



## BOARD OF DIRECTORS REGULAR MEETING AGENDA

Monday, November 21, 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 2022-27- A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD NOVEMBER 23, 2022 – DECEMBER 22, 2022, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DISCUSSION ITEMS**

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

**17. CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

**18. DISTRICT HOLIDAY SCHEDULE**

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

**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.*

**19. APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

October 13, 2022 - Study Session Minutes

October 17, 2022 - Board Meeting Minutes

**20. REGISTER OF DEMANDS**

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

**REPORTS**

- 21. DIRECTOR'S REPORTS**
- 22. GENERAL MANAGER'S REPORT**

**COMMENTS**

- 23. DISTRICT COUNSEL COMMENTS**
- 24. DIRECTOR COMMENTS**

**CLOSED SESSION**

- 25. 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)
- 26. 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)
- 27. 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)
- 28. REPORT ON ACTION TAKEN DURING CLOSED SESSION**
- 29. 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 November 18, 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):** NOVEMBER 17 & 21, 2022

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



---

## HUMAN RESOURCES REPORT

### PERSONNEL ACTIVITY FOR THE PERIOD OCTOBER 1-31, 2022

---

#### NEW HIRES

None

#### ANNIVERSARIES

Jeanie Baver	Administrative Assistant	1 Year
Alex Acevedo	Lead Field Operations Technician	3 Years
David Weaver	Wastewater Treatment Plant Operator II	3 Years
Brian Macy	Assistant General Manager	3 Years
Tim Owens	Water Production Operator II	4 Years
Andy Grunnet	Lead Wastewater Treatment Plant Operator	6 Years
April Scott	Customer Service Manager	6 Years
Dori Petee	Executive Assistant	6 Years
Danny Friend	Director of Operations	25 Years
Jeff Nutter	Field Operations Superintendent	28 Years

#### PROMOTIONS

None

#### CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

None

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** NOVEMBER 17 & 21, 2022

**FROM:** LEGAL COUNSEL

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




---

## RESOLUTION 2022-27

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

---

### STAFF RECOMMENDATION

It is recommended to approve Resolution 2022-27, continuing abbreviated teleconferencing procedures for meetings of legislative bodies of the District, on a month-to-month basis, for the period of November 23, 2022, through December 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 are posted at all teleconference locations.
- At least one member of the legislative body be physically present at the location specified in the notice of the meeting. (Gov't Code section 54953.)

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

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

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

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

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

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

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

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

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

None

### **ATTACHMENTS**

Resolution 2022-27

**RESOLUTION NO. 2022-27****A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD OF NOVEMBER 23, 2022 – DECEMBER 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. 2022-26 on October 17, 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) December 23, 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 November 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):** NOVEMBER 17 & 21, 2022  
**FROM:** Brian Macy – Assistant General Manager

**FOR:** ACTION  X  DIRECTION      INFORMATION    

---

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

---

### STAFF RECOMMENDATION

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

### SUMMARY

On July 17, 2019, the California Department of Water Resources (DWR) approved the Mission Creek Subbasin (MCSB) Alternative Plan, finding it functionally equivalent to a Groundwater Sustainability Plan (GSP). In accordance with the Sustainable Groundwater Management Act (SGMA) GSP Emergency Regulations (CDWR, 2016), annual reports are to be submitted to the DWR by April 1 of each year following adoption of a GSP, or in this case, following submission of an Alternative Plan to the DWR. The MCSB Management Committee (or Agencies), comprised of Coachella Valley Water District, Desert Water Agency, and Mission Springs Water District (MSWD), have collaboratively submitted Mission Creek Subbasin Annual Reports since 2017. The Agencies desire to execute an agreement (Letter of Agreement attached hereto) for collaboration and cost sharing on the preparation of the MCSB Annual Reports over the next 5-years, including Water Years 2021-22 through 2025-26.

### ANALYSIS

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

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The fiscal impact for the year’s report is \$19,933.33. Based on the cost of previous annual report efforts, the fiscal impact is expected to not exceed \$25,000 in subsequent years. The MCSB Alternative Plan Update is consistent with the 2017 Strategic Plan, more specifically Strategic Goal # 1 – Water Supply (No. 3, Priority A).

### ATTACHMENTS

Letter of Agreement





## LETTER OF AGREEMENT

September 26, 2022

Mr. Arden Wallum, General Manager  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240

Mr. Mark Krause, General Manager  
Desert Water Agency  
1200 South Gene Autry Trail  
Palm Springs, CA 92264

**Re: Collaboration and Cost Sharing for the Mission Creek Subbasin Annual Report for Water Years 2021-2022 through 2025-2026**

Dear Mr. Wallum and Mr. Krause:

This letter of agreement (“Agreement”) serves as an agreement between the Mission Springs Water District, Desert Water Agency, and Coachella Valley Water District (each an "Agency" and collectively the "Agencies") for collaboration and cost sharing on the preparation of the Annual Report for the Mission Creek Subbasin required under the Sustainable Groundwater Management Act (SGMA) to be submitted to the California Department of Water Resources for each Water Year by April 1 (“Mission Creek Subbasin Annual Report”).

This agreement covers collaboration and cost sharing for the preparation of the Mission Creek Subbasin Annual Report for Water Years 2021-2022 through 2025-2026.

For the purposes of this Agreement, the Agencies will use a qualified consulting firm selected through a competitive process to prepare the Mission Creek Subbasin Annual Report. Each Agency shall have the opportunity to participate in the selection process, including the opportunity to review and provide comments on the scope of work, score all proposals received from responding firms, and participate in all meetings and/or interviews that are part of the selection process.

Each Agency will have the opportunity to review and provide comments on the annual scope of work and proposal with budget to prepare the Mission Creek Subbasin Annual Report. Each Agency will have the opportunity to review and provide comments on the Draft Annual Report and Final Draft Annual Report which are deliverables for this project. Each Agency will be given an electronic and two hard copies of the Final Mission Creek Subbasin Annual Report, and electronic copies of all data and files used to create the report graphics and tables therein.

Mr. Arden Wallum and Mr. Mark Krause  
Page 2  
September 26, 2022

The Agencies each agree to pay one-third (1/3) of the annual cost to prepare the Mission Creek Subbasin Annual Report for Water Years 2021-2022 through 2025-2026. The Agency administering the contract with the consulting firm will pay invoices per the terms of the contract. The contracting Agency will annually invoice the other two Agencies for reimbursement of their one-third (1/3) share of the payments that have been made to the consulting firm.

Any of the Agencies may withdraw from this Agreement at any time, for any reason or no reason, upon prior written notice to the remaining Agencies. If an Agency withdraws from this Agreement, the withdrawing Agency will be responsible for its share of the total cost of work contracted for, and/or initiated by, the Agencies prior to the date of the written notice of withdrawal.

Sincerely,



J.M. Barrett  
General Manager  
Coachella Valley Water District

---

ACCEPTED AND AGREED TO

This letter will constitute our agreement to the preceding terms. If this arrangement is acceptable to you on behalf of your agency, please acknowledge your agreement by signing this letter and returning a copy to us. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

\_\_\_\_\_  
Arden Wallum  
General Manager  
Mission Springs Water District

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

\_\_\_\_\_  
Mark Krause  
General Manager  
Desert Water Agency

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

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** NOVEMBER 17 & 21, 2022

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

**FOR:** ACTION   X                        DIRECTION                             INFORMATION       




---

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

---

## STAFF RECOMMENDATION

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

## SUMMARY

On July 17, 2019, the California Department of Water Resources (DWR) approved the Mission Creek Subbasin (MCSB) Alternative Plan, finding it functionally equivalent to a Groundwater Sustainability Plan (GSP). Subsequently, the MCSB Management Committee (Coachella Valley Water District, Desert Water Agency, and Mission Springs Water District (MSWD)) initiated and completed the five-year update entitled “Mission Creek Subbasin Alternative Plan Update” (2022 Alternative Plan Update; [Wood and Kennedy Jenks, 2021]) in November 2021. The 2022 Alternative Plan Update was submitted to the DWR in December 2021, and identified a slate of projects and management actions to help achieve MCSB sustainability. Said projects and management actions are eligible to receive grant funding under the Proposition 68 Round 2 Sustainable Groundwater Management Implementation grant program. As such, the MCSB Management Committee are preparing a grant application seeking around \$16 million in grant funding for various projects in the MCSB. The grant application is due to DWR by November 30, 2022 and draft grant awards are anticipated in April/May 2023. Resolution 2022-28 formalizes MSWD’s authorization for Coachella Valley Water District to prepare and submit a grant application, and if awarded grant funds, enter into a grant agreement with DWR on its behalf.

## ANALYSIS

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

## FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The adoption of the resolution has no fiscal impact. If grant funding is awarded, a contract for each MSWD project will be brought back to the Board for approval.

## ATTACHMENTS

Resolution 2022-28

**RESOLUTION NO. 2022-28****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT AUTHORIZING THE FILING OF A ROUND 2 SUSTAINABLE GROUNDWATER MANAGEMENT IMPLEMENTATION GRANT APPLICATION FOR THE MISSION CREEK SUBBASIN**

**WHEREAS**, Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018, authorized the California Legislature to appropriate funds to implement projects consistent with goals of the Groundwater Sustainability Plan (GSP) or Alternative to a GSP in California; and

**WHEREAS**, the Budget Act of 2021 (through Senate Bill 170) provided \$180 million in General Funds for Sustainable Groundwater Management Act (SGMA) Implementation projects. Of the \$180 million in General Funds, \$171 million was available for grant awards after program administration costs; and

**WHEREAS**, SGMA requires all medium- and high-priority groundwater basins, as designated by the California Department of Water Resources (DWR) Bulletin 118, to be managed by a Groundwater Sustainability Agency (GSA) or multiple GSAs; and

**WHEREAS**, the Mission Creek Subbasin of the Coachella Valley Groundwater Basin has been designated by DWR as a medium-priority basin (No. 7-021.02); and

**WHEREAS**, Coachella Valley Water District and Desert Water Agency, who are the GSAs for the Mission Creek Subbasin, and Mission Springs Water District comprise the Management Committee for the Mission Creek Subbasin pursuant to the 2004 Settlement Agreement; and

**WHEREAS**, on December 29, 2016, the Management Committee Agencies submitted an Alternative to a GSP (Alternative Plan) for the Mission Creek Subbasin to DWR in accordance with Water Code section 10733.6; and

**WHEREAS**, on July 17, 2019, DWR determined that the Alternative Plan satisfied the objectives of the Sustainable Groundwater Management Act (SGMA) and approved the Alternative Plan; and

**WHEREAS**, the Management Committee Agencies have jointly developed a Mission Creek Subbasin Alternative Plan Update for the Mission Creek Subbasin submitted to DWR on December 30, 2021, in compliance with the requirements of SGMA; and

**WHEREAS**, the Round 2 SGMA Implementation solicitation opened October 4, 2022, for eligible applicants located within high and medium priority groundwater basins. The solicitation will close on November 30, 2022, at 5 p.m.; and

**WHEREAS**, the Management Committee Agencies will prepare an application for a Round 2 SGMA Implementation Grant to support the implementation of high-priority water management projects in the Mission Creek Subbasin; and

**WHEREAS**, Coachella Valley Water District will serve as the grant applicant on behalf of the Management Committee Agencies; and

**WHEREAS**, the Mission Springs Water District Board of Directors is the decision-making body for the Mission Springs Water District; and

**WHEREAS**, grant application procedures established by DWR require applicants to provide a copy of a resolution adopted by the applicant's governing body designating an authorized representative to file an application for a Round 2 SGMA Implementation Grant.

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

**Section 1.** That an application be made by the Coachella Valley Water District, on behalf of Mission Springs Water District, to the California Department of Water Resources to obtain a grant under the 2021 Sustainable Groundwater Management (SGM) Grant Program SGMA Implementation Grant pursuant to the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Proposition 68) (Pub. Resource Code, § 80000 et seq.) and the Budget Acts of 2021 and 2022.

**Section 2.** That the Coachella Valley Water District has the authority to enter into a funding agreement with the Department of Water Resources, on behalf of Mission Springs Water District, to receive a grant for the Mission Creek Subbasin SGMA Implementation Projects.

**Section 3.** The Coachella Valley Water District is hereby authorized and directed to prepare the necessary data, conduct investigations, file such application, and execute a grant agreement and any future amendments (if required), submit invoices, and submit any reporting requirements with the California Department of Water Resources, on behalf of Mission Springs Water District.

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

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

---

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):** NOVEMBER 21, 2022

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

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




---

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

---

### STAFF RECOMMENDATION

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

### SUMMARY

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

### ANALYSIS

L.O. Lynch Quality Wells & Pumps, Inc. was awarded a contract for well and booster maintenance and repair services at the February 22, 2022 Board Meeting. Change Order No. 1 increases the agreement amount and allows staff to continue the repairs at Two Bunch Booster Station and Wells 26A, 32, and 33. The scope of repair work at the various locations are;

- Two Bunch Booster Station – Repair seal on Booster No. 1
- Well 26A - Replacement of the existing submersible pump and column piping
- Well 32 – Repair mechanical seal for well and boosters No. 1 and No. 3
- Well 33 – A chemical rehabilitation, development of the well, and replacement of the previous oil lube submersible pump and motor due to failure and damage.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract has been included within various items of the approved operating and capital budget.

### ATTACHMENTS

Change Order No. 1

CHANGE ORDER

Order No. 1

Date: November 17, 2022

Agreement Date: March 3, 2022

Sheet: 1 of 2

Owner: **MISSION SPRINGS WATER DISTRICT (DISTRICT)**Project Description: **On-Call Well and Booster Maintenance and Repair Services**Contractor: **LO Lynch Quality Wells & Pumps Inc.**

The following changes are hereby made to the Contract:

This change order will increase the amount of the Contract Agreement from a Not to Exceed amount of \$150,000.00 to a Not to Exceed amount of \$400,000.00.

JUSTIFICATION

Well 33 – A full aggressive chemical rehab and development of the well per Kyle Groundwater, Inc.'s recommendation, consultant under contract to assist with well rehabilitations. Also, this well requires the replacement of the previous oil lube submersible pump and motor due to failure and damage.

Well 32 – (Little Morongo) – Repair mechanical seal for well 32 which is causing significant leaks from the well. Boosters No. 1 and No. 3 also require repairs to the mechanical seal.

Two Bunch Booster – Repair seal on Booster No. 1, which is causing significant leaks from the pumps.



CHANGE TO CONTRACT PRICE

Original Contract Price \$ 150,000.00

Current Contract Price adjusted by  
Previous Change Order(s) \$ 0.00

Contract Price due to this Change Order  
\$ 250,000.00

New Contract Price including this  
Change Order \$ 400,000.00

CHANGE TO CONTRACT TIME

Contract Time will be increased 0 Calendar Days

Date for Completion of all Work June 30, 2023

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: LO Lynch Quality Wells & Pumps Inc. Date: 10/19/2022  
Contractor

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
Mission Springs Water District  
Arden Wallum, General Manager

Ordered by: \_\_\_\_\_ Date: \_\_\_\_\_  
Mission Springs Water District  
Arden Wallum, General Manager

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
LO Lynch Quality Wells & Pumps Inc.  
Emil Worm - President

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** NOVEMBER 17 & 21, 2022

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

**FOR:** ACTION    X                      DIRECTION                      INFORMATION




---

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

---

## STAFF RECOMMENDATION

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

## SUMMARY

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

## ANALYSIS

At the June 20, 2022 Board Meeting, TriStar was awarded a contract for On-Call Sewer Repair Services. Change Order No. 1 increases the agreement amount and allows staff to continue to contract with TriStar for any future repairs and perform the scope of work detailed below:

Location	Linear feet of Sewer removal and replacement	Sewer service connections
1 <sup>st</sup> Street	130 feet	6
4 <sup>th</sup> Street	40 feet	3
6 <sup>th</sup> Street	20 feet	2
7 <sup>th</sup> Street	110 feet	7

Staff recommends executing a Contract as soon as possible with TriStar Contracting Inc. to complete the necessary sewer repairs.

## FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The cost for all work authorized under this contract was approved in the FY 2022/2023 Sewer System Collections Wastewater Capital Improvement Budget.

## ATTACHMENTS

Change Order No. 1

CHANGE ORDER

Order No. 1

Date: November 17, 2022

Agreement Date: June 20, 2022

Sheet: 1 of 2

Owner: **MISSION SPRINGS WATER DISTRICT (DISTRICT)**Project Description: **On-Call Potable Water and Sanitary Sewer Repair Services**Contractor: **Tri-Star Contracting, II Inc.**

The following changes are hereby made to the Contract:

This change order will increase the amount of the Contract Agreement from a Not to Exceed amount of \$150,000.00 to a Not to Exceed amount of \$400,000.00.

JUSTIFICATION

During a scheduled video inspection, MSWD staff identified that several locations needing removal and replacement of existing sewer lines along 1<sup>st</sup> Street, 4<sup>th</sup> Street, 6<sup>th</sup> Street and 7<sup>th</sup> Street. Totally, 300 linear feet of sewer line is scoped to be removed and replaced. Additionally, 18 service connections will be replaced, if determined that they are damaged. Work includes the execution of a necessary encroachment permit, implementation of necessary traffic control and restoring the roadway after repairs are complete.

CHANGE TO CONTRACT PRICE

Original Contract Price \$ 150,000.00

Current Contract Price adjusted by  
Previous Change Order(s) \$ 0.00

Contract Price due to this Change Order  
\$ 250,000.00

New Contract Price including this  
Change Order \$ 400,000.00

CHANGE TO CONTRACT TIME

Contract Time will be increased 0 Calendar Days

Date for Completion of all Work June 30, 2023

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: Tri-Star Contracting II, Inc. Date: 11/3/2022  
Contractor

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_  
Mission Springs Water District  
Arden Wallum, General Manager

Ordered by: \_\_\_\_\_ Date: \_\_\_\_\_  
Mission Springs Water District  
Arden Wallum, General Manager

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Tri-Star Contracting II, Inc.

# AGENDA STAFF REPORT

**MEETING NAME:** Regular Board Meeting  
**MEETING DATE(S):** November 17 & 21, 2022  
**FROM:** Brian Macy – Assistant General Manager



**FOR:** ACTION  X  DIRECTION      INFORMATION    

---

## ACCEPTANCE OF THE HORTON WWTP INFLUENT PUMP STATION ODOR CONTROL SYSTEM PROJECT

---

### STAFF RECOMMENDATION

Board acceptance of the Horton WWTP Influent Pump Station Odor Control System Project as complete and authorize the release of retention money held for AToM Engineering Construction, Inc. in the amount of \$22,981.65, thirty-five days after filing the Notice of Completion (NOC).

### SUMMARY

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

### ANALYSIS

This project was inspected with contract inspection and was determined to be complete on August 31, 2022. District staff accepted the as-built plans from the contractor on October 19, 2022. All progress payment invoices were authorized for payment to the contractor as recommended by our construction management and inspection consultant. The NOC will be recorded at the County of Riverside Recorder's Office following Board acceptance.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The final construction contract price for the project is \$459,633.00, which includes change orders totaling a contract credit of \$37,765 for additional consultant and staff time for contract time extensions. Total project cost including staff and consultant time is approximately \$614,840 which did not exceed the approved capital budget of \$730,000.

### ATTACHMENTS

NOC (to be filed with the County of Riverside)

**RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:**

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

**EXEMPT – GOV'T CODE 6103**

The undersigned grantor declares:  
Documentary transfer tax is \$ 0.00.  
( ) computed on the full value of property conveyed, or  
( ) computed on full value less value of liens and encumbrances remaining at time of sale.  
( ) Unincorporated area: ( ) City of \_\_\_\_\_, and County of \_\_\_\_\_.

S	R	U	PAGE	SIZE	DA	MISC	LONG	RFD	COPY
M	A	L	465	426	PCOR	NCOR	SMF	NCHG	EXAM
						T:	CTY	UNI	

FOR RECORDER'S USE ONLY

**NOTICE OF COMPLETION**

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is Mission Springs Water District
3. The full address of the owner is 66575 Second Street, Desert Hot Springs, CA 92240
4. The nature of the interest or estate of the owner is in fee.

(if other than fee, strike "in fee" and interest, for example, "purchaser under contract of purchases," or "lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAME	ADDRESS
_____	_____

6. A work of improvement on the property hereinafter described was completed on 8/31/2022  
The work done was: Horton WWTP Influent Pump Station Odor Control System Project – MSWD Project Order No. 20-002-S

7. The name of the contractor, if any, for such work of improvement was AToM Engineering Construction, Inc., 40410 Vista Road, Hemet, CA 92544

04/01/2021

(If no contractor for work of improvement as a whole, insert "none")

(Date of Contract)

8. The property on which said work of improvement was completed is in the City of Desert Hot Springs  
County of Riverside, State of California, and is described as follows: Within the MSWD Horton Waste Water Treatment Plant

9. The street address of said property is: 14501 Verbena Street, Desert Hot Springs, CA 92240  
(if no street address has been officially assigned, insert none)

Dated: \_\_\_\_\_

\_\_\_\_\_  
Arden Wallum, General Manager  
Mission Springs Water District

**VERIFICATION**

I, the undersigned, say: I am the General Manager, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my knowledge. I declare under penalty or perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20 22, at Desert Hot Springs, California.  
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** NOVEMBER 17 & 21, 2022

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

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




---

## ACCEPTANCE OF GRANT OF EASEMENT DEED FOR PUBLIC WATER UTILITY EASEMENT

---

### STAFF RECOMMENDATION

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

### SUMMARY

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

### ANALYSIS

Recording an easement for the water line provides MSWD with the legal right to access the area, and to own, operate and maintain our facilities in perpetuity.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

There is no financial impact in signing the Certificate of Acceptance for the Grant of Easement Deed.

### ATTACHMENTS

Grant of Easement Deed  
Certificate of Acceptance

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

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

**EXEMPT – GOV'T CODE 6103**

The undersigned grantor declares:  
Documentary transfer tax is \$ 0.00.  
( ) computed on the full value of property conveyed, or  
( ) computed on full value less value of liens and encumbrances remaining at time of sale.  
( ) Unincorporated area: ( ) City of \_\_\_\_\_ and County of \_\_\_\_\_.

