



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION AGENDA

Thursday, October 13, 2022 at 3:00 PM

Via Teleconference – No Live Attendance

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

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

JOIN ZOOM MEETING:

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

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

---

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. RULES OF PROCEDURE

5. PUBLIC INPUT

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

### EMPLOYEE RECOGNITION

6. HUMAN RESOURCES REPORT

### ACTION ITEMS

- 7. RESOLUTION 2022-26- A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD OCTOBER 23, 2022 – NOVEMBER 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

It is recommended to approve Resolution 2022-26, continuing teleconferencing meetings for the period of October 23, 2022 - November 22, 2022.

- 8. APPROVE CHANGE ORDER NO. 4 FOR THE WELL 24 ELECTRICAL PANEL REHABILITATION PROJECT**

It is recommended to authorize the General Manager to negotiate and execute Change Order No. 4 with R.I.C. Construction Co. Inc. (R.I.C.) in the not to exceed amount of \$6,007.00 for additional work required to complete the Well 24 Electrical Panel Rehabilitation Project and allocate an additional \$7,500 for contingencies.

- 9. AWARD OF CONTRACT FOR THE CONSTRUCTION OF THE REGIONAL SEWER CONVEYANCE LINE PROJECT**

It is recommended to authorize the General Manager to award a contract for the construction of the Regional Sewer Conveyance Line Project to Downing Construction, Inc., the lowest responsible bidder, in the amount of \$6,508,281.00 plus a 10% contingency of \$650,828.10 for a total of \$7,159,109.10, and to do all things necessary to complete the project.

- 10. REJECTION OF CONSTRUCTION BIDS FOR THE DRYWALL REPAIRS AT THE MISSION SPRINGS WATER DISTRICT ADMINISTRATION BUILDING**

It is staff's recommendation to reject all bids and not proceed with the Drywall Repairs at the Mission Springs Water District Administration Building.

- 11. PROFESSIONAL SERVICES AGREEMENT AMENDMENT WITH WEST YOST FOR HORTON WASTEWATER TREATMENT PLANT TECHNICAL REPORTS**

It is recommended to authorize the General Manager to negotiate and execute a professional services agreement amendment with West Yost to prepare a Total Dissolved Solids Impact Evaluation Work Plan and a Nitrogen Control Strategy Technical Report for the Horton Wastewater Treatment Plant for an amount not to exceed \$137,140.00.

### DISCUSSION ITEMS

- 12. MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**
- 13. CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

### CONSENT AGENDA

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

**14. APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

September 15, 2022 - Study Session  
September 19, 2022 - Board Meeting

**15. REGISTER OF DEMANDS**

The register of demands totaling \$3,194,938.54

**REPORTS****16. DIRECTOR'S REPORTS****17. GENERAL MANAGER'S REPORT**

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

A. Public Affairs Update

**COMMENTS****18. DISTRICT COUNSEL COMMENTS****19. DIRECTOR COMMENTS****CLOSED SESSION****20. CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION**

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

One Case: Case No. PSC 1600676

(Mission Springs Water District vs. Desert Water Agency)

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

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

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

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

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

One Case: Case No. RIC 2003782

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

**23. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - SIGNIFICANT EXPOSURE TO LITIGATION**

pursuant to Government Code Sections 54956.9(d)(2) and/or (3) and/or (4)

One potential case regarding Regional Water Quality Control Board, Colorado River Basin Region Notice of Violation of Order No. R7-2014-0049 related to October 3, 2020 incident at the Horton Plant.

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

**25. 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 <https://www.mswd.org/board.aspx>. NOTE: THE PROCEEDINGS MAY BE AUDIO AND VIDEO RECORDED.**

---

**CERTIFICATION OF POSTING**

I certify that on or before October 10, 2022, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 72 hours in advance of the meeting (Government Code Section 54954.2).



---

Arden Wallum  
Secretary of the Board of Directors

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** OCTOBER 13 & 17, 2022

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



## HUMAN RESOURCES REPORT PERSONNEL ACTIVITY FOR THE PERIOD SEPTEMBER 1-30, 2022



### NEW HIRES

Edward Marshall                      Lead Fleet and Facilities Maintenance Worker

### ANNIVERSARIES

Marion Champion	Government & Public Affairs Manager	1 Year
Kurt Kettenacker	Innovation & Technology Manager	1 Year
Bassam Alzammam	Regulatory Compliance and Safety Officer	4 Years
Danny Friend	Director of Operations	25 Years

### PROMOTIONS

None

### CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

None

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** OCTOBER 13 & 17, 2022

**FROM:** LEGAL COUNSEL

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




---

## RESOLUTION 2022-26

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

---

### STAFF RECOMMENDATION

It is recommended to approve Resolution 2022-26, continuing abbreviated teleconferencing procedures for meetings of legislative bodies of the District, on a month to month basis, for the period of October 23, 2022 through November 22, 2022.

### SUMMARY

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

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

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

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

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

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

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

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

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

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

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

None

### **ATTACHMENTS**

Resolution 2022-26

**RESOLUTION NO. 2022-26****A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD OCTOBER 23, 2022 – NOVEMBER 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

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

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

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

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

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

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

**WHEREAS**, the Board of Directors previously adopted Resolution No. 2022-24 on September 19, 2022, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with Government Code section 54953(b)(3); and

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

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



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

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

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

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

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

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

**Section 1. Recitals.**

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

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

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

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

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

**Section 4. Remote Teleconference Meetings.**

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

**Section 5. Effective Date.**

This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) October 22, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with Government Code section 54953(b)(3).

**Section 6. Certification.**

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

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

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

---

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

ATTEST:

---

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

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** OCTOBER 13 & 17, 2022

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

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




---

## APPROVE CHANGE ORDER NO. 4 FOR THE WELL 24 ELECTRICAL PANEL REHABILITATION PROJECT

---

### STAFF RECOMMENDATION

Authorize the General Manager to negotiate and execute Change Order No. 4 with R.I.C. Construction Co. Inc. (R.I.C.) in the not to exceed amount of \$6,007.00 for additional work required to complete the Well 24 Electrical Panel Rehabilitation Project and allocate an additional \$7,500 for contingencies.

### SUMMARY

During construction, R.I.C. Construction uncovered existing conduits that were shown on the plans as 4-inch conduits but were found to actually be 3-inches in size. These existing conduits are undersized and do not meet the required standards for this project. The attached Change Order No. 4 requests the contractor to remove and replace the existing undersized conduits with larger conduits which will allow for the required size electrical cables to power the 600 HP motor at Well 24.

### ANALYSIS

Well 24 provides water for the Annandale 1400 Zone and is a critical piece of MSWD infrastructure. Due to the additional work required, approval of Change Order No. 4 is necessary to allow Well 24 to be fully functional. Staff supports the execution of Change Order No. 4 with R.I.C. Construction Co. Inc., as well as allocating an additional \$7,500 for contingencies. The project is nearing completion and staff anticipates returning to the Board with the Notice of Completion at the next Board Meeting. Below is a summary of the contract change orders to date:

- Original Contract Amount: \$482,777.00
- Change Order No. 1: \$0 (no cost Change Order, extended contract end date only)
- Change Order No. 2: \$69,640.32 (accommodations for SCE required upgrades)
- Change Order No. 3: -\$2,578.13 (due to supply chain issues, MSWD provided equipment to The contractor to install, which equates to a contract credit)
- Change Order No. 4: \$6,007.00
- New Not-to-Exceed Contract Amount: \$555,846.19

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

Both items are covered in the approved capital budget.

### ATTACHMENTS

Change Order No. 4 – R.I.C. Construction Co., Inc.

## CHANGE ORDER

Order No. 4

Date: September 20, 2022

Agreement Date: June 30, 2021

Sheet: 1 of 2

Owner: **MISSION SPRINGS WATER DISTRICT (DISTRICT)**

Project Description: **Well 24 Electrical Panel Rehabilitation**

Contractor: **R.I.C Construction Inc.**

The following changes are hereby made to the Contract:

- Contractor shall provide all labor, materials and equipment to provide and install the following items per RFI #8:
  - Provide and install 4" PVC conduit
  - Provide and install 4" PVC 90\* ELL
  - Provide and install 4 – 4" 450 Liquid Tight Connectors
  - Provide and install 2 – 4" Liquid Tight Conduit
  - Provide and install 2 – 4" RGC conduit risers at pump base
  - The 600 Kcmil conductors is included in the original contract, therefore no additional charge for this
  - Extend concrete pad 3' x 17' to allow for a housekeeping pad

### JUSTIFICATION

The plans show and call out two existing four-inch conduits that run from the existing motor control center to the existing pump head. Contractor found that the existing conduits are actually three inch and will not be adequate for the new cables that need to be install. Existing conduits need to be upgraded to four inch to accommodate the new electrical cables the contractor is required to install.

Because SCE has required a 3 foot house keeping pad in front of the SCE section of the switch gear, the district has elected to add the 3 foot section along the entire frontage of the switch gear.

CHANGE TO CONTRACT PRICE

Original Contract Price \$ 482,777.00

Current Contract Price adjusted by Previous Change Order(s) \$ 549,839.19

Contract Price increased due to this Change Order \$ 6,007.00

New Contract Price including this Change Order \$ 554,846.19

CHANGE TO CONTRACT TIME

Contract Time will be increased N/A

Date for Completion of all Work November 30, 2022

APPROVALS REQUIRED

To be effective, this Change Order must be approved by the Owner if it changes the scope or objective of the Project, or as may otherwise be required by the Contract Documents.

Requested by: R.I.C. Construction  
Contractor

Date: 09/15/2022

Recommended by: \_\_\_\_\_  
Murrow Development  
Dennis Lorton, Project Manager

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

Ordered by: \_\_\_\_\_  
Bassam Alzammam, MSWD

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

Accepted by: \_\_\_\_\_  
R.I.C. Construction

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

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** OCTOBER 13 & 17, 2022

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

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




---

## AWARD OF CONTRACT FOR THE CONSTRUCTION OF THE REGIONAL SEWER CONVEYANCE LINE PROJECT

---

### STAFF RECOMMENDATION

Authorize the General Manager to award a contract for the construction of the Regional Sewer Conveyance Line Project to Downing Construction, Inc., the lowest responsible bidder, in the amount of \$6,508,281.00 plus a 10% contingency of \$650,828.10 for a total of \$7,159,109.10, and to do all things necessary to complete the project.

### SUMMARY

The Regional Water Reclamation Facility (RWRF) Project is a vital component in expanding the District's wastewater treatment capacity. One major component is the Regional Sewer Conveyance Line Project, which will construct 2.0 miles of force main and 1.3 miles of gravity sewer from the existing Dos Palmas Lift Station to the RWRF and provide the initial wastewater flows for treatment at the RWRF. The project also includes the construction of a sewer diversion near the Horton Wastewater Treatment Plant to divert additional wastewater flows to the RWRF and allow greater operational flexibility for treatment plant maintenance and upgrades.

### ANALYSIS

Staff received and publicly opened four bids as described in greater detail in the attached Bid Review Summary Memorandum, including a full bid tabulation and a bidder compliance summary. Downing Construction's bid proposal included all required bid documentation with a bid of \$6,508,281.00. Their bid is approximately 18% higher than the engineer's estimate. Upon further review, the PVC and VCP pipeline bid items were the primary drivers for the cost increase. It's been well documented that constrained labor availabilities, global shortages of raw materials, and unreliable transportation have continued to provide challenges for manufacturers and have driven the cost of goods (i.e. pipe, appurtenances, aggregate, etc.) and services higher both locally and globally. The engineer's estimate was based on a similar publicly bid project over the last 12 months, yet this volatility is highlighted by the unit cost for the PVC pipeline at 40% higher and for the VCP pipeline at 25% to 35% higher than the engineer's estimate. Finally, while all bids were above the engineer's estimate, the three lowest bids were within 7% of each other indicating that the current market conditions are the biggest factor in price increases.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The Project was approved in the capital budget for an amount of \$8,040,000.00, including design, CEQA, construction, construction management, and inspection. The Project is part of the \$68,627,837 RWRF Grant through the State Water Resource Control Board. While the Regional Sewer Conveyance Line Project bid was above the engineer's estimate, the full project cost was within the approved grant amount. As such, there is no fiscal impact on the District.

### ATTACHMENTS

Contract Agreement  
 Bid Review Summary Memorandum (with Bid Tabulation and Bid Compliance Summary)

AGREEMENT

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the MISSION SPRINGS WATER DISTRICT hereinafter called "Owner", and \_\_\_\_\_ doing business as \_\_\_\_\_\*, hereinafter called "Contractor".

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, it is agreed that:

1. The Contractor will commence and complete the construction of "**Regional Sewer Conveyance Line Project**".
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 within **One Hundred Forty ( 140 ) consecutive calendar days** 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 **\$ 6,508,281.00** or as shown in the Bid Schedule; subject to additions and deductions, if any, in accordance with said documents.

---

\* Insert "a corporation", "a partnership", or "an individual", as applicable.

Payment shall not be made more often than once each thirty (30) days. Final payment shall be made thirty-five (35) days subsequent to filing of Notice of Completion. Contractor may upon written request, and at his sole expense after approval by the Board of Directors, deposit substitute securities referenced in Government Code Section 16430, or bank or savings and loan certificates of deposit, as authorized by Public Contract Code Section 22300 in lieu of retention monies withheld to ensure performance.

- 6. The term "Contract Documents" means and includes the following:
  - a. Advertisement for Bids
  - b. Information for Bidders
  - c. Bid
  - d. Bid Bond
  - e. Federal Provisions
  - f. Agreement
  - g. Payment Bond
  - h. Contract Performance Bond
  - i. Notice of Award
  - j. Notice to Proceed
  - k. Change Orders
  - l. General Conditions
  - m. Supplemental General Conditions
  - n. Special Conditions and Detailed Technical Provisions and Standard Drawings and Details
  - o. Drawings prepared for Mission Springs Water District
  - p. Addenda:

- No. 1, dated July 26, 2022
- No. 2, dated August 18, 2022
- No. 3, dated September 1, 2022
- No. 4, dated September 9, 2022

- 7. The Owner will pay to the Contractor in the manner and at such times as set forth in the General Conditions such amounts as required by the Contract Documents.
- 8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD, 3132 BRADSHAW ROAD, POST OFFICE BOX 2600, SACRAMENTO, CALIFORNIA 95826.



9. Should any litigation or arbitration be commenced between the parties hereto concerning said project, any provision of this Contract, or the rights and obligations of either in relation thereto, the party, Owner or Contractor, prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for his attorney's fees in such litigation, and costs.
10. Pursuant to Section 1770, and following, of the California Labor Code, the successful bidder shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the office of the Owner, which copies shall be made available to any interested party on request. The successful bidder shall post a copy of such determination at each job site.
11. This project is subject to the State of California "Prevailing Wage Rates". This project is subject to the requirements of California Labor Code Section 1720 et seq. requiring the payment of prevailing wages, the training of apprentices and compliance with other applicable requirements. In accordance with provisions of Section 1773 of the Labor Code, the Director of the Department of Industrial Relations has ascertained the general prevailing rate of wages and employer payments for health and welfare, pension, vacation, and similar purposes applicable to the particular craft, classification, or type of workers employed on the work. The wage determinations shall be included in the bid specifications. All pertinent wage determinations shall be posted on the jobsite. If federal funding is included in the project, the higher of the State and Federal wage rates shall be used.

Pursuant to SB854, no contractor or subcontractor may work on a public works project unless registered with DIR for contracts awarded on/after April 1, 2015. General Contractors shall ensure all subcontractors executing work under the contract are DIR registered. All public works contractors and subcontractors to furnish Certified Payrolls and related records to the Agency's representative and shall also furnish electronic certified payroll records directly to the Labor Commissioner using the DLSE's online portal.

12. Any sub-tier Contracts resulting from this contract must contain the same contractual language as the original contract.
13. Contractor agrees to and shall indemnify and hold the Owner, its officers, employees and agents free and harmless from all claims, actions, damages and liabilities of whatsoever kind, nature or sort, arising from death, personal injury, property damage or other cause asserted or based upon any negligent act or omission of Contractor, its employees, agents, invitees, or any subcontractor of Contractor relating to or in any way connected with the accomplishment of the work or performance of services under this Agreement. As part hereto of the foregoing indemnity, Contractor agrees to protect and to defend at its own expense, including attorneys 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 which shall be deemed an original on the date first above written.

OWNER:

MISSION SPRINGS WATER DISTRICT

By \_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Title \_\_\_\_\_

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Title \_\_\_\_\_

CONTRACTOR:

\_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Address \_\_\_\_\_

\_\_\_\_\_

Contractor's License No. \_\_\_\_\_

CORPORATE CERTIFICATE

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
Secretary of the Corporation named as CONTRACTOR in the foregoing contract; that  
\_\_\_\_\_, who signed said contract  
on behalf of the CONTRACTOR was then \_\_\_\_\_ of said corporation;  
and that said contract was duly signed for and in behalf of said corporation by authority of its  
governing body and is within the scope of its corporate powers.

\_\_\_\_\_

(SEAL)

ATTEST:

\_\_\_\_\_

Name \_\_\_\_\_  
(Please Type)

Title \_\_\_\_\_



## MEMORANDUM

---

**Date:** September 26, 2022 Job# E110-57

**To:** Eric Weck  
Engineering Manager  
Mission Springs Water District

**From:** Steven Ledbetter, P.E.  
TKE Engineering, Inc.

**Subject:** Regional Sewer Conveyance Line Bid Review Summary

---

TKE has completed its review of the four proposals submitted for the Regional Sewer Conveyance Line Project, MSWD Project Order No. 11426TM. Below is a summary of each bid submittal and our findings related to responsiveness and a comparison of the engineer's estimate and low bid amount.

**Downing Construction, Inc. (Downing):**

The bidder submitted all required bid documentation, including the Acknowledgement of Addenda form. Downing has 18+ years' experience and provided 12 project references. Their designation of subcontractors list includes two (2) subs equating to approximately 7% of the total work. Downing did not list any DBE contractors but provided the required Good Faith Effort proof of advertisement. In addition, the list of manufacturers includes: Gladding McBean, JM Eagle, US Pipe, Star, National Casting & Southbay Foundry, Pratt/Valmatic, IPEX and Armorlok.

Downing's bid of \$6,508,281.00 is the lowest bid. TKE finds that Downing has generally met the bid requirements and is deemed the lowest responsible bidder.

**Borden Excavating, Inc. (Borden):**

The bidder submitted all required bid documentation, including the Acknowledgement of Addenda form. Borden has 13 years' experience and provided seven (7) project references. Their list designation of subcontractors includes three (3) subs equating to approximately 8% of the total work. Borden did not list any DBE contractors but provided the required Good Faith Effort proof of advertisement. In addition, the list of manufacturers includes: Gladding McBean, JM Eagle, ACIPCO, Tyler, Southbay Foundry, Ferguson, Core & Main, and IPEX.

TKE finds that Borden has generally met the bid requirements and is deemed responsible. Borden's bid of \$6,577,951.00 was approximately \$69,670.00 higher than Downing's; as such, they are not the low bidder.

**Weka, Inc. (Weka):**

The bidder submitted all required bid documentation, including the Acknowledgement of Addenda form. Weka has 20+ years' experience and provided 128 project references. Their list designation of subcontractors includes four (4) subs equating to approximately 8% of the total work. Weka listed CAT Tracking and Hydrotech Electric as DBE certified subcontractors with DBE Subcontractor Performance Forms and the required Good Faith Effort proof of advertisement. In addition, the list of manufacturers includes: Gladding McBean, JM Eagle, US Pipe, Star, National Casting & Southbay Foundry, Pratt/Valmatic, IPEX and Armorlok.

TKE finds that Weka has generally met the bid requirements and is deemed responsible. Borden's bid of \$6,959,455.00 was approximately \$451,174.00 higher than Downing's; as such, they are not the low bidder.

**Empire Equipment Service, Inc. (EES):**

The bidder submitted all required bid documentation, including the Acknowledgement of Addenda form. EES has 19+ years' experience and provided three (3) project references. Their list designation of subcontractors includes two (2) subs equating to approximately 10% of the total work. EES did not list any DBE contractors and did not provide the required Good Faith Effort proof of advertisement. In addition, the list of manufacturers includes: Mission Clay, Vinyltech, McWane, Star, Alhambra Foundry, Core & Main, IPEX and AMERlock.

TKE finds that EES has not met the bid requirements and is deemed non-responsive. More specifically, EES did not provide the required DBE Good Faith Effort documents. EES's bid of \$7,891,084.90 was approximately \$1,382,803.90 higher than Downing's; as such, they are not the low bidder.

**Engineer's Estimate vs. Bid Amounts:**

The lowest bid, by Downing of \$6,508,281.00, is approximately 18% higher than TKE's engineers estimate of \$5,539,638.00. It appears the bid items for 12" PVC pipeline and for 33" and 36" VCP pipeline were the primary drivers for the cost increase. Specifically, the unit cost for PVC pipeline is 40% higher and the VCP pipelines are 25% to 35% higher than the engineer's estimate. In addition, the engineers estimate did not include the Horton Wastewater Treatment Plant sewer diversion that was added to the contract via Addendum 4. The lowest bid, by Downing, priced the sewer diversion structure at \$200,000.00. Finally, while all bids were above the engineer's estimate, the three lowest bids were within 7% of each other. The bid tabulation attached herein shows a wide variability of pricing among

the Bidders for some items, but the bid items were generally not unbalanced for any of the Bidders.

Since 2020, it's been well documented that unprecedented and broad-based supply chain issues are occurring, brought on by the pandemic and other global events. More specifically, constrained labor availabilities, global shortages of raw materials, and unreliable transportation have continued to provide challenges for manufacturers and continued to drive the cost of goods and services higher both locally and globally. Based on recent bid results for MSWD and neighboring agency projects, and discussion with contractors on various public works project, TKE believes this is the primary driver regarding the increase in construction costs. This is reflected in the pipeline manufacturing costs noted above.

**MISSION SPRINGS WATER DISTRICT**

Regional Sewer Conveyance Line Project (11426TM) Bid Summary

Issued on 07/20/2022

Bid Due on September 16, 2022 2:00 PM (PDT)

Item 9.

Item Num	Item Code	Description	Unit of Measure	Quantity	Engineer's Estimate	Downing Construction, Inc.	Borden Excavating, Inc.	Weka, Inc.	Empire Equipment Service, Inc.
1	101	Mobilization and Demobilization	LS	1	\$270,000.00	\$100,000.00	\$215,060.00	\$229,527.00	\$202,741.70
2	102	Clearing and Grubbing	LS	1	\$25,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$17,791.60
3	103	SWPPP / PM-10 / BMPs	LS	1	\$15,000.00	\$12,000.00	\$5,000.00	\$20,000.00	\$52,214.50
4	104	Traffic Control	LS	1	\$140,000.00	\$32,000.00	\$15,000.00	\$80,000.00	\$67,060.70
5	105	Sheeting Shoring & Bracing	LS	1	\$180,000.00	\$32,230.00	\$10,000.00	\$30,000.00	\$6,793.30
6	106	Pre-construction Video Inspection and Video Inspection for Interior of Pipeline	LS	1	\$5,000.00	\$6,000.00	\$5,000.00	\$20,000.00	\$21,474.50
7	107	Project signage	LS	1	\$2,500.00	\$4,500.00	\$1,500.00	\$4,000.00	\$4,538.90
8	108	Potholing	LS	1	\$14,000.00	\$40,000.00	\$10,000.00	\$25,000.00	\$43,865.90
9	109	Remove and Replace Existing AV/AR and Guard Posts as required to Construct	EA	3	\$12,000.00	\$9,000.00	\$2,400.00	\$21,000.00	\$6,793.50
10	110	Connect to Existing Force Main and/or Sewer, including Removing Interfering Portions Existing 10" Force Main As Needed to Complete Construction	EA	4	\$28,000.00	\$28,000.00	\$42,000.00	\$64,000.00	\$15,519.60
11	111	10" DIP Force Main Pipe and Fittings, including Detector Tape, Thrust Protection and/or Restrained Joints	LF	75	\$11,250.00	\$32,625.00	\$30,000.00	\$38,925.00	\$44,565.00
12	112	12" DIP Force Main Pipe and Fittings, including Detector Tape, Thrust Protection and/or Restrained Joints	LF	90	\$15,750.00	\$18,450.00	\$36,000.00	\$33,030.00	\$41,058.00
13	113	12" PVC DR-14 Force Main Pipe and Fittings, including Detector Tape, Thrust Protection and/or Restrained Joints	LF	10110	\$1,415,400.00	\$1,981,560.00	\$1,516,500.00	\$1,910,790.00	\$1,552,896.00
14	114	12" Extra Strength VCP Sewer with Special Bedding	LF	945	\$141,750.00	\$158,760.00	\$85,995.00	\$139,860.00	\$255,339.00
15	115	33" Extra Strength VCP Sewer with Special Bedding	LF	5200	\$1,560,000.00	\$1,924,000.00	\$2,308,800.00	\$1,887,600.00	\$2,619,240.00
16	116	36" Extra Strength VCP Sewer with Special Bedding	LF	985	\$320,125.00	\$427,490.00	\$492,500.00	\$394,000.00	\$415,965.50
17	117	48" Diameter Sewer Manhole	EA	2	\$20,000.00	\$13,600.00	\$16,500.00	\$17,800.00	\$42,601.00
18	118	Reconstruct 48" Diameter Sewer Manhole Base	EA	2	\$8,000.00	\$7,700.00	\$13,400.00	\$9,000.00	\$20,460.20
19	119	60" Diameter Sewer Manhole	EA	13	\$195,000.00	\$149,500.00	\$175,500.00	\$182,000.00	\$275,557.10
20	120	60" Diameter Sewer Manhole with Armorlock Flexible PVC Liner	EA	10	\$200,000.00	\$183,000.00	\$220,000.00	\$205,000.00	\$377,742.00
21	121	IPEX Vortex Flow Insert Drop Structure or Approved Equal.	EA	1	\$10,000.00	\$68,000.00	\$67,000.00	\$69,000.00	\$73,722.70
22	122	12" Extra Strength VCP Sewer Stub-Out with Watertight Bulkhead	EA	1	\$2,500.00	\$1,000.00	\$4,000.00	\$1,000.00	\$23,168.50
23	123	21" Extra Strength VCP Sewer Stub-Out with Watertight Bulkhead	EA	1	\$3,000.00	\$2,300.00	\$4,800.00	\$2,400.00	\$14,087.60
24	124	33" Extra Strength VCP Sewer Stub-Out with Watertight Bulkhead	EA	1	\$3,000.00	\$3,300.00	\$5,400.00	\$3,800.00	\$26,697.90

25	125	36" Watertight Bulkhead	EA	1	\$2,500.00	\$1,750.00	\$5,700.00	\$3,900.00	\$25,230.4
26	126	10" Plug Valve	EA	4	\$20,000.00	\$31,200.00	\$28,000.00	\$32,000.00	\$49,010.00
27	127	12" Plug Valve	EA	2	\$48,000.00	\$19,600.00	\$17,400.00	\$20,400.00	\$46,848.80
28	128	2" AV/AR Valve Assembly, Vent-O-Matic RGX or Equal, with 36" Manhole and Guard Posts per Detail 3, Sheet 24	LS	2	\$30,000.00	\$90,000.00	\$70,000.00	\$74,000.00	\$39,382.80
29	129	10" Restrained Coupling (Smith-Blair Pipe-Lock 473 or EBAA-Iron Series 3800)	EA	4	\$8,000.00	\$1,680.00	\$4,800.00	\$4,000.00	\$21,525.20
30	130	12" Restrained Coupling (Smith-Blair Pipe-Lock 473 or EBAA-Iron Series 3800)	EA	2	\$4,000.00	\$1,200.00	\$2,700.00	\$2,400.00	\$14,862.60
31	131	Repair and Replace Disturbed Signal Loops and/or Conduits	LS	1	\$5,000.00	\$550.00	\$10,000.00	\$15,000.00	\$27,624.00
32	132	6" Class II Aggregate Base	CY	2090	\$152,950.00	\$209,000.00	\$198,550.00	\$175,560.00	\$239,723.00
33	133	6" Asphalt Concrete Base Pavement	TONS	4091	\$470,485.00	\$474,556.00	\$450,010.00	\$576,831.00	\$826,382.00
34	134	2" Asphalt Concrete Overlay	TONS	1366	\$171,428.00	\$211,730.00	\$199,436.00	\$207,632.00	\$240,142.80
35	135	Signage and Striping	LS	1	\$30,000.00	\$22,000.00	\$22,000.00	\$21,000.00	\$35,552.20
36	136	Sewer Diversion Structure	LS	1	\$0.00	\$200,000.00	\$277,000.00	\$419,000.00	\$52,906.40
Subtotal					\$5,539,638.00	\$6,508,281.00	\$6,577,951.00	\$6,959,455.00	\$7,841,084.90
Total					\$5,539,638.00	\$6,508,281.00	\$6,577,951.00	\$6,959,455.00	\$7,841,084.90

Item 9.



# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** OCTOBER 13 & 17, 2022

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

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




---

## REJECTION OF CONSTRUCTION BIDS FOR THE DRYWALL REPAIRS AT THE MISSION SPRINGS WATER DISTRICT ADMINISTRATION BUILDING

---

### STAFF RECOMMENDATION

It is staff's recommendation to reject all bids and not proceed with the Drywall Repairs at the Mission Springs Water District Administration Building.

### SUMMARY

During the heavy rain events of October 2018 and February 2019, water damaged the drywall of the interior office spaces (walls and ceilings) of the Mission Springs Water District (MSWD) Administrative Building. Since that time, the roof of the Administrative Building has been repaired but repairs to the drywall remain to be completed.

On July 21, 2022, staff advertised for bids to repair the damaged drywall in various locations throughout the Administrative Building. Two bids were received on September 1, 2022, and are detailed below:

- Quality Plus Group: \$74,995.00
- Painting & Décor, Inc. \$85,790.22

### ANALYSIS

Currently, construction plans for the Critical Services Center are being finalized and staff anticipates soliciting construction bids starting in December 2022. Staff is planning to procure a contractor, review necessary submittals, and requests for information, and commence construction during the Spring of 2023. The estimated timeline for construction will take approximately 18 to 24 months.

Based on the cost of the lowest received bid from Quality Plus Group (\$74,995) staff does not recommend proceeding with the drywall repairs in the MSWD Administrative Building, and instead direct the monies towards the construction of the Critical Services Center.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The proposed repairs are covered in the approved capital budget.

### ATTACHMENTS

None

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** OCTOBER 13 & 17, 2022

**FROM:** ERIC WECK – ENGINEERING MANAGER

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




---

## PROFESSIONAL SERVICES AGREEMENT AMENDMENT WITH WEST YOST FOR HORTON WASTEWATER TREATMENT PLANT TECHNICAL REPORTS

---

### STAFF RECOMMENDATION

Authorize the General Manager to negotiate and execute a professional services agreement amendment with West Yost to prepare a Total Dissolved Solids Impact Evaluation Work Plan and a Nitrogen Control Strategy Technical Report for the Horton Wastewater Treatment Plant for an amount not to exceed \$137,140.00.

### SUMMARY

On April 12, 2022, the Colorado River Basin Regional Water Quality Control Board (Regional Board) adopted new Waste Discharge Requirements for the Horton Wastewater Treatment Plant (Horton WWTP), Order R7-2022-0008 (Order). The Order requires that the District prepare and submit two technical reports for the Horton WWTP, a Total Dissolved Solids (TDS) Impact Evaluation Work Plan and a Nitrogen Control Strategy Technical Report.

