provided by Tyler or a third party related to the scope of this Agreement and identified in the Investment Summary.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all our customers who have a right to use the Tyler Software. Our current Support Call Process is available here: https://www.tylertech.com/portals/0/terms/Tyler-Support-Call-Process.pdf.
- **"Third-Party Hardware"** means the third-party hardware, if any, identified in the Investment Summary.
- **"Third-Party Products"** means the Third-Party Software and Third-Party Hardware.
- **"Third-Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third-Party Services"** means the third-party services, if any, identified in the Investment Summary.
- **"Third-Party Software"** means the third-party software, if any, identified in the Investment Summary or included with the Tyler Software.
- **"Third-Party Terms"** means the end user license agreement(s) or other terms, if any, for the Third-Party Products or other parties' products or services, as applicable, and attached or indicated at Exhibit D.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we," "us," "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your governmental purposes, subject to any limits for Defined Users or Data

Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in this Agreement. In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). You acknowledge that we have no obligation to ship copies of the Tyler Software as part of the SaaS Services. Your right to use the SaaS Services applies to releases provided as part of our Maintenance and Support Services as further detailed in this Agreement.

2. Ownership.
   2.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
   2.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3. Data.
   3.1. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to fulfill our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
   3.2. You expressly grant to us a limited, non-exclusive license to access, copy, transmit, download, display, and reproduce your Data to provide services pursuant to this Agreement. Additionally, you agree that Tyler may use deidentified Data for Client or third-party demonstrative or training purposes.
   3.3. Our access to and use of your Data necessary to use the Tyler Software or SaaS Services will comply with applicable provisions of our Privacy Statement (available at https://www.tylertech.com/privacy) and applicable law.
   3.4. Data Breach Notification. Tyler will provide notice of a breach of Client Data in accordance with applicable state and federal data breach notification laws.

4. Restrictions.
   4.1. You may not:
      4.1.1. make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations;
      4.1.2. modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services;
      4.1.3. access or use the SaaS Services to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or
      4.1.4. license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
      4.1.5. Notwithstanding anything to the contrary in this Section 4.1, you may disclose, with our written consent, not to be unreasonably withheld, the Tyler Software, SaaS Services, or Documentation to a third party you consult with regarding the implementation or use of the Tyler Software and SaaS Services. You must ensure that any such third-party's use is subject to the terms of this Agreement, and you acknowledge and agree that you are liable for any breach of the terms of this Agreement by such third party.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with our then-current Support Call Process.

6. SaaS Services.
   6.1. *Audit & Compliance*. Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or their equivalent, for so long as you are timely paying for SaaS Services. The foregoing notwithstanding, you acknowledge that the scope of audit coverage varies depending on the specific Tyler Software solution. We will provide you with a summary of our current compliance report(s) or its equivalent, upon your request. For the avoidance of doubt, if our SaaS Services are provided using a third-party data center, the compliance report may be for that third-party provider and be subject to confidential treatment in accordance with applicable law. If you want us to provide our compliance reports to a third-party auditor or similar entity, we reserve the right to require execution of an NDA by that third party.
   6.2. *Service Levels*. The Tyler Software will be made available to you according to the terms of the SLA. Tyler SaaS Services will be provided via a third-party data center. Your Data will be inaccessible to our other customers.
   6.3. *Business Continuity*. Data centers used to deliver SaaS Services for this Agreement have redundant telecommunications access, electrical power, and the required hardware to provide access to the SaaS Services in the event of a disaster or component failure. We test our disaster recovery plan on an annual basis. The plan is not client specific and is detailed in Tyler's System & Organization Control reports or their equivalent. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored. If we employ our disaster recovery plan, we will be responsible for restoring your Data and ensuring that the SaaS Services are online, and you will be responsible for validating your Data and confirming the functioning of the SaaS Services, including any integrations.
   6.4. *Security Measures*. We provide secure Data transmission paths between your devices and the data center used to provide SaaS Services to you. Data centers used to provide SaaS Services are accessible only by authorized personnel with a unique key entry or comparable security. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords, or other confidential information, and vulnerability and penetration test scanning of our network and systems (hosted or otherwise) are prohibited. Where applicable with respect to our applications that take or process card payment data, we comply with applicable requirements of PCI DSS. We agree to supply the then-current status of our PCI DSS compliance

program in the form of an official Attestation of Compliance, which can be found at https://www.tylertech.com/about-us/compliance and, in the event of any change in our status, we will comply with applicable notice requirements.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and if applicable, described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the services fees in the amounts set forth in the Investment Summary. You acknowledge that the fees stated in the Investment Summary, unless expressly stated otherwise, are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable rate by the quoted units.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (i) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (ii) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.

5. Services Warranty. We will perform services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

6. Site Access and Requirements. At no cost to us, you agree to provide us with reasonable access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

7. Background Checks. All of our employees undergo criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You certify that you will use reasonable efforts to cooperate with us and make your resources available for the performance of the Agreement in accordance with its terms and the mutually agreed project schedule. Additionally, you agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to support the efficient execution of the activities required for this Agreement.

Accordingly, you will provide notice of any known inability to timely meet a project commitment so that appropriate project adjustments can be made. We will not be liable for failure to meet any project deadlines or milestones when such failure is due to Force Majeure or to the failure by you to comply with the requirements of this paragraph.

9. Maintenance and Support Services.
   9.1. For the duration of this Agreement, consistent with the terms set forth in our then-current Support Call Process, we will:
      9.1.1. perform our maintenance and support obligations in a professional and workmanlike manner, consistent with industry standards, to provide support and resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
      9.1.2. provide telephone support during our established support hours as indicated in our then-current Support Call Process;
      9.1.3. maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third-Party Software, if any, in order to provide maintenance and support services;
      9.1.4. provide releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers with a current SaaS Agreement.
   9.2. Your use of Tyler Software or SaaS Services requires that you remain current with supported releases of Tyler Software as indicated in any applicable release lifecycle policy. Our warranty and support commitments are contingent upon you using a supported version of the Tyler Software. Tyler may require you to update to a current version of the Tyler Software to address a critical issue (for example, to address an identified security vulnerability in the Tyler Software or a third-party component). Tyler will use commercially reasonable efforts to (i) minimize the number of such instances and (ii) provide as much advance notice as possible.
   9.3. We will use all reasonable efforts to perform support services remotely. We reserve the right to use secure third-party connectivity tools to deliver maintenance and support services. We also reserve the right to collect Tyler Software or SaaS Services telemetry for product evaluation, quality assurance, and security monitoring and enhancement purposes. You agree to reasonably cooperate with us in providing access to your environments and Data for the purposes of providing maintenance and support services and acknowledge that our warranty, support, and service level obligations under this Agreement are contingent upon receiving reasonable access to your Data and systems.
   9.4. For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support; (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process.

SECTION D – THIRD-PARTY PRODUCTS

1. Third-Party Hardware. We will sell and deliver any Third-Party Hardware set forth in the Investment Summary for the price indicated therein. Unless otherwise indicated, installation of Third-Party Hardware will be performed by Tyler or identified third party installers.

2. Third-Party Software. Your rights under this Agreement may include rights to certain Third-Party Software. We certify that we have acquired the right to provide the Third-Party Software to you.

Your rights to the Third-Party Software will be governed by the Third-Party Terms and, in the absence of such terms, this Agreement.

3. Third Party Products Warranties.
   3.1 We are authorized by each Developer or its authorized reseller to sell or grant access, as applicable, to the Third-Party Products.
   3.2 Unless otherwise expressly indicated, Third-Party Hardware will be new and unused. You will receive free and clear title to the Third-Party Hardware you purchase upon your payment in full of the purchase price.
   3.3 You acknowledge that we are not the manufacturer of Third-Party Products. We do not warrant or guarantee the performance of the Third-Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third-Party Products.

4. Third-Party Services. If you have purchased Third-Party Services, those services will be provided independently of Tyler by such third party at the rates set forth in the Investment Summary and in accordance with Exhibit B.

SECTION E – TERM AND TERMINATION

1. Term. The initial term of this Agreement is equal to the number of years indicated for SaaS Services in Exhibit A or one (1) year if no duration is indicated. The initial term commences on the first day of the first month following the Effective Date. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least forty-five (45) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section G(2).
   2.1. *Failure to Pay Fees*. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of fees. We may terminate this Agreement if you do not cure a failure to pay within sixty (60) days of our notice to you that you have overdue payments.
   2.2. *For Cause*. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section G(2). You may terminate this Agreement for cause after following the procedures set forth in Section G(2).
   2.3. *Force Majeure*. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
   2.4. *Lack of Appropriations*. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

SECTION F – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.
   1.1. We will defend, indemnify and hold harmless you against any third-party claim(s) that the Tyler Software or Documentation infringes that third-party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
   1.2. Our obligations under this Section F(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties.
   1.3. If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either:
      1.3.1. procure the right to continue its use;
      1.3.2. modify it to make it non-infringing; or
      1.3.3. replace it with a functional equivalent.

      We may elect to employ these remedies in advance of litigation if we receive information concerning an infringement or misappropriation claim.
   1.4. This section provides your exclusive remedy for third-party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.
   2.1. We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by our negligence or willful misconduct; or (ii) our violation of law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
   2.2. To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by your negligence or willful misconduct; or (ii) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.**

4. **LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, EITHER PARTY'S LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO THAT PARTY'S ACTUAL DIRECT DAMAGES, NOT TO EXCEED (i) DURING THE INITIAL TERM, AS SET FORTH IN SECTION E(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (ii) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS F(1) AND F(2).**

5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (i) Commercial General Liability of at least $1,000,000 per occurrence and $2,000,000 aggregate; (ii) Automobile Liability of $1,000,000 combined single limit; (iii) Professional Liability (inclusive of cyber protection) of $1,000,000 per claim and in the aggregate; (iv) Workers Compensation complying with applicable statutory requirements; and (v) Excess/Umbrella Liability of $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION G – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current pricing, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Performance Issues and Dispute Resolution.
   2.1. *Notice*. You agree to provide us with written notice within thirty (30) days of receipt of an invoice (for invoice disputes) or, in the case of performance, becoming aware of an issue related to our performance under this Agreement.
   2.2. *Invoice Issues*.
      2.2.1. If the issue relates to an invoice, your notice must include the following: (i) the issue(s) with the invoice; (ii) the specific fee(s) at issue; and (iii) the corrective action(s) you are requesting of Tyler.

2.2.2. We will provide a response to your notice that (i) supports the validity of the invoice as issued by us; (ii) adjusts the invoice; or (iii) describes our plan to address the issues identified in your notice.

2.2.3. You agree to pay all undisputed fees by the due date. You acknowledge that you forfeit your right to dispute **any** fees under this Agreement when you fail to pay undisputed fees within sixty (60) days of our notice that the fees are overdue.

2.2.4. In addition to any other remedies available to us under this Agreement or law for non-payment, we reserve the right to recover from you our reasonable costs of collection associated with your failure to timely pay amounts due under this Agreement.

2.2.5. WE RESERVE THE RIGHT TO SUSPEND PERFORMANCE OF ANY SERVICE, INCLUDING ACCESS TO SAAS SERVICES, FOR FAILURE TO TIMELY PAY UNDISPUTED FEES FIFTEEN (15) DAYS FOLLOWING OUR NOTICE OF INTENT TO DO SO.

2.3. *Dispute Resolution*. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

3. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities, and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

4. Nondiscrimination. We will not discriminate against any employee or applicant in our employment practices or the performance of our duties, responsibilities, and obligations under this Agreement because of race, color, religion, gender, age, disability, religious beliefs, national, or ethnic origin. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

5. E-Verify. We use the U.S. Department of Homeland Security's E-Verify system to confirm the eligibility of all current employees and persons hired during the contract term to perform services within the United States under this Agreement.

6. Subcontractors. We will not subcontract any Professional Services specifically for this Agreement without your prior written consent, not to be unreasonably withheld.

7. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not

required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

8. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

9. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third-Party Terms.

10. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, or implied. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified in writing, signed by an authorized representative of the party against whom enforcement is sought.

11. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

12. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

13. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

14. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (i) actual receipt by the receiving party; or (ii) five (5) days following deposit with registered or certified mail with proper postage affixed and addressed to the other party at the address set forth in this Agreement or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

15. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.

16. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
    i. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
    ii. a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
    iii. a party receives from a third party who has a right to disclose it to the receiving party; or
    iv. is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

17. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

18. Governing Law, Venue. This Agreement is made, entered into and for purposes of governing law and venue shall be deemed to be performed in the County of Riverside in the State of California and shall in all respects be interpreted, enforced and governed under the laws of the State of California without regard to its rules on conflicts of law. The parties agree that the venue in any litigation or dispute resolution between them shall be in the state or federal courts of Riverside County, California, and that dispute resolution procedures may be conducted via remote means for the parties' convenience.

19. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

20. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. In such cases, we reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

21. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights

data platform is subject to the Data & Insights SaaS Services Terms of Service, available at: https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

22. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Terms
Exhibit C	Service Level Agreement
Exhibit D	Third-Party Terms Schedule 1: Third Party Verification Services - Work Number by Equifax Terms of Service
Exhibit E	Statement of Work

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

By:_____

Name:_____

Title:_____

Date:_____

Address for Notices:
Tyler Technologies, Inc.
7701 College Boulevard
Overland Park, KS 66210
Attention: Chief Legal Officer

Mission Springs Water District

By:_____

Name:_____

Title:_____

Date:_____

Address for Notices:
Mission Springs Water District
66575 2nd Street
Desert Hot Springs, CA 92240-3711
Attention: _____

Exhibit A
Investment Summary

The Investment Summary details the products and services to be delivered by us, or a third party, as applicable, to you under the Agreement. This Investment Summary is effective as of the Effective Date regardless of any expiration date in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Sales Quotation For:
Mission Springs Water District
66575 2nd St
Desert Hot Springs CA 92240-3711

Quoted BY	Derek Vo
Quote Expiration	9/2/25
Quote Name	RFP SaaS

Tyler Annual Software – SaaS Description	List Price	Discount	Annual
ERP Pro			
ERP Pro 10 Financial Management Suite			
Applicant Tracking	$ 1,250	$ 175	$ 1,075
AP Automation Capture with Disbursements	$ 3,600	$ 504	$ 3,096
Core Financials	$ 18,001	$ 2,520	$ 15,481
Benefits Enrollment	$ 2,475	$ 347	$ 2,128
Contracts Management	$ 0	$ 0	$ 0
Fixed Assets	$ 3,151	$ 441	$ 2,710
Human Resources Management (Includes Position Budgeting)	$ 8,356	$ 1,170	$ 7,186
Employee Access Pro	$ 0	$ 0	$ 0
Project Accounting	$ 4,202	$ 588	$ 3,614
Employee Access Pro Time & Attendance	$ 2,068	$ 290	$ 1,778
Purchasing	$ 5,602	$ 784	$ 4,818
Accounts Receivable	$ 4,598	$ 644	$ 3,954

Tyler Annual Software – SaaS Description	List Price	Discount	Annual
ERP Pro 10 Customer Relationship Management Suite			
Utility Billing Water/Gas	$ 26,360	$ 3,690	$ 22,670
Cashiering	$ 6,880	$ 963	$ 5,917
Utility Access	$ 7,200	$ 1,008	$ 6,192
Tyler One			
Identity			
Workforce Direct	$ 0	$ 0	$ 0
MyGov			
Work Orders	$ 8,088	$ 1,132	$ 6,956
Asset Management	$ 4,044	$ 566	$ 3,478
Content Manager Suite			
Content Manager Core	$ 6,430	$ 900	$ 5,530
TOTAL:	**$ 112,305**	**$ 15,722**	**$ 96,583**
Term # of Years:	**3**		

Tyler Annual Services Description	List Price	Discount	Annual
ERP Pro			
Other Services			
Tyler University	$ 3,346	$ 1,004	$ 2,342
TOTAL:	**$ 3,346**	**$ 1,004**	**$ 2,342**

Tyler Fees per Transaction Description	Net Unit Price
ERP Pro	
ERP Pro 10 Financial Management Suite	
AP Automation Disbursements	$ 0.00

Third Party Software & Hardware Description	Quantity	Unit Price	Extended Price	Annual
Tyler One				
Time & Attendance				
Touchscreen 10: Biometric and Barcode Reader	1	$ 3,175	$ 3,175	$ 318
TOTAL:			**$ 3,175**	**$ 318**

Services Description	Hours/Units	Extended Price
ERP Pro 10 Financial Management Suite		
Professional Services	456	$ 66,120
Data Conversion Services		$ 9,000
Project Management	1	$ 2,000
ERP Pro 10 Customer Relationship Management Suite		
Professional Services	260	$ 37,700
Data Conversion Services		$ 7,000
Project Management	1	$ 2,200
MyGov		
Asset Management	1	$ 1,189

Services Description	Hours/Units	Extended Price
Work Orders	1	$ 2,206
Project Management	1	$ 2,500
Content Manager Suite		
Professional Services	40	$ 5,800
TOTAL:		**$ 135,715**

Summary	One Time Fees	Recurring Fees
Total SaaS		$ 96,583
Total Third Party Hardware, Software, Services	$ 3,175	$ 318
Total Tyler Services	$ 135,715	$ 2,342
Summary Total	**$ 138,890**	**$ 99,243**

Optional Tyler Annual Software – SaaS Description	List Price	Discount	Annual
ERP Pro			
ERP Pro 10 Financial Management Suite			
ACFR Statement Builder	$ 8,000	$ 1120	$ 6,880
Applicant Tracking Interface	$ 707	$ 99	$ 608
Inventory Control	$ 4,244	$ 594	$ 3,650
Accounts Receivable Access	$ 1,200	$ 168	$ 1,032
Tyler One			
Time & Attendance			
Time & Attendance Mobile Access License	$ 1,503	$ 210	$ 1,293
Advanced Scheduling	$ 7,179	$ 1005	$ 6,174

Optional Tyler Annual Software – SaaS Description	List Price	Discount	Annual
TOTAL:	**$ 22,833**	**$ 3,196**	**$ 19,637**

Optional Third Party Software & Hardware Description	Quantity	Unit Price	Extended Price	Annual
Tyler One				
Time & Attendance				
Touchscreen 10: Biometric and Mag Stripe Reader	1	$ 0	$ 3,175	$ 318
Touchscreen 10: Biometric and Prox Reader	1	$ 0	$ 3,175	$ 318
TOTAL:		**$ 0**	**$ 6,350**	**$ 636**

Optional Services Description	Hours/Units	Extended Price
ERP Pro 10 Financial Management Suite		
Professional Services	88	$ 12,760
Data Conversion Services		$ 5,000
Time & Attendance		
Professional Services	48	$ 6,960
Project Management	1	$ 1,500
TOTAL:		**$ 26,220**

Comments

Work will be delivered remotely unless otherwise noted in this agreement.

SaaS is considered a term of one year unless otherwise indicated.

Client's Identity Provider is Entra (Azure). IT Contact is kkettenacker@mswd.org.

Accounts Receivable Access	Accounts Receivable Access: Note that the customer pays $1.25 fee per transaction for payment on-line. Accounts Receivable Access Component displays account status, accounts for payment, has Security-(Secure Socket Layer), and payment processing via credit cards. Payment packet is created to be imported to accounts receivable system.
AP Automation Capture with Disbursements	A fully automated vendor payment system, including an automated invoice capture system, invoice approval system, AP Invoice Access
Cashiering	Cashiering supports credit/debit cards, is PCI Compliant, and includes a cash collection interface and a cashiering receipt import.
Core Financials	Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.
Advanced Scheduling	Advanced Scheduling includes Advanced Scheduling Mobile Access
Utility Billing Water/Gas	Utility CIS System includes collections, tax lien process and import, a standard forms pkg., output director and one Utility handheld meter-reader interface.
Workforce Direct	The use of certain Tyler application(s) requires Client to engage and use an identity provider that meets Open ID Connect (OIDC) or Security Assertation Markup Language (SAML) standards (each, an "IdP"), such as Microsoft Entra ID, Okta, Google Cloud Identity or RapidIdentity. Client will permit these applications to directly federate with such IdP. Client is responsible for (a) keeping Client and its representatives' passwords secure and confidential, (b) any account activity or access that occurs pursuant to Client and its representatives' passwords, its account or IdPs, and (c) notifying Tyler of any unauthorized access to its account. If you already have an IdP in place, you must provide Tyler with the name of the IdP and IT provider

	contact to facilitate federation. Failure to provide Tyler with the ability to federate to a supported IdP may result in disrupted deployment and implementation schedules and additional costs. If you do not have an IdP in place, please contact us for additional information in a timely manner.
Utility Access	Utility Access Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer).
Human Resources Management / Payroll Data Conversion	Human Resources Management conversion includes employee data, current calendar year balanced transactions, and unlimited unbalanced transaction history.
Financial Management Data Conversion	Financial Management conversion includes Chart of Accounts, General Ledger, Accounts Payable, current fiscal year balanced transactions, and unlimited unbalanced transaction history.
Accounts Receivable Data Conversion	Accounts Receivable conversions include master files (contacts properties)
Utilities Data Conversion	Utility Billing conversion includes contacts/properties/accounts, meters, transaction/consumption/read history, metered services, non-metered service. Balanced transactions converted from current calendar year plus prior 2 years. Unlimited history imported upon request.
Content Manager Core	Core includes Onboarding
AP Automation Disbursements	Expedited disbursement options available to vendors include instant transfer to a bank account, PayPal, Venmo and fast ACH where fees may apply. No fee options include standard ACH, and physical checks. All disbursements will be made pursuant to the terms and conditions found at https://www.tylertech.com/client-terms/ap-automation-disbursements-software-and-services-terms-of-use

Exhibit B
Invoicing and Payment Terms

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Annual Services.
   1.1. *SaaS Services*. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section E(1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
   1.2. *Other Annual Services*. Fees for annual services other than SaaS Services are invoiced on an annual basis, beginning with the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

2. Tyler Services.
   2.1. *Professional Services Generally*: Unless otherwise indicated below, fees for Tyler services are invoiced as delivered.
   2.2. *Consulting Services*: Fixed fee Consulting Services will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module.
   2.3. *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
   2.4. *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced (i) 50% upon delivery of specifications and (ii) 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.
   2.5. *Other Fixed Price Services*: Other fixed price services are invoiced as delivered. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning. Strategic Program Management Services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of program planning.

3. Hardware & Third-Party Products.
   3.1. *Hardware*: Hardware costs, if any, are invoiced upon delivery.
   3.2. *Hardware Maintenance*: The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
   3.3. *Third-Party Services*: Fees for Third-Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
   3.4. *Third Party Software*. License Fees for Third Party Software, in any, are invoiced when the applicable Third Party Software is made available to you for download.
   3.5. *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when it is made available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
   3.6. *Third-Party SaaS Services*. Third-Party SaaS Services fees, if any, are invoiced on an annual basis, commencing with availability of the respective Third-Party SaaS Services. Pricing for the first year of Third-Party SaaS Services is indicated in the Investment Summary. Unless express stated otherwise, pricing for subsequent years will be at then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.

Exhibit C
SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels related to the availability of the Tyler SaaS Services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third-Party SaaS Services.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: (Service Availability – Downtime) ÷ Service Availability.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	**Client Relief**
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.

Exhibit D
Third-Party Terms

Cornerstone OnDemand Terms. Your use of Cornerstone OnDemand software and services is subject to terms found here: https://s3.us-east-1.amazonaws.com/sumtotalsystems.com/prod/images/cornerstone-terms-of-use.pdf. By signing a Tyler Agreement or Order Form including Cornerstone software or services, or accessing, installing, or using Cornerstone software or services, you agree that you have read, understood, and agree to such terms. In addition, implementation of Cornerstone software and services may require inclusion of a Cornerstone Statement of Work

DigEplan Pro. Your use of DigEplan Pro is subject to the LCT Software LLC Subscription Terms & Conditions found here: https://www.tylertech.com/client-terms/lct-software-llc-an-avolve-company-subscription-terms-conditions. By signing a Tyler Agreement or Order Form including DigEPlan Pro, or accessing, installing, or using DigEplan Pro, you agree that you have read, understood, and agree to such terms.

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: https://eclipsecorp.us/eula/. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

Emphasys Terms. Your use of SymPro software and services is governed by terms available here: https://tylertech.com/portals/0/terms/Emphasys-Software-Agreement/Emphasys-Software-Agreement.pdf. By signing a Tyler Agreement or Order Form containing such software or services, or accessing, installing, or using SymPro software or services, you agree that you have read, understood, and agree to such terms.

Envisio Terms. Your use of Envisio software and services is subject to the terms found here: https://www.tylertech.com/client-terms/envisio-solutions-inc-end-user-license-agreement. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Envisio software or services, you agree that you have read, understood, and agree to such terms.

Fire Prevention Mobile Terms. Your use of Tyler's Fire Prevention Mobile solutions is subject to the terms found here: https://www.tylertech.com/terms/fire-prevention-mobile-third-party-terms. By signing a Tyler Agreement or Order Form, or accessing, installing, or using the Fire Prevention Mobile solution, you agree that you have read, understood, and agree to such terms.

Koa Hills Terms. Your use of Koa Hills SaaS is governed by terms available here: https://www.tylertech.com/Portals/0/Terms/Koa-Hills-Software-as-a-Service-Agreement.pdf. By signing a Tyler Agreement or Order Form containing Koa Hills SaaS, or accessing, installing, or using Koa Hills SaaS, you agree that you have read, understood, and agree to such terms.

Pattern Stream Terms. Your use of Pattern Stream software and services is subject to the terms found here: https://www.tylertech.com/terms/finite-matters-ltd-consolidated-terms. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Pattern Stream software or services, you agree that you have read, understood, and agree to such terms.

Polco Terms. Your use of Polco software and services is subject to the terms found here: https://www.tylertech.com/client-terms/polco-end-user-license-agreement. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Polco software or services, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: https://www.thinprint.com/en/legal-notes/eula/. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

TrueRoll Terms. Your use of TrueRoll software and services is subject to terms found here: https://tylertech.com/portals/0/terms/TrueRoll-Software-Services-Agreement.pdf. By signing a Tyler Agreement or Order Form including TrueRoll software or services, or accessing, installing, or using TrueRoll software or services, you agree that you have read, understood, and agree to such terms.

Twilio Acceptable Use Policy. Your use of the Tyler solutions listed below includes functionality provided by a Third-Party Developer, Twilio. Your rights, and the rights of any of your end users, to use said functionality are subject to the terms of the Twilio Acceptable Use Policy, available at http://www.twilio.com/legal/aup. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any such Tyler solution, you certify that you have reviewed, understand, and agree to said terms. Tyler hereby disclaims any and all liability related to your or your end user's failure to abide by the terms of the Twilio Acceptable Use Policy. Any liability for failure to abide by said terms shall rest solely with the person or entity whose conduct violated said terms.

- Electronic Warrants
- Online Dispute Resolution
- Enterprise Justice Notifications Add On (text notifications)
- Absence & Substitute
- Notify
- Enterprise Jury Manager
- Enterprise Supervision
- Virtual Court



Exhibit D
Schedule 1
Third Party Verification Services – Work Number by Equifax Terms of Service

Your use of the Third Party Verification Services - Work Number by Equifax (the employment verification service, "**EVS**") is subject to these Terms of Service. The EVS is owned and operated by Equifax Workforce Solutions LLC ("**EWS**"), which provides subscribing employers or other data furnishers with an automated method of providing employment and income verifications to authorized third parties also known as Verifiers. The EVS is provided in accordance with these Terms of Service, including all attachments hereto, which hereby become part of the agreement between Tyler and Client when elected by Client.

EWS shall have the right to cease providing the EVS when its contract with Tyler ends or service is suspended thereunder. Tyler may terminate its provision of the Third Party Verification Service, upon email notice to Client, without incurring any liability. In addition, Client may elect to no longer receive the EVS by providing Tyler with 30 day's advance written notice.

The ability of EWS to provide accurate information is dependent upon accurate Client Data furnished on behalf of the Client. The Tyler Software, including any related technology, is a configurable tool provided by Tyler whereby Client can and will manage its own Client Data. Tyler is providing a conduit for certain Client Data to be moved between Client and EWS via Tyler's API.

1. EVS OVERVIEW.

A. Service Description. The EVS is designed to assist (i) employers whose employee data is included in Client Data (each, a "**Participating Employer**"), and (ii) commercial, private, nonprofit and governmental entities or Verifiers who wish to verify a consumer's employment and/or income information. EWS will (a) provide verifications to relieve the Participating Employer of the burden of employment and income verification obligations as often as practicable; (b) provide verifications where permissible purpose, as defined by the FCRA, exists in scenarios such as where the employee has applied for a benefit (such as a job application, qualification for social services assistance or a loan application) or has obtained a benefit and the Verifier is seeking to determine whether the employee is qualified to continue to receive the benefit or is seeking to enforce obligations undertaken by the employee in connection with the benefit; (c) act on behalf of Client when working with Verifiers to perform EVS; and (d) provide analytics, modeling and/or demographic studies that will not include any information that individually, or collectively, could be used to specifically identify either Client or Client's employees/customers. EWS will diligently protect Client Data in accordance with good industry practices.

B. Client Authorizations. EWS is authorized by Client to provide employment and income verification of relevant consumers. Client authorizes (i) EWS to request and receive Client Data through the Tyler Software, (ii) Tyler to make Client Data available to EWS for the purposes described herein, and (iii) EWS to provide employment and/or income verifications to Verifiers who have a permissible purpose, as defined by the FCRA, to whom such Client Data relates.

2. FAIR CREDIT REPORTING ACT ("FCRA") OBLIGATIONS.

As a provider of the EVS, EWS is a Consumer Reporting Agency ("**CRA**"), as defined by the FCRA. As such, EWS complies with the FCRA in providing the EVS. EWS's FCRA compliance enhances the protections available to the employees whose data is included in the Client Data, with respect to the privacy and accuracy of the data. EWS maintains reasonable procedures to assure maximum possible accuracy as required under the FCRA.

A. Client is the Furnisher with respect to the Client Data. Tyler is not a Furnisher with respect to the Client Data, does not warrant the accuracy of such data and Tyler's role is limited to creating and maintaining the API so EWS can request, and Client can send data to EWS. Furthermore, Client (i) acknowledges that it has received the Notice to Furnishers, set forth on Attachment 1 to these Terms of Service and incorporated herein, and (ii) will fulfill the obligations as a furnisher as set forth in the Notice to Furnishers and as required by the FCRA. In the event that a consumer notifies EWS of an error in any Client Data, and EWS concludes that the Client Data is incorrect, EWS shall have the right to coordinate with the Client directly to correct the Client Data as required. After completing an investigation and acknowledging that certain Client Data is incorrect, EWS may as required under FCRA, and Client hereby authorizes EWS to: (a) correct such Client Data on behalf of Client, and/or (b) block the Client Data from being accessed by Verifiers.

B. In the event of consumer dispute, EWS will have primary responsibility for receiving, processing and resolving data disputes. In the event a consumer reaches out directly to Tyler regarding a dispute, Tyler will direct the party to EWS's dispute resolution process. Client will promptly forward to EWS any results of Client's investigation into any data dispute, in accordance with applicable law. In the event such results are sent to Tyler, Client authorizes Tyler to release such results to EWS. If the results or release are insufficient, EWS or Tyler will request sufficient information from the Client.

ATTACHMENT 1 TO TERMS OF SERVICE
NOTICE TO FURNISHERS OF INFORMATION: OBLIGATIONS OF FURNISHERS UNDER THE FCRA

All furnishers of consumer reports must comply with all applicable regulations, including regulations promulgated after this notice was first prescribed in 2004. Information about applicable regulations currently in effect can be found at the Consumer Financial Protection Bureau's website, www.consumerfinance.gov/learnmore.

The federal Fair Credit Reporting Act (**FCRA**), 15 U.S.C 1681-1681y, imposes responsibilities on all persons who furnish information to consumer reporting agencies (**CRAs**). These responsibilities are found in Section 623 of the FCRA, 15 U.S.C 1681s-2. State law may impose additional requirements on furnisher. All furnishers of information to CRAs should become familiar with the applicable laws and may want to consult with their counsel to ensure that they are in compliance. The text of the FCRA is available at the website of the Consumer Financial Protection Bureau (**CFPB**): www.consumerfinance.gov/learnmore. A list of the sections of the FCRA cross-referenced to the U.S. Code is at the end of this document.

Section 623 imposes the following duties upon furnishers:

Accuracy Guidelines

The FCRA requires furnishers to comply with federal guidelines and regulations dealing with the accuracy of information provided to CRAs by furnishers. Federal regulations and guidelines are available at *www.consumerfinance.gov/learnmore*. *Section 623(e)*.

General Prohibition on Reporting Inaccurate Information

The FCRA prohibits information furnishers from providing information to a CRA that they know or have reasonable cause to believe is inaccurate. However, the furnisher is not subject to this general prohibition if it clearly and conspicuously specifies an address to which consumers may write to notify the furnisher that certain information is inaccurate. *Sections 623(a)(1)(A) and (a)(1)(C).*

Duty to Correct and Update Information

If at any time a person who regularly and in the ordinary course of business furnishes information to one or more CRAs determines that the information provided is not complete or accurate, the furnisher must promptly provide complete and accurate information to the CRA. In addition, the furnisher must notify all CRAs that received the information of any corrections, and must thereafter report only the complete and accurate information. *Section 623(a)(2)*.

Duties After Notice of Dispute from Consumer

If a consumer notifies a furnisher, at an address specified for the furnisher for such notices, that specific information is inaccurate, and the information is, in fact, inaccurate, the furnisher must thereafter report the correct information to CRAs. *Section 623(a)(1)(B)*.

If a consumer notifies a furnisher that the consumer disputes the completeness or accuracy of any information reported by the furnisher, the furnisher may not subsequently report that information to a CRA without providing notice of the dispute. *Section 623(a)(3)*.

Furnishers must comply with federal regulations that identify when an information furnisher must investigate a dispute made directly to the furnisher by a consumer. Under these regulations, furnishers must complete an investigation within 30 days (or 45 days, if the consumer later provides relevant additional information) unless the dispute is frivolous or irrelevant or comes from a "credit repair organization." Federal regulations are available at *www.consumerfinance.gov/learnmore. Section 623(a)(8).*

Duties After Notice of Dispute from Consumer Reporting Agency

If a CRA notifies a furnisher that a consumer disputes the completeness or accuracy of information provided by the furnisher, the furnisher has a duty to follow certain procedures. The furnisher must:

- Conduct an investigation and review all relevant information provided by the CRA, including information given to the CRA by the consumer. *Sections 623(b)(1)(A) and (b)(1)(B)*.
- Report the results to the CRA that referred the dispute, and, if the investigation establishes that the information was, in fact, incomplete or inaccurate, report the results to all CRAs to which the furnisher provided the information that compile and maintain files on a nationwide basis. *Section 623(b)(1)(C) and (b)(1)(D)*.
- Complete the above steps within 30 days from the date the CRA receives the dispute (or 45 days, if the

consumer later provides relevant additional information to the CRA). *Section 623(b)(2)*.

- Promptly modify or delete the information, or block its reporting. *Section 623(b)(1)(E)*.

Duty to Report Voluntary Closing of Credit Accounts

If a consumer voluntarily closes a credit account, any person who regularly and in the ordinary course of business furnished information to one or more CRAs must report this fact when it provides information to CRAs for the time period in which the account was closed. *Section 623(a)(4)*.

Duty to Report Dates of Delinquencies

If a furnisher reports information concerning a delinquent account placed for collection, charged to profit or loss, or subject to any similar action, the furnisher must, within 90 days after reporting the information, provide the CRA with the month and the year of the commencement of the delinquency that immediately preceded the action, so that the agency will know how long to keep the information in the consumer's file. *Section 623(a)(5)*.

Any person, such as a debt collector, that has acquired or is responsible for collecting delinquent accounts and that reports information to CRAs may comply with the requirements of Section 623(a)(5) (until there is a consumer dispute) by reporting the same delinquency date previously reported by the creditor. If the creditor did not report this date, they may comply with the FCRA by establishing reasonable procedures to obtain and report delinquency dates, or, if a delinquency date cannot be reasonably obtained, by following reasonable procedures to ensure that the date reported precedes the date when the account was placed for collection, charged to profit or loss, or subjected to any similar action. *Section 623(a)(5)*.

Duties of Financial Institutions When Reporting Negative Information

Financial institutions that furnish information to "nationwide" consumer reporting agencies, as defined in Section 603(p) must notify consumers in writing if they may furnish or have furnished negative information to a CRA. *Section 623(a)(7)*. The Consumer Financial Protection Bureau has prescribed model disclosures, 12 CFR Part 1022, App. B.

Duties When Furnishing Medical Information

A furnisher whose primary business is providing medical services, products, or devices (and such furnisher's agents or assignees) is a medical information furnisher for the purposes of the FCRA and must notify all CRAs to which it reports of this fact. *Section 623(a)(9)*. This notice will enable CRAs to comply with their duties under Section 604(g) when reporting medical information.

Duties When ID Theft Occurs

All furnishers must have in place reasonable procedures to respond to notifications from CRAs that information furnished is the result of identity theft, and to prevent refurnishing the information in the future. A furnisher may not furnish information that a consumer has identified as resulting from identity theft unless the furnisher subsequently knows or is informed by the consumer that the information is correct. *Section 623 (a)(6)*. If a furnisher learns that it has furnished inaccurate information due to identity theft, it must notify each CRA of the correct information and must thereafter report only complete and accurate information. *Section 623(a)(2)*. When any furnisher of information is notified pursuant to the procedures set forth in Section 605B that a debt has resulted from identity theft, the furnisher may not sell, transfer, or place for collection the debt except in certain limited circumstances. *Section 615(f)*.

The Consumer Financial Protection Bureau website, *www.consumerfinance.gov/learnmore*, has more information about the FCRA.

Citations for FCRA sections in the U.S. Code, 15 U.S.C. § 1681 et seq.:

Section 602	15 U.S.C. 1681	Section 615	15 U.S.C. 1681m
Section 603	15 U.S.C. 1681a	Section 616	15 U.S.C. 1681n
Section 604	15 U.S.C. 1681b	Section 617	15 U.S.C. 1681o
Section 605	15 U.S.C. 1681c	Section 618	15 U.S.C. 1681p
Section 605A	15 U.S.C. 1681cA	Section 619	15 U.S.C. 1681q
Section 605B	15 U.S.C. 1681cB	Section 620	15 U.S.C. 1681r
Section 606	15 U.S.C. 1681d	Section 621	15 U.S.C. 1681s

Section 607	15 U.S.C. 1681e	Section 622	15 U.S.C. 1681s-1
Section 608	15 U.S.C. 1681f	Section 623	15 U.S.C. 1681s-2
Section 609	15 U.S.C. 1681g	Section 624	15 U.S.C. 1681t
Section 610	15 U.S.C.1681h	Section 625	15 U.S.C. 1681u
Section 611	15 U.S.C. 1681i	Section 626	15 U.S.C. 1681v
Section 612	15 U.S.C. 1681j	Section 627	15 U.S.C. 1681w
Section 613	15 U.S.C. 1681k	Section 628	15 U.S.C. 1681x
Section 614	15 U.S.C. 1681l	Section 629	15 U.S.C. 1681y

Exhibit E
Statement of Work

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Mission Springs Water District

SOW from Tyler Technologies, Inc.

5/19/2025

Presented to:
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Desert Hot Springs, CA 92240

Contact:
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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the MSWD (collectively the "Project").

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

1.3 Methodology

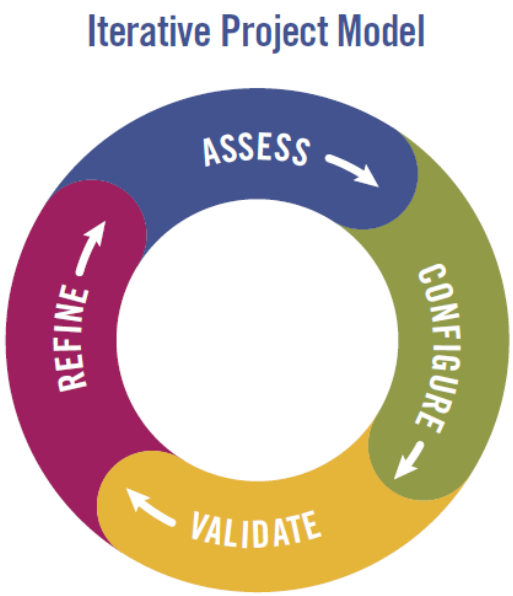
This is accomplished by the MSWD and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the MSWD's complexity and organizational needs.



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the MSWD and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the MSWD and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the MSWD's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

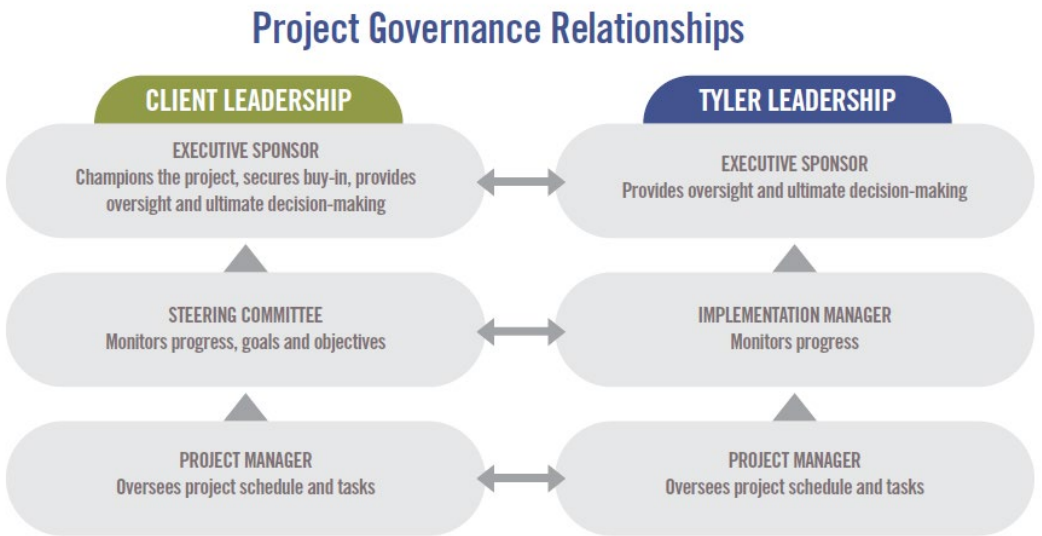
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

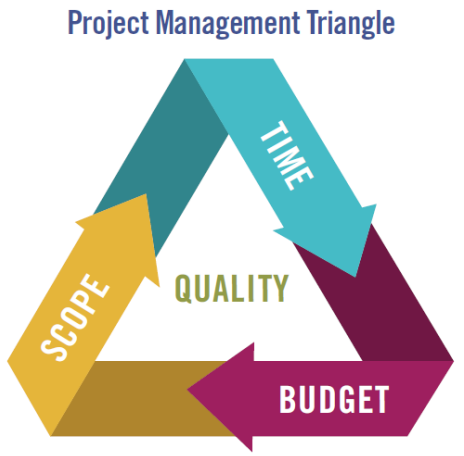
The chart below illustrates an overall team perspective where Tyler and the MSWD collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the MSWD Steering Committee become the escalation points to triage responses prior to escalation to the MSWD and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The MSWD and Tyler executive sponsors serve as the final escalation point.



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the "triple constraints" or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the MSWD; for example, the MSWD may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the MSWD, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The MSWD will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the MSWD). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each MSWD office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the MSWD will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining MSWD feedback and approval on Project deliverables will be critical to the success of the Project. The MSWD project manager will strive to gain deliverable and decision approvals from all authorized MSWD representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each MSWD department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The MSWD shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the MSWD does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the MSWD does not agree the Deliverable or Control Point meets requirements, the MSWD shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The MSWD shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the MSWD does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the MSWD and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the MSWD, but are roles defined within the Project. It is common for individual resources on both the Tyler and MSWD project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the MSWD 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the MSWD 's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with MSWD management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the MSWD, the Tyler Project Manager provides regular updates to the MSWD Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the MSWD project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.
- Collaborates with the MSWD project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the MSWD and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the MSWD any items that may impact the outcomes of the Project.
- Collaborates with the MSWD 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the MSWD 's project manager(s) to set a routine communication plan that will aide all Project team members, of both the MSWD and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the MSWD through software validation process following configuration.
- Assists during Go-Live process and provides support until the MSWD transitions to Client Services.
- Facilitates training sessions and discussions with the MSWD and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.

5.2 MSWD Roles & Responsibilities

MSWD resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 MSWD Executive Sponsor

The MSWD executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the MSWD steering committee, project manager(s), and functional leads to make critical business decisions for the MSWD.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 MSWD Steering Committee

The MSWD steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the MSWD project manager and Project through participation in regular internal meetings. The MSWD steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The MSWD steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
    - Cost
    - Scope
    - Schedule
    - Project Goals
    - MSWD Policies
    - Needs of other client projects

5.2.3 MSWD Project Manager

The MSWD shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The MSWD Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the MSWD project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a

timely fashion to avoid Project delays. The MSWD project manager(s) are responsible for reporting to the MSWD steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the MSWD project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the MSWD and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the MSWD staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all MSWD resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to MSWD technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.

- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 MSWD Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the MSWD project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
    - Task completion
    - Stakeholder Meeting
    - Project Management Plan development
    - Schedule development
    - Maintenance and monitoring of risk register
    - Escalation of issues
    - Communication with Tyler project team
    - Coordination of MSWD resources
    - Attendance at scheduled sessions
    - Change management activities
    - Modification specification, demonstrations, testing and approval assistance
    - Data analysis assistance
    - Decentralized end user training
    - Process testing
    - Solution Validation

5.2.5 MSWD Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the MSWD business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the MSWD staff during and after implementation.

- Participate in conversion review and validation.

5.2.6 MSWD End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 MSWD Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for MSWD third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the MSWD's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 MSWD Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the MSWD's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with MSWD and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 MSWD Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the MSWD.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 Infrastructure Planning	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Stakeholder Meeting	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 GIS Planning*	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “This work package is not applicable” in Section 6 of the Statement of Work.*

6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the MSWD with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the MSWD gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the MSWD's team. During this step, Tyler will work with the MSWD to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify MSWD project team.

STAGE 1	Initial Coordination															
	Tyler								MSWD							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
MSWD project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the MSWD		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						

Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the MSWD to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all MSWD Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the MSWD's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the MSWD Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the MSWD with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning															
	Tyler								MSWD							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				

Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	MSWD provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- MSWD has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. . The MSWD is responsible for the installation, setup and maintenance of all peripheral devices.

Objectives:

- Ensure the MSWD's infrastructure meets Tyler's application requirements.
- Ensure the MSWD's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler								MSWD								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						

Inputs	Initial Infrastructure Requirements

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the MSWD Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the MSWD team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting															
	Tyler								MSWD							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

- None

6.1.5 This work package is not applicable.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the MSWD
- Stakeholder meeting complete

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current MSWD business processes. This information will be used to identify and define business processes utilized with Tyler software. The MSWD collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on MSWD team knowledge transfer such as: eLearning, documentation, or walkthroughs. The MSWD team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the MSWD for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	MSWD

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The MSWD and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The MSWD will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the MSWD's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	MSWD

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	MSWD current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- MSWD attendees possess sufficient knowledge and authority to make future state decisions.
- The MSWD is responsible for any documentation of current state business processes.
- The MSWD can effectively communicate current state processes.

6.2.3 This work package is not applicable.

6.2.4 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.

- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								MSWD								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	MSWD Source data
	MSWD Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	MSWD Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the MSWD representatives to identify business rules before writing the conversion.
- MSWD subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.5 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the MSWD against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The MSWD can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*															
	Tyler								MSWD							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on MSWD Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on MSWD Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The MSWD will provide network access for Tyler modules, printers, and Internet access to all applicable MSWD and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the MSWD to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The MSWD collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate the MSWD Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration															
	Tyler								MSWD							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete MSWD configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C

Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The MSWD is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the MSWD users on how to execute processes in the system to prepare them for the validation of the software. The MSWD collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the MSWD understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								MSWD								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (MSWD Responsible)			I	C							A	R		C			

Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update MSWD-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed MSWD-specific process documentation (completed by MSWD)	

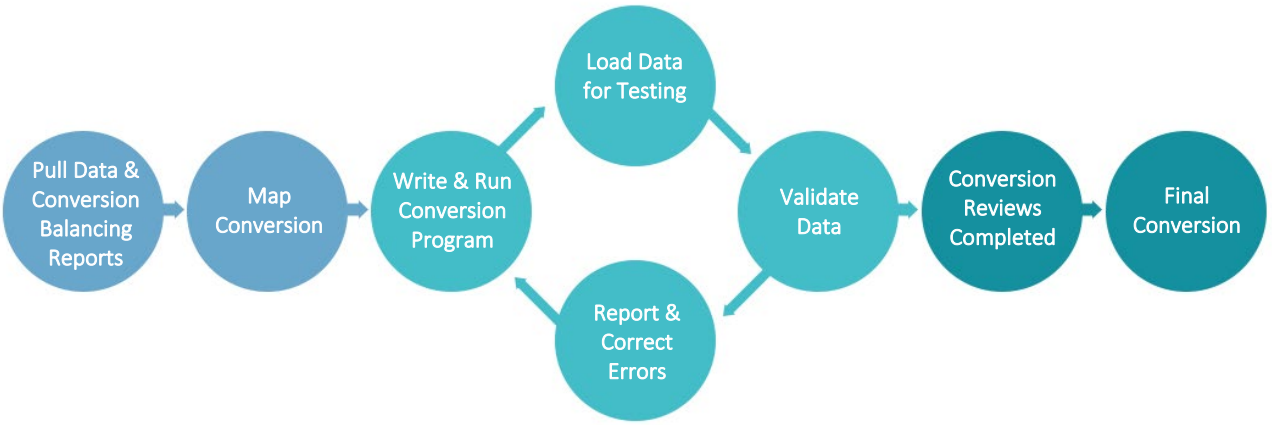
Work package assumptions:

- None

6.3.4 Conversion Delivery

The purpose of this task is to transition the MSWD's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the MSWD will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the MSWD to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion															
	Tyler								MSWD							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- The MSWD will provide a single file layout per source system as identified in the investment summary.
- The MSWD subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The MSWD project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 This work package is not applicable.

6.3.6 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the MSWD team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the MSWD to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the MSWD verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the MSWD organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								MSWD								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	MSWD updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the MSWD will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the MSWD has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the MSWD will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								MSWD								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the MSWD

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Tyler Led: Tyler provides training for all applicable users. One or multiple occurrences of each scheduled training or implementation topic will be covered.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop MSWD specific business process documentation. MSWD-led training labs using

MSWD specific business process documentation if created by the MSWD can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The MSWD is prepared for on-going training and support of the application.

STAGE 4	End User Training															
	Tyler								MSWD							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (MSWD-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	MSWD signoff that training was delivered

Work package assumptions:

- The MSWD project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the MSWD as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of MSWD departments.
- The MSWD will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the MSWD will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the MSWD to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the MSWD and Tyler will complete work assigned to prepare for Go-Live.

The MSWD provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the MSWD manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the MSWD during Go-Live activities. The MSWD transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- MSWD data available in Production environment.

STAGE 5	Go-Live	
	Tyler	MSWD

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	MSWD confirms data is available in production environment

Work package assumptions:

- The MSWD will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The MSWD business processes required for Go-Live are fully documented and tested.
- The MSWD Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The MSWD Project Team and Power User's provide business process context to the end users during Go-Live.

6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the MSWD onto the Tyler Client Services team, who provides the MSWD with assistance following Go-Live, officially transitioning the MSWD to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the MSWD teams for key processes and subject areas.

STAGE 5	Transition to Client Services															
	Tyler								MSWD							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer MSWD to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities	
	Tyler	MSWD

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The MSWD transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the MSWD for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the MSWD teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								MSWD								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	MSWD
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the MSWD may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the MSWD teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								MSWD								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to MSWD and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	MSWD acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.

- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and the MSWD will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The MSWD Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the MSWD project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the MSWD is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the MSWD to make process changes.
- The MSWD is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, MSWD is responsible for managing Organizational Change. Impacted MSWD resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted MSWD resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- MSWD resources will participate in scheduled activities as assigned in the Project Schedule.
- The MSWD team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the MSWD will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The MSWD will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The MSWD makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The MSWD will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The MSWD will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The MSWD is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the MSWD representatives to identify business rules before writing the conversion. The MSWD must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The MSWD will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The MSWD Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The MSWD is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- The MSWD will provide dedicated space for Tyler staff to work with MSWD resources for both on-site and remote sessions. If Phases overlap, MSWD will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The MSWD will provide staff with a location to practice what they have learned without distraction.

8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]

Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

Part 4: Appendices

9. Conversion

9.1 ERP Pro Utility Billing Conversion Summary

9.1.1 Utility Billing - Standard

- Utility Contact Information
- Utility Mailing and Billing Addresses
- Utility Parcels
- Account Master - (Average monthly payment, deposits, bank drafts, comments/notes)
- Meters/Services
- Transaction History – Includes current year plus one prior year
- Read History

9.1.2 Utility Billing – Legacy/Historical Views

- Unlimited historical transactions provided by the MSWD can be converted by Tyler into historical views

9.2 ERP Pro Financials Conversion Summary

9.2.1 General Ledger

Standard Conversion Includes:

- Full chart of accounts listing, descriptions, and corresponding account types
- Element (segment) values and descriptions
- Summarized budget figures for current fiscal year
- Unlimited historical transactions as provided by client.

NOTE: Training will be provided on how to import additional budget years from Excel.

9.2.2 Accounts Payable

Standard Conversion Includes:

- Vendor master information, address, primary contact, and NOTEs
- Unlimited historical transactions as provided by client.

9.2.3 Personnel Management

Standard Conversion Includes:

- Basic employee information – employee master, address, primary contact, dates, phone numbers, dependents, NOTEs
- Employee Deductions & Taxes
- Employee Direct Deposit Information
- Employee Leave Balances
- Employee Retirement

- Rates/Base Pay (salary / hourly compensation)
- Unlimited historical transactions provided by client.

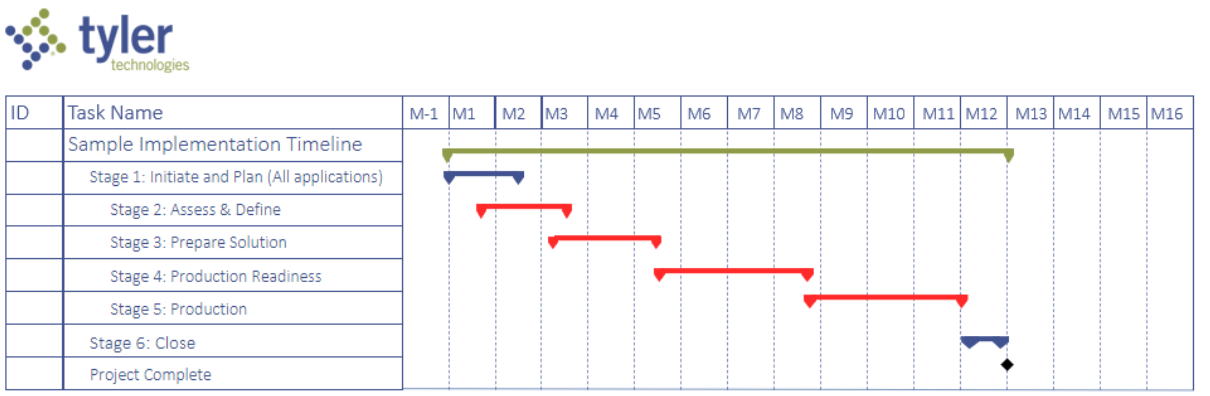
NOTE: Employee positions/deductions will be created according to recommended best business practices.

10. Additional Appendices

10.1 This work package is not applicable.

11. Project Timeline

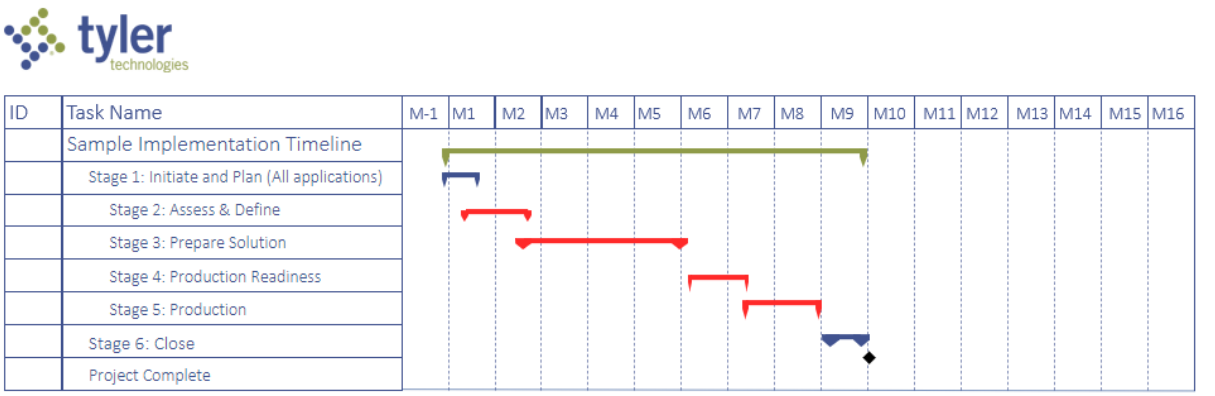
11.1 ERP Pro Financial Management Timeline



example

This timeline is an example. Please use it as a general guide...ONLY. Its purpose is to demonstrate the order in which various products are typically implemented and the potential overlap of stages for each phase. The exact timing of each deliverable depends on many factors including, but not limited to, the client's ability to commit resources to the project, client blackout dates, and the alignment of client business practices with Tyler implementation methodology. Tyler makes no guarantees that implementation schedules will align with this example.

11.2 ERP Pro Utility Billing Timeline



example

This timeline is an example. Please use it as a general guide...ONLY. Its purpose is to demonstrate the order in which various products are typically implemented and the potential overlap of stages for each phase. The exact timing of each deliverable depends on many factors including, but not limited to, the client's ability to commit resources to the project, client blackout dates, and the alignment of client business practices with Tyler implementation methodology. Tyler makes no guarantees that implementation schedules will align with this example.

BOARD OF DIRECTORS SPECIAL MEETING (WORKSHOP) MINUTES

Tuesday, May 06, 2025 at 9:00 AM

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

CALL TO ORDER
President Sewell called the meeting to order at 9:00 AM

ROLL CALL
BOARD MEMBERS PRESENT: President Ivan Sewell, Director Russ Martin, Director Amber Duff Director Ted Mayrhofen

BOARD MEMBERS ABSENT: Vice President Robert Griffith

STAFF MEMBERS PRESENT: Brian Macy, Marion Champion, Danny Friend, Arturo Ceja, Charles Bell, David Baraza, Theresa Murphy, Will Whitten, Amanda Lucas, Dori Petee

PLEDGE OF ALLEGIANCE
Led by Director Martin

PUBLIC INPUT
No public input

ITEMS FOR DISCUSSION

ACWA ELECTION PROCESS FOR 2026-27 – NOMINATIONS

The board reviewed two memos from ACWA, one specific to the president and vice president positions, and the other concerning the election process for Region 9. A timeline of dates and expectations was provided. It was noted that the election process for Region 9 involves selecting board members, the Chair, and the Vice Chair positions. The board members discussed the nomination process, including the submission of documents by June 20th. Historically, the positions of president and vice president have been filled by current ACWA Board Members; however, there have been instances where new members were elected directly to these positions. The board agreed to review the information and discuss it further in the upcoming board meeting or the June workshop, with a decision to be made before June 20th.

LONG-RANGE FINANCIAL PLAN

John Wright from Raftelis, along with Ellyse Ritchie, presented the development of financial plans and a cost of service study for the district. The presentation covered the project scope, including the development of water and sewer financial plans for both 10-year and 30-year planning horizons, rate design assistance, and preparation of Prop 218 notices and hearings. The rate study process involves understanding the district's financial situation, its long-term Capital Improvement Program (CIP), and potential changes to the rate structure. The financial planning strategy aims to achieve small, smooth, and predictable rate increases, possibly incorporating external debt financing and other sources of cash inflows.

The presentation projected revenues at current rates, inflation-adjusted costs, and identified a revenue shortfall. The optimal financing strategy includes revenue from rates, potential debt revenue, grants, and capacity fees to close the funding gap. The financial planning process is iterative, involving scenario analysis and adjustments based on the governing body's preferences. The district's FY26 budget assumptions include 2.1% customer account growth and slight declines in per-account water consumption. The presentation also covered the projection of water and sewer revenue items, operating costs, and the need to maintain adequate cash reserves and meet debt service coverage requirements.

The board discussed the accuracy of the 2.1% customer growth estimate and the need for more conservative projections. They also considered the impact of utility cost escalation assumptions and the importance of maintaining cash reserves. The board expressed a preference for conservative rate schedules that include all CIP projects and emphasized the need for customer education and outreach. The presentation concluded with a discussion on potential scenarios for financial planning, including the status quo, rate revenue increases, and a combination of rate revenue and external debt financing.

The Board agreed to review the financial planning scenarios in upcoming workshops and to develop a comprehensive plan for the next six months.

PROCUREMENT POLICY

Assistant General Manager Marion Champion presented an update on the procurement policy. She highlighted the need to consolidate various policies into a single master policy, along with related sub-policies, to improve clarity and consistency across departments. The updates aim to enhance staff guidance, reduce organizational risk, and facilitate smoother onboarding for new employees. The presenter also mentioned the alignment of the updated policies with the new contracts analyst's role and the use of OpenGov software. Additionally, the updates support transparency efforts required for CSDA and district of distinction certifications. Key changes include adjustments to signing authority, competitive bidding guidelines, and the inclusion of credit cards in the procurement authorization table. The updates also address petty cash fund limits, hand-delivered check requests, and vendor processing policies. Ms. Champion emphasized the importance of collaboration in finalizing the document and welcomed feedback from staff. The meeting concluded with a brief discussion on specific policy details and the need for further review and clarification.

COMMENTS

GENERAL MANAGER'S COMMENTS

General Manager Macy reiterated the invitation to the Board to the Employee Appreciation Luncheon.

DIRECTOR COMMENTS AND REQUESTS

1. General Comments
2. Requests for Future Agenda Items
3. Requests for Future Meetings

Director Mayrhofen expressed his regrets for not being able to make the Employee Appreciation Luncheon, but thanked the staff for the effort and work they put in.

Director Duff asked staff to look into the after-hours phone system; She expressed a longer than usual wait time when calling in after hours, which is not conducive to customers' needs.

President Sewell also expressed his regrets for not being able to make the employee event and expressed his appreciation for the staff.

ADJOURN
With no further business, President Sewell called the meeting to order at 10:36 AM

Respectfully submitted,

Dori Petee
Executive Assistant

BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Monday, May 19, 2025 at 1:00 PM

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

CALL TO ORDER
President Sewell called the meeting to order at 1:00 PM

ROLL CALL
BOARD MEMBERS PRESENT: President Ivan Sewell, Vice President Robert Griffith, Director Russ Martin, Director Amber Duff, Director Ted Mayrhofen

STAFF MEMBERS PRESENT: Brian Macy, Marion Champion, Kurt Kettenacker, Will Whitten, Jeff Nutter, Arturo Ceja, Danny Friend, Amanda Lucas, Nate Mather, April Scott, Charles Bell, Orianan Hoffert, Eric Weck, Selene Rodriguez, Andy Grunnet, Jason Weekly, David Pena, Joey McElrone

PLEDGE OF ALLEGIANCE
Led by Director Martin

RULES OF PROCEDURE
Rules of Procedure were read by General Counsel.
All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No person shall be allowed to speak who has not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once about any one subject until every other member on the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item."

No public input

Assistant General Manager, Marion Champion, presented and introduced the latest group of MSWD Interns.

EMPLOYEE RECOGNITION

HUMAN RESOURCES REPORT
The Board acknowledged the following employees:

NEW HIRES

Nathaniel Mather	Water Production Supervisor

ANNIVERSARIES

William Whitten	Business Analyst	1 Year
Cynthia Acosta	Administrative Assistant I	2 Years
Charles Bell	Water Production Operator II	2 Years
Jason Weekley	Lead Field Operations Technician	5 Years
Ann Rogers	Customer Service Representative II	9 Years
Robert Lopez	Purchasing and Warehouse Specialist	19 Years
David Pena	Lead Field Service Representative	20 Years

PROMOTIONS

Ana Murillo	Accountant (previously Accounting Technician)
Joey McElrone	Wastewater Treatment Plant Operator I to Wastewater Treatment Plant Operator II

ACTION ITEMS

RESOLUTION 2025-07 ~ ACCEPTANCE OF GRANT AWARD FOR THE WEST PALM SPRINGS VILLAGE - PALM SPRINGS CREST WATER SYSTEMS BACKUP INTERTIE DESIGN PROJECT

The Board adopted Resolution 2025-07, approving the acceptance of the award of grant funding from the Bureau of Reclamation for the preliminary planning of the West Palm Springs Village - Palm Springs Crest Water Systems Backup Intertie Project.

Will Whitten presented on the interconnection project for the IDE area, which involves connecting the West Palm Springs Village and Palm Springs Crest Water Systems. This project, funded by a $358,010 grant from the US Bureau of Reclamation, aims to enhance system reliability and improve water management practices. It aligns with the district's strategic plan and water master plan.

Motion made by Vice President Griffith, Seconded by Director Martin.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

RESOLUTION 2025-08 ~ RECOMMENDING APPROVAL OF A NOTICE OF EXEMPTION DETERMINATION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR THE HORTON WWTP SOLAR PPA PROJECT

The Board adopted Resolution 2025-08, approving the Notice of Exemption determination under the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15300 for the Horton WWTP Solar PPA Project and directing the General Manager to sign the attached Notice of Exemption and file the same with the Riverside County Clerk.

Danny Friend presented. Initially, the project began as a capital initiative but did not get approved. It started as a larger project with several individual well sites. In January, an amendment was brought to

Tom Dodson and Associates' contract to conduct the CEQA for the project. The majority of the CEQA involves the initial study and a mitigated negative declaration, which is still underway. The well sites that have not been completed with the solar project are being rolled into the solar site north of the existing site. This is part of the ISMD, which will be brought back to the board, along with the regional site to the west of the existing site. Tom Dodson Associates determined that the project qualified for a category exemption under 15300, specifically 15303E and D, referring to new construction or conversion of small structures. Although there is no cost associated with approving this today, the cost of doing the work was approved in January.

Motion made by Director Duff, Seconded by Vice President Griffith.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

APPROVE CHANGE ORDER NO. 1 WITH SOUTH WEST PUMP AND DRILLING, INC., FOR ON-CALL WELL AND BOOSTER MAINTENANCE AND REPAIR SERVICES
The Board authorized the General Manager to approve Change Order No. 1 with South West Pump and Drilling, Inc. for the On-Call Well and Booster Maintenance and Repair Services contract. The change order increased the contract amount by $ 47,549.00 from $150,000.00 to a not-to-exceed amount of $197,549.00 and authorized the General Manager to do all things necessary to complete the project.

Danny Friend, the Director of Operations, presented a contract for on-call services to the Board. Currently, there are two active contracts, with one contractor being vetted due to a merger. The urgency of the matter stems from the need to bring additional wells online. Specifically, Well 30, which has been offline since 2009 due to mechanical failure and the need for uranium treatment, is being considered for rehabilitation. The proposal involves pulling the equipment, evaluating it, conducting a downhole video, and performing an EMDS survey to assess the condition of the casing. Based on these evaluations, Russ Kyle from Kyle Groundwater will determine the feasibility and extent of rehabilitation required. The proposal includes a 10% contingency, and the board is asked to approve this change order. The total cost, including the contingency, is $47,549. The board members requested clarification on the specific well, the cost breakdown, and the scope of the downhole investigation.

Motion made by President Sewell, Seconded by Director Duff.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

HUMAN RELATIONS COMMITTEE REPORT, MINUTES APPROVAL & RECOMMENDATION FOR ACTION
The Board considered the Human Relations Committee's recommendations, approved the committee minutes, and directed the Director of Finance to implement the action items as part of the annual budget process.

Oriana Hoffert, the Human Resources Manager, provided key items discussed and recommendations from the committee meeting. She recapped the employer request process, which has been followed for over 20 years, including meetings with employees, the Human Relations Committee, and the Board of Directors. Approved items are implemented as part of the annual budget process. The evaluation of requests is completed by senior management based on past board feedback, legal guidance, labor market conditions, and administrative items. Oriana presented four recommendations from the Human Relations Committee: a cost of living adjustment (COLA) based on the March 2025 consumer

index showing a 2.6% increase with an estimated fiscal impact of $139,000; one additional optional holiday, bringing the total to 14 paid holidays with no additional fiscal impact; a flexible spending account (FSA) with an estimated cost of $375 per month per employee and a $1,500 contribution limit, highlighting minimal risk and potential payroll tax liability reduction; and increasing compensatory time accruals to 80 hours with no estimated budget increase.

Motion made by President Sewell, Seconded by Director Martin.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

CONTRACT AMENDMENT AND BUDGET AUGMENTATION FOR INTELESYS COMMUNICATION SERVICES
The General Manager was authorized to execute a contract amendment and budget augmentation with Intelesys Communication Services in the amount of $7,435.52 for a not-to-exceed amount of $117,005.52.

Kurt Kettenacker, IT Manager, discussed the contract amendment and budget augmentation for Intelisys Communication Services. Kurt explained that budget augmentation was necessary due to the licensing for Microsoft products. The decision was made to switch from the previous software license provider to Intelisys because the previous provider lacked administrative control over the licenses, which could pose challenges if Kurt were out of the office. The switch to Intelisys would allow the IT company to handle the licenses directly. The previous provider, Pax 8, was canceled when the licensing was transferred to Intelisys.

Motion made by Director Duff, Seconded by Director Mayrhofen.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

CONTRACT AMENDMENT AND BUDGET AUGMENTATION FOR MWH CONSTRUCTORS, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE SKYBORNE VILLAGE III - LENNAR HOMES DEVELOPMENT
The Board authorized the General Manager to execute a contract amendment and budget augmentation with MWH Constructors, Inc., in the amount of $59,150 for a not-to-exceed total amount of $344,722.

Eric Weck, Engineering Manager, presented this item, which involves a contract amendment and budget augmentation for MW Constructors Incorporated. The amendment was for construction management and inspection services for the Skyborne Village III Lenar's Home Development. Eric explained that the original estimate for inspection services was based on the scope of work provided by Lennar and estimated by MWH Constructors to be $285,572. However, due to construction progress and revisions to the schedule, additional workdays for inspection services were required, resulting in a budget augmentation. It was noted that this amount, along with previous billings from MWH Constructors, is 100% funded by the developer through their development deposit. Director Duff raised some concerns about this item and the following item, but acknowledged that Skyborne covered the costs.

Motion made by Vice President Griffith, Seconded by Director Duff.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

CONTRACT AMENDMENT AND BUDGET AUGMENTATION FOR TKE ENGINEERING, INC. FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR PROJECT VIENTO
The Board authorized the General Manager to execute a contract amendment with TKE Engineering, Inc., for additional construction inspection services through the completion of the sewer utilities for Project Viento, in the amount of $95,500.00 for a not-to-exceed total amount of $275,500.00.

Eric Weck, Engineering Manager, discussed the contract amendment and budget augmentation for TKE Engineering's construction management and inspection services for Project Vento. Eric provided an overview of the project, highlighting the need for inspection services to ensure that the improvements meet the district's standards. The original estimate for inspection services was $180,000 for 125 working days, but due to construction progress and the updated schedule, the project is expected to continue through August 1. The board was informed that the amount is 100% funded by the developer through Amazon's development deposit.

Director Duff raised concerns about the increase in management contracts and expressed a preference for in-house services to save costs. The General Manager explained the plan to use in-house staff for future projects, including hiring an associate engineer and an inspector to reduce reliance on external contractors. The goal is to bring these services in-house to provide better control and product quality. President Sewell inquired about the broader benefits of the project beyond the Amazon development. Eric confirmed that the project would benefit adjoining parcels and connect to the sewer undercrossing from the freeway.

Motion made by Vice President Griffith, Seconded by Director Mayrhofen.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

DISCUSSION ITEMS

CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE
General Manager Macy expressed that the staff continues to work with the City to finalize a Development Agreement, while also collaborating with our consultant to review the design of the water main installation along Park Lane, as well as other issues related to drainage. The project continues to move forward.

GROUNDWATER PROTECTION PROGRAM UPDATE
Eric Weck noted the state reached out to us late last year requesting additional information. We contracted Tom Dodson and Associates to provide greenhouse gas reports, which were submitted to the state a few weeks ago for review. This review is necessary before we can bid on the project. Last month, the board approved a change order for Downing Construction, and the project is progressing, with an anticipated completion within 3 to 4 months. Additionally, the startup, commissioning, and testing of the regional plant are complete, and the project is now fully operational under our management.

PROCUREMENT POLICY
Assistant General Manager Marion Champion noted the Board reviewed this document at the last Workshop. Some minor refinements are being made to this document, and she stated this will come back for approval in June.

AFFILIATION LIST
Director Mayrhofen began with a discussion on the attendance of BIA meetings, noting that all directors have been approved for 10 meetings and should share each other's meetings to compensate. The importance of attending both local and external meetings was emphasized, with a focus on networking and engaging with elected officials. Concerns were raised about the value and cost of attending events outside the Coachella Valley, with some members arguing that attending such events was necessary to maintain relationships and represent the district effectively. The discussion also touched on the role of lobbyists and the District's financial responsibility. The meeting concluded with a decision to place the topic as an action item for the next meeting in June, highlighting the need for further discussion and a vote on the matter.

CONSENT AGENDA

Motion made by Vice President Griffith, Seconded by Director Martin.
Voting Yea: President Sewell, Vice President Griffith, Director Martin, Director Duff, Director Mayrhofen

APPROVAL OF MINUTES
It is recommended to approve the minutes as follows:
April 8, 2025 - Special Meeting Workshop
April 17, 2025 - Study Session
April 21, 2025 - Board Meeting

REGISTER OF DEMANDS
The register of demands totaling $1,599,039.69

BOARD COMPENSATION
It is recommended to consider approval of an additional night's stay (8/19) for the following event: Urban Water Institute Board Meeting - Start time 9 AM, San Diego - Russ Martin

REPORTS

DIRECTOR'S REPORTS
Director Martin reported attending the following meetings and events: 4/1 DHS City Council Meeting, 4/2 AWWA Webinar, 4/3 DVBA Legislative Meeting, 4/3 SBEMP Anniversary, 4/14 DVBA Board Meeting, 4/15 DHS City Council Meeting, 4/22-24 CWEA AC25 Conference, 4/26 Tribal Water Authority Meeting, 4/26 Cabot's Museum/MSWD Earth Day Celebration.

Director Mayrhofen reported attending the following meetings and events: 4/22 - 24 CSDA Leadership Academy.

President Sewell reported attending the following meetings and events: 4/1 - 4/4 MSWD DC Legislative Trip, 4/22 CVWD Board Meeting.

Vice President Griffith reported attending the following meetings and events: 4/1 - 4/4 MSWD DC Legislative Trip, 4/15 DWA Board Meeting, 4/24 CWEA Awards Luncheon.

Director Duff reported attending the following meetings and events: 4/1 DWA Board Meeting, 4/2 DWA Board Meeting - Strategic Planning, 4/10 CVAG ~ CVCC and CVES Meetings, 4/15 ACWA SIGMA Committee meeting, 4/16 ACWA State Legislative Meeting, 4/22 - 4/24 CWEA AC25 Conference, 4/22 CWEA AC25 Plant Tour.

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

Arturo Ceja gave a brief summary of the finance report. He began with a summary highlighting key financial figures. The total revenue for the year so far was reported to be $3.5 million, with primary differences attributed to expenses and budget transfers expected to be picked up in May and June. Non-operating revenue was up by $660,000, largely due to $800,000 in interest and investment income. Cash flow showed an increase of $25 million from the previous year, with a total investment increase of $1.7 million in CalTrust, yielding a 3.20% interest revenue.

Marion Champion presented the outreach public affairs report, highlighting several notable events from the past month. The April 23rd blood drive resulted in over eight donations of life-saving blood. On April 24th, staff participated in a town hall meeting with Senator Ochoa Bough, aiming to address the needs of the district and community. The 2025 CVCAN Golf Classic provided an opportunity for staff to engage with the cannabis industry about water and wastewater services. Leadership and learning events included the CSDA leadership academy and the ACWA Spring Conference, with a special tour of the Carmel Area Wastewater District. Earth Day celebrations at Cabot's Pueblo Museum attracted over 125 visitors, with 105 taking self-guided tours. The Real Academy unveiled a new 3D-printed model of the aquifer, and the MSWD table featured a water tasting booth. The CWEA Conference in Palm Springs showcased MSWD's community outreach and engagement efforts, earning a state award. Upcoming outreach includes engagement with lawmakers in Sacramento, sponsorship of the Desert Hot Springs High School graduation, and participation in various DVBA events. The April Water Matters newsletter focused on updating contact information, going paperless for Earth Day, and conservation efforts. The May newsletter highlighted the CWEA award, the Help to Others program, annual sewer prepayments, and Water Awareness Month. Two mini campaigns were mentioned: encouraging customers to go green by choosing paperless billing and promoting the sewer prepayment option. Social media campaigns have resulted in increased followers on Facebook and Instagram.

COMMENTS

GENERAL MANAGER'S COMMENTS
No comments

DIRECTOR COMMENTS AND REQUESTS

1. General Comments
2. Requests for Future Agenda Items
3. Requests for Future Meetings

Director Mayrhofen expressed his disappointment about other Directors taking notes on his activity.

Director Griffith congratulated Director Mayrhofen on the CSDA Leadership Academy completion.

President Sewell noted that when he came into the Boardroom this afternoon, everyone in the room was happy. He expressed that it's nice to see. Thanked other Board members for being on the Board with him.

ADJOURN

With no further business, President Sewell adjourned the meeting at 3:02 PM.

Respectfully submitted,

Dori Petee
Executive Assistant

MISSION SPRINGS WATER DISTRICT - 15:09:58 06-04-25
(PAP40:FAP16) CASH DISBURSEMENTS FOR PERIOD 05-01-2025 THRU 05-31-2025 BY VENDOR NAME

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004901	05-02-25	ABRAHAM DEL CASTILLO	ACCOUNT REFUND 9543 VISTA DEL VALLE	82.00	82.00		82.00
1004886	05-01-25	ACELA ORIANA HOFFERT	HEALTH & WELLNESS GRANT REIMBURSEM	60.00	60.00		60.00
1004911	05-08-25	ACWA JPIA	ACWA WORKERS COMP QTR. 3	44,783.79	44,783.79		44,783.79
1004887	05-01-25	ACWA-JPIA HEALTH BENEFITS AUTH.	MAY 2025 PREPAID INSURANCE	112,228.05	112,228.05		112,228.05
1005034	05-29-25	ADRIAN GAONA MORENO	WATER DISTRIBUTION O&M COURSE-ADRIA	207.25	207.25		207.25
1004888	05-01-25	ADRIAN VERDUGO PEREA	WORK BOOTS - A. PEREA	66.20	66.20		66.20
1004967	05-16-25	ADRIANE HALABY	ACCOUNT REFUND 15422 AVE MIROLA	83.03	83.03		83.03
1004942	05-15-25	AECOM TECHNICAL SERVICES INC.	WELL 42 REDESIGN PP#28	949.00	0.00	949.00	949.00
1004989	05-22-25	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT #23	20,909.35	0.00	20,909.35	20,909.35
99111812	05-19-25	AFLAC	APRIL 2025 AFLAC DEDUCTIONS	1,874.32	1,874.32		1,874.32
1004990	05-22-25	AIR & HOSE SOURCE INC.	20FT VACUUM HOSE - VAC TRAILERS	549.19	549.19		549.19
1004968	05-16-25	ALICIA RUIZ	ACCOUNT REFUND 12735 AVE ALTA LOMA	50.64	50.64		50.64
1004991	05-22-25	ALL AMERICAN FIRST AID	FIRST AID RESTOCK	135.71	135.71		135.71
1004992	05-22-25	AMANDA LUCAS	MILEAGE REIMBURSEMENT A. LUCAS	163.80	163.80		163.80
1004943	05-15-25	AMBER DUFF	MILEAGE REIMBURSEMENT MAR/APR DUFF	124.11	124.11		124.11
1004902	05-02-25	ANA M ALCANTARA	ACCOUNT REFUND 66307 CAHUILLA AVE	75.11	75.11		75.11
1004969	05-16-25	ANGIE26, LLC	ACCOUNT REFUND 66100 GRANADA AVE	72.07	72.07		72.07
1004912	05-08-25	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	279.14	279.14		279.14
			ANSAFONE ANSWERING SERVICE				
1005035	05-29-25	APRIL LEE SCOTT	CAPIO COMM TRAINING OFFSITE	155.02	155.02		155.02
1004903	05-02-25	ARGELIA JIMENEZ	ACCOUNT REFUND 62473 N STARCROSS DR	51.53	51.53		51.53
1004913	05-08-25	B-81 PAVING INC	PAVING @ 16 LOCATIONS AS IDENT. ON INV	23,872.50	23,872.50		23,872.50
1004656	05-07-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - DESERT CREST EFFLUI	-105.28	-387.68		-387.68
			E COLI/TOTAL COL. TESTING - NWRWRF	-131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	-151.10			
1004711	05-07-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE/NWRWRF EFFLUENT TES	-151.10	-2,991.76		-2,991.76
			TOTAL N PACKAGE - GROUNDWATER WELLS	-381.38			
			TOTAL N PACKAGE - GROUNDWATER WELLS	-381.38			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	-151.10			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	-151.10			
			TOTAL N PACKAGE - CLARIFIER EFFLUENT	-250.18			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PC	-762.76			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PC	-762.76			
1004889	05-01-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - WELLS 1, 2, 3 & PERC P	762.76	2,048.30		2,048.30
			TOTAL N PACKAGE - GROUNDWATER WELLS	381.38			
			TOTAL N PACKAGE - WRIGHT WELL #2	470.66			
			E. COLI/TOTAL COLIFORM TESTING - WELL #	131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
1004914	05-08-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - HORTON EFFLUENT	105.28	3,786.92		3,786.92
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			

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			TOTAL N PACKAGE - DESERT CREST EFFLUI	105.28			
			E COLI/TOTAL COL. TESTING - NWRWRF	131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE/NWRWRF EFFLUENT TES	151.10			
			TOTAL N PACKAGE - GROUNDWATER WELLS	381.38			
			TOTAL N PACKAGE - GROUNDWATER WELLS	381.38			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	151.10			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	151.10			
			TOTAL N PACKAGE - CLARIFIER EFFLUENT	250.18			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PO	762.76			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PO	762.76			
1004944	05-15-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - WRIGHT INFLUENT	151.10	1,104.72		1,104.72
			CABOT MGMT. - 66100 CABOT RD.	401.26			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
			TBP INDOOR FAC. - 65283 TWO BUNCH PALM	401.26			
1004993	05-22-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - CLARIFIER EFFLUENT	250.18	250.18		250.18
1005036	05-29-25	BABCOCK LABORATORIES INC	E. COLI/TOTAL COL. - WELLS 1, 2 , & 3	393.90	2,444.70		2,444.70
			E.COLI/TOTAL COL. - WRIGHT WELLS 1, 2, &	393.90			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - HORTON EFFLUENT	105.28			
			TOTAL N PACKAGE - DESERT CREST EFFLUI	105.28			
			TOTAL N PACKAGE - DESERT CREST EFFLUI	105.28			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
			TOTAL N PACKAGE - WELLS & PERC PONDS	762.76			
			TOTAL N PACKAGE - WELLS 29 & 37	381.38			
1004890	05-01-25	BECK OIL, INC.	UNLEADED GASOLINE	4,644.60	4,644.60		4,644.60
1005037	05-29-25	BECK OIL, INC.	UNLEADED GASOLINE	4,754.15	6,948.65		6,948.65
			DIESEL FUEL	2,194.50			
1004994	05-22-25	BRIAN MACY	REIMBURSEMENT FOR FLIGHTS	488.38	488.38		488.38
1004995	05-22-25	BRINKS INCORPORATED	MAY CHARGE - FLAT FEE	364.00	432.78		432.78
			APRIL MONTHLY CHARGE - EXCESS CIT	68.78			
1004915	05-08-25	BROWNSTEIN HYATT FARBER SCHRECK	GROUNDWATER STRATEGY	2,540.00	8,105.00		8,105.00
			GROUNDWATER MANAGEMENT STRATEGY	3,540.00			
			GROUNDWATER MANAGEMENT STRATEGY	2,025.00			
1004996	05-22-25	BROWNSTEIN HYATT FARBER SCHRECK	GROUNDWATER MANAGEMENT STRATEGY	1,650.00	1,650.00		1,650.00
1004891	05-01-25	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00
1004998	05-22-25	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00
1004997	05-22-25	CA-NV SECTION OFFICE	CROSS CONNECTION SPEC. RENEWAL - JOE	135.00	135.00		135.00
99111791	05-15-25	CALIF PUBLIC EMPLOYEES RETIREMENT	PERS PPE 04.25.2025	38,142.70	38,142.70		38,142.70
99111868	05-22-25	CALIF PUBLIC EMPLOYEES RETIREMENT	PERS PPE 05.09.2025	38,816.50	38,816.50		38,816.50
1004916	05-08-25	CARPI & CLAY. INC	DFEDERAL ADVOCACY	5,000.00	5,000.00		5,000.00
1004917	05-08-25	CASAMAR GROUP, LLC	LABOR COMPLIANCE - LANDSCAPE 04/2025	596.28	596.28		596.28
			LABOR COMPLIANCE - MCDONALD ELECTRI				

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			LABOR COMPLIANCE - HVAC 04/2025				
			LABOR COMPLIANCE - B-81 PAVING, INC 04/2				
			LABOR COMPLIANCE - PROJECT VIENTO 04/				
			LABOR COMPLIANCE - M BREY 04/2025				
1004918	05-08-25	CASEY DOLAN	DIGITAL ADVERTISING MANAGEMENT & CON	650.00	650.00		650.00
1004970	05-16-25	CESAR NAVARRO	ACCOUNT REFUND AVE GRACIA	546.18	546.18		546.18
1004971	05-16-25	CHARLES M STEIGER	ACCOUNT REFUND 12798 CATALPA AVE	37.90	37.90		37.90
1004919	05-08-25	CITIES DIGITAL INC.	LASERFICHE ANNUAL MAINTENANCE RENEV	9,267.00	9,267.00		9,267.00
1004920	05-08-25	CITY OF DESERT HOT SPRINGS	UUT MARCH 2025	27,641.32	27,641.32		27,641.32
1005038	05-29-25	CLINICAL LABORATORY OF SAN BERNAF	LAB SERVICES FOR SAMPLES 04/2025 - DC	1,235.00	1,235.00		1,235.00
			LAB SERVICES FOR SAMPLES 04/2025 - HWV				
			LAB SERVICES FOR SAMPLES 04/2025 NWRV				
1004892	05-01-25	CORE & MAIN LP	5"OD/STD 1" IPT DI SADDLE S/S 311	463.33	14,047.25		14,047.25
			1" FIP X MC BALL VALVE W/LOCKWING	4,010.99			
			4" MJ X FLG DI ADAPTER (IN YARD)	5,220.35			
			1" SWING CHECK VALVE	3,589.37			
			4" MJ ACCESS. KIT W/RESTS.	763.21			
			4" HYMAX 425-563 FLEX COUPL.				
			6" AC/DI X 2" IPT BRZ SADDLE D/S J-979				
1005039	05-29-25	CORE & MAIN LP	CONC DIRECTIONAL VALVE BOX 4TT	1,162.93	24,499.84		24,499.84
			2" FIPT X MS BR METER FLANGE	962.98			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			4" MJ X FLG DI ADAPTER (IN YARD)	4,069.87			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			RESTOCK 4" FLANGE GASKETS QTY20	55.03			
			1" COPPER TUBING (SOFT "K" - 100FT. ROLLS	8,275.88			
			8" AC/DI X 1"IPT BRZ SADDLE D/S J979	2,121.39			
			8" MJ X FLG DI ADAPTER (IN YARD)				
			6" MJ X FLG DI ADAPTER (IN YARD)				
			6" DI FLG. R/W GATE VALVE				
			8" MJ ACCESS. KIT W/RESTR.				
1004999	05-22-25	CORONA ENVIRONMENTAL CONSULTING	CONSULTING SERVICES FEB-APR 2025 CEC	20,740.00	0.00	20,740.00	20,740.00
1004972	05-16-25	CRAIG L KASTL	ACCOUNT REFUND 64895 PIERSON BLVD	409.24	409.24		409.24
1004945	05-15-25	CS-AMSCO	LEVERAGE FRAME GUIDE BUSHING #190137	1,196.15	1,196.15		1,196.15
			APCO #40 BUMPER ASSY 143C/145C				
1005040	05-29-25	CUMMINS SOUTHERN PLAINS LLC	GENERATOR REPAIR UNIT#441	109.15	109.15		109.15
1005000	05-22-25	CWEA	CWEA MEMBERSHIP RENEWAL - ANDY G.	239.00	239.00		239.00
1004973	05-16-25	CYNTHIA HEYEN	ACCOUNT REFUND 9923 SAN FELIPE RD	93.10	93.10		93.10
1004946	05-15-25	CYPRESS DENTAL ADMINISTRATORS	JUNE 2025 PREPAID DENTAL	4,782.22	4,782.22		4,782.22
			20.1				

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1004974	05-16-25	DAVID TOORAY AZIZI	ACCOUNT REFUND 66660 3RD ST	388.53	388.53		388.53
1004975	05-16-25	DEREK WANG	ACCOUNT REFUND 17401 LOUISE ST	0.91	0.91		0.91
1005002	05-22-25	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES - UNIT #421	1,020.62	1,020.62		1,020.62
1004893	05-01-25	DESERT URGENT CARE	DOT PHYSICAL - T.OWENS & D.PENA	450.00	450.00		450.00
			PREEMPLOY PHYSICAL - R.ISHIKAWA & Y.PE				
1005001	05-22-25	DESERT VALLEY DISPOSAL, INC.	CORP YARD APRIL TRASH SERVICE FEE	825.34	1,391.81		1,391.81
			ADMIN BUILDING APRIL TRASH SERVICE FEE	566.47			
1004921	05-08-25	DESERT WATER AGENCY	DWA RAC FEES - ID-E SYSTEM	7,825.55	353,826.47		353,826.47
			DWA RAC FEES - MAIN SYSTEM	346,000.92			
1004904	05-02-25	DOMINIQUE LIZER	ACCOUNT REFUND 9035 CALLE ESCORIAL	11.30	11.30		11.30
1005003	05-22-25	DURABLE COATING INC	TRUCK BED SPRAY LINER - UNIT #457	1,461.25	5,845.00		5,845.00
			TRUCK BED SPRAY LINER - UNIT #456	1,461.25			
			TRUCK BED SPRAY LINER - UNIT #459	1,461.25			
			TRUCK BED SPRAY LINER - UNIT #458	1,461.25			
			VIN ENDING: 222122				
1004894	05-01-25	EBIX INC	PAYROLL INSERTS - WELLNESS	534.65	534.65		534.65
1004922	05-08-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 1 LOAD/W.E. 04.18.25	1,880.01	11,996.49		11,996.49
			SLUDGE HAULING - I LOAD/W.E. 04.18.25	1,392.62			
			SLUDGE HAULING - 2 LOADS/W.E. 03.21.25	2,683.51			
			SLUDGE HAULING - LOAD/W.E. 03.21.25	1,918.97			
			SLUDGE HAULING - 2 LOADS/W.E. 04.25.25	4,121.38			
1004947	05-15-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 1 LOAD/W.E 04.25.25	1,332.44	11,502.99		11,502.99
			SLUDGE HAULING - TRACTOR UNIT - NWRW	3,000.00			
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
			SLUDGE HAULING - 2 LOADS/W.E. 05.02.25	2,688.45			
			SLUDGE HAULING - 1 LOAD/W.E. 05.02.25	1,482.10			
1005004	05-22-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - BELT TRAILER	2,000.00	2,000.00		2,000.00
1005041	05-29-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 3 LOADS/W.E 05.16.25	4,404.95	18,983.62		18,983.62
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
			SLUDGE HAULING - BELT TRAILER	2,000.00			
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
			SLUDGE HAULING - BELT TRAILER	2,000.00			
			SLUDGE HAULING - 3 LOADS/W.E. 05.09.25	4,578.67			
99111614	05-02-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 04.25.2025	65,842.83	65,842.83		65,842.83
99111793	05-16-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.09.2025	62,537.65	62,537.65		62,537.65
99111939	05-30-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.23.2025	59,653.04	59,653.04		59,653.04
1005042	05-29-25	EIDE BAILLY LLP	ACCOUNTING CONSULTANT FEB 2025	18,341.49	18,341.49		18,341.49
1004976	05-16-25	ELVIRA SCHULTE	ACCOUNT REFUND 66793 BUENA VISTA AVE	19.04	19.04		19.04
PR050225	05-02-25	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
PR051625	05-16-25	EMPLOYEE PAYROLL CHECKS		3,384.05	3,384.05		3,384.05
PR053025	05-30-25	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
1004923	05-08-25	ENTERPRISE FM TRUST	ENTERPRISE FLEET MANAGEMENT 05/2025	31,170.03	31,170.03		31,170.03