FOR RECORDER'S USE ONLY

**Affects: APN: 654-030-058**


**GRANT OF EASEMENT DEED**

ELVIS ARANDA, a single man, hereby GRANTS to MISSION SPRINGS WATER DISTRICT, a County Water District and public agency formed pursuant to Water Code §§ 30000 et seq., a non-exclusive Easement for Public Water Utilities over, under and across that certain property in the County of Riverside, State of California, the following described land:

SEE EXHIBIT "A" LEGAL DESCRIPTION AND EXHIBIT "B" PLAT ATTACHED HERETO AND MADE A PART HEREOF

Dated this 28 day of October, 2022

ELVIS ARANDA, a single man

By:   
Elvis Aranda

NOTARY FOLLOWS



### ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Riverside)

On 10-28-22 before me, Richard B. Sande, Notary Public  
(insert name and title of the officer)

personally appeared Elvis Aranda,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity(ies), and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Richard B. Sande

(Seal)



**EXHIBIT "A"**  
**LEGAL DESCRIPTION**  
**PUBLIC WATER UTILITIES EASEMENT**  
**APN 654-030-058**

That certain parcel of land located in the Unincorporated Territory of the County of Riverside, State of California, being that portion of Parcel 1 of Parcel Map No. 9817, as shown by a Map on file In Book 61, Page 65 of Parcel Maps, Records of said County of Riverside, more particularly described as follows:

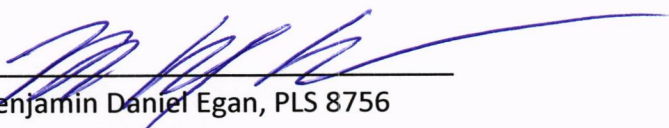
The Easterly 30 feet of said Parcel 1 of Parcel Map No. 9817.

**CONTAINING** 37,904 Square Feet, more or less.

**SUBJECT TO** all Covenants, Rights, Rights-of-Way and Easements of record.

Graphically depicted on 'EXHIBIT "B" – PLAT', attached hereto and by this reference made a part hereof.

This legal description was prepared by me or under my direction.

  
Benjamin Daniel Egan, PLS 8756  
Prepared September 22, 2022



# EXHIBIT "B" - PLAT

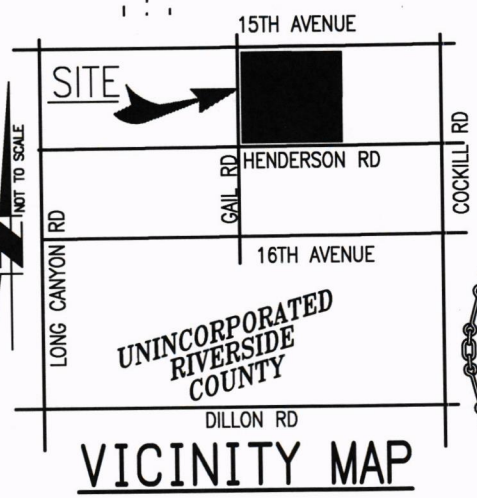
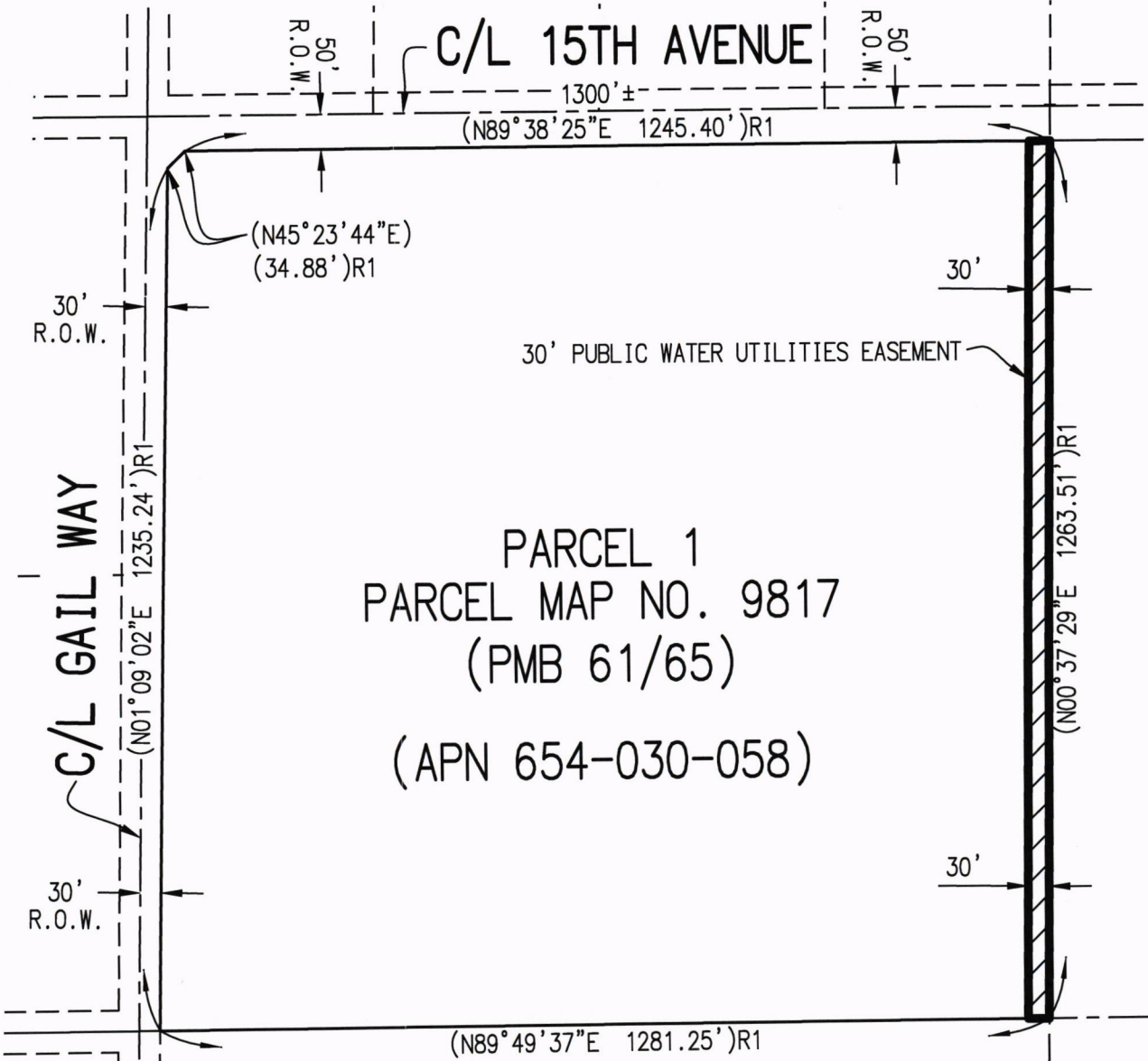
PLAT TO ACCOMPANY LEGAL DESCRIPTION  
GRANT OF EASEMENT  
(APN 654-030-058)

NOTES:



AREA OF EASEMENT  
37,904± SQUARE FEET

( )R1 INDICATES RECORD DATA  
PER PM 9817 (PMB 61/65)



*[Signature]* 09/22/2022  
BENJAMIN D. EGAN, PLS 8756 DATE

**EGAN CIVIL, INC.**

PO BOX 5282, LA QUINTA, CA 92248-5282  
(760) 404-7663 WWW.EGANCIVIL.COM



CONSENT AND SUBORDINATION TO EASEMENT

Gastadora, LLC, a California Limited Liability Company ("Lien Holder") is the current holder of the beneficial interest under a Deed of Trust dated February 2, 2021 and recorded February 22, 2021 as Document No. 2021-0111144, Official Records of Riverside County, California ("Lien"). The Lien Holder hereby consents and subordinates its Lien to the Easement granted herein by the granting of the Easement to which this Consent is attached, to MISSION SPRINGS WATER DISTRICT, a public agency of the State of California, its successors and assigns and Lien Holder hereby agrees that in the event of a foreclosure of the Lien, the Easement shall survive such foreclosure and remain binding upon the subject real property and all subsequent owners thereof.

Executed as of this 30<sup>th</sup> day of September 2022

LIEN HOLDER

Gastadora, LLC, a California Limited Liability Company

By: Mervyn E. Kirshner

Print Name: Mervyn E. Kirshner

Its: manager

By: Andrea M. Paul

Print Name: Andrea M. Paul

Its: manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

COUNTY OF ORANGE )

On 09-30-2022 before me, TRACY THUY NGO, Notary Public, personally appeared MERVYN E. KIRSHNER, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]



(Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

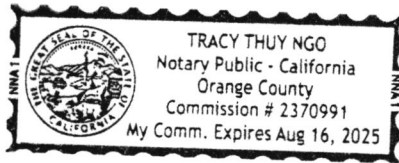
COUNTY OF ORANGE )

On 09-30-2022 before me, TRACY THUY NGO,  
Notary Public, personally appeared ANDREA M. PAUL, who proved to  
me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~ are subscribed to the  
within instrument and acknowledged to me that he ~~she~~ they executed the same in ~~his~~ her ~~their~~  
authorized capacity(ies), and that by ~~his~~ her ~~their~~ signature(s) on the instrument the person(s), or  
the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the  
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 



(Seal)

LLC-1

**Articles of Organization  
of a Limited Liability Company (LLC)**

**201612710122**

To form a limited liability company in California, you can fill out this form, and submit for filing along with:

- A \$70 filing fee.
- A separate, non-refundable \$15 service fee also must be included, if you drop off the completed form.

**Important!** LLCs in California may have to pay a minimum \$800 yearly tax to the California Franchise Tax Board. For more information, go to <https://www.ftb.ca.gov>.

LLCs may not provide "professional services," as defined by California Corporations Code sections 13401(a) and 13401.3.

Note: Before submitting the completed form, you should consult with a private attorney for advice about your specific business needs.

**FILED**  
Secretary of State  
State of California

MAY 06 2016

This Space For Office Use Only

For questions about this form, go to [www.sos.ca.gov/business/be/filing-tips.htm](http://www.sos.ca.gov/business/be/filing-tips.htm).

LLC Name (List the proposed LLC name exactly as it is to appear on the records of the California Secretary of State.)

① Gastadora LLC

*Proposed LLC Name*

The name must include: LLC, L.L.C., Limited Liability Company, Limited Liability Co., Ltd. Liability Co. or Ltd. Liability Company; and may not include: bank, trust, trustee, incorporated, inc., corporation, or corp., insurer, or insurance company. For general entity name requirements and restrictions, go to [www.sos.ca.gov/business/be/name-availability.htm](http://www.sos.ca.gov/business/be/name-availability.htm).

**Purpose**

② The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the California Revised Uniform Limited Liability Company Act.

**LLC Addresses**

③ a. 98 Danbury Lane Irvine CA 92618  
*Initial Street Address of Designated Office in CA - Do not list a P.O. Box* *City (no abbreviations)* *State Zip*

b. \_\_\_\_\_  
*Initial Mailing Address of LLC, if different from 3a* *City (no abbreviations)* *State Zip*

**Service of Process** (List a California resident or a California registered corporate agent that agrees to be your initial agent to accept service of process in case your LLC is sued. You may list any adult who lives in California. You may not list an LLC as the agent. Do not list an address if the agent is a California registered corporate agent as the address for service of process is already on file.)

④ a. Mervyn E. Kirshner

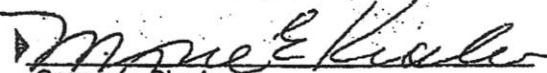
*Agent's Name*

b. 98 Danbury Lane Irvine CA 92618  
*Agent's Street Address (if agent is not a corporation) - Do not list a P.O. Box* *City (no abbreviations)* *State Zip*

**Management** (Check only one.)

- ⑤ The LLC will be managed by:
- One Manager     More Than One Manager     All Limited Liability Company Member(s)

This form must be signed by each organizer. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of organization.

  
Organizer Sign here

Mervyn E. Kirshner  
Print your name here

Make check/money order payable to: Secretary of State  
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

**By Mail**  
Secretary of State  
Business Entities, P.O. Box 944228  
Sacramento, CA 94244-2280

**Drop-Off**  
Secretary of State  
1500 11th Street, 3rd Floor  
Sacramento, CA 95814

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

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

**EXEMPT – GOV'T CODE 6103**

The undersigned grantor declares:  
Documentary transfer tax is \$ 0.00.  
( ) computed on the full value of property conveyed, or  
( ) computed on full value less value of liens and  
encumbrances remaining at time of sale.  
( ) Unincorporated area: ( ) City of \_\_\_\_\_,  
and County of \_\_\_\_\_.

FOR RECORDER'S USE ONLY

**Affects APN: 654-030-058**

**CERTIFICATE OF ACCEPTANCE**

This is to certify that the interest in real property conveyed by this Grant of Easement dated October 28,2022, hereby acknowledge **Elvis Aranda** ("Grantor") is hereby accepted by order of the **MISSION SPRINGS WATER DISTRICT** a County Water District and public agency formed pursuant to Water Code § 30000 et seq. ("Grantee") and the grantee consents to the recordation thereof by its duly authorized officer.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

**MISSION SPRINGS WATER DISTRICT**

By: \_\_\_\_\_  
Arden Wallum, General Manager

# AGENDA STAFF REPORT

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

**MEETING DATE(S):** NOVEMBER 17 & 21, 2022

**FROM:** BASSAM ALZAMMAR, SAFETY OFFICER

**FOR:** ACTION    X                      DIRECTION                      INFORMATION




---

## RESOLUTION 2022-29 ADOPTION OF THE MISSION SPRINGS WATER DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

---

### STAFF RECOMMENDATION

Adopt Resolution No. 2022-29 adopting the Employee's Injury and Illness Prevention Program in accordance with regulations enacted by Cal/OSHA and Rescind Resolution 2018-18.

### SUMMARY

The revised Program is a result of staff's efforts to bring our program up to date and in compliance with current requirements. District along with ACWA JPIA have reviewed the draft and approved it in its final form.

### ANALYSIS

The updated edition reflects the most current practices, methods, and procedures of District operations, in compliance with current safety and health regulations, rules and laws. The Program is broken down into general and specific safety practices, procedures and methods concerning employee conduct, designed to prevent injury and illness on the job. Job safety and accident prevention are a responsibility of all District employees. Management and employee commitments and responsibilities are detailed as well as administering adequate communication of the Program to employees, including training needs.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

If adopted, the Program will not incur additional costs to District operations. Strict adherence by employees to the Program has the potential to decrease District costs through reduction or prevention of accidents or injuries.

### ATTACHMENTS

Exhibit A - Resolution 2022-29

Exhibit B – Injury and Illness Prevention Plan

Exhibit C – Heat Illness Prevention Plan



**RESOLUTION NO. 2022-29**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ESTABLISHING ITS EMPLOYEE INJURY AND ILLNESS PREVENTION PROGRAM IN ACCORDANCE WITH REGULATIONS ENACTED BY CAL/OSHA AND RESCINDING RESOLUTION 2018-18**

**WHEREAS**, the Mission Springs Water District is committed to providing its employees with a safe work environment and protecting its employees from injury and illness; and

**WHEREAS**, the Mission Springs Water District has developed an updated version of its employee injury and illness prevention program (sometimes referred to herein as the "IIPP") in accordance with regulations adopted by Cal/OSHA; and

**WHEREAS**, it is the objective of the updated IIPP to address the overall injury, accidents and illness prevention needs of Mission Springs Water District's employees during the course of employment in accordance with safe-work regulations consistent with the requirements established by Cal/OSHA; and

**WHEREAS**, In furtherance of maintaining an up to date IIPP that complies with Cal/OSHA requirements, the Mission Springs Board of Directors desires to authorize its general manager to modify and/or update the IIPP, from time to time and as needed, to comply with new or amended requirements issued by Cal/OSHA;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Mission Springs Water District that it does hereby adopt the IIPP set forth in exhibit "A" hereto and rescinds Resolution No. 2018-18 and the prior version of the IIPP that was approved by said resolution.

**BE IT FURTHER RESOLVED** that the Mission Springs Water District's general manager is hereby authorized to modify and/or update the IIPP, from time to time as needed, to comply with new and/or amended requirements issued by Cal/OSHA.

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

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

ATTEST:

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

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



# INJURY/ILLNESS PREVENTION PLAN



**MISSION SPRINGS WATER DISTRICT  
Employees’ Injury and Illness Prevention Plan**

**Table of Contents**

**Section 1 – Management and Employee Commitment and Responsibilities ..... 1**

- Article 101 – Purpose ..... 2
- Article 102 - Responsibilities ..... 3
- Article 103 – General Statement of Safety Policies ..... 5
- Article 104 – Authority ..... 6
- Article 105 – Compliance ..... 7
- Article 106 – Communication ..... 8
- Article 107 – Hazard Assessment ..... 9
- Article 108 – Accident/Exposure Investigations ..... 11
- Article 109 – Return to Work ..... 13
- Article 110 – Hazard Correction ..... 14
- Article 111 – Training and Instruction ..... 15
- Article 112 – Recordkeeping ..... 16
- Article 113 – List of Training Subjects that May Apply ..... 17
- Article 114 – Safety Cabinets/Personal Protective Equipment, Safety Supplies/Signs ... 19
- Article 115 – Medical Emergencies ..... 20

**Section 2 – General Rules and Procedures ..... 21**

- Article 201 – General Safety Rules and Procedures ..... 22
- Article 202 – Employee Safe Conduct and Disciplinary Action ..... 23
- Article 203 – Title 8 Training Requirements ..... 27

**Section 3 – Specific Rules and Procedures ..... 29**

- Article 301 – Chlorination and Disinfection Safety Procedures ..... 30
- Article 302 – Confined Spaces Procedures ..... 41
- Article 303 – CPR/First Aid Training ..... 51
- Article 304 – Emergency Action Fire Safety/Evacuation ..... 51
- Article 305 – Hazardous Materials ..... 53
- Article 306 – Lock Out/Tag Out Procedure ..... 54
- Article 307 – Vehicle Safety Driver Training ..... 56
- Article 308 – Electrical Maintenance Safety Procedures ..... 57

**Appendix ..... 60**

# **Section 1**

## **Management and Employee Commitment and Responsibilities**

## Article 101 – Purpose

---

The Injury/Illness Prevention Plan (IIPP) of Mission Springs Water District (“District”) is the District’s overall safety program. The purpose of the IIP is to create an organized approach to employee accident prevention. The purpose of this document is to ensure employee safety and comply with the requirements of Title 8 California Code of Regulations, Section 3203.

## **Article 102 – Responsibilities**

---

### **Management**

1. Implement an effectively written IIPP.
2. Provide the necessary leadership and resources to administer an effective program.
3. Provide or obtain technical or unique training for management, supervisors and employees in order to comply with health and safety needs or new and existing health and safety laws and regulations. Work with other Joint Safety Officers and other District employees to see that injury and illness prevention needs are met.
4. Maintain updated files on injury and illness prevention regulations issued by the State, Federal and/or local agencies (“Governmental Agencies”). Initiate reports to Governmental Agencies on injury and illness prevention issues and coordinate these reports with other responsible District employees (i.e., OSHA Form 300 “A”, and Cal/OSHA Form 301, Appendix “C”).
5. Maintain records of all employee training regarding injury and illness, whether District-sponsored or otherwise.

### **Supervisors**

1. Be familiar with and aware of all District IIPPs and policies. Follow safety rules and set an example for others to follow. Keep abreast and maintain updated files on injury and illness prevention regulations issued by Governmental Agencies.
2. Be responsible for discussing safety attitudes and safe work practices with subordinates, ensuring that safe work practices are followed. Identify errors and shortcomings with subordinates to better assist employees to understand safe work habits while on the job. Communicate to employees that failure to follow safety rules, procedures and policies may result in the application of the District's disciplinary process, up to and including termination.
3. When necessary, take corrective action to ensure a safe work environment and safe work conditions are in place. Seek the help of other District employees to accomplish this goal. Keep management and subordinates informed of unsafe conditions and hazards. Identify and request training needs.
4. Investigate all incidents resulting in injury or property damage. Be aware of proper procedures, notifications, time limits and responsibilities dictated by the IIPP and instruct and provide hazard communication to their employees.
5. Act as liaison between employees and other Joint Safety Officers regarding all safety matters. Submit budget needs to comply with and to assure injury and illness prevention needs are met.
6. Ensure that all new hires receive a copy of the most current IIPP with receipt acknowledging same to be signed by employee and filed in employee’s personnel file.

### **Lead Person(s)**

1. Be responsible for the safe work practices of crew and the safety of their equipment. Be aware of, and follow, strict safety rules and policies and safe practices for their

Revised - September 2022

specific job and crew. Immediately report unsafe work conditions or practices to the supervisor for corrective action. Be responsible for other duties as outlined by other District policies or job descriptions.

2. Receive and assist in IIPP training, especially for new or transferred employees.
3. Be accountable for all assigned personal protective equipment and safety equipment (“PPE”) having knowledge of the use, care and maintenance of said equipment. Inspect all PPE prior to use, reporting any defects to supervisor for corrective action. Keep records or logs on the PPE and submit to supervisor as needed.

### **Employees**

1. Know the program, policies and procedures and give them your total support.
2. Learn the hazards of your trade, and practice safe behavior including checking all PPE prior to use and reporting defects to lead person or supervisor for corrective action.
3. Help fellow employees to prevent accidents and immediately reports unsafe working conditions.
4. Submit reports, suggestions or complaints about IIPP issues in person or anonymously to the attention of the Human Resources Office without fear of punitive or discriminatory action for same.



## **Article 103 – General Statement of Safety Policy**

---

To Our Employees:

It is the policy of Mission Springs Water District (“District”) to achieve the greatest practical degree of freedom from industrial accidents and to ensure that every employee is provided safe and healthful working conditions, free from recognized hazards.

Injuries are always costly to the individual worker, often significantly changing the employee’s future, and frequently destroying the security of the employee’s family. Injuries are also costly to the District, both directly and indirectly – with indirect costs often being much higher than the direct costs. It is the firm and continuing policy of the District that industrial accidents shall be significantly reduced or eliminated with the use of reasonable administrative procedures, engineering controls and by the aggressive promotion of safe work practices within the District.

Every employee plays an important part in preventing accidents and is expected to cooperate fully with the measures taken for safety.

Each employee has a responsibility for the employee’s own safety, as well as a responsibility to the employee’s family, fellow staff, the community, and to the District.

In the performance of the employee’s duties, the employee shall be expected to observe safety practices, rules, and operating procedures, as well as instructions relating to the efficient performance of the employee’s work. The ideal in safe and efficient District operations is reached only when all employees are keenly alert and safety conscious.

We have instituted an Injury/Illness Prevention Program (“IIPP”) which, with your help, will succeed in providing a safe, healthful, and pleasant working environment. Everyone stands to benefit; everyone stands to gain. The District expects the full cooperation of all District employees with respect to the IIPP. The results will be worth the effort!

Sincerely,



Arden Wallum,  
General Manager

Revised - September 2022

## **Article 104 – Authority**

---

The Safety Officer is the administrator of this IIPP and has the authority and responsibility for implementing the provisions of this program for the District.

All manager and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering staff questions about the IIPP. Each manager and supervisor will make a copy of the IIPP available to their staff.

## **Article 105 – Compliance**

---

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all staff. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All staff are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The District’s system of ensuring that all staff comply with the rules and maintain a safe work environment include the following:

1. Informing staff of the provision of the District’s IIPP.
2. Evaluation the safety performance of all staff.
3. Recognizing staff who perform safe and healthful work practices.
4. Providing training to staff whose safety performance is deficient.
5. Disciplining staff for failure to comply with safe and healthful work practices.