The TDS Impact Evaluation Work Plan will include a summary of groundwater monitoring, a plan for determining a background concentration for TDS in the area of discharge, a determination of if wastewater discharged to the Horton WWTP evaporation/percolation ponds is causing or contributing to the increased TDS levels in the areal groundwater, and a plan to ensure that any proposed effluent limitation for TDS does not cause an exceedance of the receiving water limitations for groundwater.

The Nitrogen Control Strategy Technical Report will include a work plan to achieve an effluent limitation for total nitrogen of 10 mg/L or lower for treated wastewater discharged to the Horton WWTP evaporation/percolation ponds; and a schedule for any Horton WWTP improvement or other activities necessary to achieve the proposed effluent limitation.

### ANALYSIS

MSWD entered into a professional services agreement with West Yost on March 1, 2022, to complete a TDS Impact Evaluation Work Plan for the Regional Water Reclamation Facility leveraging the work completed to develop the Coachella Valley Salt and Nutrient Management Plan. The Work Plan and Technical Report to be completed under this amendment are similar in nature to West Yost's previous efforts completed for the Coachella Valley Salt and Nutrient Management Plan and MSWD.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for these services is limited to the approved budgeted items for outside services. Staff will continue to monitor and manage the use of the consultant to maintain acceptable levels of cost based on the needs presented.

### ATTACHMENTS

Attachment A - Professional Services Agreement Amendment, West Yost  
 Attachment B - West Yost Proposal: Total Dissolved Solids Impact Evaluation Work Plan  
 Attachment C - West Yost Proposal: Nitrogen Control Strategy Technical Report

**AMENDMENT TO  
Contract for Professional Services  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240  
Telephone 760-329-6448 – FAX 760-329-2482**

TO: West Yost  
2020 Research Pk. Dr. Ste. #100  
Davis, CA 95618

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

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

**FIRST AMENDMENT TO CONTRACT AGREEMENT**

1. This amendment (the "Amendment") is hereby made by Mission Springs Water District and **West Yost** parties to an agreement for **Preparation of a TDS Impact Evaluation Work Plan for the Regional Water Reclamation Facility (formerly West Valley Water Reclamation Facility) Project** (the "Agreement"), dated **March 1, 2022**.
2. In exchange for the promises herein and other good and valuable consideration, the sufficiency of which both parties acknowledged, it is mutually agreed by and between the undersigned contracting parties that the Agreement is amended as follows:  
  
**The Amendment will increase the amount of the Agreement from a Not to Exceed amount of \$44,166.00 to a Not to Exceed amount of \$137,140.00. This Amendment will increase the term of the Contract Agreement from eight (8) months to one (1) year and seven (7) months. Contract will expire October 1, 2023.**
3. Except as set forth in this Amendment, the Agreement is unchanged and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement the terms of this amendment will prevail.

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

**Accepted:**

**Consultant:**

\_\_\_\_\_  
Mission Springs Water District

\_\_\_\_\_  
West Yost  
(Business Name)

By: \_\_\_\_\_  
Arden Wallum

By: \_\_\_\_\_  
Elizabeth T. Drayer

Title General Manager

Title Vice President

Other authorized representative(s):

Other authorized representative(s):

\_\_\_\_\_  
Eric Weck  
Engineering Manager

\_\_\_\_\_  
Thomas J. Calabrese  
President

\_\_\_\_\_  
Brian Macy  
Assistant General Manager

\_\_\_\_\_

October 3, 2022

SENT VIA: EMAIL

Brian Macy  
Assistant General Manager  
Mission Springs Water District  
66575 2nd Street  
Desert Hot Springs, CA 92240

**SUBJECT: Proposal for Regulatory Support Services for the Mission Springs Water District to Prepare a TDS Impact Evaluation Work Plan for the Horton Water Reclamation Facility Pursuant to Order R7-2022-0008**

Dear Mr. Macy:

Pursuant to your request, West Yost has prepared this letter proposal to provide the Mission Springs Water District (MSWD) with a proposed scope of services, budget, and schedule to prepare a Total Dissolved Solids (TDS) Impact Evaluation Work Plan (Work Plan) pursuant to Order R7-2022-0008 for the Horton Wastewater Treatment Plant (WWTP).

## **BACKGROUND**

MSWD is owns and operates the Horton WWTP, where it collects, treats and discharges wastewater. The wastewater is treated through secondary treatment and the secondary-treated effluent is discharged to eight percolation ponds located on-site. The discharge is regulated pursuant to waste discharge requirements issued by the Colorado Regional Water Quality Control Board (Regional Board), which was recently updated under Order No. R7-2022-0008 (Permit).

Pursuant to Section G of the Permit (*Special Provisions*), MSWD is required to submit to the Regional Water Board's Executive Officer for review and approval two technical reports:

1. TDS Impact Evaluation Report and Work Plan. The Work Plan must include a time schedule to:
  - i. Monitor groundwater and determine background concentration for TDS in the area of discharge from the Horton WWTP.
  - ii. Determine if wastewater discharged to the infiltration basins is causing or contributing to the increased TDS levels in areal groundwater.
  - iii. Ensure that any proposed effluent limitations for TDS does not cause an exceedance of the receiving water limitations for groundwater.

The technical report may include:

- i. An evaluation of the local hydrogeology.
- ii. Identification of sources of TDS loading that could influence local TDS concentrations in groundwater.

- iii. A proposal to install groundwater monitoring wells to further evaluate the impact of the discharge to the infiltration basins.
2. Nitrogen Control Strategy Technical Report. The Report will include:
    - i. A work plan to achieve an effluent limitation for total nitrogen of 10 milligrams per liter (mg/l) or lower of treated wastewater discharged to the ponds.
    - ii. A time schedule for any WWTP improvements of other activities necessary to achieve the effluent limitation.

This letter describes a proposed scope of services, budget, and schedule to prepare the TDS Impact Evaluation Work Plan. This effort will leverage the *Workplan to Develop the Coachella Valley Salt and Nutrient Management Plan* [CV-SNMP].<sup>1</sup> The objective of the CV-SNMP will be to sustainably manage salt and nutrient loading in the Coachella Valley Groundwater Basin (Basin) in a manner that protects its long-term beneficial uses. The workplan included a regional groundwater monitoring program that described: the initial sampling network of wells; the spatial and vertical gaps in the monitoring network; how the gaps will be filled; and the sampling and analysis protocols. TDS and nitrogen are the main chemical parameters that will be monitored.

## SCOPE OF SERVICES

The following is a list of the key tasks necessary to perform the proposed Scope of Services, each further described below:

- Task 1. Project Kickoff/Collect Data and Reports
- Task 2. Describe the Current Physical Setting
- Task 3. Describe Monitoring and Reporting Program
- Task 4. Prepare TDS Impact Evaluation Work Plan
- Task 5. Ad Hoc Meetings and Project Administration

### Task 1. Project Kickoff/Collect Data and Reports

The objectives of this task are to:

1. Achieve consensus on the objectives and outline of the final Work Plan.
2. Compile and review all readily available reports, data, and information necessary to complete the Work Plan.

The main activities of this task include:

- West Yost will prepare a draft outline of the Work Plan and submit the outline to the MSWD for review and comment.

---

<sup>1</sup> West Yost Associates, Inc. 2021. *Workplan to Develop the Coachella Valley Salt and Nutrient Management Plan*. Prepared for the Coachella Valley SNMP Agencies. September 2, 2021.

- West Yost will prepare for and lead a project kickoff meeting. The agenda for the kickoff meeting will be (i) the objectives and outline of the final Work Plan; (ii) the schedule to complete the Work Plan; and (iii) the reports, data, and information necessary to complete the Work Plan.
- West Yost will collect, review, and compile reports, data, and information necessary to complete the Work Plan.
- West Yost will finalize the outline of the Work Plan and submit the outline to MSWD.

#### Task 1 Assumptions

- Client will prepare for and attend the kickoff meeting.
- Client will review and provide comments on the draft outline of the work plan.
- Client will assist West Yost in identifying and compiling the reports, data, and information.

#### Task 1 Deliverables

- Draft and final outline of the Work Plan.

## Task 2. Describe the Current Physical Setting

The objective of this task is to characterize the physical setting of the groundwater basin in the vicinity of the Horton WWTP —particularly for those factors that influence the local TDS concentrations in groundwater, such as: the structure and composition of the aquifer system; the occurrence and movement of groundwater; and the origin, transport, and fate of TDS in groundwater.

The main activities of this task include:

- West Yost will prepare data graphics to describe the physical setting in the vicinity of the Horton WWTP, including:
  - A map of: surface geology; groundwater basin and subbasin boundaries; the location of the Horton WWTP and its percolation ponds; other local sources of TDS loading; the locations of production and monitoring wells; groundwater elevations and flow directions; and the current TDS concentrations in groundwater.
  - Two hydrogeologic cross sections that display the subsurface structure and composition of the aquifer system, groundwater levels and flow directions, and TDS concentrations in groundwater.
  - Time-series charts of TDS concentrations at wells.
- West Yost will prepare draft text to describe the physical setting in the vicinity of the Horton WWTP. The text will reference the data graphics prepared in this task and will rely on past work and reports collected in Task 1.

## Task 3. Describe Monitoring and Reporting Program

The objective of this task is to develop a monitoring and reporting program that will satisfy the requirements of Section G.1. of the Permit (*Special Provisions—TDS Impact Evaluation Work Plan*). Specifically, these requirements include:

- i. Monitor groundwater and determine background concentration for TDS in the area of discharge from the Horton WWTP.
- ii. Determine if wastewater discharged to the infiltration basins is causing or contributing to the increased TDS levels in areal groundwater.
- iii. Ensure that any proposed effluent limitations for TDS does not cause an exceedance of the receiving water limitations for groundwater.

The main activities of this task include:

- West Yost will prepare a map of the monitoring locations. The map will be based on the map of the physical setting prepared in Task 2.
- West Yost will prepare draft text and tables to describe the monitoring locations, chemical analytes, frequency of sampling, and protocols for laboratory analyses and data reporting.
- West Yost will prepare draft text to describe the process for annual reporting of results, interpretations, and recommendations. The interpretations in the annual report will address all three requirements listed above. The recommendations in the annual report will address any adaptations to the monitoring and reporting program that are necessary to satisfy all three requirements listed above.

The development of this monitoring and reporting program will leverage the groundwater monitoring program of the CV-SNMP, as well as the development and implementation of the CV-SNMP itself, to the maximum extent possible.

## **Task 4. Prepare TDS Impact Evaluation Work Plan**

The objective of this task is to prepare the *TDS Impact Evaluation Work Plan* that will satisfy the requirements of Section G.1. of the Permit and be approved by the Executive Officer of the Regional Board.

The main activities of this task include:

- West Yost will compile the text, tables, and figures prepared in Tasks 2 and 3, prepare an administrative draft Work Plan, and submit it to MSWD for review and comment. West Yost will lead a conference call with MSWD staff to discuss the administrative draft Work Plan and receive verbal feedback. MSWD staff will provide West Yost with written comments and suggested revisions within two weeks of receiving the administrative draft Work Plan.
- West Yost will prepare a draft Work Plan based on the comments and suggested revisions received from MSWD. MSWD will submit the draft Work Plan to the Regional Board for review and comment. West Yost will lead a conference call with Regional Board and MSWD staff to discuss the draft Work Plan and receive verbal feedback. Regional Board staff will provide West Yost and MSWD with written comments and suggested revisions.
- West Yost will prepare a final Work Plan based on the comments and suggested revisions received from Regional Board staff. MSWD will submit the final Work Plan to the Regional Board.

- Task 4 Assumptions**
- MSWD staff will require one (1) round of review/comment on the administrative draft Work Plan.
  - Regional Board staff will require one (1) round of review/comment on the draft Work Plan.

- Task 4 Deliverables**
- West Yost will provide electronic copies of the administrative draft, draft, and final Work Plans.
  - West Yost will provide all GIS layers prepared for the Work Plan.

## Task 5. Ad Hoc Meetings and Project Administration

In this task, West Yost will: prepare for and conduct up to two virtual coordination meetings with MSWD staff; coordinate staffing over the duration of the project; and provide monthly invoices and progress reports to MSWD staff of project progress, schedule, and budget status.

## PROJECT BUDGET

West Yost’s proposed level of effort and budget for each of the tasks described above is shown in Table 1. West Yost will perform the Scope of Services described above on a time-and-expenses basis, at the billing rates set forth in West Yost’s attached 2022 Billing Rate Schedule, with a not-to-exceed budget of \$44,147. Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

<b>Table 1. Estimated Project Hours and Budget</b>		
<b>Task</b>	<b>Level of Effort, hours</b>	<b>Estimated Budget, dollars</b>
Task 1. Project Kickoff/Collect Data and Reports	25	6,011
Task 2. Describe the Current Physical Setting	62	14,260
Task 3. Describe Monitoring and Reporting Program	34	8,168
Task 4. Prepare TDS Impact Evaluation Report and Work Plan	56	13,082
Task 5. Ad Hoc Meetings and Project Administration	10	2,626
<b>Total Project Hours and Budget</b>	<b>200</b>	<b>\$44,147</b>

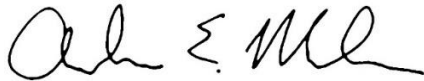


## SCHEDULE

West Yost anticipates providing the draft Work Plan within ten (10) weeks after receiving notice to proceed and all required data in Task 1. Preparation of the final Work Plan is dependent on the speed of review and comment by the Regional Board, which is uncertain.

Thank you for providing West Yost the opportunity to be of service to the MSWD on this important project. Please call with questions or requests for additional information.

Sincerely,  
WEST YOST



Andrew (Andy) Malone, PG  
Principal Geologist II  
PG #8700



Carolina Sanchez, PE  
Senior Engineer I  
RCE #85598

Attachment: A. West Yost 2022 Billing Rate Schedule

## Attachment A

### West Yost's 2022 Billing Rate Schedule



## 2022 Billing Rate Schedule

(Effective August 1, 2022 through December 31, 2022)\*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
<b>ENGINEERING</b>	
Principal/Vice President	\$328
Engineer/Scientist/Geologist Manager I / II	\$310 / \$324
Principal Engineer/Scientist/Geologist I / II	\$280 / \$298
Senior Engineer/Scientist/Geologist I / II	\$251 / \$264
Associate Engineer/Scientist/Geologist I / II	\$215 / \$231
Engineer/Scientist/Geologist I / II	\$173 / \$201
Engineering Aide	\$101
Field Monitoring Services	\$93
Administrative I / II / III / IV	\$89 / \$112 / \$134 / \$148
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$322 / \$324
Principal Tech Specialist I / II	\$296 / \$306
Senior Tech Specialist I / II	\$271 / \$283
Senior GIS Analyst	\$245
GIS Analyst	\$232
Technical Specialist I / II / III / IV	\$173 / \$197 / \$221 / \$247
Technical Analyst I / II	\$124 / \$148
Technical Analyst Intern	\$100
Cross-Connection Control Specialist I / II / III / IV	\$129 / \$140 / \$157 / \$175
CAD Manager	\$195
CAD Designer I / II	\$151 / \$171
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$313
Construction Manager I / II / III / IV	\$191 / \$205 / \$217 / \$275
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$167 / \$185 / \$207 / \$215
Apprentice Inspector	\$151
CM Administrative I / II	\$81 / \$109
Field Services	\$215

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.



## 2022 Billing Rate Schedule

(Effective August 1, 2022 through December 31, 2022)\*

### Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$270 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Gas Detector	\$80 / day
Generator	\$39 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Controller	\$75 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter	\$19 / day
Stainless Steel Wire per foot	\$0.03 / day
Storage Tank	\$15 / day
Sump Pump	\$24 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$22 / day
Vehicle	\$10 / day
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$27 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day



23692 Birtcher Drive  
Lake Forest CA 92630

949.420.3030 phone  
530.756.5991 fax  
westyost.com

Item 11.

October 3, 2022

SENT VIA: EMAIL

Brian Macy  
Assistant General Manager  
Mission Springs Water District  
66575 2nd Street  
Desert Hot Springs, CA 92240

**SUBJECT: Proposal for Regulatory Support Services for the Mission Springs Water District to Prepare a Nitrogen Control Strategy Technical Report for the Horton Water Reclamation Facility Pursuant to Order R7-2022-0008**

Dear Mr. Macy:

Pursuant to your request, West Yost is pleased to present this letter proposal to provide the Mission Springs Water District (MSWD) with a proposed scope of services, budget, and schedule to prepare a Nitrogen Control Strategy Technical Report (Technical Report) pursuant to Waste Discharge Requirements, Order R7-2022-0008 (Permit), which was issued for the Horton Wastewater Treatment Plant (WWTP) by the Colorado Regional Water Quality Control Board (Regional Board) on April 12, 2022.

## **BACKGROUND**

MSWD is owns and operates the Horton WWTP. The treatment facilities include an extended aeration activated sludge process and the secondary-treated effluent is discharged to eight percolation ponds located onsite. Pursuant to Special Provisions, Section G.2.a of the Permit, MSWD is required to submit for review and approval the subject Technical Report. The Technical Report must include:

- A work plan to achieve an effluent limitation for total nitrogen of 10 milligrams per liter (mg/L) or lower of treated wastewater discharged to the ponds.
- A time schedule for any WWTP improvements of other activities necessary to achieve the proposed effluent limitation.

The Technical Report must be submitted within twelve (12) months of adoption of the Permit, or by April 12, 2023.

This letter describes a proposed scope of services, budget, and schedule to prepare the Technical Report. This effort will leverage the following technical efforts/reports:

1. **Study to Evaluate the Effects of Nitrogen Discharges to Groundwater.**<sup>1</sup> This report was prepared pursuant to the previous permit for the Horton WWTP, Waste Discharge Requirements Order R7-2014-0049. The goal of this previous study was to evaluate the effects of nitrogen in the discharges from the WWTP on groundwater. The report provides an overview of the Horton WWTP effluent concentrations, groundwater at wells in the vicinity of the Horton WWTP, and summarizes the conclusions of a statistical evaluation conducted to estimate the significance of the nitrogen in the effluent to the groundwater.
2. **Work Plan to Develop the Coachella Valley Salt and Nutrient Management Plan [CV-SNMP].**<sup>2</sup> The objective of the CV-SNMP will be to sustainably manage salt and nutrient loading in the Coachella Valley Groundwater Basin (Basin) in a manner that protects its long-term beneficial uses. Implementation of the Work Plan is an ongoing effort led by multiple water and wastewater agencies in the Coachella Valley, including the MSWD. The Work Plan includes a regional groundwater monitoring program that describes: the initial network of monitoring wells; the spatial and vertical gaps in the monitoring network; how the gaps will be filled; and the sampling and analysis protocols. TDS and nitrogen are the main chemical parameters that will be monitored. It is anticipated that the outcome of the Work Plan will be a clarification on what additional protections are needed with respect to discharges from all dischargers within the basin, including the Horton WWTP, to protect the beneficial uses of groundwater in the Coachella Valley.

## PROJECT APPROACH

West Yost proposes that the Technical Report will describe a phased approach to meeting the total nitrogen requirements. This phased approach will include the following elements:

1. A characterization of the existing nitrogen concentrations through the entire process of treatment, to disposal, to receiving water (groundwater).
2. A description of potential near-term operational improvements that can be made to reduce the total nitrogen in the discharges from the WWTP. These improvements are expected to include implementation of control measures to achieve more reliable simultaneous nitrification/denitrification in the WWTP's oxidation ditches. The intention with these improvements is to improve performance but not, necessarily, allow the WWTP to meet the 10 mg/L limitation.
3. A Facilities Plan for the potential near-term operational improvements identified in (2.) above.
4. A proposed monitoring program to describe the soil-aquifer treatment that occurs during the percolation process. The results of the monitoring program will provide a more accurate description of nitrogen loading from the wastewater discharges to the underlying groundwater.

---

<sup>1</sup> EnviroLogic Resources Inc. 2017. *Study to Evaluate the Effects of Nitrogen Discharges to Groundwater – Alan L. Horton Wastewater Treatment Plant, Desert Hot Springs, California*. August 4, 2017.

<sup>2</sup> West Yost Associates, Inc. 2021. *Workplan to Develop the Coachella Valley Salt and Nutrient Management Plan*. Prepared for the Coachella Valley SNMP Agencies. September 2, 2021.

5. Implementation of the operational improvements and monitoring program in (3.) and (4.) above.
6. A report that assesses the efforts described above, along with the CV-SNMP findings, and identifies additional steps needed to comply with the CV-SNMP, if any.
7. More extensive upgrade to the WWTP, should it be deemed necessary following the completion of steps described above.

MSWD will benefit from completing the work described above within the timeframe of the larger CV-SNMP efforts. As noted above, it is expected that the CV-SNMP will define the broader expectations for the basin with respect to nitrogen loading from all sources and clarify what additional protections are needed with respect to nitrogen discharges from the Horton WWTP. West Yost is currently working to complete the CV-SNMP, and it is expected that the CV-SNMP will be completed by 2026 or 2027. Therefore, the timeline for all efforts that will be proposed in the Technical Report will be consistent with the CV-SNMP timeline.

This letter proposal is to develop the Technical Report required under the Permit, which will include Items 1, 2 and 4 above and a timeline for completing the remaining items.

## SCOPE OF SERVICES

The following is a list of the key tasks necessary to perform the proposed Scope of Services, each further described below:

- Task 1. Project Kickoff/Collect Data and Reports
- Task 2. Nitrogen Concentrations through the Treatment/Disposal Process Characterization
- Task 3. Operational Strategies for Reducing Nitrogen Discharges from the WWTP
- Task 4. Nitrogen Removal During Percolation Soil Aquifer Through Shallow Soils Monitoring Plan
- Task 5. Prepare the Nitrogen Control Strategy Technical Report
- Task 6. As-Needed Support
- Task 7. Project Management

### Task 1. Project Kickoff/Collect Data and Reports

The objectives of this task are to:

1. Achieve consensus on the objectives of the Technical Report with MSWD and the Regional Board.
2. Compile and review all readily available reports, data, and information necessary to complete the Technical Report.

The main activities of this task include:

- West Yost will prepare for and lead a project kickoff meeting. The agenda for the kickoff meeting will be (i) the anticipated objectives of the final Technical Report (ii) the schedule to complete the Technical Report; and (iii) the reports, data, and information necessary to complete the Technical Report.

- Following the kickoff meeting, West Yost will prepare a data request email.
- West Yost will collect, review, and compile reports, data, and information necessary to complete the Technical Report.

#### **Task 1 Assumptions**

- Client will prepare for and attend the kickoff meeting.
- Client will assist West Yost in identifying and compiling the reports, data, and information.
- All requested data will be provided in electronic (MS Excel) format within two weeks of the submitted request.

#### **Task 1 Deliverables**

- West Yost will prepare a draft meeting agenda in MS Word format prior to the Kickoff Meeting.
- West Yost will provide an email summarizing action items from the Kickoff Meeting within one week of the meeting.
- West Yost will prepare a data request email, detailing the information needs to support this project.

### **Task 2. Nitrogen Concentrations through the Treatment/Disposal Process Characterization**

The objective of this task is to characterize the nitrogen concentrations through the entire process of treatment, to disposal, to receiving water (groundwater). The main activities of this task include:

- Prepare a site characterization map of surface geology; groundwater basin and subbasin boundaries; the location of the Horton WWTP and its percolation ponds; other local sources of nitrogen loading; the locations of production and monitoring wells; groundwater elevations and flow directions; and the current nitrogen concentrations in groundwater.
- Prepare time-series charts of nitrogen concentrations through the entire process of treatment, to disposal, to receiving water (groundwater).
- Prepare draft text to characterize the nitrogen concentrations through the entire process of treatment, to disposal, to receiving water (groundwater).

#### **Task 2 Deliverables**

- West Yost will provide maps of the site in electronic (PDF) format.

### **Task 3. Operational Strategies for Reducing Nitrogen Discharges from the WWTP**

The objective of this task is to assess the feasibility of achieving reduced WWTP effluent nitrogen concentrations through operational changes. The main activities of this task include:

- Review and characterize the WWTP design and process from data/information collected under Task 1 and Task 2.
- Conduct a WWTP site visit and meet with operations staff to gain a better understanding of the current operational strategies and identify opportunities for reducing effluent nitrogen concentrations.



- Develop a conceptual operational approach for reducing nitrogen levels. [Further evaluation of the conceptual approach will be completed following approval of the Technical Report by the Regional Board.]
- Conduct Project Meeting No. 1 with MWWD staff to discuss the findings and recommendations from this task.

### Task 3 Assumptions

- WWTP Operations Staff knowledgeable about the secondary treatment system process control strategy will be participate in the site visit and be available to answer questions.

### Task 3 Deliverables

- West Yost will prepare a draft meeting agenda in MS Word format prior Project Meeting No. 1.
- West Yost will provide an email summarizing action items from Project Meeting No. 1 within one week of the meeting.

## Task 4. Nitrogen Removal During Percolation Through Shallow Soils Monitoring Plan

The objective of this task is to identify the need for, and benefit of, characterizing the soil-aquifer treatment that occurs during the percolation process at the disposal basins. This effort will include developing a monitoring program to collect the data necessary to demonstrate the nitrogen-loss processes at the disposal basins. The main activities of this task include:

- Prepare a map of the recommended soil-aquifer treatment monitoring locations based on the site characterization map developed in Task 2. [Implementation of the monitoring plan will be completed following approval of the Technical Report by the Regional Board.]
- Conduct Project Meeting No. 2 with MWWD staff to discuss the findings and recommendations from this task.

### Task 4 Deliverables

- West Yost will provide maps documenting recommended monitoring locations in electronic (PDF) format.
- West Yost will prepare draft meeting agenda in MS Word format prior to the Project Meeting No. 2.
- West Yost will provide an email summarizing action items from the Project Meeting No. 2 within one week of the meeting.

## Task 5. Nitrogen Control Strategy Technical Report

The objective of this task is to prepare the Technical Report in accordance with the requirements of Section G.2.a of the Permit. The main activities of this task include:

- Compile the text, tables, and figures prepared in Tasks 2, 3 and 4, prepare an administrative draft Technical Report, and submit it to MSWD for review and comment.
- Lead a conference call with MSWD staff to discuss the administrative draft Technical Report and receive verbal feedback.
- Prepare a draft Technical Report based on the comments and suggested revisions received from MSWD.

- Prepare a cover letter to support submission of the draft Technical Report by MSWD to the Regional Board.
- Lead a conference call with Regional Board and MSWD staff to discuss the draft Technical Report and receive verbal feedback.
- Prepare a final Technical Report based on the comments and suggested revisions received from Regional Board staff.
- Prepare a cover letter to support submission of the draft Technical Report by MSWD to the Regional Board.

#### **Task 5 Assumptions**

- MSWD staff will provide one (1) round of review/comment on the administrative draft Nitrogen Control Strategy Technical Report.
- MSWD staff will provide West Yost with written comments and suggested revisions within two weeks of the conference call.
- Regional Board staff will require only one (1) review meeting regarding the draft Nitrogen Control Strategy Technical Report.
- Regional Board staff will provide West Yost and MSWD with written comments and suggested revisions, as appropriate.
- Revisions required by the Regional Board, if any, will be minor. If the Regional Board does not support the Technical Report approach described previously in this letter proposal, a budget amendment may be needed to support a major revision the report.
- MSWD will submit the final Technical Report to the Regional Board.

#### **Task 5 Deliverables**

- West Yost will provide an electronic, (PDF) copies of the administrative draft, draft, and final Nitrogen Control Strategy Technical Report.
- West Yost will provide an electronic (word) copy of the draft Technical Report transmittal cover letter, to be printed on MSWD letterhead and submitted with the Technical Report.
- West Yost will provide a GIS layers and mapping prepared for the Nitrogen Control Strategy Technical Report.
- West Yost will provide an electronic (word) copy of the final Technical Report transmittal cover letter, to be printed on MSWD letterhead and submitted with the Technical Report.

### **Task 6. As-Needed Support**

Following submission of the Technical Report, the Regional Board may require additional meetings or information to support the Technical Report approach which could require assistance from West Yost. MSWD may also require support from West Yost in planning and/or developing the next steps for the study. This task provides for these as-needed support services.

The specific work efforts and deliverables under this task cannot reasonably be determined at this time, so the associated fee estimate presented in this letter proposal is based on a nominal effort. The scope of work under this task will be limited to work that has been requested by the MWMC and can be completed within the available budget. All work will be performed on a time and materials basis, and monthly invoices will detail the efforts and costs. Depending on the level of effort required, a scope and budget

amendment may be necessary in the future. If the estimated fee is not expended in the timeframe anticipated for this scope of work, it may also be directed toward the completion of other efforts.

**Task 6 Deliverables**

- West Yost will be coordinated with MSWD if services are requested.

### Task 7. Project Management

This task includes project management related activities, including project initiation, general project coordination, and development and review of project invoices.

**Task 7 Assumptions**

- The duration for the project will be approximately six months.

**Task 7 Deliverables**

- West Yost will prepare monthly invoices and descriptions of services performed in PDF format.

## PROJECT BUDGET

West Yost’s proposed level of effort and budget for each of the tasks described above is shown in Table 1. West Yost will perform the Scope of Services described above on a time-and-expenses basis, at the billing rates set forth in West Yost’s attached 2022 Billing Rate Schedule, with a not-to-exceed budget of \$92,993. Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Hours and Budget		
Task	Level of Effort, hours	Estimated Budget, dollars
Task 1. Project Kickoff/Collect Data and Reports	36	8,612
Task 2. Nitrogen Concentrations through the Treatment/Disposal Process Characterization	36	8,717
Task 3. Operational Strategies for Reducing Nitrogen Discharges from the WWTP	90	23,704
Task 4. Nitrogen Removal During Percolation Through Shallow Soils Monitoring Plan	44	11,562
Task 5. Nitrogen Control Study Technical Report	106	25,098
Task 6. As-Needed Support	36	10,216
Task 7. Project Management	14	4,484
<b>Total Project Hours and Budget</b>	<b>362</b>	<b>\$92,993</b>

## SCHEDULE

West Yost anticipates the following timeline for the key project milestones:

- **Kickoff Meeting:** within one (1) week after receiving notice to proceed
- **Data Request:** one (1) week after kickoff meeting
- **Receive Data from MSWD:** two (2) weeks after receiving data request from West Yost
- **WWTP Site Visit:** three (3) weeks after receiving all required data
- **Progress Meeting No. 1:** six (6) weeks following the site visit
- **Progress Meeting No. 2:** four (4) weeks after receiving all required data
- **Administrative Draft Technical Report (to MSWD):** four (4) weeks following Progress Meeting No. 1. (Anticipated to be seventeen (17) weeks following notice to proceed)
- **Administrative Draft Review Meeting:** one (1) week following submission of the administrative draft Technical Report
- **Comments on Administrative Draft Technical Report from MSWD:** two (2) weeks following the administrative draft Technical Report review meeting
- **Draft Technical Report (to Regional Board):** two (2) weeks following receipt of comments from MSWD. (Anticipated to be twenty-two (22) weeks following notice to proceed)

As noted previously, the Technical Report is due to the Regional Board by April 12, 2023. Therefore, West Yost must receive notice to proceed no later than November 9, 2022, to meet the Permit deadline for submission.

Preparation of the final Technical Report is dependent on the speed of review and comment by the Regional Board, which is uncertain.

Thank you for providing West Yost the opportunity to be of service to the MSWD on this important project. Please call with questions or requests for additional information.