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1005005	05-22-25	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	4,132.53	4,132.53		4,132.53
1004977	05-16-25	ESPERANZA GONZALEZ	ACCOUNT REFUND 15365 VIA QUEDO	796.90	796.90		796.90
1004905	05-02-25	EVA SAROSI	ACCOUNT REFUND 66297 6TH ST	45.10	45.10		45.10
1004948	05-15-25	FARMER BROS. CO	ADMIN COFFEE ORDER	716.64	716.64		716.64
1004895	05-01-25	FERGUSON WATERWORKS #1083	1" CTS X 1" MSN A.M. STOP	1,685.86	1,685.86		1,685.86
1004949	05-15-25	FERGUSON WATERWORKS #1083	1" T10 METER ANTENNAS N/I	10,301.34	45,716.64		45,716.64
			CREDIT FOR REQ#126206	-3,499.20			
			1" T10 NEPTUNE METER	38,914.50			
1005043	05-29-25	FERGUSON WATERWORKS #1083	1" FIPT X 1" CTS BR STRAIGHT ADPT. MUEL	2,366.07	2,366.07		2,366.07
			1 1/2" BR SWING CHECK VALVE				
1004924	05-08-25	FORSHOCK	SCADA MONITORING 05/2025	220.00	220.00		220.00
1005006	05-22-25	GALLAGHER BENEFIT SERVICES INC	2025 BASE COMPENSATION STUDY	5,950.00	5,950.00		5,950.00
1005007	05-22-25	GRAINGER	QTY6 1"X50' WATER HOSES HORTON PLANT	1,481.18	2,338.62		2,338.62
			48" STAINLESS STEEL SHEET WRIGHT PLAN	767.17			
			RSTOCK CM-S MOBIL GREASE WRIGHT PLAI	90.27			
1004906	05-02-25	HERITAGE WELL SERVICE LLC	ACCOUNT REFUND PIERSON BLVD & WESTE	439.78	439.78		439.78
1004978	05-16-25	HERNEY PILLIMUE	ACCOUNT REFUND 10100 PALM DR	28.06	28.06		28.06
1004950	05-15-25	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	6,641.10	6,641.10		6,641.10
1004925	05-08-25	INFOSEND INC	INSERT WITH STATEMENTS	1,323.25	1,323.25		1,323.25
1005008	05-22-25	INFOSEND INC	NEWS LETTER INSERT APRIL	1,303.51	18,385.02		18,385.02
			APRIL MONTHLY CHARGE	180.27			
			2025 ANNUAL SEWER LETTER MAILING	7,435.68			
			MAY BILLING CHARGES	9,465.56			
1004896	05-01-25	INTELESYS INC	IT MONTHLY MANAGED SERVICES/HELPDES	7,834.00	9,725.37		9,725.37
			IT SOFTWARE LICENSING	1,891.37			
1005044	05-29-25	INTELESYS INC	IT MANAGED SERVICES/HELPDESK	7,984.00	9,875.37		9,875.37
			IT SOFTWARE LICENSING	1,891.37			
1005009	05-22-25	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #30	57,642.77	0.00	57,642.77	57,642.77
1005045	05-29-25	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #32	114,429.91	0.00	1,554,349.28	1,554,349.28
			PROGRESS PAYMENT #31	1,439,919.37			
99111697	05-09-25	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PAYMENT #30	3,033.83	0.00	3,033.83	3,033.83
1004979	05-16-25	JOE SUBIA	ACCOUNT REFUND 64622 PINEHURST CIR	75.66	75.66		75.66
1004980	05-16-25	JULIO ARANA	ACCOUNT REFUND 66135 DESERT VIEW AVE	591.33	591.33		591.33
1005010	05-22-25	KENWOOD ENERGY	SOLAR PROJECT 04/2025	7,405.00	0.00	7,405.00	7,405.00
1004897	05-01-25	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ AVE DORADO & PINEH	200.00	200.00		200.00
1004951	05-15-25	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ 65940 4TH ST.	100.00	100.00		100.00
1004981	05-16-25	KIRK WAYNE HENDRICKS	ACCOUNT REFUND 16146 AVE MIROLA	19.24	19.24		19.24
1004982	05-16-25	KRISTIN YEE	ACCOUNT REFUND 66725 FLORA AVE	16.59	16.59		16.59
1004926	05-08-25	LEGEND PUMP & WELL SERVICE, INC.	RETENTION PAYMENT - FINAL	31,532.88	0.00	31,532.88	31,532.88
1005011	05-22-25	LEXITAS	COURT REPORTING - CERTIFIED COPY FEE	479.00	479.00		479.00
99111615	05-02-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.25.2025	15,646.69	15,646.69		15,646.69
99111794	05-16-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.09.2025	14,935.42	14,935.42		14,935.42

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99111940	05-30-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.23.2025	14,276.56	14,276.56		14,276.56
99111978	05-22-25	LISA PELTON	WELLSONE ACH REIMBURSEMENT - L.PELTC	40.00	40.00		40.00
1004907	05-02-25	MARGARITA PINE	ACCOUNT REFUND 11120 POMELO DR	47.00	47.00		47.00
1004983	05-16-25	MARK TOBIN	ACCOUNT REFUND 9520 CAPILAND RD	28.79	28.79		28.79
1004927	05-08-25	MARLIN LEASING CORPORATION	XEROX LEASE - ADMIN	317.30	317.30		317.30
1005012	05-22-25	MATHESON TRI-GAS, INC	RESTOCK - ANTI-FOG SHADED SAFETY GLAS	668.71	668.71		668.71
1004928	05-08-25	MBE CONSTRUCTION	TERRACE BOOTER #2 HOA SWITCH REPLAC	700.09	700.09		700.09
1005013	05-22-25	MCCROMETER INC	6" PROP METERS - PRODUCTION	2,102.50	2,102.50		2,102.50
1004952	05-15-25	MCDONALD ELECTRIC, INC	HORTON AERATION BRUSH #2 REPAIRS	715.07	715.07		715.07
1005014	05-22-25	MCDONALD ELECTRIC, INC	WELL 34 TRANSFORMER ELECTRICAL REPA	818.87	2,172.87		2,172.87
			WELL 32 BREAKER ELECTRICAL REPAIRS	1,354.00			
1005015	05-22-25	MCMASTER-CARR	STRUT CHENNEL 4FT, NUT/SPRINGS WRIGH	1,660.59	2,768.41		2,768.41
			RESTOCK #2001 KEYED PADLOCKS	1,107.82			
1004929	05-08-25	MDN WATER MANAGEMENT SERVICES II	WRIGHT RWRF GRANT	11,491.50	7,520.00	3,971.50	11,491.50
			EQUIP REPLACEMENT GRANT				
			GRANT APPLICATION RECYC WTR PROGRAI				
			WWTP MONITORING AND REPORTING				
			MEETINGS, BUDGET, ACFR, OPEN GOV. GM				
1004930	05-08-25	MESA ENERGY SYSTEMS INC	SCHEDULED HVAC MAINTENANCE - MULTI S	3,883.00	5,945.25		5,945.25
			A/C REPAIRS - DUCT FAN ADMIN. BUILDING	2,062.25			
1005016	05-22-25	MESA ENERGY SYSTEMS INC	A/C REPAIRS ZONE 5 ADMIN. BUILDING	1,476.75	1,476.75		1,476.75
1004984	05-16-25	MIGUEL MARTINEZ	ACCOUNT REFUND 10646 SUNSET AVE	120.48	120.48		120.48
1004898	05-01-25	MSA CONSULTING INC	PTR ORDER AND PTR REVIEW 2025	2,500.00	0.00	4,250.00	4,250.00
			EASEMENT PLOTTING - CSC SURVEY	1,750.00			
1004908	05-02-25	NICOLE PORTER	ACCOUNT REFUND 66625 SAN LUIS RD	26.93	26.93		26.93
1005046	05-29-25	O'REILLY AUTOMOTIVE INC.	AIR FRESHENER TRK#435	9.77	1,165.89		1,165.89
			OIL CHANGE, WIPER FLUID REFILL UNIT #43	53.60			
			TRAILER WIRE CONNECTOR UNIT #385	12.01			
			DRAIN PANS WRIGHT PLANT	28.25			
			REPLACEMENT BATTERY UNIT#48 COMPRES	107.52			
			TEST LEADS, BRAKE CLEANER MAINT SHOP	17.18			
			REPLACEMENT STARTER UNIT#48 COMPRES	412.10			
			STARTER CORE RETURN CREDIT REQ#1263	-54.38			
			OIL CHANGE UNIT#427	50.76			
			REPLACEMENT BATTERY HIGH DESERT VIEW	407.63			
			BATTERY CORE CREDIT REQ#126353	-18.00			
			REPLACEMENT BREAK PADS UNIT#421	48.94			
			OIL, AIR, CABIN FILTER CHANGE UNIT#421	90.51			
1004985	05-16-25	OSCAR MUNOZ	ACCOUNT REFUND 64267 EAGLE MOUNTAIN	32.83	32.83		32.83
1004953	05-15-25	PALM SPRINGS UNIFIED	TBP FIELD TRIP TO MC PRESERVE 3/27/25	451.54	451.54		451.54
1004954	05-15-25	PARKERS BUILDING SUPPLY	1/2" HAMMER DRILL BIT FLEET MAINT.	21.73	673.47		673.47
			REPLACEMENT DOOR KNOB ADMIN BUILDIN	38.68			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			NUTS & BOLTS, WASHERS FLEET MAINT.	9.72			
			DOOR KNOB FOR ADMIN BUILDING	35.87			
			RETRUB CREDIT FOR REQ#126337	-28.26			
			3/4" SCH 40 PVC PIPE	40.12			
			RESTOCK CONCRETE - CORP YARD	302.56			
			LADDER REPAIR PARTS - WELL 34	21.47			
			PVC BUSHINGS	21.09			
			IRRIGATION REPAIR PARTS	21.68			
			SWIVEL HOSE CONNECTOR - FLEET MAINTE	6.51			
			HOSE CLAMPS - FLEET MAINTENANCE	15.59			
			IRRIGATION REPAIR PARTS	9.44			
			SANDING DISC/MIG WIRE - FLEET MAINTENA	47.82			
			REPAIR PARTS - WRIGHT PLANT	23.89			
			REPAIR MATERIALS - FLEET MAINTENANCE	57.59			
			REPAIR MATERIALS	14.93			
			PRIVACY LOCKSET - ADMIN BLDG.	13.04			
1005047	05-29-25	PARKERS BUILDING SUPPLY	REPAIR MATERIALS WRIGHT PLANT	20.04	339.68		339.68
			REPLACEMENT TOGGLE SWITCH ADMIN/AC	14.33			
			REPLACEMENT DOOR KNOB ADMIN BUILDIN	10.86			
			1 PALLET CONCRETE BAGS MANHOLE REPA	272.83			
			2" S X S SCH 40 PVC 90 ELL	21.62			
			3/4" S X S 90 ELL				
99112010	05-06-25	PAYNEARME MT, INC.	APRIL 2025 PAYNEARME FEES	8,780.22	8,780.22		8,780.22
1004909	05-02-25	PHILIP LEIBER	ACCOUNT REFUND 13113 LA SALLE RD	60.42	60.42		60.42
1005017	05-22-25	PHOTOVOLTAICS CALIFORNIA	PV SYSTEM ANNUAL PREVENTATIVE MAINT.	14,823.20	14,823.20		14,823.20
1004955	05-15-25	PLATINUM STRATEGIES INC	APRIL 2025 - ACCOUNTING CONSULTANT	12,558.40	12,558.40		12,558.40
1005018	05-22-25	POWERPLAN OIB	REPAIRS - CORP YARD LOADER	1,570.30	2,436.20		2,436.20
			REPAIR PARTS - UNIT #385	865.90			
1004931	05-08-25	RAFTELIS FINANCIAL CONSULTANTS, IN	PROFESSIONAL SERVICES - MARCH 2025	9,392.50	9,392.50		9,392.50
1005019	05-22-25	RAFTELIS FINANCIAL CONSULTANTS, IN	PROFESSIONAL SERVICES APRIL 2025	13,352.50	13,352.50		13,352.50
1004932	05-08-25	RAY LOPEZ ASSOCIATES	11075 MESQUITE AVENUE - PASSED	8,050.00	8,050.00		8,050.00
			1ST LANDSCAPE PLAN CHECK - FAILED				
			3RD LANDSCAPE PLAN CHECK - PASSED				
			1ST LANDSCAPE INSPECTN - FAILED VARIOU				
			1ST LANDSCAPE INSPECT - PASSED VARIOU				
1004910	05-02-25	RICHARD DELEON	ACCOUNT REFUND 13733 HACIENDA HEIGHT	74.04	74.04		74.04
99111790	05-16-25	RIVERSIDE COUNTY DCSS - MAIN OFFIC	MONTHLY IWO - PPE 05.09.2025	400.00	400.00		400.00
1004933	05-08-25	ROBERT G MODRICH	APRIL 2025 UNIDATA MAINTENANCE	5,112.50	5,112.50		5,112.50
1004956	05-15-25	ROBERTA RODRIGUEZ	RRODRIGUEZ 1.28 TOILET REBATE	100.00	100.00		100.00
1005048	05-29-25	ROSEMARY HOFFMAN	RHOFFMAN TOILET REBATE X2	300.00	300.00		300.00
1004957	05-15-25	RUSS MARTIN	MILEAGE REIMBURSEMENT APR R.MARTIN	119.70	119.70		119.70
1005020	05-22-25	SA RECYCLING LLC	DUMP FEE - WELL 29 TREE REMOVAL	215.80	215.80		215.80

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1004986	05-16-25	SATISH C KAPADIA	ACCOUNT REFUND 11420 VERBENA DR	41.07	41.07		41.07
1005049	05-29-25	SAVANT SOLUTIONS, INC.	CYBERSECURITY MONITORING AND RESPOI	33,477.20	33,477.20		33,477.20
1005021	05-22-25	SHERWIN-WILLIAMS	RESTOCK TAN GALLON PAINT FOR DISTRICT	177.80	177.80		177.80
1004958	05-15-25	SLOVAK BARON EMPEY MURPHY & PINK	LEGAL SERVICES OVER RETAINER	5,967.50	12,467.50		12,467.50
			LEGAL SERVICES RETAINER	6,500.00			
1004959	05-15-25	SO CAL GAS	APRIL 20250 GAS BILL	6.42	6.42		6.42
1004934	05-08-25	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS FEE - D.P.L.S.	167.47	334.94		334.94
			AQMD HOT SPOTS FEE - HORTON PLANT	167.47			
1005050	05-29-25	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS FEE - WRIGHT PLANT	167.47	167.47		167.47
1005051	05-29-25	SOUTH WEST PUMP & DRILLING, INC.	WELL 24 VIBRATION MONITORING	1,425.00	1,425.00		1,425.00
1004935	05-08-25	SOUTHERN CALIFORNIA EDISON COMPA	206-4802 04.25.2025	5,211.93	5,211.93		5,211.93
			206-4802 04.25.2025 CREDIT				
1005022	05-22-25	SOUTHERN CALIFORNIA EDISON COMPA	ELECTRIC BILL	3,229.63	162,138.53		162,138.53
			ELECTRIC BILL 05.02.2025	9,664.29			
			ELECTRIC BILL 05.13.2025	26,751.37			
			ELECTRIC BILL 05.01.25	122,493.24			
			ELECTRIC BILL 05.01.25 CREDIT				
1004960	05-15-25	STAPLES	ADMIN OFFICE SUPPLIES	101.51	332.66		332.66
			DRY ERASE MARKERS	29.76			
			DRY ERASE MARKERS	10.54			
			DRY ERASE GLASS BOARD	190.85			
99111613	05-02-25	STATE OF CA EDD	STATE TAX PPE 04.25.2025	14,309.99	14,309.99		14,309.99
99111792	05-16-25	STATE OF CA EDD	STATE TAX PPE 05.09.2025	12,440.82	12,440.82		12,440.82
99111938	05-30-25	STATE OF CA EDD	STATE TAX PPE 05.23.2025	12,461.20	12,461.20		12,461.20
1005023	05-22-25	T4 SPATIAL, LLC	CCTV STORAGE - APRIL 2025	1,250.00	2,500.00		2,500.00
			CCTV STORAGE - MAY 2025	1,250.00			
1004987	05-16-25	TATEVIK GRIGORYAN	ACCOUNT REFUND 9092 PUESTA DEL SOL	57.24	57.24		57.24
1004988	05-16-25	TAYLLOR FIELDS	ACCOUNT REFUND 12576 SYLVANUS DR	11.23	11.23		11.23
1004936	05-08-25	THE LAMAR COMPANIES	BILLBOARD RENEWAL PALM/DILLON	975.00	975.00		975.00
1005024	05-22-25	THE LINCOLN NATL. LIFE INS. CO.	JUNE 2025 PREPAID LIFE INS	4,250.74	4,250.74		4,250.74
1004961	05-15-25	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT APR MAYRHOFE	70.28	70.28		70.28
1004899	05-01-25	TIMMONS GROUP INC	GIS SETUP/UN DATA DESIGN	41,851.55	0.00	72,438.70	72,438.70
			GIS SETUP/LANDBASE MIGRATION/IMPORT/E	30,587.15			
			VERTICAL ASSET MODEL DEPLOYED TO GIS				
			GIS				
1004937	05-08-25	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	13,915.00	12,140.00	1,775.00	13,915.00
			IRWMP FEB. 2025				
			VARIOUS PROJECTS				
1004962	05-15-25	TKE ENGINEERING, INC	PROGRESS PAYMENT #52 - WELL 42	2,717.50	33,332.50	13,174.27	46,506.77
			CONSULTANT DESIGN MARCH 2025	7,726.77			
			CONSULTANT SERVICES 3/2025	435.00			
			C&M SERVICES MAR - RANCHO DESCANSO T	170.00			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			GEN ENG SVCS TKE MAR 2025	9,332.50			
			VIENTO DEV PROJ-C&M INSPECT TKE MAR 2	26,125.00			
			C&M INSPECTION TKE MAR 2025				
			MISSION CREEK SUBBASIN TKE 3/2025				
			SGMA TKE 3/2024				
			SNMP TKE 3/2025				
			WATER MASTER PLAN UPDATE TKE 3/2025				
			GQPP AREA M-2 TKE 3/2025				
			GQPP AREA A & G TKE 3/2025				
			GQPP AREA D3-1 TKE 3/2025				
1004963	05-15-25	TOPS N BARRICADES, INC	RESTOCK BLUE SURVEY MARKING FLAGS	134.94	1,174.05		1,174.05
			RESTOCK MED SAFETY VEST, HARD HAT SU	301.78			
			RESTOCK BLUE, WHITE MARKING SPRY PAI	737.33			
1004938	05-08-25	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERTS 05/2025	257.90	257.90		257.90
1004939	05-08-25	URBAN HABITAT	LANDSCAPE SERVICES - MARCH 2025	5,550.00	5,550.00		5,550.00
			LANDSCAPE SERVICES - MARCH 2025				
1005025	05-22-25	URBAN HABITAT	LANDSCAPE SERVICES - APRIL 2025	5,550.00	5,550.00		5,550.00
			LANDSCAPE SERVICES - APRIL 2025				
1005026	05-22-25	USA BLUEBOOK	HACH INTELLICAL RUGGED LDO PROBE	1,424.99	3,488.40		3,488.40
			1/4" IDPX2 1/2" 100# OIL FILLED PRESSURE G	674.31			
			GA-52CX MAGNETIC LOCATOR WASTE WATI	1,389.10			
1005052	05-29-25	USA BLUEBOOK	REPLACEMENT 13" DRILL ROD TAPPING BIT	513.71	513.71		513.71
1004964	05-15-25	UTE ANDREA HEWITT	AHEWITT 1.28 GPF REBATE	100.00	100.00		100.00
1005027	05-22-25	VAGABOND WELDING SUPPLY	WELL 34 - LADDER REPAIR PARTS	2.72	2.72		2.72
1004940	05-08-25	VERIZON CONNECT FLEET USA LLC	GPS MONITORING FOR FLEET 05/2025	556.62	556.62		556.62
1004941	05-08-25	VESTIS SERVICES INC	UNIFORM SERVICES 04.23.25	335.84	781.31		781.31
			UNIFORM SERVICES 04.30.25	445.47			
1004965	05-15-25	VESTIS SERVICES INC	UNIFORM SERVICES 05.07.25	319.91	319.91		319.91
1005028	05-22-25	VESTIS SERVICES INC	UNIFORM SERVICES 09.25.24 RE-ISSUE	271.98	1,244.41		1,244.41
			UNIFORM SERVICES 10.02.24 RE-ISSUE	262.38			
			UNIFORM SERVICES 10.09.24 RE-ISSUE	390.14			
			UNIFORM SERVICES 05.14.25	319.91			
1005053	05-29-25	VESTIS SERVICES INC	UNIFORM SERVICES 05.21.25	311.69	311.69		311.69
1004966	05-15-25	WATERLINE TECHNOLOGIES INC.	5 DRUMS REFILLED	1,234.31	7,342.88		7,342.88
			5 DRUMS REFILLED	1,234.31			
			6 DRUMS REFILLED	1,418.18			
			5 DRUMS REFILLED	1,234.31			
			7 DRUMS REFILLED	1,728.04			
			2 DRUMS REFILLED	493.73			
1005029	05-22-25	WATERLINE TECHNOLOGIES INC.	REMAINING BALANCE FOR INV.5733915	63.00	63.00		63.00
1005054	05-29-25	WATERLINE TECHNOLOGIES INC.	11 CHLORINE DRUMS REFILLED #5738459	2,715.49	4,196.67		4,196.67
			6 CHLORINE DRUMS REFILLED #5739442	1,481.18			

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99111964	05-29-25	WELLS FARGO - WELLSONE	APRIL 2025 BILLING PERIOD	28,408.35	28,408.35		28,408.35
99111612	05-02-25	WELLS FARGO BANK	AUTO DEP PPE 04.25.2025	155,802.92	155,802.92		155,802.92
99111767	05-16-25	WELLS FARGO BANK	AUTO DEP PPE 05.09.2025	152,311.90	152,311.90		152,311.90
99111937	05-30-25	WELLS FARGO BANK	AUTO DEP PPE 05.23.2025	146,309.91	146,309.91		146,309.91
99111998	05-01-25	WELLS FARGO BANK	WF LOC APRIL 2025 - INTEREST CHARGE	49,375.00	49,375.00		49,375.00
1005030	05-22-25	WEST COAST SAND AND GRAVEL INC.	RESTOCK - TYPE II BASE MATERIAL	1,094.99	1,094.99		1,094.99
1005031	05-22-25	WESTAIR GASES & EQUIPMENT, INC.	REPLACEMENT ACETYLENE TANK - UNIT #44	140.89	140.89		140.89
1005055	05-29-25	WESTERN WATER WORKS	2" BRASS TEE	2,641.32	2,641.32		2,641.32
			2"X 6" BR NIPPLE				
			2" MIPT X CTS BALL CORP STOP B25028N				
1005032	05-22-25	WHITE CAP CONSTRUCTION SUPPLY	REPLACEMENT SHOVELS/PICKS/HAMMERS	960.37	2,177.53		2,177.53
			REPLACEMENT - IGLOO WATER COOLERS	149.80			
			REPLACEMENT - WORK GLOVES	542.36			
			RESTOCK - WORK GLOVES	525.00			
1004900	05-01-25	WILLIAM WHITTEN	TRAVEL & TRAINING PERDIEM WILL WHITTE	14.12	14.12		14.12
1005033	05-22-25	ZORO TOOLS INC	9FT STEEL ROLLING LADDER - WRIGHT PLAI	909.31	909.31		909.31
1005056	05-29-25	ZORO TOOLS INC	1" SWING CHECK VALVE	841.66	4,208.30		4,208.30
			1" SWING CHECK VALVE	981.94			
			1" SWING CHECK VALVE	701.38			
			1" SWING CHECK VALVE	1,683.32			
			CURRENT CHECK TOTAL	3,974,947.3	2,182,775.7	1,792,171.5	3,974,947.3
TOTAL				3,974,947.35	2,182,775.77	1,792,171.58	3,974,947.35
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CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004656	05-07-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - DESERT CREST EFFLUENT	-105.28	-387.68		-387.68
			E COLI/TOTAL COL. TESTING - NWRWRF	-131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	-151.10			
1004711	05-07-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE/NWRWRF EFFLUENT TESTING	-151.10	-2,991.76		-2,991.76
			TOTAL N PACKAGE - GROUNDWATER WELLS 29/37	-381.38			
			TOTAL N PACKAGE - GROUNDWATER WELLS 27/33	-381.38			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	-151.10			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	-151.10			
			TOTAL N PACKAGE - CLARIFIER EFFLUENT	-250.18			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PONDS	-762.76			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PONDS	-762.76			
1004886	05-01-25	ACELA ORIANA HOFFERT	HEALTH & WELLNESS GRANT REIMBURSEMENT	60.00	60.00		60.00
1004887	05-01-25	ACWA-JPIA HEALTH BENEFITS AUTH.	MAY 2025 PREPAID INSURANCE	112,228.05	112,228.05		112,228.05
1004888	05-01-25	ADRIAN VERDUGO PEREA	WORK BOOTS - A. PEREA	66.20	66.20		66.20
1004889	05-01-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - WELLS 1, 2, 3 & PERC PONDS	762.76	2,048.30		2,048.30
			TOTAL N PACKAGE - GROUNDWATER WELLS 27/33	381.38			
			TOTAL N PACKAGE - WRIGHT WELL #2	470.66			
			E. COLI/TOTAL COLIFORM TESTING - WELL #2	131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
1004890	05-01-25	BECK OIL, INC.	UNLEADED GASOLINE	4,644.60	4,644.60		4,644.60
1004891	05-01-25	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00
1004892	05-01-25	CORE & MAIN LP	5"OD/STD 1" IPT DI SADDLE S/S 311	463.33	14,047.25		14,047.25
			1" FIP X MC BALL VALVE W/LOCKWING	4,010.99			
			4" MJ X FLG DI ADAPTER (IN YARD)	5,220.35			
			1" SWING CHECK VALVE	3,589.37			
			4" MJ ACCESS. KIT W/RESTS.	763.21			
			4" HYMAX 425-563 FLEX COUPL.				
			6" AC/DI X 2" IPT BRZ SADDLE D/S J-979				
1004893	05-01-25	DESERT URGENT CARE	DOT PHYSICAL - T.OWENS & D.PENA	450.00	450.00		450.00
			PREEMPLOY PHYSICAL - R.ISHIKAWA & Y.PEREZ				
1004894	05-01-25	EBIX INC	PAYROLL INSERTS - WELLNESS	534.65	534.65		534.65
1004895	05-01-25	FERGUSON WATERWORKS #1083	1" CTS X 1" MSN A.M. STOP	1,685.86	1,685.86		1,685.86
1004896	05-01-25	INTELESYS INC	IT MONTHLY MANAGED SERVICES/HELPDESK	7,834.00	9,725.37		9,725.37
			IT SOFTWARE LICENSING	1,891.37			
1004897	05-01-25	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ AVE DORADO & PINEHURST	200.00	200.00		200.00
1004898	05-01-25	MSA CONSULTING INC	PTR ORDER AND PTR REVIEW 2025	2,500.00	0.00	4,250.00	4,250.00
			EASEMENT PLOTTING - CSC SURVEY	1,750.00			
1004899	05-01-25	TIMMONS GROUP INC	GIS SETUP/UN DATA DESIGN	41,851.55	0.00	72,438.70	72,438.70
			GIS SETUP/LANDBASE MIGRATION/IMPORT/ETC	30,587.15			
			VERTICAL ASSET MODEL DEPLOYED TO GIS				
			GIS				
1004900	05-01-25	WILLIAM WHITTEN	TRAVEL & TRAINING PERDIEM WILL WHITTEN	14.12	14.12		14.12
1004901	05-02-25	ABRAHAM DEL CASTILLO	ACCOUNT REFUND 9543 VISTA DEL VALLE	82.00	82.00		82.00
1004902	05-02-25	ANA M ALCANTARA	ACCOUNT REFUND 66307 CAHUILLA AVE	75.11	75.11		75.11
1004903	05-02-25	ARGELIA JIMENEZ	ACCOUNT REFUND 62473 N STARCROSS DR	51.53	51.53		51.53
1004904	05-02-25	DOMINIQUE LIZER	ACCOUNT REFUND 9035 CALLE ESCORIAL	11.30	11.30		11.30

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1004905	05-02-25	EVA SAROSI	ACCOUNT REFUND 66297 6TH ST	45.10	45.10		45.10
1004906	05-02-25	HERITAGE WELL SERVICE LLC	ACCOUNT REFUND PIERSON BLVD & WESTERN AVE	439.78	439.78		439.78
1004907	05-02-25	MARGARITA PINE	ACCOUNT REFUND 11120 POMELO DR	47.00	47.00		47.00
1004908	05-02-25	NICOLE PORTER	ACCOUNT REFUND 66625 SAN LUIS RD	26.93	26.93		26.93
1004909	05-02-25	PHILIP LEIBER	ACCOUNT REFUND 13113 LA SALLE RD	60.42	60.42		60.42
1004910	05-02-25	RICHARD DELEON	ACCOUNT REFUND 13733 HACIENDA HEIGHTS DR	74.04	74.04		74.04
1004911	05-08-25	ACWA JPIA	ACWA WORKERS COMP QTR. 3	44,783.79	44,783.79		44,783.79
1004912	05-08-25	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	279.14	279.14		279.14
			ANSAFONE ANSWERING SERVICE				
1004913	05-08-25	B-81 PAVING INC	PAVING @ 16 LOCATIONS AS IDENT. ON INV	23,872.50	23,872.50		23,872.50
1004914	05-08-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - HORTON EFFLUENT	105.28	3,786.92		3,786.92
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
			TOTAL N PACKAGE - DESERT CREST EFFLUENT	105.28			
			E COLI/TOTAL COL. TESTING - NWRWRF	131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE/NWRWRF EFFLUENT TESTING	151.10			
			TOTAL N PACKAGE - GROUNDWATER WELLS 29/37	381.38			
			TOTAL N PACKAGE - GROUNDWATER WELLS 27/33	381.38			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	151.10			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	151.10			
			TOTAL N PACKAGE - CLARIFIER EFFLUENT	250.18			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PONDS	762.76			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PONDS	762.76			
1004915	05-08-25	BROWNSTEIN HYATT FARBER SCHRECK L	GROUNDWATER STRATEGY	2,540.00	8,105.00		8,105.00
			GROUNDWATER MANAGEMENT STRATEGY	3,540.00			
			GROUNDWATER MANAGEMENT STRATEGY	2,025.00			
1004916	05-08-25	CARPI & CLAY. INC	DFEDERAL ADVOCACY	5,000.00	5,000.00		5,000.00
1004917	05-08-25	CASAMAR GROUP, LLC	LABOR COMPLIANCE - LANDSCAPE 04/2025	596.28	596.28		596.28
			LABOR COMPLIANCE - MCDONALD ELECTRIC 4/25				
			LABOR COMPLIANCE - HVAC 04/2025				
			LABOR COMPLIANCE - B-81 PAVING, INC 04/2025				
			LABOR COMPLIANCE - PROJECT VIENTO 04/2025				
			LABOR COMPLIANCE - M BREY 04/2025				
1004918	05-08-25	CASEY DOLAN	DIGITAL ADVERTISING MANAGEMENT & CONSLT	650.00	650.00		650.00
1004919	05-08-25	CITIES DIGITAL INC.	LASERFICHE ANNUAL MAINTENANCE RENEWAL	9,267.00	9,267.00		9,267.00
1004920	05-08-25	CITY OF DESERT HOT SPRINGS	UUT MARCH 2025	27,641.32	27,641.32		27,641.32
1004921	05-08-25	DESERT WATER AGENCY	DWA RAC FEES - ID-E SYSTEM	7,825.55	353,826.47		353,826.47
			DWA RAC FEES - MAIN SYSTEM	346,000.92			
1004922	05-08-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 1 LOAD/W.E. 04.18.25	1,880.01	11,996.49		11,996.49
			SLUDGE HAULING - I LOAD/W.E. 04.18.25	1,392.62			
			SLUDGE HAULING - 2 LOADS/W.E. 03.21.25	2,683.51			
			SLUDGE HAULING - LOAD/W.E. 03.21.25	1,918.97			
			SLUDGE HAULING - 2 LOADS/W.E. 04.25.25	4,121.38			
1004923	05-08-25	ENTERPRISE FM TRUST	ENTERPRISE FLEET MANAGEMENT 05/2025	31,170.03	31,170.03		31,170.03
1004924	05-08-25	FORSHOCK	SCADA MONITORING 05/2025	220.00	220.00		220.00
1004925	05-08-25	INFOSEND INC	INSERT WITH STATEMENTS	1,323.25	1,323.25		1,323.25

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1004926	05-08-25	LEGEND PUMP & WELL SERVICE, INC.	RETENTION PAYMENT - FINAL	31,532.88	0.00	31,532.88	31,532.88
1004927	05-08-25	MARLIN LEASING CORPORATION	XEROX LEASE - ADMIN	317.30	317.30		317.30
1004928	05-08-25	MBE CONSTRUCTION	TERRACE BOOTER #2 HOA SWITCH REPLACEMENT	700.09	700.09		700.09
1004929	05-08-25	MDN WATER MANAGEMENT SERVICES INC	WRIGHT RWRF GRANT	11,491.50	7,520.00	3,971.50	11,491.50
			EQUIP REPLACEMENT GRANT				
			GRANT APPLICATION RECYC WTR PROGRAM				
			WWTP MONITORING AND REPORTING				
			MEETINGS, BUDGET, ACFR, OPEN GOV. GM REP				
1004930	05-08-25	MESA ENERGY SYSTEMS INC	SCHEDULED HVAC MAINTENANCE - MULTI SITE	3,883.00	5,945.25		5,945.25
			A/C REPAIRS - DUCT FAN ADMIN. BUILDING	2,062.25			
1004931	05-08-25	RAFTELIS FINANCIAL CONSULTANTS, INC	PROFESSIONAL SERVICES - MARCH 2025	9,392.50	9,392.50		9,392.50
1004932	05-08-25	RAY LOPEZ ASSOCIATES	11075 MESQUITE AVENUE - PASSED	8,050.00	8,050.00		8,050.00
			1ST LANDSCAPE PLAN CHECK - FAILED				
			3RD LANDSCAPE PLAN CHECK - PASSED				
			1ST LANDSCAPE INSPECTN - FAILED VARIOUS				
			1ST LANDSCAPE INSPECT - PASSED VARIOUS				
1004933	05-08-25	ROBERT G MODRICH	APRIL 2025 UNIDATA MAINTENANCE	5,112.50	5,112.50		5,112.50
1004934	05-08-25	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS FEE - D.P.L.S.	167.47	334.94		334.94
			AQMD HOT SPOTS FEE - HORTON PLANT	167.47			
1004935	05-08-25	SOUTHERN CALIFORNIA EDISON COMPAN	206-4802 04.25.2025	5,211.93	5,211.93		5,211.93
			206-4802 04.25.2025 CREDIT				
1004936	05-08-25	THE LAMAR COMPANIES	BILLBOARD RENEWAL PALM/DILLON	975.00	975.00		975.00
1004937	05-08-25	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	13,915.00	12,140.00	1,775.00	13,915.00
			IRWMP FEB. 2025				
			VARIOUS PROJECTS				
1004938	05-08-25	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERTS 05/2025	257.90	257.90		257.90
1004939	05-08-25	URBAN HABITAT	LANDSCAPE SERVICES - MARCH 2025	5,550.00	5,550.00		5,550.00
			LANDSCAPE SERVICES - MARCH 2025				
1004940	05-08-25	VERIZON CONNECT FLEET USA LLC	GPS MONITORING FOR FLEET 05/2025	556.62	556.62		556.62
1004941	05-08-25	VESTIS SERVICES INC	UNIFORM SERVICES 04.23.25	335.84	781.31		781.31
			UNIFORM SERVICES 04.30.25	445.47			
1004942	05-15-25	AECOM TECHNICAL SERVICES INC.	WELL 42 REDESIGN PP#28	949.00	0.00	949.00	949.00
1004943	05-15-25	AMBER DUFF	MILEAGE REIMBURSEMENT MAR/APR DUFF	124.11	124.11		124.11
1004944	05-15-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - WRIGHT INFLUENT	151.10	1,104.72		1,104.72
			CABOT MGMT. - 66100 CABOT RD.	401.26			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
			TBP INDOOR FAC. - 65283 TWO BUNCH PALMS	401.26			
1004945	05-15-25	CS-AMSCO	LEVERAGE FRAME GUIDE BUSHING #1901374	1,196.15	1,196.15		1,196.15
			APCO #40 BUMPER ASSY 143C/145C				
1004946	05-15-25	CYPRESS DENTAL ADMINISTRATORS	JUNE 2025 PREPAID DENTAL	4,782.22	4,782.22		4,782.22
			20.1				
1004947	05-15-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 1 LOAD/W.E 04.25.25	1,332.44	11,502.99		11,502.99
			SLUDGE HAULING - TRACTOR UNIT - NWRWRF	3,000.00			
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
			SLUDGE HAULING - 2 LOADS/W.E. 05.02.25	2,688.45			
			SLUDGE HAULING - 1 LOAD/W.E. 05.02.25	1,482.10			
1004948	05-15-25	FARMER BROS. CO	ADMIN COFFEE ORDER	716.64	716.64		716.64

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1004949	05-15-25	FERGUSON WATERWORKS #1083	1" T10 METER ANTENNAS N/I	10,301.34	45,716.64		45,716.64
			CREDIT FOR REQ#126206	-3,499.20			
			1" T10 NEPTUNE METER	38,914.50			
1004950	05-15-25	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	6,641.10	6,641.10		6,641.10
1004951	05-15-25	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ 65940 4TH ST.	100.00	100.00		100.00
1004952	05-15-25	MCDONALD ELECTRIC, INC	HORTON AERATION BRUSH #2 REPAIRS	715.07	715.07		715.07
1004953	05-15-25	PALM SPRINGS UNIFIED	TBP FIELD TRIP TO MC PRESERVE 3/27/25	451.54	451.54		451.54
1004954	05-15-25	PARKERS BUILDING SUPPLY	1/2" HAMMER DRILL BIT FLEET MAINT.	21.73	673.47		673.47
			REPLACEMENT DOOR KNOB ADMIN BUILDING	38.68			
			NUTS & BOLTS, WASHERS FLEET MAINT.	9.72			
			DOOR KNOB FOR ADMIN BUILDING	35.87			
			RETRUB CREDIT FOR REQ#126337	-28.26			
			3/4" SCH 40 PVC PIPE	40.12			
			RESTOCK CONCRETE - CORP YARD	302.56			
			LADDER REPAIR PARTS - WELL 34	21.47			
			PVC BUSHINGS	21.09			
			IRRIGATION REPAIR PARTS	21.68			
			SWIVEL HOSE CONNECTOR - FLEET MAINTENANCE	6.51			
			HOSE CLAMPS - FLEET MAINTENANCE	15.59			
			IRRIGATION REPAIR PARTS	9.44			
			SANDING DISC/MIG WIRE - FLEET MAINTENANCE	47.82			
			REPAIR PARTS - WRIGHT PLANT	23.89			
			REPAIR MATERIALS - FLEET MAINTENANCE	57.59			
			REPAIR MATERIALS	14.93			
			PRIVACY LOCKSET - ADMIN BLDG.	13.04			
1004955	05-15-25	PLATINUM STRATEGIES INC	APRIL 2025 - ACCOUNTING CONSULTANT	12,558.40	12,558.40		12,558.40
1004956	05-15-25	ROBERTA RODRIGUEZ	RRODRIGUEZ 1.28 TOILET REBATE	100.00	100.00		100.00
1004957	05-15-25	RUSS MARTIN	MILEAGE REIMBURSEMENT APR R.MARTIN	119.70	119.70		119.70
1004958	05-15-25	SLOVAK BARON EMPEY MURPHY & PINKNI	LEGAL SERVICES OVER RETAINER	5,967.50	12,467.50		12,467.50
			LEGAL SERVICES RETAINER	6,500.00			
1004959	05-15-25	SO CAL GAS	APRIL 20250 GAS BILL	6.42	6.42		6.42
1004960	05-15-25	STAPLES	ADMIN OFFICE SUPPLIES	101.51	332.66		332.66
			DRY ERASE MARKERS	29.76			
			DRY ERASE MARKERS	10.54			
			DRY ERASE GLASS BOARD	190.85			
1004961	05-15-25	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT APR MAYRHOFEN	70.28	70.28		70.28
1004962	05-15-25	TKE ENGINEERING, INC	PROGRESS PAYMENT #52 - WELL 42	2,717.50	33,332.50	13,174.27	46,506.77
			CONSULTANT DESIGN MARCH 2025	7,726.77			
			CONSULTANT SERVICES 3/2025	435.00			
			C&M SERVICES MAR - RANCHO DESCANSO TRACT	170.00			
			GEN ENG SVCS TKE MAR 2025	9,332.50			
			VIENTO DEV PROJ-C&M INSPECT TKE MAR 2025	26,125.00			
			C&M INSPECTION TKE MAR 2025				
			MISSION CREEK SUBBASIN TKE 3/2025				
			SGMA TKE 3/2024				
			SNMP TKE 3/2025				
			WATER MASTER PLAN UPDATE TKE 3/2025				

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			GQPP AREA M-2 TKE 3/2025				
			GQPP AREA A & G TKE 3/2025				
			GQPP AREA D3-1 TKE 3/2025				
1004963	05-15-25	TOPS N BARRICADES, INC	RESTOCK BLUE SURVEY MARKING FLAGS	134.94	1,174.05		1,174.05
			RESTOCK MED SAFETY VEST, HARD HAT SUNSHADE	301.78			
			RESTOCK BLUE, WHITE MARKING SPRY PAINTS	737.33			
1004964	05-15-25	UTE ANDREA HEWITT	AHEWITT 1.28 GPF REBATE	100.00	100.00		100.00
1004965	05-15-25	VESTIS SERVICES INC	UNIFORM SERVICES 05.07.25	319.91	319.91		319.91
1004966	05-15-25	WATERLINE TECHNOLOGIES INC.	5 DRUMS REFILLED	1,234.31	7,342.88		7,342.88
			5 DRUMS REFILLED	1,234.31			
			6 DRUMS REFILLED	1,418.18			
			5 DRUMS REFILLED	1,234.31			
			7 DRUMS REFILLED	1,728.04			
			2 DRUMS REFILLED	493.73			
1004967	05-16-25	ADRIANE HALABY	ACCOUNT REFUND 15422 AVE MIROLA	83.03	83.03		83.03
1004968	05-16-25	ALICIA RUIZ	ACCOUNT REFUND 12735 AVE ALTA LOMA	50.64	50.64		50.64
1004969	05-16-25	ANGIE26, LLC	ACCOUNT REFUND 66100 GRANADA AVE	72.07	72.07		72.07
1004970	05-16-25	CESAR NAVARRO	ACCOUNT REFUND AVE GRACIA	546.18	546.18		546.18
1004971	05-16-25	CHARLES M STEIGER	ACCOUNT REFUND 12798 CATALPA AVE	37.90	37.90		37.90
1004972	05-16-25	CRAIG L KASTL	ACCOUNT REFUND 64895 PIERSON BLVD	409.24	409.24		409.24
1004973	05-16-25	CYNTHIA HEYEN	ACCOUNT REFUND 9923 SAN FELIPE RD	93.10	93.10		93.10
1004974	05-16-25	DAVID TOORAY AZIZI	ACCOUNT REFUND 66660 3RD ST	388.53	388.53		388.53
1004975	05-16-25	DEREK WANG	ACCOUNT REFUND 17401 LOUISE ST	0.91	0.91		0.91
1004976	05-16-25	ELVIRA SCHULTE	ACCOUNT REFUND 66793 BUENA VISTA AVE	19.04	19.04		19.04
1004977	05-16-25	ESPERANZA GONZALEZ	ACCOUNT REFUND 15365 VIA QUEDO	796.90	796.90		796.90
1004978	05-16-25	HERNEY PILLIMUE	ACCOUNT REFUND 10100 PALM DR	28.06	28.06		28.06
1004979	05-16-25	JOE SUBIA	ACCOUNT REFUND 64622 PINEHURST CIR	75.66	75.66		75.66
1004980	05-16-25	JULIO ARANA	ACCOUNT REFUND 66135 DESERT VIEW AVE	591.33	591.33		591.33
1004981	05-16-25	KIRK WAYNE HENDRICKS	ACCOUNT REFUND 16146 AVE MIROLA	19.24	19.24		19.24
1004982	05-16-25	KRISTIN YEE	ACCOUNT REFUND 66725 FLORA AVE	16.59	16.59		16.59
1004983	05-16-25	MARK TOBIN	ACCOUNT REFUND 9520 CAPILAND RD	28.79	28.79		28.79
1004984	05-16-25	MIGUEL MARTINEZ	ACCOUNT REFUND 10646 SUNSET AVE	120.48	120.48		120.48
1004985	05-16-25	OSCAR MUNOZ	ACCOUNT REFUND 64267 EAGLE MOUNTAIN AVE	32.83	32.83		32.83
1004986	05-16-25	SATISH C KAPADIA	ACCOUNT REFUND 11420 VERBENA DR	41.07	41.07		41.07
1004987	05-16-25	TATEVIK GRIGORYAN	ACCOUNT REFUND 9092 PUESTA DEL SOL	57.24	57.24		57.24
1004988	05-16-25	TAYLLOR FIELDS	ACCOUNT REFUND 12576 SYLVANUS DR	11.23	11.23		11.23
1004989	05-22-25	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT #23	20,909.35	0.00	20,909.35	20,909.35
1004990	05-22-25	AIR & HOSE SOURCE INC.	20FT VACUUM HOSE - VAC TRAILERS	549.19	549.19		549.19
1004991	05-22-25	ALL AMERICAN FIRST AID	FIRST AID RESTOCK	135.71	135.71		135.71
1004992	05-22-25	AMANDA LUCAS	MILEAGE REIMBURSEMENT A. LUCAS	163.80	163.80		163.80
1004993	05-22-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - CLARIFIER EFFLUENT	250.18	250.18		250.18
1004994	05-22-25	BRIAN MACY	REIMBURSEMENT FOR FLIGHTS	488.38	488.38		488.38
1004995	05-22-25	BRINKS INCORPORATED	MAY CHARGE - FLAT FEE	364.00	432.78		432.78
			APRIL MONTHLY CHARGE - EXCESS CIT	68.78			
1004996	05-22-25	BROWNSTEIN HYATT FARBER SCHRECK L	GROUNDWATER MANAGEMENT STRATEGY	1,650.00	1,650.00		1,650.00
1004997	05-22-25	CA-NV SECTION OFFICE	CROSS CONNECTION SPEC. RENEWAL - JOE H.	135.00	135.00		135.00
1004998	05-22-25	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00