## Article 106 – Communication

---

The District recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following suggested system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and encourages employees to inform management of workplace hazards without fear of reprisal. The system consists of one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Regular review of the Districts IIPP.
- Workplace safety and health training programs.
- Safety meetings scheduled weekly, bi-weekly, monthly or quarterly as determined by the District.
- Effective communication of safety and health concerns between staff and supervisors, including translation where appropriate.
- Posted or distributed safety information. A bulletin board is maintained by supervisors at the corporation yard, wastewater treatment facilities, administration building, accounting modular, and engineering building.
- A system for staff to anonymously inform management about workplace hazards. A suggestion box is provided and maintained at the corporation yard and administration building which should be check by bi-weekly by Human Resources or the Safety Officer.
- A labor/management Safety Action Committee that:
  - Is chaired by the Safety Officer, with all supervisors and staff representatives as members.
  - Meets quarterly.
  - Prepares written records of the safety and health committees' meetings which will be distributed to employees and posted on District bulletin boards.
  - Reviews results of the periodic scheduled inspections.
  - Reviews investigation of accidents and exposures and makes suggestions to management for the prevention of future incidents.
  - Reviews investigation of alleged hazardous conditions.
  - Sets timetables for correction and follow up of alleged hazardous conditions and
  - submits recommendation to assist in the evaluation of staff safety suggestions.

Revised - September 2022



It is not the responsibility of the Safety Action Committee to undertake disciplinary action. Such action is strictly between supervisors, Human Resources and employee(s) personally involved with management, as required.

## **Article 107 – Hazard Assessment**

---

Ongoing and periodic inspections to identify and evaluate workplace hazards shall be performed by managers, supervisors, and the safety officer.

Periodic inspections are performed according to the following schedule:

1. Monthly.
2. When the District initially established the IIPP.
3. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the District workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. When the District hires and/or reassigns permanent or intermittent staff to processes, operations, or task for which a hazard evaluation has not been previously conducted.
7. Whenever workplace conditions warrant an inspection.

Ongoing and periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of a hazard assessment checklist **and** any other effective methods to identify and evaluate workplace hazards. (Note: Sample hazard assessment checklist are attached.)

## **Article 108 – Accident/Exposure Investigations**

---

Procedures for investigation workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured staff and witnesses
3. Compiling maintenance history of any equipment or vehicles involved.
4. Examining the workplace for factors associated with the accident/exposure.
5. Determining the cause(s) of the accident/exposure.
6. Examining any pertinent written procedures.
7. Reviewing training records.
8. Taking corrective action to prevent the accident/exposure from recurring.
9. Recording the findings, training and corrective actions taken.

The Safety Officer and Human Resources shall be immediately notified when the need for medical attention becomes apparent. First aid is defined as one-time treatment for minor scratches, cuts, burns, splinters, etc., not requiring further services of medical personnel. Lost time is defined as absence from work for a full day or shift beyond the date of the injury or illness.

**The following forms must be completed for any job-related injury or illness requiring treatment by and bill-producing entity beyond first aid and/or resulting in lost time. Failure to comply with time limits specified for completion/return could result in severe monetary penalties for the District.**

1. **Industrial Injury Medical Service Order** – The ACWA/JPIA form must be filled out by the Safety Officer or designee and accompany the injured individual for delivery to the physician if medical attention is required.
2. **Form DWC-1 (Employees’ Claim for Workers’ Compensation Benefits)** – State law requires that this form must be given to the employee or the employee’s representative within 24 hours of the report of injury. The Human Resource Manager shall complete the bottom portion of this form, then the employee (or their representative) completes his/her portion (top portion). The employee and/or their representative must sign and date the form. Delivery of said form can be sent by certified mail. The DWC-1 form must be returned by the employee and/or their representative to the Safety Officer immediately, for mailing to ACWA/JPIA within 24 hours of notice of injury and/or accident.
3. **Form 5020 (Employers’ Report of Occupational Injury or Illness)** – Supervisor’s shall complete (in its entirety), the supervisors Report of Injury/Illness then forward it to the Safety Officer immediately. The form 5020 will be completed by the Safety Officer from information gleaned off the supervisor’s report of injury.  
This form must be submitted to ACWA/JPIA (or the most current Workers’ Compensation Carrier) within five (5) working days of the injury or illness. If injury or illness results in death or hospitalization for twenty-four (24) hours or more, Cal OSHA must be notified

Revised - September 2022

within eight (8) hours.

4. Doctor's appointments and/or therapy appointments shall be made for the employee by the Human Resources Manager.



## **Article 109 – Return to work**

---

At the recommendation of the District insurance carrier, the District has instituted a Return to Work (light duty) Program. The District's designated treatment center has agreed to specify various limitation levels for those employees unable to return to their normal and customary duties whenever possible.

Based upon the specified limitation levels, the immediate supervisor will assign appropriate task to the returning employee. If an employee is unable to perform any task within the employee's normal department, a temporary reassignment to another department may be considered, if same does not prove disruptive to the smooth and efficient operation of that department.

A reevaluation and revised return to work form must be completed by the attending physician prior to any reassignment or return to normal duties.

## **Article 110 – Hazard Correction**

---

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. A supervisors' Report of Employee Injury shall be completed by the supervisor in **any instance** of injury or illness. Copies of this form should be delivered to the Safety Officer or Human Resources Department. Hazards shall be corrected in accordance with the following:

1. When observed or discovered.
2. When an imminent hazard exists which cannot immediately be abated without endangering staff and/or property, we will remove all exposed staff from the area except those necessary to correct the existing condition. Staff necessary to correct the hazardous conditions shall be provided with the necessary protection.
3. Actions planned and taken and date the hazard is abated shall be documented on the appropriate forms (see the attached Hazard Assessment and Correction form and Hazard Correction log).

## **Article 111 – Training and Instruction**

---

All staff, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

1. When the IIPP is first adopted.
2. To all new staff, except for those in construction who are provided training through a Cal/OSHA-approved construction industry occupational safety and health training program.
3. To all staff given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which staff under their immediate direction and control may be exposed.
7. To all staff with respect to hazards specific to each worker’s job assignment.

Workplace safety and health training practices for all industries include, but are not limited to the following:

1. Explanation of the employer’s IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, and injuries.
2. The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
3. Information about chemical hazards to which staff could be exposed to and other hazard communication program information.
4. Availability of toilet, handwashing, and drinking water facilities
5. Provision for medical services and first aid including emergency procedures.

In addition, the District provides specific instruction to all staff regarding hazards unique to their job assignment, to the extent that such information is not already covered in other training.

## **Article 112 – Recordkeeping**

---

The following steps have been taken to implement and maintain the District’s IIPP:

1. Records of hazard assessment inspection, including the person(s) conducting the inspection, the unsafe conditions, and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
2. Documentation of safety and health training for each staff member, including the staff’s name and employee identification number, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form which shall be retained for at least five (5) years. The District also includes the records relating to staff training provided by a construction industry occupation safety and health training program approved by Cal/OSHA.
3. Cal/OSHA required that all employees have access to a copy of their employer’s written IIPP. All our employees have access to the written IIPP through access on our District server and/or through access on the District website. A printed copy of the IIPP is also located in each Department.
4. Upon request, the District will provide employees with an electronic copy of the IIPP or a printed copy if requested. Employees can request a copy of the IIPP by contacting their supervisor, Human Resources, or the Safety Officer.

## **Article 113 – List of Training Subjects That May Apply**

---

- Emergency Preparedness (Emergency Response Plan)
- Confined spaces (Field Crews)
- Fire Safety, Fire Extinguishers
- First aid/CPR
- Safe access to working areas
- Protection from falls
- Electrical hazard, including working around high voltage lines
- Crane operations
- Trenching and excavation work
- Proper use of powered tools
- Guarding of belts and pulleys, gears and sprockets, and conveyor nip points
- Machine, machine parts, and prime movers guarding
- Lock-out/tag-out procedures
- Materials handling
- Chainsaw and other power tool operation
- Fall protection from elevated locations
- Use of elevated platforms, including condors and scissor lifts
- Driver safety
- Slips, falls, and back injuries
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time
- Personal protective equipment
- Respiratory equipment, when used
- Hazardous chemical exposures
- Hazard communication
- Physical hazards such as heat/cold stress, noise, and ionizing and non-ionizing radiation
- Bloodborne pathogens and other biological hazards

Revised - September 2022



- Utility line Locator
- Traffic Control and Flagging
- Ladder Safety
- Forklift Training
- Other job-specific hazards

### **Article 114 – Safety Cabinets/Personal Protective Equipment (PPE), Safety Supplies and Signs.**

It is the responsibility of the supervisors to inventory contents of first aid cabinets on a routine basis (recommended monthly as part of the monthly safety inspections), maintaining and re-ordering necessary items to assure adequate quantities of PPE and first aid supplies.

PPE care, use and maintenance is the direct responsibility of each staff member. Request for replacement or repair shall be initiated by the employee to their supervisor.

## Article 115 – Medical Emergencies

---

1. Treat the injury or get help. A current listing of CPR/First aid certified employees is available from Human Resources.
2. Supervisors shall keep emergency phone numbers posted in a conspicuous place near telephone.
3. If minor treatment is required and the injured individual is transportable, contact Human Resources for instructions/forms prior to transport to the following facility:

Eisenhower Medical Center  
39000 Bob Hope Drive  
Rancho Mirage, CA 92270-3221

4. If major treatment is required, call 9-1-1

**For Major Emergencies, employee should be transported to:**

Eisenhower Medical Center  
39000 Bob Hope Drive  
Rancho Mirage, CA 92270-3221

The industrial injury Medical Service Order should be completed by Human Resources or designee and accompany the injured employee for presentation to the attending physician.



# **Section 2**

## **General Rules and Procedures**

## **Article 201 – General**

---

All District employees shall observe safety rules and regulations established as follows:

1. Employees shall be courteous.
2. Employees shall take such time as may be necessary to assure safe conditions.
3. Employees shall request instructions from their supervisors on the safe conduct of their tasks.
4. Employees shall become knowledgeable of all safety regulations.
5. Employees shall take every precaution to prevent fires.
6. Employees are permitted to smoke at break-times and lunchtime only – not while working on the job. No smoking is allowed where risk of fire or explosion is present.
7. The use of alcohol or drugs that may impair physical or psychological balance during work hours is prohibited. Allowances will be made for employees who provide documentation from a doctor stating that the drug/medicine/inhalant is needed. The supervisor, appropriate director and/or Human Resources will keep copies of the documentation.
8. All employees shall have on file a Notice of Receipt of IIPP Information and Training Requirements in accordance with District Policy Orientation – New Employees.

## **Article 202 – Employee Safe Conduct and Disciplinary Action**

---

The following rules and regulations shall be followed by all District Employees when applicable:

### **Office:**

1. The use of drugs, medicines or inhalants causing a loss of any physical sense is prohibited and shall be cause for written warning up to and including termination. Allowances will be made for employees who provide documentation from a doctor stating that the drug/medicine/inhalant is needed. The supervisor, appropriate director and/or Human Resources will keep copies of the documentation.
2. Only one file drawer shall be opened and closed at any one time.
3. Housekeeping shall routinely follow the completion of each job or project and the end of each workday (desks, floor, equipment).
4. Papers, pens, pencils, clips, scraps, tabs, debris, etc., shall be kept off the floor.
5. Cords shall be placed or stored safely and shall be repaired or replaced as soon as defective.
6. Walkways shall be kept clear of carts, equipment, trash, cords and other materials and equipment.
7. Each electrical machine shall be grounded.
8. First aid, health, fire and other safety equipment shall be examined periodically to maintain familiarity with handling and with the condition of the materials.
9. All labels shall be carefully read.
10. All liquids and solvents shall be handled and stored in accordance with the instructions and according to SDS guidelines.
11. Ladders shall be used to reach materials higher than normal reach.
12. Only those items conveniently handled with one hand shall be stored above six feet.

### **Corporation Yard:**

1. The use of drugs, medicines or inhalants causing a loss of any physical sense is prohibited and shall be cause for written warning up to and including termination. Allowances will be made for employees who provide documentation from a doctor stating that the drug/medicine/inhalant is needed. The supervisor, appropriate director and/or Human Resources will keep copies of the documentation.

2. Housekeeping shall follow the completion of each job or project and at the end of each shift.
3. Equipment shall be adequately and properly supported prior to a mechanic commencing work, according to the lock-out/tag-out procedures.
4. First aid, health, fire and other safety equipment shall be examined periodically to maintain familiarity with handling and with the condition of the materials.

**Driving on District Property:**

1. Speed limit shall not exceed 5 M.P.H. except as posted.
2. Pedestrians always have the right-of-way.
3. Vehicles shall be parked in carports or designated parking spaces only.
4. Traffic control regulations required on public roads shall be in force.

**Conduct and Dress:**

1. Practical jokes and horseplay are prohibited.
2. Running is prohibited except in emergency situations
3. Short-sleeved shirts or buttoned cuffs shall be required.
4. Cuffless trousers are recommended
5. Proper lifting techniques are required
6. Field employees shall wear uniforms furnished by the District
7. The District shall furnish hard hats for use on all jobs, except those deemed to be safe by lead-person or supervisor.
8. All District employees shall wear hard hats and safety vests while in construction areas where construction crews are required to wear hard hats and safety vests.
9. All field employees shall wear steel-toed shoes or boots. The immediate supervisor shall designate exceptions to this.
10. Leather, cloth, plastic or rubber gloves shall be worn as required by conditions on the job.

**Vehicles:**

1. Vehicles shall be operated at speed to insure safe operation.
2. Vehicles shall not be left unattended with engine running.
3. Ensuring proper operation of lights, brakes, signal devices, steering, first aid kits, fire extinguishers and seat belts, remain the responsibility of the operator.
4. Maintenance of vehicles shall be the responsibility of Field Operations.
5. Vehicle doors shall be closed while parked or stopped.
6. Seat belts are to be used at all times when vehicle is in motion.
7. Emergency brake shall be set each time a vehicle is stopped for parking or load changing.
8. Truck bed materials shall be stored neatly and restrained. Cabs shall be kept free and clear of all loose materials.
9. A second person shall be assigned when moving a vehicle if traffic conditions, obstructions or vision create a hazard.
10. Vehicles shall be operated within the speed limits specified by law. Drivers will observe all traffic signs and laws.
11. Employees shall inspect their vehicles daily and complete an inspection card before operating the vehicle.
12. Employees shall exercise proper care at all times in the operations and use of a vehicle so accidents may be avoided, and equipment preserved.
13. Personal use of District vehicles is prohibited at all times.
14. Vehicles shall be equipped with first aid kits, flashlights, fire extinguisher, accident reporting kits, and any other maintenance or emergency equipment that the supervisor may designate.
15. Non-District passengers are not allowed in District vehicles, except with prior approval and/or authorization of the General Manager or designee.
16. Every Driver of a truck, while parked on a job, shall place traffic cones at the front and rear of the truck on the traffic side.
17. Storage compartments for fire extinguishers and first aid kits shall be unlocked when vehicles are in use.

### **Traffic Control**

1. Whenever working in any location subject to vehicle traffic, the rules, regulations and diagrams set forth in the most current edition of *Work Zone Traffic Control Standards and Guidelines* shall be used.

### **Chemicals, Pesticides and Wind-laden or Flying Objects**

1. Job exposing employees to poisoning, inhalation or body-surface exposure shall be analyzed by those involved and appropriate protection developed prior to exposure.

### **Hand Tools**

1. Safety guard protection shall be kept in use on all hand and power tools.
2. Hand tools shall be kept clean and in good repair and condition
3. Hand tools shall be provided and maintained by the District with exceptions determined by the immediate supervisor.

### **Ladders**

1. Regular inspections will be made to ensure stability of same.
2. Ladders shall not be painted.
3. The supervisor of a job will provide instructions for use of ladders
4. Handrails shall be installed on ladders and used when appropriate.

### **Machinery and Equipment**

1. Employees will not be allowed in a hole or trench area within the range of motion of any equipment, backhoe, or any other trenching device during excavation.
2. All safety appurtenances required with the operations of machinery or equipment shall be used.

### **Disciplinary Actions**

Disciplinary action for violations of the requirements of this Article 202 shall be in accordance with procedures stipulated in the Personnel Rules and Regulations Resolution and any amendments thereto.

## **Article 203 – Training Requirements in Title 8 California Code of Regulations**

Training is a fundamental part of any job or task. It is particularly important that employees are trained to perform their job and work safely. In general, the Cal/OSHA Injury and Illness Prevention Program (“CAL/OSHA IIPP”) requires training to instruct employees in general safe work practices and to provide specific instruction with respect to hazards specific to each employee’s job assignment. It also requires training be provided to supervisors to ensure they are familiar with the hazards to which employees under their control may be exposed.

The Cal/OSHA IIPP requires safety training:

1. Initially, before the employee is first assigned duties
2. To all employees given new job assignments for which training has not been previously provided.
3. When new substances, processes, procedures or equipment are introduced to the workplace that represent a new occupational safety and/or health hazard.
4. Whenever the employee is made aware of a new or previously unrecognized hazard.

Listed below are sections of the Cal/OSHA Safety Orders that require training:

<b>CONSTRUCTION SAFETY ORDERS</b>		
<b>SECTION</b>	<b>SUBJECT TITLE</b>	<b>FREQUENCY</b>
1529	Asbestos	Initially
1585	Power Actuated Tools	Initially
1599	Vehicle Traffic Control, Flaggers	Initially
1637	Scaffold Erection and Dismantling	Initially

<b>GENERAL INDUSTRY SAFETY ORDERS</b>		
<b>SECTION</b>	<b>SUBJECT TITLE</b>	<b>FREQUENCY</b>
3203	Injury and Illness Prevention Program	Initially
3220	Emergency Action Plan	Initially
3221	Fire Prevention Plan	Initially
3299	Powered Platforms and Equipment for Building Maintenance	Initially
3314	Cleaning, Repairing, Servicing, and Adjusting Prime Movers, Machinery and Equipment (Lockout/Tagout)	Initially
3326	Servicing Single, Split and Multi-Piece Rims or Wheels	Initially
3400	Medical Services and First Aid (CPR)	Initially
3401	Personal Protective Clothing and Equipment (Firefighters)	Initially

<b>GENERAL INDUSTRY SAFETY ORDERS</b>		
<b>SECTION</b>	<b>SUBJECT TITLE</b>	<b>FREQUENCY</b>
3664	Industrial Lifts (lift trucks/Forklift)	3 Years or Annual

4203	Power Operated Presses	Initially
4243	Metal Working Machines for Maintenance and Inspection	Initially
4355	Operating Rules for Compaction Equipment	Initially
4848	Welding and Cutting Fire Watchers	Initially
5006	Crane Operators	Initially
5099	Hearing Protection	Annually
5110	Repetitive Motion Injuries (Ergonomics)	Initially
5144	Respiratory Protective Equipment	Annually
5157	Permit Required Confined Space	Initially and Annual for Rescue
5185	Changing and Charging Storage Batteries	Initially
5189	Process Safety Management	3 Years
5191	Occupational Exposure to Hazardous Chemical in Labs	Initially
5192	Hazardous Waste Operations and Emergency Response (HAZWOPER)	Annual
5193	Bloodborne Pathogens	Annual
5194	Hazard Communication	Initially
5200	Methylenedianiline	Annual
5201	1, 3-Butadiene	Annual
5202	Methylene Chloride	Annual
5207	Cadmium	Annual
5208	Asbestos	Annual
5209	Carcinogens	Annual
5210	Vinyl Chloride	Annual
5211	Coke Oven Emissions	Annual
5212	1, 2 Dibromo-3-Chloropropane (DBCP)	Annual
5213	Acrylonitrile	Annual
5214	Inorganic Arsenic	Annual
5215	4, 4' Methylenebis (2-Chloroaniline)	Annual
6151	Portable Fire Extinguishers	Annual



# **Section 3**

## **Specific Rules and Procedures**

## **Article 301 – Chlorination and Disinfection Safety Procedures**

---

### **Safety First**

- Read the Safety Data Sheet for Sodium Hypochlorite.
- Use protective clothing, chemical splash goggles and appropriate gloves.
- Personal Protective Equipment (PPE) must be used at all times when in contact with or around CL2 pumps while in operation.



# MULTI-CHLOR

## Safety Data Sheet

12.5% Sodium Hypochlorite


Emergency 24 Hour Telephone: **CHEMTREC 800.424.9300**

Corporate Headquarters: Hasa Inc.  
 P.O. Box 802736  
 Santa Clarita, CA 91355  
 Telephone • 661.259.5848  
 Fax • 661.259.1538

**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)

### SECTION 1: IDENTIFICATION

<b>1.1</b>	<b>Product Identification:</b>	
1.1.1	<b>Product Name:</b>	MULTI-CHLOR
1.1.2	<b>CAS #</b> (Chemical Abstracts Service):	7681-52-9
1.1.3	<b>RTECS</b> (Registry of Toxic Effects of Chemical Substances):	NH3486300
1.1.4	<b>EINECS</b> (European Inventory of Existing Commercial Substances):	231-668-3
1.1.5	<b>EC Number:</b>	231-668-3
1.1.6	<b>Synonym:</b>	Bleach, Hypo, Hypochlorite, Liquid Chlorine Solution
1.1.7	<b>Chemical Name:</b>	Sodium Hypochlorite
1.1.8	<b>Chemical Formula:</b>	NaOCl
<b>1.2</b>	<b>Recommended Uses:</b>	Dairy, food and beverage industries: Sanitizing processing equipment. Water treatment chlorination.
<b>1.3</b>	<b>Company Identification:</b>	Hasa Inc. P. O. Box 802736 Santa Clarita, CA 91355
<b>1.4</b>	<b>Emergency Telephone Number:</b>	<b>CHEMTREC</b> 1-800-424-9300 (24 hour Emergency Telephone)
<b>1.5</b>	<b>Non-Emergency Assistance:</b>	661-259-5848 (8 AM – 5 PM PST / PDT)

<b>SECTION 2: HAZARD(S) IDENTIFICATION</b>		
<b>HEALTH HAZARD</b>	Skin corrosion / irritation:	Category 1
	Serious Eye damage / Eye Irritation	Category 1
	Specific target organ toxicity, single exposure	Category 3 (respiratory tract irritation)
<b>ENVIRONMENTAL HAZARD</b>	Hazardous to the aquatic environment, acute hazard	Category 1
<b>PHYSICAL HAZARD</b>	Corrosive to metals.	Category 1
<b>SYMBOLS</b>		
<b>SIGNAL WORD</b>	<b>DANGER</b>	
<b>HAZARD STATEMENT</b>	May be corrosive to metals. Causes severe skin burns and eye damage. May cause respiratory irritation. Very toxic to aquatic life.	
<b>PRECAUTIONARY STATEMENT</b>	<b>Prevention</b>	
	Wear protective gloves/protective clothing/eye protection/face protection. Do not breathe mist or vapor. Use only outdoors or in a well-ventilated area. Wash thoroughly after handling. Keep only in original container. Avoid release to the environment.	
	<b>Response</b>	
	If swallowed: Rinse mouth. Do NOT induce vomiting. If inhaled: Remove person to fresh air and keep comfortable for breathing. If on skin (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a poison center/doctor. Wash contaminated clothing before reuse. Absorb spillage to prevent material damage. Collect spillage.	
<b>Storage and Disposal</b>		
Store in a well-ventilated place. Keep container tightly closed. Store locked up. Store in corrosive resistant container. Dispose of container/contents in accordance with local, regional, national, international regulations as specified.		