Sincerely,  
WEST YOST



Kathryn Gies, PE  
Engineering Manager



Andy Malone  
Principal Geologist II

Attachment: A. West Yost 2022 Billing Rate Schedule



Attachment A

West Yost's 2022 Billing Rate Schedule



## 2022 Billing Rate Schedule

(Effective August 1, 2022 through December 31, 2022)\*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
<b>ENGINEERING</b>	
Principal/Vice President	\$328
Engineer/Scientist/Geologist Manager I / II	\$310 / \$324
Principal Engineer/Scientist/Geologist I / II	\$280 / \$298
Senior Engineer/Scientist/Geologist I / II	\$251 / \$264
Associate Engineer/Scientist/Geologist I / II	\$215 / \$231
Engineer/Scientist/Geologist I / II	\$173 / \$201
Engineering Aide	\$101
Field Monitoring Services	\$93
Administrative I / II / III / IV	\$89 / \$112 / \$134 / \$148
<b>ENGINEERING TECHNOLOGY</b>	
Engineering Tech Manager I / II	\$322 / \$324
Principal Tech Specialist I / II	\$296 / \$306
Senior Tech Specialist I / II	\$271 / \$283
Senior GIS Analyst	\$245
GIS Analyst	\$232
Technical Specialist I / II / III / IV	\$173 / \$197 / \$221 / \$247
Technical Analyst I / II	\$124 / \$148
Technical Analyst Intern	\$100
Cross-Connection Control Specialist I / II / III / IV	\$129 / \$140 / \$157 / \$175
CAD Manager	\$195
CAD Designer I / II	\$151 / \$171
<b>CONSTRUCTION MANAGEMENT</b>	
Senior Construction Manager	\$313
Construction Manager I / II / III / IV	\$191 / \$205 / \$217 / \$275
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	\$167 / \$185 / \$207 / \$215
Apprentice Inspector	\$151
CM Administrative I / II	\$81 / \$109
Field Services	\$215

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.



## 2022 Billing Rate Schedule

(Effective August 1, 2022 through December 31, 2022)\*

### Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	\$270 / day
Aquacalc / Pygmy or AA Flow Meter	\$28 / day
Emergency SCADA System	\$35 / day
Gas Detector	\$80 / day
Generator	\$39 / day
Hydrant Pressure Gauge	\$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	\$55 / day
Hydrant Pressure Recorder, Standard	\$40 / day
Low Flow Pump Controller	\$75 / day
Powers Water Level Meter	\$32 / day
Precision Water Level Meter	\$19 / day
Stainless Steel Wire per foot	\$0.03 / day
Storage Tank	\$15 / day
Sump Pump	\$24 / day
Transducer Components (per installation)	\$23 / day
Trimble GPS – Geo 7x	\$220 / day
Tube Length Counter	\$22 / day
Turbidity Meter	\$22 / day
Vehicle	\$10 / day
Water Flow Probe Meter	\$20 / day
Water Quality Meter	\$27 / day
Water Quality Multimeter	\$185 / day
Well Sounder	\$30 / day



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, September 15, 2022, at 3:00 PM  
Via Teleconference – No Live Attendance

### CALL TO ORDER

President Martin called the meeting to order at 3:00 PM

### ROLL CALL

**BOARD MEMBERS PRESENT:** President Russ Martin, Vice President Nancy Wright, Director Ivan Sewell, Director Steve Grasha, \*Director Robert Griffith (took seat at the Dias after being sworn in)

**STAFF MEMBERS PRESENT:** April Scott, Amanda Lucas, Bassam Alzammar, Carol Morin, Danny Friend, Eric Weck, Lee Boyer, Marion Champion, Michael Platt, Rachel Pust, Lisa Pelton, Oriana Hoffert, Dori Petee, Brian Macy, Arden Wallum, Kurt Kettenacker

### RULES OF PROCEDURE

**Rules of Procedure were read by General Counsel, John Pinkney.**

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

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

### HUMAN RESOURCES REPORT

This item will be fully recognized on Monday

### ACTION ITEMS

#### BOARD OF DIRECTORS VACANCY

A. Interview qualified candidate(s) for vacancy

B. Consider appointment and seating of new Director

If desired, appoint a candidate to fill the current vacancy on the MSWD Board of Directors, term ending December 2024.

C. Potential swearing in of appointee



President Martin gave a brief explanation of the appointment process. There was only one applicant for this position. The Board considered this applicant for appointment to fill the vacancy created by Director Randy Duncan's voluntary resignation. Robert Griffith was interviewed by the Board and appointed to fill the seat. Secretary of the Board and General Manager, Arden Wallum administered the oath of office.

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

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

**AFFILIATION LIST UPDATE**

It is recommended that President Martin update the meeting designations with the appointment of a new Director.

President Martin appointed Director Griffith to the vacant committee positions and delegated meetings. Mr. Griffith was appointed as the Chair of the Public Affairs Committee and a member of the Human Relations Committee. He was also appointed to represent the District at the DWA and CVWD Board meetings.

**RESOLUTION 2022-24- A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD SEPTEMBER 22, 2022 – OCTOBER 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

It is recommended to approve Resolution 2022-24, continuing teleconferencing meetings for the period of September 22, 2022 - October 22, 2022.

Monthly routine item to continue teleconference meetings.

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2023 COMMITTEE AND EXPERT TEAM PARTICIPATION**

It is recommended that Board Members or Management Staff consider serving on one or more of CSDA's standing committees.

President Martin encouraged the Board to give thought to serving on one of the CSDA standing committees. This will be revisited on Monday.

**PROFESSIONAL SERVICES CONTRACT WITH TKE ENGINEERING FOR CIVIL ENGINEERING AND ROADWAY DESIGN SERVICES ON 19<sup>TH</sup> AVENUE, 20<sup>TH</sup> AVENUE AND LITTLE MORONGO ROAD**

It is recommended to approve the scope of work and proposed agreement and authorize the General Manager to award an agreement with TKE Engineering, Inc. for Civil Engineering and Roadway Design Services on 19<sup>TH</sup> Avenue, 20<sup>TH</sup> Avenue and Little Morongo Road, in the not to exceed amount of \$296,886.

This contract is for the design of 19<sup>TH</sup> Avenue, 20<sup>TH</sup> Avenue and Little Morongo Road, which extend along the property frontage of the Regional Wastewater Treatment Facility (currently under construction).

**DISCUSSION ITEMS**

**MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

Steve Ledbetter of TKE gave a brief verbal update and showed a video of the construction progress.

**CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

Brian Macy gave a brief update. Staff has received 90% design and have begun review. Project is on track for bidding in December.

**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.*

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

- August 11, 2022 - Study Session
- August 15, 2022 - Board Meeting
- August 25, 2022 - Special Meeting

**REGISTER OF DEMANDS**

The register of demands totaling \$3,274,046.88

**REPORTS**

**DIRECTOR'S REPORTS**

Director Sewell reported he attended the following events: 8/22-8/24 CSDA Conference

**GENERAL MANAGER'S REPORT**

Included in the GM report is the following oral report:

- A. Public Affairs Update

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

No closed session today

**DIRECTOR COMMENTS**

Director Grasha welcomed Director Griffith to the Board.

Director Sewell thanked Carol Morin for her efforts in planning and executing the Blood Drive.

Director Griffith thanked everyone for their complements and noted he is excited to serve.

President Martin and Vice President Wright welcomed Director Griffith.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 3:56 PM

Respectfully,

---

Arden Wallum  
Secretary of the Board of Directors



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, September 19, 2022, at 3:00 PM  
Via Teleconference – No Live Attendance

### CALL TO ORDER

President Martin called the meeting to order at 3:00 PM

### PLEDGE OF ALLEGIANCE

Led by President Martin, Invocation led by Vice President Wright.

### ROLL CALL

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

**STAFF MEMBERS PRESENT:** Arturo Ceja, Amanda Lucas, April Scott, Danny Friend, Don Mathein, Eric Weck, Jeff Nutter, Joe Hernandez, Lee Boyer, Lisa Pelton, Marion Champion, Oriana Hoffert, Rachel Pust, Dori Petee, Brian Macy, Arden Wallum, Kurt Kettenacker.

### RULES OF PROCEDURE

Rules of Procedure were read by General Counsel, John Pinkney.

### PUBLIC INPUT

Maria Dubois addressed the Board regarding the septic to sewer conversion project. She is very anxious to get this project started in her area and stressed the importance of acquiring the grants needed to begin and complete this project, she has been waiting close to 20 years.

### EMPLOYEE RECOGNITION

#### HUMAN RESOURCES REPORT

The Board acknowledged the following employees:

##### NEW HIRES

Rachel Pust            Accounting Manager

##### ANNIVERSARIES

Joe Hernandez      Field Service Representative II      15 years

##### CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

Joey McElrone      Wastewater Treatment Plant Operator Grade I

### ACTION ITEMS

**RESOLUTION 2022-24- A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE**

**TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD SEPTEMBER 22, 2022 – OCTOBER 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

The Board approved Resolution 2022-24, continuing teleconferencing meetings for the period of September 22, 2022 - October 22, 2022.

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

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

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2023 COMMITTEE AND EXPERT TEAM PARTICIPATION**

The Board Members and/or Management Staff chose not to consider serving on one or more of CSDA's standing committees.

**PROFESSIONAL SERVICES CONTRACT WITH TKE ENGINEERING FOR CIVIL ENGINEERING AND ROADWAY DESIGN SERVICES ON 19<sup>TH</sup> AVENUE, 20<sup>TH</sup> AVENUE AND LITTLE MORONGO ROAD**

The Board approved the scope of work and proposed agreement and authorized the General Manager to award an agreement with TKE Engineering, Inc. for Civil Engineering and Roadway Design Services on 19<sup>TH</sup> Avenue, 20<sup>TH</sup> Avenue and Little Morongo Road, in the not to exceed amount of \$296,886.

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

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

**RESOLUTION 2022-25 - RECOGNIZING OCTOBER 1-9, 2022, AS WATER PROFESSIONALS' APPRECIATION WEEK**

The Board approved Resolution 2022-25, recognizing October 1-9, 2022, as Water Professionals Appreciation Week.

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

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

**DISCUSSION ITEMS**

**MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

Nothing further to add

**CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

Nothing further to add

**CONSENT AGENDA**

**Motion to approve the minutes made by Vice President Wright, Seconded by Director Sewell.**

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

Voting Abstaining: Director Griffith

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

August 11, 2022 - Study Session  
August 15, 2022 - Board Meeting  
August 25, 2022 - Special Meeting

**Motion to approve the register of demands made by Vice President Wright, Seconded by Director Sewell**

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

**REGISTER OF DEMANDS**

The register of demands totaling \$3,274,046.88

**REPORTS**

**DIRECTOR'S REPORTS**

Vice President Wright reported she attended the following events: 8/22-8/24 CSDA Conference

President Martin reported he attended the following events: 8/2 DWA Board Meeting, 8/2 DHS City Council Meeting, 8/4 DVBA Legislative Meeting, 8/12 BIA Water Conference, 8/22-8/24 CSDA Conference

**GENERAL MANAGER'S REPORT**

Nothing further to add

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

District Counsel reported on items his office is working on for the District. Mr. Pinkney also presented information on an Assembly Bill just passed by the Governor, AB 2449.

**DIRECTOR COMMENTS**

Vice President Wright asked if anyone knew about fall events happening in DHS

**ADJOURN**

With no further business, President Martin adjourned the meeting at 3:48 PM

Respectfully,

---

Arden Wallum  
Secretary of the Board of Directors

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75375	09-22-22	J.F. SHEA CONSTRUCTION, INC.	CONSTRUCTION PROGRESS PAYMENT #5	0.00	1,345,770.00	1,345,770.00
75388	09-22-22	RUHNAU CLARKE ARCHITECTS	MSWD CRITICAL SVCS CTR	0.00	388,946.03	388,946.03
75423	09-28-22	R.I.C. CONSTRUCTION CO, INC.	FURNISH/INSTALL ELECTRICAL SWITCHBOARDS	0.00	271,011.44	271,011.44
75350	09-15-22	SOUTHERN CALIFORNIA EDISON COMPANY	201 - 6334-09062022 P 206 - 4802-082522 P1	167,278.78		167,278.78
75401	09-28-22	AECOM TECHNICAL SERVICES INC.	MSWD CONSTRUCTION SERVICES	0.00	134,172.43	134,172.43
75255	09-01-22	AToM ENGINEERING CONSTRUCTION, INC.	PROGRESS PAYMENT #3	0.00	133,603.25	133,603.25
75296	09-08-22	ACWA-JPIA HEALTH BENEFITS AUTH.	OCTOBER 2022 PREPAID INS.	97,547.55		97,547.55
75365	09-22-22	CITY OF DESERT HOT SPRINGS	UU TAX - JULY 2022	42,502.23		42,502.23
75412	09-28-22	HUNTER JOHNSEN, INC.	CV WATER COUNTS CONSULTING-OCT	38,060.26		38,060.26
75395	09-22-22	TULE RANCH/MAGAN FARMS	SLUDGE HAULING H+DC - AUGUST 2022	37,663.28		37,663.28
75424	09-28-22	SOUTHERN CALIFORNIA EDISON COMPANY	101 - 3084-09262022 206 - 4802-09272022 P1 8247-09262022 P	32,668.01		32,668.01
75289	09-01-22	TKE ENGINEERING, INC	CM & INSPECTIONS SVCS FOR JULY 2022 CONSULTANT DESIGN SVCS CONTRACT LABOR-ENGINEERING SERVICES DESIGN SERVICES FOR JULY 2022 WELL 22 REHAB - PP #15	13,460.00	16,402.58	29,862.58
75257	09-01-22	B-81 PAVING INC	PAVING @ VARIOUS LOCATIONS	28,185.00		28,185.00
75277	09-01-22	LEGEND PUMP & WELL SERVICE, INC.	TERRACE BOOSTER #3 REHAB WORK	0.00	27,367.00	27,367.00
75411	09-28-22	FORSHOCK	SCADA UPGRADES FOR WWTP SERVER MONITORING SERVICE	220.00	26,914.58	27,134.58
75378	09-22-22	LEGEND PUMP & WELL SERVICE, INC.	SUBMERSIBLE PUMP, MOTOR & COLUMN SECTION	18,344.00		18,344.00
75413	09-28-22	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	PULL WELL 26A - VIDEO LOG/INSPECT EQUIP. PULL WELL 33 - VIDEO LOG/BRUSH & BAIL	15,890.00		15,890.00
75404	09-28-22	BECK OIL, INC.	DIESEL FUEL UNLEADED GASOLINE	14,843.27		14,843.27
75370	09-22-22	ENTERPRISE FM TRUST	FLEET LEASE - TRAVEL FEES	14,335.61		14,335.61
75300	09-08-22	B-81 PAVING INC	MAINLINE LEAK REPAIRS	11,430.00		11,430.00
75267	09-01-22	ENTERPRISE FM TRUST	MONTHLY FLEET LEASE - AUGUST 2022	10,238.43		10,238.43
75325	09-08-22	UMETECH, INC.	MANAGED SERVICES AND HELPDESK	9,451.00		9,451.00
75377	09-22-22	KSM ELECTRIC INC.	SERVICE CALL - INSTALLED NEW AMP BLOCK SERVICE CALL - LOW NORTHRIDGE BOOST 1/2 SERVICE CALL - OVERHILL STATION SERVICE CALL - TERRACE BOOSTERS SERVICE CALL - TWO BUNCH BOOSTERS	9,125.16		9,125.16
75310	09-08-22	INLAND WATER WORKS SUPPLY CO.	#501-875 X 875 ROMAC FLEX COUPL. 1" RP BACKFLOW SERVICE 1"FIP X MC BALL VALVE W/LOCKWING 4" STD 7 1/2 " FULL CIRCLE 4.45-4.73 6" ACP X 10" FULL CIRCLE 7.05-7.46	8,744.89		8,744.89
75387	09-22-22	POLYDYNE, INC.	3-TOTES POLYMER SLUDGE WASTING	8,464.71		8,464.71
75313	09-08-22	MANPOWER US INC.	ADMINISTRATIVE ASSISTANT SUPPORT ADMINISTRATIVE ASST ENG SUPPORT TEMP CUST SERV REP INV 37313921 TEMP CUST SERV REP INV 37333114	8,388.97		8,388.97

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
			TEMP FIELD SERV INV 37333115			
			TEMP FIELD SERV INV37313922			
75367	09-22-22	CORE & MAIN LP	1"CTS X 3"FULL CIRCLE REPAIR CLAMP	8,028.37		8,028.37
			10"AC/DI X1"IPT BRZ SADDLE D/S J979			
			8"AC/DI X 1"IPT BRZ SADDLE D/S J979			
			8"X6" FLG REDUCER			
75309	09-08-22	INFOSEND INC	BILLING SERVICES MONTHLY INV 209542	7,946.48		7,946.48
			MONTHLY BILLING SERVICE INV 219023			
75262	09-01-22	CORE & MAIN LP	A.M. STOP	7,768.13		7,768.13
			METER CONNECTION MUEL			
75290	09-01-22	TULE RANCH/MAGAN FARMS	JULY 2022 SLUDGE HAULING	7,689.03		7,689.03
75335	09-15-22	AQUATIC INFORMATICS INC.	LINKO FOG SUB/REMOTE INSPECTOR SUB	7,147.00		7,147.00
75301	09-08-22	BECK OIL, INC.	DIESEL FUEL	6,894.83		6,894.83
			UNLEADED GASOLINE			
75250	09-01-22	ACWA/JOINT POWERS INSUR AUTH	CYBER LIABILITY INS. 22/23 FY	6,841.90		6,841.90
75306	09-08-22	CV STRATEGIES	GENERAL MKTG & COM SVCS	6,500.00		6,500.00
75271	09-01-22	HUNTER JOHNSEN, INC.	CV WATER COUNTS CONSULTING FOR SEPT.2022	6,428.62		6,428.62
75427	09-28-22	URBAN HABITAT	MONTHLY LANDSCAPE - SEPTEMBER 2022	6,425.00		6,425.00
			QUARTERLY LANDSCAPE AT D.P.L.S.			
75354	09-15-22	UMETECH, INC.	SENTIELONE ANTIVIRUS ANNUAL SUB.	6,162.00		6,162.00
75291	09-01-22	URBAN HABITAT	AUGUST 2022 MONTHLY LANDSCAPING	5,900.00		5,900.00
75349	09-15-22	ROBERT G MODRICH	AUG.2022 UNIDATA MAINT.	5,520.00		5,520.00
75280	09-01-22	NOBEL SYSTEMS INC.	GEOVIEWER ANNUAL SUB. FY 22/23	5,000.00		5,000.00
75382	09-22-22	MICHAEL BAKER INTERNATIONAL, INC.	PROFESSIONAL SERVICES AUGUST 2022	0.00	4,860.00	4,860.00
75352	09-15-22	THE LINCOLN NATL. LIFE INS. CO.	OCT.2022 PREPAID INS.	4,645.24		4,645.24
75341	09-15-22	CYPRESS DENTAL ADMINISTRATORS	OCT.2022 PREPAID INS.	4,621.37		4,621.37
75345	09-15-22	INFOSEND INC	MONTHLY BILL SERVICE	4,432.57		4,432.57
			MONTHLY SUPPORT FEE			
75357	09-15-22	USA BLUEBOOK	DPD 1 DISPENSER 1000 TESTS	4,292.53		4,292.53
			GRUNDFOS PUMP			
			NITRILE WORK GLOVES - PRODUCTION			
			ONE HANDED METER WRENCH - C&M			
75425	09-28-22	SOUTH WEST PUMP & DRILLING, INC.	LABOR - TROUBLESHOOT TWO BOOSTER PUMPS	4,200.00		4,200.00
75346	09-15-22	MANPOWER US INC.	STAFFING SERVICES - CUST. SERV.	4,198.80		4,198.80
			STAFFING SERVICES - FIELD SERV.			
			STAFFING SERVICES - HR/ENG.			
75287	09-01-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	REPAIRS TO FLEET AND MAINTENANCE	4,148.37		4,148.37
			VEHICLE REPAIRS AND MAINT.			
75410	09-28-22	ENVIROGEN TECHNOLOGIES INC	URANIUM TREATMENT FOR WELL 26A	4,008.64		4,008.64
75268	09-01-22	ENVIROGEN TECHNOLOGIES INC	WELL26A URANIUM TRATMENT	4,008.63		4,008.63
75302	09-08-22	CARPI & CLAY. INC	FEDERAL ADVOCACY	4,000.00		4,000.00
75373	09-22-22	INFOSEND INC	MONTHLY BILLING SERVICES INV 220839	3,994.47		3,994.47
75374	09-22-22	INLAND WATER WORKS SUPPLY CO.	2" CTS 90 BR.ELL C110 X C110	3,868.02		3,868.02
			4" POWERSEAL A/C JOINT CLAMP W/EX GASKET 15-600			
			8"AC/DI X 1"IPT BRZ SADDLE D/S J979			
75319	09-08-22	RAY LOPEZ ASSOCIATES	INFILL INSPECTIONS	3,855.00		3,855.00
75329	09-08-22	WATERLINE TECHNOLOGIES INC.	10 DRUMS REFILLED #5600514	3,789.22		3,789.22



CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
			4 BAGS HYPOCHLORITE WTR PRODUCTION			
			8 DRUME REFILLED #5598851			
75430	09-28-22	WEST COAST SAND AND GRAVEL INC.	25.87TONS COLD MIX ASPHALT RESTOCK	3,681.30		3,681.30
			RESTOCK BASE MATERIAL 26TONS			
75397	09-22-22	WATERLINE TECHNOLOGIES INC.	7 DRUMS REFILLED #5602807	3,668.89		3,668.89
			8 DRUMS REFILLED #5601610			
75380	09-22-22	MANPOWER US INC.	ADMINISTRATIVE ASSITANT ENG SUPPORT	3,510.18		3,510.18
			CUST SERV REP TEMP INV37370477			
			GM REPORT/GRANT			
			TEMP FIELD SERV TECH INV 37370479			
75294	09-01-22	WATERLINE TECHNOLOGIES INC.	12 DRUMS REFILLED	3,479.66		3,479.66
			9 DRUMS REFILLED			
75400	09-22-22	WILLDAN FINANCIAL SERVICES	TAX ROLL PREP - STANDBY	3,404.12		3,404.12
75406	09-28-22	CIVICPLUS LLC	MUNICODE MTGS ANNUAL RENEWAL	3,400.00		3,400.00
75396	09-22-22	VESTED SOLUTIONS	JANITORIAL SERVICES - AUGUST 2022	3,333.33		3,333.33
75270	09-01-22	HACH COMPANY	REPLACEMENT DO METER	2,847.31		2,847.31
			REPLACEMENT DO PROBE & PROTECTIVE CASE			
75269	09-01-22	FORSHOCK	ID-E OFFSITE TESTING	0.00	2,682.18	2,682.18
			WELL 24 HARDWARE			
75362	09-22-22	AECOM TECHNICAL SERVICES INC.	WELL 42 REDESIGN PP#18	0.00	2,621.50	2,621.50
75391	09-22-22	T4 SPATIAL, LLC	CCTV STORAGE - AUGUST 2022	2,500.00		2,500.00
			CCTV STORAGE - JULY 2022			
75416	09-28-22	MUROW DEVELOPMENT CONSULTANTS	WELL 24 ELECTRICAL PANEL REHAB - PP#5	0.00	2,312.50	2,312.50
75266	09-01-22	DEL VALLE INFORMADOR	GENERAL ADVERTISING	2,184.00		2,184.00
75364	09-22-22	BABCOCK LABORATORIES, INC.	3RD QUARTER GROUNDWATER WELL SAMPLING	2,166.42		2,166.42
			3RD QUARTER SAMPLING - HORTON WWTP			
			TOTAL N TESTING H+DC - AUGUST 2022			
75284	09-01-22	RAY LOPEZ ASSOCIATES	INFILL INSPECTION	2,092.29		2,092.29
PR091522	09-15-22	EMPLOYEES	PAPER PAYROLL CHECKS	2,077.37		2,077.37
75328	09-08-22	USA BLUEBOOK	CARBIDE TIP HOLE SAW C&M	20.35	1,971.66	1,992.01
			CL17SC CLEANING KIT, REAGENT SET			
			CREDIT FOR REQ#115448 SUB PUMP			
			METERING PUMP CONTAINMENTS #85128			
75292	09-01-22	VAUGHAN'S INDUSTRIAL REPAIR CO. INC.	5% RETENTION PAYMENT - CHOPPER PUMPS	0.00	1,979.41	1,979.41
75385	09-22-22	PHILLIPS, FRACTOR & COMPANY, LLC	LEGAL CONSULTING CLASS ACTION	1,897.00		1,897.00
75305	09-08-22	CORE & MAIN LP	FLG REDUCER	1,849.89		1,849.89
			FULL CIRCLE REPAIR CLAMP			
75429	09-28-22	WATERLINE TECHNOLOGIES INC.	7 DRUMS REFILLED #5603682	1,712.15		1,712.15
75389	09-22-22	SIOBHAN FAHEY	ACCOUNT REFUND 11255 POMELO DR	1,684.49		1,684.49
75372	09-22-22	HOME DEPOT CREDIT SERVICES	GS BIG GAP FOAM FILLER WATER PRODUCTION	755.68	827.92	1,583.60
75337	09-15-22	BIASA, LP	ACCOUNT REFUND 67150 HACIENDA AVE "A"	1,519.58		1,519.58
75418	09-28-22	PALM SPRINGS UNIFIED	DHSHS REAL LEADERSHIP SPONSORSHIP	1,500.00		1,500.00
75403	09-28-22	BABCOCK LABORATORIES, INC.	HORTON BELT PRESS SLUDGE	1,499.35		1,499.35
75361	09-15-22	ZION TRANSPORT SERVICES INC.	SHIPPING CONTAINER RELOCATOIN FEES - WASTEWATER	1,400.00		1,400.00
75368	09-22-22	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT	1,322.06		1,322.06
75342	09-15-22	DESERT VALLEY DISPOSAL, INC.	AUGUST 22 ADMIN CHARGES	1,250.51		1,250.51
			AUGUST CORPYARD CHARGE			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75304	09-08-22	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - JULY 2022	1,186.00		1,186.00
			COLIFORM TESTING - VALVE INSTALL			
			LAB SERVICES FOR SAMPLES - JULY 2022			
75323	09-08-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	VEHICLE MAINTENANCE AND REPAIRS	1,176.93		1,176.93
75398	09-22-22	WHITE CAP CONSTRUCTION SUPPLY	RESTOCK FILED SERVICE SUPPLIES	1,124.44		1,124.44
75386	09-22-22	PLANIT REPROGRAPHICS	SCANS OF APPROVED PLANS & BOND COPY	0.00	1,051.81	1,051.81
75417	09-28-22	O'REILLY AUTOMOTIVE, INC.	BATTERY	1,043.98		1,043.98
			BATTERY REPLACEMENT			
			VEHICLE REPAIRS			
			VEHICLE REPAIRS/SERVICES			
75295	09-01-22	WESTERN PUMP INC	FUEL PUMP REPAIRS	921.90		921.90
75409	09-28-22	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT	905.03		905.03
75332	09-15-22	AECOM TECHNICAL SERVICES INC.	AREA M-2 PROGRESS PAYMENT #5	0.00	852.50	852.50
75318	09-08-22	PROFORMA	3,000 WHITE DOOR HANGERS	850.48		850.48
			MISC ADJ FORMS			
75408	09-28-22	COUNTY OF RIVERSIDE	COUNTY ENCROACHMENT PERMITS	841.88		841.88
75366	09-22-22	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING CLASS ACTION	826.50		826.50
75363	09-22-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 09.06.22	803.25		803.25
			UNIFORM SERVICES 09.13.22			
75299	09-08-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICE 08.30.22	801.81		801.81
			UNIFORM SERVICES 08.23.22			
75254	09-01-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	799.98		799.98
75393	09-22-22	THE DESERT SUN	ANNUAL SUBSCRIPTION	749.74		749.74
75307	09-08-22	DANGELO COMPANY	1"X5/8"X3/4" BR MTR. BUSH JONES J128H 1"12-530	739.24		739.24
75369	09-22-22	DESERT PROMOTIONS	4DZ MSWD CAPS FOR FIELDSTAFF	730.80		730.80
75384	09-22-22	PHENOVA, INC.	IN HOUSE PE SAMPLES - D.O.	725.92		725.92
75288	09-01-22	SUNPOWER CORPORATION, SYSTEMS	REPAIRS AND MAINTENANCE - MODEM UPGRADE	725.00		725.00
75298	09-08-22	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	709.45		709.45
75336	09-15-22	BABCOCK LABORATORIES, INC.	CANDESCENT DISCHARGE SAMPLE TESTING	697.88		697.88
75326	09-08-22	URBAN HABITAT	TWO BUNCH RESERVOIR DRIPLINE REPAIR	681.45		681.45
			VALVE REPAIR - TWO BUNCH RESERVOIR			
			VALVE REPAIR AT QUAIL RESERVOIR			
			WELL 25 VALVE REPAIR			
75358	09-15-22	VERIZON CONNECT FLEET USA LLC	GPS UNITS	659.59		659.59
75293	09-01-22	VISTA IRRIGATION DISTRICT	116153	650.00		650.00
			ELECTRICAL SAFETY TRAINING - ADAM W.			
75303	09-08-22	CASEY DOLAN	DIGITAL AD MGMT & CONSULT-SEPT	650.00		650.00
75258	09-01-22	BABCOCK LABORATORIES, INC.	COLI/TOTAL COLIFORM TESTING	584.35		584.35
			E.COLI/TOTAL COLIFORM TESTING			
75279	09-01-22	MANPOWER US INC.	STAFFING SERVICES	577.46		577.46
75392	09-22-22	THE UPS STORE #5062	CUSTOM PRINTED MSWD ENVELOPES	555.46		555.46
75275	09-01-22	LANDMARK CONSULTANTS, INC.	ON-CALL SVCS FROM 7.21.22 THRU 8.03.22	0.00	518.40	518.40
75338	09-15-22	BIASA, LP	ACCOUNT REFUND 67150 HACIENDA AVE "B"	513.42		513.42
75340	09-15-22	CASAMAR GROUP, LLC	INFLUENT PUMP STATION ODOR CONTROL	0.00	490.03	490.03
75330	09-08-22	WHITE CAP CONSTRUCTION SUPPLY	72 CANS CAUTION BLUE SPRAY PAINT	487.03		487.03
75260	09-01-22	CHRISTOPHER JACOBSON	C.JACOBSON TRI STATE REIMB.	482.16		482.16
75381	09-22-22	MATHESON TRI-GAS, INC	PYRAMEX ANTI-FOG SAFETY GLASSES	465.48		465.48