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1004999	05-22-25	CORONA ENVIRONMENTAL CONSULTING L	CONSULTING SERVICES FEB-APR 2025 CEC	20,740.00	0.00	20,740.00	20,740.00
1005000	05-22-25	CWEA	CWEA MEMBERSHIP RENEWAL - ANDY G.	239.00	239.00		239.00
1005001	05-22-25	DESERT VALLEY DISPOSAL, INC.	CORP YARD APRIL TRASH SERVICE FEE	825.34	1,391.81		1,391.81
			ADMIN BUILDING APRIL TRASH SERVICE FEE	566.47			
1005002	05-22-25	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES - UNIT #421	1,020.62	1,020.62		1,020.62
1005003	05-22-25	DURABLE COATING INC	TRUCK BED SPRAY LINER - UNIT #457	1,461.25	5,845.00		5,845.00
			TRUCK BED SPRAY LINER - UNIT #456	1,461.25			
			TRUCK BED SPRAY LINER - UNIT #459	1,461.25			
			TRUCK BED SPRAY LINER - UNIT #458	1,461.25			
			VIN ENDING: 222122				
1005004	05-22-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - BELT TRAILER	2,000.00	2,000.00		2,000.00
1005005	05-22-25	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	4,132.53	4,132.53		4,132.53
1005006	05-22-25	GALLAGHER BENEFIT SERVICES INC	2025 BASE COMPENSATION STUDY	5,950.00	5,950.00		5,950.00
1005007	05-22-25	GRAINGER	QTY6 1"X50' WATER HOSES HORTON PLANT	1,481.18	2,338.62		2,338.62
			48" STAINLESS STEEL SHEET WRIGHT PLANT	767.17			
			RSTOCK CM-S MOBIL GREASE WRIGHT PLANT	90.27			
1005008	05-22-25	INFOSEND INC	NEWS LETTER INSERT APRIL	1,303.51	18,385.02		18,385.02
			APRIL MONTHLY CHARGE	180.27			
			2025 ANNUAL SEWER LETTER MAILING	7,435.68			
			MAY BILLING CHARGES	9,465.56			
1005009	05-22-25	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #30	57,642.77	0.00	57,642.77	57,642.77
1005010	05-22-25	KENWOOD ENERGY	SOLAR PROJECT 04/2025	7,405.00	0.00	7,405.00	7,405.00
1005011	05-22-25	LEXITAS	COURT REPORTING - CERTIFIED COPY FEE	479.00	479.00		479.00
1005012	05-22-25	MATHESON TRI-GAS, INC	RESTOCK - ANTI-FOG SHADED SAFETY GLASSES	668.71	668.71		668.71
1005013	05-22-25	MCCROMETER INC	6" PROP METERS - PRODUCTION	2,102.50	2,102.50		2,102.50
1005014	05-22-25	MCDONALD ELECTRIC, INC	WELL 34 TRANSFORMER ELECTRICAL REPAIRS	818.87	2,172.87		2,172.87
			WELL 32 BREAKER ELECTRICAL REPAIRS	1,354.00			
1005015	05-22-25	MCMASTER-CARR	STRUT CHENNEL 4FT, NUT/SPRINGS WRIGHT PLT	1,660.59	2,768.41		2,768.41
			RESTOCK #2001 KEYED PADLOCKS	1,107.82			
1005016	05-22-25	MESA ENERGY SYSTEMS INC	A/C REPAIRS ZONE 5 ADMIN. BUILDING	1,476.75	1,476.75		1,476.75
1005017	05-22-25	PHOTOVOLTAICS CALIFORNIA	PV SYSTEM ANNUAL PREVENTATIVE MAINT.	14,823.20	14,823.20		14,823.20
1005018	05-22-25	POWERPLAN OIB	REPAIRS - CORP YARD LOADER	1,570.30	2,436.20		2,436.20
			REPAIR PARTS - UNIT #385	865.90			
1005019	05-22-25	RAFTELIS FINANCIAL CONSULTANTS, INC	PROFESSIONAL SERVICES APRIL 2025	13,352.50	13,352.50		13,352.50
1005020	05-22-25	SA RECYCLING LLC	DUMP FEE - WELL 29 TREE REMOVAL	215.80	215.80		215.80
1005021	05-22-25	SHERWIN-WILLIAMS	RESTOCK TAN GALLON PAINT FOR DISTRICT	177.80	177.80		177.80
1005022	05-22-25	SOUTHERN CALIFORNIA EDISON COMPAN	ELECTRIC BILL	3,229.63	162,138.53		162,138.53
			ELECTRIC BILL 05.02.2025	9,664.29			
			ELECTRIC BILL 05.13.2025	26,751.37			
			ELECTRIC BILL 05.01.25	122,493.24			
			ELECTRIC BILL 05.01.25 CREDIT				
1005023	05-22-25	T4 SPATIAL, LLC	CCTV STORAGE - APRIL 2025	1,250.00	2,500.00		2,500.00
			CCTV STORAGE - MAY 2025	1,250.00			
1005024	05-22-25	THE LINCOLN NATL. LIFE INS. CO.	JUNE 2025 PREPAID LIFE INS	4,250.74	4,250.74		4,250.74
1005025	05-22-25	URBAN HABITAT	LANDSCAPE SERVICES - APRIL 2025	5,550.00	5,550.00		5,550.00
			LANDSCAPE SERVICES - APRIL 2025				
1005026	05-22-25	USA BLUEBOOK	HACH INTELLICAL RUGGED LDO PROBE	1,424.99	3,488.40		3,488.40

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			1/4" IDPX2 1/2" 100# OIL FILLED PRESSURE G26-222	674.31			
			GA-52CX MAGNETIC LOCATOR WASTE WATER	1,389.10			
1005027	05-22-25	VAGABOND WELDING SUPPLY	WELL 34 - LADDER REPAIR PARTS	2.72	2.72		2.72
1005028	05-22-25	VESTIS SERVICES INC	UNIFORM SERVICES 09.25.24 RE-ISSUE	271.98	1,244.41		1,244.41
			UNIFORM SERVICES 10.02.24 RE-ISSUE	262.38			
			UNIFORM SERVICES 10.09.24 RE-ISSUE	390.14			
			UNIFORM SERVICES 05.14.25	319.91			
1005029	05-22-25	WATERLINE TECHNOLOGIES INC.	REMAINING BALANCE FOR INV.5733915	63.00	63.00		63.00
1005030	05-22-25	WEST COAST SAND AND GRAVEL INC.	RESTOCK - TYPE II BASE MATERIAL	1,094.99	1,094.99		1,094.99
1005031	05-22-25	WESTAIR GASES & EQUIPMENT, INC.	REPLACEMENT ACETYLENE TANK - UNIT #442	140.89	140.89		140.89
1005032	05-22-25	WHITE CAP CONSTRUCTION SUPPLY	REPLACEMENT SHOVELS/PICKS/HAMMERS	960.37	2,177.53		2,177.53
			REPLACEMENT - IGLOO WATER COOLERS	149.80			
			REPLACEMENT - WORK GLOVES	542.36			
			RESTOCK - WORK GLOVES	525.00			
1005033	05-22-25	ZORO TOOLS INC	9FT STEEL ROLLING LADDER - WRIGHT PLANT	909.31	909.31		909.31
1005034	05-29-25	ADRIAN GAONA MORENO	WATER DISTRIBUTION O&M COURSE-ADRIAN G.	207.25	207.25		207.25
1005035	05-29-25	APRIL LEE SCOTT	CAPIO COMM TRAINING OFFSITE	155.02	155.02		155.02
1005036	05-29-25	BABCOCK LABORATORIES INC	E. COLI/TOTAL COL. - WELLS 1, 2 , & 3	393.90	2,444.70		2,444.70
			E.COLI/TOTAL COL. - WRIGHT WELLS 1, 2, & 3	393.90			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - HORTON EFFLUENT	105.28			
			TOTAL N PACKAGE - DESERT CREST EFFLUENT	105.28			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
			TOTAL N PACKAGE - WELLS & PERC PONDS	762.76			
			TOTAL N PACKAGE - WELLS 29 & 37	381.38			
1005037	05-29-25	BECK OIL, INC.	UNLEADED GASOLINE	4,754.15	6,948.65		6,948.65
			DIESEL FUEL	2,194.50			
1005038	05-29-25	CLINICAL LABORATORY OF SAN BERNARD	LAB SERVICES FOR SAMPLES 04/2025 - DC	1,235.00	1,235.00		1,235.00
			LAB SERVICES FOR SAMPLES 04/2025 - HWWTP				
			LAB SERVICES FOR SAMPLES 04/2025 NWRWRF				
1005039	05-29-25	CORE & MAIN LP	CONC DIRECTIONAL VALVE BOX 4TT	1,162.93	24,499.84		24,499.84
			2" FIPT X MS BR METER FLANGE	962.98			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			4" MJ X FLG DI ADAPTER (IN YARD)	4,069.87			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			RESTOCK 4" FLANGE GASKETS QTY20	55.03			
			1" COPPER TUBING (SOFT "K" - 100FT. ROLLS)	8,275.88			
			8" AC/DI X 1"IPT BRZ SADDLE D/S J979	2,121.39			
			8" MJ X FLG DI ADAPTER (IN YARD)				
			6" MJ X FLG DI ADAPTER (IN YARD)				
			6" DI FLG. R/W GATE VALVE				
			8" MJ ACCESS. KIT W/RESTR.				
1005040	05-29-25	CUMMINS SOUTHERN PLAINS LLC	GENERATOR REPAIR UNIT#441	109.15	109.15		109.15
1005041	05-29-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 3 LOADS/W.E 05.16.25	4,404.95	18,983.62		18,983.62
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			SLUDGE HAULING - BELT TRAILER	2,000.00			
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
			SLUDGE HAULING - BELT TRAILER	2,000.00			
			SLUDGE HAULING - 3 LOADS/W.E. 05.09.25	4,578.67			
1005042	05-29-25	EIDE BAILLY LLP	ACCOUNTING CONSULTANT FEB 2025	18,341.49	18,341.49		18,341.49
1005043	05-29-25	FERGUSON WATERWORKS #1083	1" FIPT X 1" CTS BR STRAIGHT ADPT. MUEL	2,366.07	2,366.07		2,366.07
			1 1/2" BR SWING CHECK VALVE				
1005044	05-29-25	INTELESYS INC	IT MANAGED SERVICES/HELPDESK	7,984.00	9,875.37		9,875.37
			IT SOFTWARE LICENSING	1,891.37			
1005045	05-29-25	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #32	114,429.91	0.00	1,554,349.28	1,554,349.28
			PROGRESS PAYMENT #31	1,439,919.37			
1005046	05-29-25	O'REILLY AUTOMOTIVE INC.	AIR FRESHENER TRK#435	9.77	1,165.89		1,165.89
			OIL CHANGE, WIPER FLUID REFILL UNIT #437	53.60			
			TRAILER WIRE CONNECTOR UNIT #385	12.01			
			DRAIN PANS WRIGHT PLANT	28.25			
			REPLACEMENT BATTERY UNIT#48 COMPRESSOR	107.52			
			TEST LEADS, BRAKE CLEANER MAINT SHOP	17.18			
			REPLACEMENT STARTER UNIT#48 COMPRESSOR	412.10			
			STARTER CORE RETURN CREDIT REQ#126350	-54.38			
			OIL CHANGE UNIT#427	50.76			
			REPLACEMENT BATTERY HIGH DESERT VIEW	407.63			
			BATTERY CORE CREDIT REQ#126353	-18.00			
			REPLACEMENT BREAK PADS UNIT#421	48.94			
			OIL, AIR, CABIN FILTER CHANGE UNIT#421	90.51			
1005047	05-29-25	PARKERS BUILDING SUPPLY	REPAIR MATERIALS WRIGHT PLANT	20.04	339.68		339.68
			REPLACEMENT TOGGLE SWITCH ADMIN/ACCOUNTG	14.33			
			REPLACEMENT DOOR KNOB ADMIN BUILDING	10.86			
			1 PALLET CONCRETE BAGS MANHOLE REPAIRS WW	272.83			
			2" S X S SCH 40 PVC 90 ELL	21.62			
			3/4" S X S 90 ELL				
1005048	05-29-25	ROSEMARY HOFFMAN	RHOFFMAN TOILET REBATE X2	300.00	300.00		300.00
1005049	05-29-25	SAVANT SOLUTIONS, INC.	CYBERSECURITY MONITORING AND RESPONSE	33,477.20	33,477.20		33,477.20
1005050	05-29-25	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS FEE - WRIGHT PLANT	167.47	167.47		167.47
1005051	05-29-25	SOUTH WEST PUMP & DRILLING, INC.	WELL 24 VIBRATION MONITORING	1,425.00	1,425.00		1,425.00
1005052	05-29-25	USA BLUEBOOK	REPLACEMENT 13" DRILL ROD TAPPING BIT	513.71	513.71		513.71
1005053	05-29-25	VESTIS SERVICES INC	UNIFORM SERVICES 05.21.25	311.69	311.69		311.69
1005054	05-29-25	WATERLINE TECHNOLOGIES INC.	11 CHLORINE DRUMS REFILLED #5738459	2,715.49	4,196.67		4,196.67
			6 CHLORINE DRUMS REFILLED #5739442	1,481.18			
1005055	05-29-25	WESTERN WATER WORKS	2" BRASS TEE	2,641.32	2,641.32		2,641.32
			2"X 6" BR NIPPLE				
			2" MIPT X CTS BALL CORP STOP B25028N				
1005056	05-29-25	ZORO TOOLS INC	1" SWING CHECK VALVE	841.66	4,208.30		4,208.30
			1" SWING CHECK VALVE	981.94			
			1" SWING CHECK VALVE	701.38			
			1" SWING CHECK VALVE	1,683.32			
99111612	05-02-25	WELLS FARGO BANK	AUTO DEP PPE 04.25.2025	155,802.92	155,802.92		155,802.92
99111613	05-02-25	STATE OF CA EDD	STATE TAX PPE 04.25.2025	14,309.99	14,309.99		14,309.99

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
99111614	05-02-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 04.25.2025	65,842.83	65,842.83		65,842.83
99111615	05-02-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.25.2025	15,646.69	15,646.69		15,646.69
99111697	05-09-25	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PAYMENT #30	3,033.83	0.00	3,033.83	3,033.83
99111767	05-16-25	WELLS FARGO BANK	AUTO DEP PPE 05.09.2025	152,311.90	152,311.90		152,311.90
99111790	05-16-25	RIVERSIDE COUNTY DCSS - MAIN OFFICE	MONTHLY IWO - PPE 05.09.2025	400.00	400.00		400.00
99111791	05-15-25	CALIF PUBLIC EMPLOYEES RETIREMENT S	PERS PPE 04.25.2025	38,142.70	38,142.70		38,142.70
99111792	05-16-25	STATE OF CA EDD	STATE TAX PPE 05.09.2025	12,440.82	12,440.82		12,440.82
99111793	05-16-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.09.2025	62,537.65	62,537.65		62,537.65
99111794	05-16-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.09.2025	14,935.42	14,935.42		14,935.42
99111812	05-19-25	AFLAC	APRIL 2025 AFLAC DEDUCTIONS	1,874.32	1,874.32		1,874.32
99111868	05-22-25	CALIF PUBLIC EMPLOYEES RETIREMENT S	PERS PPE 05.09.2025	38,816.50	38,816.50		38,816.50
99111937	05-30-25	WELLS FARGO BANK	AUTO DEP PPE 05.23.2025	146,309.91	146,309.91		146,309.91
99111938	05-30-25	STATE OF CA EDD	STATE TAX PPE 05.23.2025	12,461.20	12,461.20		12,461.20
99111939	05-30-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.23.2025	59,653.04	59,653.04		59,653.04
99111940	05-30-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.23.2025	14,276.56	14,276.56		14,276.56
99111964	05-29-25	WELLS FARGO - WELLSONE	APRIL 2025 BILLING PERIOD	28,408.35	28,408.35		28,408.35
99111978	05-22-25	LISA PELTON	WELLSONE ACH REIMBURSEMENT - L.PELTON	40.00	40.00		40.00
99111998	05-01-25	WELLS FARGO BANK	WF LOC APRIL 2025 - INTEREST CHARGE	49,375.00	49,375.00		49,375.00
99112010	05-06-25	PAYNEARME MT, INC.	APRIL 2025 PAYNEARME FEES	8,780.22	8,780.22		8,780.22
PR050225	05-02-25	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
PR051625	05-16-25	EMPLOYEE PAYROLL CHECKS		3,384.05	3,384.05		3,384.05
PR053025	05-30-25	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
			CURRENT CHECK TOTAL	3,974,947.3	2,182,775.7	1,792,171.5	3,974,947.3
TOTAL				3,974,947.35	2,182,775.77	1,792,171.58	3,974,947.35
197 records listed							

MISSION SPRINGS WATER DISTRICT - 15:09:39 06-04-25
(PAP40:FAP16) CASH DISBURSEMENTS FOR PERIOD 05-01-2025 THRU 05-31-2025

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1005045	05-29-25	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #32	114,429.91	0.00	1,554,349.28	1,554,349.28
			PROGRESS PAYMENT #31	1,439,919.37			
1004921	05-08-25	DESERT WATER AGENCY	DWA RAC FEES - ID-E SYSTEM	7,825.55	353,826.47		353,826.47
			DWA RAC FEES - MAIN SYSTEM	346,000.92			
1005022	05-22-25	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	3,229.63	162,138.53		162,138.53
			ELECTRIC BILL 05.02.2025	9,664.29			
			ELECTRIC BILL 05.13.2025	26,751.37			
			ELECTRIC BILL 05.01.25	122,493.24			
			ELECTRIC BILL 05.01.25 CREDIT				
99111612	05-02-25	WELLS FARGO BANK	AUTO DEP PPE 04.25.2025	155,802.92	155,802.92		155,802.92
99111767	05-16-25	WELLS FARGO BANK	AUTO DEP PPE 05.09.2025	152,311.90	152,311.90		152,311.90
99111937	05-30-25	WELLS FARGO BANK	AUTO DEP PPE 05.23.2025	146,309.91	146,309.91		146,309.91
1004887	05-01-25	ACWA-JPIA HEALTH BENEFITS AUTH.	MAY 2025 PREPAID INSURANCE	112,228.05	112,228.05		112,228.05
1004899	05-01-25	TIMMONS GROUP INC	GIS SETUP/UN DATA DESIGN	41,851.55	0.00	72,438.70	72,438.70
			GIS SETUP/LANDBASE MIGRATION/IMPORT/ETC	30,587.15			
			VERTICAL ASSET MODEL DEPLOYED TO GIS				
			GIS				
99111614	05-02-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 04.25.2025	65,842.83	65,842.83		65,842.83
99111793	05-16-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.09.2025	62,537.65	62,537.65		62,537.65
99111939	05-30-25	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 05.23.2025	59,653.04	59,653.04		59,653.04
1005009	05-22-25	J.F. SHEA CONSTRUCTION, INC.	PROGRESS PAYMENT #30	57,642.77	0.00	57,642.77	57,642.77
99111998	05-01-25	WELLS FARGO BANK	WF LOC APRIL 2025 - INTEREST CHARGE	49,375.00	49,375.00		49,375.00
1004962	05-15-25	TKE ENGINEERING, INC	PROGRESS PAYMENT #52 - WELL 42	2,717.50	33,332.50	13,174.27	46,506.77
			CONSULTANT DESIGN MARCH 2025	7,726.77			
			CONSULTANT SERVICES 3/2025	435.00			
			C&M SERVICES MAR - RANCHO DESCANSO TRACT	170.00			
			GEN ENG SVCS TKE MAR 2025	9,332.50			
			VIENTO DEV PROJ-C&M INSPECT TKE MAR 2025	26,125.00			
			C&M INSPECTION TKE MAR 2025				
			MISSION CREEK SUBBASIN TKE 3/2025				
			SGMA TKE 3/2024				
			SNMP TKE 3/2025				
			WATER MASTER PLAN UPDATE TKE 3/2025				
			GQPP AREA M-2 TKE 3/2025				
			GQPP AREA A & G TKE 3/2025				
			GQPP AREA D3-1 TKE 3/2025				
1004949	05-15-25	FERGUSON WATERWORKS #1083	1" T10 METER ANTENNAS N/I	10,301.34	45,716.64		45,716.64
			CREDIT FOR REQ#126206	-3,499.20			
			1" T10 NEPTUNE METER	38,914.50			
1004911	05-08-25	ACWA JPIA	ACWA WORKERS COMP QTR. 3	44,783.79	44,783.79		44,783.79
99111868	05-22-25	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTE	PERS PPE 05.09.2025	38,816.50	38,816.50		38,816.50
99111791	05-15-25	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTE	PERS PPE 04.25.2025	38,142.70	38,142.70		38,142.70
1005049	05-29-25	SAVANT SOLUTIONS, INC.	CYBERSECURITY MONITORING AND RESPONSE	33,477.20	33,477.20		33,477.20
1004926	05-08-25	LEGEND PUMP & WELL SERVICE, INC.	RETENTION PAYMENT - FINAL	31,532.88	0.00	31,532.88	31,532.88
1004923	05-08-25	ENTERPRISE FM TRUST	ENTERPRISE FLEET MANAGEMENT 05/2025	31,170.03	31,170.03		31,170.03
99111964	05-29-25	WELLS FARGO - WELLSONE	APRIL 2025 BILLING PERIOD	28,408.35	28,408.35		28,408.35
1004920	05-08-25	CITY OF DESERT HOT SPRINGS	UUT MARCH 2025	27,641.32	27,641.32		27,641.32

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1005039	05-29-25	CORE & MAIN LP	CONC DIRECTIONAL VALVE BOX 4TT	1,162.93	24,499.84		24,499.84
			2" FIPT X MS BR METER FLANGE	962.98			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			4" MJ X FLG DI ADAPTER (IN YARD)	4,069.87			
			6" 6 HOLE BREAK-OFF CHECK	1,962.94			
			RESTOCK 4" FLANGE GASKETS QTY20	55.03			
			1" COPPER TUBING (SOFT "K" - 100FT. ROLLS)	8,275.88			
			8" AC/DI X 1"IPT BRZ SADDLE D/S J979	2,121.39			
			8" MJ X FLG DI ADAPTER (IN YARD)				
			6" MJ X FLG DI ADAPTER (IN YARD)				
			6" DI FLG. R/W GATE VALVE				
			8" MJ ACCESS. KIT W/RESTR.				
1004913	05-08-25	B-81 PAVING INC	PAVING @ 16 LOCATIONS AS IDENT. ON INV	23,872.50	23,872.50		23,872.50
1004989	05-22-25	AECOM TECHNICAL SERVICES INC.	PROGRESS PAYMENT #23	20,909.35	0.00	20,909.35	20,909.35
1004999	05-22-25	CORONA ENVIRONMENTAL CONSULTING LLC	CONSULTING SERVICES FEB-APR 2025 CEC	20,740.00	0.00	20,740.00	20,740.00
1005041	05-29-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 3 LOADS/W.E 05.16.25	4,404.95	18,983.62		18,983.62
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
			SLUDGE HAULING - BELT TRAILER	2,000.00			
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
			SLUDGE HAULING - BELT TRAILER	2,000.00			
			SLUDGE HAULING - 3 LOADS/W.E. 05.09.25	4,578.67			
1005008	05-22-25	INFOSEND INC	NEWS LETTER INSERT APRIL	1,303.51	18,385.02		18,385.02
			APRIL MONTHLY CHARGE	180.27			
			2025 ANNUAL SEWER LETTER MAILING	7,435.68			
			MAY BILLING CHARGES	9,465.56			
1005042	05-29-25	EIDE BAILLY LLP	ACCOUNTING CONSULTANT FEB 2025	18,341.49	18,341.49		18,341.49
99111615	05-02-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 04.25.2025	15,646.69	15,646.69		15,646.69
99111794	05-16-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.09.2025	14,935.42	14,935.42		14,935.42
1005017	05-22-25	PHOTOVOLTAICS CALIFORNIA	PV SYSTEM ANNUAL PREVENTATIVE MAINT.	14,823.20	14,823.20		14,823.20
99111613	05-02-25	STATE OF CA EDD	STATE TAX PPE 04.25.2025	14,309.99	14,309.99		14,309.99
99111940	05-30-25	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 05.23.2025	14,276.56	14,276.56		14,276.56
1004892	05-01-25	CORE & MAIN LP	5"OD/STD 1" IPT DI SADDLE S/S 311	463.33	14,047.25		14,047.25
			1" FIP X MC BALL VALVE W/LOCKWING	4,010.99			
			4" MJ X FLG DI ADAPTER (IN YARD)	5,220.35			
			1" SWING CHECK VALVE	3,589.37			
			4" MJ ACCESS. KIT W/RESTS.	763.21			
			4" HYMAX 425-563 FLEX COUPL.				
			6" AC/DI X 2" IPT BRZ SADDLE D/S J-979				
1004937	05-08-25	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	13,915.00	12,140.00	1,775.00	13,915.00
			IRWMP FEB. 2025				
			VARIOUS PROJECTS				
1005019	05-22-25	RAFTELIS FINANCIAL CONSULTANTS, INC	PROFESSIONAL SERVICES APRIL 2025	13,352.50	13,352.50		13,352.50
1004955	05-15-25	PLATINUM STRATEGIES INC	APRIL 2025 - ACCOUNTING CONSULTANT	12,558.40	12,558.40		12,558.40
1004958	05-15-25	SLOVAK BARON EMPEY MURPHY & PINKNEY LL	LEGAL SERVICES OVER RETAINER	5,967.50	12,467.50		12,467.50
			LEGAL SERVICES RETAINER	6,500.00			

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99111938	05-30-25	STATE OF CA EDD	STATE TAX PPE 05.23.2025	12,461.20	12,461.20		12,461.20
99111792	05-16-25	STATE OF CA EDD	STATE TAX PPE 05.09.2025	12,440.82	12,440.82		12,440.82
1004922	05-08-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 1 LOAD/W.E. 04.18.25	1,880.01	11,996.49		11,996.49
			SLUDGE HAULING - I LOAD/W.E. 04.18.25	1,392.62			
			SLUDGE HAULING - 2 LOADS/W.E. 03.21.25	2,683.51			
			SLUDGE HAULING - LOAD/W.E. 03.21.25	1,918.97			
			SLUDGE HAULING - 2 LOADS/W.E. 04.25.25	4,121.38			
1004947	05-15-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - 1 LOAD/W.E 04.25.25	1,332.44	11,502.99		11,502.99
			SLUDGE HAULING - TRACTOR UNIT - NWRWRF	3,000.00			
			SLUDGE HAULING - TRACTOR UNIT	3,000.00			
			SLUDGE HAULING - 2 LOADS/W.E. 05.02.25	2,688.45			
			SLUDGE HAULING - 1 LOAD/W.E. 05.02.25	1,482.10			
1004929	05-08-25	MDN WATER MANAGEMENT SERVICES INC	WRIGHT RWRF GRANT	11,491.50	7,520.00	3,971.50	11,491.50
			EQUIP REPLACEMENT GRANT				
			GRANT APPLICATION RECYC WTR PROGRAM				
			WWTP MONITORING AND REPORTING				
			MEETINGS, BUDGET, ACFR, OPEN GOV. GM REP				
1005044	05-29-25	INTELESYS INC	IT MANAGED SERVICES/HELPDESK	7,984.00	9,875.37		9,875.37
			IT SOFTWARE LICENSING	1,891.37			
1004896	05-01-25	INTELESYS INC	IT MONTHLY MANAGED SERVICES/HELPDESK	7,834.00	9,725.37		9,725.37
			IT SOFTWARE LICENSING	1,891.37			
1004931	05-08-25	RAFTELIS FINANCIAL CONSULTANTS, INC	PROFESSIONAL SERVICES - MARCH 2025	9,392.50	9,392.50		9,392.50
1004919	05-08-25	CITIES DIGITAL INC.	LASERFICHE ANNUAL MAINTENANCE RENEWAL	9,267.00	9,267.00		9,267.00
99112010	05-06-25	PAYNEARME MT, INC.	APRIL 2025 PAYNEARME FEES	8,780.22	8,780.22		8,780.22
1004915	05-08-25	BROWNSTEIN HYATT FARBER SCHRECK LLP	GROUNDWATER STRATEGY	2,540.00	8,105.00		8,105.00
			GROUNDWATER MANAGEMENT STRATEGY	3,540.00			
			GROUNDWATER MANAGEMENT STRATEGY	2,025.00			
1004932	05-08-25	RAY LOPEZ ASSOCIATES	11075 MESQUITE AVENUE - PASSED	8,050.00	8,050.00		8,050.00
			1ST LANDSCAPE PLAN CHECK - FAILED				
			3RD LANDSCAPE PLAN CHECK - PASSED				
			1ST LANDSCAPE INSPECTN - FAILED VARIOUS				
			1ST LANDSCAPE INSPECT - PASSED VARIOUS				
1005010	05-22-25	KENWOOD ENERGY	SOLAR PROJECT 04/2025	7,405.00	0.00	7,405.00	7,405.00
1004966	05-15-25	WATERLINE TECHNOLOGIES INC.	5 DRUMS REFILLED	1,234.31	7,342.88		7,342.88
			5 DRUMS REFILLED	1,234.31			
			6 DRUMS REFILLED	1,418.18			
			5 DRUMS REFILLED	1,234.31			
			7 DRUMS REFILLED	1,728.04			
			2 DRUMS REFILLED	493.73			
1005037	05-29-25	BECK OIL, INC.	UNLEADED GASOLINE	4,754.15	6,948.65		6,948.65
			DIESEL FUEL	2,194.50			
1004950	05-15-25	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	6,641.10	6,641.10		6,641.10
1005006	05-22-25	GALLAGHER BENEFIT SERVICES INC	2025 BASE COMPENSATION STUDY	5,950.00	5,950.00		5,950.00
1004930	05-08-25	MESA ENERGY SYSTEMS INC	SCHEDULED HVAC MAINTENANCE - MULTI SITE	3,883.00	5,945.25		5,945.25
			A/C REPAIRS - DUCT FAN ADMIN. BUILDING	2,062.25			
1005003	05-22-25	DURABLE COATING INC	TRUCK BED SPRAY LINER - UNIT #457	1,461.25	5,845.00		5,845.00
			TRUCK BED SPRAY LINER - UNIT #456	1,461.25			

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			TRUCK BED SPRAY LINER - UNIT #459	1,461.25			
			TRUCK BED SPRAY LINER - UNIT #458	1,461.25			
			VIN ENDING: 222122				
1004939	05-08-25	URBAN HABITAT	LANDSCAPE SERVICES - MARCH 2025	5,550.00	5,550.00		5,550.00
			LANDSCAPE SERVICES - MARCH 2025				
1005025	05-22-25	URBAN HABITAT	LANDSCAPE SERVICES - APRIL 2025	5,550.00	5,550.00		5,550.00
			LANDSCAPE SERVICES - APRIL 2025				
1004935	05-08-25	SOUTHERN CALIFORNIA EDISON COMPANY	206-4802 04.25.2025	5,211.93	5,211.93		5,211.93
			206-4802 04.25.2025 CREDIT				
1004933	05-08-25	ROBERT G MODRICH	APRIL 2025 UNIDATA MAINTENANCE	5,112.50	5,112.50		5,112.50
1004891	05-01-25	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00
1004916	05-08-25	CARPI & CLAY. INC	DFEDERAL ADVOCACY	5,000.00	5,000.00		5,000.00
1004998	05-22-25	CA LOBBY LLC	CALIFORNIA ADVOCACY SERVICES	5,000.00	5,000.00		5,000.00
1004946	05-15-25	CYPRESS DENTAL ADMINISTRATORS	JUNE 2025 PREPAID DENTAL	4,782.22	4,782.22		4,782.22
		20.1					
1004890	05-01-25	BECK OIL, INC.	UNLEADED GASOLINE	4,644.60	4,644.60		4,644.60
1005024	05-22-25	THE LINCOLN NATL. LIFE INS. CO.	JUNE 2025 PREPAID LIFE INS	4,250.74	4,250.74		4,250.74
1004898	05-01-25	MSA CONSULTING INC	PTR ORDER AND PTR REVIEW 2025	2,500.00	0.00	4,250.00	4,250.00
			EASEMENT PLOTTING - CSC SURVEY	1,750.00			
1005056	05-29-25	ZORO TOOLS INC	1" SWING CHECK VALVE	841.66	4,208.30		4,208.30
			1" SWING CHECK VALVE	981.94			
			1" SWING CHECK VALVE	701.38			
			1" SWING CHECK VALVE	1,683.32			
1005054	05-29-25	WATERLINE TECHNOLOGIES INC.	11 CHLORINE DRUMS REFILLED #5738459	2,715.49	4,196.67		4,196.67
			6 CHLORINE DRUMS REFILLED #5739442	1,481.18			
1005005	05-22-25	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	4,132.53	4,132.53		4,132.53
1004914	05-08-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - HORTON EFFLUENT	105.28	3,786.92		3,786.92
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
			TOTAL N PACKAGE - DESERT CREST EFFLUENT	105.28			
			E COLI/TOTAL COL. TESTING - NWRWRF	131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE/NWRWRF EFFLUENT TESTING	151.10			
			TOTAL N PACKAGE - GROUNDWATER WELLS 29/37	381.38			
			TOTAL N PACKAGE - GROUNDWATER WELLS 27/33	381.38			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	151.10			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	151.10			
			TOTAL N PACKAGE - CLARIFIER EFFLUENT	250.18			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PONDS	762.76			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PONDS	762.76			
1005026	05-22-25	USA BLUEBOOK	HACH INTELLICAL RUGGED LDO PROBE	1,424.99	3,488.40		3,488.40
			1/4" IDPX2 1/2" 100# OIL FILLED PRESSURE G26-222	674.31			
			GA-52CX MAGNETIC LOCATOR WASTE WATER	1,389.10			
PR051625	05-16-25	EMPLOYEE PAYROLL CHECKS		3,384.05	3,384.05		3,384.05
99111697	05-09-25	J.F. SHEA CONSTRUCTION, INC.	RETENTION WIRE PAYMENT #30	3,033.83	0.00	3,033.83	3,033.83
1004711	05-07-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE/NWRWRF EFFLUENT TESTING	-151.10	-2,991.76		-2,991.76
			TOTAL N PACKAGE - GROUNDWATER WELLS 29/37	-381.38			

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			TOTAL N PACKAGE - GROUNDWATER WELLS 27/33	-381.38			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	-151.10			
			TOTAL N PACKAGE - NWRWRF EFFLUENT	-151.10			
			TOTAL N PACKAGE - CLARIFIER EFFLUENT	-250.18			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PONDS	-762.76			
			TOTAL N PACKAGE - WELLS 1,2,3 & PERC PONDS	-762.76			
1005015	05-22-25	MCMASTER-CARR	STRUT CHENNEL 4FT, NUT/SPRINGS WRIGHT PLT	1,660.59	2,768.41		2,768.41
			RESTOCK #2001 KEYED PADLOCKS	1,107.82			
1005055	05-29-25	WESTERN WATER WORKS	2" BRASS TEE	2,641.32	2,641.32		2,641.32
			2"X 6" BR NIPPLE				
			2" MIPT X CTS BALL CORP STOP B25028N				
1005023	05-22-25	T4 SPATIAL, LLC	CCTV STORAGE - APRIL 2025	1,250.00	2,500.00		2,500.00
			CCTV STORAGE - MAY 2025	1,250.00			
1005036	05-29-25	BABCOCK LABORATORIES INC	E. COLI/TOTAL COL. - WELLS 1, 2 , & 3	393.90	2,444.70		2,444.70
			E.COLI/TOTAL COL. - WRIGHT WELLS 1, 2, & 3	393.90			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - HORTON EFFLUENT	105.28			
			TOTAL N PACKAGE - DESERT CREST EFFLUENT	105.28			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
			TOTAL N PACKAGE - WELLS & PERC PONDS	762.76			
			TOTAL N PACKAGE - WELLS 29 & 37	381.38			
1005018	05-22-25	POWERPLAN OIB	REPAIRS - CORP YARD LOADER	1,570.30	2,436.20		2,436.20
			REPAIR PARTS - UNIT #385	865.90			
1005043	05-29-25	FERGUSON WATERWORKS #1083	1" FIPT X 1" CTS BR STRAIGHT ADPT. MUEL	2,366.07	2,366.07		2,366.07
			1 1/2" BR SWING CHECK VALVE				
1005007	05-22-25	GRAINGER	QTY6 1"X50' WATER HOSES HORTON PLANT	1,481.18	2,338.62		2,338.62
			48" STAINLESS STEEL SHEET WRIGHT PLANT	767.17			
			RSTOCK CM-S MOBIL GREASE WRIGHT PLANT	90.27			
1005032	05-22-25	WHITE CAP CONSTRUCTION SUPPLY	REPLACEMENT SHOVELS/PICKS/HAMMERS	960.37	2,177.53		2,177.53
			REPLACEMENT - IGLOO WATER COOLERS	149.80			
			REPLACEMENT - WORK GLOVES	542.36			
			RESTOCK - WORK GLOVES	525.00			
1005014	05-22-25	MCDONALD ELECTRIC, INC	WELL 34 TRANSFORMER ELECTRICAL REPAIRS	818.87	2,172.87		2,172.87
			WELL 32 BREAKER ELECTRICAL REPAIRS	1,354.00			
1005013	05-22-25	MCCROMETER INC	6" PROP METERS - PRODUCTION	2,102.50	2,102.50		2,102.50
1004889	05-01-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - WELLS 1, 2, 3 & PERC PONDS	762.76	2,048.30		2,048.30
			TOTAL N PACKAGE - GROUNDWATER WELLS 27/33	381.38			
			TOTAL N PACKAGE - WRIGHT WELL #2	470.66			
			E. COLI/TOTAL COLIFORM TESTING - WELL #2	131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	151.10			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
1005004	05-22-25	ECOLOGY AUTO PARTS	SLUDGE HAULING - BELT TRAILER	2,000.00	2,000.00		2,000.00
99111812	05-19-25	AFLAC	APRIL 2025 AFLAC DEDUCTIONS	1,874.32	1,874.32		1,874.32
1004895	05-01-25	FERGUSON WATERWORKS #1083	1" CTS X 1" MSN A.M. STOP	1,685.86	1,685.86		1,685.86
1004996	05-22-25	BROWNSTEIN HYATT FARBER SCHRECK LLP	GROUNDWATER MANAGEMENT STRATEGY	1,650.00	1,650.00		1,650.00
1005016	05-22-25	MESA ENERGY SYSTEMS INC	A/C REPAIRS ZONE 5 ADMIN. BUILDING	1,476.75	1,476.75		1,476.75
1005051	05-29-25	SOUTH WEST PUMP & DRILLING, INC.	WELL 24 VIBRATION MONITORING	1,425.00	1,425.00		1,425.00

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1005001	05-22-25	DESERT VALLEY DISPOSAL, INC.	CORP YARD APRIL TRASH SERVICE FEE	825.34	1,391.81		1,391.81
			ADMIN BUILDING APRIL TRASH SERVICE FEE	566.47			
1004925	05-08-25	INFOSEND INC	INSERT WITH STATEMENTS	1,323.25	1,323.25		1,323.25
1005028	05-22-25	VESTIS SERVICES INC	UNIFORM SERVICES 09.25.24 RE-ISSUE	271.98	1,244.41		1,244.41
			UNIFORM SERVICES 10.02.24 RE-ISSUE	262.38			
			UNIFORM SERVICES 10.09.24 RE-ISSUE	390.14			
			UNIFORM SERVICES 05.14.25	319.91			
1005038	05-29-25	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES FOR SAMPLES 04/2025 - DC	1,235.00	1,235.00		1,235.00
			LAB SERVICES FOR SAMPLES 04/2025 - HWWTP				
			LAB SERVICES FOR SAMPLES 04/2025 NWRWRF				
1004945	05-15-25	CS-AMSCO	LEVERAGE FRAME GUIDE BUSHING #1901374	1,196.15	1,196.15		1,196.15
			APCO #40 BUMPER ASSY 143C/145C				
1004963	05-15-25	TOPS N BARRICADES, INC	RESTOCK BLUE SURVEY MARKING FLAGS	134.94	1,174.05		1,174.05
			RESTOCK MED SAFETY VEST, HARD HAT SUNSHADE	301.78			
			RESTOCK BLUE, WHITE MARKING SPRY PAINTS	737.33			
1005046	05-29-25	O'REILLY AUTOMOTIVE INC.	AIR FRESHENER TRK#435	9.77	1,165.89		1,165.89
			OIL CHANGE, WIPER FLUID REFILL UNIT #437	53.60			
			TRAILER WIRE CONNECTOR UNIT #385	12.01			
			DRAIN PANS WRIGHT PLANT	28.25			
			REPLACEMENT BATTERY UNIT#48 COMPRESSOR	107.52			
			TEST LEADS, BRAKE CLEANER MAINT SHOP	17.18			
			REPLACEMENT STARTER UNIT#48 COMPRESSOR	412.10			
			STARTER CORE RETURN CREDIT REQ#126350	-54.38			
			OIL CHANGE UNIT#427	50.76			
			REPLACEMENT BATTERY HIGH DESERT VIEW	407.63			
			BATTERY CORE CREDIT REQ#126353	-18.00			
			REPLACEMENT BREAK PADS UNIT#421	48.94			
			OIL, AIR, CABIN FILTER CHANGE UNIT#421	90.51			
1004944	05-15-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - WRIGHT INFLUENT	151.10	1,104.72		1,104.72
			CABOT MGMT. - 66100 CABOT RD.	401.26			
			TOTAL N PACKAGE - WRIGHT EFFLUENT	151.10			
			TBP INDOOR FAC. - 65283 TWO BUNCH PALMS	401.26			
1005030	05-22-25	WEST COAST SAND AND GRAVEL INC.	RESTOCK - TYPE II BASE MATERIAL	1,094.99	1,094.99		1,094.99
1005002	05-22-25	DESERT TIRE AND AUTO REPAIR	REPLACEMENT TIRES - UNIT #421	1,020.62	1,020.62		1,020.62
1004936	05-08-25	THE LAMAR COMPANIES	BILLBOARD RENEWAL PALM/DILLON	975.00	975.00		975.00
1004942	05-15-25	AECOM TECHNICAL SERVICES INC.	WELL 42 REDESIGN PP#28	949.00	0.00	949.00	949.00
1005033	05-22-25	ZORO TOOLS INC	9FT STEEL ROLLING LADDER - WRIGHT PLANT	909.31	909.31		909.31
1004977	05-16-25	ESPERANZA GONZALEZ	ACCOUNT REFUND 15365 VIA QUEDO	796.90	796.90		796.90
1004941	05-08-25	VESTIS SERVICES INC	UNIFORM SERVICES 04.23.25	335.84	781.31		781.31
			UNIFORM SERVICES 04.30.25	445.47			
1004948	05-15-25	FARMER BROS. CO	ADMIN COFFEE ORDER	716.64	716.64		716.64
1004952	05-15-25	MCDONALD ELECTRIC, INC	HORTON AERATION BRUSH #2 REPAIRS	715.07	715.07		715.07
1004928	05-08-25	MBE CONSTRUCTION	TERRACE BOOTER #2 HOA SWITCH REPLACEMENT	700.09	700.09		700.09
1004954	05-15-25	PARKERS BUILDING SUPPLY	1/2" HAMMER DRILL BIT FLEET MAINT.	21.73	673.47		673.47
			REPLACEMENT DOOR KNOB ADMIN BUILDING	38.68			
			NUTS & BOLTS, WASHERS FLEET MAINT.	9.72			
			DOOR KNOB FOR ADMIN BUILDING	35.87			

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			RETRUB CREDIT FOR REQ#126337	-28.26			
			3/4" SCH 40 PVC PIPE	40.12			
			RESTOCK CONCRETE - CORP YARD	302.56			
			LADDER REPAIR PARTS - WELL 34	21.47			
			PVC BUSHINGS	21.09			
			IRRIGATION REPAIR PARTS	21.68			
			SWIVEL HOSE CONNECTOR - FLEET MAINTENANCE	6.51			
			HOSE CLAMPS - FLEET MAINTENANCE	15.59			
			IRRIGATION REPAIR PARTS	9.44			
			SANDING DISC/MIG WIRE - FLEET MAINTENANCE	47.82			
			REPAIR PARTS - WRIGHT PLANT	23.89			
			REPAIR MATERIALS - FLEET MAINTENANCE	57.59			
			REPAIR MATERIALS	14.93			
			PRIVACY LOCKSET - ADMIN BLDG.	13.04			
1005012	05-22-25	MATHESON TRI-GAS, INC	RESTOCK - ANTI-FOG SHADED SAFETY GLASSES	668.71	668.71		668.71
1004918	05-08-25	CASEY DOLAN	DIGITAL ADVERTISING MANAGEMENT & CONSLT	650.00	650.00		650.00
1004917	05-08-25	CASAMAR GROUP, LLC	LABOR COMPLIANCE - LANDSCAPE 04/2025	596.28	596.28		596.28
			LABOR COMPLIANCE - MCDONALD ELECTRIC 4/25				
			LABOR COMPLIANCE - HVAC 04/2025				
			LABOR COMPLIANCE - B-81 PAVING, INC 04/2025				
			LABOR COMPLIANCE - PROJECT VIENTO 04/2025				
			LABOR COMPLIANCE - M BREY 04/2025				
1004980	05-16-25	JULIO ARANA	ACCOUNT REFUND 66135 DESERT VIEW AVE	591.33	591.33		591.33
1004940	05-08-25	VERIZON CONNECT FLEET USA LLC	GPS MONITORING FOR FLEET 05/2025	556.62	556.62		556.62
1004990	05-22-25	AIR & HOSE SOURCE INC.	20FT VACUUM HOSE - VAC TRAILERS	549.19	549.19		549.19
1004970	05-16-25	CESAR NAVARRO	ACCOUNT REFUND AVE GRACIA	546.18	546.18		546.18
1004894	05-01-25	EBIX INC	PAYROLL INSERTS - WELLNESS	534.65	534.65		534.65
1005052	05-29-25	USA BLUEBOOK	REPLACEMENT 13" DRILL ROD TAPPING BIT	513.71	513.71		513.71
1004994	05-22-25	BRIAN MACY	REIMBURSEMENT FOR FLIGHTS	488.38	488.38		488.38
1005011	05-22-25	LEXITAS	COURT REPORTING - CERTIFIED COPY FEE	479.00	479.00		479.00
1004953	05-15-25	PALM SPRINGS UNIFIED	TBP FIELD TRIP TO MC PRESERVE 3/27/25	451.54	451.54		451.54
1004893	05-01-25	DESERT URGENT CARE	DOT PHYSICAL - T.OWENS & D.PENA	450.00	450.00		450.00
			PREEMPLOY PHYSICAL - R.ISHIKAWA & Y.PEREZ				
1004906	05-02-25	HERITAGE WELL SERVICE LLC	ACCOUNT REFUND PIERSON BLVD & WESTERN AVE	439.78	439.78		439.78
1004995	05-22-25	BRINKS INCORPORATED	MAY CHARGE - FLAT FEE	364.00	432.78		432.78
			APRIL MONTHLY CHARGE - EXCESS CIT	68.78			
1004972	05-16-25	CRAIG L KASTL	ACCOUNT REFUND 64895 PIERSON BLVD	409.24	409.24		409.24
99111790	05-16-25	RIVERSIDE COUNTY DCSS - MAIN OFFICE	MONTHLY IWO - PPE 05.09.2025	400.00	400.00		400.00
1004974	05-16-25	DAVID TOORAY AZIZI	ACCOUNT REFUND 66660 3RD ST	388.53	388.53		388.53
1004656	05-07-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - DESERT CREST EFFLUENT	-105.28	-387.68		-387.68
			E COLI/TOTAL COL. TESTING - NWRWRF	-131.30			
			TOTAL N PACKAGE - WRIGHT INFLUENT	-151.10			
1005047	05-29-25	PARKERS BUILDING SUPPLY	REPAIR MATERIALS WRIGHT PLANT	20.04	339.68		339.68
			REPLACEMENT TOGGLE SWITCH ADMIN/ACCOUNTG	14.33			
			REPLACEMENT DOOR KNOB ADMIN BUILDING	10.86			
			1 PALLET CONCRETE BAGS MANHOLE REPAIRS WW	272.83			
			2" S X S SCH 40 PVC 90 ELL	21.62			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
			3/4" S X S 90 ELL				
1004934	05-08-25	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS FEE - D.P.L.S.	167.47	334.94		334.94
			AQMD HOT SPOTS FEE - HORTON PLANT	167.47			
1004960	05-15-25	STAPLES	ADMIN OFFICE SUPPLIES	101.51	332.66		332.66
			DRY ERASE MARKERS	29.76			
			DRY ERASE MARKERS	10.54			
			DRY ERASE GLASS BOARD	190.85			
1004965	05-15-25	VESTIS SERVICES INC	UNIFORM SERVICES 05.07.25	319.91	319.91		319.91
1004927	05-08-25	MARLIN LEASING CORPORATION	XEROX LEASE - ADMIN	317.30	317.30		317.30
1005053	05-29-25	VESTIS SERVICES INC	UNIFORM SERVICES 05.21.25	311.69	311.69		311.69
1005048	05-29-25	ROSEMARY HOFFMAN	RHOFFMAN TOILET REBATE X2	300.00	300.00		300.00
1004912	05-08-25	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	279.14	279.14		279.14
			ANSAFONE ANSWERING SERVICE				
1004938	05-08-25	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERTS 05/2025	257.90	257.90		257.90
1004993	05-22-25	BABCOCK LABORATORIES INC	TOTAL N PACKAGE - CLARIFIER EFFLUENT	250.18	250.18		250.18
1005000	05-22-25	CWEA	CWEA MEMBERSHIP RENEWAL - ANDY G.	239.00	239.00		239.00
1004924	05-08-25	FORSHOCK	SCADA MONITORING 05/2025	220.00	220.00		220.00
1005020	05-22-25	SA RECYCLING LLC	DUMP FEE - WELL 29 TREE REMOVAL	215.80	215.80		215.80
1005034	05-29-25	ADRIAN GAONA MORENO	WATER DISTRIBUTION O&M COURSE-ADRIAN G.	207.25	207.25		207.25
1004897	05-01-25	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ AVE DORADO & PINEHURST	200.00	200.00		200.00
1005021	05-22-25	SHERWIN-WILLIAMS	RESTOCK TAN GALLON PAINT FOR DISTRICT	177.80	177.80		177.80
1005050	05-29-25	SOUTH COAST AIR QUALITY	AQMD HOT SPOTS FEE - WRIGHT PLANT	167.47	167.47		167.47
1004992	05-22-25	AMANDA LUCAS	MILEAGE REIMBURSEMENT A. LUCAS	163.80	163.80		163.80
1005035	05-29-25	APRIL LEE SCOTT	CAPIO COMM TRAINING OFFSITE	155.02	155.02		155.02
1005031	05-22-25	WESTAIR GASES & EQUIPMENT, INC.	REPLACEMENT ACETYLENE TANK - UNIT #442	140.89	140.89		140.89
1004991	05-22-25	ALL AMERICAN FIRST AID	FIRST AID RESTOCK	135.71	135.71		135.71
1004997	05-22-25	CA-NV SECTION OFFICE	CROSS CONNECTION SPEC. RENEWAL - JOE H.	135.00	135.00		135.00
1004943	05-15-25	AMBER DUFF	MILEAGE REIMBURSEMENT MAR/APR DUFF	124.11	124.11		124.11
1004984	05-16-25	MIGUEL MARTINEZ	ACCOUNT REFUND 10646 SUNSET AVE	120.48	120.48		120.48
1004957	05-15-25	RUSS MARTIN	MILEAGE REIMBURSEMENT APR R.MARTIN	119.70	119.70		119.70
1005040	05-29-25	CUMMINS SOUTHERN PLAINS LLC	GENERATOR REPAIR UNIT#441	109.15	109.15		109.15
1004951	05-15-25	KILLER BEE PEST CONTROL	BEEHIVE REMOVAL @ 65940 4TH ST.	100.00	100.00		100.00
1004956	05-15-25	ROBERTA RODRIGUEZ	RRODRIGUEZ 1.28 TOILET REBATE	100.00	100.00		100.00
1004964	05-15-25	UTE ANDREA HEWITT	AHEWITT 1.28 GPF REBATE	100.00	100.00		100.00
1004973	05-16-25	CYNTHIA HEYEN	ACCOUNT REFUND 9923 SAN FELIPE RD	93.10	93.10		93.10
1004967	05-16-25	ADRIANE HALABY	ACCOUNT REFUND 15422 AVE MIROLA	83.03	83.03		83.03
1004901	05-02-25	ABRAHAM DEL CASTILLO	ACCOUNT REFUND 9543 VISTA DEL VALLE	82.00	82.00		82.00
1004979	05-16-25	JOE SUBIA	ACCOUNT REFUND 64622 PINEHURST CIR	75.66	75.66		75.66
1004902	05-02-25	ANA M ALCANTARA	ACCOUNT REFUND 66307 CAHUILLA AVE	75.11	75.11		75.11
1004910	05-02-25	RICHARD DELEON	ACCOUNT REFUND 13733 HACIENDA HEIGHTS DR	74.04	74.04		74.04
1004969	05-16-25	ANGIE26, LLC	ACCOUNT REFUND 66100 GRANADA AVE	72.07	72.07		72.07
1004961	05-15-25	THEODORE MAYRHOFEN	MILEAGE REIMBURSEMENT APR MAYRHOFEN	70.28	70.28		70.28
1004888	05-01-25	ADRIAN VERDUGO PEREA	WORK BOOTS - A. PEREA	66.20	66.20		66.20
1005029	05-22-25	WATERLINE TECHNOLOGIES INC.	REMAINING BALANCE FOR INV.5733915	63.00	63.00		63.00
1004909	05-02-25	PHILIP LEIBER	ACCOUNT REFUND 13113 LA SALLE RD	60.42	60.42		60.42
1004886	05-01-25	ACELA ORIANA HOFFERT	HEALTH & WELLNESS GRANT REIMBURSEMENT	60.00	60.00		60.00
1004987	05-16-25	TATEVIK GRIGORYAN	ACCOUNT REFUND 9092 PUESTA DEL SOL	57.24	57.24		57.24