**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)

<b>SECTION 3: COMPOSITION INFORMATION ON INGREDIENTS</b>				
	<b>Ingredient</b>	<b>Synonyms</b>	<b>CAS No.</b>	<b>Weight %</b>
3.1	Sodium Hypochlorite	Bleach	7681-52-9	12.5%
3.2	Sodium Hydroxide	Caustic Soda	1310-73-2	0.2%

<b>SECTION 4: FIRST AID MEASURES</b>		
4.1	<b>IF IN EYES</b>	<ul style="list-style-type: none"> <li>• Hold eye open and rinse slowly and gently with water for 15-20 minutes.</li> <li>• Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye.</li> <li>• Call a poison control center or doctor for treatment advice.</li> </ul>
4.2	<b>IF ON SKIN OR CLOTHING</b>	<ul style="list-style-type: none"> <li>• Take off contaminated clothing.</li> <li>• Rinse skin immediately with plenty of water for 15-20 minutes.</li> <li>• Call a poison control center or doctor for treatment advice.</li> </ul>
4.3	<b>IF INHALED</b>	<ul style="list-style-type: none"> <li>• Move person to fresh air.</li> <li>• If person is not breathing, call 911 or an ambulance, then give artificial respiration, preferably mouth-to-mouth if possible.</li> <li>• Call a poison control center or doctor for further treatment advice.</li> </ul>
4.4	<b>IF SWALLOWED</b>	<ul style="list-style-type: none"> <li>• Call a poison control center or doctor immediately for treatment advice.</li> <li>• Have person sip a glass of water if able to swallow.</li> <li>• Do not induce vomiting unless told to do so by a poison control center or doctor.</li> <li>• Do not give anything by mouth to an unconscious person.</li> </ul>
<b>HOT LINE NUMBER</b>		
Have the product container or label with you when calling a poison control center or doctor, or going for treatment. You may also contact 1-800-424-9300 for emergency medical treatment information.		
<b>NOTE TO PHYSICIAN</b>		
Probable mucosal damage may contraindicate the use of gastric lavage.		

<b>SECTION 5: FIRE FIGHTING MEASURES</b>		
5.1	<b>Flash Point:</b>	Not applicable.
5.2	<b>Flammability:</b>	Nonflammable and noncombustible.
5.3	<b>Auto-Ignition Temperature:</b>	Not applicable.
5.4	<b>Products of Combustion:</b>	Not pertinent.
5.5	<b>Fire Hazards:</b>	May decompose, generating irritating chlorine gas.
5.6	<b>Explosion Hazards:</b>	Not explosive.
5.7	<b>Fire Fighting Media and Instructions:</b>	
	5.7.1 <b>Extinguishing Media:</b>	Water fog. Foam. Dry chemical powder. Carbon dioxide.
	5.7.2 <b>Small Fires:</b>	Use carbon dioxide, or water spray.
	5.7.3 <b>Large Fires:</b>	Use flooding quantities of water as fog.
5.8	<b>Special Remarks on Fire Hazards:</b>	Do not use Mono Ammonium Phosphate (MAP) fire extinguishers. Such use may cause explosion with release of toxic gases.

**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)

<b>SECTION 6: ACCIDENTAL RELEASE MEASURES</b>	
6.1	<b>Small Spill:</b> Wipe up with absorbent material (e.g. cloth, fleece). Clean surface thoroughly to remove residual contamination.
6.2	<b>Large Spill:</b> Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Absorb in vermiculite, dry sand or earth and place into containers. Following product recovery, flush area with water. Never return spills in original containers for re-use. For waste disposal, see Section 13 of the SDS.
6.3	<b>Personal Precautions, Protective Equipment &amp; Emergency Procedures:</b> Keep unnecessary personnel away. Wear appropriate personal protective equipment. Do not touch damaged containers or spilled material unless wearing appropriate protective clothing. Absorb spillage to prevent material damage. Local authorities should be advised if significant spillages cannot be contained. For personal protection, see Section 8 of the SDS.
6.4	<b>Environmental Precautions:</b> Do not discharge into drains, water courses or onto the ground. Environmental manager must be informed of all major releases.

<b>SECTION 7: HANDLING AND STORAGE</b>	
7.1	<b>Handling:</b> <ul style="list-style-type: none"> <li>• Avoid contact with skin or eyes.</li> <li>• Do not ingest.</li> <li>• Avoid inhalation of vapor or mist.</li> <li>• Wear protective equipment if necessary.</li> <li>• Mix only with water in accordance with label directions.</li> <li>• Mixing this product with ammonia, acids, detergents, etc or with organic materials, e.g. feces, urine, etc. will release chlorine gas, which is irritating to eyes, lungs, and mucous membranes.</li> </ul>
7.2	<b>Hygiene Measures:</b> <ul style="list-style-type: none"> <li>• Wash thoroughly with soap and water after handling and before eating, drinking, chewing gum, using tobacco, or using the toilet.</li> <li>• While handling this product, avoid eating, drinking or smoking.</li> </ul>
7.3	<b>Storage:</b> <ul style="list-style-type: none"> <li>• Do not freeze.</li> <li>• Store in a cool, shaded outdoor area.</li> <li>• Inside storage should be in a cool, dry, well-ventilated area.</li> <li>• To maintain hypochlorite strength, do not store in direct or heated indoor areas.</li> <li>• Keep in original vented container.</li> <li>• Keep container closed when not in use.</li> <li>• Do not store adjacent to chemicals that may react if spillage occurs.</li> <li>• If closed containers become heated, vent to release decomposition products (mainly oxygen under normal decomposition).</li> </ul>

**MULTI-CHLOR**  
Safety Data Sheet (SDS No. 108)

<b>SECTION 8: EXPOSURE CONTROLS / PERSONAL PROTECTION</b>			
8.1	<b>Engineering Controls:</b>	Local exhaust ventilation to maintain levels below STEL (Short Term Exposure Limit) of 1 ppm as chlorine.	
8.2	<b>Personal Protection:</b>		
8.2.1	<b>Eye / Face Protection:</b>	Wear safety glasses, goggles or face shield to prevent eye contact.	
8.2.2	<b>Skin Protection:</b>	Wear appropriate chemical resistant protective clothing and chemical resistant gloves to prevent skin contact. Butyl rubber, Neoprene, or Nitrile Gloves should be worn when handling this material. Wear chemical resistant clothing such as a rubber apron when splashing may occur. Rinse immediately if skin is contaminated. Remove contaminated clothing promptly and wash before reuse. Clean protective equipment before reuse.	
8.2.3	<b>Respiratory Protection:</b>	Avoid breathing vapor or mist. When airborne exposure limits are exceeded (see below), use NIOSH approved respiratory protection equipment appropriate to the material and/or its components. Full facepiece equipment is recommended and, if used, replaces need for face shield and chemical goggles. For emergency and other conditions where exposure limit may be significantly exceeded, use an approved full face positive-pressure, self-contained breathing apparatus.	
8.2.4	<b>Other Safety Equipment:</b>	Eye wash facility and emergency shower should be in close proximity.	
8.3	<b>Exposure Limits:</b>	<b>Sodium Hypochlorite</b>	<b>Chlorine*</b>
8.3.1	<b>AIHA</b> (American Industrial Hygiene Association) / <b>WEEL</b> (Workplace Environmental Exposure Level guides) 2010	2 mg/m <sup>3</sup> : 15 minute. (Short-term time weighted average)	Not established
8.3.2	<b>ACGIH</b> (American Conference of Governmental Industrial Hygienists) <b>TWA</b> (Time Weighted Average)	Not established.	0.5 ppm
8.3.3	<b>ACGIH STEL</b> (Short Term Exposure Limit)	Not established.	1 ppm
8.3.4	<b>OSHA PEL</b> (Permissible Exposure Limit)	Not established.	0.5 ppm
8.3.5	<b>ACGIH Ceiling</b>	Not established.	Not established
8.3.6	<b>NIOSH</b> (National Institute for Occupational Safety & Health) <b>IDLH</b> (Immediate Danger to Life & Health)	Not established.	10 ppm
8.3.7	<b>OSHA STEL</b> (Short Term Exposure Limit)	Not established.	1 ppm as Cl <sub>2</sub>
8.3.8	<b>NIOSH</b> (15 min. ceiling)	Not established.	0.5 ppm
* Chlorine is unlikely to be present as a decomposition product, but may be present in incidents of accidental mixing with other chemicals.			

**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)



SECTION 9: PHYSICAL AND CHEMICAL PROPERTIES		
9.1	<b>Appearance:</b>	Greenish yellow liquid.
9.2	<b>Odor:</b>	Pungent.
9.3	<b>Odor Threshold:</b>	0.9 mg/m <sup>3</sup> .
9.4	<b>pH:</b>	11.2 – 11.4 (1% solution)
9.5	<b>Melting Point:</b>	Not pertinent.
9.6	<b>Freezing point:</b>	-23.3°C (-10°F)
9.7	<b>Boiling Point &amp; Boiling Range:</b>	Decomposes @ 110°C (230°F)
9.8	<b>Flash Point:</b>	No information available.
9.9	<b>Evaporation Rate:</b>	No information available.
9.10	<b>Flammability (solid, gas):</b>	Not flammable.
9.11	<b>Upper / Lower Flammability or Explosive Limits:</b>	No information available.
9.12	<b>Vapor Pressure:</b>	12.1 mm Hg @ 20°C (68°F)
9.13	<b>Vapor Density:</b>	2.61 (air=1)
9.14	<b>Relative Density (Specific Gravity):</b>	1.2 g/mL or 10 lb/gallon @ 20°C (68°F)
9.15	<b>Solubility in Water:</b>	Mixes infinitely with water.
9.16	<b>Partition Coefficient: (n-octanol / water):</b>	No information available.
9.17	<b>Auto-ignition Temperature:</b>	No information available.
9.18	<b>Decomposition Temperature:</b>	Decomposes @ 110°C (230°F)
9.19	<b>Molecular Weight:</b>	74.5 g/mole
9.20	<b>Viscosity:</b>	1.75 - 2.50 centipoises (varies with temperature)

SECTION 10: STABILITY AND REACTIVITY		
10.1	<b>Stability:</b>	Stable under normal conditions of storage, handling, and use.
10.2	<b>Instability / Decomposition Temperature:</b>	All bleach decomposition is dependant on temperature. For any given temperature, the higher the strength, the faster it decomposes. In summary, for every 10°C increase in storage temperature, the sodium hypochlorite will decompose at an increased rate factor of approximately 3.5.
10.3	<b>Conditions of Instability:</b>	High heat, ultraviolet light.
10.4	<b>Incompatibility with Various Substances:</b>	Oxidizing agents, acids, nitrogen containing organics, metals, iron, copper, nickel, cobalt, organic materials, and ammonia.
10.5	<b>Corrosivity:</b>	Corrosive to metals.
10.6	<b>Special Remarks on Reactivity:</b>	Rate of decomposition increases with heat. May develop chlorine if mixed with acidic solutions.
10.7	<b>Special Remarks on Corrosivity:</b>	None.
10.8	<b>Hazardous Polymerization:</b>	Will not occur.

**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)



SECTION 11: TOXICOLOGICAL INFORMATION		
11.1	<b>Routes of Entry:</b>	Eyes, skin, ingestion, dermal absorption.
11.2	<b>Acute Toxicity:</b>	
	11.2.1 <b>Oral Toxicity (LD<sub>50</sub>):</b>	3-5 g/kg (rat)
	11.2.2 <b>Dermal Toxicity (LD<sub>50</sub>):</b>	>2 g/kg (rabbit)
	11.2.3 <b>Primary Eye Irritation:</b>	Corrosive
	11.2.4 <b>Primary Skin Irritation:</b>	Corrosive
	11.2.5 <b>Inhalation Toxicity (LC<sub>50</sub>):</b>	No data available.
11.3	<b>Chronic Effects (Human Risk Assessment):</b>	Based on the toxicity profile and exposure scenarios for sodium hypochlorite, EPA concludes that the risks from chronic and subchronic exposure to low levels of these pesticides are minimal and without consequence to human health.
11.4	<b>Tolerance Requirement:</b>	Exempt (EPA document "Index to Pesticide Chemical Names, Part 180 Tolerance Information, and Food and Feed Commodities (by Commodity)" July 2010

SECTION 12: ECOLOGICAL INFORMATION		
12.1	<b>Ecotoxicity:</b>	Sodium hypochlorite is low in toxicity to avian wildlife, but it is highly toxic to freshwater fish and invertebrates.
	12.1.1 <b>Freshwater Fish Toxicity:</b>	Atlantic Herring ( <i>clupea harengus</i> ) LC <sub>50</sub> = 0.033 - 0.097 mg/l/96 hr, flow through bioassay (pH: 8) Shiner Perch ( <i>cymatogaster aggregata</i> ) LC <sub>50</sub> = 0.045 - 0.098 mg/l/96 hr, flow through bioassay (pH: 8) Three Spine Stickleback ( <i>gasterosteus aculeatus</i> ) LC <sub>50</sub> = 0.141 - 0.193 mg/l/96 hr, flow through bioassay (pH: 8) Pink Salmon ( <i>oncorhynchus gorbuscha</i> ) LC <sub>50</sub> = 0.023 - 0.052 mg/l/96 hr, flow through bioassay (pH: 8) Coho Salmon ( <i>oncorhynchus kisutch</i> ) LC <sub>50</sub> = 0.026 - 0.038 mg/l/96 hr, flow through bioassay (pH: 8) English Sole ( <i>parophrys vetulus</i> ) LC <sub>50</sub> = 0.044 - 0.144 mg/l/96 hr, flow through bioassay (pH: 8) Fat Head Minnow ( <i>pimephales promelas</i> ) LC <sub>50</sub> = 0.22 - 0.62 mg/l/96 hr, flow through bioassay (pH: 7)
	12.1.2 <b>Invertebrate Toxicity:</b>	Water Flea ( <i>ceriodaphnia</i> sp. 0) LC <sub>50</sub> = 0.006 mg/l/24 hr Water Flea ( <i>daphnia magna</i> ) LC <sub>50</sub> = 0.07 - 0.7 mg/l/24 hr Water Flea ( <i>daphnia magna</i> ) LC <sub>50</sub> = 2.1 mg/l/96 hr Fresh Water Shrimp ( <i>gammarus fasciatus</i> ) LC <sub>50</sub> = 0.4 mg/l/96 hr No common name ( <i>nitocra spinipes</i> ) LC <sub>50</sub> = 0.40 mg/l/96 hr Grass Shrimp ( <i>palaemonetes pugio</i> ) LC <sub>50</sub> = 0.52 mg/l/96 hr
12.2	<b>Persistence:</b>	No data available.
12.3	<b>Environmental Fate:</b>	In fresh water, sodium hypochlorite breaks down rapidly into non-toxic compounds when exposed to sunlight. In seawater, chlorine levels decline rapidly; however, hypobromite (which is acutely toxic to aquatic organisms) is formed. EPA believes that the risk of acute exposure to aquatic organisms is sufficiently mitigated by precautionary labeling and National Pollutant Discharge Elimination System (NPDES) permit requirements.
12.4	<b>Bioconcentration:</b>	This material is not expected to bioconcentrate in organisms.
12.5	<b>Biodegradation:</b>	This material is inorganic and not subject to biodegradation.

**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)

**SECTION 13: DISPOSAL CONSIDERATIONS**

Do not contaminate food or feed by storage, disposal, or cleaning of equipment. Product or rinsates that cannot be used should be diluted with water before disposal in a sanitary sewer. This product can be neutralized with sodium bisulfite, sodium thiosulfate, sodium sulfite. Do not confuse these products with sulfates or bisulfates. Do not discharge effluent containing this product into lakes, streams, ponds, estuaries, oceans, or other waters unless in accordance with the requirements of a National Pollutant Discharge Elimination system (NPDES) permit and the permitting authority has been notified in writing prior to discharge. Do not contaminate water containing this product to sewer systems without previously notifying the local sewage treatment plant authority. For guidance, contact your State Water Board or Regional Office of the EPA. Dispose of in accordance with all applicable local, County, State, and Federal regulations.

**SECTION 14: TRANSPORT INFORMATION**

		Inside containers ( <b>&lt; 1.3 gallons</b> )	Container ( <b>&gt;1.3 gallons</b> )
14.1	<b>UN Number</b>	Limited Quantity	UN 1791
14.2	<b>UN Proper Shipping Name</b>	--	Hypochlorite Solutions (Sodium Hypochlorite)
14.3	<b>Transport Hazard Class</b>	--	8
14.4	<b>Packing Group</b>	--	PG III
14.5	<b>Environmental Hazard (e.g. Marine Pollutant)</b>	Yes	Yes
14.6	<b>Reportable Quantity (RQ):</b>	100 lb (45.4 kg) or 80 gallons (based on 12.5% active ingredient)	100 lb (45.4 kg) or 80 gallons (based on 12.5% active ingredient)
14.7	<b>Materials of Trade (MOT) Exceptions.</b> Certain hazardous materials transported in small quantities as part of a business are subject to less regulation, because of the limited hazard they pose. These materials are known as Materials of Trade. The regulations that apply to MOTs are found in 49 CFR § 173.6.		
<i>This information is not intended to convey all specific regulatory or operational requirements / information relating to this product. It is the responsibility of the transporting organization to follow all applicable laws, regulations and rules relating to the transportation of the material.</i>			

**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)

<b>SECTION 15: REGULATORY INFORMATION</b>		
<b>15.1</b>	<b>U.S. Regulations:</b>	
15.1.1	<b>OSHA HAZCOM</b> (Hazard Communication)	This material is considered hazardous under the HAZCOM Standard (29 CFR 1910.1200)
15.1.2	<b>OSHA PSM</b> (Process Safety Management)	Not regulated under PSM Standard (29 CFR 1910.119)
15.1.3	<b>EPA FIFRA</b> (Federal Insecticide, Fungicide and Rodenticide Act)	EPA Reg. No. :10897-26 (Registered pesticide under 40 CFR 152.10)
15.1.4	<b>EPA TSCA</b> (Toxic Substance Control Act)	All components are listed or exempted. TSCA 12(b): This product is not subject to export notification.
15.1.5	<b>EPA CERCLA</b> (Comprehensive Environmental Response, Compensation, and Liability Act)	Reportable Quantity (RQ): 45.4 kg (100 lbs) or 80 gallons (based on 12.5% active ingredient).
15.1.6	<b>EPA RMP</b> (Risk Management Plan)	Not listed. (40 CFR 68.130)
<b>15.2</b>	<b>State of California Regulations:</b>	
15.2.1	<b>Safe Drinking Water and Toxic Enforcement Act of 1986 [Proposition 65, California only]:</b> Small quantities – less than 100 ppm (parts per million) – of impurities, including bromates, may be found in all chlorinating products, including this product. Bromates are derived from bromides, which are present in sodium chloride (table salt) from which chlorine is manufactured. Additional small quantities of bromates may be generated during the disinfection process. Bromates are known by the State of California to cause cancer when administered by the oral (drinking or ingesting) route. Read and follow label directions and use care when handling or using this product. The US Environmental Protection Agency has established a maximum contaminant level (MCL) for bromates in drinking water at 10 ppb (parts per billion). Application of this product in accordance with label directions at use dilution will not exceed this level. This warning is provided pursuant to Proposition 65, Chapter 6.6 of the California Health and Safety Code, which requires the Governor of California to publish a list of chemicals “known to the State to cause cancer or reproductive toxicity.” This list is compiled in accordance with the procedures established under the proposition, and can be obtained on the internet from California’s Office of Environmental Health Hazard Assessment at <a href="http://www.oehha.ca.gov">http://www.oehha.ca.gov</a> .	
15.2.2	<b>CDPR</b> (California Department of Pesticide Regulation)	Registration No: 10897-26-AA
15.2.3	<b>CalARP</b> (California Accidental Release Prevention Program)	Not regulated.
<b>15.3</b>	<b>Canada Regulations:</b>	
15.3.1	<b>WHMIS</b> (Workplace Hazardous Materials Information System)	<ul style="list-style-type: none"> <li>• Classification: E (Corrosive Materials)</li> <li>• Health Effects Criteria Met by this Chemical:                             <ul style="list-style-type: none"> <li>▪ E - Corrosive to skin</li> <li>▪ E - TDG class 8 - corrosive substance</li> </ul> </li> <li>• Ingredient Disclosure List: Included for disclosure at 1% or greater.</li> </ul>
15.3.2	<b>DSL</b> (Domestic Substances List)	All components of this product are on the DSL.
<b>15.4</b>	<b>International Inventory:</b>	
15.4.1	<b>AICS</b> (Australian Inventory of Chemical Substances)	On inventory or in compliance with inventory.
15.4.2	<b>KECI</b> (Korean Existing Chemicals Inventory)	On inventory or in compliance with inventory.
15.4.3	<b>PICCS</b> (Philippine Inventory of Chemicals and Chemical Substances)	On inventory or in compliance with inventory.
15.4.4	<b>IECSC</b> (Inventory of Existing Chemical Substances in China)	On inventory or in compliance with inventory.
15.4.5	<b>NZIoC</b> (New Zealand Inventory of Chemicals)	On inventory or in compliance with inventory.