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
PR090922	09-09-22	EMPLOYEES	PAPER PAYROLL CHECKS	460.93		460.93
75415	09-28-22	METTLER-TOLEDO, LLC	ANNUAL LAB MOISTURE ANALYZER CALIBRATION	458.93		458.93
75359	09-15-22	WEST COAST SAND AND GRAVEL INC.	25.94 TONS BASE MATERIAL - CORP YARD	452.04		452.04
75321	09-08-22	ROBERTO LOPEZ	TRI-STATE REIMBURSEMENT - FOOD/MILEAGE	438.79		438.79
75353	09-15-22	TOPS N BARRICADES, INC	48 CANS GREEN SPRAY PAINT RESTOCK - WASTEWATER	425.43		425.43
			BLUE SURVERY FLAGS RESTOCK			
75355	09-15-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	402.95		402.95
75276	09-01-22	LEE BOYER	L.BOYER TRI STATE REIMB.	386.06		386.06
75344	09-15-22	FARMER BROS. CO	ADMIN COFFEE	382.63		382.63
75272	09-01-22	JACOB MOSQUEDA	OIT APP/WWTPO EXM/GRADE 1 APPLICATION	370.00		370.00
75281	09-01-22	PALM SPRINGS PEST CONTROL, INC.	ADMIN MONTHLY SERVICE	370.00		370.00
			ANNEX MONTHLY SERVICE			
			BAIT BOXES OLD STORAGE BUILDING			
			CORP YARD MONTHLY SERVICE			
			MONTHLY SERVICE - CORP YARD BAIT BOX			
75286	09-01-22	SMARTCOVER SYSTEMS	LABOR TO INSTALL NEW BATTERIES LIDS	360.00		360.00
75331	09-08-22	XEROX CORPORATION	XEROX LEASE - ENGINEERING	343.73		343.73
75431	09-28-22	XEROX CORPORATION	MAILROOM XEROX LEASE	343.73		343.73
75379	09-22-22	MAC'S MOBILE AUTOGLASS	WINDSHIELD REPLACEMENT	338.30		338.30
75253	09-01-22	APRIL LEE SCOTT	NEPTUNE CONFERENCE EXPENSES	330.98		330.98
75428	09-28-22	USA BLUEBOOK	QTY10 COMPRESSION NUT ASSMBLY TWR PROD.	321.99		321.99
75251	09-01-22	ADT COMMERCIAL LLC	VERBENA - CORP YARD	318.57		318.57
75314	09-08-22	MATHESON TRI-GAS, INC	RESTOCK 2XL, 3XL SAFETY VEST	310.32		310.32
75334	09-15-22	ALFONSO TERRAZAS	OVERPAYMENT OF FEES	304.40		304.40
75273	09-01-22	JAMES STEINER	J.STEINER BOOT REIMB.	300.00		300.00
75278	09-01-22	LORENZO JESSE SOTO	BOOT ALLOWANCE REIMBURSEMENT - LORENZO S	300.00		300.00
75283	09-01-22	RAUL ZAZUETA	R.ZAZUETA BOOT REIMB.	300.00		300.00
75308	09-08-22	DESERT PROMOTIONS	EMBROIDERY FOR CHRISTMAS PARADISE	300.00		300.00
75422	09-28-22	PATTON DOOR & GATE	EMERGENCY GATE REPAIRS	300.00		300.00
75339	09-15-22	BRINKS INCORPORATED	ARMORED TRUCK SERVICE	278.65		278.65
			ARMORED TRUCK TRANSPORT FEES			
75390	09-22-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	VEHICLE MAINTENANCE & REPAIRS	277.07		277.07
75324	09-08-22	TOPS N BARRICADES, INC	QTY 12 TRAFFIC CONES 28"	275.36		275.36
75265	09-01-22	THE DESERT TRAIL	"JUST THE BASICS" MAGAZINE	250.00		250.00
75343	09-15-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	PRE-EMPLOYMENT PHYSICAL	250.00		250.00
75312	09-08-22	KILLER BEE PEST CONTROL	BEE REMOVAL 9485 CLUBHOSE INV#6325	230.00		230.00
			BEE REMOVAL QUAIL RES. INV#6324			
75264	09-01-22	D & H WATER SYSTEMS, INC.	REPLACEMENT POLYMER HOSES	211.56		211.56
75407	09-28-22	CORE & MAIN LP	RESTOCK 3/4 1" METER WASHERS QTY500 EA	206.63		206.63
75263	09-01-22	CWEA	L.BOYER MEMBERSHIP RENEWAL	202.00		202.00
75261	09-01-22	COLIN GRAVENOR	TOILET REBATE - GRAVENOR	200.00		200.00
75405	09-28-22	CHRISTIAN SIGWALD	TOILET REBATE - SIGWALD	200.00		200.00
75322	09-08-22	RUSS MARTIN	MILEAGE REIMBURSEMENT RUSS MARTIN	199.37		199.37
75297	09-08-22	AIR & HOSE SOURCE INC.	HIGH PRESSURE SPRAY GUNS, LOCKNLUBE	189.23		189.23
75347	09-15-22	O'REILLY AUTOMOTIVE,INC.	MISC. ITEMS	185.94		185.94
75320	09-08-22	RIVERSIDE COUNTY	VOTER REGISTRATION LIST 1 & 5	175.00		175.00
			VOTER REGISTRATION LIST-1,2,3			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75274	09-01-22	JASON WEEKLEY	J.WEEKLEY TRI STATE REIMB.	172.95		172.95
75420	09-28-22	PALM SPRINGS PEST CONTROL, INC.	BATI BOX SERVICE AT WWTP	170.00		170.00
			PEST CONTROL SERVICE - ANNEX BUILDING			
			PEST CONTROL SERVICE - BAIT AT ADMIN			
			PEST CONTROL SERVICE - CORP YARD			
75399	09-22-22	WIENHOFF DRUG TESTING	DOT EARLY MONITORING - ED MARSHALL	165.00		165.00
75360	09-15-22	XEROX CORPORATION	XEROX LEASE - ENGINEERING	147.39		147.39
75333	09-15-22	AIR & HOSE SOURCE INC.	O RING STOCK FOR VACUUM TRAILER	146.81		146.81
			REPLACEMENT HIGH PRESSURE SPRAY GUN/WAND			
75282	09-01-22	PARKERS BUILDING SUPPLY	BRICK WALL REPAIR	72.53	73.23	145.76
			MISC ITEMS FOR C&M			
			WELL 27 FUSES			
			WELL 34 SANITARY SURVEY REPAIRS			
75421	09-28-22	PARKERS BUILDING SUPPLY	ADMIN REPAIRS	138.74		138.74
			MISC ITEMS - TWO BUNCH RESERVOIR			
			MISC. ITEMS			
			REPAIR BOLTS, NUST, WASHERS C&M			
			REPAIR ITEMS FOR SERVICE DEPT. N/I			
75356	09-15-22	URBAN HABITAT	DRIPLINE REPAIR - QUAIL RESERVOIR	138.57		138.57
75252	09-01-22	ALEXANDER NINE	A.NINE BOOT REIMB.	133.61		133.61
75348	09-15-22	PARKERS BUILDING SUPPLY	LIGHTBULB REPLACEMENT	116.27		116.27
66184	09-28-22	JOSE OLMOS	REFUND APPLIED TO CURRENT ACCOUNT	-111.61		-111.61
75256	09-01-22	AMERICAN WATER WORKS ASSOCIATION	AWWA RENEWAL - BASSAM ALZAMMAR	106.00		106.00
75426	09-28-22	UMETECH, INC.	SSL FOR P CERT FOR PAYMENTS.MSWD.ORG	99.99		99.99
75402	09-28-22	ALL AMERICAN FIRST AID	RESTOCK 1ST-AID KITS FOR MSWD	77.04		77.04
75316	09-08-22	NANCY WRIGHT	MILEAGE REIMBURSEMENT N. WRIGHT	75.00		75.00
75376	09-22-22	KILLER BEE PEST CONTROL	BEE REMOVAL 17136 CO EY INV#6336	75.00		75.00
75311	09-08-22	IVAN SEWELL	MILEAGE REIMBURSEMENT IVAN SEWELL	69.39		69.39
75394	09-22-22	THOMAS SCHMITT	ACCOUNT REFUND 66320 FLORA AVE	65.60		65.60
64506	09-28-22	JOSE L TOVAR	REFUND APPLIED TO CURRENT ACCOUNT	-65.00		-65.00
75419	09-28-22	PALM SPRINGS MOTORS INC	REPLACEMENT BACK-UP CAMERA TRK412	64.38		64.38
75327	09-08-22	USA-FACT INC	BACKGROUND CHECK - ED MARSHALL	57.80		57.80
75414	09-28-22	MATHESON TRI-GAS, INC	QTY6 BOXES LENS CLEANING WIPES	57.02		57.02
75259	09-01-22	BASSAM ALZAMMAR	COFFEE/DONUTS FOR FEMA 100/700 TRAINING	55.36		55.36
75315	09-08-22	MCMASTER-CARR	PULL HANDLE, DOOR HINGE	0.00	41.51	41.51
75371	09-22-22	FEDEX	SHIP REDLINE & BOND COPY TO CONTRACTOR	0.00	41.50	41.50
52128	09-28-22	DAVID KOLE	REFUND APPLIED TO CURRENT ACCOUNT	-29.77		-29.77
75351	09-15-22	THE UPS STORE #5062	ITEM RETURN FOR CREDIT - WASTEWATER	27.89		27.89
63916	09-28-22	CARLOS CARDONA	REFUND APPLIED TO CURRENT ACCOUNT	-25.51		-25.51
66166	09-28-22	BERTHA LAVARIEGA	REFUND APPLIED TO CURRENT ACCOUNT	-25.49		-25.49
58621	09-28-22	KRISTEN WARNICK	REFUND APPLIED TO CURRENT ACCOUNT	-25.48		-25.48
75317	09-08-22	O'REILLY AUTOMOTIVE,INC.	QTY 2 HD TIRE PRESSURE GAUGES 15-1045	24.95		24.95
66344	09-28-22	DAVID MILLER	REFUND APPLIED TO CURRENT ACCOUNT	-24.79		-24.79
62302	09-28-22	CHANTELL ODELL	REFUND APPLIED TO CURRENT ACCOUNT	-24.07		-24.07
75383	09-22-22	PARKERS BUILDING SUPPLY	ADMIN REPAIRS	22.15		22.15
75285	09-01-22	RITA M. HUBER	PETTY CASH RECONCILE	6.42	13.96	20.38
			SUPPLIES FOR RWRWF GROUNDBREAKING			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
51800	09-28-22	AMBER YOUNG	REFUND APPLIED TO CURRENT OPEN ACCOUNT	-19.04		-19.04
60049	09-28-22	ORFA GONZALES	REFUND APPLIED TO CURRENT ACCOUNT	-17.68		-17.68
63964	09-28-22	CHRIS CROSS	REFUND APPLIED TO CURRENT ACCOUNT.	-17.00		-17.00
65229	09-28-22	MARIA HIGUERA	REFUND APPLIED TO CURRENT ACCOUNT	-15.80		-15.80
PR092322	09-23-22	EMPLOYEES	PAPER PAYROLL CHECKS	0.00		0.00
PR092922	09-29-22	EMPLOYEES	PAPER PAYROLL CHECKS	0.00		0.00
			CURRENT CHECK TOTAL	830,413.1	2,364,525.4	3,194,938.5
TOTAL				830,413.12	2,364,525.42	3,194,938.54
198 records listed						

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
51800	09-28-22	AMBER YOUNG	REFUND APPLIED TO CURRENT OPEN ACCOUNT	-19.04		-19.04
52128	09-28-22	DAVID KOLE	REFUND APPLIED TO CURRENT ACCOUNT	-29.77		-29.77
58621	09-28-22	KRISTEN WARNICK	REFUND APPLIED TO CURRENT ACCOUNT	-25.48		-25.48
60049	09-28-22	ORFA GONZALES	REFUND APPLIED TO CURRENT ACCOUNT	-17.68		-17.68
62302	09-28-22	CHANTELL ODELL	REFUND APPLIED TO CURRENT ACCOUNT	-24.07		-24.07
63916	09-28-22	CARLOS CARDONA	REFUND APPLIED TO CURRENT ACCOUNT	-25.51		-25.51
63964	09-28-22	CHRIS CROSS	REFUND APPLIED TO CURRENT ACCOUNT.	-17.00		-17.00
64506	09-28-22	JOSE L TOVAR	REFUND APPLIED TO CURRENT ACCOUNT	-65.00		-65.00
65229	09-28-22	MARIA HIGUERA	REFUND APPLIED TO CURRENT ACCOUNT	-15.80		-15.80
66166	09-28-22	BERTHA LAVARIEGA	REFUND APPLIED TO CURRENT ACCOUNT	-25.49		-25.49
66184	09-28-22	JOSE OLMOS	REFUND APPLIED TO CURRENT ACCOUNT	-111.61		-111.61
66344	09-28-22	DAVID MILLER	REFUND APPLIED TO CURRENT ACCOUNT	-24.79		-24.79
75250	09-01-22	ACWA/JOINT POWERS INSUR AUTH	CYBER LIABILITY INS. 22/23 FY	6,841.90		6,841.90
75251	09-01-22	ADT COMMERCIAL LLC	VERBENA - CORP YARD	318.57		318.57
75252	09-01-22	ALEXANDER NINE	A.NINE BOOT REIMB.	133.61		133.61
75253	09-01-22	APRIL LEE SCOTT	NEPTUNE CONFERENCE EXPENSES	330.98		330.98
75254	09-01-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	799.98		799.98
75255	09-01-22	AToM ENGINEERING CONSTRUCTION, INC.	PROGRESS PAYMENT #3	0.00	133,603.25	133,603.25
75256	09-01-22	AMERICAN WATER WORKS ASSOCIATION	AWWA RENEWAL - BASSAM ALZAMMAR	106.00		106.00
75257	09-01-22	B-81 PAVING INC	PAVING @ VARIOUS LOCATIONS	28,185.00		28,185.00
75258	09-01-22	BABCOCK LABORATORIES, INC.	COLI/TOTAL COLIFORM TESTING	584.35		584.35
			E.COLI/TOTAL COLIFORM TESTING			
75259	09-01-22	BASSAM ALZAMMAR	COFFEE/DONUTS FOR FEMA 100/700 TRAINING	55.36		55.36
75260	09-01-22	CHRISTOPHER JACOBSON	C.JACOBSON TRI STATE REIMB.	482.16		482.16
75261	09-01-22	COLIN GRAVENOR	TOILET REBATE - GRAVENOR	200.00		200.00
75262	09-01-22	CORE & MAIN LP	A.M. STOP	7,768.13		7,768.13
			METER CONNECTION MUEL			
75263	09-01-22	CWEA	L.BOYER MEMBERSHIP RENEWAL	202.00		202.00
75264	09-01-22	D & H WATER SYSTEMS, INC.	REPLACEMENT POLYMER HOSES	211.56		211.56
75265	09-01-22	THE DESERT TRAIL	"JUST THE BASICS" MAGAZINE	250.00		250.00
75266	09-01-22	DEL VALLE INFORMADOR	GENERAL ADVERTISING	2,184.00		2,184.00
75267	09-01-22	ENTERPRISE FM TRUST	MONTHLY FLEET LEASE - AUGUST 2022	10,238.43		10,238.43
75268	09-01-22	ENVIROGEN TECHNOLOGIES INC	WELL26A URANIUM TRATMENT	4,008.63		4,008.63
75269	09-01-22	FORSHOCK	ID-E OFFSITE TESTING	0.00	2,682.18	2,682.18
			WELL 24 HARDWARE			
75270	09-01-22	HACH COMPANY	REPLACEMENT DO METER	2,847.31		2,847.31
			REPLACEMENT DO PROBE & PROTECTIVE CASE			
75271	09-01-22	HUNTER JOHNSEN, INC.	CV WATER COUNTS CONSULTING FOR SEPT.2022	6,428.62		6,428.62
75272	09-01-22	JACOB MOSQUEDA	OIT APP/WWTPO EXM/GRADE 1 APPLICATION	370.00		370.00
75273	09-01-22	JAMES STEINER	J.STEINER BOOT REIMB.	300.00		300.00
75274	09-01-22	JASON WEEKLEY	J.WEEKLEY TRI STATE REIMB.	172.95		172.95
75275	09-01-22	LANDMARK CONSULTANTS, INC.	ON-CALL SVCS FROM 7.21.22 THRU 8.03.22	0.00	518.40	518.40
75276	09-01-22	LEE BOYER	L.BOYER TRI STATE REIMB.	386.06		386.06
75277	09-01-22	LEGEND PUMP & WELL SERVICE, INC.	TERRACE BOOSTER #3 REHAB WORK	0.00	27,367.00	27,367.00
75278	09-01-22	LORENZO JESSE SOTO	BOOT ALLOWANCE REIMBURSEMENT - LORENZO S	300.00		300.00
75279	09-01-22	MANPOWER US INC.	STAFFING SERVICES	577.46		577.46
75280	09-01-22	NOBEL SYSTEMS INC.	GEOVIEWER ANNUAL SUB. FY 22/23	5,000.00		5,000.00

CHECK NUMBER	CHECK DATE	CHECK PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75281	09-01-22	PALM SPRINGS PEST CONTROL, INC.	ADMIN MONTHLY SERVICE	370.00		370.00
			ANNEX MONTHLY SERVICE			
			BAIT BOXES OLD STORAGE BUILDING			
			CORP YARD MONTHLY SERVICE			
			MONTHLY SERVICE - CORP YARD BAIT BOX			
75282	09-01-22	PARKERS BUILDING SUPPLY	BRICK WALL REPAIR	72.53	73.23	145.76
			MISC ITEMS FOR C&M			
			WELL 27 FUSES			
			WELL 34 SANITARY SURVEY REPAIRS			
75283	09-01-22	RAUL ZAZUETA	R.ZAZUETA BOOT REIMB.	300.00		300.00
75284	09-01-22	RAY LOPEZ ASSOCIATES	INFILL INSPECTION	2,092.29		2,092.29
75285	09-01-22	RITA M. HUBER	PETTY CASH RECONCILE	6.42	13.96	20.38
			SUPPLIES FOR RWRF GROUNDBREAKING			
75286	09-01-22	SMARTCOVER SYSTEMS	LABOR TO INSTALL NEW BATTERIES LIDS	360.00		360.00
75287	09-01-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	REPAIRS TO FLEET AND MAINTENANCE	4,148.37		4,148.37
			VEHICLE REPAIRS AND MAINT.			
75288	09-01-22	SUNPOWER CORPORATION,SYSTEMS	REPAIRS AND MAINTENANCE - MODEM UPGRADE	725.00		725.00
75289	09-01-22	TKE ENGINEERING, INC	CM & INSPECTIONS SVCS FOR JULY 2022	13,460.00	16,402.58	29,862.58
			CONSULTANT DESIGN SVCS			
			CONTRACT LABOR-ENGINEERING SERVICES			
			DESIGN SERVICES FOR JULY 2022			
			WELL 22 REHAB - PP #15			
75290	09-01-22	TULE RANCH/MAGAN FARMS	JULY 2022 SLUDGE HAULING	7,689.03		7,689.03
75291	09-01-22	URBAN HABITAT	AUGUST 2022 MONTHLY LANDSCAPING	5,900.00		5,900.00
75292	09-01-22	VAUGHAN'S INDUSTRIAL REPAIR CO. INC.	5% RETENTION PAYMENT - CHOPPER PUMPS	0.00	1,979.41	1,979.41
75293	09-01-22	VISTA IRRIGATION DISTRICT	116153	650.00		650.00
			ELECTRICAL SAFETY TRAINING - ADAM W.			
75294	09-01-22	WATERLINE TECHNOLOGIES INC.	12 DRUMS REFILLED	3,479.66		3,479.66
			9 DRUMS REFILLED			
75295	09-01-22	WESTERN PUMP INC	FUEL PUMP REPAIRS	921.90		921.90
75296	09-08-22	ACWA-JPIA HEALTH BENEFITS AUTH.	OCTOBER 2022 PREPAID INS.	97,547.55		97,547.55
75297	09-08-22	AIR & HOSE SOURCE INC.	HIGH PRESSURE SPRAY GUNS, LOCKNLUBE	189.23		189.23
75298	09-08-22	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	709.45		709.45
75299	09-08-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICE 08.30.22	801.81		801.81
			UNIFORM SERVICES 08.23.22			
75300	09-08-22	B-81 PAVING INC	MAINLINE LEAK REPAIRS	11,430.00		11,430.00
75301	09-08-22	BECK OIL, INC.	DIESEL FUEL	6,894.83		6,894.83
			UNLEADED GASOLINE			
75302	09-08-22	CARPI & CLAY. INC	FEDERAL ADVOCACY	4,000.00		4,000.00
75303	09-08-22	CASEY DOLAN	DIGITAL AD MGMT & CONSULT-SEPT	650.00		650.00
75304	09-08-22	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - JULY 2022	1,186.00		1,186.00
			COLIFORM TESTING - VALVE INSTALL			
			LAB SERVICES FOR SAMPLES - JULY 2022			
75305	09-08-22	CORE & MAIN LP	FLG REDUCER	1,849.89		1,849.89
			FULL CIRCLE REPAIR CLAMP			
75306	09-08-22	CV STRATEGIES	GENERAL MKTG & COM SVCS	6,500.00		6,500.00
75307	09-08-22	DANGELO COMPANY	1"X5/8"X3/4" BR MTR. BUSH JONES J128H 1"12-530	739.24		739.24

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75308	09-08-22	DESERT PROMOTIONS	EMBROIDERY FOR CHRISTMAS PARADISE	300.00		300.00
75309	09-08-22	INFOSEND INC	BILLING SERVICES MONTHLY INV 209542	7,946.48		7,946.48
75310	09-08-22	INLAND WATER WORKS SUPPLY CO.	MONTHLY BILLING SERVICE INV 219023 #501-875 X 875 ROMAC FLEX COUPL. 1" RP BACKFLOW SERVICE 1"FIP X MC BALL VALVE W/LOCKWING 4" STD 7 1/2 " FULL CIRCLE 4.45-4.73 6" ACP X 10" FULL CIRCLE 7.05-7.46	8,744.89		8,744.89
75311	09-08-22	IVAN SEWELL	MILEAGE REIMBURSEMENT IVAN SEWELL	69.39		69.39
75312	09-08-22	KILLER BEE PEST CONTROL	BEE REMOVAL 9485 CLUBHOSE INV#6325 BEE REMOVAL QUAIL RES. INV#6324	230.00		230.00
75313	09-08-22	MANPOWER US INC.	ADMINISTRATIVE ASSISTANT SUPPORT ADMINISTRATIVE ASST ENG SUPPORT TEMP CUST SERV REP INV 37313921 TEMP CUST SERV REP INV 37333114 TEMP FIELD SERV INV 37333115 TEMP FIELD SERV INV37313922	8,388.97		8,388.97
75314	09-08-22	MATHESON TRI-GAS, INC	RESTOCK 2XL, 3XL SAFETY VEST	310.32		310.32
75315	09-08-22	MCMASTER-CARR	PULL HANDLE, DOOR HINGE	0.00	41.51	41.51
75316	09-08-22	NANCY WRIGHT	MILEAGE REIMBURSEMENT N. WRIGHT	75.00		75.00
75317	09-08-22	O'REILLY AUTOMOTIVE, INC.	QTY 2 HD TIRE PRESSURE GAUGES 15-1045	24.95		24.95
75318	09-08-22	PROFORMA	3,000 WHITE DOOR HANGERS MISC ADJ FORMS	850.48		850.48
75319	09-08-22	RAY LOPEZ ASSOCIATES	INFILL INSPECTIONS	3,855.00		3,855.00
75320	09-08-22	RIVERSIDE COUNTY	VOTER REGISTRATION LIST 1 & 5 VOTER REGISTRATION LIST-1,2,3	175.00		175.00
75321	09-08-22	ROBERTO LOPEZ	TRI-STATE REIMBURSEMENT - FOOD/MILEAGE	438.79		438.79
75322	09-08-22	RUSS MARTIN	MILEAGE REIMBURSEMENT RUSS MARTIN	199.37		199.37
75323	09-08-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	VEHICLE MAINTENANCE AND REPAIRS	1,176.93		1,176.93
75324	09-08-22	TOPS N BARRICADES, INC	QTY 12 TRAFFIC CONES 28"	275.36		275.36
75325	09-08-22	UMETECH, INC.	MANAGED SERVICES AND HELPDESK	9,451.00		9,451.00
75326	09-08-22	URBAN HABITAT	TWO BUNCH RESERVOIR DRIPLINE REPAIR VALVE REPAIR - TWO BUNCH RESERVOIR VALVE REPAIR AT QUAIL RESERVOIR WELL 25 VALVE REPAIR	681.45		681.45
75327	09-08-22	USA-FACT INC	BACKGROUND CHECK - ED MARSHALL	57.80		57.80
75328	09-08-22	USA BLUEBOOK	CARBIDE TIP HOLE SAW C&M CL17SC CLEANING KIT, REAGENT SET CREDIT FOR REQ#115448 SUB PUMP METERING PUMP CONTAINMENTS #85128	20.35	1,971.66	1,992.01
75329	09-08-22	WATERLINE TECHNOLOGIES INC.	10 DRUMS REFILLED #5600514 4 BAGS HYPOCHLORITE WTR PRODUCTION 8 DRUME REFILLED #5598851	3,789.22		3,789.22
75330	09-08-22	WHITE CAP CONSTRUCTION SUPPLY	72 CANS CAUTION BLUE SPRAY PAINT	487.03		487.03
75331	09-08-22	XEROX CORPORATION	XEROX LEASE - ENGINEERING	343.73		343.73
75332	09-15-22	AECOM TECHNICAL SERVICES INC.	AREA M-2 PROGRESS PAYMENT #5	0.00	852.50	852.50
75333	09-15-22	AIR & HOSE SOURCE INC.	O RING STOCK FOR VACUUM TRAILER	146.81		146.81



CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75334	09-15-22	ALFONSO TERRAZAS	REPLACEMENT HIGH PRESSURE SPRAY GUN/WAND			
			OVERPAYMENT OF FEES	304.40		304.40
75335	09-15-22	AQUATIC INFORMATICS INC.	LINKO FOG SUB/REMOTE INSPECTOR SUB	7,147.00		7,147.00
75336	09-15-22	BABCOCK LABORATORIES, INC.	CANNDESCENT DISCHARGE SAMPLE TESTING	697.88		697.88
75337	09-15-22	BIASA, LP	ACCOUNT REFUND 67150 HACIENDA AVE "A"	1,519.58		1,519.58
75338	09-15-22	BIASA, LP	ACCOUNT REFUND 67150 HACIENDA AVE "B"	513.42		513.42
75339	09-15-22	BRINKS INCORPORATED	ARMORED TRUCK SERVICE	278.65		278.65
			ARMORED TRUCK TRANSPORT FEES			
75340	09-15-22	CASAMAR GROUP, LLC	INFLUENT PUMP STATION ODOR CONTROL	0.00	490.03	490.03
75341	09-15-22	CYPRESS DENTAL ADMINISTRATORS	OCT.2022 PREPAID INS.	4,621.37		4,621.37
75342	09-15-22	DESERT VALLEY DISPOSAL, INC.	AUGUST 22 ADMIN CHARGES	1,250.51		1,250.51
			AUGUST CORPYARD CHARGE			
75343	09-15-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	PRE-EMPLOYMENT PHYSICAL	250.00		250.00
75344	09-15-22	FARMER BROS. CO	ADMIN COFFEE	382.63		382.63
75345	09-15-22	INFOSEND INC	MONTHLY BILL SERVICE	4,432.57		4,432.57
			MONTHLY SUPPORT FEE			
75346	09-15-22	MANPOWER US INC.	STAFFING SERVICES - CUST. SERV.	4,198.80		4,198.80
			STAFFING SERVICES - FIELD SERV.			
			STAFFING SERVICES - HR/ENG.			
75347	09-15-22	O'REILLY AUTOMOTIVE, INC.	MISC. ITEMS	185.94		185.94
75348	09-15-22	PARKERS BUILDING SUPPLY	LIGHTBULB REPLACEMENT	116.27		116.27
75349	09-15-22	ROBERT G MODRICH	AUG.2022 UNIDATA MAINT.	5,520.00		5,520.00
75350	09-15-22	SOUTHERN CALIFORNIA EDISON COMPANY	201 - 6334-09062022 P	167,278.78		167,278.78
			206 - 4802-082522 P1			
75351	09-15-22	THE UPS STORE #5062	ITEM RETURN FOR CREDIT - WASTEWATER	27.89		27.89
75352	09-15-22	THE LINCOLN NATL. LIFE INS. CO.	OCT.2022 PREPAID INS.	4,645.24		4,645.24
75353	09-15-22	TOPS N BARRICADES, INC	48 CANS GREEN SPRAY PAINT RESTOCK - WASTEWATER	425.43		425.43
			BLUE SURVERY FLAGS RESTOCK			
75354	09-15-22	UMETECH, INC.	SENTIELONE ANTIVIRUS ANNUAL SUB.	6,162.00		6,162.00
75355	09-15-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	402.95		402.95
75356	09-15-22	URBAN HABITAT	DRIPLINE REPAIR - QUAIL RESERVOIR	138.57		138.57
75357	09-15-22	USA BLUEBOOK	DPD 1 DISPENSER 1000 TESTS	4,292.53		4,292.53
			GRUNDFOS PUMP			
			NITRILE WORK GLOVES - PRODUCTION			
			ONE HANDED METER WRENCH - C&M			
75358	09-15-22	VERIZON CONNECT FLEET USA LLC	GPS UNITS	659.59		659.59
75359	09-15-22	WEST COAST SAND AND GRAVEL INC.	25.94 TONS BASE MATERIAL - CORP YARD	452.04		452.04
75360	09-15-22	XEROX CORPORATION	XEROX LEASE - ENGINEERING	147.39		147.39
75361	09-15-22	ZION TRANSPORT SERVICES INC.	SHIPPING CONTAINER RELOCATOIN FEES - WASTEWATER	1,400.00		1,400.00
75362	09-22-22	AECOM TECHNICAL SERVICES INC.	WELL 42 REDESIGN PP#18	0.00	2,621.50	2,621.50
75363	09-22-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 09.06.22	803.25		803.25
			UNIFORM SERVICES 09.13.22			
75364	09-22-22	BABCOCK LABORATORIES, INC.	3RD QUARTER GROUNDWATER WELL SAMPLING	2,166.42		2,166.42
			3RD QUARTER SAMPLING - HORTON WWTP			
			TOTAL N TESTING H+DC - AUGUST 2022			
75365	09-22-22	CITY OF DESERT HOT SPRINGS	UU TAX - JULY 2022	42,502.23		42,502.23
75366	09-22-22	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING CLASS ACTION	826.50		826.50