MISSION SPRINGS WATER DISTRICT - 15:09:39 06-04-25
(PAP40:FAP16) CASH DISBURSEMENTS FOR PERIOD 05-01-2025 THRU 05-31-2025

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE AMOUNT	OPERATING	CAPITAL	TOTAL
1004903	05-02-25	ARGELIA JIMENEZ	ACCOUNT REFUND 62473 N STARCROSS DR	51.53	51.53		51.53
1004968	05-16-25	ALICIA RUIZ	ACCOUNT REFUND 12735 AVE ALTA LOMA	50.64	50.64		50.64
1004907	05-02-25	MARGARITA PINE	ACCOUNT REFUND 11120 POMELO DR	47.00	47.00		47.00
1004905	05-02-25	EVA SAROSI	ACCOUNT REFUND 66297 6TH ST	45.10	45.10		45.10
1004986	05-16-25	SATISH C KAPADIA	ACCOUNT REFUND 11420 VERBENA DR	41.07	41.07		41.07
99111978	05-22-25	LISA PELTON	WELLSONE ACH REIMBURSEMENT - L.PELTON	40.00	40.00		40.00
1004971	05-16-25	CHARLES M STEIGER	ACCOUNT REFUND 12798 CATALPA AVE	37.90	37.90		37.90
1004985	05-16-25	OSCAR MUNOZ	ACCOUNT REFUND 64267 EAGLE MOUNTAIN AVE	32.83	32.83		32.83
1004983	05-16-25	MARK TOBIN	ACCOUNT REFUND 9520 CAPILAND RD	28.79	28.79		28.79
1004978	05-16-25	HERNEY PILLIMUE	ACCOUNT REFUND 10100 PALM DR	28.06	28.06		28.06
1004908	05-02-25	NICOLE PORTER	ACCOUNT REFUND 66625 SAN LUIS RD	26.93	26.93		26.93
1004981	05-16-25	KIRK WAYNE HENDRICKS	ACCOUNT REFUND 16146 AVE MIROLA	19.24	19.24		19.24
1004976	05-16-25	ELVIRA SCHULTE	ACCOUNT REFUND 66793 BUENA VISTA AVE	19.04	19.04		19.04
1004982	05-16-25	KRISTIN YEE	ACCOUNT REFUND 66725 FLORA AVE	16.59	16.59		16.59
1004900	05-01-25	WILLIAM WHITTEN	TRAVEL & TRAINING PERDIEM WILL WHITTEN	14.12	14.12		14.12
1004904	05-02-25	DOMINIQUE LIZER	ACCOUNT REFUND 9035 CALLE ESCORIAL	11.30	11.30		11.30
1004988	05-16-25	TAYLLOR FIELDS	ACCOUNT REFUND 12576 SYLVANUS DR	11.23	11.23		11.23
1004959	05-15-25	SO CAL GAS	APRIL 20250 GAS BILL	6.42	6.42		6.42
1005027	05-22-25	VAGABOND WELDING SUPPLY	WELL 34 - LADDER REPAIR PARTS	2.72	2.72		2.72
1004975	05-16-25	DEREK WANG	ACCOUNT REFUND 17401 LOUISE ST	0.91	0.91		0.91
PR050225	05-02-25	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
PR053025	05-30-25	EMPLOYEE PAYROLL CHECKS		0.00	0.00		0.00
			CURRENT CHECK TOTAL	3,974,947.3	2,182,775.7	1,792,171.5	3,974,947.3
TOTAL				3,974,947.35	2,182,775.77	1,792,171.58	3,974,947.35
197 records listed							

AGENDA REPORT

REGULAR BOARD MEETING(S) JUNE 12 & 16, 2025

DIRECTOR REPORTS – MEETINGS AND EVENTS FOR MAY 2025

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

Date	Event	Attendees
5/1	CSDA PROFESSIONAL DEVELOPMENT COMMITTEE MEETING	DUFF
5/1	DVBA LEGISLATIVE MEETING	MARTIN
5/6	DWA BOARD MEETING	GRIFFITH
5/13-5/15	ACWA 25 CONFERENCE	DUFF, SEWELL, MARTIN, GRIFFTH
5/20	CSDA LEGISLATIVE CONFERENCE	SEWELL, GRIFFITH
5/20	DWA BOARD MEETING	DUFF
5/20	DHS CITY COUNCIL MEETING	MARTIN
5/22	DVBA NETWORKING NIGHT	MARTIN
5/27	CVWD BOARD MEETING	SEWELL

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

Date	Event	Attendees
5/6	WOMEN'S CLUB LUNCHEON	DUFF
5/6	DHS CITY COUNCIL MEETING	MARTIN
5/8	CVAG ~ E & S COMMITTEE MEETING	DUFF

MSWD

Mission Springs Water District



GENERAL MANAGER'S REPORT

JUNE 2025

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ENGINEERING DIVISION

Engineering Department

Below is a list of Capital Projects and status updates for June 2025.

Well 42 Project
Staff continued working with the contractor, Layne Christensen, to identify any change orders related to the conformed plans and confirmed the completion schedule. Staff will update the Board of Directors on the status of the project and any proposed change order costs that are necessary to complete it once a full listing of remaining work items and associated costs are known.

Well 22 Rehabilitation
Staff continued to work with the contractor, Canyon Springs Enterprises, on reviewing and approving material submittals, procuring materials, and responding to requests for information (RFIs).

AD-18 – GQPP Sewer Project Areas "A" & "G"
Staff have completed the plan check for the 100% Design.

Skyborne Village III – Housing Development
The developer's contractor is nearing completion of the main water installation in Phase III of the project and has coordinated with the District's inspector, MWH Constructors, to conduct tests and finalize the water main for activation into MSWD's system. MSWD's contracted inspector has been overseeing and verifying that the work meets MSWD construction standards.

PODS Storage – Commercial Development
The developer's contractor has not returned since October 31, 2024, to complete the project. Completion of the project remains on hold.

Project Viento – Commercial Development
The developer's contractor continued progress on the water, sewer, lift station, and force main system. MSWD's contract inspector, TKE Engineering, has been inspecting and verifying the work meets MSWD construction standards. Construction is estimated to be completed in July/August 2025.

Regional Water Reclamation Facility
The Project Team continued project closeout tasks with the contractor, JF Shea Construction.

The contractor and MSWD Operations successfully completed the 60-day start up and commissioning period and the 14-day performance testing. MSWD has assumed full operations.

The Project Team continues to coordinate with the State Water Board on the SRF/Grant funding agreement and reimbursement requests.

Final Parcel Map (FM-21-3) was approved by the City of Desert Hot Springs and is routing for signatures.

RWRF Conveyance Line

The Project Team continued responding to RFIs and processing change orders and payment requests submitted by the contractor, Downing Construction.

The contractor is procuring the materials required for the Horton Diversion and is expected by July 2025 for construction.

Area M2 Sewer Collection System (AD-15)

Staff continues to monitor the status of final approval with the State and plans to bid the project following the State's approval.

RWRF Roadway Design (19th Avenue, Little Morongo Road, and 20th Avenue)

Staff received the 90% plan check comments from the City of Desert Hot Springs and plans to meet with the City to discuss the comments provided.

Staff received the administrative draft IS and MND document for review. Following the review, the draft CEQA will be published for public comment.



Water Resources Department

Below is a list of water resources related activities for June 2025.

Integrated Regional Water Management Planning

The Coachella Valley Regional Water Management Group (CVRWMG) implements the Integrated Regional Water Management (IRWM) Plan for the Coachella Valley IRWM Region. The CVRWMG met to discuss on-going grant funded projects and upcoming grant opportunities, including continued discussion on Conservation Regulations and Chromium-6 compliance.

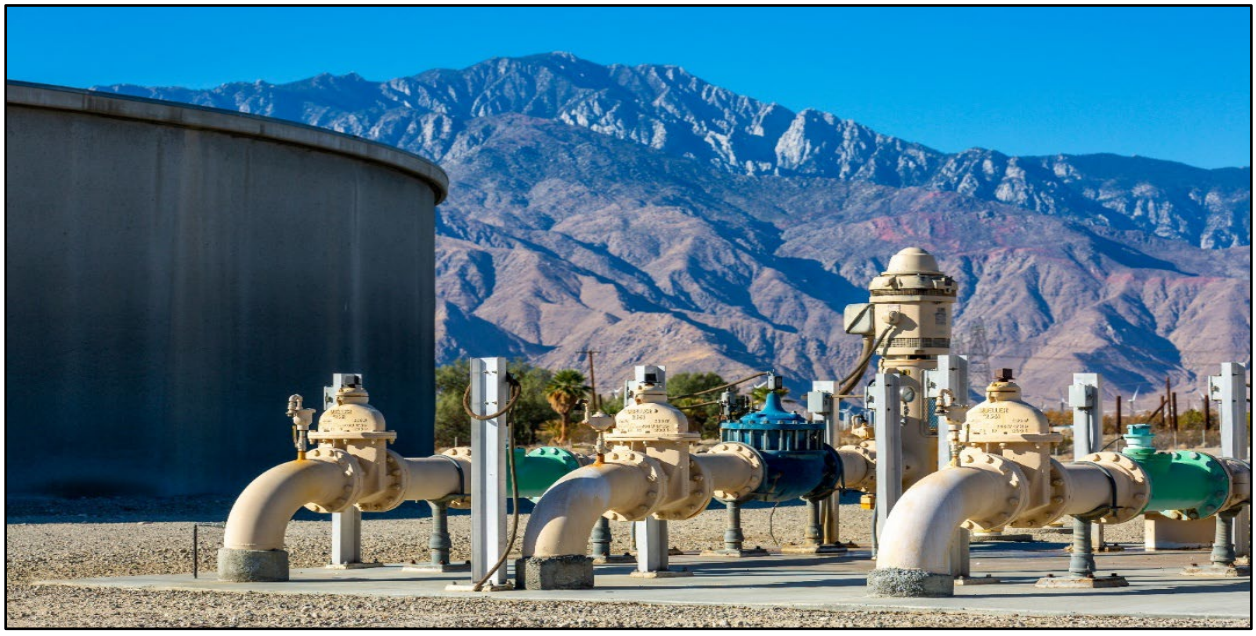
Mission Creek Subbasin SGMA Compliance

The Mission Creek Subbasin Agencies had a kick-off meeting for the 2027 Alternative Plan update with the consultant, WSP, and staff is currently preparing responses to the data request.

Salt and Nutrient Management Planning

Staff attended the monthly Steering Committee meeting to discuss progress on the draft Technical Memorandum #5 (TM5), Construct TDS/N Forecasting Models.

The California Department of Water Resources (DWR) began construction on one of two monitoring wells in the Desert Hot Springs Subbasin as part of a regional Salt and Nutrient Management Plan data collection effort, which is 100% funded through grants.



FINANCE DIVISION

Customer Service Department

Lockbox Implementation

Customer Service and IT have been working diligently with Wells Fargo to implement Lockbox services and provide access to their lockbox Vantage Portal.

IT is working on linking the virtual scanner to the lockbox.

Currently awaiting the next phase of the implementation.

Sewer prepayment Letters

Customer Service department is working diligently collecting sewer prepayments at the counter and answering customer questions regarding the sewer prepayment notice received.

In May 2025, a total of $297,309.37 in sewer prepayments were collected and processed.

If no sewer prepayments is received by June 30, 2025, the sewer charges will be levied on the tax roll and collected via property taxes.

After-Hours Phone Calls

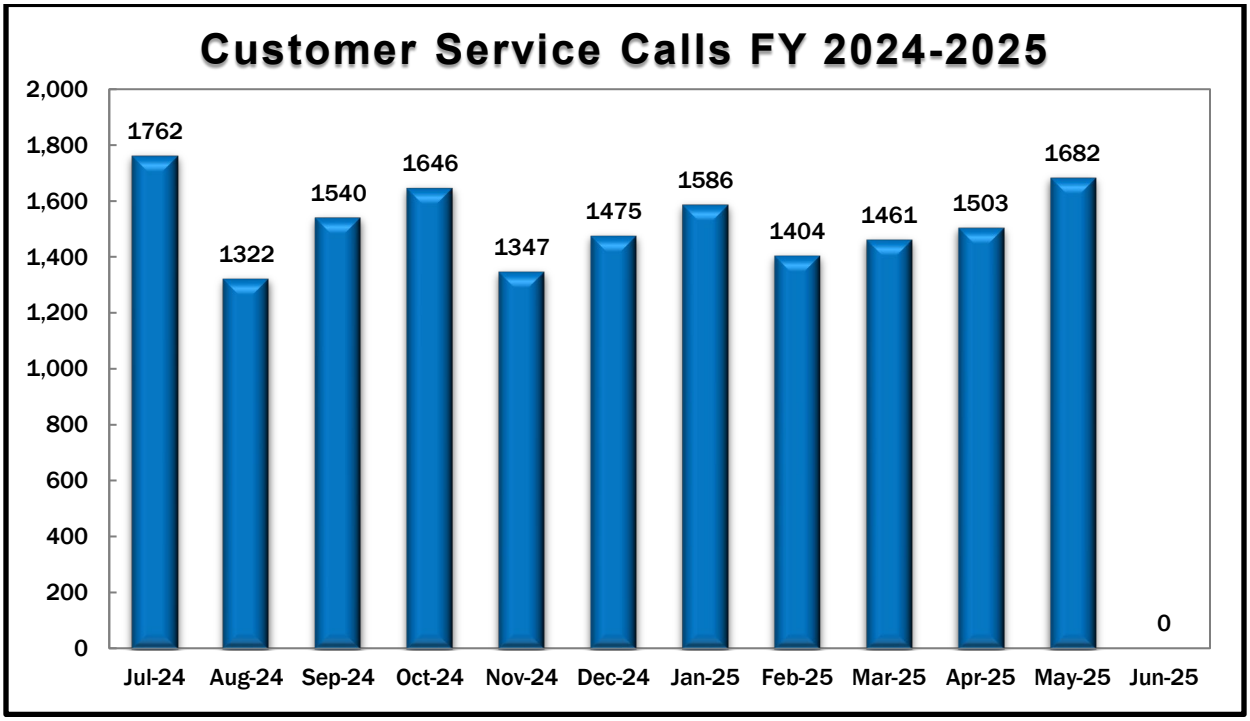
During the month of May 2025, the Customer Service Department researched customer complaints related to long wait times when calling the after-hours phone support line, which is managed by our third-party vendor, Ansaphone. Customer reported delays in reaching a live representative during non-business hours, raising concerns about accessibility and timely support for urgent water-related issues.

To assess the validity and consistency of these complaints, the Customer Service Manager initiated a direct review by placing calls to the after-hours number at varying times after hours. The purpose is to monitor average response times and evaluate the overall customer experience firsthand. This internal audit is ongoing, and results will be compiled and analyzed to determine the next steps.

Once the review is complete, Customer Service will share our findings and work collaboratively to identify and implement necessary service improvements. Our priority remains ensuring timely and reliable customer support for our community, especially during emergencies.

Call into the Customer Service Department

The chart below represents the total incoming calls received by the staff in the Customer Service department for Fiscal Year 2024-2025.



Most calls received by the Customer Service department are related to payment plans, bill assistance information, demand/lien release requests, new property start/stop service, and account balance requests. The table below provides a summary of the number of calls by category received by the Customer Service staff.

Customer Request	Total for May 2025	Total for FY 2025
Water Waste	0	12
High Bill / Service Line Leak	0	77
No Water	6	72
Illegal Disconnect	5	51
Disconnections	98	1,137
Reconnections	85	908
Service Transfers	131	1,121
High / Low Pressure	5	62
Water Quality	2	39
Other / Miscellaneous	70	921

WaterSmart Portal

WaterSmart Analytics data provides a comprehensive overview of leaks detected and automated alerts sent to MSWD customers. All customers are encouraged to sign up in the WaterSmart Portal to access bills and leak alerts. The table below provides a summary of the number of customers who have registered in the WaterSmart Portal.

WaterSmart Portal	Total for May 2025	Overall Total
Registered Customer Accounts	140	8,378

Billing

During May 2025, Customer Service reviewed a total of 15,830 bills.

Bill Type	Total Bill Count for April 2025	Total Bill Amount for May 2025
Regular Bills	11,289	$948,918.00
Delinquent Bills	4,315	$1,263,957.00
Closing Bills	226	$19,209.00
Delinquent Closing	0	$0.00
Total	**15,830**	**$2,232,084.00**

Delinquency Service Statistics

Staff continued to reach out to customers with delinquent accounts to provide information for assistance and repayment options to avoid disconnection. The table below summarizes the activities of Customer Service staff regarding delinquent accounts.

Delinquency Service	Total for May 2025
Auto-Dialer Calls	325
Door Hangers	27

Customer Bill Assistance

The District continues to facilitate bill assistance programs for the benefit of its customers. The United Way Customer Bill Assistance Program continues to be utilized by those customers who need assistance for one billing period annually, paying $100 per approved customer. The table below summarizes the results of the customer bill assistance programs administered by the Customer Service staff.

Assistance Program	Total Assistance in May 2025	Total Assistance in FY 2025
United Way of the Desert	$100	$4,100.00

Installment Payment Plans

The District continues to assist customers with delinquent bills by facilitating installment payment for the benefit of its customers. The table below summarizes the results of the installment payment plans administered by the Customer Service staff.

Total Active Payment Plans	Remaining Balance to be Collected
133	$76,767.19

Refunds

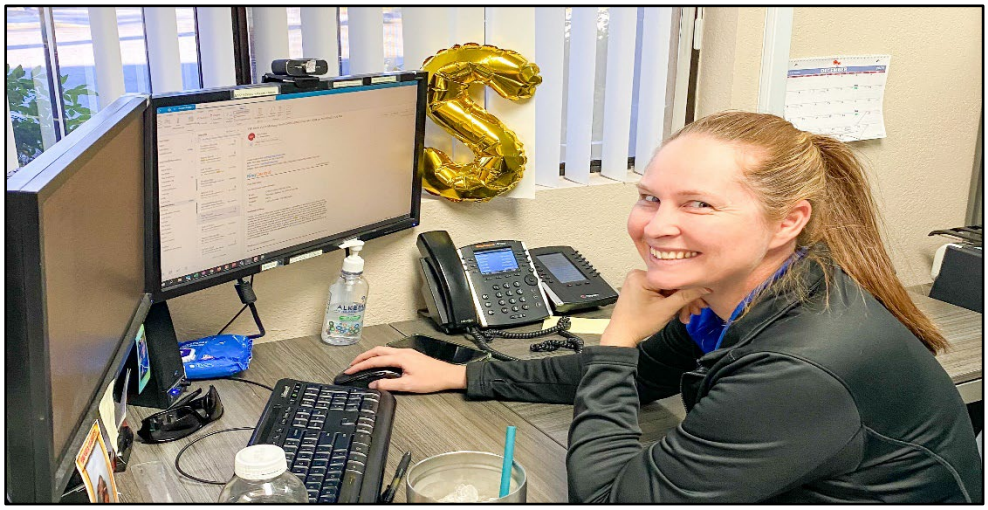
There was a total of 29 customer account refunds totaling $4,445.51, resulting from closed accounts for the month of May 2025.

Account Type	Total Refund Count for May 2025	Total Refund Amount for May 2025
Customer Refunds	27	$3,298.77
Construction Meter Refunds	2	$1,146.74
Total	**29**	**$4,445.51**

Liens

Customer Service identified zero accounts that were 90 days past due requiring Lien filing. Likewise, zero Release of Liens were issued after securing payment for outstanding balances on past due accounts.

Lien Type	Total Lien Count for May 2025
Lien Recordings	0
Lien Releases	0



Finance & Accounting Department

The Finance and Accounting department continued regular operations throughout the month of May 2025 with a focus on enhancing operational efficiency and preparing for system transitions. Notable progress has been made in both payroll processing and the enterprise resource planning (ERP) initiative.

Payroll

After evaluating multiple vendors, the Payroll team has selected Paychex as the new payroll service provider and contract addendum changes are currently being reviewed. Initial onboarding activities have begun, with full implementation expected over the coming months. This change is anticipated to streamline payroll processing, improve reporting capabilities, and enhance compliance measures.

ERP System Evaluation and Selection

The Accounting Department participated in several demonstrations of potential ERP systems. After careful review, Tyler Technologies has been selected as the preferred vendor to move forward with the ERP implementation.

Tyler Technologies will schedule a series of follow-up meetings. Discussions will center on the scope of implementation and configuration of specific modules, including Financial Management & Utility Billing. This transition represents a significant step toward modernizing the organization's financial and utility billing systems, with the goal of increasing efficiency, transparency, and scalability.

Upcoming Focus Areas

- Coordination with Paychex to ensure a smooth transition and minimal disruption to payroll cycles.
- Working closely with Tyler Technologies to discuss scope, project timelines and resource requirements.
- Ongoing internal communication and training preparation for impacted staff.

Budget

There were seven budget transfer requests for the month of May 2025, totaling $82,500.

From BID	Description	Transfer Amount	To BID	Description
604	Machinery & Equipment	$3,000.00	577	Plant Small Tools and Equipment
652	Consulting Services (GM)	$5,000.00	641	Events/Chamber, Travel, Seminars, Conf - GM
652	Consulting Services (GM)	$9,000.00	648	Travel, Seminars, Conf, Training – Board
624	Cold Mix Asphalt	$2,500.00	621	Field Service Supplies
334	Legal	$27,000.00	314	Temporary Clerical Labor
666	Employee Development	$23,000.00	314	Temporary Clerical Labor
841	Small Tools	$13,000.00	839	Liquid Chlorine
	Total	**$82,500.00**		

Current Work Priorities

The Accounting department continues to support other departments as needed:

- Engineering
  - Accounts Payable continues to process vendor requisitions.
- Operations
  - Accounting continues to support Operations on reimbursable jobs that include primarily damage to District property where a police report was filed.
- Human Resources
  - Accounting continues to work with Human Resources to update employee information related to change of status, new hires, and CalPERS appointments.
- Customer Service
  - Processing multiple customer refunds for credit balances on closed accounts.

Cash

Total cash receipts for the month of May 2025 amounted to $10,770,243.08, with the largest contributors were remittances received from:

Entity	Amount
State of California	$1,615,025.88
Property Taxes	$708,629.46
Water and Sewer Customer Accounts	$343,826.47

Cash Disbursements for the month of May 2025 amounted to $3,908,434.81 with the largest payments made to:

Entity	Amount
J.F. Shea Construction, Inc.	$1,615,025.88
Net Payroll	$708,629.46
Desert Water Agency	$343,826.47
Southern California Edison	$167,350.46
ACWA-JPIA Health Benefits Auth.	$112,228.05

Financial Statement

A year-to-date summary of the District's financial position for Fiscal Year 2024-2025, in addition to a comparison to the previous fiscal year, can be found in Appendix A.

Capital Improvement Program

The District maintains a 5-year Capital Improvement Program that includes water and sewer infrastructure, facilities, and fleet. A year-to-date summary of the District's Capital Improvement Program for Fiscal Year 2024-2025 can be found in Appendix A.

Innovation & Technology Department

The Innovation and Technology (IT) department continues to work with staff and vendors to achieve technological enhancement and meet innovation goals established by the MSWD Board of Directors. Below are project highlights and summaries for May 2025.

2024 State and Local Cybersecurity Grant Program (SLCGP) Award

The District continues with the setup and onboard with CalOES to begin the projects approved for the SLCGP. Funding has not yet been dispersed by FEMA while the manual review of all grants continues.

Department Updates

The IT Manager attended the MISAC Southern Chapter InnovaTech conference in Palm Springs and returned with actionable insights for improving cybersecurity and productivity.

The IT Manager attended the third installment of the Anaheim/Santa Ana Urban Areas Security Initiative (ASAUASI) Cyber Tabletop Exercise Series which focused on incident response in the water sector.

IT continues to work with Finance, Customer Service, and Admin in the RFP process for the new ERP system.

The new customer check deposit system has moved into the production phase and staff are being setup for access and will begin final testing in the live system.

Technology Improvements

IT worked with Wastewater to make network upgrades at the Wright RWRF in the SCADA system to improve failover and resiliency. Spare equipment has also been ordered as an additional layer of protection against equipment failure.

Cybersecurity improvements continue to be made to improve District security.

Desktop computers and laptop upgrades continue as needed.

Cyber Security News Roundup

The IT Department tracks trends in cyber security to note new opportunities for security and new concerns to defend against. The news below is a brief selection intended for informational purposes and provides no insight into the District's cybersecurity controls.

- Free public Wi-Fi benefits residents but also creates cybersecurity concerns both in how the networks are secured as well as the prevalence of "evil twin" attacks where hackers create fake Wi-Fi networks posing as the legitimate public Wi-Fi and steal user information. (GovTech)
- The public water sector faces many cybersecurity challenges as agencies within it are at so many different maturity levels. Grants have helped secure this infrastructure, but as that funding dries up, new challenges arise. Better information sharing and collaboration with new regional approaches is needed for improving the sector. (Route-Fifty)

- Both conservative and liberal lawmakers want answers toward the rational of the $491 million cut to the Cybersecurity and Infrastructure Security Agency (CISA) budget. (NextGov)

Intelesys IT Support

The District receives IT services and support through Intelesys. The Intelesys Monthly Client Report for May 2025 activities can be found in Appendix B.

Purchasing Department

Staff continues to source sanitization supplies to ensure wipes, hand sanitizers, disinfectants are available in all district buildings, and vehicles for the safety of the staff.

Price increases and supply chain issues continue to surface in our industry. Specifically, PVC pipe and fittings, ductile iron pipe and service brass fittings, restraints, hydrants, and valves, as well as many other products, are experiencing significant shortages that could lead to extended lead times. Along with these supply chain problems, pricing continues to escalate. These problems exist with both domestic and imported materials. We will continue to monitor the situation and do our due diligence in getting all the material that is needed to maintain our water systems.

Total inventory purchases were $65,685.25 and the total issued for use by field crews was $56,911.90 for the month of May 2025.



OPERATIONS & MAINTENANCE DIVISION

Construction & Maintenance Department

Water Line Locations

Staff completed approximately 392 water line location requests using iPads and the GeoViewer Mobile app to streamline and manage line locations.





Water System Repairs/Replacement

Staff continued to repair and replace components of the water distribution system keeping it in optimum working order and properly functioning without any interruption. Below is a summary of the repairs and replacements completed in May 2025.

- 14 water service lines were replaced with copper.
- Four service line leaks were repaired.
- Eight mainline leaks were repaired.
- One fire hydrant was repaired/replaced.





Water System Maintenance

Staff continued to implement preventative maintenance and inspection programs to keep the water distribution system in optimal working order and properly functioning without any interruption. Below is a summary of the maintenance completed in May 2025.

- 99 ground valves were exercised.
- 29 fire hydrants were flushed, maintained, and painted.
- No air-release valves were inspected and/or rebuilt.
- No Cla-Val valves were maintained or repaired.
- 14 blow-offs were flushed





CMMS Workorder Program

A total of 27 work orders were processed in May 2025 using the CMMS program.

New Water Meter Service Installation

Staff installed 37 new water service lines in May 2025.

Fire Flow Testing

Staff conducted 21 field fire flow tests for the Engineering Department in May 2025.



Fleet & Facility Maintenance Department

Janitorial Services

The District awarded a contract to Executive Facilities in March 2025 and their first day of service was April 1, 2025. The janitorial company has been very responsive to staff's requests and continues to provide a good service.

Building Maintenance

Staff completed the following building maintenance during the month of May 2025.

- Blew dirt and debris out of the Old Stores building per bi-weekly cleanup.
- Replaced the doorknob in Lisa's office at the Administration Building.
- Installed a cabinet in the server room with assistance from Lorenzo.
- Disassembled and cleaned/lubricated the doorknobs at the Desert Crest Building.
- Replaced the leaking irrigation valve at Well 28, repaired 6 irrigation leaks, and reattached line to perimeter fencing.
- Relocated side gate lock to exterior at Administration parking lot.
- Cleaned up trash at the Corporate Yard gate twice.
- Repaired four irrigation leaks at Well 25.
- Repaired 10 irrigation leaks at Well 27/31.
- Prepped all five swamp coolers at Corporate Yard for the summer season, replaced all cooling pads, three float valves, and three belts.
- Replaced the DEF fluid barrel in Corporate Yard Shop.
- Flushed drain in men's upstairs restroom at Administration Building.
- Installed a new whiteboard for Theresa in Engineering Annex.
- Repaired an irrigation leak at the Corporate Yard North fence line.
- Repaired an irrigation leak at Terrace Reservoir.

Standby Generator Monthly Maintenance Program

Monthly testing is conducted to ensure that all generators are in good working order and ready for use when needed. There were no issues with the generators this month.

Fleet Maintenance/Repairs

- Units 412, 410, and 409 were decommissioned, and had GPS modules, decals, radios, license plates, spotlights, and range extenders removed.
- Unit 399 had the oxygen/acetylene tanks replaced.
- Units 458 and 456 had spotlights and strobe lights wired and installed.
- Unit 459 had items transferred from Unit 390, and had strobe lights installed and wired, and bed hooks, license plates, and GPS module installed.
- Unit 418 had both rear valve stems replaced.
- Unit 414 had a PM service performed; cabin filter was replaced, along with front brake pads and cleaned positive terminal on battery.
- Unit 420 had the transmission rebuilt by the I-10 Ram dealership under warranty.
- Unit 452 had camshafts and lifters replaced by I-10 Ram dealership under warranty.
- Unit 451 had a PM service performed, with oil change and tire rotation being done.
- Unit 427 had all four tires replaced at Desert Tire.
- Unit 117 had the hose reel handle replaced.
- Unit 434 had the left rear hub seal replaced.

- Unit 394 had the left front inner tire patched.
- Unit 389 had all four brake rotors replaced, along with the inner hub seals, and outer hub gaskets.
- Unit 421 had a vice mount and vice installed.
- Units 460 and 461 had decals and unit numbers installed.

Field Services Department

WaterSmart / Neptune 360

Staff routinely reviews continuous and high water usage on customer accounts and makes contact through the Customer Portal, phone, email, or in person, making them aware of potential issues. The following is the number of contacts made this month:

Contact Type	Total for May 2025	Total for FY 2025
Continuous Usage	112	1,146
High Usage (>Normal)	18	194
Reverse Flow	0	0
Total	**130**	**1,340**

Cross Connection Control Program

The Backflow and Cross Connection Specialist performs annual testing of Backflow Prevention Assemblies (BPAs) throughout the District as required by the SWRCB Cross Connection Control Policy Handbook.

Type	Total for May 2025
BPAs Tested	65
Hazard Assessments	2



Wastewater Collection Department

Sanitary Sewer Overflow

There was one Category 4 Sanitary Sewer Overflow (SSO) in the collection system this month which is a privately owned lateral spill.

Dos Palmas Lift Station

Operators conducted daily site visits to ensure proper pump operation, Supervisory Control and Data Acquisition (SCADA) system functionality, and site security.

Sewer Line Locations

Staff completed 397 sewer line location requests using iPads and the GeoViewer mobile application to streamline and manage line locations.

Sewer Line/Collections Maintenance

Staff did not complete any CCTV inspections, nor clean any sewer mainlines, in May 2025.

Sewer Easement Clean / Repairs

Staff continue to go through the various easements within our District to make repairs to manholes and make sure there is easy access in the event of emergency / preventive maintenance.

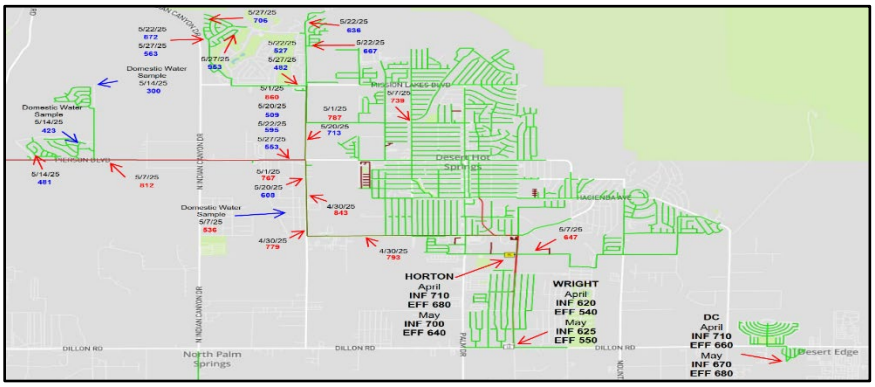






Sewer TDS Impact Sampling

Staff continue to go through the sewer system to identify the possible contributing source of high Total Dissolved Solids (TDS) in the sewer system that is being received at Horton WWTP. The screenshot below shows how we track the samples.



Wastewater Treatment & Disposal Department

Plant Maintenance

Staff spent 1,036-man hours performing routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest Wastewater Treatment Plants (WWTPs), and the Wright Regional Water Reclamation Facility (RWRF). Also, during this timeframe staff spent 105.9-man hours operating the sludge belt filter press, including filling and removing 19 trailers of sludge from the Horton WWTP, Desert Crest WWTP, and Wright RWRF.

Sampling and Laboratory

Staff collected 42 samples and spent 84-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes. All three plants produce an effluent that consistently meets the District's permit discharge requirements.

Staff continue to sample from the pond lysimeters in Horton WWTP Ponds 1, 6, and 8 as part of the nitrogen study. The objective is to determine whether the total nitrogen is being reduced as it percolates through the sand.

Pond Maintenance

Horton Ponds 1, 4, 5, 6, 7, and 8 were cleaned and rehabilitated during May 2025. The ponds continue to percolate at a high rate and continue being operated for 2-week intervals.





Weekly Wastewater Training

The training courses aim to provide all operators with consistent knowledge and a better understanding of processes, including operating equipment more proficiently. This training helps keep operators safe while completing maintenance. A summary of this month's training includes:

- Chlorine Safe Fill Up
- TDS Sewer Impact
- TDS Laboratory Analysis
- Gas Meter Availability

Wright RWRF Retrofit Upgrades

Following a few months of operation, equipment within the grit system was retrofitted to optimize performance and address specific operational challenges. To mitigate an issue with the grit snail and wind causing debris to blow downwind when dropping into the grit hopper, a stainless-steel shield was installed. This modification effectively contained the grit despite harsh wind conditions. Additionally, a transparent cover was added to the teacup, allowing operators to monitor for potential plugging and blockages without needing to access the system directly.









Wastewater Report

Through continued development in the Desert Hot Springs area, and at the request of new consumers, sanitary services are always being added to the collection system. Below is a summary of new sanitary service connections by month.

New Sanitary Service Connections to Collection System					
Fiscal Year	**2024/25**	**2023/24**	**2022/23**	**2021/22**	**2020/21**
July	9	4	4	18	8
August	7	12	26	20	4
September	2	17	20	20	5
October	2	3	13	36	9
November	22	7	8	29	50
December	5	21	8	12	9
January	1	2	35	14	21
February	55	1	4	7	23
March	30	1	24	17	48
April	56	7	16	7	18
May	42	8	9	16	17
June		0	4	2	21
Total	**231**	**83**	**171**	**198**	**233**

Additional sanitary service connection information is provided in Appendix C.

The following table shows the average daily flow and peak daily flow for the Horton WWTP, Desert Crest WWTP, and Wright RWRF.

Wastewater Flow (MGD)						
Fiscal Year 2024/25	**Horton WWTP**		**Desert Crest WWTP**		**Wright RWRF**	
	Average Daily Flow	**Peak 24-Hour Flow**	**Average Daily Flow**	**Peak 24-Hour Flow**	**Average Daily Flow**	**Peak 24-Hour Flow**
July	2.065945	2.184078	0.039738	0.046230	0.000000	0.000000
August	2.132868	2.253870	0.045258	0.063150	0.000000	0.000000
September	2.084274	2.299028	0.042407	0.050700	0.000000	0.000000
October	2.056787	2.242007	0.045147	0.054820	0.000000	0.000000
November	2.080992	2.260242	0.045151	0.050590	0.000000	0.000000
December	2.063171	2.208058	0.043790	0.047380	0.000000	0.000000
January	2.052011	2.229541	0.043768	0.046930	0.000000	0.000000
February	2.021628	2.159446	0.042657	0.048510	0.173333	0.260000
March	1.881538	1.992163	0.046467	0.054370	0.175171	0.213597
April	1.866151	1.940300	0.042551	0.048930	0.164590	0.189517
May	1.843367	1.999516	0.039008	0.048140	0.170625	0.191499
June						

Additional wastewater flow information is provided in Appendix C.

Water Production Department

Water Sampling/Testing

- Bacteriological Sampling – Staff collected 50 routine samples in the MSWD system, four routine samples in the ID-E area which includes the West Palm Springs Village (WPSV) and Palm Springs Crest (PSC) systems, and four well samples in ID-E.
- Staff collected 16 general physical samples in the MSWD system and two general physical samples in ID-E.
- Well 26A Uranium Treatment (IXP) Sampling – The monthly and quarterly uranium sampling was completed in May 2025.
- Monthly and Quarterly Reporting – The District's Monthly Coliform Monitoring Report for all three water systems was sent to the SWRCB Department of Drinking Water (DDW) on June 10, 2025.
- Chromium-6 Sampling – Staff completed the initial sampling on March 27, 2025, for all wells with the exception of Well 27 due to mechanical failure. Results of those samples indicated we have two wells that triggered quarterly sampling to compile the quarterly running average. The next quarterly sample will be taken in June 2025.

Chlorination System Updates

- Chlorination Pumps – Staff conducted routine maintenance and inspections on all chlorine pumps and related equipment at well sites. Staff made necessary adjustments, repairing and/or rebuilding to ensure proper operation. Most chlorinator pumps continue to function properly, with only typical preventative maintenance required (i.e., repair of cracked chlorination suction/feed tubing).
- Chlorinator Pump Cleaning – All of the chlorinator pumps were cleaned twice during the month of May 2025.
- Sodium Hypochlorite (Chlorine) Usage – During the month of May 2025, a total of 1,530 gallons of chlorine (12.5% solution strength) was used to disinfect the distribution system and our production facilities. (Reflects usage in the MSWD and ID-E water systems.)
- Chlorine Residuals at Production Well Sites – In May 2025, the Water Production staff checked and documented the chlorine residuals at all wells in use 182 times. The average chlorine residual of these readings was 0.902 ppm. (This data reflects the MSWD and ID-E water systems.)
- Distribution System Chlorine Residuals – During the month of May 2025, the Water Production staff checked and documented the chlorine residuals throughout the distribution system a total of 85 times. The average chlorine residual of these readings is 0.787 ppm. (This data reflects the MSWD and ID-E water systems.)

Well Soundings

Staff continued to sound the groundwater levels for 13 production wells and nine monitoring wells. Staff aim to complete these by the 15th of each month.

Water Production Facility Updates

Staff are responsible for oversight of all water production sites, including making necessary operational adjustments. Staff conduct monthly overflow maintenance, which necessitates climbing reservoirs when required. Staff also inspect reservoir roofs using a drone.

Gateway Fire Pump Testing

Staff performed the monthly fire pump testing in May 2025. All systems functioned properly. Water loss data was captured and entered onto our water loss tracking worksheet.

Sanitary Survey

The Water Production staff assisted in completing the Sanitary Survey for the Mission Springs WD (PWS CA 3310008) water system with our state DDW representative. Minor issues were noted and are being resolved. Staff will be completing the records review portion of the survey via a Teams meeting in the first part of June 2025. The final report is expected in late July or early August 2025.

Well 33 Solar Site

The District contracted with PVCA, a third-party contractor, to complete minor maintenance and assess major repair needs for the solar site. They were onsite during the week of April 14, 2025. A full report of their findings was received on May 9, 2025, and is being reviewed with solar consultant, Kenwood Energy. A meeting with MSWD , Kenwood, and PVCA is set for June 8, 2025, to review further maintenance and repair options. Kenwood provided a rough estimate of the repairs to be used for the FY 2026 budgeting request purposes.



Water Report

Through continued development in the Desert Hot Springs area and at the request of new customers, water services are always being added. Below is a summary of new water services added each month.

New Service Connections to the Water System					
Fiscal Year	**2024/25**	**2023/24**	**2022/23**	**2021/22**	**2020/21**
July	9	5	6	18	7
August	14	14	28	19	6
September	6	19	22	23	18
October	2	4	16	33	13
November	25	9	10	27	10
December	6	5	9	9	2
January	1	5	26	14	15
February	59	3	14	8	13
March	37	6	29	19	16
April	64	11	24	6	11
May	54	9	16	19	15
June		3	5	1	24
Total	**277**	**93**	**205**	**196**	**150**

Additional water service connection information is provided in Appendix C.

As expected, the new water services increase the amount of water needed to be pumped; however, the weather and water conservation continue to be the primary factor in MSWD water production. The following table summarizes the MSWD water production by month.

Monthly Water Production (AF)							
	FY 2024/25	**Variance from Prior Year**		**FY 2023/24**	**FY 2022/23**	**FY 2021/22**	**FY 2020/21**
		AF	**%**				
July	939.07	149.08	18.87	789.99	751.79	796.57	857.77
August	818.63	80.89	10.96	737.74	850.19	839.93	885.31
September	785.85	110.79	16.41	675.06	716.03	738.65	784.80
October	718.26	9.03	1.27	709.23	691.98	665.18	755.84
November	574.08	-54.97	-8.74	629.05	599.39	679.85	690.13
December	647.08	117.09	22.09	529.99	554.27	565.48	588.32
January	572.24	15.67	2.82	556.57	530.39	580.28	537.96
February	509.08	50.39	10.99	458.69	490.41	527.34	495.61
March	564.28	4.04	0.72	560.24	500.37	601.44	625.80
April	598.68	-50.99	-7.85	649.67	552.34	624.07	649.34
May	645.40	-50.84	-7.30	696.24	726.25	745.36	723.62
June				700.11	682.09	730.02	761.63
Total	**7,372.65**	**380.18**	**5.44**	**7,692.58**	**7,645.50**	**8,094.17**	**8,356.13**

Additional water production information is provided in Appendix C.

PUBLIC AFFAIRS

Past & Upcoming Sponsorships / Events

DBVA Leg Breakfast: May 1, 2025

MSWD Board and Staff attended the Desert Valley Builders Association monthly legislative briefing. During the meeting, staff heard from representatives from all of the Coachella Valley's City planning departments and representatives from Ken Calvert and Assemblyman Greg Wallis' Offices.

CVCAN Golf Classic: May 2, 2025

Held at the Woodhaven Country Club in Palm Desert, MSWD was a sponsor of this event, the public affairs team hosted a booth at one of the holes titled "The Watering Hole" as a quick break between holes to refresh with a water tasting, and information about our award-winning water.