**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)

<b>SECTION 16: OTHER INFORMATION</b>		
16.1	<b>HMS III</b> (Hazardous Materials Identification System):	
16.1.1	<b>HEALTH</b>	<b>2</b>
16.1.2	<b>FLAMMABILITY</b>	<b>0</b>
16.1.3	<b>PHYSICAL HAZARD</b>	<b>1</b>
16.1.4	<b>PERSONAL PROTECTION</b>	See Section 8.
16.2	<b>NFPA 704</b> (National Fire Protection Association):	
16.2.1	<b>HEALTH</b>	<b>2</b>
16.2.2	<b>FLAMMABILITY</b>	<b>0</b>
16.2.3	<b>INSTABILITY</b>	<b>0</b>
16.2.4	<b>SPECIAL</b>	<b>None</b>
16.3	<b>International Fire Code / International Building Code:</b>	Irritant.
16.4	<b>ANSI</b> (American National Standards Institute):	
16.4.1	<b>Hazardous Industrial Chemicals - SDS-Preparation:</b>	Complies with <b>ANSI Z400.1 – 2004.</b>
16.4.2	<b>Hazardous Industrial Chemicals - Precautionary Labeling:</b>	Complies with <b>ANSI Z129.1 – 2006.</b>


**MULTI-CHLOR**  
 Safety Data Sheet (SDS No. 108)

**Note: The information contained herein, while not guaranteed, was prepared by competent technical personnel and is true and accurate to the best of our knowledge and belief. NO WARRANTY OR GUARANTEE, express or implied, is made regarding the product performance, product stability, or as to any other condition of use, handling, transportation, and storage. Customer use, handling, transportation, and storage may involve additional safety and/or performance considerations. Our technical personnel will be happy to respond to questions regarding safe handling, storage, transportation, and use procedures. The safe handling, storage, transportation, and use procedures remain the sole responsibility of the customer. No suggestions for handling, storage, transportation, or use are intended as or to be construed as recommendations which may infringe on any existing patents or violate any Federal, State, and/or local law and/or regulation, ordinance, standard, etc. This Safety Data Sheet has been prepared by HASA, Inc. staff from test reports and other information available in the public domain.**

## Article 302 – Confined Space Procedures

---

The purpose of the Confined Space Procedures is to ensure that all employees recognize and avoid entering a confined space without authorization through a permit. Most confined space accidents are caused by employees not recognizing work areas as confined or hazardous. It is important to remember that the majority of confined space accidents are fatal. Individuals attempting to rescue employees account for 60% of these fatalities. All spaces will be classified as either full permit, C5 Permit, or non-permit.

A Confined Space area is defined as:

1. An area that has limited or restricted means for entry and exit
2. An area not normally intended for continuous human occupancy
3. An area that is large enough and so configured that an employee can bodily enter to perform assigned work.

Traditional confined spaces include tanks, manholes, vessels, cooling towers, scrubbers, excavations and elevator shafts. However, there are many other confined spaces that exist or may be created at a water utility. Rooms and areas with ventilation systems that are incomplete and not operational can be a hazard and may constitute a confined space.

It is important to remember that a space may be safe to enter initially. The space can become a confined or hazardous area depending on the work being performed. There are three classifications of confined space that are addressed below.

A “Full Permit Required” Confined Space means any confined space that has one or more of the following characteristics:

1. A flammable gas, vapor or mist in excess of 10% of its lower flammable limit (LFL).
2. An airborne combustible dust at a concentration that obscures vision at a distance of five (5) feet or less.
3. An atmospheric oxygen concentration below 19.5% or above 23.5%.
4. An atmospheric concentration of any substance for which a permissible exposure limit (PEL) or other established exposure criteria (e.g., in Safety Data Sheet) exists (i.e., hydrogen sulfide or carbon monoxide) and could result in employee exposure in excess of the limit.
5. Any atmospheric condition recognized as immediately dangerous to life or health (IDLH).



**Engulfment Potential:**

The confined space contains materials that is a liquid or a flammable solid substance that has the potential for engulfing an entrant.

**Internal Configuration:**

The confined space has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a similar cross section.

**Serious Job Introduced Hazard:**

A job inside the confined space that involves:

- Welding, cutting, grinding, burning, heating or any other source of ignition within the confined space.
- The use of flammable or toxic chemicals.
- Other work that results in a serious hazard.

A “C-5” Permit Required Confined Space means any space that has only an actual or potential hazardous atmosphere. Through monitoring and inspection, the confined space is evaluated to demonstrate that continuous forced ventilation (positive if possible) and continuous air monitoring alone is sufficient to maintain safe entry.

A “Non-Permit Required Confined Space” means any confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazards capable of causing death or serious physical harm. As an extra precaution, the internal atmosphere may be tested before entry by any employee.

The Confined Space Evaluation Form and Confined Space Identification Flow chart are to be used to classify all actual or perceived confined spaces.

We have developed “Confined Space Entry Permit” (Full Permit & C-5 only). This form must be completed by an individual qualified to work in confined spaces. The form must be signed by the entry supervisor prior to any work being performed inside the confined space; and these are to be reviewed annually by the Department supervisor. A permit form shall be completed for Full Permit Required Confined Space and C-5 Permit Required Confined Space entries. For Non-Permit Required Confined Space entries, no form shall be completed, but a “Testing Record” shall be documented in the logbook kept with the testing unit. All Confined Space Permits, training records and supplemental safety plans shall be retained for at least five (5) years. The District’s Joint Safety Officers shall review the Confined Space Entry Program and related procedures annually.

The District (host employer) shall coordinate entries with contractors. For all field work, call-in procedures shall be in place. Calls will be made to headquarters before, during (every 15 minutes) and upon termination of entries.

Additional permits may be required for the work that is being performed (i.e., hot work, lock-out, chemical use). The plans must be approved by the entry supervisor prior to any work being performed in the confined space.

The supervisors shall ensure that all employees involved in the job have been trained in confined space entry. The supervisors shall ensure that all employees are trained explicitly in their assigned confined space responsibilities and retrained whenever there is a change in those responsibilities (i.e., entry supervisor, attendants, entrants, rescue person [as applicable]). The District shall certify that the training has been accomplished. The certification shall include at a minimum the type of training, names of the employees that received the training the name and signature of the trainer(s) and the date(s) of the training.

The supervisors shall outline the duties of and provide for training of authorized entrants, attendance and entry supervisors. Additionally, a review should be made with the local rescue/emergency services for their availability.

For full permit entries, a rescue plan shall be in place ensuring an appropriately trained rescue team (in house and/or outside). Annual practice drills are to be performed.

For entrants, attendants and entry supervisors, minimum training/duty requirements shall include the following:

**Authorized Entrants:**

- Know the hazards
- Know how to use all equipment – testing & safety/rescue
- Understand the necessity of communication with attendant to monitor entrant status for monitoring and evacuation purposes
- Understand the necessity to alert the attendant whenever conditions change in the confined space
- Understand evacuation procedures and emergency response procedures

**Attendants**

- Know the hazards
- Know behavioral effects that the entrants may be exposed to in the confined space
- Maintain responsibilities of attendant remaining outside of the confined space until relieved

- Understand necessity to maintain communication with entrants for monitoring and evacuation procedures
- Understand activities in and out of the confined space to ensure that there are no physical or hazardous exposures
- Understand evacuation procedures, emergency response procedures and effects communication with rescue service (normally local fire department)
- Conduct non-entry rescues

### **Entry Supervisors**

- Know the hazards
- Understand permit procedures
- Understand all activities in and out of the confined space
- Determines the entry operations are consistent with permit
- Understand entry procedures
- Understand monitoring procedures
- Understand safety rescue procedure
- Understand emergency response procedure
- Coordinate entries with project owner and subcontractors

See Authorized Entrant, Attendant and Supervisor Checklist.

**Any Questions should be referred to the supervisor and/or Safety Officer.**

Any questions or doubts regarding confined spaces should be immediately referred to the General Manger or designee.

Reminder: A mistake about confined space could cost you your life or that of a co-worker.

**THINK SAFETY!**





**Mission Springs Water District  
Confined Space Training for  
Authorized Entrants, Attendants & Entry Supervisors Checklist**

<b><u>Authorized Entrants</u></b>	<b>(If Yes, Initial)</b>
Knowledgeable on Potential Hazards	_____
Knows how to use equipment including air testing, ventilators, rescue, PPE	_____
Aware of communication, emergency, and evacuation procedures	_____
Knows to alert attendant of unusual conditions or changes in space	_____
 <b><u>Attendants</u></b>	
Knowledgeable on Potential Hazards	_____
Knows how to use equipment including air testing, ventilators, rescue, PPE	_____
Knows potential behavioral effects of entrants that may indicate problems	_____
Maintains an accurate count of entrants	_____
Understands need to stay outside space without distractions until relieved	_____
Aware of communication, emergency, and evacuation procedures	_____
Understands interior and exterior of space and how to minimize Safety and Health hazards. Knows how to summon outside rescue.	_____
 <b><u>Entry Supervisor</u></b>	
Knowledgeable on Potential Hazards	_____
Understands permit procedures	_____
Understands interior and exterior of space and how to minimize Safety and Health Hazards. Knows how to summon outside rescue	_____
Determines that entry operations remain consistent with permit	_____
Knows how to use equipment including air testing, ventilators, rescue, and PPE	_____
Understand entry procedures	_____
Aware of safety and rescue procedures	_____
Knows emergency response, communication, and evacuation procedures	_____
Knows how to coordinate entries with contractors	_____

\_\_\_\_\_  
Signature of Trainee

\_\_\_\_\_  
Signature of Trainer

\_\_\_\_\_  
Date

### Mission Springs Water District Confined Space Evaluation Worksheet

Location \_\_\_\_\_  
 Specific Work Area \_\_\_\_\_  
 Specific Work Procedures(s) \_\_\_\_\_

**Initial Determination**

1. Is the space large enough and so configured that an employee can enter and perform work? If Yes  proceed to #2. If No  this is not a confined space/no permit required.
2. Does the space have limited or restricted means for entry or exit? (Examples, tanks, pits, manholes, vaults, wet well, dry well, etc.). If Yes  proceed to #3. If No  this is not a confined space/no permit required.
3. Is the space designed for continuous employee occupancy? If Yes  this is not a confined space/no permit required. If No  proceed, this is a confined space and a determination must be made for what type of confined space this is (i.e., a full permit, a C-5 or log for records only if it is a non permit required confined space).

**Confined Space Type Determination**

1. Does the space contain material(s) that have the potential to engulf an entrant? If Yes  full Permit Required/note at bottom & fill out a permit. If No  proceed to #2.
2. Does the space have an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a small cross-section? If Yes  Full Permit Required/note at bottom & fill out a permit. If No  proceed to #3.
3. Does the space contain any other recognized serious safety or health hazards, for example, job introduced contaminants, fumes, lock-out electrical, piping or flushing, etc., other than an actual or potential hazardous atmosphere? If Yes  proceed to #4. If No  proceed to #5.
4. Can the hazards be eliminated from outside the space? If Yes  proceed to #5. If No  Full Permit Required/note at bottom & fill out permit.
5. Does the space contain or have the potential to contain a hazardous atmosphere? If Yes  proceed to #6. If No  Non Permit Required Confined Space, only requires that you log readings only as a precaution/note at bottom of page.
6. Is continuous forced air ventilation sufficient to maintain the space safe for entry? If Yes  C-5 Permit Requirements confined space/note at bottom of page and fill out permit with appropriate exceptions for a C-5 Space. If No  Full Permit Required/note at bottom of page and fill out permit.

**Determination of Site**

- |   |   |
|---|---|
| <input type="checkbox"/> Full Permit Required | <input type="checkbox"/> C-5 Permit Required  |
| <input type="checkbox"/> Non Permit Required  | <input type="checkbox"/> Not a Confined Space |

By \_\_\_\_\_ Date \_\_\_\_\_

*Note: Refer to District Policy on Confined Space Procedures for specific information and in depth definitions of terms and procedures.*

### Mission Springs Water District Confined Space Entry Permit

The type of permit required is determined by doing the confined space evaluation worksheet first. If the location is posted as a Confined Space Permit Required or if it is a manhole or wet well in the collection system, then a full permit is always required and all precautions must be taken.

**Permit Type**

Full Permit Space                       C-5 Permit Space (continuous monitoring & ventilation only req.).

Location \_\_\_\_\_  
 Work to be done \_\_\_\_\_  
 Date good this date only \_\_\_\_\_  
 Atmospheric detector serial # \_\_\_\_\_ Last calibrated on \_\_\_\_\_ (monthly)  
 Bump test completed Yes  No  Backup detector available Yes  No   
 Method of ventilation \_\_\_\_\_ CFM Rating \_\_\_\_\_  
 Volume in cubic feet of space to be entered \_\_\_\_\_

**Procedures**

- |   |  |
|---|--|
| 1. Safety procedures in place   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. MSDS & Chemical Use Plan in place<br>(Use whenever atmospheric or other chemical hazards are introduced)           | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Rescue equipment & procedures in place   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Lock-out/Tag-out systems in place  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Atmospheric testing completed prior to entry   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Bump test of alarm setting performed   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Ventilation system in operation (positive pressure if possible)  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Continuous air monitoring of work space while work is being performed  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Use of explosion proof non-sparking tools (when applicable)  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Fire extinguishing media available  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 11. Clear communications between entrant & attendant (not required for C-5)   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 12. Appropriate PPE for employees<br>(including PPB as established by air monitoring for PPM levels per NIOSH & MSDS) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 13. Call in procedures in place   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 14. Other anticipated hazard  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

No one shall enter a confined space if a dangerous, explosive, toxic or oxygen deficient atmosphere is found to exist. If such a condition exists & is determined to present a threat to the public or personnel, call 911 and request the fire department for rescue or evacuation assistance.

Substance	PEL Limit	Pre-entry	Test 1	Test 2	Test 3	Test 4	Test 5
Oxygen/O <sub>2</sub>	19.5-23.5%						
LEL Methane	10%						
Hydrogen Sulphide/H <sub>2</sub> S	10 PPM						
Carbon Monoxide/CO	25 PPM						
Other							
Time							
Conducted By							

Authorized Entrant(s) Signature \_\_\_\_\_  
 Attendant(s) Signature \_\_\_\_\_  
 Entry Supervisor/Permit Granted Signature & Print \_\_\_\_\_  
 Annual Permit Review  By Signature \_\_\_\_\_  
 Permit Must Be Posted At Entry Or In Possession Of Attendant

### **Confined Space Entry Procedure**

The following safety procedures shall apply to entry into or working in any confined space more particularly sanitary collection system manholes, digesters, or other underground structures:

#### **Check before entry into any confined space**

1. Complete the District's Confined Space Permit Evaluation Worksheet and Prior Permit Authorization before commencing any work.
2. Utilizing the portable testing unit, test air prior to opening manholes and within the space to be entered to determine whether dangerous air contamination and/or oxygen deficiency exists. The individual making the test **must** log the time and date of the test indicating what was found in the logbook kept with the testing unit. The individual must also initial each entry in the logbook. Also log information onto permit as needed.
3. Visually check to be sure that drifting or vapors will not enter the space to be entered.
4. Be sure any lines connected to the space which may contain flammable, injurious or incapacitation substance are disconnected, blinded, or blocked off in a manner effectively preventing inadvertent reconnection of the line or removal of blind or blocking.
5. Before entry, contact the Fire Department and the District's office to notify them of your location and work to be done. Also, contact them at the conclusion of the entry.

#### **Entry into space where tests indicate non-existence of dangerous air and/or oxygen deficiency.**

1. Person entering (entrant) the space must wear an approved safety harness with an attached line. The free end of the safety line shall be secured outside the entry opening. A standby person (attendant) will monitor the activity and maintain communication with the entrant. Note: C-5 permitted confined space requires ventilation and continuous monitoring only.
2. Mechanical blowers may be used to continuously blow air into the space entered and the air testing unit shall continuously monitor the air within the workspace while the space is occupied. If the testing unit (by audible alarm or visual detector) indicates a dangerous air and/or oxygen deficiency exists, the person shall immediately vacate the work area. Whenever the space is vacated for any period of time, re-entry into the space will not occur until the check in above section made.

3. An approved lifting device shall be over the entry and shall be ready for immediate use if an emergency rescue is necessary.
4. If the development of dangerous air and/or oxygen deficiency is apparent, no person shall be allowed to enter the confined space unless all the requirements in the following section are followed.

#### **Entry into space where tests indicate existence of dangerous air and/or oxygen deficiency**

1. Mechanical blowers shall be used to blow air into the space to be entered until the dangerous air and/or oxygen deficiency condition no longer exists. If this addition of supplemental air is able to continuously maintain sufficient oxygen, a person may enter into and work within the space in accordance with all the requirements listed above.
2. If supplemental air, provided as in above step, is unable to ensure an atmosphere free of dangerous and/or oxygen deficiency, **no person shall be permitted to enter the confined space** unless all the requirements of below section are followed.

**If an atmosphere free of dangerous air contamination and/or oxygen deficiency cannot be ensured through the use of additional ventilation as in above section or the existence of an emergency where it is not feasible then the following additional conditions shall apply.**

#### **Rescue Procedures**

1. Any person working in a confined space is required to wear an approved safety harness with attached safety line secured outside the work area. This rescue procedure shall detail procedures to be followed when the person to be rescued is wearing the required harness.
2. A rescue or retrieval of a person from a confined space shall be accomplished using the safety line attached to the harness worn by the person as rapidly as possible. If possible, observe while pulling to insure there is no binding or snagging of the person's head, arms, or legs. If such binding should occur, back off on the safety line and pull from a different pulling point.

If the air within the confined space has been tested in accordance with District requirements for such entry and was free of dangerous air and/or oxygen deficiency, a second person, properly equipped, may enter the confined space to assist in the rescue, provided an additional person remains outside the space to monitor the rescue procedure and operate the lifting device if necessary.

3. Those District vehicles that will be involved in rescue operations shall be equipped with lifting apparatus to accomplish a rescue in a confined space where testing indicates the existence of either a dangerous air condition and/or oxygen deficiency. If entry is required into a confined space where there is an existence of dangerous air and/or oxygen deficiency, then only properly trained and certified personnel shall enter. They shall wear the required breathing apparatus (SCBA). The fire department shall perform this duty if this type of rescue entry is required with the assistance of District personnel.
  
4. Under no circumstance are District employees to enter a confined space where a dangerous air condition and/or oxygen deficiency exists unless all requirements for entry into such space were followed in above section. In addition, and prior to any rescue, call Fire Department and District office. Give them your location, a brief description of the emergency and if an ambulance or other assistance is required.

## **Article 303 – CPR/First Aid Training**

---

CPR and First Aid training are mandatory for all District employees. The scheduling for the training is the responsibility of the Safety Officer.

## **Article 304 – Emergency Action Fire Safety/Evacuation**

---

### **Emergencies/Disasters**

For specific instructions refer to the District’s Emergency Response Plan and **Hazardous Materials Business Plan for the Corporation Yard and Wastewater Treatment Plant.**

### **Hazards**

Flammables/Gas facilities – No Smoking, turn engines off. No source of ignition shall be within 25 feet when dispensing gasoline or other flammables. Use grounding cables/clamps to avoid static discharge when transferring flammables.

Electrical/Chemical – Use caution. Shut off source of electricity or chemical is safe to do so. Fight fire with approved extinguishers or methods only.

### **Assessment/Emergency Notification**

In normal District operations, fires most likely will be small and easily extinguished. A fire emergency call should be made if any doubt exists. In this case call the fire department to handle the fire and start evacuation if necessary.

### **Evacuation/Fire Escape Routes**

Communicate to proper authorities and affected personnel quickly and calmly to avoid panic and confusion. Be sure all persons are notified to leave the building. Supervisors and lead person shall account for all personnel. Assess personnel as to whether special communication methods may be needed.

Employees to evacuate to pre-assigned District staging and employee gathering area as specified in Disaster Preparedness Plan and District HazMat Business Plans.

### **Fire Protection – Supervisor Responsibilities**

All exits must be visible, unlocked and unblocked with a readily visible sign that is properly illuminated. Sufficient exits and proper emergency lighting shall be available. Building maps of evacuation routes must be posted. “No Smoking” signs shall be displayed conspicuously in areas containing combustible or flammables.

Metal waste cans shall be available for oily and paint-soaked waste. Cans shall be emptied daily into an approved fire-retardant receptacle. Weeds and other combustibles shall be kept at least



30 feet from structures. Sufficient clearance shall be provided for all stoves, furnaces, and high heat sources. Empty or full oxygen and acetylene cylinders shall be at least 20 feet apart or separated by a 5-foot high non-combustible partition with one-half hour fire rating. All flammable liquids shall be properly stored and labeled. No smoking is allowed where risk of fire or explosion is present.

Fire extinguishers shall be available and of adequate number and type to extinguish expected fires. All vehicles including heavy equipment shall have a fire extinguisher. All motor control panels shall have a halon-type or equivalent fire extinguisher nearby. Monthly inspection shall be made of all fire extinguishers and noted and installed on tag by inspector. Annual recharge of all fire extinguishers shall be done. Coordination of this shall be accomplished through all personnel and the **General manager or designee**. A used extinguisher shall be replaced with a spare from the Corporation Yard and the used extinguisher left there for refill.

Test smoke alarms and automatic sprinklers systems monthly. Maintenance of systems shall be done on a quarterly basis.

Bi-annual (on even years), a fire safety class and training in the use of fire extinguishers for all employees shall be held and coordinated through the local Fire Department.

At least one annual mock fire drill shall be performed to test employee awareness of proper procedures.



## **Article 305 Hazardous Materials**

---

In order to protect employees from hazardous materials and maintain compliance with OSHA Hazard Communication Standard, the following rules and procedures shall be followed:

1. It is mandatory for all employees to check the appropriate Safety Data Sheets (SDS) on file each time before the handling of chemical(s). All precautionary guidelines are to be followed and specified protection worn.
2. Safety equipment is to be used and rules are to be followed. If equipment is damaged or not available, the superior is to be notified of the situation. Under no circumstances are safety rules or equipment usage to be circumvented or bypassed.
3. All chemicals in the workplace will have SDS on file and the emergency guide/hazard signal sticker attached. Both will be completely filled out with all available and pertinent information.
4. It is the responsibility of the supervisor to maintain current updates of all Safety Data Sheets. All chemical inventory will be labeled correctly and stored properly.
5. Evacuation routes and notification of proper authorities are posted and made available for employees should a hazardous situation develop.

Upon receipt of a new chemical, the Safety Data Sheets must accompany or be immediately obtained prior to any usage of said chemical. The Safety Data Sheets will be properly filed and reviewed with all employees. The supervisor will check containers for proper labeling, storage and adhere to emergency guide/hazard signal guide sticker with the proper information and material identification.

- Business Plan – Update monthly (located on Chief Wastewater Operator’s desk)
- Plan Location – Library
- Electronic File – “O” drive

## **Article 306 – Lock Out/Tag Out Procedures**

---

The following is an outline of procedures and methods to be followed in the interest of accident prevention involving energy source control during maintenance or other work-related activities. The failure to lock out/tag out machinery and other equipment prior to commencing maintenance/repair is a major cause of injury and death in California. This policy is maintained by Cal/OSHA Industrial Safety order, California Administrative Code Title 8, orders 3203, 3314, 2320, 2530.43 and 2530.86, as updated.

Employees shall follow these procedures:

### **1. Preparation for Lockout**

- a. Get authorization, fill out any required permits and follow other applicable safety actions, rules and regulations.
- b. Know the type and magnitude of energy, its hazards and means of control before shutting equipment down. Be certain of all switches, valves, etc., affecting equipment that need to be locked out without creating new hazards.