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75367	09-22-22	CORE & MAIN LP	1"CTS X 3"FULL CIRCLE REPAIR CLAMP 10"AC/DI X1"IPPT BRZ SADDLE D/S J979 8"AC/DI X 1"IPPT BRZ SADDLE D/S J979 8"X6" FLG REDUCER	8,028.37		8,028.37
75368	09-22-22	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT	1,322.06		1,322.06
75369	09-22-22	DESERT PROMOTIONS	4DZ MSWD CAPS FOR FIELDSTAFF	730.80		730.80
75370	09-22-22	ENTERPRISE FM TRUST	FLEET LEASE - TRAVEL FEES	14,335.61		14,335.61
75371	09-22-22	FEDEX	SHIP REDLINE & BOND COPY TO CONTRACTOR	0.00	41.50	41.50
75372	09-22-22	HOME DEPOT CREDIT SERVICES	GS BIG GAP FOAM FILLER WATER PRODUCTION	755.68	827.92	1,583.60
75373	09-22-22	INFOSEND INC	MONTHLY BILLING SERVICES INV 220839	3,994.47		3,994.47
75374	09-22-22	INLAND WATER WORKS SUPPLY CO.	2" CTS 90 BR.ELL C110 X C110 4" POWERSEAL A/C JOINT CLAMP W/EX GASKET 15-600 8"AC/DI X 1"IPPT BRZ SADDLE D/S J979	3,868.02		3,868.02
75375	09-22-22	J.F. SHEA CONSTRUCTION, INC.	CONSTRUCTION PROGRESS PAYMENT #5	0.00	1,345,770.00	1,345,770.00
75376	09-22-22	KILLER BEE PEST CONTROL	BEE REMOVAL 17136 CO EY INV#6336	75.00		75.00
75377	09-22-22	KSM ELECTRIC INC.	SERVICE CALL - INSTALLED NEW AMP BLOCK SERVICE CALL - LOW NORTHRIDGE BOOST 1/2 SERVICE CALL - OVERHILL STATION SERVICE CALL - TERRACE BOOSTERS SERVICE CALL - TWO BUNCH BOOSTERS	9,125.16		9,125.16
75378	09-22-22	LEGEND PUMP & WELL SERVICE, INC.	SUBMERSIBLE PUMP, MOTOR & COLUMN SECTION	18,344.00		18,344.00
75379	09-22-22	MAC'S MOBILE AUTOGLASS	WINDSHIELD REPLACEMENT	338.30		338.30
75380	09-22-22	MANPOWER US INC.	ADMINISTRATIVE ASSITANT ENG SUPPORT CUST SERV REP TEMP INV37370477 GM REPORT/GRANT TEMP FIELD SERV TECH INV 37370479	3,510.18		3,510.18
75381	09-22-22	MATHESON TRI-GAS, INC	PYRAMEX ANTI-FOG SAFETY GLASSES	465.48		465.48
75382	09-22-22	MICHAEL BAKER INTERNATIONAL, INC.	PROFESSIONAL SERVICES AUGUST 2022	0.00	4,860.00	4,860.00
75383	09-22-22	PARKERS BUILDING SUPPLY	ADMIN REPAIRS	22.15		22.15
75384	09-22-22	PHENOVA, INC.	IN HOUSE PE SAMPLES - D.O.	725.92		725.92
75385	09-22-22	PHILLIPS, FRACTOR & COMPANY, LLC	LEGAL CONSULTING CLASS ACTION	1,897.00		1,897.00
75386	09-22-22	PLANIT REPROGRAPHICS	SCANS OF APPROVED PLANS & BOND COPY	0.00	1,051.81	1,051.81
75387	09-22-22	POLYDYNE,INC.	3-TOTES POLYMER SLUDGE WASTING	8,464.71		8,464.71
75388	09-22-22	RUHNAU CLARKE ARCHITECTS	MSWD CRITICAL SVCS CTR	0.00	388,946.03	388,946.03
75389	09-22-22	SIOBHAN FAHEY	ACCOUNT REFUND 11255 POMELO DR	1,684.49		1,684.49
75390	09-22-22	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	VEHICLE MAINTENANCE & REPAIRS	277.07		277.07
75391	09-22-22	T4 SPATIAL, LLC	CCTV STORAGE - AUGUST 2022 CCTV STORAGE - JULY 2022	2,500.00		2,500.00
75392	09-22-22	THE UPS STORE #5062	CUSTOM PRINTED MSWD ENVELOPES	555.46		555.46
75393	09-22-22	THE DESERT SUN	ANNUAL SUBSCRIPTION	749.74		749.74
75394	09-22-22	THOMAS SCHMITT	ACCOUNT REFUND 66320 FLORA AVE	65.60		65.60
75395	09-22-22	TULE RANCH/MAGAN FARMS	SLUDGE HAULING H+DC - AUGUST 2022	37,663.28		37,663.28
75396	09-22-22	VESTED SOLUTIONS	JANITORIAL SERVICES - AUGUST 2022	3,333.33		3,333.33
75397	09-22-22	WATERLINE TECHNOLOGIES INC.	7 DRUMS REFILLED #5602807 8 DRUMS REFILLED #5601610	3,668.89		3,668.89
75398	09-22-22	WHITE CAP CONSTRUCTION SUPPLY	RESTOCK FILED SERVICE SUPPLIES	1,124.44		1,124.44
75399	09-22-22	WIENHOFF DRUG TESTING	DOT EARLY MONITORING - ED MARSHALL	165.00		165.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75400	09-22-22	WILLDAN FINANCIAL SERVICES	TAX ROLL PREP - STANDBY	3,404.12		3,404.12
75401	09-28-22	AECOM TECHNICAL SERVICES INC.	MSWD CONSTRUCTION SERVICES	0.00	134,172.43	134,172.43
75402	09-28-22	ALL AMERICAN FIRST AID	RESTOCK 1ST-AID KITS FOR MSWD	77.04		77.04
75403	09-28-22	BABCOCK LABORATORIES, INC.	HORTON BELT PRESS SLUDGE	1,499.35		1,499.35
75404	09-28-22	BECK OIL, INC.	DIESEL FUEL	14,843.27		14,843.27
			UNLEADED GASOLINE			
75405	09-28-22	CHRISTIAN SIGWALD	TOILET REBATE - SIGWALD	200.00		200.00
75406	09-28-22	CIVICPLUS LLC	MUNICODE MTGS ANNUAL RENEWAL	3,400.00		3,400.00
75407	09-28-22	CORE & MAIN LP	RESTOCK 3/4 1" METER WASHERS QTY500 EA	206.63		206.63
75408	09-28-22	COUNTY OF RIVERSIDE	COUNTY ENCROACHMENT PERMITS	841.88		841.88
75409	09-28-22	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT	905.03		905.03
75410	09-28-22	ENVIROGEN TECHNOLOGIES INC	URANIUM TREATMENT FOR WELL 26A	4,008.64		4,008.64
75411	09-28-22	FORSHOCK	SCADA UPGRADES FOR WWTP	220.00	26,914.58	27,134.58
			SERVER MONITORING SERVICE			
75412	09-28-22	HUNTER JOHNSEN, INC.	CV WATER COUNTS CONSULTING-OCT	38,060.26		38,060.26
75413	09-28-22	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	PULL WELL 26A - VIDEO LOG/INSPECT EQUIP.	15,890.00		15,890.00
			PULL WELL 33 - VIDEO LOG/BRUSH & BAIL			
75414	09-28-22	MATHESON TRI-GAS, INC	QTY6 BOXES LENS CLEANING WIPES	57.02		57.02
75415	09-28-22	METTLER-TOLEDO, LLC	ANNUAL LAB MOISTURE ANALYZER CALIBRATION	458.93		458.93
75416	09-28-22	MUROW DEVELOPMENT CONSULTANTS	WELL 24 ELECTRICAL PANEL REHAB - PP#5	0.00	2,312.50	2,312.50
75417	09-28-22	O'REILLY AUTOMOTIVE, INC.	BATTERY	1,043.98		1,043.98
			BATTERY REPLACEMENT			
			VEHICLE REPAIRS			
			VEHICLE REPAIRS/SERVICES			
75418	09-28-22	PALM SPRINGS UNIFIED	DHSHS REAL LEADERSHIP SPONSORSHIP	1,500.00		1,500.00
75419	09-28-22	PALM SPRINGS MOTORS INC	REPLACEMENT BACK-UP CAMERA TRK412	64.38		64.38
75420	09-28-22	PALM SPRINGS PEST CONTROL, INC.	BATI BOX SERVICE AT WWTP	170.00		170.00
			PEST CONTROL SERVICE - ANNEX BUILDING			
			PEST CONTROL SERVICE - BAIT AT ADMIN			
			PEST CONTROL SERVICE - CORP YARD			
75421	09-28-22	PARKERS BUILDING SUPPLY	ADMIN REPAIRS	138.74		138.74
			MISC ITEMS - TWO BUNCH RESERVOIR			
			MISC. ITEMS			
			REPAIR BOLTS, NUST, WASHERS C&M			
			REPAIR ITEMS FOR SERVICE DEPT. N/I			
75422	09-28-22	PATTON DOOR & GATE	EMERGENCY GATE REPAIRS	300.00		300.00
75423	09-28-22	R.I.C. CONSTRUCTION CO, INC.	FURNISH/INSTALL ELECTRICAL SWITCHBOARDS	0.00	271,011.44	271,011.44
75424	09-28-22	SOUTHERN CALIFORNIA EDISON COMPANY	101 - 3084-09262022	32,668.01		32,668.01
			206 - 4802-09272022 P1			
			8247-09262022 P			
75425	09-28-22	SOUTH WEST PUMP & DRILLING, INC.	LABOR - TROUBLESHOOT TWO BOOSTER PUMPS	4,200.00		4,200.00
75426	09-28-22	UMETECH, INC.	SSL FOR P CERT FOR PAYMENTS.MSWD.ORG	99.99		99.99
75427	09-28-22	URBAN HABITAT	MONTHLY LANDSCAPE - SEPTEMBER 2022	6,425.00		6,425.00
			QUARTERLY LANDSCAPE AT D.P.L.S.			
75428	09-28-22	USA BLUEBOOK	QTY10 COMPRESSION NUT ASSMBLY TWR PROD.	321.99		321.99
75429	09-28-22	WATERLINE TECHNOLOGIES INC.	7 DRUMS REFILLED #5603682	1,712.15		1,712.15
75430	09-28-22	WEST COAST SAND AND GRAVEL INC.	25.87TONS COLD MIX ASPHALT RESTOCK	3,681.30		3,681.30

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75431	09-28-22	XEROX CORPORATION	RESTOCK BASE MATERIAL 26TONS			
			MAILROOM XEROX LEASE	343.73		343.73
PR090922	09-09-22	EMPLOYEES	PAPER PAYROLL CHECKS	460.93		460.93
PR091522	09-15-22	EMPLOYEES	PAPER PAYROLL CHECKS	2,077.37		2,077.37
PR092322	09-23-22	EMPLOYEES	PAPER PAYROLL CHECKS	0.00		0.00
PR092922	09-29-22	EMPLOYEES	PAPER PAYROLL CHECKS	0.00		0.00
			CURRENT CHECK TOTAL	830,413.1	2,364,525.4	3,194,938.5
TOTAL				830,413.12	2,364,525.42	3,194,938.54
198 records listed						

# AGENDA REPORT

## REGULAR BOARD MEETINGS OCTOBER 13 & 17, 2022

### DIRECTOR REPORTS

#### DIRECTOR REPORTS

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

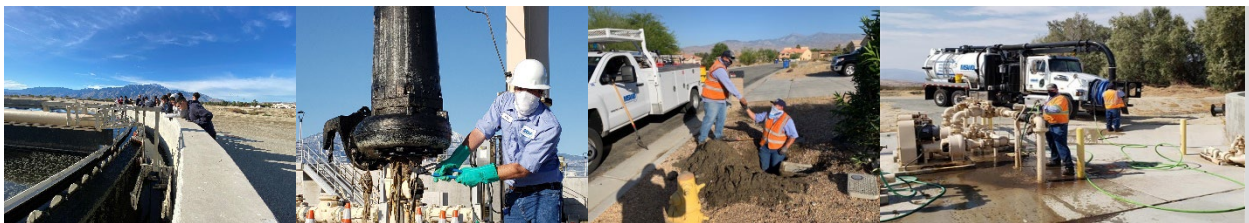
Date	Event	Attendees
9/6/2022	DHS CITY COUNCIL MEETING	MARTIN
9/8/2022	DVBA PUBLIC WORKS LUNCH	MARTIN
9/13/2022	RIVCO BOARD OF SUPERVISORS MTG	MARTIN
9/20/2022	DHS CITY COUNCIL MEETING	MARTIN
9/20/2022	DWA BOARD MEETING	GRIFFITH
9/22/2022	DVBA MEET THE CANDIDATES	SEWELL, MARTIN, WRIGHT*
9/27/2022	CVWD BOARD MEETING	GRIFFITH
9/28/2022	WATER ALLIANCE MEETING	MARTIN
9/29/2022	ALL VALLEY MAYORS & TRIBAL CHAIRPERSONS LUNCHEON	SEWELL, MARTIN*
9/30/2022	MEET THE SUPERVISOR EVENT	MARTIN

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

Date	Event	Attendees
9/6/2022	WELL LEGISLATIVE WATER MEETING	MARTIN, WRIGHT
9/13/2022	COMMUNITY SUPPORT LUNCH	MARTIN
9/15/2022	CVAG CVCC AND E&E MEETINGS	MARTIN, WRIGHT
9/20/2022	RIVCO BOARD OF SUPERVISORS MTG	MARTIN
9/26/2022	CABOT'S BOARD MEETING	MARTIN
9/28/2022	TRIBAL WATER BOARD MEETING	MARTIN
9/28/2022	CVCAN CANNABIS FORUM	MARTIN



# General Manager's Report October 2022



## Table of Contents

<b>ADMINISTRATION .....</b>	<b>1</b>
Customer Service Department .....	1
Finance and Accounting Department.....	5
Innovation and Technology Department .....	7
Purchasing Department .....	8
<b>ENGINEERING AND OPERATIONS.....</b>	<b>9</b>
Engineering Department.....	9
Operations & Maintenance.....	12
Water Resources .....	24
<b>PUBLIC AFFAIRS.....</b>	<b>25</b>
<b>APPENDIX A - Federal Update from Carpi &amp; Clay</b>	
<b>APPENDIX B – Wastewater and Water Production Tables</b>	
<b>APPENDIX C – Public Affairs Information</b>	

## ADMINISTRATION

### Customer Service Department

#### Disconnections Due to Non-Payment

After suspending disconnections the past two years due to the COVID pandemic, MSWD announced that it will resume disconnection of past due accounts beginning in April 2022. To avoid disconnection, customers who have past due balances are strongly encouraged to contact the District before March 31, 2022, to set up a payment plan and learn about available assistance programs. To assist residential and commercial customers with past due balances related to COVID, the District applied for and received funds from the California Water and Wastewater Arrearage Payment Program to cover past-due drinking water balances that were accrued between March 4, 2020, and June 15, 2021.



As of April 5, 2022, disconnections have resumed. The September monthly delinquency process began with 338 auto-dialer calls, and technicians were able to make contact with 74 customers to either pay, set up payment plan with the office, or to get information for bill assistance. This process reduced delinquencies to only 67 disconnections in September 2022.

375 payment plans were set for MSWD customers with pending balance of payment plans totaling \$222,954.43.

#### Customer Bill Assistance Programs

The United Way Customer Bill Assistance Program continues to be utilized by those customers who need assistance one billing period annually, paying \$100 per approved customer.

United Lift has assisted customers by paying \$939.05 on customer accounts in September 2022.

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



Riverside County's Low Income Household Water Assistance Program (LIHWAP) Care Program launched on June 2, 2022. This program will provide customers with a one-time payment towards their water and/or sewer bill up to \$2,000. This program will only run through August 2023. The program has started strong with LIHWAP paying \$23,141.57 in customer assistance since it opened to the public in June 2022.



### Ways to Pay Bills

MSWD Customer Service continues to provide customers multiple options for bill payment.

- Customers can drop payments (check or money order) in the drop box
- Customers can pay at 7-11 or Walmart in Desert Hot Springs and must have their bills present. The addition of Walgreen's will be coming soon.
- Payment Portal on MSWD.org
- Customers can call in and pay through the IVR system, or with Customer Service Representative assistance
- Paypal, Google Pay, Apple Pay, and the QR code on the back of the bill. Customers can pay directly from their smartphone



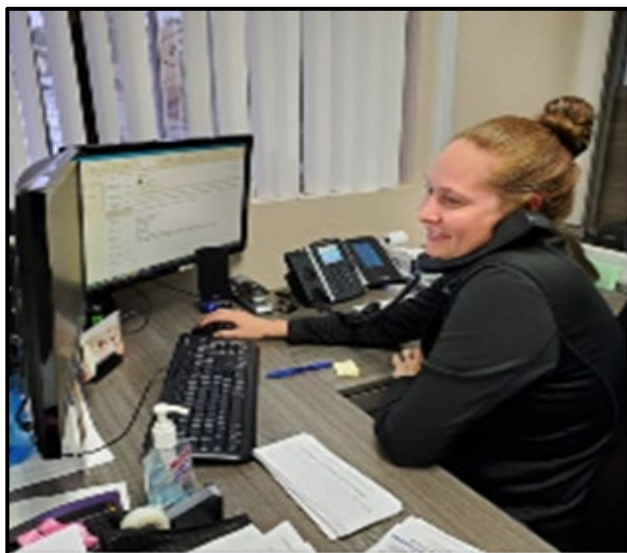
### Lobby Open by Appointment Only and COVID-19 Response

As part of the COVID-19 response, the MSWD lobby continues to be open by appointment only. The District had five appointments in September 2022 to assist customers in person.



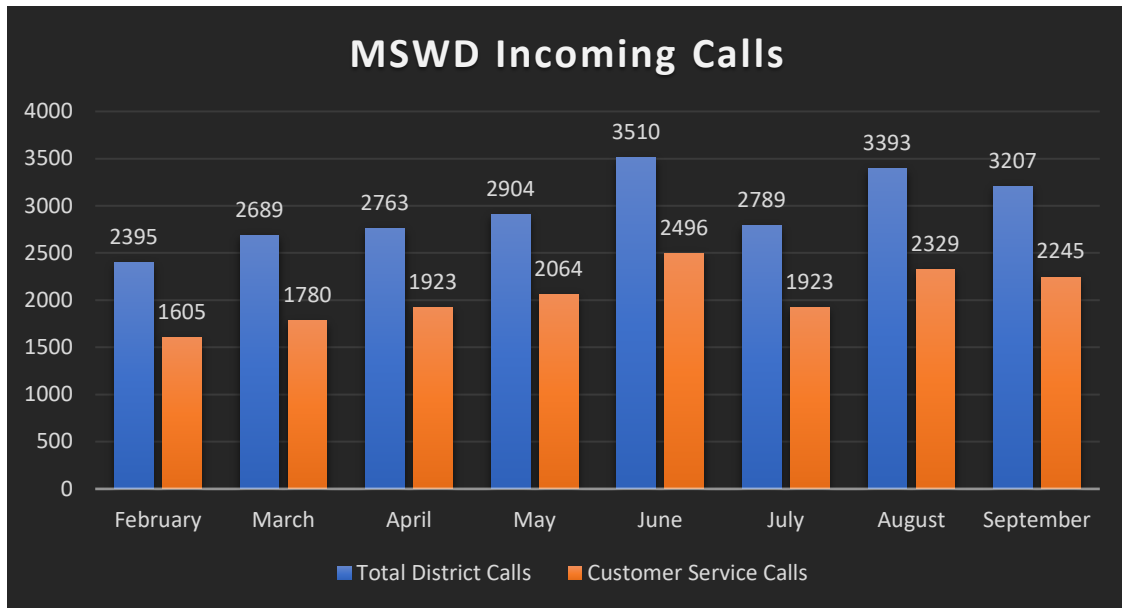
MSWD Customer Service Representatives continue to assist our customers with minimal disruption. Staff continues to find creative ways to assist those customers who may have unique requests including those customers who do not have internet access.

- All Customer Service staff is working in office with distancing
- All Field Service Technicians are working to serve customers in individual trucks
- Applications available on MSWD.org
- Mailing paper applications to customers that are unable or uncomfortable with online processes



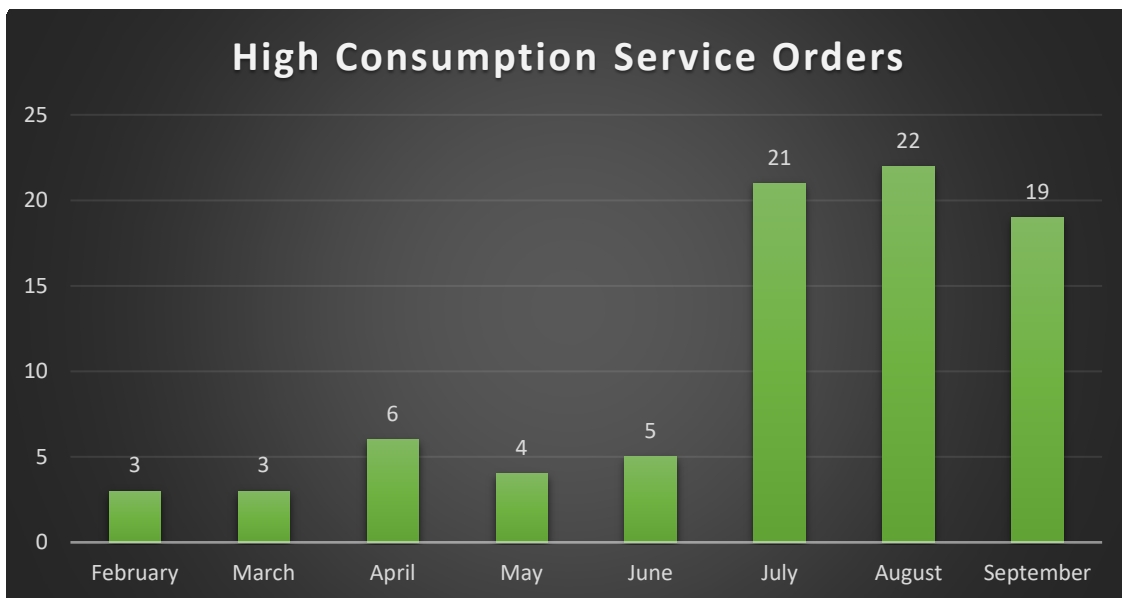
### Calls into the Customer Service Department

The District is seeing an increase in the number of calls. Most calls are related to delinquency letters received, sewer pre-payments, payment plans, bill assistance information, demand/lien release requests, new property start/stop service, and account balance requests. The chart below represents MSWD incoming calls and those received by the Customer Service staff. There were 121 roll-over/"new" customer accounts in September 2022.



### High Bill Investigation Requests Versus 13,732 Accounts

The District continues to leverage the new AMI infrastructure and Neptune 360 portal. All customers are encouraged to sign up for the portal bill and leak alerts. Customer adoption is trending about 2% per week, reaching 30% or 4,161 customers registered so far.



## Finance and Accounting Department

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

### **Current Work Priorities**

The Director of Finance was sworn in as an official member of the Desert Hot Springs Rotary.

The Director of Finance worked with TKE Engineering and the accounting team to coordinate a process to submit reimbursement claims to the State for the Regional Water Reclamation Facility grant agreement.

The Director of Finance also received bids for \$15M line of credit to shore up cashflows through the grant reimbursement timing.

Accounting continues to support other departments as needed. September 2022, in particular, was a very busy month:

### Human Resources

- Accounting processed and reviewed the changes made to the accounting software to pay the Certificate and Education incentives that went into effect this month.
- Established a review and payment process for the new employee requested benefit. Aflac went into effect in September 2022.

### Information Technology

- Began the process of evaluating the migration from Unidata to another ERP system.
- The Director of Finance continues to work with IT on continuous receipts of phishing emails. Most have been added to a spam list and have stopped for the most part, however, they continue to get through under different credentials.

### Customer Service

- Continues to work with the State to finalize arrearage data to close the grant provided to help with customer delinquent accounts.
- Reviewed the parcels rejected by the County for sewer and delinquent charges placed on the property taxes to start the notification process.
- Continued to help with the transition from Paymentus to PayNearMe giving customers more options to pay their water bill.
- Provided several corrections to customer service for customer accounts.

- Continued support with Legal for the class action lawsuit. Tom Slovak continues to call the District for information and to provide updated addresses and account status. This has been ongoing for the past several months.

#### Public Relations

- Finance continues to work with Public Relations on customer outreach related to delinquent accounts and ways to get help to pay for their past due water bills.

#### Engineering and Construction and Maintenance

No new reimbursable jobs were requested by Engineering.

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

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

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

#### **Budget**

Budget transfers in September amounted to \$15,100 due to a mainline leak repair.

#### **Audit**

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

#### **Payroll**

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

#### **Cash**

Total cash receipts for the month of September 2022 amounted to \$1,515,928 with the majority being normal bill payments and sewer prepayments.

Cash disbursements for the month of September 2022 amounted to \$4,130,964 with the largest payments going to:

- J.F. Shea Construction – \$1,345,770
- Ruhnau Clarke Architects - \$388,946
- R.I.C. Construction Co, Inc. - \$365,991
- Southern California Edison – \$199,946
- City National - \$190,922

- AECOM Technical Services, Inc. \$137,646
- Net Payroll – \$254,432
- Payroll Taxes – \$111,558



## Innovation and Technology Department

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

### **Technology Improvements**

Working with Water Production, IT assisted in the setup and configuration of an emergency surveillance system for Well 26 while repairs are being made on Well 26A.

IT will be working with Waste Water in October 2022 to setup the network and computer equipment in the new North Building office at the Horton Waste Water Treatment Plant.

IT is working with staff on reviewing workflows in our ERP to determine future needs and process improvements.

IT is assisting Customer Service in the technical needs for re-opening the lobby and providing our customers with a positive on-site experience.

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

Desktop computers and laptop upgrades continue as needed.

### On-Going Cyber Security Training

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

### Purchasing Department

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

Price increases and supply chain issues continue to surface within our industry. Specifically, PVC pipe and fittings, ductile iron pipe and fittings, restraints, hydrants, and valves, as well as many other products, are experiencing significant shortages that could lead to extended lead times. Along with these supply chain problems, pricing continues to escalate. These problems exist with both domestic and import materials. Staff will continue to monitor the situation and perform due diligence in getting all the material that is needed to maintain the water systems.

Staff has finalized the removal of the old Master Meters, and all shipping containers are completely empty. Staff has also moved one of the storage containers to the Desert Crest Wastewater Treatment Plant, and the other moved to a more strategic space within the Horton Wastewater Treatment Plant. Thank you to Construction & Maintenance, the Service Department, and Wastewater crews for helping with this process.



## ENGINEERING AND OPERATIONS

### Engineering Department

Below is a list of Capital Projects and status updates.

#### **Well 42 Project**

Construction is still on-hold due to revisions to the pumping and electrical equipment.

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

Construction will likely be on-hold for several more weeks while the equipment submittals are processed and the equipment is ordered, fabricated, and delivered to the site for construction and installation.

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

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

#### **Well 22 Rehabilitation**

Following rehabilitation work last month, the water quality testing did not pass and the well remains out of service. Staff is evaluating water quality results and additional downhole rehabilitation options that will address the water quality issue.

Staff anticipates bidding the project during winter 2023.

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

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

#### **AD-18 GQPP Sewer Project Area “D3-1”**

Due to current construction costs, the project is on-hold, with the intent to repurpose the grant funding to the GQPP Area M2 project in the coming months.

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

The design consultant, TKE Engineering, is continuing work on the 100% design submittal, specifically the added shade structure, wind break, and maintenance scaffolding system. Staff expects to receive the updated plan set in the coming weeks.

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

The design consultant, Genterra, began geotechnical explorations and surveying for the project. These efforts are expected to be completed in early October 2022, at which time the design phase will begin.



**Horton Odor Control Project**

The construction has been completed. Staff and consultant are reviewing the required as-built plans. Final billing has been received. The District is in receipt of unconditional waivers from all suppliers and subcontractors. The Notice of Completion is expected to be presented to the Board at the November 2022 meeting.

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

Staff is reviewing funding options, costs, and availability of generators that meet the latest Air Quality Management District (AQMD) requirements for use in California.

**Energy Conservation and Efficiency Services Plan**

On June 30, 2022, staff solicited statements of qualifications for consulting firms to design and implement energy efficiency, energy generation, and other energy related capital improvement services for the District. Qualification statements were received from Willdan Energy Solutions, Engie Services, and Climatec. Staff carefully reviewed the three statements of qualifications, and based on experience and consultant staff resumes, Engie Services was selected. Staff is involved with negotiating and finalizing the scope of work for the contract.

**Contracts and Amendments**

Recently, staff processed the following Contract Amendments and Contracts:

- Mission Springs Water District Regional Conveyance Trunk Sewer Project (Design). Staff processed Amendment No. 4 with TKE Engineering to extend the original agreement to end on December 30, 2022.
- Design Update Services for the Site Work and Well Fitting for the Well 42 Project. Staff processed Amendment No. 3 with AECOM to extend the original agreement end date to end on September 30, 2023.
- Total Dissolved Solids Impact Evaluation Work Plan for the Regional Water Reclamation Facility Project. Staff processed Amendment No. 1 with West Yost to extend the original agreement end date to end on June 30, 2023.
- On-Call Professional Geotechnical Consulting Services. Staff processed a Consulting Services Agreement in the not-to-exceed amount of \$10,000.00 with Landmark Consulting Services to provide professional geotechnical consulting services for Mission Springs Water District. The contract end date is June 21, 2023.
- On-Call Professional Services for Construction Management and Inspection of Capital and Development Projects. Staff received and reviewed 11 proposals from interested consultants. After carefully reviewing their staff resumes, work experience and capabilities, staff selected MWH, Engineering Resources of Southern California and Wallace and Associates. The contract price for each of the consultants will be in the not-to-exceed amount of \$50,000.00. The contract term is one year and will end on September 20, 2023.

- Staff is preparing an emergency sewer repair project to remove and replace sections of eight-inch sewer lines on 1<sup>st</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Streets. The scope of work and project specifications will be given to the District's on-call contractors to provide bids for the work within the next week. District staff has reached out to the City of Desert Hot Springs to coordinate the necessary repairs.

### Regional Water Reclamation Facility

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



Operations & Maintenance

**Construction & Maintenance**

Staff completed approximately 354 water line location requests. Staff continues to use iPads with the GeoViewer Mobile app to streamline and manage line locations.



Staff replaced seven water service lines with copper, repaired 16 service line leaks, and four mainline leaks.



Staff continues to implement maintenance programs, consisting of ground valve exercising, blow-off flushing, air-release valves, Cla-Val automatic control valves, and fire hydrant flushing/painting. There were 188 ground valves exercised, 94 fire hydrants were flushed and maintained, zero air-release valves were inspected and/or rebuilt, zero Cla-Val valves were inspected, and one blow-off was flushed.



A total of 27 work orders were processed in September 2022 using the CMMS program.

Staff installed 23 new water service lines in September 2022.

Staff continues performing field fire flow tests for the Engineering Department. 15 fire flow tests were conducted in September 2022.

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

### **Fleet and Facility Maintenance**

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

**Building Maintenance:** Several light bulbs and fixtures were replaced in various locations throughout the Administration Building and Accounting Modular. Replaced a fan motor in the restroom downstairs in the Administration Building. Installed a new threshold ramp on the outside of the door going into the warehouse at the Administration Building to help remove cases of water from the storage room. Installed a replacement air compressor at the Corporate Yard, and repaired the auto gates at the Corporate Yard and Horton Wastewater Treatment Plant.

**Standby Generator Monthly Maintenance Program:** Staff did not find any issues during the monthly testing of our standby generators. This testing ensures the generators are functioning correctly and ready to be used when needed.

The District continues to utilize Southern California Fleet Services for contract maintenance and repairs of District vehicles and equipment. Below is a listing of services that were provided in September 2022:

- Preventative maintenance was completed on Units 323 and 403
- Battery was replaced in Unit 393
- The District received four new trucks that have replaced customer service trucks. Tool boxes were installed in all four trucks
- The three surplus vehicles on Gov Deals have sold and been picked up. Four more surplus vehicles were added to Gov Deals.
- Windshield was replaced on Unit 388
- Brakes were inspected on Units 404 and 406
- The annual inspection for the vehicle lift was performed this month

### **Collections**

There were no Sanitary Sewer Overflows (SSOs) in the collection system during September 2022. No problems occurred at the Dos Palmas Lift Station. The operators continued to visit the site each day to check proper pump operation, ensure the SCADA system is working properly, and check site security.

Staff completed 353 sewer line location requests. Staff continues to use iPads with the GeoViewer mobile application to streamline and manage line locations.

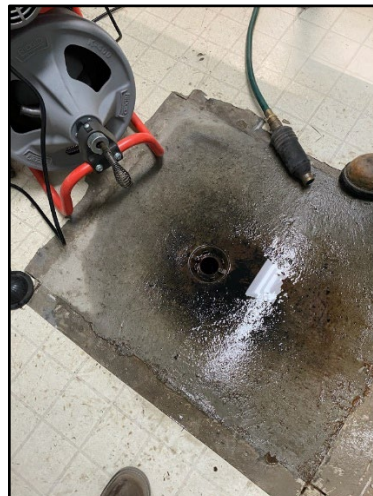
Staff completed 26 CCTV inspections in AD-12-F and AD-11-C1 service areas.