Women's Club Board Inductees Luncheon: May 6, 2025

Select MSWD staff attended the Women's Club Board Inductee Luncheon held at Miracle Springs. The Women's Club is the community's oldest established, non-national, non-profit, non-religious, non-political charitable organization, raising scholarship funds for the youth activities and students of Desert Hot Springs.



MSWD Employee Appreciation Lunch: May 7, 2025

MSWD celebrated staff at the annual employee appreciation luncheon, lunch was served to the staff by Board members, the general manager, and members of the events committee. The event also included the announcements of Administrative Employee of the Year, Cynthia Acosta, Field Employee of the Year, Alex Nine, Supervisor/Manager of the Year, Andy Grunnet, and Department of the Year, Wastewater. Congratulations to all!











Desert X Closing Ceremonies (DHS): May 10, 2025

MSWD was a water sponsor for the Desert X closing ceremony for the four installations that were exhibited in Desert Hot Springs from May 9 to 11, 2025. Desert X hosted a series of engaging closing programs that offer visitors the opportunity to reflect on this year's thought provoking installations and connect with the artists and students who made this edition unforgettable.



DESERT X

ACWA Spring Conference: May 13-15, 2025

MSWD Board and select staff attended the Association of California Water Agencies Spring Conference in Monterey. The event brings together water industry professionals to learn, connect, and discuss critical issues affecting California's water community. While there, they had the opportunity to tour the Carmel Area Wastewater Treatment Facility along with their recycled water plant.





GCVCC DHS Meet & Greet: May 16, 2025

The Greater Coachella Valley Chamber held a local mixer in Desert Hot Springs during the May 16, 2025, Friday Nights on Pierson. MSWD hosted a table with our water, shared information about our award-winning water and enjoyed the opportunity to connect with the local community and chamber members that came to Desert Hot Springs for the event.



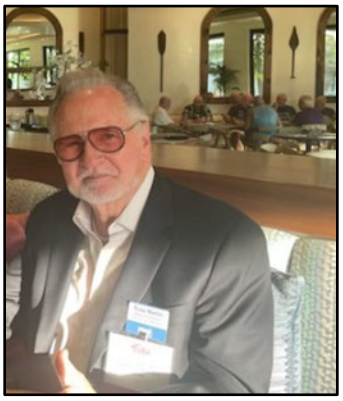
CSDA Legislative Days: May 20-21, 2025

MSWD Board members and staff were in Sacramento for the 2025 Special Districts Legislative Days. While there, they had the opportunity to meet with Assembly member Greg Wallis, Senator Rosilicie Ochoa Bogh, and other legislative staff to educate lawmakers on special districts and the communities and constituents we mutually serve as well as the opportunity to hear from California's top decision-makers, build partnerships, and advocate for our region.





DVBA Monthly Mixer: May 22, 2025



Desert Valley Builders Association held their May networking event at the Palm Springs Surf Club, this gives members an opportunity to network and catch up with other valley members. DBVA also hosted a donation to be collected during the event, collecting personal hygiene items (shampoo/deodorants/soap, etc.) to be donated to Olive Crest.

Local CSDA Chapter Luncheon: May 29, 2025



MSWD staff recently attended the Special District Association of Riverside County (SDARC) luncheon, which allows for members to be provided updates and network on regional issues. The local chapter of the California Special Districts Association (CSDA), plays a pivotal role in supporting, advocating for, and representing the diverse special districts across Riverside County. SDRAC's Board is led by a group of experienced General Managers and staff from various districts. SDARC is at the forefront of championing the interests of these vital community organizations through collaboration and by ensuring that the needs and priorities of local districts are heard and effectively addressed. This month's talk featured information on how special districts can utilize AI in a safe and beneficial way.

CVCAN Member Appreciation Party: June 5, 2025

The Coachella Valley Cannabis Action Network will hold their Annual Member Appreciation Pool Party at Miracle Springs, Desert Hot Springs, on June 5, 2025. The event is limited to members and sponsors only. The event organizers are also collecting donations to support local animal shelters, items requested are essential supplies such as pet food, cozy blankets, fun toys, and cleaning products – everything that helps keep shelter animals healthy, happy, and cared for while they wait for their forever homes.

GCVCC Board Installation Dinner: June 10, 2025

The Greater Coachella Valley Chamber of Commerce will hold the 2025 GCVCC Annual Installation and Business Awards Dinner, held at the Renaissance Esmeralda Resort and Spa, Indian Wells on Tuesday, June 10, 2025. This year's theme is "Bridging the Gap: Connecting Business, Community, and Opportunity" a focus on bridging the gaps in the Coachella Valley business community.

MSWD Lifestream Blood Drive: June 18, 2025

Join us at the MSWD Boardroom on June 18, 2025, from 7:00am to 12:00pm, and donate blood to help those in need. A single donation can save multiple lives.

DVBA Membership Appreciation: June 19, 2025

Desert Valley Builders Association will hold their annual membership appreciation event on June 19, 2025, at the Palm Springs Air Museum.

CVAG General Assembly Meeting: June 30, 2025

Members of the board and staff will attend the Coachella Valley Association of Government (CVAG) General Assembly Meeting. This event provides updates from local leaders on each Coachella Valley City and highlights CVAG's accomplishments from the past year.

CSDA General Managers Leadership Summit: June 29–July 1, 2025

General managers and emerging leaders come together at the California Special Districts Association General Manager Leadership Summit to gain insight, make connections and hone their skills. Tailored education specifically to the GM role, sessions are focused on governance best practices, state laws, human resources, operations, pensions, budgeting, district policies and procedures, risk management, along with networking opportunities.

Youth & Education Programs

DHS High School REAL Academy Spring Interns: May 19, 2025

Through the MSWD and Desert Hot Springs High School REAL Academy partnership, MSWD hosted three groups of four interns for the spring session program. The students are partnered with a department and perform hands-on work. All students leave with a letter of reference, and "real" work experience. This session the departments are Wastewater/Collections, Construction and Maintenance, Field Customer Service, GIS, Accounting and Public Affairs. Eight of the Spring interns were honored at the May 19, 2025, Board meeting.



DHS Rotary SuRF Book Giveaway Event: May 29, 2025

As part of our support of the Desert Hot Springs Rotary, representatives from the Board and staff participated in the seventh annual SuRF, Summer Reading is Fun program. As part of the program, every child in first or second grade attending a Desert Hot Springs Elementary School received a free book of their choice to keep and read over the summer. Once they have finished their book, students are encouraged to trade books with their friends and read even more! From the great works of Dr Seuss, "The more you read, the more things you know. The more that you learn, the more places you go."





DHS High School Graduation: May 30, 2025

MSWD sponsored the Desert Hot Springs High School graduation as a water sponsor as well as congratulating the graduates with a banner that was on view during the graduation ceremony.



DHS Women's Club Scholarship Event: June 2, 2025



The Desert Hot Springs Women's Club hosted an ice cream social to celebrate the 2025-2026 Desert Hot Springs Women's Club scholarship recipients, one of which was sponsored by MSWD. Twenty-two students combined received $26,000 in scholarships raised by the Women's club members through fundraising activities. The Women's Club is the community's oldest established, non-rational, non-profit, non-religious, non-political charitable organization, raising scholarship funds for the youth activities and students of Desert Hot Springs.

City of Desert Hot Springs – Day of the Child Event: June 7, 2025

The City of Desert Hot Springs is hosting the Day of the Child event – a fun-filled day dedicated to our amazing kids and the joy they bring to our community. MSWD public affairs staff will have a booth to celebrate and connect with the families in our community.



Public & Media Outreach

Customer Newsletter



Our May 2025 Water Matters newsletter features information about MSWD's CWEA outreach award, sewer pre-payment options, and Water Awareness Month. Our monthly newsletter can be found here or with your paper bill statement and the E-Bill digital statement in English and Spanish. A copy of the newsletter is included in the Appendix E.

Ongoing and New Campaigns

Public Affairs launched the "MSWD Follow and Like Us" Campaign to increase followers of the District Facebook and Instagram social media accounts, this initiative to increase engagement with our customers, as well as notice of events, information, and crisis communication access. Since the start of the campaign, we have received 195 new likes on Facebook, and 70 on Instagram. The images and posts have been updated to run through June 2025.





Starting the month of April and running through May 2025, Public Affairs has launched an "Updage Your Contact Information" campaign. The campaign is promoted through social media, paid socials, e-blast, the MSWD newsletter, and new outlets Uken Report and El Informador in Spanish.

Water Awareness Month

Through the month of May 2025, Public Affairs launched a campaign for Water Awareness Month. The campaign focused on conversation with an offer of a free conservation kit for MSWD customers and our rebate offerings. The campaign was featured through social media, paid socials, and the MSWD newsletter.



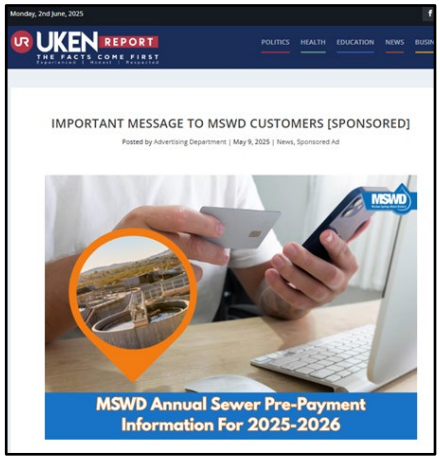
Sewer Pre-Payment Campaign

The Sewer Pre-Payment Campaign started at the end of April 2025 to promote the sewer pre-payment option available May 1, 2025, through June 30, 2025. The campaign is promoted through social media, e-blast, the MSWD newsletter, and news outlets Uken Report and El Informador in Spanish.

Editorials / Media

The Uken Report has shared the sponsored sewer prepayment campaign on the Uken Report website, their LinkedIn, Facebook, and Instagram pages.

https://ukenreport.com/important-message-to-mswd-customers-sponsored/



El Informador (Spanish publication) is sharing the sponsored sewer prepayment campaign in their printed paper and the website.

https://www.elinformadordelvalle.com/post/noche-de-entrega-de-becas-del-club-de-mujeres-de-desert-hot-springs-2025-26





Legislative Updates

Federal: EPA Announces Update to PFAS Drinking Water Regulations

On May 14, 2025, the EPA announced it will maintain the existing National Primary Drinking Water Regulations for PFOA and PFOS—standards finalized in 2024—while extending compliance deadlines by two years, from 2029 to 2031. The agency also launched the PFAS OUTreach Initiative (PFAS OUT) to support small and rural water systems with technical assistance, resources, and outreach. Additionally, EPA signaled its intent to rescind and reconsider the regulatory determinations for four other PFAS chemicals—PFHxS, PFNA, GenX, and PFBS—citing a need to ensure the Safe Drinking Water Act process is followed.

Federal: Senators Introduce Bipartisan Bill to Expand Water Infrastructure Financing.

Senators John Curtis (R-UT) and Mark Kelly (D-AZ) introduced the Restoring WIFIA Eligibility Act (S. 1760), a bipartisan bill to expand access to federal water infrastructure loans under the WIFIA program. The legislation would ensure projects with federal cost-sharing remain eligible for WIFIA assistance if led by non-federal entities and repaid with non-federal funds. Companion legislation (H.R. 3035) was introduced by Reps. Jim Costa (D-CA) and Dan Newhouse (R-WA).

Federal: Congress Votes to Repeal California's Vehicle Emissions Waivers.

The House and Senate have passed three resolutions (H. J. Res. 87, 88, and 89) to rescind EPA waivers previously granted to the State of California under the Clean Air Act. These waivers allowed the State to implement stricter emissions standards for passenger cars and heavy-duty trucks, including mandates for zero-emission vehicles. President Trump is expected to sign these joint resolutions. The resolutions were advanced under the Congressional Review Act (CRA), despite objections from the Senate parliamentarian and the Government Accountability Office, both of which questioned the legality of using the CRA in this context. California Governor Newsom and Attorney General Bonta announced that the State intends to file a lawsuit to defend the State's waivers.

A full Federal Update is available in Appendix D.

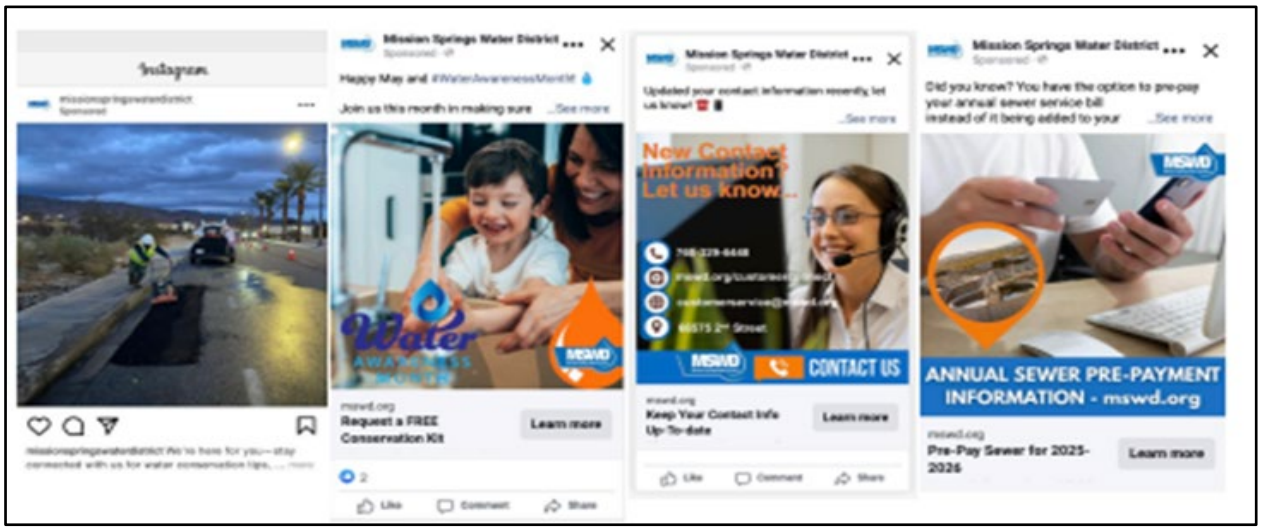
State: Earlier this month, the Governor released his May budget revise. Following are industry-related highlights from the proposal.

- Proposition 4 – The May Revise does not include any additional costs being shifted from the General Fund to Proposition 4 money within the water space. However, it is intact in this latest round.
- Delta Conveyance Permit Streamlining – The Governor is proposing to streamline the permitting for the Delta Conveyance project. Here is a link to the proposed budget trailer bill to do this.
- Groundwater Bulletin – The Governor has proposed a budget trailer bill to reduce the frequency of reports to the Legislature and Governor on the state of groundwater from every 5 years to every 10 years. Here is a link to this trailer bill. https://trailerbill.dof.ca.gov/public/trailerBill/pdf/1264

The State report and State Bill Tracking sheet are included in Appendix D.

MSWD Digital Advertising

For the month of May 2025, the District featured three Google and Four Facebook/Instagram ads promoting various MSWD programs. The Google campaign garnered an impressive 161.236K impressions, and 361 link clicks. Our Facebook/Instagram (Meta) the four ads garnered 214,207 impressions and 246 link clicks. The most engagement was the MSWD Sewer Prepayment, garnering a reach of almost 42K, 59.5K impressions, and 73 link clicks. The MSWD website saw 5,277 users, 18,130 views, and 5,729 engaged sessions. The full report is included in Appendix E.



Social Media

This report highlights activities and posts on the District's social media platforms. Some of our most engaging posts included the Join Our Team – We Are Hiring, CVCAN Golf Tournament event, and the Employee Appreciation Day video. Our most shared posts were the and the Employee Appreciation Day video, the Join Our Team, and the CVCAN gold tournament post.

We were down on Facebook impressions but had in increase in total likes by 2.4%, and had 38 new page likes. Instagram continues to grow with 5 new followers and 80,841 impressions (up 6.8%), LinkedIn is growing with 7 new followers, impressions were up by 10.1%, and engagement was up by 2.7%.

A copy of the full social media report can be found in Appendix E.



CV Water Counts

The website saw 3,499 users, 4,676 sessions, and 6,309 pageviews. Digital and social media ads netted over 423,000 impressions and led to the Conservation Tips and Landscaping Tip of the Month pages being the most viewed for the month, with over 1,900 pageviews for each. Mobile views accounted for 50% of traffic with desktop seeing 34% and, surprisingly, tablets at 16%, with a small percentage of views also coming on smart TVs. A copy of the full report can be found in Appendix E.



Rebates & Conservation

The Public Affairs team continued to promote rebates and conservation throughout our service territory during the month of May 2025.

Rebate Type	Total Rebates for May 2025	Total Rebates for May 2025
Toilet	5	$499.00
Turf	0	$0.00
Clothes Washer	0	$0.00
Smart Controller	0	$0.00
Conservation Kit	2	-

Bottled Water Tracking Report

Date Supplied	Requested By	Event or Purpose	Cases Requested
05/01/2025	Friends of the DHS Library	Various Events	3
05/01/2025	DHS High School College & Career Specialist	2025 Senior Awards and Scholarship Night	6
05/08/2025	Desert X	Closing Ceremonies	13
05/13/2025	City of DHS	Monthly Water Supply	15
05/15/2025	DHS High School	ELD Ceremony	5
05/15/2025	Desert Springs Middle School	Mental Health Conference	5
05/16/2025	Club De Mujeres Latinas De DHS	Desert Springs Middle School Mental Health Conference	5
05/16/2025	MSWD	GCVCC Mixer – Friday Nights on Pierson – MSWD Booth	3
05/20/2025	Trio Educational Talent Search	Trio ETS Senior End of Year Celebration	6
05/22/2025	Cabot Yerxa	VIP Dance for Elementary Students	5
05/22/2025	DHS High School	Graduation	72 (Full Pallet)
		Total	**138**



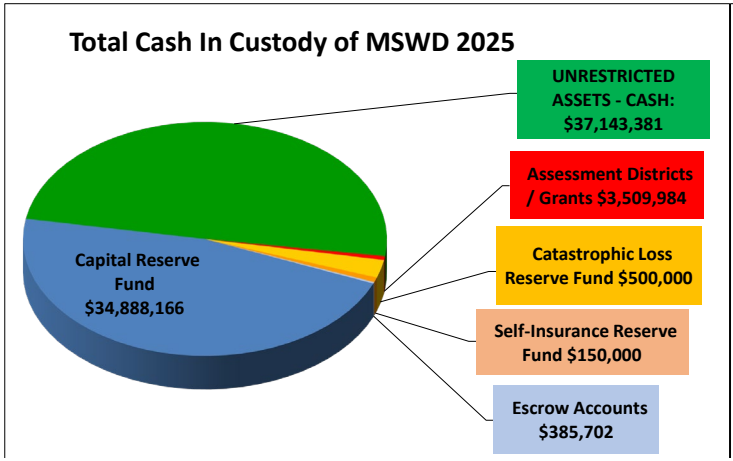
APPENDIX A – Financial Information

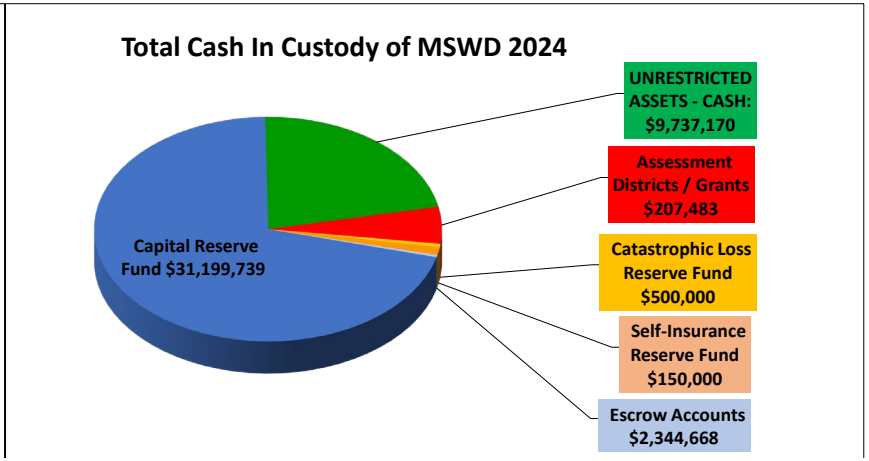
MISSION SPRINGS WATER DISTRICT
COMBINED FUNDS
DISTRICT SUMMARY
JULY 1, 2024 TO APRIL 30, 2025

YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT		JULY 1, 2023 TO APRIL 30, 2024 ACTUAL	JULY 1, 2023 TO APRIL 30, 2024 BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT
17,155,799	16,991,440	164,359	1%	**OPERATING REVENUE:**	17,087,498	17,722,990	(635,492)	-4%
13,661,302	22,452,514	8,791,212	39%	**OPERATING EXPENSE:**	17,752,133	20,591,626	2,839,493	14%
3,494,497	(5,461,074)	8,955,572	-164%	**NET OPERATING INCOME**	(664,635)	(2,868,636)	2,204,001	77%
6,329,130	4,647,825	1,681,305	36%	**ADD NON-OPERATING REVENUE**	7,508,403	6,932,011	576,392	8%
673,972	567,750	(106,222)	-19%	**LESS NON-OPERATING EXPENSE**	812,243	886,570	74,327	8%
5,655,158	4,080,075	1,575,083	39%	**NET NON-OPERATING INCOME**	6,696,160	6,045,441	650,719	11%
9,149,655	(1,380,999)	10,530,655	-763%	**NET INCOME**	6,031,525	3,176,805	2,854,720	90%

OTHER INFORMATION

	3.60	**DEBT SERVICE RATIO**	4.86		
	3.15%	**INVESTMENT RETURN**	1.27%		
EARNED	$ 40,300	**WELLS FARGO LOAN INTEREST**	$ 49,000	**PAID**	
	$ 62,533,816	**CASH - JULY 1**	$ 42,784,058		
	$ 12,390,602	**INCREASE/(DECREASE) IN CASH**	$ 1,355,002		
	$ 74,924,418	**CASH - END OF PERIOD**	$ 44,139,060		
WELLS FARGO	$ 37,143,381	**UNRESTRICTED CASH**	$ 9,737,170	**WELLS FARGO**	
WELLS FARGO	$ 3,509,984	**RESTRICTED - ASSESSMENT DISTRICTS**	$ 207,483	**WELLS FARGO**	
US BANK	$ 385,702	**RESTRICTED - ESCROW ACCOUNTS**	$ 2,344,668	**US BANK**	
CALTRUST	$ 7,316,919	**RESTRICTED - SHORT TERM FUND**	$ 6,936,762	**CALTRUST**	
CALTRUST	$ 23,654,279	**RESTRICTED - MEDIUM TERM FUND**	$ 22,138,299	**CALTRUST**	
CALTRUST	$ 2,914,153	**RESTRICTED - LIQUIDITY FUND**	$ 2,774,678	**CALTRUST**	
	$ 74,924,418	**RESTRICTED TOTAL CASH**	$ 44,139,060		





MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - ONGOING
APRIL 30, 2025

JOBNO	PROJECT TITLE	BEG BAL 07-01-2024	YEAR TO DATE 04-30-25	2024 BUDGET	FY 2024 BUDGET TO ACTUAL	TOTAL COST	ADOPTED BUDGET	BALANCE OF BUDGET	DEPARTMENT RESPONSIBLE
11147	WELL #42 (NEAR TO EXISTING WELL # 22)	3,235,277.03	272,897.47	0.00	-272,897.47	3,508,174.50	5,207,000.00	1,698,825.50	ENGINEERING
11424	REGIONAL WASTEWATER TREATMENT PLANT	51,387,547.85	933,158.47	0.00	-933,158.47	52,320,706.32	55,049,300.00	2,728,593.68	ENGINEERING
11425	AREA M-2 (AD #15)	709,954.24	31,685.33	0.00	-31,685.33	741,639.57	11,450,000.00	10,708,360.43	ENGINEERING
11426	CONVEYANCE LINE FROM LS TO RWWTP	7,078,128.60	527,597.87	0.00	-527,597.87	7,605,726.47	8,438,932.00	833,205.53	ENGINEERING
11451	CHROMIUM 6 COMPLIANCE STUDY	64,726.19	75,916.83	0.00	-75,916.83	140,643.02	200,000.00	59,356.98	ENGINEERING
11611	WELL REHABILITATION PROGRAM - WELL 22	609,264.22	167,331.38	0.00	-167,331.38	776,595.60	1,560,000.00	783,404.40	PRODUCTION
11618	DESIGN & ENGINEERING FOR AREAS A & G	573,106.23	10,015.37	0.00	-10,015.37	583,121.60	1,600,000.00	1,016,878.40	ENGINEERING
11621	ADMIN BUILDING	1,855,431.73	237,425.09	0.00	-237,425.09	2,092,856.82	33,300,000.00	31,207,143.18	ADMINISTRATION
11693	GQPP AREA D3-1 SEWER DESIGN	10,126.62	64,232.07	0.00	-64,232.07	74,358.69	2,334,765.00	2,260,406.31	ENGINEERING
11741	35C WELL REHABILITATION	28,729.59	5,757.29	0.00	-5,757.29	34,486.88	3,055,990.00	3,021,503.12	ENGINEERING
11742	34C WELL REHABILITATION	637,977.37	171,893.93	0.00	-171,893.93	809,871.30	794,000.00	-15,871.30	ENGINEERING
11743	INSTALL 18-INCH INTERTIE LINE	3,174.77	1,741.91	0.00	-1,741.91	4,916.68	1,100,000.00	1,095,083.32	ENGINEERING
11769	19TH-20TH AVES & LITTLE MORONGO ROADWAY PROJECT	120,229.09	67,271.89	0.00	-67,271.89	187,500.98	2,509,000.00	2,321,499.02	ENGINEERING
11776	ENERGY CONSERVATION AND EFFICIENCY SVCS PLAN	63,160.06	133,134.51	0.00	-133,134.51	196,294.57	555,000.00	358,705.43	ADMINISTRATION
11790	2024 - NEW METERS 3/4" - 2"	308,086.20	26,271.18	0.00	-26,271.18	334,357.38	350,000.00	15,642.62	FIELD SERVICES
11791	ERP SYSTEM REPLACEMENTS	0.00	683.84	0.00	-683.84	683.84	1,710,000.00	1,709,316.16	INNOVATION & TECHNOLOGY
11809	13TH AVE DAMAGE: TSTORM HILARY	185,124.25	31,850.66	0.00	-31,850.66	216,974.91	210,000.00	-6,974.91	ENGINEERING
11810	THOMAS DR DAMAGE: TSTORM HILARY	33,158.02	249,472.41	0.00	-249,472.41	282,630.43	270,000.00	-12,630.43	ENGINEERING
11813	MISSION LAKES DAMAGE: TSTORM HILARY	32,546.29	483,504.01	0.00	-483,504.01	516,050.30	495,000.00	-21,050.30	ENGINEERING
11829	GEHL TH842 TELEHANDLER	0.00	177,317.22	0.00	-177,317.22	177,317.22	177,817.00	499.78	WASTEWATER
11830	CASE 570N EP SKIP LOADER	0.00	124,309.46	0.00	-124,309.46	124,309.46	124,500.00	190.54	WASTEWATER
11837	GIS ESRI - SBITA	47,976.75	111,286.25	0.00	-111,286.25	159,263.00	253,514.00	94,251.00	FIELD SERVICES
11838	GIS CITYWORKS - SBITA	0.00	97,013.03	0.00	-97,013.03	97,013.03	399,790.00	302,776.97	FINANCE
11839	JOHN DEERE JD210P SKIP LOADER	0.00	133,725.65	0.00	-133,725.65	133,725.65	157,300.00	23,574.35	CONSTRUCTION & MAINT.
11841	WACHS ERV-750 VALVE MACHINE	0.00	44,419.95	0.00	-44,419.95	44,419.95	45,000.00	580.05	CONSTRUCTION & MAINT.
11844	BELT PRESS HOIZONTAL SCREW REPLACEMT	0.00	19,288.00	0.00	-19,288.00	19,288.00	22,775.00	3,487.00	WASTEWATER
11858	TERRACE BOOSTER REHAB PROJECT	0.00	5,646.66	0.00	-5,646.66	5,646.66	119,304.00	113,657.34	PRODUCTION
11859	TERRACE CLA-VAL REPLACEMENT	0.00	102,183.01	0.00	-102,183.01	102,183.01	112,617.00	10,433.99	PRODUCTION
11869	GIS VERTICAL ASSET MODEL	0.00	74,060.00	0.00	-74,060.00	74,060.00	196,292.00	122,232.00	INNOVATION & TECHNOLOGY
11876	GQPP AD18 D3 PHS 1 WATER MAIN REPLACE: DESIGN	0.00	59,775.36	0.00	-59,775.36	59,775.36	2,067,000.00	2,007,224.64	CONSTRUCTION & MAINT.
11880	WELL BENCHMARK SURVEY	0.00	340.50	0.00	-340.50	340.50	21,000.00	20,659.50	PRODUCTION
11882	OPEN GOV-DIGITAL BUDGET/PROCUREMENT S/W	0.00	101,706.47	0.00	-101,706.47	101,706.47	230,392.00	128,685.53	CONSTRUCTION & MAINT.
TOTAL		66,983,725.10	4,542,913.07	0.00	-4,542,913.07	71,526,638.17	134,116,288.00	62,589,649.83	
32	Records Listed								

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - PAUSED
APRIL 30, 2025

JOBNO	PROJECT TITLE	BEG BAL 07-01-2024	YEAR TO DATE 04-30-25	2024 BUDGET	FY 2024 BUDGET TO ACTUAL	TOTAL COST	ADOPTED BUDGET	BALANCE OF BUDGET	DEPARTMENT RESPONSIBLE
11087	HORTON WWTP EXPANSION #5	152,615.52	0.00	0.00	0.00	152,615.52	13,404,000.00	13,251,384.48	ENGINEERING
11159	1530 ZONE REDBUD TANK #2 LAND AND CONSTR	70,708.46	0.00	0.00	0.00	70,708.46	80,000.00	9,291.54	ENGINEERING
11205	I-10 & INDIAN SEWER COLLECTION SYSTEM	594,668.44	0.00	0.00	0.00	594,668.44	652,000.00	57,331.56	ENGINEERING
11456	HWWTP INFL. PUMP STATION ODOR CONTROL	647,969.84	0.00	0.00	0.00	647,969.84	730,000.00	82,030.16	ENGINEERING
11472	AREA J-2	293,853.72	0.00	0.00	0.00	293,853.72	300,000.00	6,146.28	ENGINEERING
11556	HWWTP ASU DEMOLITION	45,077.20	0.00	0.00	0.00	45,077.20	167,275.00	122,197.80	ENGINEERING
11557	HWWTP PERCOLATION PONDS (2)	350,213.58	0.00	0.00	0.00	350,213.58	380,000.00	29,786.42	WASTEWATER
11566	DESIGN & ENGINEERING AREAS H & I	336,320.57	0.00	0.00	0.00	336,320.57	460,000.00	123,679.43	ENGINEERING
11598	BLOCK WALL AT CORP YARD & WASTEWATER FACILITY	1,451.86	0.00	0.00	0.00	1,451.86	155,000.00	153,548.14	ENGINEERING
11599	BLOCK WALL/FENCE AT TERRACE RESERVOIR	25,947.91	0.00	0.00	0.00	25,947.91	226,288.00	200,340.09	ENGINEERING
11600	BOOSTER PUMP REHAB PROGRAM	119,375.93	0.00	0.00	0.00	119,375.93	150,000.00	30,624.07	PRODUCTION
11601	MODULAR ENCL FOR CHLORINE EQUIP AT WELL SITES	88,417.25	0.00	0.00	0.00	88,417.25	124,180.00	35,762.75	PRODUCTION
11604	PAVEMENT REPAIRS - CORP YARD	43,757.39	0.00	0.00	0.00	43,757.39	345,575.00	301,817.61	ENGINEERING
11607	TERRACE RESERVOIR NO. 1	30,667.76	0.00	0.00	0.00	30,667.76	2,754,343.00	2,723,675.24	ENGINEERING
11608	TERRACE RESERVOIR NO. 2	32,374.80	0.00	0.00	0.00	32,374.80	2,814,461.00	2,782,086.20	ENGINEERING
11609	TERRACE RESERVOIR NO. 3	30,882.54	0.00	0.00	0.00	30,882.54	2,361,363.00	2,330,480.46	ENGINEERING
11610	VISTA RESERVOIR NO. 2	127,027.61	0.00	0.00	0.00	127,027.61	975,427.00	848,399.39	ENGINEERING
11613	HWWTP ABOVE GROUND PIPING & APPURTENANCE REHAI	343.68	0.00	0.00	0.00	343.68	150,000.00	149,656.32	ENGINEERING
11617	HWWTP SCADA UPGRADES	40,080.36	0.00	0.00	0.00	40,080.36	129,008.00	88,927.64	WASTEWATER
11622	2020 WATER CIP PIPELINE REPLACEMENT	275,188.54	0.00	0.00	0.00	275,188.54	2,264,975.00	1,989,786.46	ENGINEERING
11657	SEWER SYSTEM COLLECTIONS	561,007.76	0.00	0.00	0.00	561,007.76	750,000.00	188,992.24	ENGINEERING
11665	WELL AND RESERVOIR SITES SECURITY CAMERAS	2,366.86	0.00	0.00	0.00	2,366.86	225,075.00	222,708.14	PRODUCTION
11666	EMERGENCY BACKUP GENERATOR WELL 27/31	21,859.56	0.00	0.00	0.00	21,859.56	411,002.00	389,142.44	ENGINEERING
11667	EMERGENCY BACKUP GENERATOR WELL 32	21,767.00	0.00	0.00	0.00	21,767.00	300,331.00	278,564.00	ENGINEERING
11668	EMERGENCY BACKUP GENERATOR WELL 37	21,803.56	0.00	0.00	0.00	21,803.56	300,331.00	278,527.44	ENGINEERING
11689	FILTRATION FOR HWWTP	108,952.07	799.00	0.00	-799.00	109,751.07	1,500,000.00	1,390,248.93	ENGINEERING
11691	MUNICODE WEBSITE	9,021.78	0.00	0.00	0.00	9,021.78	31,000.00	21,978.22	ADMINISTRATION
11692	MUNICODE AGENDA	7,214.25	0.00	0.00	0.00	7,214.25	20,000.00	12,785.75	ADMINISTRATION
11716	PORTABLE BOOSTER/TRANSFER PUMP	148,226.35	0.00	0.00	0.00	148,226.35	180,000.00	31,773.65	PRODUCTION
11717	TRAILER MOUNTED PORTABLE GENERATORS	487,220.74	0.00	0.00	0.00	487,220.74	537,375.00	50,154.26	CONSTRUCTION & MAINT.
11720	WELL REHAB PROGRAM DESIGN - 2022 FY	68,918.31	0.00	0.00	0.00	68,918.31	120,000.00	51,081.69	PRODUCTION
11733	ADMINISTRATION OFFICE REPAIRS DRYWL/PAINT	35,339.27	0.00	0.00	0.00	35,339.27	135,000.00	99,660.73	ADMINISTRATION
11811	INDIAN CANYON DAMAGE: TSTORM HILARY	17,740.48	0.00	0.00	0.00	17,740.48	230,000.00	212,259.52	ENGINEERING
TOTAL		4,818,380.95	799.00	0.00	-799.00	4,819,179.95	33,364,009.00	28,544,829.05	
33	Records Listed								

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - NOT STARTED
APRIL 30, 2025

JOBNO	PROJECT TITLE	BEG BAL 07-01-2024	YEAR TO DATE 04-30-25	2024 BUDGET	FY 2024 BUDGET TO ACTUAL	TOTAL COST	ADOPTED BUDGET	BALANCE OF BUDGET	DEPARTMENT RESPONSIBLE
11460	WELL 29 CHROMIUM 6 TREATMENT DESIGN	0.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00	ENGINEERING
11719	RESERVOIR REHAB PROGRAM DESIGN - 2022 FY	0.00	0.00	0.00	0.00	0.00	120,000.00	120,000.00	PRODUCTION
11737	PIERSON BLVD SLURRY SEAL PROJECT	0.00	0.00	0.00	0.00	0.00	183,000.00	183,000.00	ENGINEERING
11738	RIVERSIDE CTY MOUNTAIN VIEW RESURFACING PROJ	0.00	0.00	0.00	0.00	0.00	33,000.00	33,000.00	ENGINEERING
11789	WACHS ERV-750 VALVE MACHINE	0.00	0.00	0.00	0.00	0.00	42,000.00	42,000.00	CONSTRUCTION & MAINT.
11812	LITTLE MORONGO DAMAGE: TSTORM HILARY	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00	ENGINEERING
11840	VACUUM EXTRACTOR	0.00	0.00	0.00	0.00	0.00	143,000.00	143,000.00	CONSTRUCTION & MAINT.
11842	WALK BEHIND TRENCHER	0.00	0.00	0.00	0.00	0.00	12,100.00	12,100.00	CONSTRUCTION & MAINT.
11843	AXLE WEIGHING SYSTEM	0.00	0.00	0.00	0.00	0.00	15,070.00	15,070.00	WASTEWATER
11845	HEADWORKS GRIT CLASSIFIER SCREW REPLACEMT	0.00	0.00	0.00	0.00	0.00	96,076.00	96,076.00	WASTEWATER
11846	AVILIGON CAMERA SYSTEM (HORTON)	0.00	0.00	0.00	0.00	0.00	71,886.00	71,886.00	WASTEWATER
11847	JWC AUGER REPLACEMENT	0.00	0.00	0.00	0.00	0.00	28,898.00	28,898.00	WASTEWATER
11848	ODOR CONTROL GREASE FILTER	0.00	0.00	0.00	0.00	0.00	17,000.00	17,000.00	WASTEWATER
11849	PSC - WPSV INTERTIE	0.00	0.00	0.00	0.00	0.00	358,010.00	358,010.00	ENGINEERING
11850	WATERLINE REPLACEMENT(S): EASEMENTS	0.00	0.00	0.00	0.00	0.00	62,000,000.00	62,000,000.00	ENGINEERING
11851	CHLORINE ENCLOSURES	0.00	0.00	0.00	0.00	0.00	169,474.00	169,474.00	PRODUCTION
11852	GATEWAY PLC UPGRADE	0.00	0.00	0.00	0.00	0.00	23,150.00	23,150.00	PRODUCTION
11853	HIGHLAND SOLAR & COMMUNICATIONS UPGRADE	0.00	0.00	0.00	0.00	0.00	23,442.00	23,442.00	PRODUCTION
11854	LITTLE MORONGO BOOSTER INSTALL	0.00	0.00	0.00	0.00	0.00	167,605.00	167,605.00	PRODUCTION
11855	LOW DESERT VIEW BOOSTER REHAB	0.00	0.00	0.00	0.00	0.00	69,304.00	69,304.00	PRODUCTION
11856	QUAL ALTITUDE VALVE UPGRADE	0.00	0.00	0.00	0.00	0.00	40,033.00	40,033.00	PRODUCTION
11857	SCADA SERVER UPGRADE	0.00	0.00	0.00	0.00	0.00	24,341.00	24,341.00	PRODUCTION
11860	WELL 25A REHABILITATION	0.00	0.00	0.00	0.00	0.00	104,211.00	104,211.00	PRODUCTION
11861	WELL 26A FENCING/ELEC POLE PROJECT	0.00	0.00	0.00	0.00	0.00	56,901.00	56,901.00	PRODUCTION
11862	M-2 WATERLINE REPLACEMENT	0.00	0.00	0.00	0.00	0.00	3,574,309.00	3,574,309.00	ENGINEERING
11884	WELL #28 REHABILITATION PROJECT	0.00	0.00	0.00	0.00	0.00	790,230.00	790,230.00	PRODUCTION
11885	REPLACEMENT HORTON WELLS: MO #1 & REHAB #11	0.00	0.00	0.00	0.00	0.00	150,000.00	150,000.00	WASTEWATER
11886	WELL #30 REHABILITATION PROJECT	0.00	0.00	0.00	0.00	0.00	790,230.00	790,230.00	PRODUCTION
TOTAL		0.00	0.00	0.00	0.00	0.00	69,333,270.00	69,333,270.00	
28	Records Listed								

COMPLETED

MISSION SPRINGS WATER DISTRICT
CAPITAL IMPROVEMENT PROJECTS - COMPLETED
APRIL 30, 2025

JOBNO	PROJECT TITLE	BEG BAL 07-01-2024	YEAR TO DATE 04-30-25	2024 BUDGET	FY 2024 BUDGET TO ACTUAL	TOTAL COST	ADOPTED BUDGET	BALANCE OF BUDGET	DEPARTMENT RESPONSIBLE
10371	SEWER LINE ENCASEMENT I-10 CROSSING @ INDIAN	251,972.22	0.00	0.00	0.00	251,972.22	251,972.00	-0.22	ENGINEERING
10693	WELL SITE-WORSLEY RD NORTH-27 ACRES	39,326.00	0.00	0.00	0.00	39,326.00	39,326.00	0.00	ENGINEERING
10702	WELL SITE WORSLEY-ENV/ENG	2,404.50	0.00	0.00	0.00	2,404.50	2,405.00	0.50	ENGINEERING
10969	PRELIM DESIGN/ENG HORTON WWTP EXP# 5	171,702.93	0.00	0.00	0.00	171,702.93	171,703.00	0.07	ENGINEERING
11032	FINAL DESIGN HORTON WWTP EXP #5	940,340.32	0.00	0.00	0.00	940,340.32	940,340.00	-0.32	ENGINEERING
11076	WELL #38 DESIGN & ENVIRONMENTAL	366,443.48	0.00	0.00	0.00	366,443.48	375,000.00	8,556.52	ENGINEERING
11088	EIR HORTON WWTP EXPANSION #5	71,415.62	0.00	0.00	0.00	71,415.62	71,416.00	0.38	ENGINEERING
11282	MISSION CREEK - 80 ACRES	325,077.18	0.00	0.00	0.00	325,077.18	328,000.00	2,922.82	ENGINEERING
11392	WELL & BOOSTER SCADA ENHANCEMENT	29,207.20	0.00	0.00	0.00	29,207.20	30,000.00	792.80	PRODUCTION
11498	HWWTP PERCOLATION POND REHAB	28,181.34	0.00	0.00	0.00	28,181.34	42,000.00	13,818.66	WASTEWATER
11602	ELECTRICAL PANEL/MOTOR REHAB (3 SITES)	700,272.63	0.00	0.00	0.00	700,272.63	741,404.00	41,131.37	PRODUCTION
11787	JOHN DEERE 3032E COMPACT UTILITY TRAILER	30,405.00	0.00	32,000.00	32,000.00	30,405.00	32,000.00	1,595.00	WASTEWATER
11788	MUFFIN MONSTER 6" INLINE GRINDER	16,197.28	0.00	15,100.00	15,100.00	16,197.28	17,100.00	902.72	WASTEWATER
11831	JOHN DEERE GATOR TE MODEL (1 OF 2)	0.00	15,372.77	0.00	-15,372.77	15,372.77	16,000.00	627.23	WASTEWATER
11832	JOHN DEERE GATOR TX MODEL (2 OF 2)	0.00	15,372.77	0.00	-15,372.77	15,372.77	16,000.00	627.23	ENGINEERING
TOTAL		2,972,945.70	30,745.54	47,100.00	16,354.46	3,003,691.24	3,074,666.00	70,974.76	
15	Records Listed								

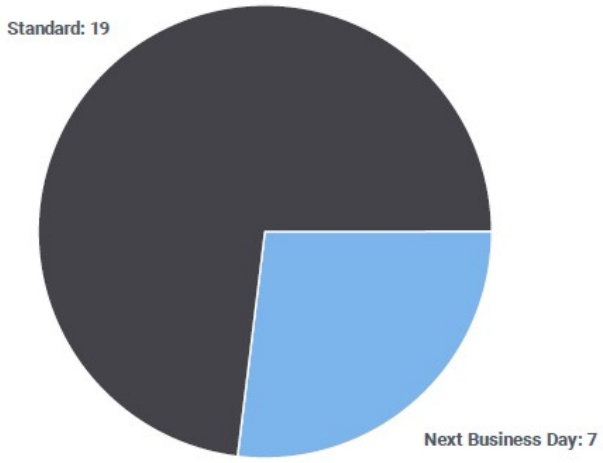
APPENDIX B – Innovation & Technology Information

INTELESYS
IT for Public Sector

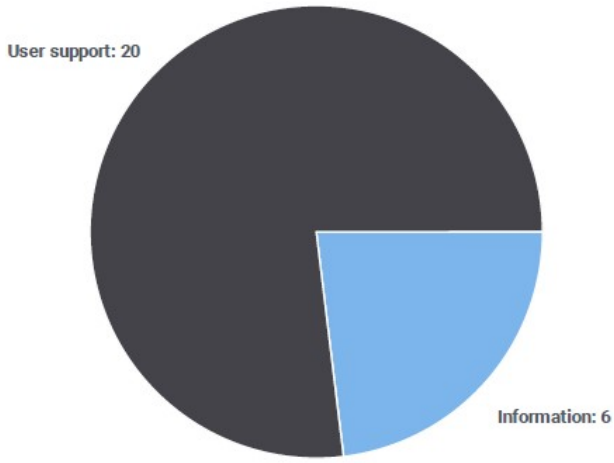
Mission Springs — May 2025 Client report

Client Activity Report and Analysis

Tickets received by Priority



Tickets received By Type



Client Service Rating	
Overall Satisfaction	—
Number of Service Requests	26
Number of Survey Responses	0
Response Rate	0%

Tickets Received	**26**
Tickets Closed	**25**
Ticket MTTR	**5.76**

Client Hours — May

Hours on SOs	60
Hours on Projects	9
Meeting Hours	2
TOTAL HOURS	71

securing Technology

INTELESYS
IT for Public Sector

Mission Springs — March 2025 Client report

May Client Meetings

Meeting Title	Topics	Time Allocated
—Updated MSP Proposal	• Updated proposal request • Include optional projects	2

Client Pending Projects

Project Title	Purpose
Windows 11 Upgrade	Updating OS on computers
Client Server Updates	Update security servers
Server Replacement	Current servers at the end of life cycle
Network Hardware	Upgrade Hardware to maintain cyber security resiliency

APPENDIX C – Wastewater & Water Production Tables

WASTEWATER REPORT

SEWER CONNECTION SUMMARY														
	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	9	4	4	18	8	7	9	51	2	1	139	2	0	0
August	7	12	26	20	4	1	8	53	2	4	214	4	0	2
September	2	17	20	20	5	2	12	8	11	2	90	2	1	0
October	2	3	13	36	9	4	8	12	4	21	65	8	2	1
November	22	7	8	29	50	10	9	7	7	1	52	18	7	3
December	5	21	8	12	9	3	3	64	1	0	86	22	11	2
January	1	2	35	14	21	7	1	16	8	3	27	3	11	1
February	55	1	4	7	23	5	1	42	0	3	5	46	6	1
March	30	1	24	17	48	1	0	23	5	0	31	16	2	1
April	56	7	16	7	18	3	3	15	30	0	8	95	14	3
May	42	8	9	16	17	11	3	20	45	7	13	98	3	2
June		0	4	2	21	7	3	6	70	4	4	72	2	0
Annual	**231**	**83**	**171**	**198**	**233**	**61**	**60**	**317**	**185**	**46**	**734**	**386**	**59**	**16**

Connections to Sewer Collection System:

As of June 30, 2024	8,919
Plus YTD	231
Total Sewer Connections =	**9,150**

WASTEWATER FLOW MGD						
	HORTON PLANT		DESERT CREST		WRIGHT PLANT	
2024/25	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	2.065945	2.184078	0.039738	0.046230	0.000000	0.000000
August	2.132868	2.253870	0.045258	0.063150	0.000000	0.000000
September	2.084274	2.299028	0.042407	0.050700	0.000000	0.000000
October	2.056787	2.242007	0.045147	0.054820	0.000000	0.000000
November	2.080992	2.260242	0.045151	0.050590	0.000000	0.000000
December	2.063171	2.208058	0.043790	0.047380	0.000000	0.000000
January	2.052011	2.229541	0.043768	0.046930	0.000000	0.000000
February	2.021628	2.159446	0.042657	0.048510	0.196484	0.266883
March	1.881538	1.992163	0.046467	0.054370	0.175171	0.213597
April	1.866151	1.940300	0.042551	0.048930	0.164590	0.189517
May	1.843367	1.999516	0.039008	0.048140	0.170625	0.191499
June						

WASTEWATER FLOW MGD						
	HORTON PLANT		DESERT CREST		WRIGHT PLANT	
2023/24	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.922043	2.149212	0.050983	0.071200	0.000000	0.000000
August	1.929369	2.592078	0.047453	0.067540	0.000000	0.000000
September	2.037218	2.182773	0.046081	0.055570	0.000000	0.000000
October	2.050049	2.173503	0.040804	0.051000	0.000000	0.000000
November	2.065661	2.265582	0.046158	0.059550	0.000000	0.000000
December	2.037725	2.208722	0.045566	0.057730	0.000000	0.000000
January	2.014687	2.152567	0.045226	0.049620	0.000000	0.000000
February	1.999080	2.184408	0.047016	0.053920	0.000000	0.000000
March	2.075331	2.301861	0.047050	0.054740	0.000000	0.000000
April	2.059142	2.222371	0.040275	0.047630	0.000000	0.000000
May	1.983604	2.113440	0.036827	0.040730	0.000000	0.000000
June	1.982771	2.091744	0.039008	0.046700	0.000000	0.000000

WATER REPORT

WATER CONNECTION SUMMARY

	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
July	9	5	6	18	7	4	5	7	2	0	0	1	0
August	14	14	28	19	6	10	5	3	2	2	0	1	0
September	6	19	22	23	18	2	14	4	13	3	0	2	2
October	2	4	16	33	13	3	21	8	3	20	0	5	1
November	25	9	10	27	10	16	4	0	7	3	0	1	0
December	6	5	9	9	2	17	3	3	2	0	0	2	0
January	1	5	26	14	15	6	3	20	1	1	2	2	0
February	59	3	14	8	13	8	5	11	1	0	1	0	1
March	37	6	29	19	16	2	3	6	5	0	12	0	0
April	64	11	24	6	11	1	3	7	11	2	7	0	1
May	54	9	16	19	15	12	5	11	9	8	2	0	1
June		3	5	1	24	11	2	8	2	10	1	0	0
Annual	**277**	**93**	**205**	**196**	**150**	**92**	**73**	**88**	**58**	**49**	**25**	**14**	**6**
Avg./ Mo.	**23.08**	**7.75**	**17.08**	**16.33**	**12.50**	**7.67**	**6.08**	**7.33**	**4.83**	**4.08**	**2.08**	**1.17**	**0.50**

Connections to Water System:

As of June 30, 2024	13,636
Plus YTD	277
Total Water Connections =	**13,913**

WATER PRODUCTION SUMMARY

	FY 2024/25	Variance from prior year		FY 2023/24	FY 2022/23	FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	939.07	149.08	18.87%	789.99	751.79	796.57	857.77	853.23	857.20	835.87	714.50	659.11	859.00
August	818.63	80.89	10.96%	737.74	850.19	839.93	885.31	795.18	806.47	829.93	808.54	706.62	730.71
September	785.85	110.79	16.41%	675.06	716.03	738.65	784.80	757.08	689.47	712.40	679.54	657.37	800.67
October	718.26	9.03	1.27%	709.23	691.98	665.18	755.84	709.39	709.81	733.86	678.33	575.86	716.30
November	574.08	-54.97	-8.74%	629.05	599.39	679.85	690.13	619.87	631.75	642.41	601.89	582.22	533.69
December	647.08	117.09	22.09%	529.99	554.27	565.48	588.32	537.23	502.16	584.24	520.63	503.10	590.83
January	572.24	15.67	2.82%	556.57	530.39	580.28	537.96	553.20	570.20	599.52	465.10	431.38	526.86
February	509.08	50.39	10.99%	458.69	490.41	527.34	495.61	520.85	415.49	512.79	453.39	483.92	506.49
March	564.28	4.04	0.72%	560.24	500.37	601.44	625.80	557.73	490.92	536.09	549.50	514.05	614.94
April	598.68	-50.99	-7.85%	649.67	552.34	624.07	649.34	573.02	635.08	644.06	540.56	502.36	622.58
May	645.40	-50.84	-7.30%	696.24	726.25	745.36	723.62	698.99	598.36	697.15	731.81	601.83	590.28
June		0.00	0.00%	700.11	682.09	730.02	761.63	806.02	710.39	688.74	732.68	685.93	706.34
TOTAL	**7,372.65**	**380.18**	**5.44%**	**7,692.58**	**7,645.50**	**8,094.17**	**8,356.13**	**7,981.79**	**7,617.30**	**8,017.06**	**7,476.47**	**6,903.75**	**7,798.69**

APPENDIX D – Federal & State Legislative Information

CARPI & CLAY

Mission Springs Water District
Federal Update

May 30, 2025

House Passes Budget Reconciliation Bill, Heads to Senate

On May 22, the House narrowly passed the *One Big Beautiful Bill Act* (H.R. 1), a budget reconciliation bill that represents the cornerstone of President Trump and congressional Republicans' legislative agenda, by a 215-214 vote. All Democrats opposed the bill, joined by two Republicans—Reps. Warren Davidson (OH) and Thomas Massie (KY)—who cited concerns over the federal deficit. Two GOP members missed the vote, and one voted "present."