### **2. Lockout**

- a. Notify all affected persons of the intention to lockout
- b. Shutdown equipment (i.e., press stop button, etc.)
- c. Use the proper switch, valve or other energy isolation devices so that energy source (electrical, mechanical, hydraulic etc.) is disconnected or isolated from the equipment
- d. Disable stored energy or force to prevent injury (i.e., bleeding, etc.)
- e. Place individual lock on each energy isolating device so that it stays off or in a safe position. Use a clearly visible tag to show it is forbidden to operate or move energy/isolating switches.
- f. Assure no personnel are exposed, then as a check operate the push button or other control to make sure equipment will not operate. Return switch to neutral or off after test. Caution: Be sure pumps, motors, etc., with automatic restart capabilities are adequately locked out to prevent restart.
- g. Equipment is now locked out and maintenance or repair procedures may be followed.

### **3. Restoring Equipment to Service**

- a. When job is complete, replace machine guards, etc., remove materials and make sure tools are clear. Assure that no personnel are exposed, and all are clear of danger.
- b. When equipment is clear, individual who installed the lock should remove locks.
- c. Equipment is now safe to energize.

#### 4. Safety Rules

- a. One designated individual may lock out for an entire crew. It then becomes that individual's responsibility to carry out all the steps and assure the safety of the entire crew.
- b. Locks and tags shall be designated and assigned to employees for this purpose only. Locks and tags shall be durable enough to prevent unforced or accidental removal. Tags shall be identified with the name of the employee who applied them. Warning tags must be legible and with understandable warnings, (i.e., do not operate, etc.).
- c. Do not attempt to operate any switch, valve or other energy isolating device bearing a lock unless all safety conditions of this policy have been met.
- d. Electrical circuits must be locked by qualified personnel and tested with properly working electrical testing equipment.
- e. Contractors or other personnel must understand and follow energy control procedures.
- f. Supervisors may remove locks only in an emergency situation, provided they have followed the safety guidelines as stated in Section C – Restoring Equipment to Service.

## **Article 307 – Vehicle Safety Driving Training**

---

### **Requirements**

Job descriptions will dictate what licenses are to be maintained for each job. In some cases, special class licenses may be required. District supervisors will provide adequate training, time and study materials. Defensive driver training courses are required for every employee every four (4) years. New hires must take the training course online through the District's current auto liability carrier (currently JPIA) immediately upon hire. All testing falls under the guidelines outlined in the Personnel Rules and Regulations Resolution (and subsequent amendments to it).

All District jobs require licenses and maintenance of a good driving record. Employee's whose driving record is unacceptable to the District's auto liability carrier may be subject to termination.

In some cases, employees will be required to participate in the District's Department of Transportation (DOT) program, which requires random drug/alcohol screening. All testing falls under the guidelines outlined in the Personnel Rules and Regulations Resolution (and subsequent amendments to it).

Each District vehicle is equipped with an accident reporting kit located in the glove compartment. Should an accident occur, the employee may only discuss the circumstances with the police or District representatives (i.e., Human Resources, supervisor, District's current insurance carrier). No admission or assignment or guilt should be made.

## **Article 308 – Electrical Maintenance Safety Procedures**

---

The following requirements shall be met, and procedures followed to avoid possible injury or death to District personnel when performing electrical maintenance and/or repairs of any sort. Outside contractors shall be required to follow Cal/OSHA requirements when working on District equipment.

The training and Personnel Protective Equipment (PPE) requirements have been set up to meet the Federal OSHA 29 CFR 1910.269 electrical power generation, transmission and distribution maintenance and construction and Cal OSHA Title 8 2320.2 energized equipment or systems requirements.

### **Training Requirements**

**Be advised.** Not all District personnel are authorized to perform electrical maintenance. Authorized personnel must be trained to understand that they are exposed to shock and electrocution when performing work tasks involving testing. Each qualified person must be trained to understand how to use the required electrical testing equipment and to understand and interpret its indications.

The District shall provide serviceable proper PPE and schedule training for all new and currently certified Operators. Training records shall be kept on file with Human Resources.

### **Personal Protective Equipment**

Remove all metallic jewelry or objects on your person. Long sleeve flame retardant clothing (hazard/risk category II) shall be worn at all times. Garments worn as outer layers over Flame retardant clothing, such as jackets or rainwear, shall also be made from flame retardant material.

NFPA 70E face shields shall be worn. ASTM D 120 rubber gloves with leather shells shall be worn when working with 250 volts or greater. Earplugs are required when working with energized systems at 250 volts or greater.

### **Permit Requirement**

Prior to entry of all electrical panels, breaker boxes, PLC cabinets, hooking up portable stand-by generators, performing any maintenance on electrical motors or electrical equipment the Electrical Maintenance Permit form shall be filled out, signed, and approved by your supervisor and/or authorized delegate. The work shall be performed by no less than two (2) authorized people and the permit shall be posted at the job.

### **Equipment and Tools**

A District radio and/or telephone shall be readily available. A U.L. approved halon fire extinguisher shall be readily available. Category III voltage meters are required and must be tested each time prior to being used. ASTM F 1505-94 insulated tools are available and must be used.

### **Hazard Assessment and Requirements**

Lock out locks and tags shall be placed on equipment breakers prior to work being performed on electrical equipment. Lock out/tag out procedures shall be followed and are available under specific rules and procedures Article S306. Voltage checks shall be performed prior to removal of any electrical wires or parts.

Confined space permits and procedures shall be followed when performing electrical maintenance in vaults, Manholes, etc. The Confined Space procedures are available under specific rules and procedures Article S302.

List and describe on the electrical maintenance permit other anticipated hazards that may be encountered and describe the procedures that will be followed to address these hazards.

### Electrical Maintenance Permit

The Electrical Maintenance Permit must be filled out, signed, and approved by your supervisor or authorized delegate prior to entry of electrical panels, breaker boxes or PLC cabinets and prior to hooking up portable stand-by power generators or performing any maintenance on electrical motors or electrical equipment. At no time shall any of these duties be performed by less than **TWO AUTHORIZED PERSONS**.

Location/Address \_\_\_\_\_

Work to be performed \_\_\_\_\_

Good this date only \_\_\_\_\_

Authorized Person's Name \_\_\_\_\_

Authorized Attendant's Name \_\_\_\_\_

Required procedures that must be followed and equipment that must be used

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Flame retardant PPE must be worn, NO EXCEPTIONS                           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Remove all jewelry  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Rubber electrical safety gloves available and worn                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Electrical approved face shield available and worn                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Locks and tags available for lockout/tagout                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Cat III Voltage meter available for use and in good condition             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Insulated tools available for use and in good condition                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Confined Space Entry. If required, fill out permit and follow procedures. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Halon fire extinguisher available   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. Radios and/or phones available for communications                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. Other anticipated hazards listed below                                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

List and describe other anticipated hazards and procedures to be followed

Authorized Person's Signature \_\_\_\_\_

Authorized Person's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

## Appendix

### **Self-Inspection Forms:**

Safety Meeting Report

Hazard Assessment Checklist:

- Accident Prevention Checklist
- Safety inspection checklist
- Safety officer self-inspection checklist
- Shop facility inspection report

Hazard Correction Log

Supervisor's Accident Investigation Form

Employee Training Report

Training Record Addendum

Guidelines and forms for Conducting Safety inspections





MISSION SPRINGS WATER DISTRICT
SAFETY MEETING REPORT

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

Time: \_\_\_\_\_

Department/Shift \_\_\_\_\_

SUBJECTS / TRAINING COVERED: (Summarize the subject(s) discussed/taught)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

ACCIDENTS REVIEWED: (Discuss any District accidents, or others that have "lessons learned" for your operations)
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

EMPLOYEE INPUT: (Hazards noted; or suggestions)
\_\_\_\_\_
\_\_\_\_\_

PERSONNEL ATTENDING:

1. Print Name \_\_\_\_\_

Signature \_\_\_\_\_

2. Print Name \_\_\_\_\_

Signature \_\_\_\_\_

3. Print Name \_\_\_\_\_

Signature \_\_\_\_\_

4. Print Name \_\_\_\_\_

Signature \_\_\_\_\_

5. Print Name \_\_\_\_\_

Signature \_\_\_\_\_

6. Print Name \_\_\_\_\_

Signature \_\_\_\_\_

7. Print Name \_\_\_\_\_

Signature \_\_\_\_\_

8. Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Meeting Conducted By: \_\_\_\_\_

Report Reviewed By: \_\_\_\_\_

(Supervisor's Review)

### SAFETY OFFICER SELF-INSPECTION CHECKLIST

<u>ACTIVITY</u>	<u>YES</u>	<u>NO</u>	
<b>Employee Safety Orientation:</b>			
• Proper Completion of all areas	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Signed by Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Department Safety Meetings:</b>			
• Weekly/Monthly	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Appropriate Discussions (relevant to hazard)	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Loss Control Committee:</b>			
• Minutes being kept	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Department walk-through inspections	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Follow up on previous deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Completion dates met	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Management Responsibilities:</b>			
• Attendance at safety meetings (at least one per month)	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Participates in committee inspection Tour quarterly	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Equipment Safety Maintenance Files:</b>			
• Equipment safety log up to date	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Spot check of selected items to ensure Integrity	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Supervisors Investigation Report:</b>			
• All departments using	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Supervisors properly filling out form	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Results being properly utilized	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Work Order Program being Utilized:</b>			
• Three parts to maint. one to safety Mgr. after repair completed, one kept by originator, safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
• All parts to be matched at end of month	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Facility inspection report used on scheduled basis</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SAFETY INSPECTION CHECKLIST**

<b>Distribution:</b>					
<b>Date:</b>	<b>Inspector:</b>				
<b>Title:</b>					
		<b>S</b>	<b>NSA</b>	<b>NIA</b>	<b>COMMENT</b>
<b>I. FIRE PROTECTION</b>					
1.	Fire Extinguisher				
2.	Hose Racks				
3.	Exits, Stairs, & Dead ends Properly Marked				
4.	Access to Electrical and Emergency Equip.				
<b>II. HOUSEKEEPING</b>					
1.	Aisles, Stairs, & Floors				
2.	Storage of Material				
3.	Wash & Locker Rooms				
4.	Lights & Ventilation				
5.	Areas Around Building				
6.	Stair Maintenance: Treads Handrails, Illumination				
7.	Sanitation & Food Storage				
<b>III. TOOLS:</b>					
1.	Power Tools: Frayed Wires, Prop. Grounded				
2.	Hand Tools: Worn Wrenches, Cracked Hammer Heads				
3.	Bench Grinder: Alignment of tool rest, wheels				
4.	Tool Storage				
5.	Ladders				
<b>IV. PERSONAL PROTECTIVE EQUIPMENT</b>					
1.	Eye Wash, Showers: Clean, Operational				
2.	Self-Contained Breathing Units, Location				
3.	Respirators, Location, Storage				
4.	Protective Clothing & Equipment				
5.	Eye Protection				
<b>V. HAZARDOUS SUBSTANCES &amp; PROCESSES:</b>					
1.	Spill Control & Overflow				
2.	Storage of Industrial Chemicals				
3.	Dispensing Devices				
4.	Labels & SDS, Warning Signs				
5.	Changing & Charging Storage Batteries				
6.	Chemical Mixing & Use Areas				
<b>VI. FLAMMABLE LIQUIDS AND GASES:</b>					
1.	Flammable Liquid Storage				
2.	Dip & Wash Tanks				
3.	Labels & Warnings				
4.	Storage, Handling, Marking & Use of Cylinders				
5.	Spray Coating Operations				



# SHOP FACILITY INSPECTION REPORT

Department/Location: \_\_\_\_\_ Date: \_\_\_\_\_

Person-In-Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Type: \_\_\_\_\_ Annual \_\_\_\_\_ Follow-up \_\_\_\_\_ Department Request

<u>Sat.</u>	<u>Unsat.</u>		<u>Comments</u>
		<b>A. TRAINING</b>	
___	___	Posted Training Roster	
___	___	Training Records	
___	___	SDS/Emergency Poster	
___	___	Emergency Procedures	
___	___	Written Safety Procedures	
___	___	Other	
		<b>B. POWER TOOLS</b>	
___	___	Guarding	_____
___	___	Stability	_____
___	___	Location	_____
___	___	Safety Signs/Labels	_____
___	___	Grounding	_____
___	___	Other	_____
		<b>C. HAND TOOLS</b>	
___	___	Split Handles	_____
___	___	Chips/Defects	_____
___	___	Other	_____
		<b>D. ELECTRICAL SAFETY</b>	
___	___	Adaptors	_____
___	___	2-Wire Devices	_____
___	___	Worn/Damaged Cords or Plugs	_____
___	___	Extension Cords	_____
___	___	Exposed Terminals	_____
___	___	Plug Caps	_____
___	___	Non-UL Devices	_____
___	___	Other	_____
		<b>E. WELDING AREA</b>	
___	___	Ventilation	_____
___	___	Safety Equipment	_____
___	___	Check Valves	_____
___	___	Flashback Arrestors	_____
___	___	Hoses/Connectors	_____
___	___	Regulators/Gauges	_____
___	___	Separation Barriers	_____
___	___	Other	_____

<u>Sat.</u>	<u>Unsat.</u>		<u>Comments</u>
		<b>F. PROTECTIVE CLOTHING/EQUIPMENT</b>	
—	—	Eye Protection	_____
—	—	Emergency Shower/Eyewash	_____
—	—	Protective Equipment	_____
—	—	Protective Clothing	_____
—	—	Other	_____
		<b>G. HOUSEKEEPING AND OTHER CAL/OSHA REQUIREMENTS</b>	
—	—	Exits Clear	_____
—	—	Aisle ways Clear	_____
—	—	Materials Storage	_____
—	—	Steam Cleaning Equipment	_____
—	—	Solvent Dip Tanks	_____
—	—	Caustic Dip Tanks	_____
—	—	Cylinders Secured	_____
—	—	Ladders	_____
—	—	Area Lighting	_____
—	—	Mezzanines	_____
—	—	Waste Receptacles	_____
—	—	Air Tank Permits	_____
—	—	Other	_____
		<b>H. CHEMICAL STORAGE AREA</b>	
—	—	Flammable Liquid Safety Cans	_____
—	—	Flammable Liquid Storage Area	_____
—	—	Protective Equipment	_____
—	—	Containers Identified	_____
—	—	Incompatibles Separated	_____
—	—	Cleaning Rags Properly Contained	_____
—	—	Other	_____
		<b>I. BATTERY CHARGING AREA</b>	
—	—	Ventilation	_____
—	—	No Smoking Sign	_____
—	—	Eyewash/Emergency Shower	_____
—	—	Protective Clothing	_____
—	—	Emergency Spill Material	_____
—	—	Acid Transfer System	_____
		<b>J. HOIST/CRANE SAFETY</b>	
—	—	Training Records	_____
—	—	See Attached Report	_____
—	—	Slings Inspected	_____
		<b>K. FORKLIFT</b>	
—	—	Training Records	_____
—	—	Inspection Records	_____

Inspected By \_\_\_\_\_

Date \_\_\_\_\_

Received By \_\_\_\_\_

Date \_\_\_\_\_

# HAZARD CORRECTION LOG

Date	Hazard Noted	Corrective Action Needed	Responsible Party	Target Date	Corrective Action Taken	Completed Date

<b>When</b>	Date of accident:	Date reported to supervisor:
	Time of accident:	

<b>Who</b>	Injured employee name:	Job Title:
	Department:	Length of Employment:

<b>Loss</b>	Nature and extent of injuries or property damage:
-------------	---

<b>What</b>	Describe specifically what the individual was doing at the time of accident:
-------------	--

<b>Where</b>	Exact location of occurrence:
--------------	-------------------------------

<b>Cause (check all that apply)</b>	<p><b>ENVIRONMENTAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Inadequate safeguards</b> Lack of safety devices; unsafe design; unguarded machinery; lack of safe work.</li> <li><input type="checkbox"/> <b>Improper or defective equipment</b> Poorly maintained, broken, cracked, rough, slippery, worn; inappropriate equipment.</li> <li><input type="checkbox"/> <b>Location hazards</b> Poor layout; congestion; insufficient space; improper storage; poor lighting, slip-trip-fall hazards, etc.</li> <li><input type="checkbox"/> <b>Poor ergonomics</b> Heavy lifting, poor workstation design; excessive vibration, bending, twisting or reaching; inadequate tools, poor controls/displays, repetitive motions; awkward postures, pressure points.</li> <li><input type="checkbox"/> <b>Poor housekeeping</b> Improper placement; clutter, spillage, or breakage.</li> <li><input type="checkbox"/> <b>Not otherwise classified (Describe):</b></li> </ul>	<p><b>PERSONAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Bodily conditions</b> Physical impairment; illness; fatigue; emotional upset; intoxication</li> <li><input type="checkbox"/> <b>Lack of skill or knowledge</b> Improperly trained; inexperienced; unaware, etc.</li> <li><input type="checkbox"/> <b>Adequate skill or knowledge but failure in execution</b> Chance-taking; cutting corners; unauthorized or unnecessary use of equipment or tools; failure to use or deliberately making safety or control devices ineffective; failure to do what should have been done in the particular situation.</li> <li><input type="checkbox"/> <b>Improper apparel</b> Failure to use personal protective equipment (eye, face, foot, hand, head, hearing, respiratory, etc.); loose clothing, jewelry, etc.</li> <li><input type="checkbox"/> <b>Not otherwise classified (Describe):</b></li> </ul>
---	---	--



## Why

Comment fully:

Item 14.

supervisor's Accident Investigation Form (Cont.)

## Prevention

What should be done and by whom to prevent recurrence of this type of accident? (Include target dates.)

What immediate actions have been taken? By whom?

What long-term actions will be needed? (Include target dates.)

Name of supervisor: \_\_\_\_\_

Date:

Signature:

**Comments  
by Dept.  
Head or  
manager**

Based on the supervisor's report, write a concise statement commenting on why the injury occurred and whether the corrective actions (taken and planned) are complete enough to prevent recurrence.

Item 14.

Name of manager: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**EMPLOYEE TRAINING RECORD**

Documentation of employee training must be completed on all training provided.

Date: \_\_\_/\_\_\_/\_\_\_ Program Topic: \_\_\_\_\_

Dept/Loc: \_\_\_\_\_ Instructor: \_\_\_\_\_

**Attendees Names:**

Print

Signature

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Program Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List of Training Materials (slides, video, handouts): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Guidelines for Conducting Safety Inspections

The following are the specific requirements for completion of safety inspections. Each item listed in these guidelines corresponds with a similar item on the inspection form. Areas, which are not applicable to your work-site inspection area, should be documented by writing N/A in the comment space on the checklist. Areas identified as needing attention must be further documented in the comment area, and tracked on the backside of the inspection form.

### I. Fire Protection

#### 1. Fire Extinguishers

- Check seals and hoses for cracks and nozzle for obstructions.
- Check service date, annual service required.
- Remove extinguisher from rack and rotate to prevent powder from packing.
- Check gauge to determine charge status, replace extinguishers requiring recharging with useable extinguisher.
- Check that extinguishers are identified by class of fire and are suitable to site.
- Check that extinguisher locations are plainly marked and access un-obstructed.

#### 1. Sprinkler System

- Main control valve is secured in the open position.
- Fire department connections are capped.
- Spare sprinkler heads are available.
- Sprinkler heads have at least 18" clearance.

#### 2. Flammable Storage

- All flammable / combustible materials are used in well-ventilated areas.
- All flammable / combustible materials are stored in flammable storage cabinets or properly designed storage areas when not in use.
- Check that all flammable / combustible materials are stored in proper containers and that chemical containers are properly labeled.
- Hazard warning signs ("flammable materials", "no smoking") are prominently posted.
- Check that adequate spill control is available.

### II. General Work Environment

#### 1. Housekeeping

- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled materials or liquids cleaned up immediately?
- Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

#### 2. Workshops and Storage Lockers

- Is adequate workspace provided?
- Work area is free of unnecessary storage?

#### 3. Wash Rooms and Locker Rooms

- Are wash areas clean and orderly and have adequate supplies?

- Check that washroom fixtures and plumbing are in proper working order.
- Is hot and cold running water available in washrooms?
- Check that personal storage areas and/or locker rooms are clean and orderly.
- Are lunchrooms, break-rooms and restrooms sanitary?

### III. Buildings/Grounds and Security

#### 1. Areas around Buildings

- Are areas adjacent to building and fence unobstructed and free of debris?
- Check that access to doors, steps, dock ladders and walkways are clear
- Are loading dock areas free of debris?
- Is outside building illumination adequate and maintained?
- Check that exterior electrical switches and outlets are protected from moisture contact or water accumulation.

#### 2. Security

- Are there any openings or physical damage to perimeter fencing that may indicate that someone has entered property?
- Are gate latches locked and secure?
- Are yard lights providing illumination to all areas of yard?
- Is the fence perimeter free of storage that could hide an entry point?

### IV. Workplace Life Safety Conditions

#### 1. Walkways

- Are aisles and passageways kept clear?
- Are normally wet surfaces covered with non-slip materials?
- Are holes in the floor, sidewalk, or other walking surface repaired properly, covered or otherwise made safe?
- Is there safe clearance for walking in aisles where material-handling equipment is operating?
- Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- Are changes of direction or elevations readily identifiable?

#### 2. Stairs and Stairways

- Are stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least a 6'6" overhead clearance?
- Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7½ inches?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Check that areas under stairs are free of combustible/flammable materials

#### 3. Elevated Surfaces

- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?

- Is a permanent means of access and egress provided to elevated storage areas?
- Is material stored on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

#### 4. Ladders

- Are portable ladders in good condition (ladder rungs, rails, foot rests)?
- Are dock ladders and handles in good condition?
- Do movable access platforms have spring-loaded wheels?

#### 5. Exiting or Egress from Building

- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways, that are neither exits or access to exits and which could not be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?
- Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide?
- Are all exits kept free of obstructions?
- Are doors on cold storage rooms provided with an inside release mechanism, which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

#### 6. Bulletin Boards

- Are OSHA safety and health on the job posters on the bulletin board and up-to-date?
- Are emergency evacuation routes identified and posted?
- Are emergency telephone numbers posted?
- Is the OSHA Form 200 posted during the month of February?

#### 7. Material Safety Data Sheets

- Is the SDS master inventory book accessible to all employees?
- Do all chemicals, solvents, paints, hazardous materials, etc., kept in facility have a SDS?
- Does the SDS book has table of contents and kept up-to-date?
- Has SDS training been provided to all employees?
- Are chemical containers identified and labeled appropriately?
- Do employees understand how to read an SDS sheet?

#### 8. Office Safety

- Are office computer workstations ergonomically designed and comfortable?
- Are chairs, equipment, and furniture in safe condition?
- Are records and paper storage easily accessible and not stored on high shelves?

### V. Loading Docks

#### 1. Loading and Unloading Vehicles

- Are vehicles shut off and brakes set prior to loading or unloading?
- Are dock boards (bridge plates) secured when loading or unloading operations are taking place between vehicles and docks?