Approximately 0.065 miles of sewer mainline was cleaned in September 2022.

Staff vacuumed out rags and grease from the Dos Palmas Lift Station. Staff also helped the Wastewater Treatment staff by vacuuming up sludge/grit at the Desert Crest Wastewater Treatment Plant. Vacuuming out the rags from the outfall boxes on aeration tanks 4 and 5 at the Horton Wastewater Treatment Plant was also completed.



Staff helped unclog a problem drain in one of the bathrooms at the Corporate Yard. Staff ran a snake auger into the line and was able to push through what was causing the blockage.



## Wastewater Treatment

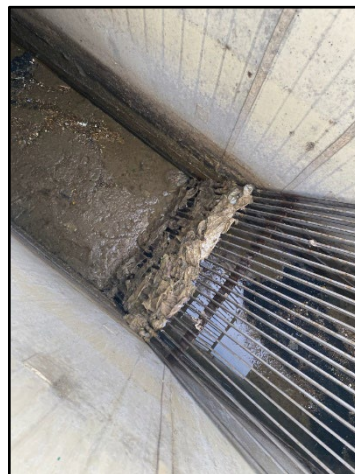
Staff spent a combined 359-man hours performing routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest Wastewater Treatment Plants (WWTPs). Also, during this timeframe staff spent 172-man hours operating the sludge belt filter press, including filling and removing 15 trailers of sludge from the Horton and Desert Crest WWTPs.

Staff collected 39 samples and spent 58.5-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes. Both wastewater treatment plants are producing an effluent that meets the District's discharge requirement.

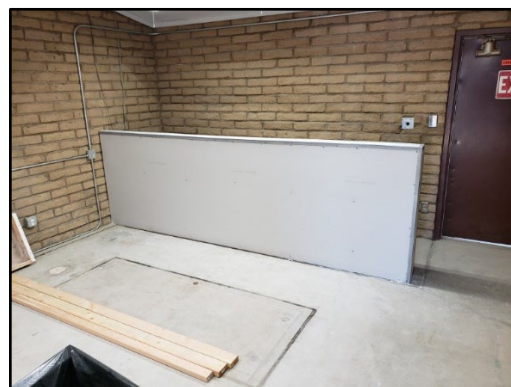
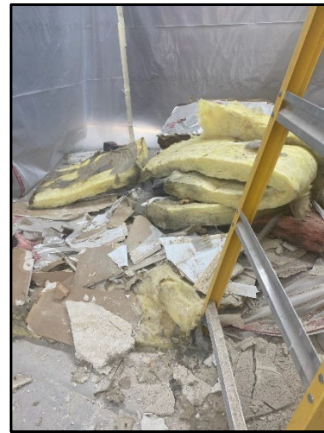
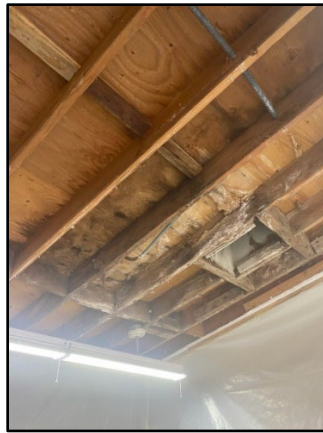
Staff cleaned and rehabilitated Ponds 1, 3, 6, and 7 in September 2022.



Staff has been monitoring the effectiveness of the new manual bar screen installed in the bypass channel of the headworks to help capture any rags from entering the Horton wastewater treatment process.



Horton North Building Rehabilitation Project: PuroClean and Cove Electric, Inc. (Cove) have both started to work on the North Building with the goal of turning it into an office, breakroom, and locker room. PuroClean has removed and exposed the damaged area of the roof that needed to be replaced. Cove has started to install new conduits and electrical wiring throughout the entire building. They have also installed a sub-panel to help with all the new power required. An ethernet port was installed on the outside of the building to allow uploading of CCTV videos from the camera truck. Staff has started working on installing a short wall to go over the existing railing to help clean up the new office/breakroom.



Staff continues to perform monthly groundwater sampling and sound water levels at the groundwater monitoring wells for the RWRF.



New SCADA software installation was completed this month. Staff switched from the limited Lookout software to GeoSCADA software, which has generally increased the monitoring capability and security of the Horton WWTP.

Staff continues to conduct a weekly department “Wastewater Training” program. These trainings are intended to provide all operators with consistent knowledge/understanding of processes and operating equipment in a more proficient manner. This training also aids in keeping operators safe when completing maintenance. This month’s training included:

- Manual Bar Screen Cleaning
- Sludge Sampling and Cake Percent
- Drain Cleaning Snake Auger Safety
- Pond DO Meter Calibration and Troubleshooting





Through continued development in the Desert Hot Springs area, and at the request of new consumers, sanitary services are always being added to the collection system. Below is a summary of new sanitary service connections by month.

New Sanitary Service Connections to Collection System

	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
July	4	18	8	7	9	51
Aug.	26	20	4	1	8	53
Sep.	20	20	5	2	12	8
Oct.		36	9	4	8	12
Nov.		29	50	10	9	7
Dec.		12	9	3	3	64
Jan.		14	21	7	1	16
Feb.		7	23	5	1	42
Mar.		17	48	1	0	23
Apr.		7	18	3	3	15
May		16	17	11	3	20
June		2	21	7	3	6
<b>Annual Total</b>	<b>50</b>	<b>198</b>	<b>233</b>	<b>61</b>	<b>60</b>	<b>317</b>

Additional sanitary service connection information is provided in Appendix B.

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

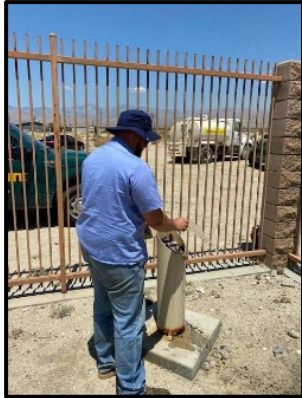
Monthly Wastewater Flows

<b>WASTEWATER FLOW MGD</b>				
2022/23	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.980020	2.086591	0.038856	0.045610
Aug.	2.007484	2.156507	0.043378	0.051750
Sep.	2.085598	2.243680	0.042339	0.047130
Oct.				
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

Additional wastewater flow information is provided in Appendix B.

## Water Production

Staff collected 60 routine bacteriological (Bac-T) samples and six general physical samples in September 2022. Well 26A has been offline since August 31, 2022 and no uranium or bacteriological samples were taken from the well or the treatment system. Staff works closely with the laboratory when changing sampling dates or taking grab Bac-T samples for incidental water main shutdowns. The MSWD Monthly Coliform Monitoring Reports for September 2022 were sent out to the State Water Resources Control Board on October 5, 2022.



Staff monitors chlorine levels and makes sure that all wells have a sufficient level of chlorine. Weekly chlorine deliveries to all well sites continue and is typically done on Thursdays, but staff has also been topping them off as needed throughout the week.

Staff is currently working on completing and installing two additional automatic chlorine analyzers. Water Production Operator, Adam Wagner, has begun the build of these two analyzer cabinets.



Staff continues to conduct routine chlorine pump maintenance and inspections at all well sites, making necessary adjustments to all chlorine pumps and/or their related equipment, ensuring proper operation and repairing/rebuilding as needed. All chlorinators are functioning properly in September 2022.

Staff continues to sound the groundwater levels for 13 production wells and nine monitoring wells. Staff usually strives to complete the soundings early in the month to be able to identify any abnormalities. The soundings brought attention to the declining production rate at Well 26A. This well has been pulled and is undergoing well rehabilitation and is receiving a new pump, motor, and column pipe.

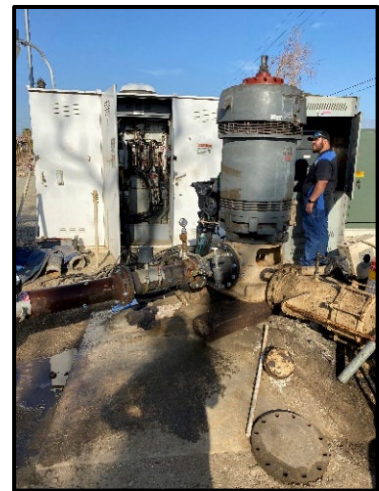


Staff continues to oversee all water production sites making necessary changes. Staff routinely climbs reservoirs and conducts monthly overflow maintenance as needed. Staff also conducts reservoir roof inspections using a drone.

Staff was unable to perform the Well 33 suction reservoir overflow maintenance this month as the pump and motor were pulled for repairs on August 26, 2022. A full downhole well rehabilitation is being evaluated for Well 33.

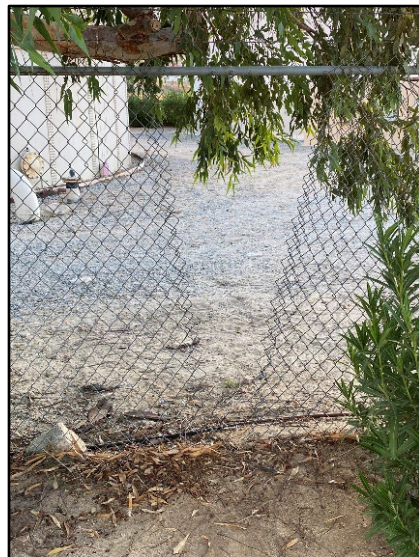
Staff continues to oversee the landscape contract with Urban Habitat for 36 sites throughout the District.

Staff is currently working on the first phase of a multiphase rehabilitation project for Well 22. In the first phase the contractor, Legend Pumps, performed test pumping of the well confirming it can achieve a sustainable flow rate of approximately 1,200 GPM. Staff continued to receive failed bacteriological test results for this well, however, staff is confident that additional effort will result in passing results.



Terrace Booster Station Pump #4 is expected to be installed within the first couple of weeks in October 2022. The contractor is waiting on delivery of a seal.

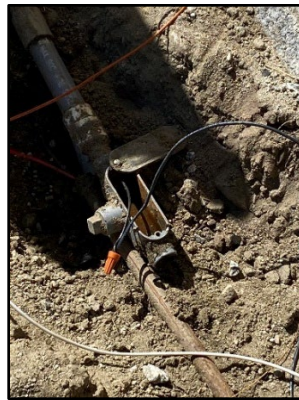
The Two Bunch Booster station was vandalized on September 1, 2022. The vandals made off with the wire that feeds power to two boosters at the site. They gained access to the site by cutting through the chain link fence. Repairs were made later that day.



Staff replaced the production meter at Well 32 on September 8, 2022 because it stopped working. Adrian, from our C&M Department, assisted in the meter change out.



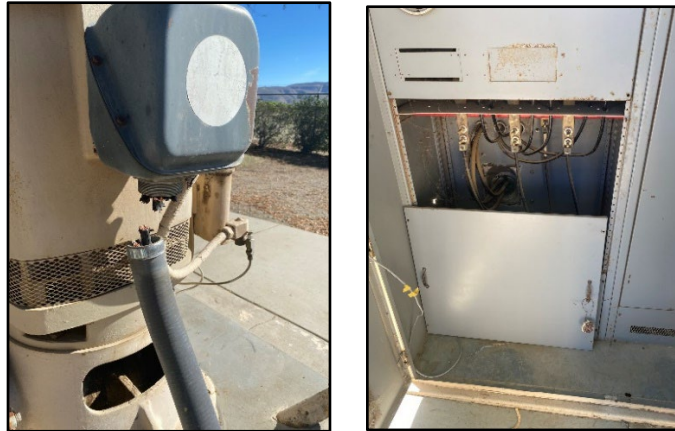
Due to continued issues with the solar power system at the Mission Lakes Reservoir, staff further investigated and found faulty underground conduit and wiring. Staff replaced the conduit and wiring. The solar system is now charging and maintaining the batteries. However, staff has ordered new batteries for this site (and Highland Reservoir) to provide additional run time in the event of cloudy/rainy days.



At the Valley View Booster station, the water lube supply line on one of the boosters was leaking. Staff replaced the leaking fitting.



On Saturday, September 24, 2022, Well 25 was vandalized. The vandals attempted to steal the wire that feeds our well motor. Time Owens arrived on site as the vandals were in the act. Tim was able to get a description of the vehicle and files a report with the Sheriff's Department. K.S.M. Electric, Inc. was called to help reconnect the motor wires. Staff has increased security efforts on our sites (i.e., Well 26) that currently don't have a redundant well in operation.



The 350 HP motor at Well 31 burned up on September 29, 2022. A temporary replacement motor was located the same day and connected to the following day. The motor has been sent out for repairs and is expected to be completed in a couple of weeks.



Well 33 Solar Site: Staff continues to monitor the performance of the solar system. The June 2022 performance report showed the system's measured energy produced is 454,972 kilowatt hours (kWh), which per the report is 175% of the measured/expected energy output. Similarly, the July 2022 performance report indicated the system producing 333,360 kWh, and per the report is 122% of the measure/expected energy output. These figures being unusual, staff reached out to the performance team at Total Energies (formerly SunPower) and received a response that they have seen some inaccurate data issues on power factors for this site. The performance team is coordinating with the data analytics teams and will provide an update once it is resolved.

Through continued development in the Desert Hot Springs area and at the request of new customers, water services are always being added. Below is a summary of new water services added each month.

#### New Service Connections to the Water System

	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
July	6	18	7	4	5	7
August	28	19	6	10	5	3
September	22	23	18	2	14	4
October		33	13	3	21	8
November		27	10	16	4	0
December		9	2	17	3	3
January		14	15	6	3	20
February		8	13	8	5	11
March		19	16	2	3	6
April		6	11	1	3	7
May		19	15	12	5	11
June		1	24	11	2	8
<b>Annual Total</b>	<b>56</b>	<b>196</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>
<b>Avg./ Mo.</b>	<b>4.67</b>	<b>16.33</b>	<b>12.50</b>	<b>7.67</b>	<b>6.08</b>	<b>7.33</b>

Additional water service connection information is provided in Appendix B.

As expected, the new water services increase the amount of water needed to be pumped; however, the weather and water conservation continue to be the primary factor in MSWD water production. The following table summarizes the MSWD water production for each month.

#### Monthly Water Production

	FY	Variance		FY	FY	FY	FY
	2022/23	from prior	year	2021/22	2020/21	2019/20	2018/19
	AF	AF	%	AF	AF	AF	AF
July	751.79	-44.78	-5.6%	796.57	857.77	853.23	857.20
August	850.19	10.26	1.2%	839.93	885.31	795.18	806.47
September	716.03	-22.62	-3.1%	738.65	784.80	757.08	689.47
October		0.00	0.0%	665.18	755.84	709.39	709.81
November		0.00	0.0%	679.85	690.13	619.87	631.75
December		0.00	0.0%	565.48	588.32	537.23	502.16
January		0.00	0.0%	580.28	537.96	553.20	570.20
February		0.00	0.0%	527.34	495.61	520.85	415.49
March		0.00	0.0%	601.44	625.80	557.73	490.92
April		0.00	0.0%	624.07	649.34	573.02	635.08
May		0.00	0.0%	745.36	723.62	698.99	598.36
June		0.00	0.0%	730.02	761.63	806.02	710.39
<b>TOTAL</b>		<b>-57.14</b>	<b>-2.4%</b>	<b>8094.17</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>

Additional water production information is provided in Appendix B.

## Water Resources

Below is a list of water resources related activities for September 2022:

### **Integrated Regional Water Management Planning**

The Coachella Valley Regional Water Management Group (CVRWVG) met to discuss on-going grant funded projects and upcoming grant opportunities. The CVRWVG implements the Integrated Regional Water Management (IRWM) Plan for the Coachella Valley IRWM Region.

The CVRWVG has completed and submitted a grant funding application under the Proposition 1, Round 2, IRWM Implementation grant program. The slate of projects includes regional conservation funding and MSWD's GQPP Area D-3 Septic to Sewer project. The California Department of Water Resources (DWR) is not expected to provide funding recommendations until late 2022 or early 2023.

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

The 2022 Alternative Plan Update for the Mission Creek Subbasin is still with the DWR for review, however, DWR doesn't anticipate completing reviews of alternative plans until 2024.

Staff continued to coordinate with the USGS and CVWD regarding the land subsidence study efforts for the Mission Creek Subbasin.

### **San Geronio Pass Subbasin Sustainable Groundwater Management Act Compliance**

DWR is currently reviewing the 2022 Groundwater Sustainability Plan for the San Geronio Pass Subbasin.

### **Indio Subbasin Sustainable Groundwater Management Act Compliance**

The 2022 Alternative Plan Update for the Indio Subbasin is still with the DWR for review, however, DWR doesn't anticipate completing reviews of alternative plans until 2024.

### **Salt and Nutrient Management Planning**

Staff attended the kickoff meeting for the Coachella Valley Salt and Nutrient Management Plan (CV SNMP) Update. The CV SNMP Update process is expected to be completed by late 2026. Different committees will be established to help move the CV SNMP Update through development and completion, including a steering committee and technical advisory committee, which includes coordination and participation with the Regional Board, tribes, and other stakeholders.

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

## PUBLIC AFFAIRS

Below is a list of Public Affairs activities:

### Past Sponsorships / Events

#### **MSWD Blood Drive: September 14, 2022**

MSWD hosted the LifeStream bloodmobile on September 14, 2022 in honor of the fallen 9/11 heroes. In total, we had more than 20 life-saving donations. A special thank you to all who participated and to Carol Morin, part of the Public Affairs team, for helping to organize the event. We anticipate hosting LifeStream again in 2023 and are currently working with them on dates.



#### **Soroptimist House of Hope Day: October 15, 2022**

MSWD was a proud sponsor of the Soroptimist House of Hope's "A Day of Hope" Luncheon. This special event celebrated the agency's work and was an opportunity to thank the public for helping them to fulfill their mission.



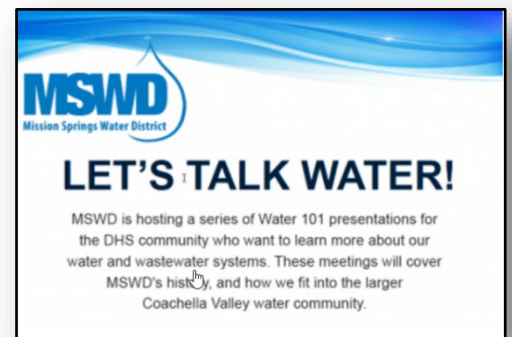
### Upcoming Sponsorships / Events

#### **Desert Hot Springs Rotary Career and Health Fair: October 22, 2022**

MSWD is proud to participate in the Desert Hot Springs Career and Health Fair. The event is being hosted collaboratively by the City of Desert Hot Springs, Desert Hot Springs Rotary Club, El Sol Neighborhood, and the Palm Springs Unified School District.

#### **Water 101 Community Workshops: October 20, November 10, December 8, 2022, and January 19, 2023**

We have secured the Desert Hot Springs Library for another round of Water 101 community meetings. Designed to give attendees a broad understanding of the District and our operations, the sessions are free and open to the public.



#### **Desert Hot Spring Rotary Club's Happy Healthy Halloween: October 29, 2022**

Join us at the Rotary Happy Healthy Halloween event on Saturday, October 29, 2022, at Mission Springs Park between 5 p.m. and 9 p.m. It's a safe place to bring your kids to trick or treat. The event will also feature booths, games, and a Spooky Car and Bike Show. Visit MSWD's booth for some candy, water, and fun-filled information.





**Desert Hot Springs State of the City: November 17, 2022**

MSWD will again be a proud sponsor of the Desert Hot Spring State of the City event. Held annually by the City and the Greater Coachella Valley Chamber of Commerce, the lunch event will provide valuable information about city projects and new development.

**ACWA Fall Conference: November 29 - December 1, 2022**

The ACWA 2022 Fall Conference & Exhibition is set to take place at the Renaissance Esmeralda and Hyatt Regency in Indian Wells. Sessions will cover various topics, including water management, innovation, public communication, affordable drinking water, energy, finance, federal forum, and more.

*If any other events occur throughout the month, they will be communicated either from the Public Affairs team or Dori Petee.*

**Public Outreach****Drought & Water Conservation**

We continue reminding customers to conserve and use water efficiently during the drought. We have added new tools and resources to our website, including seasonal watering guides and links to desert-friendly landscaping resources. We are also continuing to leverage our CV Water Counts and Save Our Water partnerships, including sharing videos such as the recommendation from social media influencer *@leogonzall* on how using car washes can help save water!

**Water Professionals Appreciation Week**

The MSWD Board of Directors adopted Resolution 2022-25, proclaiming October 1-9, 2022, as Water Professionals Appreciation Week. The week is celebrated by water agencies throughout the State and brings public awareness to the important role water industry professionals and local public water agencies perform. MSWD issued a news release highlighting several employees on its social media platforms and website to show its appreciation. To view the employee stories, please visit [www.mswd.org/CaWaterWeek](http://www.mswd.org/CaWaterWeek)



**Customer Connect Portal Outreach**

We continue to promote the new Customer Connect Water Portal in various ways, including bill stuffers, direct email, and on our social media platforms. In honor of Emergency Preparedness month (September), we also produced a short animated video promoted on our social media sites. In addition, we emailed customers to use the portal to update their contact information and set their communications preferences. To date, approximately 30 percent of our customers have registered for the new portal.



**MSWD Community Calendar Drawing Contest**

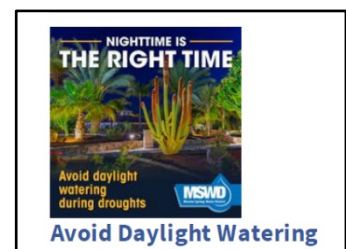
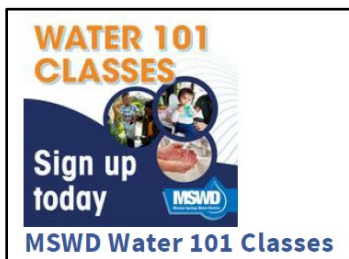
We have closed the calendar contest and are currently scanning and grading the entries. After an enhanced outreach campaign, we received more than 150 entries this year, almost three times as many as last year. As a result, a new calendar and winners will be announced shortly.



**MSWD Digital Advertising**

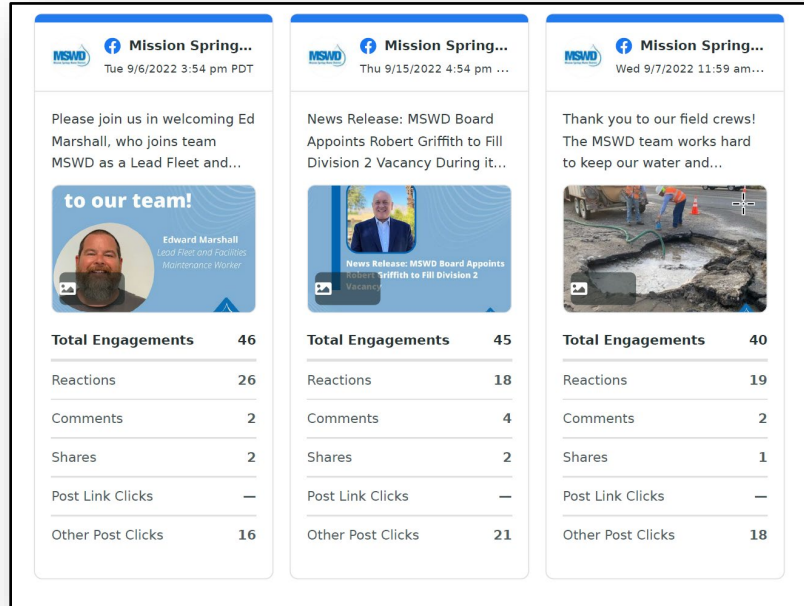
The District featured five Google and Facebook/Instagram ads promoting sign-ups for Water 101, Watering at Night, Skip Overseeding, and the MSWD Calendar Drawing Contest. Together, these ads had 669,000 Google impressions. We also ran a small sprinkler campaign following the rain event, which garnered more than 11,000 impressions. A full report is included in Appendix C.

Example ads:



**Social Media**

A copy of the September 2022 social media report can be found in Appendix C. This report highlights activities and posts on the District’s social media platforms. Overall, (across all platforms) impressions were up 29%, and post clicks were up 30.2%.



**CV Water Counts**

The CV Water Counts Outreach report for September 2022 can be found in Appendix C. The number of users increased dramatically compared to September 2021 – with nearly 2,500 people viewing at least one page on the website (up from just over 1,500 in 2021).



In addition, the Conservation Tips and Drought Update pages had more than 1,200 pageviews due to the enhanced ad campaigns for these topics. There was also a surprise mini-ad campaign for sprinklers, which ran after our short rain. The social ad had nearly 37,000 impressions and 82 engagements during its 3-day run.

**State Legislative Update**

As reported last month, at the close of the 2022 state legislative session, a handful of the bills we were tracking advanced through the assembly and senate floors and made their way to the Governor’s desk for signature. All but one of those bills made it through the Governor’s desk for signature:

**Senate Bill 1157 by Senator Bob Hertzberg (D-Van Nuys)** narrowly passed out of the Legislature on the final night of the session. The bill would codify the joint Department of Water Resources and State Water Resources Control Board's recommendations to the Legislature for an indoor residential water standard. The bill proposes to maintain the current standard of 55 gallons per capita daily (gpcd) until Jan 1, 2025, then lower the standard to 47 gpcd until Jan 1, 2030, when the final standard would be reduced to 42 gpcd—*signed by Governor on September 28, 2022.*

**Senate Bill 222 by Senator Bill Dodd (D-Napa)** establishes a state Water Rate Assistance Program (Program) and a Water Rate Assistance Fund in state law. The purpose of the Program would be to provide financial assistance for both drinking water and wastewater services to low-income residential ratepayers. *Vetoed by the Governor on September 28, 2022. Governor Newsom's veto message pointed to the lack of funding to support the program.*

**Assembly Bill 2142, by Assemblymember Jesse Gabriel (D-Encino)** passed out of the Legislature on August 23, 2022, has not received any "no" votes throughout the session. The bill exempts turf rebates from California taxable income for tax years 2022 through 2026. ACWA co-sponsored this bill with the California Water Efficiency Partnership and WaterNow Alliance. *Signed by Governor on September 28, 2022. Note: This is only for the State, Federal taxes still apply.*

### Federal Legislative Update

Congress approved a Continuing Resolution that allows the federal government to remain open past the end of the current fiscal year, which ended on September 30, 2022, and continues funding at FY 2022 levels until December 16, 2022. Additionally, the CR extends the authorization until December 16, 2022 for several federal programs, including the National Flood Insurance Program, CALFED Bay-Delta Authorization, and Temporary Assistance for Needy Families. For additional Federal updates, please see the Legislative Update found in Appendix A.

### Rebates & Conservation

The Public Affairs team continued to promote rebates and conservation throughout our service territory during the month.

#### **Toilet Rebates**

The District funded one new toilet rebate application in September 2022 (2 toilets), totaling \$200.

#### **Conservation Kits**

In September 2022, staff received one request for a conservation kit and have distributed 126 kits since the beginning of the year.

**Turf Rebates**

Staff received four new Turf Rebate applications in September 2022 and have five pending applications totaling \$16,850.

**Water Donations for September 2022**

Date Supplied	Requests Filled	Event or Purpose	# Cases Requested
9/1/2022	DHS High School	Public Safety Academy	7
9/7/2022	City of DHS	Council/Commission Meetings/Walk-in Guest	25
9/8/2022	Miracle Springs Resort	Int'l. Retreat	6
9/26/2022	DHS High School	Special Activities Class	10
	<b>Total Cases</b>		<b>48</b>



APPENDIX A –  
Federal Update from Carpi & Clay

# Mission Springs Water District Federal Update

September 30, 2022

## FY23 Appropriations Update

Congress approved a Continuing Resolution (CR) which allows the federal government to remain open past the end of the current fiscal year (FY) which ends on September 30<sup>th</sup> and continues funding at FY 2022 levels until December 16<sup>th</sup>. Additionally, the CR extends the authorization until December 16<sup>th</sup> for several federal programs including the National Flood Insurance Program, CALFED Bay-Delta Authorization, and the Temporary Assistance for Needy Families.

## FEMA Announces State and Local Cybersecurity Grant Program NOFO

FEMA issued a notice of funding opportunity (NOFO) for the availability of \$1 billion in funding over five years for the State and Local Cybersecurity Grant Program established by the Bipartisan Infrastructure Law (BIL). The program provides state, local, and territorial governments with funding to address cybersecurity risks, strengthen the cybersecurity of critical infrastructure, and resilience against cyber threats. \$155 million in funding is available for FY 2022. Applications for FY 2022 funding are due November 15<sup>th</sup>, and more information can be found [HERE](#).

## Federal Funding Opportunities/Announcements

**DOE Announces \$1 Million SolarAPP+ Prize Program.** The Department of Energy (DOE) announced it is accepting applications for the \$1 million SolarAPP+ Prize program for local governments. The program will promote the adoption of the SolarAPP+, a new app that issues permits for code-compliant residential solar voltaic systems on demand. Applications are due November 4<sup>th</sup>. More information can be found [HERE](#).

**EPA Announces \$3.5 Million for NEP Watershed Grant Program.** The Environmental Protection Agency (EPA) announced \$3.5 million in funding for the National Estuary Program (NEP) Watersheds Grant Program. The program will fund projects that treat, remove, or prevent pollution from entering estuaries in addition to climate resiliency projects. More information can be found [HERE](#).

**Reclamation Announces \$2 Million for Desalination and Water Purification Research Program.** The Bureau of Reclamation (Reclamation) announced it is accepting applications for \$2 million in funding for the Desalination and Water Purification Research Program. The grants will provide funding for researchers and partners to develop innovative, cost-

effective, and technologically efficient ways to desalinate or treat water. Applications are due November 30<sup>th</sup>, and more information can be found [HERE](#).

**Reclamation Announces \$20 Million for Small Storage Program.** Reclamation announced \$20 million in funding for the Small Storage Program authorized by BIL. The program provides funding for the implementation of small surface storage, groundwater storage, and conveyance projects. Applications are due December 9<sup>th</sup>, and more information can be found [HERE](#).

**Reclamation Awards \$10.3 Million in Grants for Native American Affairs Technical Assistance to Tribes Program.** Reclamation announced awards totaling \$10.3 million for 26 federally recognized tribes in 12 states as part of the Native American Affairs Technical Assistance to Tribes Program. The program provides funding to support tribal projects that prepare for and mitigate the impacts of drought. More information can be found [HERE](#).

## Federal Agency Personnel/Regulatory Announcements

**President Biden Appoints John Podesta as Senior Advisor to the President for Green Energy Innovation and Implementation.** President Biden announced that John Podesta will serve as Senior Advisor to the President for Green Energy Innovation and Implementation. In this role, Podesta will oversee the implementation of energy tax credits and incentives authorized by the Inflation Reduction Act.

**President Biden Appoints Richard Revesz as Administrator of OIRA.** President Biden announced that he has nominated Richard Revesz as Administrator of the Office of Information and Regulatory Affairs (OIRA) at the Office of Management and Budget. The nomination, which requires Senate approval, is currently pending.

**White House Office of Science and Technology Policy Nominee Confirmed by Senate.** On September 22<sup>nd</sup>, the Senate confirmed Arati Prabhakar, President Biden's nominee for Director of the White House Office of Science and Technology Policy. President Biden elevated the office to a Cabinet-level position in 2021. Prabhakar will also serve as Science Advisor to the President.