The legislation combines tax, spending, and policy proposals across a wide range of federal programs. Among other provisions, it would:

- Extend provisions of the 2017 tax law and make additional changes to the federal tax code, including adjustments to the state and local tax (SALT) deduction cap and enhancements to the Low-Income Housing Tax Credit;
- Provide significant increases in funding for defense and homeland security;
- Restructure Medicaid and federal education programs;
- Reduce non-defense discretionary spending, particularly across green energy, environmental, and social services programs; and
- Provide new funding for agricultural producers and rural infrastructure with farm labor reforms.

The bill now heads to the Senate, where Republican leaders are expected to make revisions. They must also navigate the Byrd Rule, which restricts the types of provisions that can be included in budget reconciliation bills when considered on the Senate floor.

President Trump Releases Fiscal Year 2026 "Skinny" Budget Proposal

On May 2, the White House released President Trump's Fiscal Year (FY) 2026 "skinny" budget proposal, outlining the Administration's top funding priorities ahead of a more detailed request expected soon. The **46-page document** proposes an overall 22.6% reduction in non-defense discretionary spending. The plan calls for a 13% increase in defense spending and a 65% increase for the Department of Homeland Security. The proposal also outlines intentions to revise or eliminate various federal programs and agencies' activities that the Administration views as outside core federal responsibilities or inconsistent with its priorities.

This budget serves as a starting point for the FY 2026 appropriations process, which is already underway in Congress due to delays in completing FY 2025 funding. As with all presidential budgets, the proposal is nonbinding; Congress ultimately determines final funding levels through the annual appropriations process.

Fiscal Year 2026 Appropriations Update

House Appropriations Committee Chair Tom Cole (R-OK) announced the markup schedule for all twelve FY 2026 appropriations bills:

FY26 Appropriations Bill	House Subcommittee Markup Date	House Full Committee Markup Date
Agriculture-Rural Development-FDA	June 5	June 11
Commerce-Justice-Science	July 7	July 10
Defense	June 10	June 13
Energy-Water Development	July 7	July 10
Financial Services-General Government	June 23	June 26
Homeland Security	June 9	June 12
Interior-Environment	June 23	June 26
Labor-HHS	July 21	July 24
Legislative Branch	June 24	June 27
MilCon-VA	June 5	June 10
State-Foreign Operations	June 24	June 27
Transportation-HUD	July 14	July 17

Additionally, House Members submitted their fifteen Community Project Funding requests to the House Appropriations Committee for consideration in the appropriations bills. Members are required to post a full list of their requests on their websites by June 13.

EPA Announces Update to PFAS Drinking Water Regulations

On May 14, EPA **announced** it will maintain the existing National Primary Drinking Water Regulations for PFOA and PFOS—standards finalized in 2024—while extending compliance deadlines by two years, from 2029 to 2031. The agency also launched the PFAS OUTreach Initiative (PFAS OUT) to support small and rural water systems with technical assistance, resources, and outreach. Additionally, EPA signaled its intent to rescind and reconsider the

regulatory determinations for four other PFAS chemicals—PFHxS, PFNA, GenX, and PFBS—citing a need to ensure the Safe Drinking Water Act process is followed. Additionally, the EPA emphasized its support for passive receivers by delaying implementation timelines, enhancing coordination, and holding polluters accountable through forthcoming effluent limitations guidelines. A proposed rule to formalize the new compliance timeline is expected this fall, with a final rule anticipated in spring 2026.

Supreme Court Limits Scope of Environmental Reviews Under NEPA

On May 29, the Supreme Court ruled 8-0 in ***Seven County Infrastructure Coalition v. Eagle County*** that federal agencies are not required to consider the environmental effects of separate upstream or downstream activities—such as oil drilling or refining—when conducting reviews under the *National Environmental Policy Act* (NEPA). With Justice Kavanaugh writing for the majority, the Court held that federal agencies are not required to consider environmental effects from upstream or downstream activities—such as oil drilling or refining—if those activities fall outside the agency's jurisdiction and are not part of the specific project being approved. The decision reversed a lower court ruling that faulted the U.S. Surface Transportation Board for not fully analyzing the broader climate impacts of a proposed rail line in Utah. Justice Sotomayor, joined by Justices Kagan and Jackson, concurred in the judgment. Justice Gorsuch did not participate.

LEGISLATIVE ACTIVITY

Congress Votes to Repeal California's Vehicle Emissions Waivers. The House and Senate have passed three resolutions (**H. J. Res. 87**, **88**, and **89**) to rescind EPA waivers previously granted to the State of California under the *Clean Air Act*. These waivers allowed the State to implement stricter emissions standards for passenger cars and heavy-duty trucks, including mandates for zero-emission vehicles. President Trump is expected to sign these joint resolutions. The resolutions were advanced under the *Congressional Review Act* (CRA), despite objections from the Senate parliamentarian and the Government Accountability Office, both of which questioned the legality of using the CRA in this context. California Governor Newsom and Attorney General Bonta announced that the State intends to file a lawsuit to defend the State's waivers.

Senate Confirms MacGregor as Deputy Interior Secretary. On May 14, the Senate voted 53-40 to confirm Katharine MacGregor as Deputy Secretary of the Interior. MacGregor previously held the same position during the final year of the first Trump administration and had earlier served as deputy chief of staff to then-Interior Secretary David Bernhardt. After leaving the administration, she worked as vice president of environmental services at NextEra Energy. MacGregor supports increased oil and gas lease sales in the Gulf of Mexico and has expressed interest in using federal lands more efficiently for housing development.

Senate Confirms Donahue as EPA General Counsel. On May 15, the Senate voted 51-46 to confirm Sean Donahue as General Counsel of the Environmental Protection Agency (EPA). Donahue will serve as the agency's chief legal advisor. Donahue previously served at EPA from 2018 to 2021 and most recently worked in environmental compliance at a solar energy company.

House Democrats Introduce Bill to Enforce Congressional Control Over Federal Spending. On May 15, Representatives Sam Liccardo (D-CA), Dave Min (D-CA), and Eugene Vindman (D-VA) introduced the *Protecting Our Constitution and Communities Act* (**H.R. 3454**), a bill designed to strengthen enforcement of the *Impoundment Control Act (ICA) of 1974*. The legislation would enable individuals, states, and local governments to take legal action if they are harmed by executive branch officials unlawfully withholding congressionally appropriated funds. It would also impose accountability measures on officials who knowingly violate the ICA, including personal liability and the loss of immunity protections. Supporters of this bill include the U.S. Conference of Mayors, the Project on Government Oversight, and the American Federation of Government Employees. This bill has been referred to the House Budget and Rules Committees for further consideration.

Senators Introduce Bipartisan Bill to Expand Water Infrastructure Financing. Senators John Curtis (R-UT) and Mark Kelly (D-AZ) introduced the *Restoring WIFIA Eligibility* Act (**S. 1760**), a bipartisan bill to expand access to federal water infrastructure loans under the WIFIA program. The legislation would ensure projects with federal cost-sharing remain eligible for WIFIA assistance if led by non-federal entities and repaid with non-federal funds. Companion legislation (**H.R. 3035**) was introduced by Reps. Jim Costa (D-CA) and Dan Newhouse (R-WA).

New Bipartisan Build America Caucus Launched to Promote Pro-Growth Policy Agenda. On May 7, a coalition of nearly 30 bipartisan Members of Congress **launched** the Build America Caucus to support policies aimed at accelerating housing construction, infrastructure development, and domestic energy production. Chaired by Rep. Josh Harder (D-CA), the caucus will advocate for permitting reform, streamlined federal processes, and targeted incentives to reduce costs and improve delivery timelines.

CONGRESSIONAL LETTERS

Top Democratic Appropriators Press OMB for FY25 Spending Details. House Appropriations Ranking Member Rosa DeLauro (D-CT) and Senate Appropriations Committee Vice Chair Patty Murray (D-WA) sent a **letter** to Office of Management and Budget (OMB) Director Russell Vought criticizing the lack of transparency in agency spending plans required under the FY25 full-year continuing resolution. They noted that several departments—such as HHS and Education—either missed the April 29 deadline or submitted incomplete reports omitting billions in funding details. The lawmakers urged OMB to ensure all agencies provide full, program-level data by the end of May to support the Committees' efforts to develop and consider FY26 appropriations bills.

FEDERAL FUNDING AWARDS

EPA Awards Brownfields Grants to Clean Up Communities. On May 16, the U.S. Environmental Protection Agency (EPA) **announced** the award of $267 million in grants to help communities assess, clean up, and redevelop brownfield sites. The funding includes approximately $121.8 million for 148 Brownfield Assessment Grant recipients, $88.2 million for 51 Cleanup Grant recipients, and $15 million for 15 Revolving Loan Fund (RLF) grantees. An additional $42 million was awarded in supplemental RLF grants to 34 high-performing recipients to continue cleanup efforts.

EPA Announces FY 2025 SUDC Grant Allotments. The Environmental Protection Agency has **released** nearly $25 million in FY 2025 grant funding through the Assistance for Small, Underserved, and Disadvantaged Communities (SUDC) Program, authorized by the *Safe Drinking Water Act*. All 56 states and territories received allocations, which support water infrastructure improvements and help small communities comply with federal drinking water standards. An additional $2.8 million was designated for regional efforts serving American Indian and Alaska Native communities. The agency has waived the 10% cost-share requirement for all applicants.

Fish & Wildlife Service Awards Over $55 Million Through State Wildlife Grant Program. On May 15, the U.S. Fish and Wildlife Service announced the distribution of more than $55 million in grants to state fish and wildlife agencies under the State Wildlife Grant Program. The funds will support the conservation of species of concern, habitat protection, and wildlife recovery efforts nationwide. Allocated based on population and geographic area, these grants must align with each state's Wildlife Action Plan and are typically matched by at least 25 percent in nonfederal funds.

FEDERAL AGENCY ACTIONS AND PERSONNEL CHANGES

President Trump Signs Order on Federal Scientific Standards. On May 23, President Trump signed an **executive order** directing federal agencies to revise how they conduct, use, and communicate scientific research. Citing a loss of public trust during the COVID-19 pandemic and concerns over climate and fisheries policy, the order mandates a review of all Biden-era actions for compliance. The order emphasizes transparency, reproducibility, and peer review, and prohibits reliance on "highly unlikely" or "overly precautionary" assumptions unless required by law. Agencies must revise internal policies and report back within 60 days following new guidance from the White House Office of Science and Technology Policy.

Elon Musk Departs Trump Administration Post. On May 28, Elon Musk **announced** his departure from the Trump administration, marking the end of his tenure as a special government employee leading the Department of Government Efficiency (DOGE). Musk, who was limited to 130 workdays per year in his temporary role, had spearheaded efforts to reduce federal spending and staffing. His departure comes amid public criticism of President Trump's

budget proposal, which Musk said "undermines the work" of DOGE. Despite stepping back, Musk said DOGE's mission will continue.

Federal Agencies Issue Joint Guidance on Reducing Cyber Risks to Operational Technology. On May 6, the Cybersecurity and Infrastructure Security Agency (CISA), in coordination with the FBI, EPA, and DOE, released **guidance** to help critical infrastructure operators reduce cyber threats to operational technology (OT) systems. The advisory recommends several mitigation strategies, including removing OT from the public internet, securing remote access, changing default passwords, segmenting IT and OT networks, and maintaining manual operations capabilities. The guidance follows increasing cyber incidents targeting industrial control systems and emphasizes the importance of collaboration with system integrators and vendors to prevent misconfigurations.

Army Corps Encourages Use of Online Permitting Portal. On May 8, the U.S. Army Corps of Engineers (USACE) **highlighted** ongoing improvements to its Regulatory Request System (RRS) and encouraged greater public use of the platform for submitting permit requests. Originally launched in January 2024 and updated in January 2025 with a public notice module, RRS aims to streamline the permitting process for activities affecting jurisdictional wetlands and waters of the U.S. The system supports the online submission of permit applications, jurisdictional determination requests, and public comments. USACE states the platform improves transparency, reduces administrative burdens, and enhances communication between applicants and regulatory staff.

DHS Releases List of Sanctuary Jurisdictions Under Executive Order on Immigration Compliance. On May 29, the Department of Homeland Security (DHS) released its **initial list** of "sanctuary jurisdictions" in accordance with an April 28 **executive order** requiring DHS to identify states and localities that do not comply with federal immigration enforcement efforts. DHS stated jurisdictions were assessed based on policies that restrict cooperation with federal law enforcement, limit information sharing, or otherwise shield individuals from immigration proceedings. Each listed jurisdiction will receive formal notification from DHS. Under the executive order, federal agencies are directed to review relevant grants and contracts and identify federal funding for possible suspension or termination, as permitted by law. If jurisdictions continue to be noncompliant after receiving notice, the order directs the Attorney General and the Secretary of Homeland Security to pursue "all necessary legal remedies and enforcement measures" to bring them into compliance with federal immigration laws. DHS stated that the list will be updated regularly and may be revised based on further review.

EPA Seeks Nominations for Reconstituted Science Advisory Boards. EPA Administrator Lee Zeldin **announced** the agency is accepting nominations for the Science Advisory Board and Clean Air Scientific Advisory Committee, which are tasked with providing independent scientific advice to the Administrator on the science that underlies agency rulemaking. The solicitation marks an effort to reconstitute the boards with new membership under the Trump administration. EPA stated it will conduct a rigorous review of all nominations, with final selections based on scientific expertise across a range of disciplines.

Interior & USDA Wildfire Issue Wildfire Preparedness Agreement. On May 20, Interior Secretary Doug Burgum and Agriculture Secretary Brooke Rollins signed a **joint memo** outlining coordinated wildfire preparedness and response efforts. With an emphasis on fuels reduction and firefighter safety, this joint memo aims to strengthen coordination between the two departments during wildfire season and enhance collaboration across the Cabinet, as well as with state and local partners.

Interior Seeks Input on Regulatory Reform. The Department of the Interior (DOI) has published a **Request for Information** (RFI) seeking public input on existing regulations that could be modified or repealed to reduce regulatory burdens while continuing to meet statutory obligations. The RFI follows recent executive orders from President Trump focused on unleashing American energy, promoting lawful and efficient regulation, and reducing costs associated with compliance. DOI is specifically requesting input from entities affected by its regulations on how to streamline, update, or eliminate rules that may be outdated, overly complex, or inconsistent with the Administration's policy directives. Comments are due by June 20, 2025.

OPM Unveils New Federal Hiring Guidelines. On May 29, the Office of Personnel Management (OPM) **released** new merit-based hiring rules that overhaul how federal agencies recruit and assess job applicants. This plan follows the enactment of the 2024 *Chance to Compete Act*, which requires agencies to prioritize skills-based hiring by incorporating technical assessments and reducing reliance on self-evaluations and academic credentials. The guidance requires agencies to assess candidates using at least one technical or alternative test and reduce average time-to-hire to under 80 days. It also restricts the use of race or gender in hiring decisions and ends public reporting of workforce demographic data. In addition, most applicants will now be required to answer four short essay questions, including prompts on their views on executive orders and how they would improve government efficiency. Critics argue the questions could politicize hiring for civil service jobs that are intended to be nonpartisan. OPM officials say the approach reflects standard hiring practices aimed at evaluating candidate fit.

OPM Issues Guidance on Senior Executive Service Hiring. On May 29, OPM issued **guidance** to reform how federal agencies hire and develop Senior Executive Service (SES) leaders. The memo replaces longform applications with shorter, resume-only submissions and introduces updated qualifications focused on efficiency, performance, and commitment to constitutional principles. Agencies must also adopt skills-based assessments and align training programs with administration priorities. Additionally, Executive Resources Boards—typically a mix of career and non-career senior officials—are directed to take a more active role in long-term SES workforce planning and oversight. The changes are effective by October 1, 2025.

##

CA LOBBY

Mission Springs Water District
Sacramento Update

May 2025

The month of May was very busy in Sacramento between numerous legislative deadlines and the Governor releasing his May Revise, all of which is outlined in more detail below.

Legislative Update

The first big deadline that the Legislature faced was the May 2 deadline to pass all fiscal bills out of policy committees. From there, the Legislature turned its focus to non-fiscal bills that had to pass out of the policy committees by May 9. Any bill that failed these deadlines is dead for the year and may be acted on in January 2026.

After the policy committee deadlines Legislators began meeting with the chairs of the powerful Appropriations Committees to make the argument about why their bills should move out of the committees. The Appropriations Committees are where a lot of bills die and with the budget deficit, there is additional justification to hold bills that cost the state money.

The Appropriations Committee deadline was the last big legislative deadline of May. All bills that have a fiscal impact to the state had to pass out of the Appropriations Committee by May 23 or they were dead for the year. There are numerous bills that Mission Springs was watching that were held in the Appropriations Committee and are now dead. Unfortunately, there was also one bill that Mission Springs was supporting, SB 496 (Hurtado), that was also killed in the Appropriations Committee.

The next big deadline is June 6 when all bills must pass out of the house that they were introduced in. This means the Senate and Assembly are holding floor sessions every day this week leading up to this deadline. Any bill that fails to pass the house it was introduced in by June 6 is also dead for the year with the opportunity to move it in January 2026.

State Budget

On May 9 the nonpartisan, Legislative Analyst's Office (LAO) released its annual May revenue outlook showing strong revenue from last year's economy. However, the outlook for this year does not look good. The LAO provided this outlook, "The state's economy has been in an extended slowdown for over two years. The labor market has struggled, marked

by a growing number of unemployed workers and slowed hiring. The state has added no jobs so far in 2025. Similarly, consumer spending (measured by inflation-adjusted retail sales and taxable sales) has consistently declined. These conditions have weighed on sales tax collections in particular, which have moved sideways for multiple years. Should these conditions persist, they also could increasingly weigh down income and corporation tax collections."

The week after the LAO's revenue projections, Governor Newsom released his budget update known as the "May Revise". This is an updated version of the 2025-2026 State Budget he released in January 2025. The May Revise contains updated state revenues and budget proposals. The Governor delivered bad news regarding state revenues. California is expecting a multi-billion-dollar shortfall with the Governor blaming the shortfall on Washington's tariffs and increased costs associated with the state's Medicaid program, Medi-Cal.

The Governor's release of his May Revise kicks off the next step in the budget process. From here, the Legislature will hold hearings on the Governor's May Revise and begin to take actions which will make up individual pieces of the Legislature's budget. In recent years, we have seen the Assembly and Senate agree on a budget, unifying them as they go into negotiations with the Governor. The Legislature must pass the 2025-26 fiscal year budget by June 15, or they will not get paid. Listed below are some additional details on budget items of interest to Mission Springs.

One of the major provisions of the Governor's May Revise is a proposal to extend the sunset on the Cap and Trade Program from 2030 to 2045 and change the name of the program to Cap and Invest. Additionally, the Governor is proposing to cut all the previously approved Greenhouse Gas Reduction Fund (GGRF) expenditures from the 2025-26 fiscal year through the 2028-29 fiscal year. Within the water space, this means that the Governor is proposing the following cuts to prior appropriation commitments:

- Drinking water/wastewater (State Water Board) - $30 million in 2025-26
- Water recycling/groundwater cleanup (State Water Board) - $15 million in 2025-26
- SWEEP program (Dept. of Food & Agriculture) - $21 million in 2026-27

The May Revise does not include any additional costs being shifted from the General Fund to Proposition 4 money within the water space. However, as a reminder, the fund shifts the Governor proposed in his January budget are still on the table and it is up to the Legislature to reject them.

The Governor is proposing to streamline the permitting for the Delta Conveyance project. A link to the proposed budget trailer bill to do this can be found here. Since the Governor's announcement, Legislators that represent areas of the Delta have announced their opposition and intention to kill this proposal.

APPENDIX E – Public Affairs Information



MSWD WATER MATTERS

News From Your Water Provider - May 2025

MSWD Wins State CWEA Community Engagement & Outreach Program of the Year Award

Mission Springs Water District is proud to announce that during an awards ceremony hosted by the California Water Environment Association (CWEA), MSWD won first place at the state level for the District's Nancy Wright Regional Water Reclamation Facility Community Engagement and Outreach Campaign.

Marking the completion of the Nancy Wright Regional Water Reclamation Facility in September of 2024, MSWD reached a significant milestone. The facility is essential to MSWD's efforts to protect and preserve the local groundwater resources for future generations, as well as support the growth of the city and the region's growing water needs. With a capacity to process 1.5 million gallons per day, the facility is the largest project in MSWD's history - prompting the need for an outreach campaign to keep district customers informed throughout the project.



Founded in 1928, CWEA unites wastewater professionals throughout the state. Together they address real-time issues, develop and deliver cutting-edge training, raise awareness of the profession, and shape the future of wastewater.

This is the third time the District took home State honors, for a complete list of MSWD awards, visit: mswd.org/awards.

Help2Others ASSISTANCE PROGRAM

MSWD partners with the Help 2 Others bill assistance program to help customers in a time of need, qualified customers can receive $100 towards their water bill once every 12 months, mswd.org/billassistance, or contact our friendly customer service team at 760-329-6448 for payment extensions and plan options.

Annual Sewer Pre-Payment Option

Did you know that you have the option to pre-pay for your annual sewer service instead of it being added to your property taxes? Customers that do not want the payment applied to their property taxes are able to pre-pay between May 1st. - June 30th each year.

In June 2016, the MSWD Board adopted Resolution 2016-09 to "collect sewer fees on the tax rolls". If you are wondering why we place the sewer fees on the property taxes annually versus your monthly billing statement it is because there is a lower delinquency and shut off rate as well as lower cost to the district, saving rate payers money.

To make your payment, or for more information reach out to our friendly customer service team and they will assist you, 760-329-6448.

May is Water Awareness Month

May is Water Awareness Month, and as always, MSWD's mission is to provide, protect, and preserve our most precious resource. There are many ways we do this through conservation efforts, groundwater replenishment, and groundwater protection to protect our local aquifers. These strategies help ensure that clean, reliable water is available now and for generations to come.

One simple yet powerful way we can all make a difference is by conserving water at home. By becoming more aware of how much water you use, you can identify every day habits that waste water and replace them with more efficient practices.



Whether it's fixing leaks, turning off the tap while brushing your teeth, or upgrading to water-efficient appliances, every small action adds up. This May, take a moment to consider how you use water —and how you can use less. Together, we can ensure a sustainable future for our most precious resource.

To help you conserve, MSWD offers FREE conservation kits, you can request one to be sent to you by emailing conservation@mswd.org, and make sure to include your account number & address.

You can also learn how you can make a water-saving difference with a new clothes washer, water efficient toilet, smart irrigation controller, or turf replacement at: mswd.org/rebates, save water and money!



PAGOS ANTICIPADOS ANUALES DEL SERVICIO DE ALCANTARILLADO ACEPTADOS HASTA EL 30 DE JUNIO DE 2025

MSWD WATER MATTERS

Noticias de Su Proveedor de Agua - Mayo 2025

MSWD gana el premio estatal de CWEA al Programa de Participación Comunitaria y Divulgación del Año

El Distrito de Agua de Mission Springs (MSWD) se enorgullece en anunciar que, durante una ceremonia de premiación organizada por la Asociación del Medio Ambiente del Agua de California (CWEA, por sus siglas en inglés), MSWD obtuvo el primer lugar a nivel estatal por la Campaña de Participación Comunitaria y Divulgación de la Planta Regional de Reclamación de Agua Nancy Wright.

Marcando la finalización de la Planta Regional de Reclamación de Agua Nancy Wright en septiembre de 2024, MSWD alcanzó un hito significativo. Esta instalación es esencial para los esfuerzos del distrito por proteger y preservar los recursos locales de agua subterránea para las futuras generaciones, así como para apoyar el crecimiento de la ciudad y las crecientes necesidades hídricas de la región. Con una capacidad para procesar 1.5 millones de galones por día, la planta representa el proyecto más grande en la historia de MSWD, lo que motivó la necesidad de una campaña de divulgación para mantener informados a los clientes del distrito durante todo el desarrollo del proyecto.



Fundada en 1928, la CWEA reúne a profesionales del tratamiento de aguas residuales en todo el estado. Juntos abordan problemas en tiempo real, desarrollan y ofrecen capacitación de vanguardia, promueven el reconocimiento de la profesión y dan forma al futuro del sector del agua residual.

Esta es la tercera vez que el distrito recibe un reconocimiento estatal. Para ver la lista completa de premios de MSWD, visite: mswd.org/awards.

Help2Others
ASSISTANCE PROGRAM

MSWD se asocia con el programa de asistencia Help 2 Others para ayudar a los clientes en momentos de necesidad. Los clientes que califiquen pueden recibir $100 de ayuda en su factura de agua una vez cada 12 meses. Para más información, visite mswd.org/billassistance o comuníquese con nuestro amable equipo de atención al cliente al 760-329-6448 para opciones de extensiones de pago y planes de pago.

Opción Anual de Pago Anticipado del Servicio de Alcantarillado

Sabía que tiene la opción de pagar por adelantado su servicio anual de alcantarillado en lugar de que se agregue a sus impuestos sobre la propiedad? Los clientes que no deseen que el pago se aplique a sus impuestos pueden realizar el pago anticipado entre el 1 de mayo y el 30 de junio de cada año.

En junio de 2016, la Junta Directiva de MSWD adoptó la Resolución 2016-09 para “cobrar las tarifas de alcantarillado a través de los impuestos sobre la propiedad”. Si se pregunta por qué colocamos las tarifas de alcantarillado en los impuestos anuales en lugar de en su factura mensual, es porque esto resulta en una menor tasa de morosidad y desconexión, además de un menor costo para el distrito, lo cual ahorra dinero a los contribuyentes.

Para realizar su pago o para obtener más información, comuníquese con nuestro amable equipo de atención al cliente, quienes con gusto lo asistirán, al 760-329-6448.

Mayo es el Mes de la Concientización sobre el Agua

Mayo es el Mes de la Concientización sobre el Agua, y como siempre, la misión de MSWD es proveer, proteger y preservar nuestro recurso más preciado. Hacemos esto de muchas formas, incluyendo esfuerzos de conservación, recarga de aguas subterráneas y protección de los acuíferos locales. Estas estrategias ayudan a garantizar que el agua limpia y confiable esté disponible ahora y para las generaciones futuras.



Una forma sencilla pero poderosa en la que todos podemos marcar la diferencia es conservando agua en casa. Al ser más consciente de cuánta agua utilizas, puedes identificar hábitos diarios que desperdician agua y reemplazarlos por prácticas más eficientes.

Ya sea arreglando fugas, cerrando la llave mientras te cepillas los dientes o actualizando a electrodomésticos de bajo consumo de agua, cada pequeña acción cuenta. Este mayo, tómate un momento para considerar cómo usas el agua y cómo puedes usar menos. Juntos, podemos asegurar un futuro sostenible para nuestro recurso más valioso.

Para ayudarte a conservar, MSWD ofrece kits de conservación GRATUITOS. Puedes solicitar uno enviando un correo a conservation@mswd.org, y asegúrate de incluir tu número de cuenta y dirección.

También puedes conocer cómo ahorrar agua y dinero al adquirir una lavadora de ropa nueva, un inodoro eficiente, un controlador de riego inteligente o al reemplazar el césped en: mswd.org/rebates. ¡Haz la diferencia y ahorra!

WaterCOUNTS

CVWC Digital Marketing Report

Website, Social, and Marketing Performance

May 1 – 31, 2025

by Hunter | Johnsen

Google Ads Campaigns

DISPLAY AD IMPRESSIONS
CV Water Counts

229.03K

SEARCH AD IMPRESSIONS
CV Water Counts

3,474

VIDEO IMPRESSIONS
CV Water Counts

78,399

Clicks
CV Water Counts

3,313

GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE
CV Water Counts

Campaign name	Clicks	Impr.
CV Water Counts Spanish 2025 May	1,553	136,092
CV Water Counts 2025 May	1,281	92,939
	2,834	229,031





GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE
CV Water Counts

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	310,904	28,884	15,895	3,313
CVWC Water Saving Tips YouTube Spanish 2025 May	39,032	15,926	9,683	95
CVWC Water Saving Tips English YouTube 2025 May	39,367	12,958	6,212	181
CVWC search	3,474	0	0	203
CV Water Counts 2025 May	92,939	0	0	1,281
CV Water Counts Spanish 2025 May	136,092	0	0	1,553
	310,904	28,884	15,895	3,313



Item 27.

GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE

CV Water Counts

Campaign	Clicks	Impr.
CVWC search	203	3,474
	203	3,474

Item 27.

Facebook Ad Campaigns

FACEBOOK AD PERFORMANCE

Hunter Johnsen

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page engagement
 **CVWC - May 2025** www.instagram.com Conservation Tip of the Month: Install a drip irrigation system, and save up to 50% each time you water. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. 💧#WaterWiseWednesday #ConservationWayOfLife	641	113,703	25,848	4.4	645
	641	113,703	25,848	4.4	645

Item 27.

Website Information

Users
CV Water - CV Water Counts - GA4

3,499

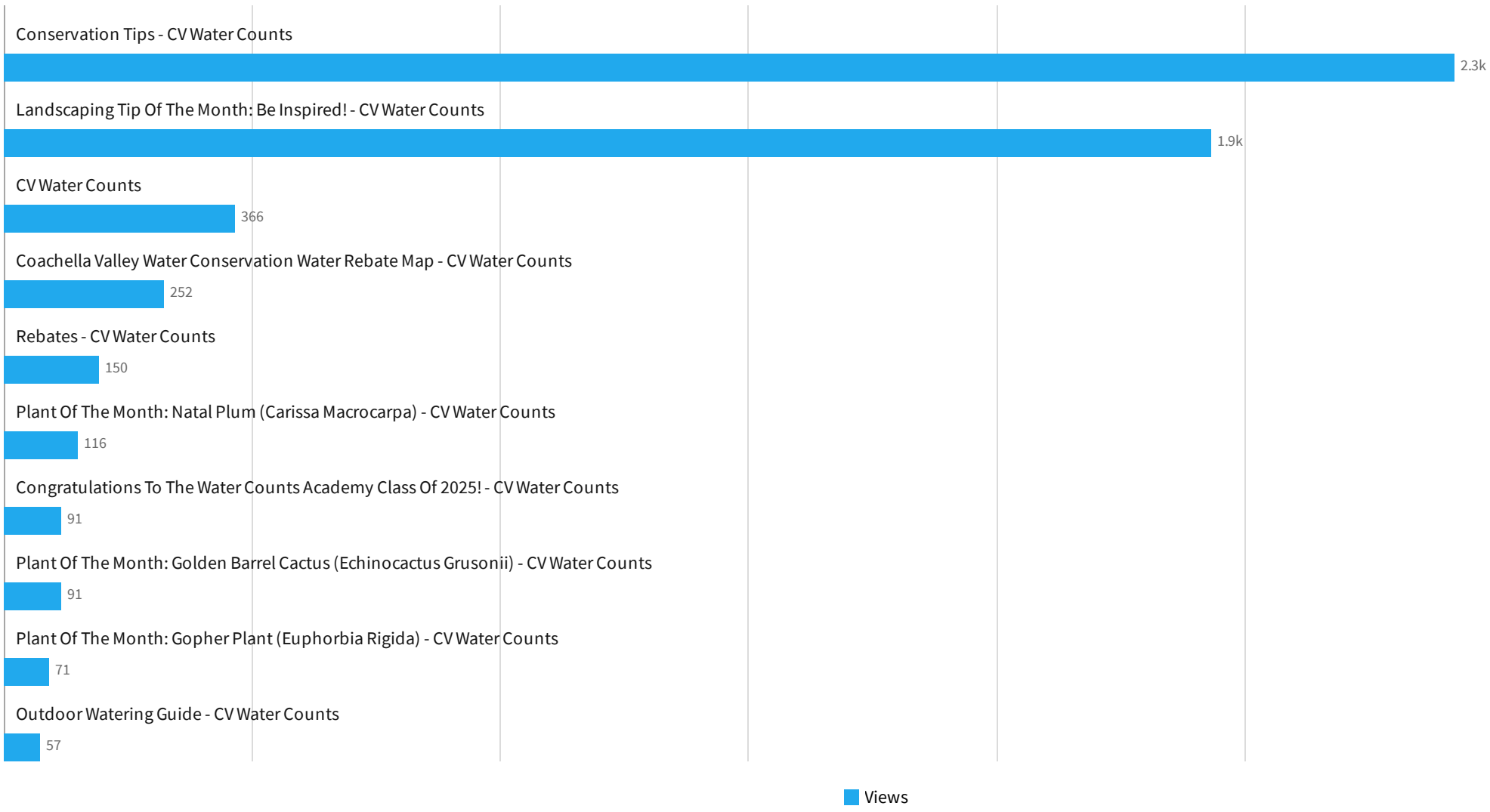
Sessions
CV Water - CV Water Counts - GA4

4,676

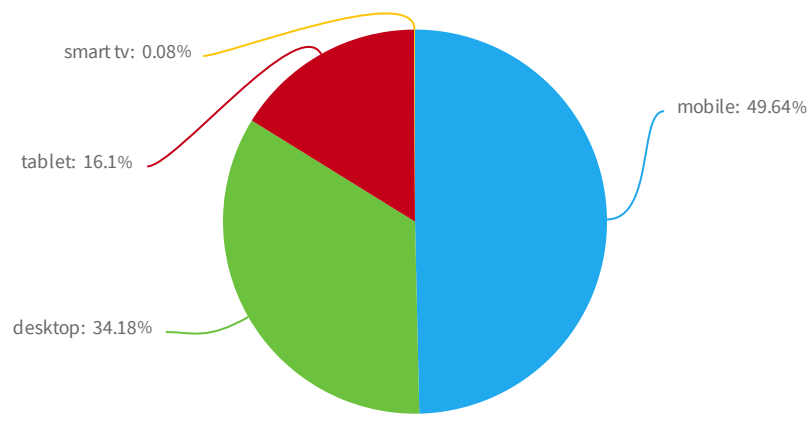
PAGEVIEWS
CV Water - CV Water Counts - GA4

6,309

Views by Page title and screen class
CV Water - CV Water Counts - GA4



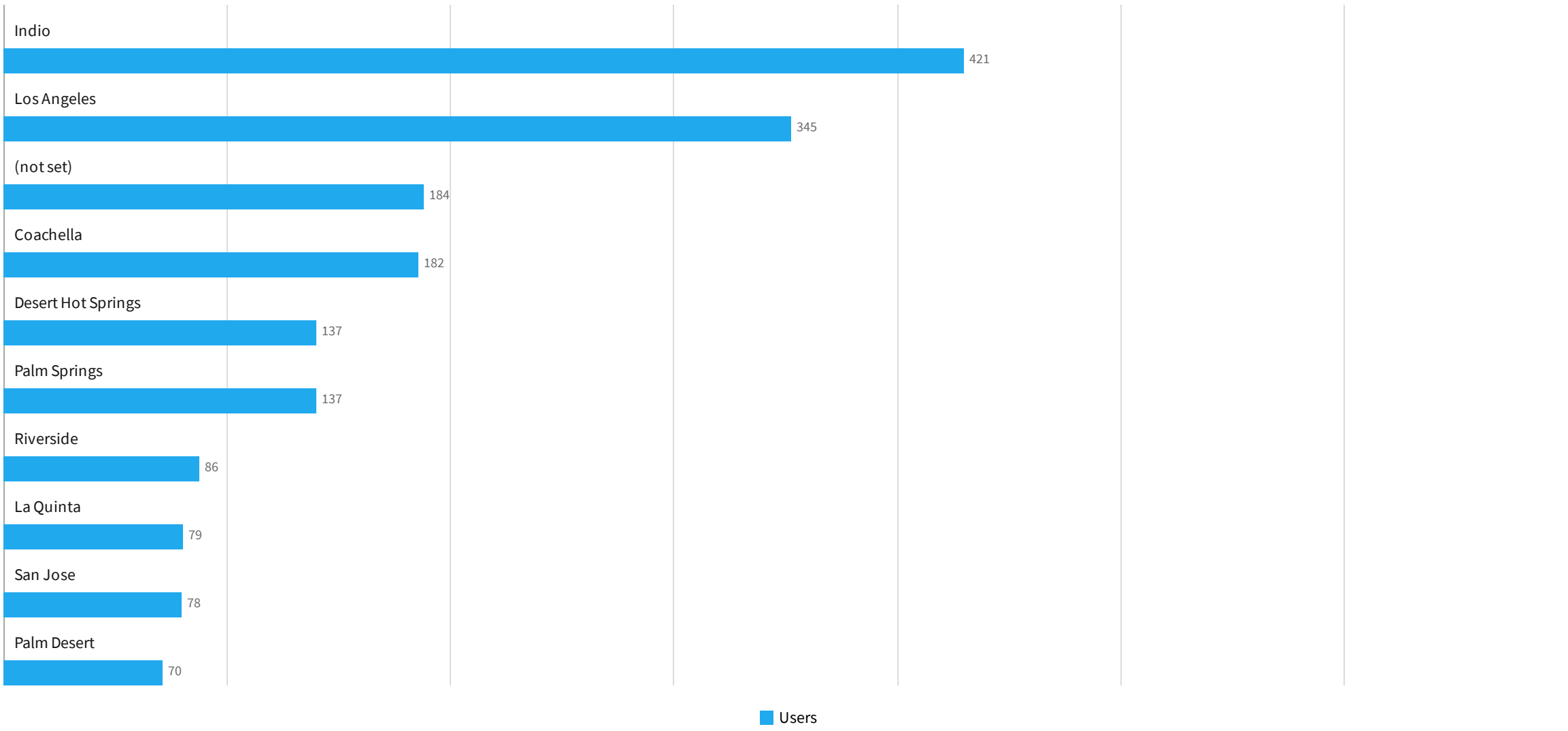
Engaged sessions by Device category
CV Water - CV Water Counts - GA4



Item 27.

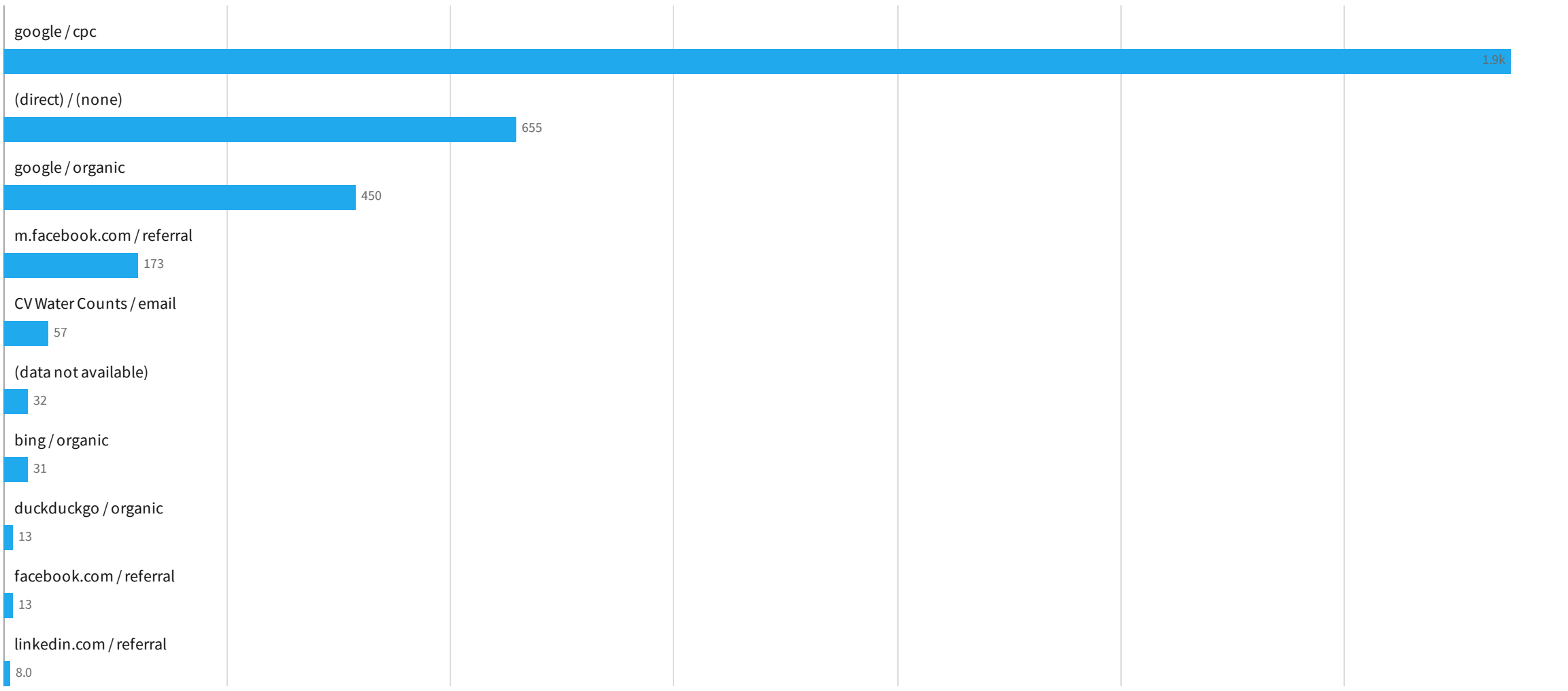
Users by City

CV Water - CV Water Counts - GA4



New users by First user source / medium

CV Water - CV Water Counts - GA4



Month performance

CV Water - CV Water Counts - GA4

Month	New users	Engaged sessions	Engagement rate	Sessions per User	Average engagement time
May 2025	3,399	1,256	26.9%	1.34	13s
April 2025	3,108	1,268	27.2%	1.44	13s
March 2025	3,781	1,640	30.7%	1.36	16s
February 2025	3,523	1,310	26.1%	1.38	11s
January 2025	4,091	1,682	27.9%	1.43	13s
December 2024	3,547	1,438	28.7%	1.37	11s
	21,449	8,655	28.1%	1.41	13s

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Organic Search

Query performance

cvwatercounts.com/

Query	Impr.	Clicks	CTR	Avg. position
golden barrel cactus	6,443	6	0.09%	1.03
carissa	4,516	11	0.24%	1.27
anacahuita	4,383	5	0.11%	1
carissa macrocarpa	4,149	5	0.12%	1.23
echinocactus grusonii	4,000	3	0.08%	1.33
natal plum	3,940	5	0.13%	1.87
cuscino della suocera	2,257	1	0.04%	1
cleveland sage	1,895	5	0.26%	1.19
asiento de suegra	1,875	3	0.16%	1
金鯱 サボテン	1,851	1	0.05%	1
	35,309	45	0.13%	1.19

Page performance

cvwatercounts.com/

Page	Impr.	Clicks	CTR	Avg. position
https://cvwatercounts.com/plant-of-the-month-golden-barrel-cactus-echinocactus-grusonii/	48,019	50	0.1%	1.37
https://cvwatercounts.com/plant-of-the-month-natal-plum-carissa-macrocarpa/	21,481	50	0.23%	2.14
https://cvwatercounts.com/plant-of-the-month-texas-olive-cordia-boissieri/	9,665	14	0.14%	1.33
https://cvwatercounts.com/plant-of-the-month-cleveland-sage-chaparral-sage-salvia-clevelandii/	3,511	8	0.23%	2.19
https://cvwatercounts.com/where-does-the-coachella-valley-water-come-from/	3,300	11	0.33%	22.45
https://cvwatercounts.com/plant-of-the-month-sand-verbena-abronia-villosa/	3,081	11	0.36%	3.51
https://cvwatercounts.com/plant-of-the-month-queens-wreath-coral-vine-antigonon-leptopus/	2,607	25	0.96%	5.97
https://cvwatercounts.com/plant-of-the-month-red-yucca-hesperaloe-parviflora/	1,221	0	0%	22.54
https://cvwatercounts.com/leak-detectors/	1,181	0	0%	47.34
https://cvwatercounts.com/plant-of-the-month-mexican-evening-primrose-oenothera-berlandieri/	1,165	9	0.77%	3.78
	95,231	178	0.19%	11.26

Item 27.