- Are tractor-trailers secured (chock blocks) from movement during loading and unloading operations?
- Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?

## 2. Hand Trucks and Pallet Jacks

- Are hand trucks maintained in safe operating condition?
- Are pallet jacks maintained in safe operating condition?
- Are pallets inspected and removed from service if broken or unusable?
- Are hand trucks stored properly on vehicles?

## VI. Industrial Trucks – Forklifts

### 1. Training

- Are only authorized and trained personnel allowed to operate industrial trucks-forklifts?
- Are lift truck operating rules posted and enforced?
- Has training been provided for personnel who fuel equipment?

### 2. Forklift Equipment

- Does each industrial truck have a warning horn or other device which can be clearly heard above the normal noise in the areas where operated?
- Is the forklift capacity posted on the mast or other area in clear view of the operator?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?
- Are motorized and/or hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?
- Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes (adequate ventilation)?
- Do elevated workbaskets have safety chain for attaching to forklift and is a body harness and tie off used?

## VII. Electrical Safety

### 1. Electrical Panel

- Check that suitable access and working space is maintained around all electrical equipment, controls, and switches.
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged?

### 2. Electric Tools and Power Cords

- Are portable electrical tools/equipment grounded or double insulated?
- Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?
- Do extension cords have a grounding conductor?
- Are multiple plug adapters prohibited?



- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

### **3. Electrical Outlets**

- Are electrical enclosures such as switches, outlets, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- Are electrical outlets located within 5 feet of water sources (sinks, basins) provided with ground fault circuit interruption (GFCI) systems?

## **VIII. General Safety Awareness and Observation**

- Do employees have a means of providing safety feedback and is there a record of feedback and response?
- Do employees use personal protective equipment as necessary?

# Inspection Program

**Date of \_\_\_\_\_ Inspection: Conducted by - Name(s)/Position Title(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Area/Department(s):** \_\_\_\_\_

\_\_\_\_\_

	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
<b>I. Fire Protection</b>			
Fire extinguishers inspected			
Flammables kept in fire safe cabinet			
No smoking rule enforced			
No smoking signs posted			
Are employees periodically instructed in the use of extinguishers & fire protection procedures?			
Is the local fire department well-acquainted w/GWD facilities, locations & specific hazards?			
<b>Notes:</b>			

	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
<b>II. General Work Environment</b>			
Housekeeping Trash removed from building			
Maintenance shop			
Lunchroom			
Washrooms			
Plant offices			
Are covered metal waste cans used for oily & paint soaked waste?			
Are oily & paint soaked rags properly disposed?			
<b>Notes:</b>			

	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
<b>III. Building Grounds/ Security</b>			
Parking lot			

Outdoor lighting - Operating - Need Repair			
Fence integrity			
<b>Notes:</b>			

<b>IV. Workplace Safety</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Exit ways marked and clear			
Walkways marked			
Floors clean/no spills			
Stairs and stairways clear			
Elevated surfaces/fall protection			
Ladders			
Are unnecessary chemicals disposed of properly?			
Are all incompatible chemicals stored separately?			
Are all chemicals properly labeled and stored?			
Are SDS's readily accessible?			
Does the eyewash station work properly?			
Are building heating & A/C ducts in need of cleaning?			
Is shelving secured for earthquake resistance?			
Bulletin boards			
Office safety practices			
Evacuation plan posted			
First Aid Kits - Stocked?			
Lockout/Tagout Station & Procedures			
Is Safety training conducted regularly for all employees?			
Training Needed? Why? Who?			
Permits posted & up to date			
<b>Notes:</b>			

<b>V. Warehouse/docks</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Is the warehouse floor surface free of depressions?			
<b>Notes:</b>			

<b>VI. Forklifts/Material Handling</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed/ Department Responsible</b>	<b>Date Completed</b>
Forklift operating rules posted			
Forklift operators certified			
Lift capacity posted			
Seat belts provided			
Forklift work platforms			

Fire extinguishers on units			
<b>Notes:</b>			

<b>VII. Electrical Safety/Power Tools</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
3' working space at panel			
Are all cord-connected, electrically operated tools & equipment effectively grounded or of the approved double insulated type?			
Extension cords			
Electrical outlets			
Safety guards (grinders, saws & similar equipment)			
Are portable fans provided with full guards or screens?			
Are pneumatic & hydraulic hoses on power-operated tools checked regularly for deterioration or damage?			
<b>Notes:</b>			

<b>VIII. Welding Shop</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Are cylinders kept away from heat sources?			
Are cylinders stabilized while not in use?			
Are empty cylinders appropriately marked w/valves off & protective covers in place?			
Are signs reading: DANGER- NO SMOKING, MATCHES, OR OPEN FLAME, or the equivalent posted?			
Are signs reading: DANGER-DO NOT WATCH THE ARC, or the equivalent posted?			
Is the welding equipment kept clear of dirt, grease & oil?			
Is a proper fire extinguisher in its proper location & up to date?			
Are hoses & cables free from abrasions & cuts?			
Do cylinder carts have the necessary safety chains?			
Are flash protectors & anti-reverse flow valves installed on gas welding equipment?			
Are regulators marked: USE NO OIL?			
Are O-rings in torch in good condition?			
Is the area kept free of flammable materials?			
Is proper eye protection w/the proper lenses readily accessible?			
Is a leather jacket & leather gloves available for arc welding?			
<b>Notes:</b>			

<b>XII. Laboratory - Water Treatment Plant</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Are flammables, acids & oxidizers kept in the appropriate cabinets?			
Are SDS's and the Chemical Hygiene Plan readily accessible?			

Does the eyewash station work properly?			
Does the fume hood provide an average face velocity of at least 100 linear ft/min?			
Are all reagent chemicals labeled properly?			
Are reagent chemicals stored at eye level or below?			
Are spill cleanup supplies available?			
<b>Notes:</b>			

<b>XIII. - Water Treatment Plant (General)</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Are chemical feed rooms clean and clutter-free?			
Are incompatible chemicals stored separately?			
Do all enclosed areas have a clear path of egress?			
Do all eyewash and safety showers function properly?			
<b>Notes:</b>			

<b>XIV. - Water Treatment Plant (Chlorine Storage Room)</b>	<b>Satisfactory - Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Is the atmosphere free from chlorine odor?			
Is there a chlorine leak repair kit available?			
Do employees have access to SCBA's for tank change-outs?			
<b>Notes:</b>			

<b>XV. Abrasive Wheel Equipment Grinders</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Is the work rest used & kept adjusted to within 1/8" of the wheel?			
Do side guards cover the spindle, nut, & flange & 75% of the wheel diameter?			
Are goggles or face shields always worn when grinding?			
<b>Notes:</b>			

<b>XVI. Hand Tools &amp; Equipment</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Do employees in their work areas, in good condition use all tools & equipment?			
Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?			
Are broken or fractured handles on hammers, axes & similar equipment replaced promptly?			
Are appropriate handles used on files & similar tools?			
Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?			
Are tool handles wedged tightly in the head of all tools?			

Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?			
<b>Notes:</b>			

<b>XVII. Machine Guarding</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Is all machinery & equipment kept clean & properly maintained?			
Is sufficient clearance provided around & between machines to allow for safe operations, set up & servicing, material handling & waste removal?			
Is equipment & machinery securely placed & anchored, when necessary to prevent tipping or other movement that could result in personal injury?			
<b>Notes:</b>			

<b>XVIII. Personal Protective Equipment &amp; Clothing</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Are approved Safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?			
Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids & chemicals?			
Are hard hats provided & worn where danger of falling objects exists?			
Are hard hats inspected periodically for damage to the shell & suspension system?			
Is appropriate foot protection required where there is a risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions?			
Are approved respirators provided for regular or emergency use where needed?			
Is all protective equipment maintained in a sanitary condition & ready for use?			
Are eye wash facilities & a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?			
<b>Notes:</b>			

<b>XIX. General Observation*</b>	<b>Satisfactory Yes / No</b>	<b>Action Needed Department Responsible</b>	<b>Date Completed</b>
Lifting practices*			
Unsafe actions*			
Unsafe conditions*			
Unsafe equipment*			
Congested areas*			
<b>Notes:</b>			



# HEAT ILLNESS PREVENTION PROGRAM





## HEAT ILLNESS PREVENTION PROGRAM Table of Contents

I.	Policy .....	1
II.	Purpose .....	1
III.	Scope .....	1
IV.	Definitions .....	1
V.	Responsibility .....	2
VI.	Procedures .....	2
VII.	Program Requirements	
A.	Water Consumption and Availability .....	3
B.	Shade/Rest Breaks .....	4
C.	Identification/Weather .....	5
D.	High Heat/Heat Wave Procedures .....	6
E.	Acclimatization Procedures .....	7
F.	Emergency Procedures .....	8
VIII.	Employee and Supervisor Training .....	9
A.	Training Requirements .....	9
B.	Levels of Training .....	10
	<b>Appendix A: District Emergency Response Guide .....</b>	<b>14</b>
	<b>Appendix B: Heat Illness Emergency Action Plan .....</b>	<b>15</b>
	<b>Appendix C: Heat Illness Prevention Evaluation Questionnaire .....</b>	<b>16</b>

## I. Policy

### HEAT ILLNESS PREVENTION PROGRAM

It is the policy of *Mission Springs Water District* to provide a safe, healthy, and secure workplace for all employees by implementing an effective safety program. This Heat Illness Prevention Program applies to the control of risk of occurrence of heat illness and applies to all outdoor places of employment and other work environments when the environmental risk factors for heat illness are present. Any employee participating in job tasks when environmental risk factors for heat illness are present will comply with the procedures in this document, and in the Injury and Illness Prevention Program.

## II. Purpose

This program is to ensure the health and safety of Mission Springs Water District's employees by educating its employees, supervisors, and managers about the dangers of heat illness, and implementing and enforcing procedures that reduce the risk of heat-related illnesses in the workplace. The program follows the requirements of California Code of Regulations State Standard, Title 8, Chapter 4, Section 3395 - Heat Illness Prevention, and Title 8, Sections 1512, 1524, 3203, and 3400.

## III. Scope

Employees who work in outdoor places of employment, or who work in other environments where environmental risk factors for heat illness are present, are at risk for developing heat related illnesses if they do not protect themselves appropriately. The objective of this program is to reduce the potential for heat illnesses, by making employees aware of heat illnesses, ways to prevent illness, and actions to take if symptoms occur.

## IV. Definitions

"Acclimatization" means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. When temperatures rise suddenly, the body needs time to adapt. Acclimatization peaks in most people within four to fourteen days of regular work for at least two-hours per day in the heat. (See XII. Acclimatization Procedures for details).

"Heat Illness" means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

"Environmental risk factors for heat illness" means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

"Personal risk factors for heat illness" means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

"Preventative recovery period" means a period of time to recover from the heat in order to prevent heat illness.

"Shade" means blockage of direct sunlight. Canopies, umbrellas, and other temporary structures or devices may be used to provide shade. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a vehicle sitting in the sun does not provide acceptable shade to a person inside it, unless the vehicle is running with air conditioning on.

## V. Responsibility

### A. Managers and Supervisors are responsible for:

1. Identifying all employees who are required to work outdoors or in other environments where potential heat illness could occur and identify the supervisor of the employee.
2. Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat stress are present.
3. Ensuring that all affected employees are trained on heat illness prevention.
4. Ensuring that the requirements in this document are followed.

### B. Affected employees are responsible for:

1. Complying with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend.
2. Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
3. Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.
4. Reporting heat related illness symptoms to the supervisor.

## VI. PROCEDURES

- All employees shall be trained prior to working outdoors.
- Working hours can be modified to work during the cooler hours of the day, when possible.
- When a modified-shorter work shift is not possible, more water and rest breaks shall be provided.
- Supervisors or designee will continuously monitor all employees and stay alert to the presence of heat related symptoms.
- Co-workers will use a "buddy" system to watch each other closely for discomfort or symptoms of heat illness.
- Supervisors and co-workers are encouraged to never discount any signs or symptoms they are experiencing and will immediately report them.
- Supervisors or designee will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the

- worksite prior to each shift.
- Every morning, supervisor will remind workers about the address and directions to the worksite and emergency procedures.

## VII. PROGRAM REQUIREMENTS

### A. Water Consumption and Availability

**Water is a key preventative measure to minimize the risk of heat related illnesses.**

8 CCR 3395 (c) requires employees to have access to drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. When the supply of water is not plumbed or otherwise continuously supplied, **water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per hour for drinking the entire shift.** Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift, as needed, to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged.

Water is required to be "fresh, pure, suitably cool" and located as close as practicable to where employees are working.

During hot weather, the water must be cooler than the ambient temperature but not so cool as to cause discomfort. When the temperature exceeds 90 degrees F, ice is required to be added.

Preventing heat illness is preferable to treating a victim of heat illness. It is very important to pre-hydrate prior to beginning work in a high heat environment. If possible, employees should consume at least two 500ml or two cups of water before beginning work.

Ice, water and drinking water containers will be provided by Mission Springs Water District.

#### **Procedures for Providing Potable Water:**

- Each work vehicle will have 1 drinking water container on board (3 gallons for single employee or 5 gallons for 2 employees). These containers will be filled with ice and drinking water at the start of the shift by the employees assigned to that vehicle, so that at least 2 quarts per employee are available at the start of the shift. Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to employees and will be kept clean until used.
- As part of ***Mission Springs Water District's Effective Replenishment Procedures***, the drinking water containers will be checked throughout the shift and more frequently when the temperature exceeds 90 degrees F. When the water level within a container drops below 50%, water containers will be refilled with cool water. Supervisors or designee will visually examine the water and pour some on their skin to ensure that the water is suitably cool. During hot weather, the water must be cooler than the ambient temperature, but not so cool as to cause discomfort.
- When the temperature exceeds 90 degrees F, the ice content will be checked more frequently, so that when necessary, it can be re-supplied.

- Drinking water containers will be placed as close as practicable to the work areas where the employees are working so that workers can have drinking water readily accessible
- All employees will be responsible for cleaning the water containers and ensuring that they are kept in sanitary condition (all necessary cleaning supplies are provided by the District).
- The District will reimburse employees for any cost incurred for them to fill up their water containers as needed for the purchase of water and/or drinking water supplies.
- The supervisor or designee will remind employees to drink water frequently. When the temperature exceeds or is expected to exceed 90 degrees F, the supervisor or designee will hold a brief 'tailgate' meeting each morning, to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- When the temperature equals or exceeds 95 degrees F or during a heat wave, the [supervisor or designee] will increase the number of water breaks and will remind workers throughout the work shift to drink water.
- During employee training, the importance of frequent drinking of water will be stressed.

**B. Shade/Rest Breaks**

CCR Title 8, Section 3395 (d) requires employees who may be suffering from a heat related illness and believe a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air, or provided with ventilation, or cooling. This cooling period should be no less than 5-minutes.

Such access to shade shall be permitted at all times. Except for employers in the agriculture industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade, if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

Shade is required to be provided when the predicted temperature equals or exceeds 80 degrees F dry bulb temperature. Shade needs to be large enough to accommodate all employees on recovery or rest periods, and those onsite taking meal periods.

**Procedures for Providing Shade and Recovery Periods:**

- Each work vehicle will bring a shade structure to the site, to accommodate all employees on recovery or rest periods, and those onsite taking meal periods, and either chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare ground. However, chairs, benches, etc. are not required for acceptable sources of shade such as trees.
- The employees will ensure that the shade structures are opened and placed as close as practical to the workers, when the temperature equals 80 degrees F. When the temperature is below 80 degrees F, the shade structures will be brought to the site, but will be opened and set in place upon worker(s) request. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned, and the air conditioner is on.
- The supervisor or designee will encourage employees to take a 5 minute cool-down rest in the shade, when they feel the need to do so to protect themselves from overheating.

- In situations where trees or other vegetation are used to provide shade (such as in orchards), the supervisor or designee will evaluate the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.
- In situations where it is not safe to provide shade (example: winds of more than 40 mph), the supervisor or designee will document how this determination was made, and what steps will be taken to provide shade upon request.
- For situations where it is not safe or feasible to provide shade, the supervisor or designee will document how this determination was made, and what steps will be taken to provide shade upon request, or other alternative cooling measures with equivalent protection.
- Employees taking a “preventative cool-down rest” must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone. Employees with symptoms must be provided appropriate first aid or emergency response.

### C. Identification/Weather

#### **Procedures for Monitoring the Weather:**

- Two weeks in advance (or with as many days in advance as possible), the employer or superintendent will go on the internet ([www.nws.noaa.gov](http://www.nws.noaa.gov)), call the National Weather Service phone numbers (see CA numbers below), or check the Weather Channel TV Network, to view the extended weather forecast in order to plan in advance the work schedule, know whether a heat wave is expected, and if additional schedule modifications will be necessary. This type of advance planning should take place all summer long.

#### **CALIFORNIA Dial-A-Forecast**

Los Angeles 805-988-6610(#1)

San Diego 858-297-2107(#1)

- Prior to each workday, the supervisor or designee will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness, for instance whether or not workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses such as heat stroke. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.
- Prior to each workday, the supervisor or designee will be responsible for monitoring the weather (using [www.nws.noaa.gov](http://www.nws.noaa.gov) or with the aid of a simple thermometer) at the worksite. This critical weather information will be taken into consideration, to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
- The supervisor or designee will be responsible for using a thermometer at the jobsite and checking the temperature every 60 minutes to monitor for sudden increases in temperature, to ensure that once the temperature equals 80 degrees F, the shade structures are opened and accessible to the workers, and to make certain that once the

temperature equals or exceeds 95 degrees F, additional preventive measures such as the High Heat Procedures are implemented.

#### **D. High Heat/Heat Wave**

- During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), the workday may be cut short (example: 12 p.m.), will be rescheduled (example: conducted at night or during cooler hours) or if possible cease for the day.
- If schedule modifications are not possible and workers have to work during a heat wave, the supervisor or designee will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures, and review the weather forecast with the workers. In addition, the supervisor or designee will institute alternative preventive measures such as provide workers with an increased number of water and rest breaks every [ 2 hours ], supervise workers to ensure that they do stop work and take these breaks, and observe closely all workers for signs and symptoms of heat illness.
- During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), and the start of the workday, the supervisor or designee will hold a tailgate meeting with the workers to review the company heat illness prevention procedures, the weather forecast, and emergency response.
- The supervisor or designee will assign each employee a “buddy” to be on the lookout for signs and symptoms of heat illness and ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

#### **High Heat Procedures:**

**High Heat Procedures** are additional preventive measures that will be used when the temperature equals or exceeds 95 degrees F.

- The supervisor or designee will ensure that effective communication by voice, observation, or electronic means is maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor or designee is unable to be near the workers to observe them or communicate with them, then an electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable. A mandatory “buddy” system will be in place.
- The supervisor or designee will observe employees for alertness and signs and symptoms of heat illness.
- The supervisor or designee will remind employees throughout the work shift to drink plenty of water.
- During high heat, employees will be provided with a minimum 10-minute cool-down period every 2-hours.
- The supervisor or designee will closely supervise a new employee or assign a “buddy” or more experienced coworker for the first 14 days of the employee’s employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days, for 4 or more hours per day.



## E. Acclimatization

Inadequate acclimatization can imperil anyone exposed to conditions of heat and physical stress, significantly more intense than what they are used to. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

### Procedures for Acclimatization:

- Mission Springs Water District** will monitor the weather and in particular be on the lookout for sudden heat wave(s) or increases in temperatures to which employees haven't been exposed to for several weeks or longer. A heat wave is defined as at least 80 degrees F.
- During a heat wave or heat spike (e.g., a sudden increase in daytime temperature of 9 degrees or more), the workday will be cut short (example: 12 p.m.), will be rescheduled (example conducted at night or during cooler hours), or if possible cease for the day.
- For new employees, the supervisor or designee will try to find ways to lessen the intensity of the employees work during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.
- The supervisor or designee will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- The supervisor or designee will assign new employees a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
- During a heat wave, the supervisor or designee will observe all employees closely (or maintain frequent communication via phone or radio) and be on the lookout for possible symptoms of heat illness. For the purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees F and at least ten degrees F higher than the average high daily temperature in the preceding five days.
- Mission Springs Water District's** training for employees and supervisors will include the importance of acclimatization, how it is developed, and how these company procedures address it.

## F. Emergency Procedures

The Emergency Procedures Guide shall be followed for those employees who are experiencing life threatening conditions as a result of a heat related illness. An appropriate number of employees per work location shall be trained to render first aid as required by 8 CCR 3400 or 1512.

**See Appendix B, Heat Illness Action Plan, for signs and symptoms details**



**Additional Procedures for Emergency Response:**

- Prior to assigning a crew to a particular worksite, the supervisor or designee will provide workers and the foreman a map, along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site, to avoid a delay of emergency medical services.
- Prior to assigning a crew to a particular worksite, the supervisor or designee will ensure that a qualified, appropriately trained, and equipped person will be available at the site, to render first aid if necessary.
- Prior to the start of the shift, the supervisor or designee will determine if a language barrier is present at the site and take steps (such as assigning the responsibility to call emergency medical services to the foreman, or an English speaking worker), to ensure that emergency medical services can be immediately called in the event of an emergency.
- All lead workers and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called and check that these are functional at the worksite prior to each shift.
- When an employee is showing symptoms of possible heat illness, supervisor or designee will take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- At remote locations such as rural farms, lots, or undeveloped areas, the supervisor or designee will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights, in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.
- During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
- Mission Springs Water District's** training for employees and supervisors will include every detail of these written emergency procedures.

**Handling a Sick Employee:**

- When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice, or if emergency service providers will need to be called. Do not leave a sick worker alone in the shade, as he or she can take a turn for the worse!
- When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, call emergency service providers.
- Call emergency service providers immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK, or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, initiate first aid (cool the worker, place in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die (when not being transported by ambulance and treatment has not been started by paramedics) before reaching a hospital!
- If an employee does not look OK and displays signs or symptoms of severe heat illness

(loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20-minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim, and request Air Ambulance.

## VIII. Employee and Supervisor Training

Training is the most important component of the *Mission Springs Water District's* Heat Illness Prevention Program and shall be provided to all potentially impacted employees working where environmental risk factors for heat illnesses are present, to help reduce the risk of heat related illness, and to assist with obtaining emergency assistance without delay.

### A. Training Requirements

Training in the following topics shall be provided to all supervisory and non-supervisory employees [8 CCR 3395 (e) (1)]:

1. The environmental and personal risk factors for heat illness.
2. The procedures for complying with the requirements of this standard.
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties
4. The importance of acclimatization.
5. The different types of heat illness and the common signs and symptoms of heat illness.
6. The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms, or signs of heat illness in themselves, or in co-workers.
7. The procedures for responding to the symptoms if possible heat illness, including how emergency medical services will be provided if necessary.
8. The procedures for contacting emergency medical services, and if necessary for transporting employees to a point where they can be reached by an emergency medical service provider.
9. The procedures for ensuring that, in the event of an emergency, clear, and precise directions to the work site can and will be provided as needed, to emergency responders.
10. Supervisors will also be trained to recognize the dangers of heat illnesses. The training requirements are included, but not limited to topics listed under the training section of this program.