**DOI and NOAA Release CMRA Portal.** DOI and the National Oceanic and Atmospheric Administration (NOAA) released the Climate Mapping for Resilience and Adaptation (CMRA) portal. The website is a tool for local, tribal, state, and federal government agencies to access data to develop climate resiliency plans. The site also provides information on federal grants for climate resilience projects. More information can be found [HERE](#).

**EPA Issues NPRM on PFAS Authorized Use for Pesticides.** EPA issued a NPRM to remove twelve PFAS chemicals from the list of inert ingredients approved for use in pesticide products. EPA is currently accepting stakeholder feedback on the NPRM. Comments are due October 13<sup>th</sup>, and more information can be found [HERE](#).

**EPA Issues Temporary BABA Waiver for WIFIA and SRF Programs.** EPA's Office of Water issued a six-month temporary waiver for Build America, Buy America Act (BABA)



requirements for its Water Infrastructure Finance and Innovation Act (WIFIA) and State Revolving Fund (SRF) programs. The waiver applies to manufactured products and construction materials only. The waiver expires on April 2<sup>nd</sup> unless extended, and more information can be found [HERE](#).

**EPA Publishes NPRM on Designating PFOA and PFOS under CERCLA.** EPA published its NPRM to designate perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS) as hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), also known as “Superfund.” Comments are due November 7<sup>th</sup>, and more information can be found [HERE](#).

**EPA Releases Five-Year Strategic Plan.** EPA released its FY 2022 – 2026 Strategic Plan that will serve as a roadmap for policy actions over the next five years. The plan includes information about the agency’s course of action on climate change, environmental justice, compliance, air quality, and water quality. More information can be found [HERE](#).

**EPA Releases Technical Cyber Security Support Plan for Public Water Systems.** EPA released its Technical Cybersecurity Support Plan for Public Water Systems. The report highlights available tools, including the [Vulnerability Self-Assessment Tool](#) and the [Cybersecurity Incident Action Checklist](#). EPA plans to roll out additional resources and tools in early 2023 according to the report. The Vulnerability Self-Assessment Tool can be found [HERE](#).

##    ##    ##



APPENDIX B – Wastewater and Water Production Tables

**WASTEWATER REPORT**

<b>SEWER CONNECTION SUMMARY</b>											
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13
July	4	18	8	7	9	51	2	1	139	2	0
Aug.	26	20	4	1	8	53	2	4	214	4	0
Sep.	20	20	5	2	12	8	11	2	90	2	1
Oct.		36	9	4	8	12	4	21	65	8	2
Nov.		29	50	10	9	7	7	1	52	18	7
Dec.		12	9	3	3	64	1	0	86	22	11
Jan.		14	21	7	1	16	8	3	27	3	11
Feb.		7	23	5	1	42	0	3	5	46	6
Mar.		17	48	1	0	23	5	0	31	16	2
Apr.		7	18	3	3	15	30	0	8	95	14
May		16	17	11	3	20	45	7	13	98	3
June		2	21	7	3	6	70	4	4	72	2
<b>Annual Total</b>	<b>50</b>	<b>198</b>	<b>233</b>	<b>61</b>	<b>60</b>	<b>317</b>	<b>185</b>	<b>46</b>	<b>734</b>	<b>386</b>	<b>59</b>

Connections to Sewer Collection System:

As of June 30, 2022 8665

Plus YTD 50

**Total Sewer Connections = 8715**

<b>WASTEWATER FLOW MGD</b>				
2022/23	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.980020	2.086591	0.038856	0.045610
Aug.	2.007484	2.156507	0.043378	0.051750
Sep.	2.085598	2.243680	0.042339	0.047130
Oct.				
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

<b>WASTEWATER FLOW MGD</b>				
2021/22	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.987088	2.104457	0.042128	0.058130
Aug.	2.059728	2.224424	0.052436	0.064940
Sep.	2.061448	2.234327	0.049729	0.066370
Oct.	2.081568	2.223453	0.046618	0.051660
Nov.	2.084749	2.213652	0.048180	0.053880
Dec.	2.024843	2.311905	0.051887	0.068500
Jan.	1.984410	2.131439	0.048326	0.054720
Feb.	2.009623	2.139096	0.045334	0.052130
Mar.	2.028970	2.171029	0.045059	0.055840
Apr.	1.980131	2.131250	0.041919	0.046130
May	1.975843	2.097045	0.039858	0.047940
June	1.966058	2.095268	0.037201	0.047720

### WATER REPORT

WATER CONNECTION SUMMARY														
	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10
July	6	18	7	4	5	7	2	0	0	1	0	0	0	1
August	28	19	6	10	5	3	2	2	0	1	0	0	2	1
September	22	23	18	2	14	4	13	3	0	2	2	0	0	1
October		33	13	3	21	8	3	20	0	5	1	1	4	2
November		27	10	16	4	0	7	3	0	1	0	1	1	5
December		9	2	17	3	3	2	0	0	2	0	0	0	0
January		14	15	6	3	20	1	1	2	2	0	0	1	1
February		8	13	8	5	11	1	0	1	0	1	0	0	1
March		19	16	2	3	6	5	0	12	0	0	4	5	0
April		6	11	1	3	7	11	2	7	0	1	4	1	12
May		19	15	12	5	11	9	8	2	0	1	2	0	0
June		1	24	11	2	8	2	10	1	0	0	0	1	1
<b>Annual Total</b>	<b>56</b>	<b>196</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>	<b>58</b>	<b>49</b>	<b>25</b>	<b>14</b>	<b>6</b>	<b>12</b>	<b>15</b>	<b>25</b>
<b>Avg./ Mo.</b>	<b>4.67</b>	<b>16.33</b>	<b>12.50</b>	<b>7.67</b>	<b>6.08</b>	<b>7.33</b>	<b>4.83</b>	<b>4.08</b>	<b>2.08</b>	<b>1.17</b>	<b>0.50</b>	<b>1.00</b>	<b>1.25</b>	<b>2.08</b>

**Connections to Water System:**

As of June 30, 2022      13,337  
 Plus YTD                              56  
**Total Water Connections =      13,393**

WATER PRODUCTION														
	FY 2022/23	Variance from prior year		FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14	FY 2012/13	FY 2011/12
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	751.79	-44.78	-5.6%	796.57	857.77	853.23	857.20	835.87	714.50	659.11	859.00	942.82	911.87	838.49
August	850.19	10.26	1.2%	839.93	885.31	795.18	806.47	829.93	808.54	706.62	730.71	828.60	853.85	959.02
September	716.03	-22.62	-3.1%	738.65	784.80	757.08	689.47	712.40	679.54	657.37	800.67	813.20	723.92	826.46
October		0.00	0.0%	665.18	755.84	709.39	709.81	733.86	678.33	575.86	716.30	716.09	788.55	789.71
November		0.00	0.0%	679.85	690.13	619.87	631.75	642.41	601.89	582.22	533.69	557.05	672.3	654.77
December		0.00	0.0%	565.48	588.32	537.23	502.16	584.24	520.63	503.10	590.83	633.09	520.3	575.27
January		0.00	0.0%	580.28	537.96	553.20	570.20	599.52	465.10	431.38	526.86	582.86	609.45	616.19
February		0.00	0.0%	527.34	495.61	520.85	415.49	512.79	453.39	483.92	506.49	522.87	507.31	561.24
March		0.00	0.0%	601.44	625.80	557.73	490.92	536.09	549.50	514.05	614.94	603.89	559.02	583.70
April		0.00	0.0%	624.07	649.34	573.02	635.08	644.06	540.56	502.36	622.58	664.05	744.77	645.93
May		0.00	0.0%	745.36	723.62	698.99	598.36	697.15	731.81	601.83	590.28	708.18	786.79	763.12
June		0.00	0.0%	730.02	761.63	806.02	710.39	688.74	732.68	685.93	706.34	812.96	780.86	794.00
<b>TOTAL</b>		<b>-57.14</b>	<b>-2.4%</b>	<b>8094.17</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>	<b>8017.06</b>	<b>7476.47</b>	<b>6,903.75</b>	<b>7,798.69</b>	<b>8,385.66</b>	<b>8,458.99</b>	<b>8,607.90</b>



APPENDIX C – Public Affairs Information



# CVWC Digital Marketing Report

Website, Social, and Marketing Performance

**September, 2022**

by Hunter | Johnsen

## Google Ads Campaigns

 DISPLAY AD IMPRESSIONS  
CV WATER COUNTS

161,039

 SEARCH AD IMPRESSIONS  
CV WATER COUNTS

2,154

 VIDEO IMPRESSIONS  
CV WATER COUNTS

75,858

 CLICKS  
CV WATER COUNTS

2,351

 CTR  
CV WATER COUNTS

0.98%

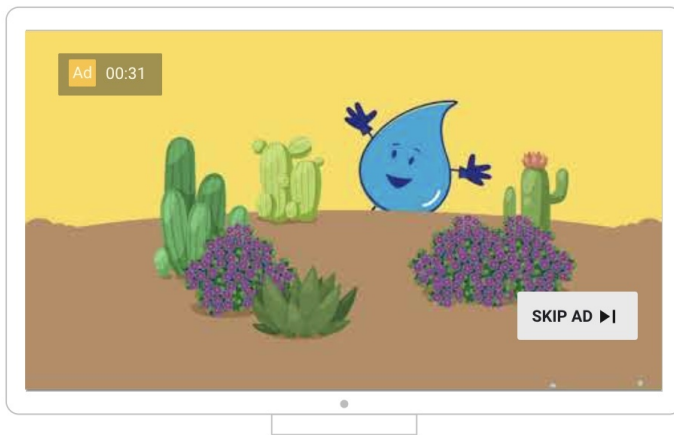
 GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Campaign	Clicks	Impr.
CV Water Counts Sept 2022	1,002	106,495
Drought Update	738	71,946
Save Water - Watering	264	34,549
CV Water Counts Sept 2022 SPANISH	836	54,544
Save Water - Watering	568	31,185
Drought Update	268	23,359
	1,838	161,039



 GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	75,858	26,122	14,973	165
CVWC Water Saving Tips YouTube Spanish Sept 2022	40,533	16,740	10,611	67
CVWC Water Saving Tips English YouTube Sept 2022	35,325	9,382	4,362	98
	75,858	26,122	14,973	165



### GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE CV WATER COUNTS

Campaign	Clicks	Impr.
CVWC Search Campaign 2022	348	2,154
	348	2,154

### KEYWORDS PERFORMANCE CV WATER COUNTS

Account name	Clicks	Impr.	CTR
CV Water Counts	305	1,931	15.79%
water rebates	131	551	23.77%
water agency	55	630	8.73%
grass removal rebate	43	186	23.12%
water company	32	323	9.91%
turf rebate programs	17	83	20.48%
toilet rebate	11	37	29.73%
washing machine rebate	7	64	10.94%
turf removal rebate	4	23	17.39%
landscape conversion rebate	3	22	13.64%
save water	2	12	16.67%
	309	2,005	15.41%



# Facebook Ad Campaigns

**FACEBOOK AD PERFORMANCE**  
HUNTER JOHNSEN

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page engagement
<p><b>Every Drop Counts</b> cvwatercounts.com After it's been raining, turn off your sprinklers for the next 3 days.</p> <p>Learn more ways to save water by clicking the link.</p>	33	36,886	35,368	1.04	82
<p><b>Tips to Save Water</b> cvwatercounts.com Did you know there are more than 100 ways to save water? And some of them are really easy.</p> <p>Learn more water saving tips by clicking the link.</p>	170	22,765	10,254	2.22	191
	203	59,651	41,592	1.43	273

# Website Information

## PAGEVIEWS

CV WATER - CV WATER COUNTS - CV WATER ...

4,931

## NEW VISITOR

CV WATER - CV WATER COUNTS - CV WATER ...

2,301

## RETURNING USERS

CV WATER - CV WATER COUNTS - CV WATER ...

594

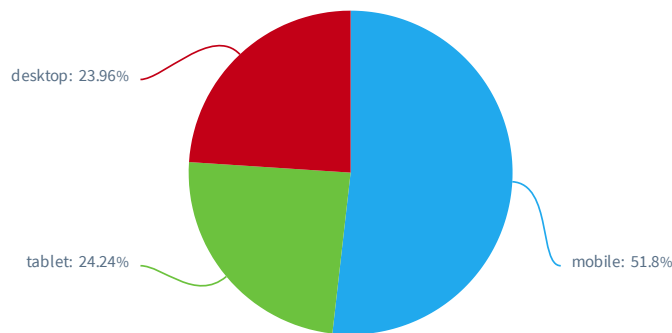
## PAGEVIEWS

CV WATER - CV WATER COUNTS - CV WATER COUNTS

Page Title	Pageviews
Conservation Tips - CVWater Counts	1,343
Drought Update - CVWater Counts	1,211
Rebates - CV Water Counts	554
CV Water Counts	431
Coachella Valley Water Conservation Water Rebate Map - CV Water Counts	279
Two Dozen Vegetables to Plant by mid-October in Palm Springs and the Coachella Valley - CV Water Counts	92
During Our Drought, Skip Overseeding to Save Water & Money - CV Water Counts	81
Plant of the Month: Trailing Lantana (Lantana Montevicensis) - CV Water Counts	63
Outdoor Watering Guide - CV Water Counts	55
About - CV Water Counts	45
	4,931

## SESSIONS / DEVICE CATEGORY

CV WATER - CV WATER COUNTS - CV WATER COUNTS



## PAGES / SESSION

CV WATER - CV WATER COUNTS - CV WATER ...

1.37

## AVG. SESSION DURATION

CV WATER - CV WATER COUNTS - CV WATER ...

46s

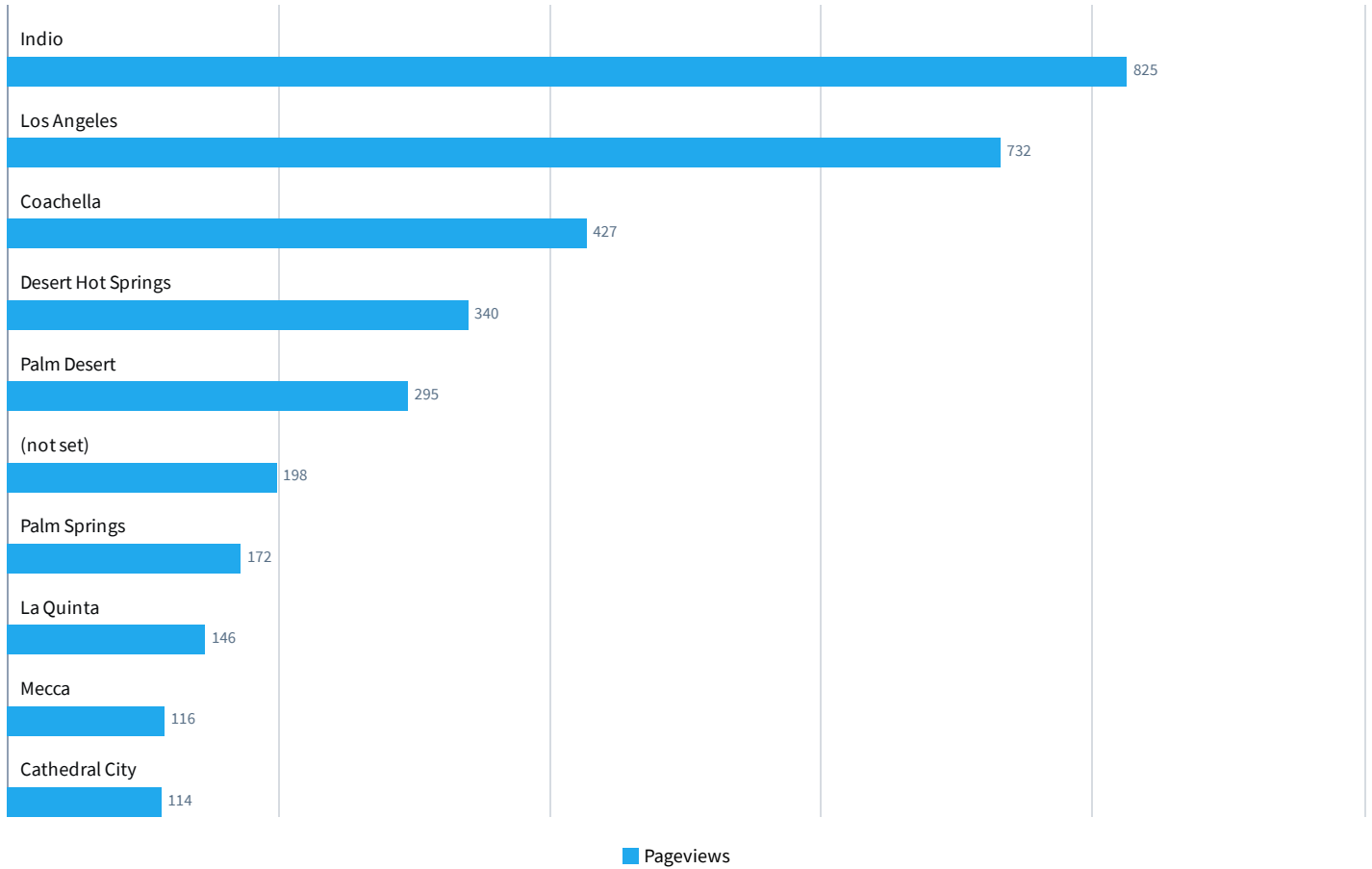
## BOUNCE RATE

CV WATER - CV WATER COUNTS - CV WATER ...

83.03%

### PAGEVIEWS BY CITY

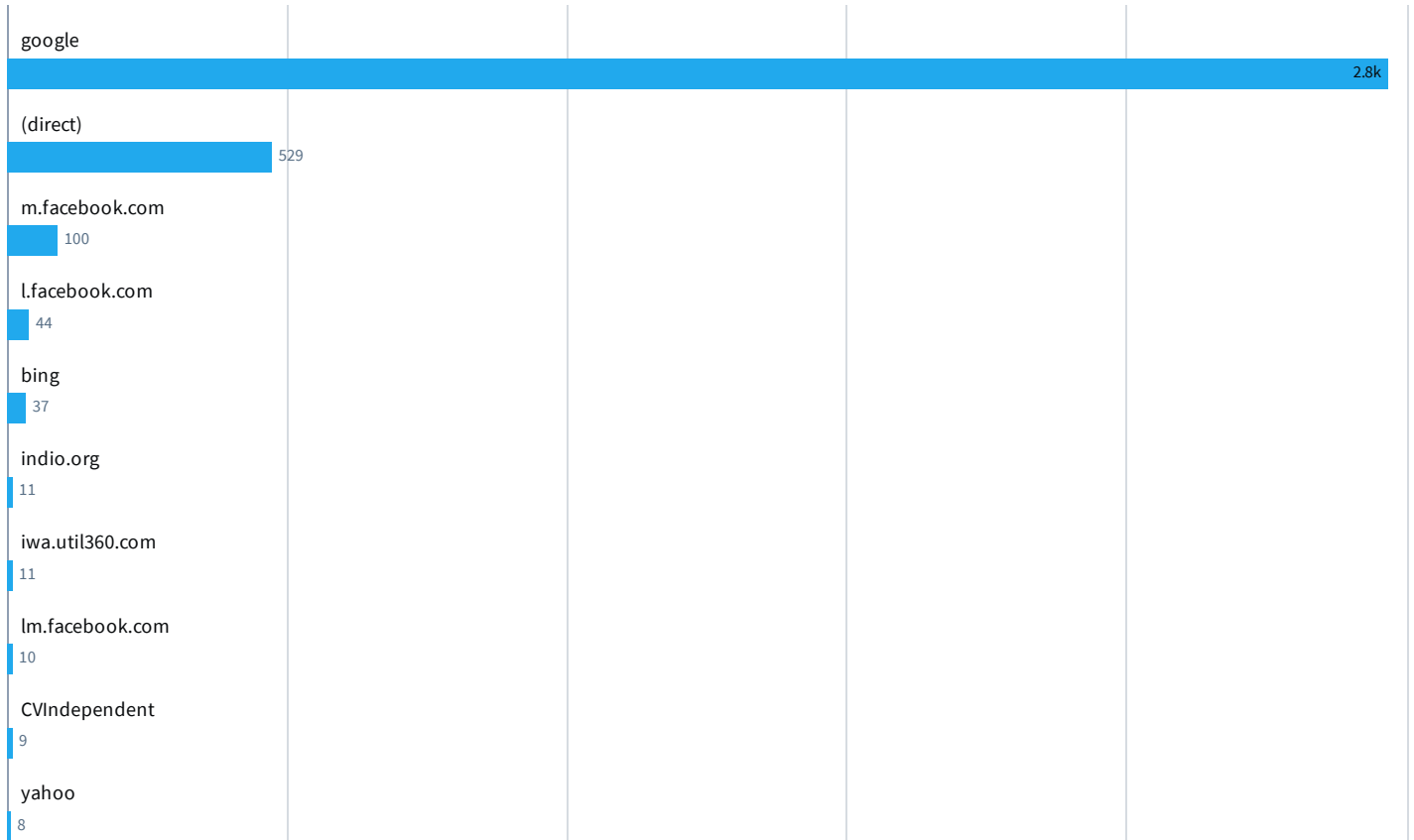
CV WATER - CV WATER COUNTS - CV WATER COUNTS



Item 17.

### USER REFERRERS

CV WATER - CV WATER COUNTS - CV WATER COUNTS



■ Sessions

### HISTORY

PAST 13 MONTH: CV WATER - CV WATER COUNTS - CV WATER COUNTS

Month	Sessions	Users	Pageviews	Pages / session	Avg. session duration	Bounce rate	% new sessions
September 2022	3,589	2,482	4,931	1.37	46s	83.03%	64.11%
August 2022	3,752	2,617	4,926	1.31	48s	83.96%	64.37%
July 2022	4,831	3,293	6,855	1.42	53s	80.23%	65.16%
June 2022	2,927	2,203	3,959	1.35	50s	83.64%	71.47%
May 2022	3,491	2,715	5,002	1.43	46s	71.7%	68.81%
April 2022	3,383	2,545	5,096	1.51	36s	63.38%	71.5%
March 2022	2,476	1,859	3,453	1.39	42s	83.04%	69.55%
February 2022	2,654	1,912	3,625	1.37	44s	81.2%	67.48%
January 2022	8,388	6,410	10,465	1.25	43s	86.27%	74.61%
December 2021	5,138	4,105	6,353	1.24	37s	87.5%	77.29%
November 2021	6,014	4,869	7,628	1.27	34s	86.51%	79.12%
October 2021	2,133	1,588	2,825	1.32	37s	84.2%	70.46%
September 2021	2,035	1,501	2,791	1.37	49s	83.59%	70.37%
	50,811	36,289	67,909	1.34	43s	82.16%	71.27%

Item 17.

# Organic Search

## TOP KEYWORDS CVWATERCOUNTS.COM/

Query	Impr.	Clicks	CTR	Avg. position
coachella valley water district	2,417	0	0%	4.5
lake cahuilla	1,959	2	0.1%	5.75
salvia clevelandii	1,006	3	0.3%	2.28
lantana ground cover	571	1	0.18%	4.77
conserve water	561	0	0%	8.35
cleveland sage	490	0	0%	3.16
cv water	387	1	0.26%	6.9
water pledge	342	0	0%	9.3
hesperaloe parviflora	316	0	0%	7.92
water wise	315	0	0%	8.65
	8,364	7	0.08%	6.16

## TOP PAGES CVWATERCOUNTS.COM/

Page	Impr.	Clicks	CTR	Avg. position
<a href="https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/">https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/</a>	2,856	7	0.25%	7.27
<a href="https://cvwatercounts.com/agency-spotlight-coachella-valley-water-district/">https://cvwatercounts.com/agency-spotlight-coachella-valley-water-district/</a>	2,789	0	0%	5.83
<a href="https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevicensis/">https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevicensis/</a>	2,653	31	1.17%	17.06
<a href="https://cvwatercounts.com/plant-of-the-month-ocotillo-fouquieria-splendens/">https://cvwatercounts.com/plant-of-the-month-ocotillo-fouquieria-splendens/</a>	2,471	8	0.32%	8.83
<a href="https://cvwatercounts.com/plant-of-the-month-cleveland-sage-chaparral-sage-salvia-clevelandii/">https://cvwatercounts.com/plant-of-the-month-cleveland-sage-chaparral-sage-salvia-clevelandii/</a>	2,417	5	0.21%	5.58
<a href="https://cvwatercounts.com/take-the-pledge-to-conserve-water-for-your-new-years-resolution/">https://cvwatercounts.com/take-the-pledge-to-conserve-water-for-your-new-years-resolution/</a>	1,519	0	0%	5.68
<a href="https://cvwatercounts.com/save-water-pledge/">https://cvwatercounts.com/save-water-pledge/</a>	1,027	2	0.19%	4.88
<a href="https://cvwatercounts.com/wp-content/uploads/2019/02/Golf-and-Recycled-Water.pdf">https://cvwatercounts.com/wp-content/uploads/2019/02/Golf-and-Recycled-Water.pdf</a>	1,017	34	3.34%	28.1
<a href="https://cvwatercounts.com/where-does-the-coachella-valley-water-come-from/">https://cvwatercounts.com/where-does-the-coachella-valley-water-come-from/</a>	952	11	1.16%	22.79
<a href="https://cvwatercounts.com/plant-of-the-month-mexican-bush-sage-salvia-leucantha/">https://cvwatercounts.com/plant-of-the-month-mexican-bush-sage-salvia-leucantha/</a>	801	4	0.5%	25.82
	18,502	102	0.55%	13.18

# Facebook Information

**f** IMPRESSIONS  
CV WATER COUNTS

62,279

**f** REACH  
CV WATER COUNTS

45,901

**f** NEW PAGE LIKES  
CV WATER COUNTS

2

**f** ENGAGED USERS  
CV WATER COUNTS

397





**f** PAGE VIEWS  
CV WATER COUNTS

181

**f** LIFETIME PAGE LIKES  
CV WATER COUNTS




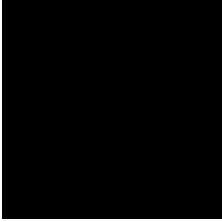


4,006

**f** POSTS  
CV WATER COUNTS

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Report broken pipes o...</p>	September 29, 2022	19	3	16%	3	0
 <p>A thick layer of mulch ...</p>	September 27, 2022	76	3	4%	3	0
 <p>When spray heads are ...</p>	September 23, 2022	63	3	5%	3	0
 <p>Be sure to check for le...</p>	September 21, 2022	50	3	6%	3	0

1,722      56      3%      40      0







Item 17.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>This week is National I...</p>	September 19, 2022	753	8	1%	3	0
 <p>If you or someone you...</p>	September 18, 2022	31	4	13%	4	0
 <p>The Spanish Lavender, ...</p>	September 16, 2022	263	11	4%	4	0
 <p>For more water-saving ...</p>	September 15, 2022	32	4	13%	3	0
 <p>National Indoor Plant ...</p>	September 12, 2022	58	2	3%	2	0
 <p>On August 11, 2022, Go...</p>	September 8, 2022	33	2	6%	1	0

1,722 56 3% 40 0




Item 17.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
	September 8, 2022	94	4	4%	2	0
	September 8, 2022	35	2	6%	2	0
 <a href="#">We're in a drought. We ...</a>	September 7, 2022	44	1	2%	1	0
 <a href="#">Happy Labor Day Wee...</a>	September 3, 2022	51	2	4%	2	0
 <a href="#">CV Water Counts upda...</a>	September 1, 2022	56	1	2%	1	0
 <a href="#">Making every drop cou...</a>	September 1, 2022	27	1	4%	1	0

1,722 56 3% 40 0

Item 17.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
	September 1, 2022	37	2	5%	2	0
<a href="#">Install drip irrigation fo...</a>		1.722	56	3%	40	0

# Instagram Information

 **IMPRESSIONS**  
CV WATER COUNTS

8,549

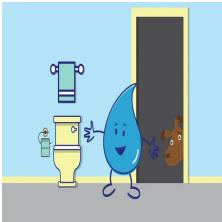

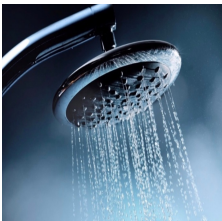
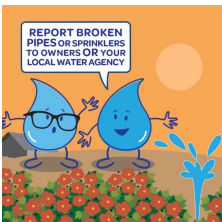
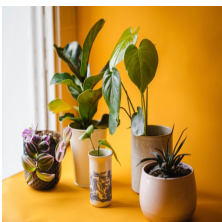
 **LIKES**  
CV WATER COUNTS

8

 **FOLLOWERS (TOTAL)**  
CV WATER COUNTS

232

 **MEDIA PERFORMANCE**  
CV WATER COUNTS

Media	Impr.	Engagement	Reach	Saved	Video views
 <p>For more water-saving ...</p>	38	2	33	0	12
 <p>Happy Labor Day Wee...</p>	31	3	23	0	0
 <p>We're in a drought. We ...</p>	27	1	21	0	0
 <p>Report broken pipes o...</p>	20	1	20	0	0
 <p>This week is National I...</p>	16	1	13	0	0
	132	8	110	0	12

Item 17.

# Twitter Information

Sep 2022 · 30 days

TWEET HIGHLIGHTS

**Top Tweet** earned 66 impressions

Happy Labor Day Weekend!  
pic.twitter.com/RsU5p6aabr



↻ 1    ❤️ 2

[View Tweet activity](#)

[View all Tweet activity](#)

**Top Follower** followed by 25 people



**Yoyliss**

@yoyliss\_ FOLLOWS YOU

Déjate querer 🌱🍷

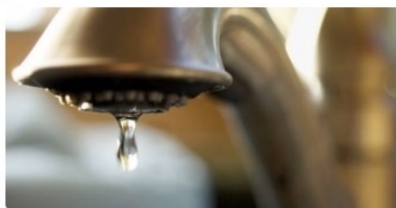
[View profile](#)

**Top media Tweet** earned 22 impressions

Be sure to check for leaks around the house once a month; they can spring up fast and one small leak can waste more than 200 gallons per day.

For more water-saving tips, visit  
[CVWaterCounts.com/conservation-t...](http://CVWaterCounts.com/conservation-t...)

**#WaterWiseWednesday**  
pic.twitter.com/k3vVbWrQpx



[View Tweet activity](#)

[View all Tweet activity](#)

SEP 2022 SUMMARY

Tweets

**14**

Tweet impressions

**253**

Profile visits

**125**

New followers

**1**

# E-Blast Information

## 📊 CAMPAIGN PERFORMANCE

### CV WATER COUNTS

Campaign	Send Time	Emails Sent	Total Opens	Open Rate	Industry Open Rate	Total Clicks	Click Rate	Industry Click Rate	Hard Bounces	Unsubscribe Count
CV Water Counts September 2022	<b>Wednesday, September 7, 2022 5:15 PM</b>	529	532	52.93%	16.2%	41	5.86%	0.79%	0	0
		529	532	52.93%	16.2%	41	5.86%	0.79%	0	0



# MSWD Digital Marketing and Website Report


Website, Social, and Marketing Performance

**September, 2022**

Casey Dolan

**Casey Dolan Consulting**

## Google Ads Campaigns

 IMPRESSIONS  
MSWD


263,669

 CLICKS  
MSWD

183

 CTR  
MSWD


0.07%

 GOOGLE ADS CAMPAIGN PERFORMANCE  
MSWD

Campaign	Impr.	Clicks	CTR
MSWD Night Watering September 2022	70,436	56	0.08%
MSWD Overseeding 2022	63,643	46	0.07%
MSWD Calendar Contest September 2022	71,055	44	0.06%
MSWD Water 101 September 2022	58,535	37	0.06%
	263,669	183	0.07%

## Facebook Ad Campaigns

 FACEBOOK AD GROUP PERFORMANCE  
MSWD

Ad preview	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
	MSWD Water 101 - Sept 2022	140	16,442	5,010	3.28	0

### MSWD Water 101 Classes

[www.mswd.org](http://www.mswd.org)

MSWD is hosting a series of Water 101 presentations for those in the Desert Hot Springs community who want to learn more about our water and wastewater systems.