Facebook Information

Impressions
CV Water Counts

54,403

Reach
CV Water Counts

15,907

New page likes
CV Water Counts

0

Post engagement
CV Water Counts

614

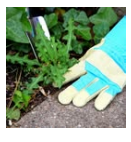
Total page views
CV Water Counts

51

Page likes
CV Water Counts

3,937

Post performance
CV Water Counts

Post		Created at	Reach	Likes
	If you or someone you know is in need of water bill assistance, applications are being accepted now for the Help2Others Assistance Program online. Click here for details and to fill out an online application …	**May 29, 2025**	27	0
	Compost when you can, and only use the garbage disposal when necessary. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. 💧 #WaterWiseWednesday #ConservationWayOfLife	**May 29, 2025**	35	1
	Today is a day to honor our bravest, who made the ultimate sacrifice for our country. 🇺🇸 #MemorialDay #RememberAndHonor	**May 26, 2025**	25	1
	There are many things you can do to be water-wise, save money, and have a beautiful yard. Simple changes like adjusting your irrigation schedule to water during cooler parts of the day, using drought-…	**May 23, 2025**	9	0
	Did you know that it takes about 70 gallons of water to fill a bathtub? Short showers are the more water-friendly way to go. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. 💧…	**May 21, 2025**	34	2
	This is a unique, spring-flowering shrubby perennial with blue-gray, textured vertical, spreading branches. The flowers on the tips of the branches are an unforgettable, brilliant chrome yellow. It does best i…	**May 18, 2025**	16	2
	Today – and every day – is the day to Love a Tree! 🌳 #LoveATreeDay	**May 16, 2025**	60	4
	Be sure to weed your lawn and garden thoroughly. Weeds compete for water with your good plants! For more water-saving tips, visit CVWaterCounts.com/conservation-tips. 💧…	**May 15, 2025**	29	2
	CV Water Counts recently completed its ninth class of the Water Counts Academy – a program designed for community leaders in the Coachella Valley who want to learn about local water resources – the lifeblood …	**May 14, 2025**	28	2
	Water agencies across the country are continually maintaining, upgrading and building our water systems to ensure reliable water and sewer service to customers – making our communities better for…	**May 14, 2025**	24	2
	Summer is coming. Consider replacing thirsty grass with beautiful desert landscaping. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. 💧 #WaterWiseWednesday…	**May 7, 2025**	39	3
	During the month of May in our desert, the best times to water your plants are during non-daylight hours, when it's cooler. If you have a spray system, watering for 12 minutes a day, 7 days a week is sufficient. If y…	**May 7, 2025**	29	4
	Happy Cinco de Mayo! #CincoDeMayo	**May 5, 2025**	26	3
			20,882	33

Item 27.

Post	Created at	Reach	Likes
 It's Drinking Water Week. Water is essential—not just for life, but for energy, focus, and overall health. This week, we're raising our glasses (of H2O!) to the clean, safe drinking water we often take for granted.🚰…	**May 4, 2025**	29	2
 **CV Water Counts updated their cover photo.** https://www.facebook.com/cvwatercounts	**May 1, 2025**	27	2
 Conservation Tip of the Month: Install a drip irrigation system, and save up to 50% each time you water. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. 💧…	**May 1, 2025**	20,445	3
		20,882	33

Instagram Information

Views
CV Water Counts

10,906

Likes
CV Water Counts

10

Followers (lifetime)
CV Water Counts

253

Post performance
CV Water Counts

Post		Views	Engagement	Reach	Saved
	Today – and every day – is the day to Love a Tree! 🌳 #LoveATreeDay	12	3	11	0
	Happy Cinco de Mayo! #CincoDeMayo	10	2	7	0
	Conservation Tip of the Month: Install a drip irrigation system, and save up to 50% each time you water. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. 💧…	9	3	6	0
	Today is a day to honor our bravest, who made the ultimate sacrifice for our country. 🇺🇸 #MemorialDay #RememberAndHonor	8	2	8	0
		39	10	32	0

E-Blast Information

Campaign performance

CV Water Counts

Campaign	Send Time	Emails Sent	Unique Opens	Total Opens	Open Rate	Industry Open Rate	Total Clicks	Click Rate	Industry Click Rate	Unsubscribe Count
CV Water Counts May 2025	**Wednesday, May 7, 2025 10:00 AM**	814	482	915	59.21%	17.04%	189	9.84%	1.01%	1
		814	482	915	59.21%	17.04%	189	9.84%	1.01%	1

MSWD Digital Marketing & Website Report

Website, Social, and Marketing Performance

May 1 – 31, 2025

Google Ads Campaigns

Impressions
MSWD

161.24K

Clicks
MSWD

361

CTR
MSWD

0.22%

GOOGLE ADS CAMPAIGN PERFORMANCE
MSWD

Campaign name	Impr.	Clicks	CTR
MSWD Sewer Pre-Pay May 2025	58,630	131	0.22%
MSWD Customer Service May 2025	58,326	128	0.22%
MSWD Water Awareness Month May 2025	44,280	102	0.23%
	161,236	361	0.22%







Meta Campaign Performance

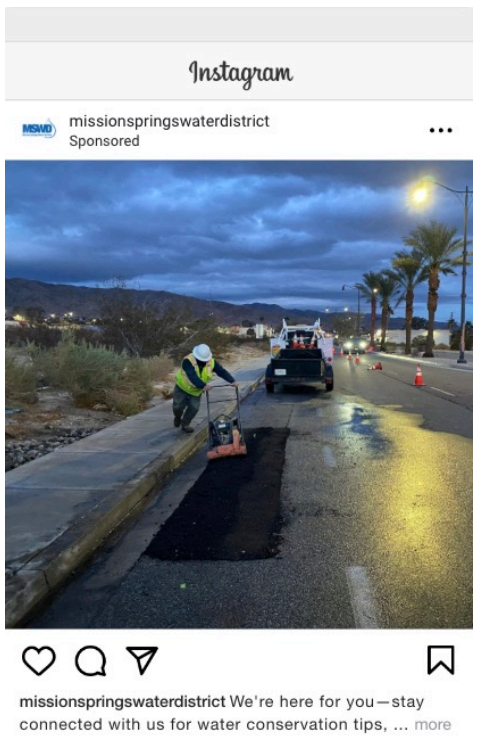
Includes Facebook and Instagram campaigns

Campaign performance

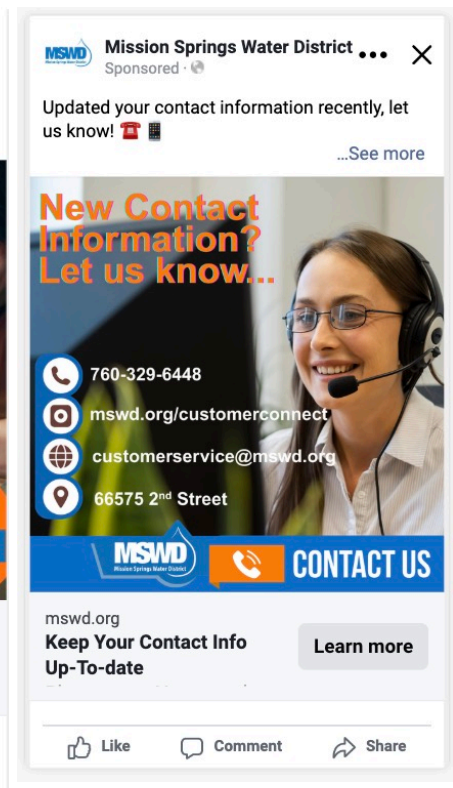
MSWD

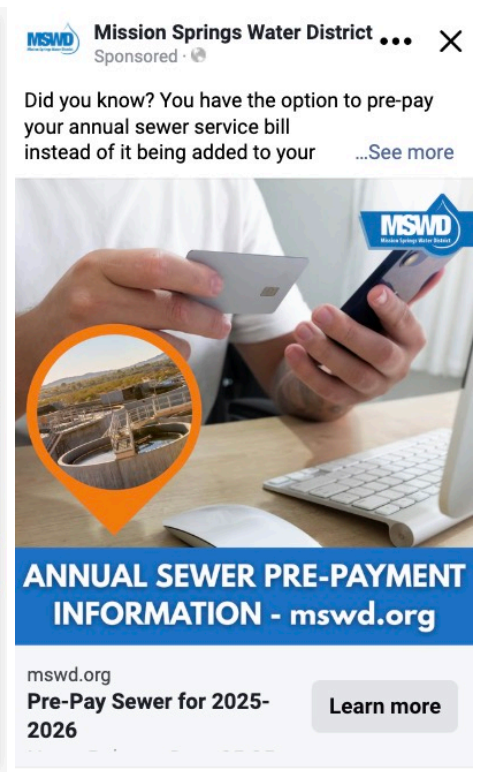
Campaign	Link Clicks	Impr.	Reach	Page Likes
MSWD - Prepay Sewer- May 2025	82	62,600	41,359	0
MSWD Water Awareness Month - May - 2025	73	59,516	42,950	0
MSWD Contact Us - Spring 2025 - May	62	60,896	39,982	0
MSWD Like Campaign Summer 2024 - FB	25	8,207	3,880	36
MSWD IG Follow Campaign Summer 2025	4	22,988	18,644	0
	246	214,207	70,815	36

Page likes counts only Facebook page likes.









Website Information

Users
www.mswd.org - http://www.ms…

5,277

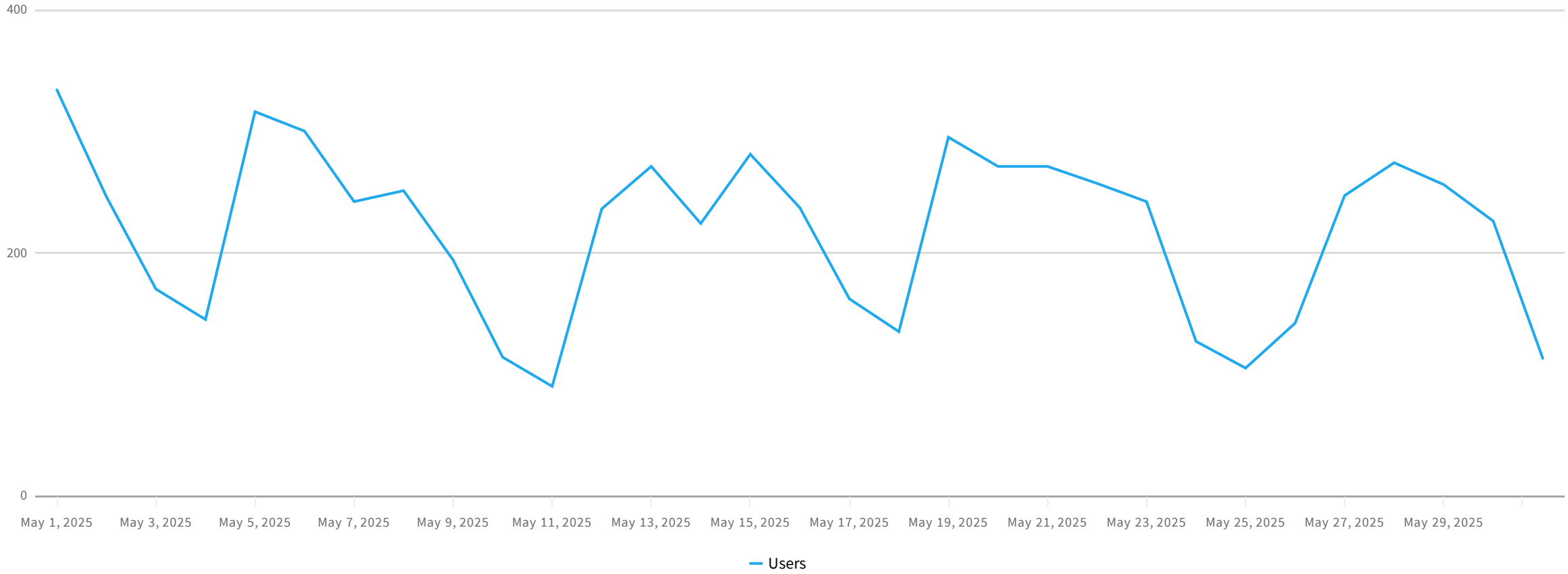
Views
www.mswd.org - http://www.ms…

18,130

Engaged sessions
www.mswd.org - http://www.ms…

5,729

Users by Day
www.mswd.org - http://www.mswd.org - GA4

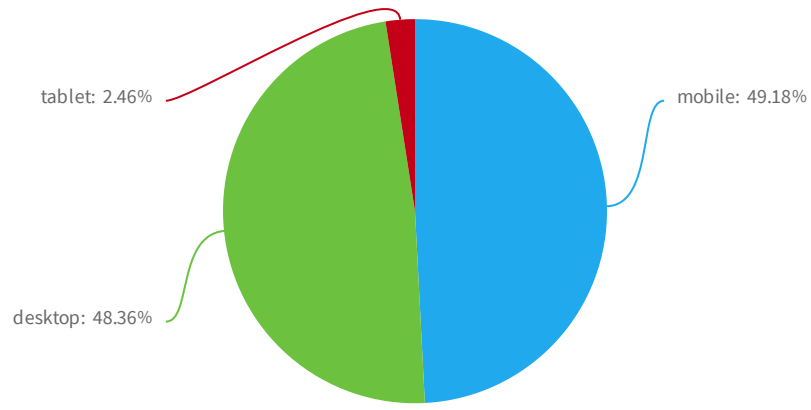


Page path performance
www.mswd.org - http://www.mswd.org - GA4

Page path	Views	Views per user	Users	Engaged sessions	Sessions per User	Average engagement time
/	5,133	1.64	3,109	4,206	1.5	20s
/mswd/page/customer-portal	4,436	1.67	2,637	3,317	1.5	14s
/mswd/page/online-payment-system	873	1.65	524	519	1.22	25s
/jobs	765	2.22	338	436	1.61	16s
/mswd/page/bill-pay-options	716	1.4	509	476	1.25	22s
/mswd/page/application-water-service	557	2.54	217	274	1.55	4m 6s
/mswd/page/careers	456	1.68	272	382	1.53	18s
/mswd/page/startstop-water-service	365	1.51	242	288	1.26	27s
/mswd/page/pre-pay-sewer-2025-2026	355	1.16	301	147	1.15	24s
/meetings	260	2.39	108	190	2.22	50s
	18,130	3.4	5,277	5,729	1.6	1m 2s

Engaged sessions by Device category

www.mswd.org - http://www.mswd.org - GA4



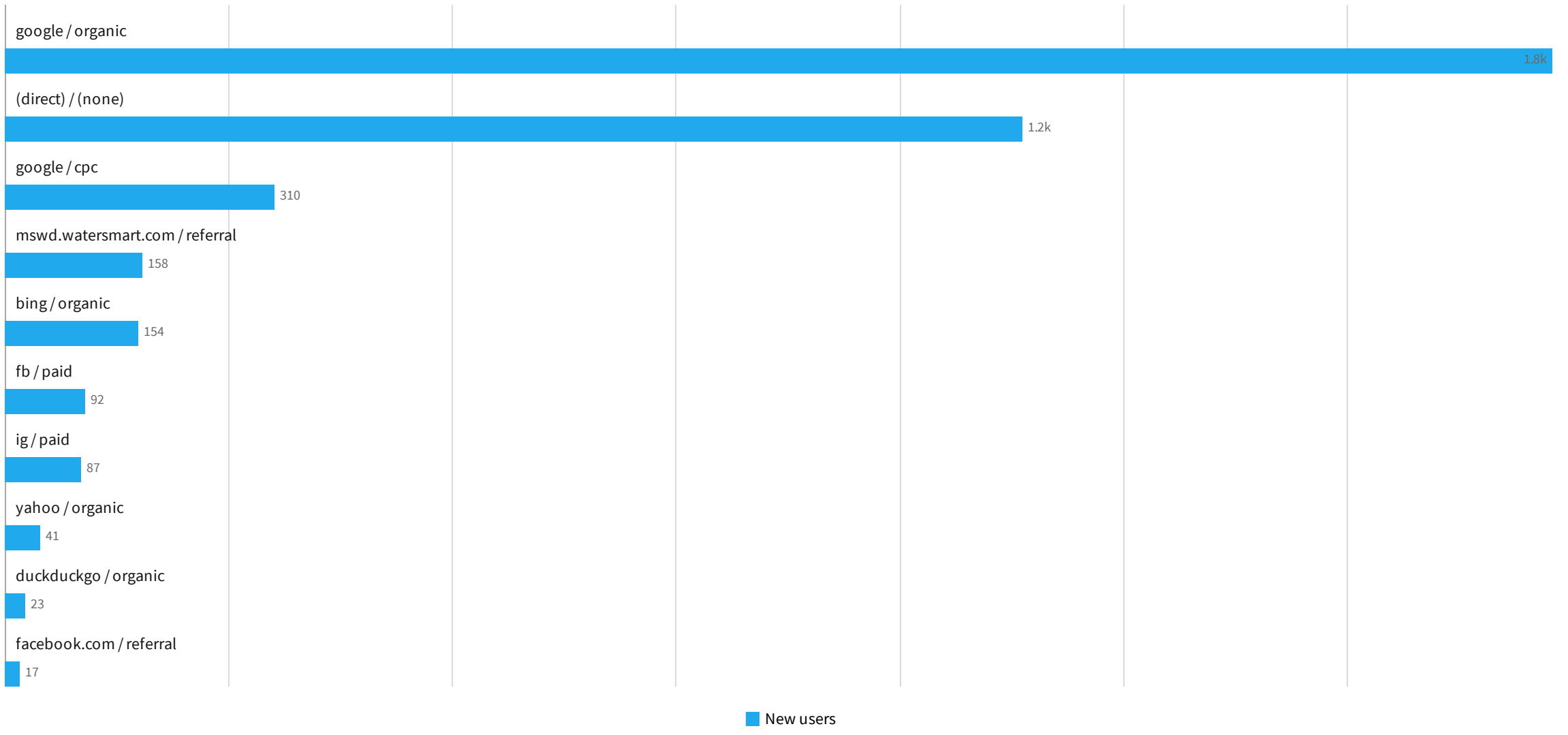
Users by City

www.mswd.org - http://www.mswd.org - GA4

City	Users
Desert Hot Springs	1,058
Los Angeles	717
Indio	258
Riverside	179
San Diego	169
La Quinta	161
Palm Springs	148
Palm Desert	78
San Jose	67
(not set)	58
	5,277

New users by First user source / medium

www.mswd.org - http://www.mswd.org - GA4



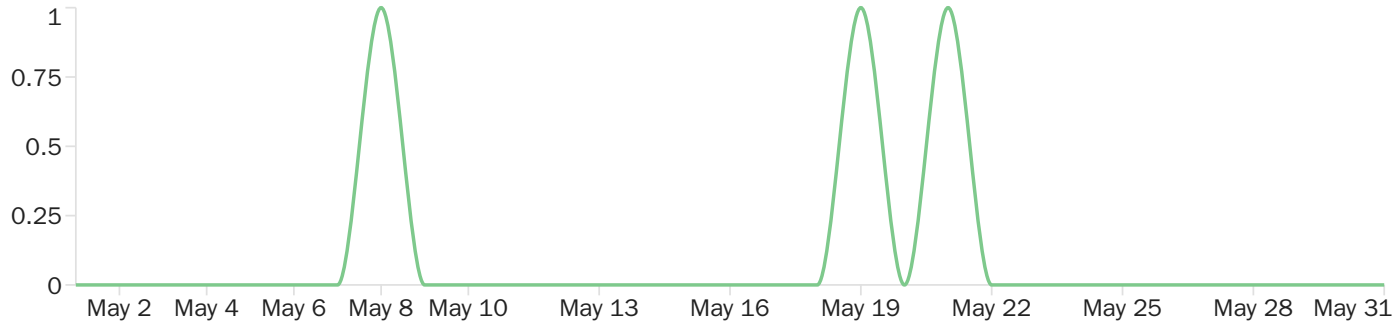
Loom.ly Account Overview (May 1 - 31, 2025)

Total Clicks

3

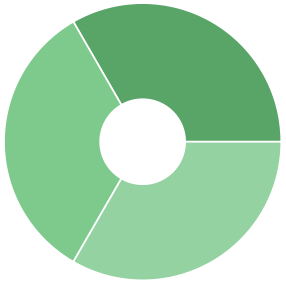
-6 | (-66.7%)

Clicks Over Time



Click Sources

Click Locations



Facebook Account Overview (May 1 - 31, 2025)

Posts Published	Total Likes	New Likes	Unlikes
15	1,411	38	8
-9 | -37.5%	+33 | 2.4%	+10 | 35.7%	+4 | 100.0%

Total Reach	Organic Reach	Paid Reach	Impressions	Video Views
88,190	2,445	85,895	107,352	592
-43,871 | -33.2%	-3,541 | -59.2%	-40,384 | -32.0%	-47,048 | -30.5%	-87 | -12.8%

3 Highest Reach Posts

 +1	We Are Hiring 💧 We're Hiring at MSWD! 💧Looking to take the next step in...	279
 +2	What a beautiful day! MSWD is proud to be at the CVCAN Go...	179
	Employee Appreciation MSWD Employees are the Heart of the District! 💙💧 We had ...	167

3 Most Shared Posts

	Employee Appreciation MSWD Employees are the Heart of the District! 💙💧 We had ...	2
 +1	We Are Hiring 💧 We're Hiring at MSWD! 💧Looking to take the next step in...	2
 +2	What a beautiful day! MSWD is proud to be at the CVCAN Go...	1

3 Lowest Reach Posts



Bill Assistance
MSWD partners with the Help 2 Others bill assistance prog... 60



Water Awareness Month
💧Happy May and #WaterAwarenessMonth! 💧
Join us this mont... 60



Water Matters Newsletter
💧 The May edition of Water Matters is here!
This month's... 66

3 Least Shared Posts



Worker Wednesday
+1 Behind the Scenes with Field Operations! 🚜 0
Recently our ...



Water Matters Newsletter
💧 The May edition of Water Matters is here! 0
This month's...



Closed Memorial Day
This Memorial Day, we pause to remember and honor the bra... 0

Likes By Country

1. United States of America *(1,374 likes)*
2. Mexico *(15 likes)*
3. France *(4 likes)*
4. Canada *(3 likes)*
5. Argentina *(1 like)*

Likes By City

1. Desert Hot Springs, CA *(647 likes)*
2. Indio, CA *(67 likes)*
3. Palm Springs, CA *(56 likes)*
4. La Quinta, CA *(52 likes)*
5. Cathedral City, CA *(52 likes)*

Facebook Post Metrics (May 1 - 31, 2025)

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Clicks	Video Views
May 29, 2025 5:15 PM PDT	Multi-Image	 +1	We Are Hiring 💧 We're Hiring at MSWD! 💧Looking to take the next step in your career? We are currently hiring for an Accounting Manager. Join a dedicated team that's passionate about serving the community and m...	New Hire / Jobs	279	6	0	2	28	0
May 28, 2025 5:42 PM PDT	Multi-Image	 +1	Worker Wednesday Behind the Scenes with Field Operations! 🚜 Recently our field operations crews were repairing a main water line—and one of the key techniques they're using is bagging (or sleeving) the pipe. 💧 Wh...	Worker Wed	111	7	0	0	9	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
May 27, 2025 6:16 PM PDT	Video	 Water Matters Newsletter 💧 The May edition of Water Matters is here! This month's newsletter features: 🏆 MSWD's recent CWEA Outreach Award win 💳 Convenient sewer pre-payment options 💧 Highlights from Water Awareness Month...	Customer Service	66	3	0	0	6	22
May 25, 2025 10:10 AM PDT	Image	 Closed Memorial Day This Memorial Day, we pause to remember and honor the brave men and women who made the ultimate sacrifice for our country. With gratitude, we remember. 💙 In observance, MSWD will be closed on Mond...	Event	97	6	0	0	7	0
May 21, 2025 12:32 PM PDT	Image	 Legislative Days This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Legislative Days along with the Coachella Valley coalition of leaders which includ...	Worker Wed Event	159	8	0	1	18	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
May 20, 2025 2:22 PM PDT	Image	 Special Districts Week Did you know Mission Springs Water District is a Special District? 💧 In 1953, an election swept the new Desert Hot Springs County Water District into existence with a vote of 246 to 9. The new Dis...	Event	111	6	0	0	3	0
May 19, 2025 4:08 PM PDT	Image	 May Calendar Justice P. from Desert Springs Middle School reminds us that less grass means less water is needed. By choosing a desert-friendly landscape instead of a traditional lawn, you can significantly redu...	Conservation/Rebates	80	4	0	1	1	0
May 16, 2025 6:00 PM PDT	Multi-Image	 +1 We're here now, until 7. Come down to mingle, enjoy the beautiful weather, delicious food trucks, and grab a bottle of our award winning water! 💙💧#MSWD #funfridays #fridaynightsonpierson #thecityof...		151	9	0	0	29	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
May 14, 2025 6:45 PM PDT	Video	 Employee Appreciation MSWD Employees are the Heart of the District! 💙💧 We had a blast celebrating our amazing team at the Annual Employee Appreciation Luncheon! 🎉 🍽️ Board members, our GM, and the awesome events committ...	Worker Wed	167	43	0	2	41	131
May 12, 2025 10:19 PM PDT	Image	 Bill Assistance MSWD partners with the Help 2 Others bill assistance program to help customers in a time of need, qualified customers can receive $100 towards their water bill once every 12 months. To find additi...	Customer Service	60	2	0	0	1	0
May 09, 2025 4:51 PM PDT	Image	 Temps Rising 💧Water wisely during the high temperatures, and consider purchasing a smart irrigation controller to make it easy to manage your irrigation times, and qualify for a rebate! With temperatures begi...	Conservation/Rebates	138	8	1	1	4	0

670

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
May 08, 2025 3:02 PM PDT	Image	 Drinking Water Week 💧It's Drinking Water Week! 💧 Reliable water infrastructure and groundwater management is not just about today, it's about ensuring a sustainable water future for generations to come. Investing in ...	Event	111	3	0	0	7	0
May 05, 2025 4:03 PM PDT	Image	 Sewer Pre-Pay Did you know? You have the option to pre-pay your annual sewer service bill instead of it being added to your property taxes! 💧 Even better, the cost has stayed consistent since 2020, while our ser...	Customer Service	93	6	0	0	3	0
May 02, 2025 11:47 AM PDT	Multi-Image	 +2 What a beautiful day! MSWD is proud to be at the CVCAN Golf Tournament! Stop by our booth at hole number five to fill up your water bottle with some award-winning MSWD tap water! #proudsponsor #...		179	26	1	1	33	0

Date	Format	Post	Labels	Reach	Reactions	Comments	Shares	Click	
May 01, 2025 4:19 PM PDT	Image	 Water Awareness Month 💧Happy May and #WaterAwarenessMonth! 💧 Join us this month in making sure every drop counts! Request a FREE conservation kit at conservation@mswd.org for your home, and make sure to include your ac...	Event	60	6	0	0	0	0
			Total	1,862	143	2	8	190	153
			Average	124.1	9.5	0.1	0.5	12.7	10.2

Twitter Account Overview (May 1 - 31, 2025)

Tweets Published	Total Likes	Total Retweets	Total Followers	Following
11	3	1	107	99
-6 | -35.3%				

3 Most Retweeted Posts



Legislative Days
This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Le...
1



Water Awareness Month
💧It's #WaterAwarenessMonth! Join us in making sure every drop counts! Request a FREE conservation kit at conservation...
0



Sewer Pre-Pay
Did you know? You have the option to pre-pay your annual sewer service bill instead of it being added to your propert...
0

3 Most Liked Posts



Drinking Water Week
💧It’s Drinking Water Week! 💧Reliable water infrastructure and groundwater management is not just about today, it's ab...
1



May Calendar
Justice P. from Desert Springs Middle School reminds us that less grass means less water is needed. We offer a variet...
1



Legislative Days
This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Le...
1

3 Least Retweeted Posts



We Are Hiring

+1 💧 We're Hiring at MSWD! 💧We are currently hiring for an Accounting Manager. Join a dedicated team that's passionate a... 0



Water Matters Newsletter

💧 The May edition of Water Matters is here! This month's newsletter features: 🏆 MSWD's recent CWEA Outreach Award win... 0



Closed Memorial Day

This Memorial Day, we pause to remember and honor the brave men and women who made the ultimate sacrifice for our cou... 0

3 Least Liked Posts



We Are Hiring

+1 💧 We're Hiring at MSWD! 💧We are currently hiring for an Accounting Manager. Join a dedicated team that's passionate a... 0



Water Matters Newsletter

💧 The May edition of Water Matters is here! This month's newsletter features: 🏆 MSWD's recent CWEA Outreach Award win... 0



Closed Memorial Day

This Memorial Day, we pause to remember and honor the brave men and women who made the ultimate sacrifice for our cou... 0

Twitter Post Metrics (May 1 - 31, 2025)

Date	Format	Post	Labels	Retweets	Likes
May 29, 2025 5:15 PM PDT	Multi-Image	 +1	We Are Hiring 💧 We're Hiring at MSWD! 💧We are currently hiring for an Accounting Manager. Join a dedicated team that's passionate about serving the community and making a difference every day. Apply today at htt...	New Hire / Jobs	0	0
May 27, 2025 6:15 PM PDT	Video		Water Matters Newsletter 💧 The May edition of Water Matters is here! This month's newsletter features: 🏆 MSWD's recent CWEA Outreach Award win 💳 Convenient sewer pre-payment options 💧 Highlights from Water Awareness Month....	Customer Service	0	0
May 25, 2025 10:10 AM PDT	Image		Closed Memorial Day This Memorial Day, we pause to remember and honor the brave men and women who made the ultimate sacrifice for our country. 💙 In observance, MSWD will be closed on Monday, May 26, we are here for yo...	Event	0	0

Date	Format	Post	Labels	Retweets	
May 21, 2025 12:32 PM PDT	Image	 Legislative Days This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Legislative Days along with the Coachella Valley coalition of leaders. To read the...	Worker Wed Event	1	1
May 20, 2025 2:22 PM PDT	Image	 Special Districts Week Did you know Mission Springs Water District is a Special District? In 1953, an election swept the new Desert Hot Springs County Water District into existence with a vote of 246 to 9. To learn more ...	Event	0	0
May 19, 2025 4:08 PM PDT	Image	 May Calendar Justice P. from Desert Springs Middle School reminds us that less grass means less water is needed. We offer a variety of rebates, including a turf rebate to help you convert your lawn to desert la...	Conservation/Rebates	0	1

Date	Format	Post	Labels	Retweets	
May 12, 2025 10:19 PM PDT	Image	 Bill Assistance MSWD partners with the Help 2 Others bill assistance program to help customers in a time of need, to find additional resources, or learn more, visit https://t.co/RMkHdDAROM, or contact our friendly...	Customer Service	0	0
May 09, 2025 4:52 PM PDT	Image	 Temps Rising 💧Water wisely during the high temperatures, and consider purchasing a smart irrigation controller to make it easy to manage your irrigation times, and qualify for a rebate! For smart controller reb...	Conservation/Rebates	0	0
May 08, 2025 3:03 PM PDT	Image	 Drinking Water Week 💧It's Drinking Water Week! 💧Reliable water infrastructure and groundwater management is not just about today, it's about ensuring a sustainable water future for generations to come. #DrinkingWaterW...	Event	0	1

Date	Format	Post	Labels	Retweets	
May 05, 2025 4:03 PM PDT	Image	 Sewer Pre-Pay Did you know? You have the option to pre-pay your annual sewer service bill instead of it being added to your property taxes! 💧 Even better, the cost has stayed consistent since 2020, while our ser...	Customer Service	0	0
May 01, 2025 4:19 PM PDT	Image	 Water Awareness Month 💧It's #WaterAwarenessMonth! Join us in making sure every drop counts! Request a FREE conservation kit at conservation@mswd.org, make sure to include your account number & address. You can also ...	Event	0	0
			Total	1	3
			Average	0.1	0.3

Instagram Account Overview (May 1 - 31, 2025)

Posts Published	Total Followers	New Followers	Reach
15	472	5	80,841
-3 | -16.7%	+19 | 4.2%	+1 | 25.0%	+6,787 | 9.2%

3 Most Liked Posts



Employee Appreciation
MSWD Employees are the Heart of the District! 💙💧
We had a blast celebrating our amazing team at the Annual Employee ... — 20



We had a great time getting out in the community this evening, and as always talking about our award winning water! 💙... — 19



Special Districts Week
Did you know Mission Springs Water District is a Special District? 💧
In 1953, an election swept the new Desert Hot S... — 16

3 Most Commented Posts



Sewer Pre-Pay
Did you know? You have the option to pre-pay your annual sewer service bill instead of it being added to your propert... — 4



Employee Appreciation
MSWD Employees are the Heart of the District! 💙💧
We had a blast celebrating our amazing team at the Annual Employee ... — 4



Water Awareness Month
💧Happy May and #WaterAwarenessMonth! 💧
Join us this month in making sure every drop counts! Request a FREE conservat... — 0

3 Least Liked Posts



Water Matters Newsletter
💧 The May edition of Water Matters is here! This month’s newsletter features:
🏆 MSWD’s recent CWEA Outreach Award wi... 3



Bill Assistance
MSWD partners with the Help 2 Others bill assistance program to help customers in a time of need, qualified customers... 5



What a beautiful day! MSWD is proud to be at the CVCAN Golf Tournament! Stop by our booth at hole number five to fill... 6

3 Least Commented Posts



We Are Hiring
💧 We're Hiring at MSWD! 💧Looking to take the next step in your career? We are currently hiring for an Accounting Mana... 0



Worker Wednesday
Behind the Scenes with Field Operations! 🚜
Recently our field operations crews were repairing a main water line—and ... 0



Water Matters Newsletter
💧 The May edition of Water Matters is here! This month’s newsletter features:
🏆 MSWD’s recent CWEA Outreach Award wi... 0

Instagram Story Metrics (May 1 - 31, 2025)

Date	Story	Labels	Exits	Impressions	Reach	Replies	Taps Forward	Taps Back
May 29, 2025 5:41 PM PDT			15	49	47	0	32	1
May 28, 2025 6:14 PM PDT			1	20	20	0	19	-
May 28, 2025 6:14 PM PDT			1	22	22	0	19	1
May 28, 2025 6:14 PM PDT			2	22	22	0	21	-
May 28, 2025 6:13 PM PDT			1	23	23	0	21	3
May 28, 2025 6:13 PM PDT			1	25	25	0	24	1
May 27, 2025 6:22 PM PDT			7	29	29	0	21	-
May 25, 2025 10:10 AM PDT	Closed Memorial Day	Event	9	32	32	0	21	-
May 16, 2025 8:32 PM PDT			8	33	30	0	22	5

Date	Story	Labels	Exits	Impressions	Reach	Replies	Taps Forward	
May 16, 2025 8:32 PM PDT			1	35	31	0	30	12
May 16, 2025 8:31 PM PDT			6	40	32	0	26	2
May 16, 2025 8:31 PM PDT			2	35	33	0	33	8
May 16, 2025 8:31 PM PDT	 Friday Nights on Pierson and Greater Coachella Valley Chamber mixer this evening, hosted by the City of Desert Hot Springs 💙💧		5	37	35	0	32	-
May 14, 2025 8:45 PM PDT			3	31	29	0	27	1
May 14, 2025 8:45 PM PDT			1	31	30	0	31	-
May 14, 2025 8:45 PM PDT			-	31	30	0	31	-
May 14, 2025 8:44 PM PDT			1	34	33	0	29	5
May 14, 2025 8:44 PM PDT			4	35	34	0	33	5
May 14, 2025 8:44 PM PDT			1	36	33	0	39	4

Date	Story	Labels	Exits	Impressions	Reach	Replies	Taps Forward	Item 27.
May 14, 2025 8:44 PM PDT			2	40	34	0	35	1
May 14, 2025 6:50 PM PDT	 Employee Appreciation	Worker Wed	7	33	30	0	29	-
May 08, 2025 5:00 PM PDT			5	25	24	0	19	3
May 08, 2025 5:00 PM PDT			1	24	24	0	24	2
May 08, 2025 5:00 PM PDT			2	26	25	0	22	4
May 08, 2025 5:00 PM PDT			3	27	26	0	24	7
May 08, 2025 5:00 PM PDT			5	36	31	0	19	-
May 05, 2025 8:55 AM PDT			6	26	25	0	19	3
May 05, 2025 8:55 AM PDT			1	27	27	0	27	-
May 05, 2025 8:55 AM PDT			3	30	29	0	25	2

Date	Story	Labels	Exits	Impressions	Reach	Replies	Taps Forward	
May 05, 2025 8:55 AM PDT			1	29	29	0	29	1
May 05, 2025 8:54 AM PDT			1	30	30	0	27	-
May 05, 2025 8:54 AM PDT			4	30	30	0	23	-
May 01, 2025 4:29 PM PDT			1	14	14	0	15	2
May 01, 2025 4:29 PM PDT			2	14	14	0	15	1
May 01, 2025 4:28 PM PDT			-	16	15	0	16	2
May 01, 2025 4:28 PM PDT			-	16	16	0	17	1
May 01, 2025 4:28 PM PDT			5	17	17	0	13	-

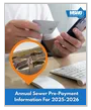
Instagram Post Metrics (May 1 - 31, 2025)

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	Reels Plays
May 29, 2025 5:15 PM PDT	Carousel	 We Are Hiring 💧 We're Hiring at MSWD! 💧 Looking to take the next step in your career? We are currently hiring for an Accounting Manager. Join a dedicated team that's passionate about serving the community and m...	New Hire / Jobs	14	0	209	103	14	13.59%	0	209
May 28, 2025 5:42 PM PDT	Carousel	 Worker Wednesday Behind the Scenes with Field Operations! 🚜 Recently our field operations crews were repairing a main water line—and one of the key techniques they're using is bagging (or sleeving) the pipe. 💧 Wh...	Worker Wed	12	0	198	72	12	16.67%	0	198
May 27, 2025 6:16 PM PDT	Video	 Water Matters Newsletter 💧 The May edition of Water Matters is here! This month's newsletter features: 🏆 MSWD's recent CWEA Outreach Award win 💳 Convenient sewer pre-payment options 💧 Highlights from Water Awareness Month...	Customer Service	3	0	113	67	3	4.48%	0	113

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	
May 25, 2025 10:10 AM PDT	Image	 Closed Memorial Day This Memorial Day, we pause to remember and honor the brave men and women who made the ultimate sacrifice for our country. With gratitude, we remember. 💙 In observance, MSWD will be closed on Mond...	Event	7	0	44	37	7	18.92%	0	44
May 21, 2025 12:32 PM PDT	Image	 Legislative Days This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Legislative Days along with the Coachella Valley coalition of leaders which includ...	Worker Wed Event	8	0	119	84	8	9.52%	0	119
May 20, 2025 2:22 PM PDT	Image	 Special Districts Week Did you know Mission Springs Water District is a Special District? 💧 In 1953, an election swept the new Desert Hot Springs County Water District into existence with a vote of 246 to 9. The new Dis...	Event	16	0	270	234	16	6.84%	0	270

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	
May 19, 2025 4:08 PM PDT	Image	 May Calendar Justice P. from Desert Springs Middle School reminds us that less grass means less water is needed. By choosing a desert-friendly landscape instead of a traditional lawn, you can significantly redu...	Conservation/Reba···	8	0	77	59	8	13.56%	0	77
May 16, 2025 8:38 PM PDT	Image	 We had a great time getting out in the community this evening, and as always talking about our award winning water! 💙💧 #mswd #gcvcc #fridaynightsonpierson @cityofdhs @greatercoachellavalleychamber		19	0	139	103	19	18.45%	0	139
May 14, 2025 6:46 PM PDT	Video	 Employee Appreciation MSWD Employees are the Heart of the District! 💙💧 We had a blast celebrating our amazing team at the Annual Employee Appreciation Luncheon! 🎉🍽️ Board members, our GM, and the awesome events committ...	Worker Wed	20	4	568	287	24	8.36%	0	568

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	
May 12, 2025 10:19 PM PDT	Image	 Bill Assistance MSWD partners with the Help 2 Others bill assistance program to help customers in a time of need, qualified customers can receive $100 towards their water bill once every 12 months. To find additi...	Customer Service	5	0	134	66	5	7.58%	0	134
May 09, 2025 4:52 PM PDT	Image	 Temps Rising 💧Water wisely during the high temperatures, and consider purchasing a smart irrigation controller to make it easy to manage your irrigation times, and qualify for a rebate! With temperatures begi...	Conservation/Reba···	9	0	114	74	9	12.16%	0	114
May 08, 2025 3:03 PM PDT	Image	 Drinking Water Week 💧It's Drinking Water Week! 💧 Reliable water infrastructure and groundwater management is not just about today, it's about ensuring a sustainable water future for generations to come. Investing in ...	Event	10	0	115	73	10	13.7%	0	115

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	
May 05, 2025 4:03 PM PDT	Image	 Sewer Pre-Pay Did you know? You have the option to pre-pay your annual sewer service bill instead of it being added to your property taxes! 💧 Even better, the cost has stayed consistent since 2020, while our ser...	Customer Service	7	4	229	97	11	11.34%	0	229
May 02, 2025 11:47 AM PDT	Carousel	 What a beautiful day! MSWD is proud to be at the CVCAN Golf Tournament! Stop by our booth at hole number five to fill up your water bottle with some award-winning MSWD tap water! #proudsponsor #...		6	0	117	65	6	9.23%	0	117
May 01, 2025 4:19 PM PDT	Image	 Water Awareness Month 💧Happy May and #WaterAwarenessMonth! 💧 Join us this month in making sure every drop counts! Request a FREE conservation kit at conservation@mswd.org for your home, and make sure to include your ac...	Event	8	0	251	163	8	4.91%	0	251
			Total	152	8	2,697	1,584	160		0	2,697
			Average	10.1	0.5	179.8	105.6	10.7	10.1%	0.0	179.8

LinkedIn Account Overview (May 1 - 31, 2025)

Posts Published	Likes	Views	Followers
4	66	31	430
-3 | -42.9%	+14 | 26.9%	-22 | -41.5%	+7 | 1.7%

Comments	Impressions	Clicks	Engagement Rate
1	1,312	65	10.51%
+1	+120 | 10.1%	-25 | -27.8%	+0.0 | 2.7%

3 Most Engaging Posts

 +1	We Are Hiring 💧 We're Hiring at MSWD! 💧Looking to take the next step in your career? We are currently hiring for an Accounting Mana...	18.35%
	Employee Appreciation MSWD Employees are the Heart of the District! 💙💧 We had a blast celebrating our amazing team at the Annual Employee ...	12.02%
	Legislative Days This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Le...	8.96%

3 Most Shared Posts

 +1	We Are Hiring 💧 We're Hiring at MSWD! 💧Looking to take the next step in your career? We are currently hiring for an Accounting Mana...	4
	Employee Appreciation MSWD Employees are the Heart of the District! 💙💧 We had a blast celebrating our amazing team at the Annual Employee ...	1
	Special Districts Week Did you know Mission Springs Water District is a Special District? 💧 In 1953, an election swept the new Desert Hot S...	0

3 Least Engaging Posts



Special Districts Week
Did you know Mission Springs Water District is a Special District? 💧
In 1953, an election swept the new Desert Hot S...
7.46%



Legislative Days
This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Le...
8.96%



Employee Appreciation
MSWD Employees are the Heart of the District! 💙💧
We had a blast celebrating our amazing team at the Annual Employee ...
12.02%

3 Least Shared Posts



Legislative Days
This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Le...
0



Special Districts Week
Did you know Mission Springs Water District is a Special District? 💧
In 1953, an election swept the new Desert Hot S...
0



Employee Appreciation
MSWD Employees are the Heart of the District! 💙💧
We had a blast celebrating our amazing team at the Annual Employee ...
1

LinkedIn Post Metrics (May 1 - 31, 2025)

Date	Format	Post	Labels	Shares	Clicks	Engagement Rate	Reactions	Impressions	Comments
May 29, 2025 5:15 PM PDT	Multi-Image	 +1	We Are Hiring 💧 We're Hiring at MSWD! 💧 Looking to take the next step in your career? We are currently hiring for an Accounting Manager. Join a dedicated team that's passionate about serving the community and m...	New Hire / Jobs	4	26	18.35%	10	218	0
May 21, 2025 12:32 PM PDT	Image		Legislative Days This week during Special Districts Week, MSWD board members and staff are in Sacramento for 2025 Special Districts Legislative Days along with the Coachella Valley coalition of leaders which includ...	Worker Wed Event	0	10	8.96%	8	201	0
May 20, 2025 2:22 PM PDT	Image		Special Districts Week Did you know Mission Springs Water District is a Special District? 💧 In 1953, an election swept the new Desert Hot Springs County Water District into existence with a vote of 246 to 9. The new Dis...	Event	0	4	7.46%	13	228	0
										692

Date	Format	Post	Labels	Shares	Clicks	Engagement Rate	Reactions	Impressions	*Item 27.*
May 14, 2025 6:45 PM PDT	Video	 Employee Appreciation MSWD Employees are the Heart of the District! 💙💧 We had a blast celebrating our amazing team at the Annual Employee Appreciation Luncheon! 🎉🍽️ Board members, our GM, and the awesome events committ...	Worker Wed	1	7	12.02%	14	183	0
			Total	5	47		45	830	0
			Average	1.3	11.8	11.7%	11.3	207.5	0.0