These meetings will build upon each other and cover MSWD's history and how we fit into the larger Coachella Valley water community.



### Avoid Daylight Watering




[www.mswd.org](http://www.mswd.org)

During the day, water evaporates faster than plants and grass can absorb it. Help conserve water during the drought by avoiding watering during daylight hours.

MSWD Night Watering - Sept 2022	127	15,334	5,093	3.01	0
---------------------------------	-----	--------	-------	------	---

	521	72,986	10,222	7.14	0
--	-----	--------	--------	------	---

Item 17.

Ad preview	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
 <p><b>Skip Overseeding &amp; Save Money</b> www.mswd.org You can save over 8,000 gallons of water for every 1,000 square feet of grass if you skip overseeding this year! That's because ryegrass seed requires watering three times a day or more to grow! Help conserve during the drought and skip overseeding this fall.</p>	MSWD Skip Overseeding - Sept 2022	126	14,895	4,074	3.66	0
 <p><b>Calendar Contest Now Open!</b> www.mswd.org Our Calendar Contest is now open!  Twelve winners will have their water conservation or groundwater protection drawings published in the District's 2023 community calendar and take home Amazon gift cards!  The contest is open to all K-12 students from schools within the MSWD service area. Click to learn more.</p>	MSWD Calendar Contest - Sept 2022	122	15,242	3,512	4.34	0
 <p><b>Water Saving Tips from MSWD</b> www.mswd.org Reminder: After it's been raining, shutoff your sprinklers for a few days and help save valuable H2O!  Click to learn more water saving tips.</p>	Sprinkler Rain Sept 9 2022	6	11,073	4,381	2.53	0
		521	72,986	10,222	7.14	0



# Website Information

## PAGEVIEWS

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

22,123

## NEW VISITOR

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

5,080

## USERS

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

2,159

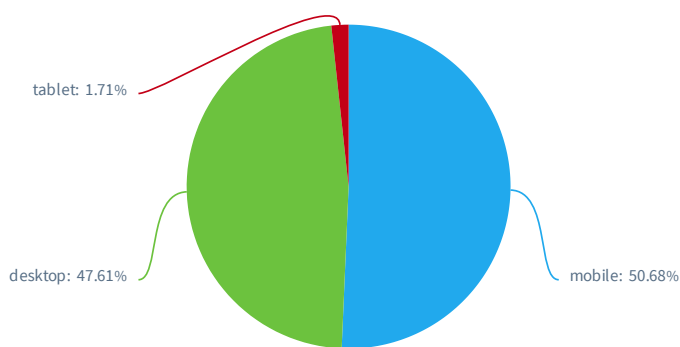
## PAGEVIEWS

WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

Page Title	Pageviews
Mission Springs Water District Home Page   Mission Springs Water District CA	6,305
New Customer Portal   Mission Springs Water District CA	5,921
Bill Pay Options   Mission Springs Water District CA	1,820
Job Opportunities   Mission Springs Water District CA	840
Application for Water Service   Mission Springs Water District CA	424
Careers   Mission Springs Water District CA	395
Search   Mission Springs Water District CA	374
Start/Stop Water Service   Mission Springs Water District CA	349
Upcoming Meetings   Mission Springs Water District CA	259
Rebates   Mission Springs Water District CA	220
	22,123

## SESSIONS / DEVICE CATEGORY

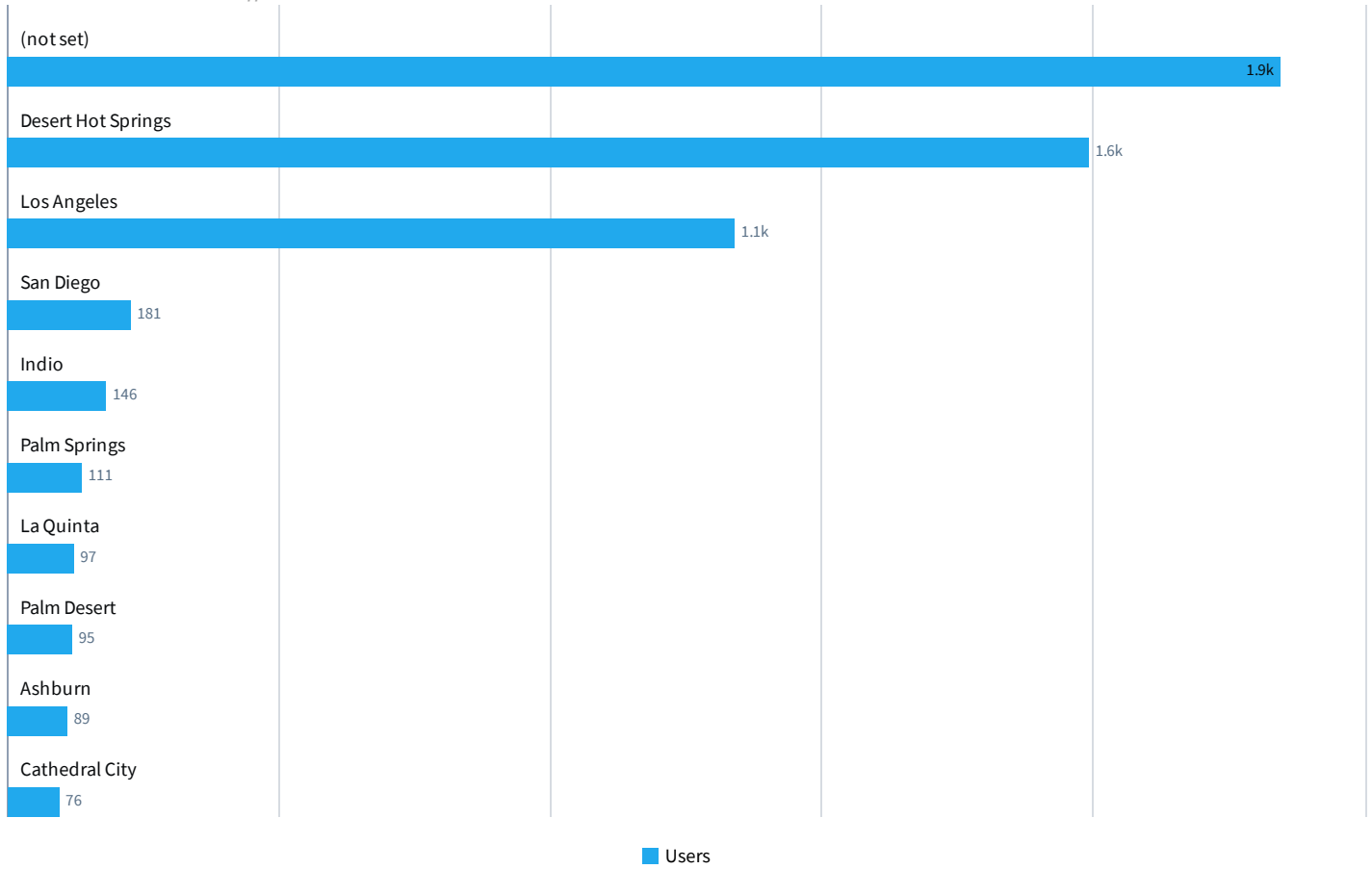
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



Item 17.

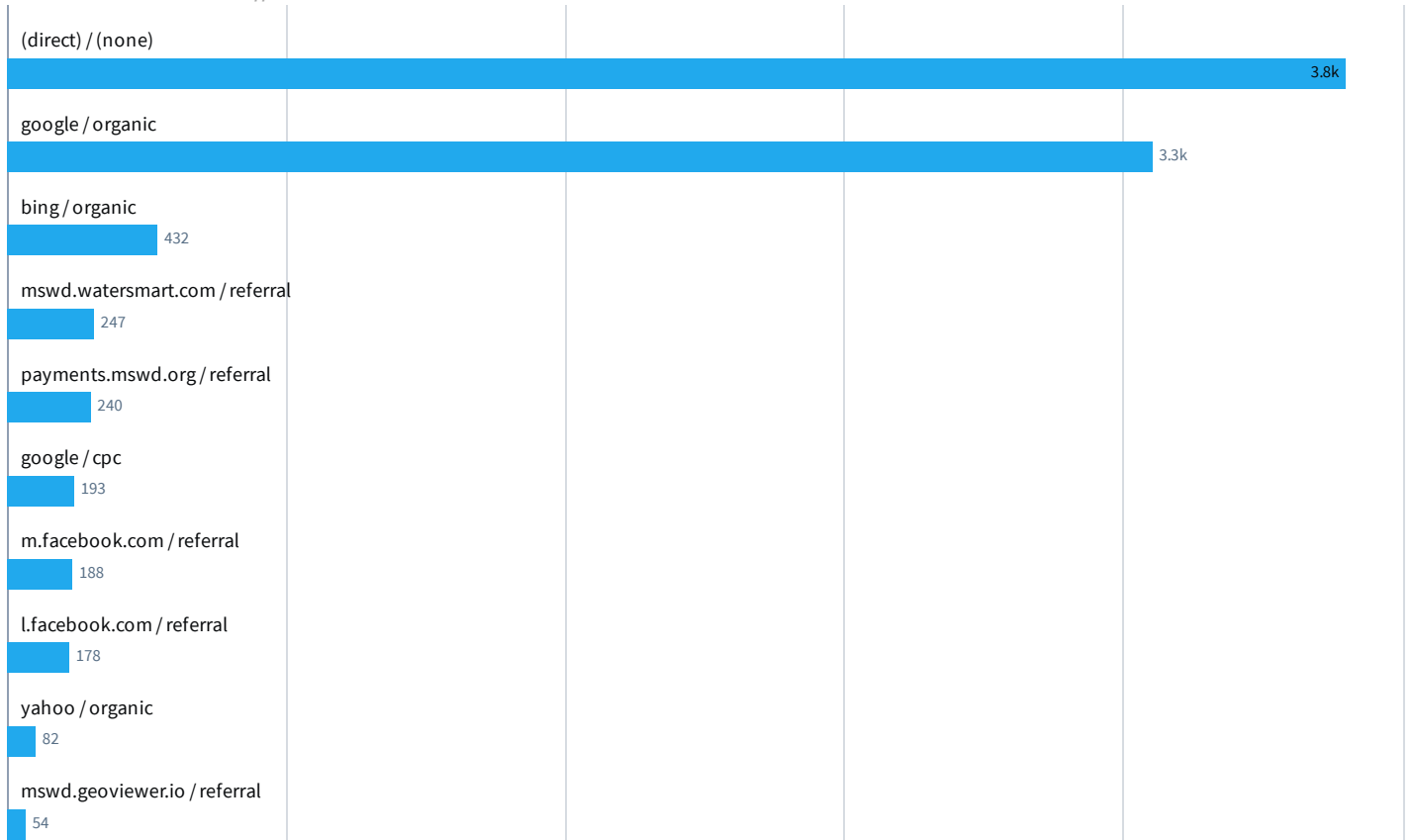
### USERS BY CITY

WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



### USER REFERRERS

WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



■ Sessions

### AVG. SESSION DURATION

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

1m 49s

### PAGES / SESSION

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

2.45

### BOUNCE RATE

WWW.MSWD.ORG - HTTP://WWW.MSWD.O...

32.6%



# MSWD Social Analytics

September 2022

Mission Springs Water District Social Media Analytics

**Included in this Report**

 @MSWaterDistrict

 missionspringswaterdistrict

 Mission Springs Water District

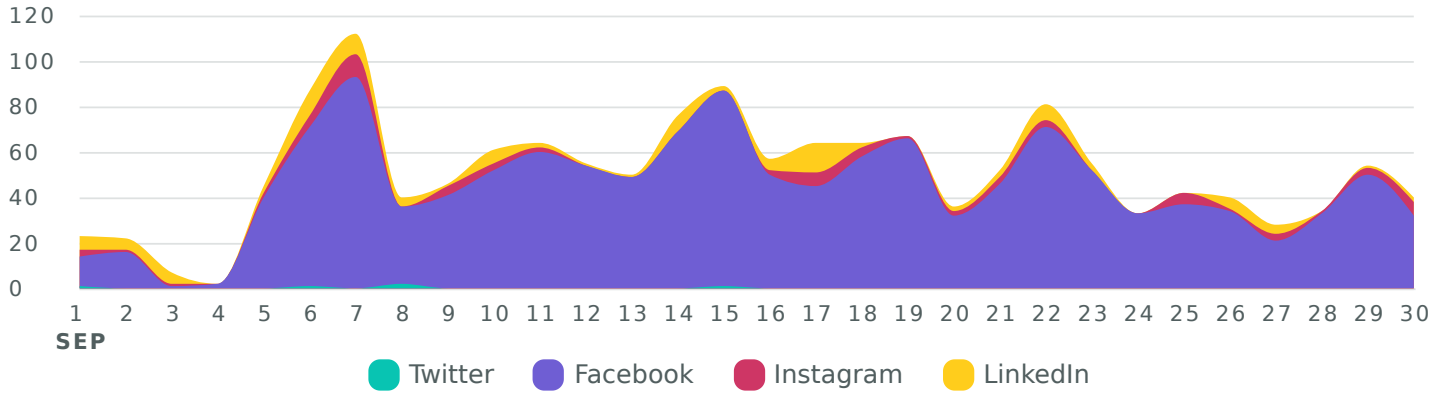
 Mission Springs Water District

## Cross-Network Engagement

See how people are engaging with your posts during the reporting period.

Profile
Reporting Period
All Profiles
All Twitter Post Types

Engagements, by Day






Engagement Metrics	Totals	% Change
<b>Total Engagements</b>	<b>1,526</b>	<b>↘ 59.5%</b>
Twitter Engagements	5	↘ 54.5%
Facebook Engagements	1,340	↘ 62%
Instagram Engagements	71	↘ 25.3%
LinkedIn Engagements	110	↘ 17.3%

### Cross-Network Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  All Profiles  All Twitter Post Types

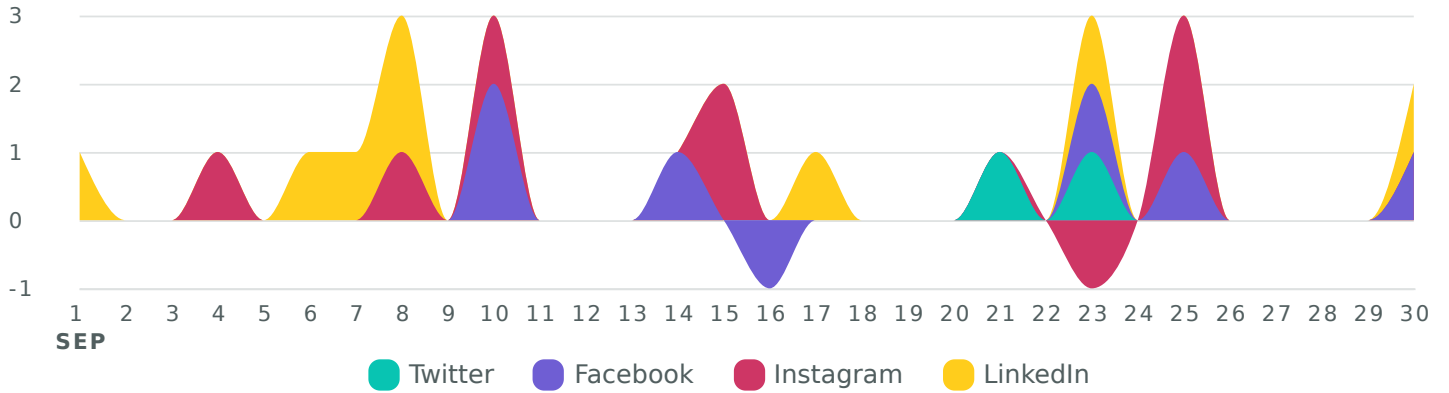
<p>Impressions</p> <p><b>80,458</b></p> <p> 29%</p>	<p>Engagements</p> <p><b>1,526</b></p> <p> 59.5%</p>	<p>Post Link Clicks</p> <p><b>574</b>  30.2%</p>
--	---	---

### Cross-Network Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
All Profiles
All Twitter Post Types

Net Audience Growth, by Day






Audience Metrics	Totals	% Change
<b>Total Audience</b>	<b>1,598</b>	<b>↗9.8%</b>
<b>Total Net Audience Growth</b>	<b>21</b>	<b>↗5%</b>
Twitter Net Follower Growth	2	↗300%
Facebook Net Page Likes	5	↗150%
Instagram Net Follower Growth	6	↘25%
LinkedIn Net Follower Growth	8	↘27.3%

### FACEBOOK



### Facebook Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

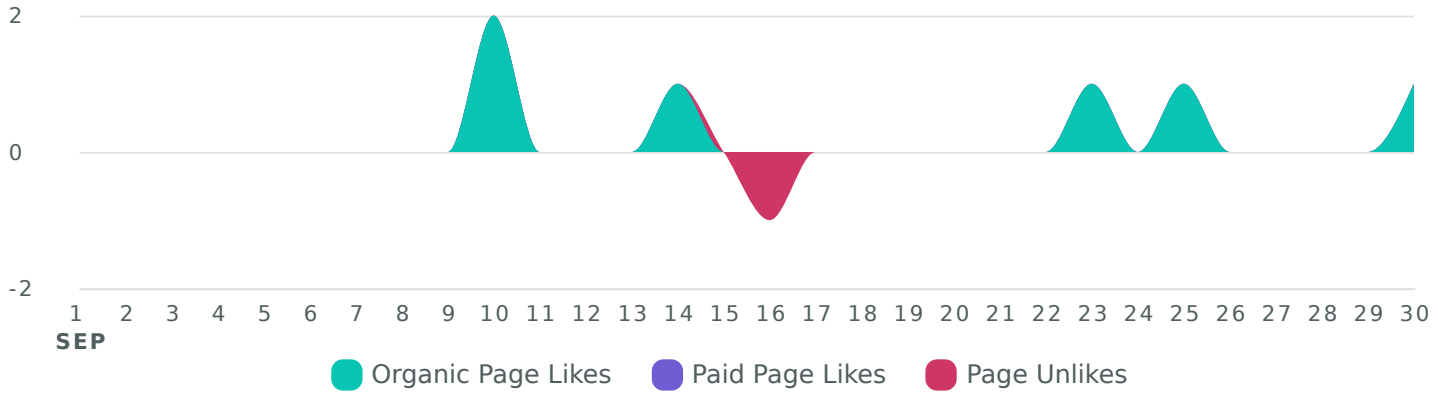
<p>Impressions</p> <p><b>77,636</b></p> <p><span>↗</span> 32.7%</p>	<p>Engagements</p> <p><b>1,340</b> <span>↘</span> 62%</p>	<p>Post Link Clicks</p> <p><b>538</b> <span>↗</span> 36.9%</p>
---	---	--

### Facebook Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
Mission Springs Water District

Net Page Likes Breakdown, by Day






Audience Metrics	Totals	% Change
<b>Fans</b>	<b>1,152</b>	<b>↗10.8%</b>
<b>Net Page Likes</b>	<b>5</b>	<b>↗150%</b>
Organic Page Likes	6	↗100%
Paid Page Likes	0	→0%
Page Unlikes	1	→0%

### Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
Mission Springs Water District


Descending by Lifetime Engagements

Post Preview	Total Engagements
<p><b>Mission Spring...</b> Tue 9/6/2022 3:54 pm PDT</p> <p>Please join us in welcoming Ed Marshall, who joins team MSWD as a Lead Fleet and...</p> 	<p><b>46</b></p> <p>Reactions: <b>26</b></p> <p>Comments: <b>2</b></p> <p>Shares: <b>2</b></p> <p>Post Link Clicks: <b>—</b></p> <p>Other Post Clicks: <b>16</b></p>
<p><b>Mission Spring...</b> Thu 9/15/2022 4:54 pm ...</p> <p>News Release: MSWD Board Appoints Robert Griffith to Fill Division 2 Vacancy During it...</p> 	<p><b>45</b></p> <p>Reactions: <b>18</b></p> <p>Comments: <b>4</b></p> <p>Shares: <b>2</b></p> <p>Post Link Clicks: <b>—</b></p> <p>Other Post Clicks: <b>21</b></p>
<p><b>Mission Spring...</b> Wed 9/7/2022 11:59 am...</p> <p>Thank you to our field crews! The MSWD team works hard to keep our water and...</p> 	<p><b>40</b></p> <p>Reactions: <b>19</b></p> <p>Comments: <b>2</b></p> <p>Shares: <b>1</b></p> <p>Post Link Clicks: <b>—</b></p> <p>Other Post Clicks: <b>18</b></p>

### INSTAGRAM

### Instagram Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  missionspringswaterdistrict

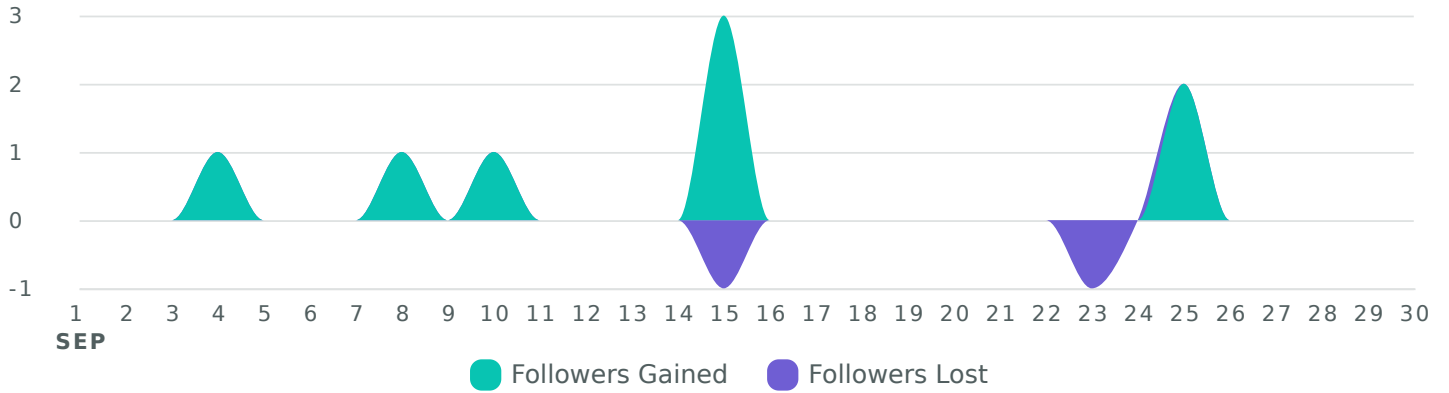
<p>Impressions</p> <p><b>1,176</b></p> <p>↘ 50.8%</p>	<p>Engagements</p> <p><b>71</b> ↘ 25.3%</p>	<p>Profile Actions</p> <p><b>0</b> ↘ 100%</p>
---	---	---

### Instagram Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
missionspringswaterdistrict

Net Follower Growth Breakdown, by Day









Audience Metrics	Totals	% Change
<b>Followers</b>	<b>238</b>	<b>↗2.6%</b>
<b>Net Follower Growth</b>	<b>6</b>	<b>↘25%</b>
Followers Gained	8	↘20%
Followers Lost	2	→0%

### Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel's lifetime performance.

📌 Post
📌 Lifetime
📷 missionspringswaterdistrict

Descending by Lifetime Engagements

Post	Date	Total Engagements	Likes	Comments	Saves	
 <b>missionspring...</b> Fri 9/30/2022 4:58 am PDT Join the #MSWD team! We are looking for a Field Operations Technician I or II to work in ... 	 <b>missionspring...</b> Fri 9/16/2022 9:55 am PDT Today is National Guacamole Day! If plan on celebrating with some chips and guac t... 	 <b>missionspring...</b> Mon 9/26/2022 8:44 am ... #DYK this is Source Water Protection Week? MSWD relies groundwater for 100% of our... 	<b>8</b>	<b>4</b>	<b>2</b>	<b>2</b>
		<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>

### TWITTER

### Twitter Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  @MSWaterDistrict  All Twitter Post Types

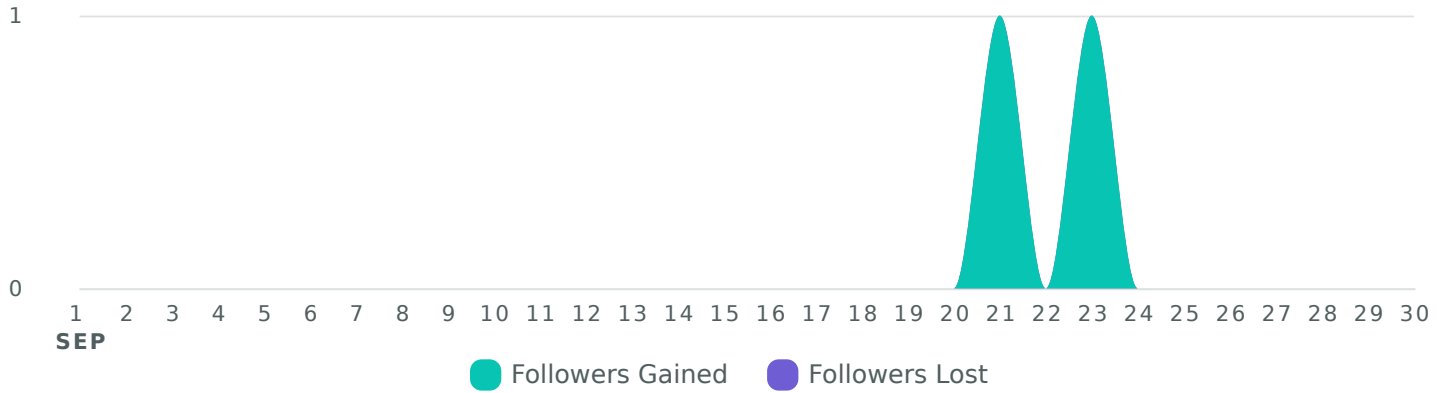
Impressions <b>96</b> ↘ 41.1%	Engagements <b>5</b> ↘ 54.5%	Post Link Clicks <b>0</b> ↘ 100%
----------------------------------	---------------------------------	-------------------------------------

### Twitter Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
@MSWaterDistrict
All Twitter Post Types

Net Follower Growth Breakdown, by Day



Audience Metrics	Totals	% Change
<b>Followers</b>	<b>82</b>	<b>↗2.5%</b>
<b>Net Follower Growth</b>	<b>2</b>	<b>↗300%</b>
Followers Gained	2	↗100%
Followers Lost	0	↘100%
<b>Following</b>	<b>100</b>	<b>→0%</b>



### Twitter Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
@MSWaterDistrict
All Twitter Post Types



Descending by Lifetime Engagements

MSWD @MSWaterDist... Tue 9/6/2022 3:25 pm UTC	MSWD @MSWaterDist... Fri 9/9/2022 4:29 pm UTC	MSWD @MSWaterDist... Mon 9/5/2022 2:03 pm ...
<p>Here at MSWD, every day is Protect Your Groundwater Day! Our Groundwater Guardian...</p>	<p>We're here for you whenever you need us! Join us in celebrating our dedicated st...</p>	<p>Happy Labor Day! To honor all our wonderful employees, the MSWD offices will be closed...</p>
<p><b>Total Engagements</b> 2</p> <hr/> <p>Likes 2</p> <hr/> <p>@Replies 0</p> <hr/> <p>Retweets 0</p> <hr/> <p>Post Link Clicks —</p> <hr/> <p>Other Post Clicks 0</p> <hr/> <p>Other Engagements 0</p>	<p><b>Total Engagements</b> 1</p> <hr/> <p>Likes 1</p> <hr/> <p>@Replies 0</p> <hr/> <p>Retweets 0</p> <hr/> <p>Post Link Clicks —</p> <hr/> <p>Other Post Clicks 0</p> <hr/> <p>Other Engagements 0</p>	<p><b>Total Engagements</b> 1</p> <hr/> <p>Likes 1</p> <hr/> <p>@Replies 0</p> <hr/> <p>Retweets 0</p> <hr/> <p>Post Link Clicks —</p> <hr/> <p>Other Post Clicks 0</p> <hr/> <p>Other Engagements 0</p>

## LINKEDIN

### LinkedIn Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

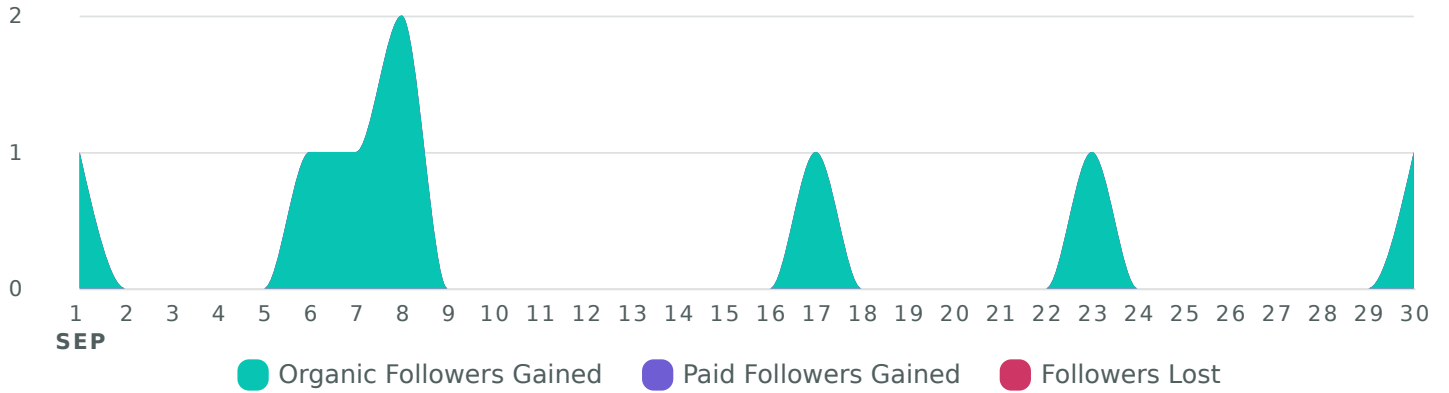
<p>Impressions</p> <p><b>1,550</b> ↑ 17.2%</p>	<p>Engagements</p> <p><b>110</b> ↓ 17.3%</p>	<p>Post Clicks (All)</p> <p><b>36</b> ↓ 23.4%</p>
--	--	---

## LinkedIn Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
in Mission Springs Water District

Net Follower Growth Breakdown, by Day



Audience Metrics	Totals	% Change
<b>Followers</b>	<b>126</b>	<b>—</b>
<b>Net Follower Growth</b>	<b>8</b>	<b>↘27.3%</b>
Organic Followers Gained	8	↘27.3%
Paid Followers Gained	0	→0%
Followers Lost	0	→0%

### LinkedIn Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

📌 Post
📌 Lifetime
🌐 Mission Springs Water District

Descending by Lifetime Engagements

Post Title	Date	Total Engagements	Reactions	Comments	Shares	Post Clicks (All)
News Release: MSWD Board Appoints Robert Griffith to Fill Division 2 Vacancy During ...	Fri 9/16/2022 7:37 pm UTC	13	10	0	1	2
Work on MSWD's new Regional Water Reclamation Facility continues! Once don...	Wed 9/21/2022 8:42 pm...	12	5	3	1	3
Please join us in welcoming Ed Marshall, who joins team MSWD as a Lead Fleet and...	Tue 9/6/2022 10:57 pm ...	11	9	0	1	1