### B. Levels of Training

Training shall be provided for employees and supervisors working at locations where environmental risk factors for heat illness are present, as well as training for their respective supervisors.

#### Employees

Before being assigned to a task where environmental factors are present for heat-related illnesses, employees shall be trained in the following areas:

1. Environmental and personal risk factors for heat illness

2. Procedures for identifying, evaluating, and controlling exposures to the environmental and personal risk factors for heat illness.
3. The importance of pre/post work hydration and frequent consumption of small quantities of water, up to 4 cups per hour, under extreme conditions of work and heat.
4. Importance of acclimatization.
5. Different types, signs, and symptoms of heat illness.
6. The importance of immediately reporting symptoms or signs of heat illness in themselves, or in coworkers to their supervisor.
7. Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be contacted and provided, should they become necessary.
8. Steps to be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided, and the importance of making visual contact with the emergency responders at the nearest road or landmark to direct them to the workplace.
9. When the temperature is expected to exceed 80 degrees Fahrenheit, short (tailgate) meeting will be held to review the weather report, to reinforce Heat Illness Prevention with all workers, to provide reminders to drink water frequently, to inform employees that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.

### **Supervisors of Affected Employees**

Supervisors or their designees are required to provide training on the following topics:

1. Information as detailed above in employee training requirements.
2. Procedures the supervisor shall follow to implement the provisions of this program.
3. Procedures the supervisor shall follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Supervisors will be trained on the following:

1. Their responsibility to provide water, shade, cool-down rests and access to first aid as well as employees' right to exercise their rights under this standard without retaliation.
2. In appropriate first aid or emergency responses to different types of heat illness and that heat illness may progress quickly from mild symptoms to serious and life threatening illness.
3. On how to track the weather at the job site and how weather information will be used to modify work schedules, to increase the number of water and rest breaks, or cease work early if necessary.

## APPENDIX A

### EMERGENCY RESPONSE GUIDE

Company Name: Mission Springs Water District

Facility Location: 66575 Second Street, Desert Hot Springs, CA 92240

**1. Persons responsible for emergency planning and information are:**

- Brian Macy, Assistant General Manager
- Danny Friend, Director of Operations
- Arturo Ceja, Director of Finance and Accounting
- Bassam Alzammam Safety Officer
- Jeff Nutter, Field Operations Superintendent
- Don Mathein, Field Operations Supervisor
- Chad Finch, Water Production Supervisor
- Lee Boyer, Chief Plant Operator

**2. The following is a list of potential emergencies and their locations:**

Horton Wastewater Treatment Facility  
MSWD Corporate Yard  
MSWD Main Headquarters – 66575 Second Street, Desert Hot Springs, CA  
MSWD District – all streets/facilities involving water and wastewater services.

**3. Reporting emergencies:**

Report fire or other emergencies immediately, first to your supervisor, then to the responsible person(s) listed above. If neither is immediately available, report to:

Medical Assistance: 911  
Fire Department: 911 or (760) 329-5123  
Police: 911 or (760) 329-2904

If using a cell phone, dial the seven-digit number. Only dial 911 if you are calling from a landline.

**4. The alarm system or method(s) used to alert employees of an emergency is/are:**

2-way radio and cell phones

**5. Fire evacuation and emergency procedures:**

1. Do not use elevators
2. Evacuate quickly – without running – to the nearest exit specified in safety training or in the posted facility diagram. Use an alternate route if the nearest one is blocked.
3. Identify of the employee(s) who remain to operate critical plant operations before they evacuate.
4. Proceed to the assembly area and stay there until accounted for and authorized to leave the premises.
5. Until authorized, do not return to the workplace.

**6. Earthquake or civil disturbance procedures:**

1. Remain calm. Do not attempt to evacuate.
2. Find shelter under a desk or sturdy table. A doorway may provide some shelter if a piece of furniture is not immediately available.
3. Avoid places where objects may fall from overhead storage or near outside walls and windows.
4. Follow instructions from responsible persons.
5. If an earthquake, once building stops shaking, follow evacuation route(s) quickly. Do not use elevators. Once outside, stay away from buildings, trees and electrical lines.

**7. First aid and medical emergencies:**

1. The following person(s) are designated and trained first aid providers:
  - Brian Macy, Assistant General Manager
  - Danny Friend, Director of Operations
  - Arturo Ceja, Director of Finance and Accounting
  - Bassam Alzammar, Safety Officer
  - Jeff Nutter, Field Operations Superintendent
  - Don Mathein, Field Services Supervisor
  - Chad Finch, Water Production Supervisor
  - Lee Boyer, Chief Plant Operator
2. In the event of a medical emergency, request medical assistance by calling the number listed above for reporting emergencies, while the designated first-aid provider or other employee attends to the victim.
3. Do not provide medical attention unless you are trained and have the necessary supplies available.
4. Avoid contact with blood, body fluids or other potentially infectious material by using protective equipment and safe practices. Any exposure must be promptly reported to the employer.
5. First aid kit(s) are available at the following locations:
  - Administration Bldg. – Across from the Human Resources Office and downstairs break room.
  - Yard -Employee breakroom, Maintenance building, Inventory Warehouse.

- Treatment Plant – Wastewater Lab.
- Engineering Annex Building – Kitchen area and front office
- District Vehicles

6. First-aid posters are by the first aid kits. Employees should familiarize themselves with this information:

- Office – First Aid Skills cards by first aid kit across from Human Resources Office
- Yard -Just Symptoms of Heat Exhaustion poster, No first aid posters
- Treatment Plant - By front door

**8. Evacuation route and assembly area map:**

Evacuation route(s) and assembly area(s) maps are posted at the locations listed below. At least two alternate evacuation routes and assembly areas are included. Employees should become familiar with all evacuation route(s) and assembly area(s).

- Corporate Yard Breakroom - next to the south door
- Horton Lab – Next to front door
- Administration Bldg. - Upper Level
- West hallway – outside the Director of Operations office
- West hallway outside General Managers Office
- East hallway - outside copy room
- East hallway - customer service area
- Administration Bldg. - Lower Level next to back door

## APPENDIX B

### HEAT ILLNESS EMERGENCY ACTION PLAN

A copy of this procedure must be on location while working in the field.

**Drink water frequently.**

**Avoid soda, alcohol, and coffee.**

**Have shade available at all times and establish rest breaks.**

**Have sufficient water on site at all times. If water supply is low, the employee will stop work and go to shaded area until water is on site.**

#### Signs and Symptoms

<b>Heat Illness Symptoms:</b>	<b>Visible Warning Signs:</b>	<b>Early Warning Signs:</b>
Dehydration Dizziness Cramps Exhaustion Stroke Rash	High Body Heat Confusion Irrational Actions No Sweating Lack of Stamina Rapid Breathing Nausea Blurry Vision Muscle Pain Loss of Coordination General Discomfort Irritability Poor Concentration Unconsciousness	Cramps Lack of Stamina Headache General Discomfort Dehydration

**Report all heat related illnesses to your supervisor.**

**In case of emergency call 911.**

**Know your location and be able to direct emergency medical personnel in the event of an emergency.**

**Time is critical when responding to heat illnesses, so the following emergency facilities have been identified.**

**Hospital: Eisenhower Medical Center, 39000 Bob Hope Drive, Rancho Mirage, CA 92270-3221**



### APPENDIX C

#### HEAT ILLNESS PREVENTION QUESTIONNAIRE For All Cal/OSHA Programmed Inspections

Inspection Number \_\_\_\_\_ Date of Inspection \_\_\_\_\_ SIC/NACIS Code \_\_\_\_\_  
 Name of Establishment \_\_\_\_\_  
 Site Location \_\_\_\_\_  
 Regular Hours Worked by Employees: \_\_\_\_\_

Describe the nature of the work, working conditions and hot process or source of heat, affecting workers:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are employees paid piece rate? \_\_\_\_\_ Does employer have a written IIPP? \_\_\_\_\_

Does the employer's IIPP identify heat illness as a safety and health hazard? \_\_\_\_\_

Has the employer evaluated working conditions of its site and identified the areas where the risk of heat illness is present? \_\_\_\_\_

Does the employer's IIPP list corrective measures that will be used to address the risk of heat illnesses?  
 \_\_\_\_\_

What were the indoor environmental conditions (temperature, % RH) on the day of the inspection?  
 \_\_\_\_\_

Does the employer monitor or measure indoor environmental conditions (temperature, % RH)? If yes, describe:  
 \_\_\_\_\_

Did the CSHO measure or monitor indoor environmental conditions (temperature, % RH)? If so, how:  
 \_\_\_\_\_

#### ACCESS TO DRINKING WATER

Does the site have plumbed potable drinking water available? \_\_\_\_\_  
 If plumbed water is not available, describe how drinking water is provided to workers? \_\_\_\_\_  
 \_\_\_\_\_

Are employees allowed to take water breaks as needed? \_\_\_\_\_

Please describe any barriers present at the worksite that impede frequent access to drinking water (i.e. unsanitary conditions, location problems (not near their station), routine procedural issues (can't abandon their station), foul smelling/tasting or other applicable circumstances): \_\_\_\_\_  
 \_\_\_\_\_

Are employees trained in the need to drink water often? \_\_\_\_\_



**ACCESS TO COOLED OR AIR CONDITIONED AREAS**

Are workers provided with cooled rooms or air conditioned areas during their breaks or lunch? If yes, describe:

\_\_\_\_\_

Was access to shade or cooled area provided at all times? \_\_\_\_\_

Are employees required to wear PPE (respirator, overalls, Tyvek suit, etc.)? If yes, describe:

\_\_\_\_\_

**REST BREAKS AND LUNCH BREAKS**

Do workers take their lunch or rest breaks in cooler areas or air conditioned rooms and away from the sources of heat? \_\_\_\_\_

Do workers routinely take scheduled lunch and rest breaks? If yes, describe length and frequency of breaks:

\_\_\_\_\_

**ACCLIMATIZATION**

How long had this employee worked for this employer? \_\_\_\_\_

Does the employer have an acclimatization procedure or protocol? If yes, describe:

\_\_\_\_\_

**EMERGENCY RESPONSE**

Describe, in detail, the employer's written procedures (in place) for addressing emergency medical response? If none, were any instructions given for response during emergency situations? \_\_\_\_\_

\_\_\_\_\_

If procedures are in place:

Is/are the supervisor(s) aware of employer's emergency procedures? \_\_\_\_\_

Is/are the employee(s) aware of the employer's emergency procedures? \_\_\_\_\_

**TRAINING**

Has training been provided to workers on heat illness prevention? \_\_\_\_\_

Has training been provided to supervisors? \_\_\_\_\_

Was training provided in a manner that employees could understand? \_\_\_\_\_

What language was used? \_\_\_\_\_

\_\_\_\_\_

Describe the type of training provided and elements included (i.e., signs and symptoms, emergency procedures, etc.):

\_\_\_\_\_

\_\_\_\_\_

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** NOVEMBER 17 & 21, 2022

**FROM:** ERIC WECK – ENGINEERING MANAGER

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




---

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

---

### STAFF RECOMMENDATION

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

### 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

First Contract Amendment





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 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>

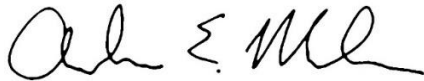


## SCHEDULE

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 15.

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, October 13, 2022 at 3:00 PM  
Via Teleconference – No Live Attendance

### CALL TO ORDER

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

### ROLL CALL

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

**STAFF MEMBERS PRESENT:** Amanda Lucas, Arturo Ceja, Bassam Alzammar, Eric Weck, Marion Champion, Oriana Hoffert, Rachel Pust, Arden Wallum, Brian Macy, Kurt Kettenacker, Dori Petee

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

#### HUMAN RESOURCES REPORT

This item will be fully recognized on Monday

### ACTION ITEMS

**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.

Routine monthly item to continue teleconference meetings.

#### **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.

Eric Weck, Engineering Manager presented. This project began in early September 2022. During construction, R.I.C. Construction uncovered existing conduits that were shown on the plans as 4-inch conduits but were found to be 3-inches in size. These existing conduits are undersized and do not meet the required standards for this project. 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.

The original contract amount was \$482,777.00, Change Order No. 1 was a no-cost change order and only extended the contract end date. Change Order No. 2 was for \$69,640.32 (accommodation for SCE required upgrades). Change Order No. 3 the contract issued a credit to MSWD for \$-2,578.13; due to supply chain issues MSWD provided equipment to the contractor to install which equates to a contract credit. All items are covered in the approved capital budget.

### **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.

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.

Staff received and publicly opened four bids as described in greater detail in the Bid Review Summary Memorandum (located in the agenda packet), 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. 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.

### **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.

The damage to the drywall occurred during heavy rain events in October 2018 and February 2019. Since this time the roof of the Administrative building has been repaired but the walls and ceiling of the building remain to be completed. Staff put this project to bid with the lowest bid coming in at \$74,995.00. 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 toward the construction of the Critical Services Center.

### **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.

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.

### **DISCUSSION ITEMS**

#### **MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

Steve Ledbetter of TKE presented an update to the Board. Prior to a slide show of construction progress, he updated the Board on the Grant which has been approved. The Final Budget Approval is currently being reviewed by the Regional Board. Lastly, with regards to the area M-2 sewer, staff continues to coordinate with Riverside County for payment rehabilitation options and see if there are any partnership opportunities to share costs within that area.

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

Assistant General Manager, Brian Macy presented a brief update to the Board. The Executive Staff is receiving comments from staff and the Board on the current design and layout. Mr. Macy presented some preliminary designs and configurations for the proposed Boardroom.

### **CONSENT AGENDA**

#### **APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

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

#### **REGISTER OF DEMANDS**

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

**REPORTS**

**DIRECTOR'S REPORTS**

All reports will be given on Monday.

**GENERAL MANAGER'S REPORT**

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

- A. Public Affairs Update – Will be presented on Monday

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

No report today and no closed session.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 3:57 PM

Respectfully,

---

Arden Wallum  
Secretary of the Board of Directors



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, October 17, 2022 at 3:00 PM  
Via Teleconference – No Live Attendance

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

Pledge was led by President Martin, and words of wisdom and a moment of silence were 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:** Amanda Lucas, Arturo Ceja, Bassam Alzammar, Eric Weck, Marion Champion, Jeff Nutter, Oriana Hoffert, Rachel Pust, Arden Wallum, Brian Macy, Kurt Kettenacker, Dori Petee

### PUBLIC INPUT

No public input

## EMPLOYEE RECOGNITION

### HUMAN RESOURCES REPORT

The Board acknowledged the following employees:

#### 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 Alzammar	Regulatory Compliance and Safety Officer	4 Years
Danny Friend	Director of Operations	25 Years

## ACTION ITEMS

**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**

The Board approved Resolution 2022-26, continuing teleconferencing meetings for the period of October 23, 2022 - November 22, 2022.

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

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

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

The Board authorized 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 allocated an additional \$7,500 for contingencies.

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

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

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

The Board authorized 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.

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

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

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

The Board rejected all bids and is choosing not to proceed with the Drywall Repairs at the Mission Springs Water District Administration Building.

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

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

Voting Nay: Director Grasha

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

The Board authorized 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.

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

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 Director Griffith, Seconded by Vice President Wright.**

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

### **Motion to approve the Register of Demands made by Director Grasha, Seconded by Director Sewell.**

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

## APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

September 15, 2022 - Study Session

September 19, 2022 - Board Meeting

## REGISTER OF DEMANDS

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

## REPORTS

### DIRECTOR'S REPORTS

Director Sewell reported he attended the following events: 9/22 DVBA Meet the Candidates, 9/29 All Valley Mayors & Tribal Chairpersons Luncheon

Director Griffith reported he attended the following events: 9/20 DWA Board Meeting, 9/27 CVWD Board Meeting,

Vice President Wright reported she attended the following events: 9/6 Well Legislative Water meeting, 9/15 CVAG CVCC, and E&E Meetings, 9/22 DVBA Meet the Candidates

President Martin reported he attended the following events: 9/6 DHS City Council Meeting, 9/6 Well Legislative Meeting, 9/8 DVBA Public Works Luncheon, 9/13 RivCo Board of Supervisors Meeting, 9/13 Community Support Luncheon, 9/15 CVAG CVCC and E&E Meetings, 9/20 RivCo Board of Supervisors Meeting, 9/20 DHS City Council Meeting, 9/22 DVBA Meet the Candidates, 9/26 Cabot's Board Meeting, 9/28 Water Alliance Meeting, 9/28 Tribal Water Board Meeting, 9/28 CVCAN Cannabis Forum, 9/29 All Valley Mayors & Tribal Chairpersons Luncheon, 9/30 Meet the Supervisors Event

### GENERAL MANAGER'S REPORT

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

Public Affairs Update presented by Marion Champion.

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

Mr. Pinkney announced a closed session on the items listed below.

**CLOSED SESSION**

**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 the 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.

**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)

**REPORT ON ACTION TAKEN DURING CLOSED SESSION**

The Board met in closed session on the items listed above, there was no reportable action taken on either item.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 4:30 PM

Respectfully,

---

Arden Wallum  
Secretary of the Board of Directors

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75504	10-21-22	J.F. SHEA CONSTRUCTION, INC.	CPNSTRUCTION PROGRESS PYMT #6	0.00	1,498,913.84	1,498,913.84
75473	10-13-22	RUHNAU CLARKE ARCHITECTS	MSWD CRITICAL SVCS CENTER	0.00	280,954.24	280,954.24
75510	10-21-22	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	169,479.73		169,479.73
75479	10-13-22	TKE ENGINEERING, INC	PROGRESS PYMT CM & INSPECT JULY 2022	0.00	144,455.01	144,455.01
75490	10-21-22	ACWA-JPIA HEALTH BENEFITS AUTH.	NOV. 2022	97,026.34		97,026.34
75509	10-21-22	R.I.C. CONSTRUCTION CO, INC.	PROGRESS PYMT #2	0.00	83,772.47	83,772.47
75548	10-26-22	LEGEND PUMP & WELL SERVICE, INC.	B1 SUBMERSIBLE CAN BOOSTER	26,507.40	40,880.00	67,387.40
			WELL 22 TEST PUMPING			
			WELL 31 TEMPORARY MOTOR REPLACEMENT			
75446	10-13-22	AToM ENGINEERING CONSTRUCTION, INC.	PROGRESS PAYMENT NO.4	0.00	40,185.00	40,185.00
75527	10-26-22	CITY OF DESERT HOT SPRINGS	UU TAX - AUGUST 2022	38,238.69		38,238.69
75480	10-13-22	TULE RANCH/MAGAN FARMS	SLUDGE HAULING	37,873.67		37,873.67
75546	10-26-22	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	WELL 26A BRUSH/BAIL & RE-VIDEO	23,250.00		23,250.00
75562	10-26-22	SOUTHWEST PLUMBING, INC.	PP #1 PROVIDE/INSTALL WATER HEATER	0.00	18,158.75	18,158.75
			PP #2 - HORTON NORTH BLDG.			
			PP #3 - HORTON NORTH BLDG.			
75522	10-26-22	B-81 PAVING INC	PAVING AT VARIOUS LOCATIONS	16,447.50		16,447.50
75442	10-07-22	TKE ENGINEERING, INC	AUG. 2022 DESIGN SERVICES	0.00	16,170.50	16,170.50
			CM & INSPECTION SERVICES - AUG.2022			
			CM & INSPECTION SERVICES - JULY 2022			
75569	10-26-22	WALTON MOTORS & CONTROLS, INC.	WELL 31 REPAIRS	15,685.70		15,685.70
75451	10-13-22	CV STRATEGIES	GENERAL MARKETING & COM. SVCS	12,312.50		12,312.50
			STOCK VIDEO			
75528	10-26-22	COVE ELECTRIC, INC.	LIGHTS INSTALLED AT ACCT. MODULAR	514.36	10,092.94	10,607.30
			PP #1 - HORTON NORTH BUILDING			
			PP #2 - HORTON NORTH BUILDING			
75464	10-13-22	LAYNE CHRISTENSEN COMPANY	WELL 34 EQUIPMENT	9,900.00		9,900.00
75567	10-26-22	TKE ENGINEERING, INC	GENERAL ENG. SERVICES	7,495.00	2,257.50	9,752.50
75443	10-07-22	UMETECH, INC.	SEPT. 2022 IT SUPPORT AND MANAGED SERVICES	9,409.75		9,409.75
75498	10-21-22	CV STRATEGIES	STOCK VIDEO	8,468.75		8,468.75
75436	10-07-22	MANPOWER US INC.	STAFFING SERVICES - CUST. SVC.	7,936.38		7,936.38
			STAFFING SERVICES - ENG. ADMIN			
			STAFFING SERVICES - FIELD SVC.			
			STAFFING SERVICES - GM REPORT/GRANT REPORTING			
75485	10-13-22	USA BLUEBOOK	1/4"MIPT X 1/4"FLARE TEST COCK WILKINS	7,879.05		7,879.05
			CORP STOP 1" PVDF QUILLS WTR PRODUCTION			
			GRUNDFOS CONNECTION KITS PVDF QTY10			
			REPAIR KITS PVC/EPDM/CER WTR PRODUCTION			
75488	10-13-22	WESTERN WATER WORKS	1"CTS X 1"MSN A.M. STOP B24258-1 BALL ANG12-425	6,928.33		6,928.33
75460	10-13-22	INLAND WATER WORKS SUPPLY CO.	1" SWING CHECK VALVE	6,030.43		6,030.43
			12"HYMAX 12.40-13.66 FLEX CPLG			
75472	10-13-22	ROBERT G MODRICH	SEPT. 2022 UNIDATA MAINTENANCE	5,712.00		5,712.00
75459	10-13-22	INFOSEND INC	MONTHLY BILLING SERVICES INV222032	5,650.90		5,650.90
			MONTHLY SUPPORT FEE BILLS INV 222255			
			SUMMER NEWSLETTER			
75476	10-13-22	SUNPOWER CORPORATION,SYSTEMS	O&M SERVICE FEE - Q3	5,152.50		5,152.50



CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75493	10-21-22	B-81 PAVING INC	EMERG. PAVING AT 64550 PIERSON BLVD.	4,575.00		4,575.00
75452	10-13-22	CYPRESS DENTAL ADMINISTRATORS	NOV. 2022 PREPAID DENTAL INS.	4,561.87		4,561.87
75463	10-13-22	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	WELL 33 PULL PUMP/MOTOR	4,425.00		4,425.00
75570	10-26-22	WATERLINE TECHNOLOGIES INC.	9 DRUMS REFILLED #5605937	4,402.66		4,402.66
			9 DRUMS REFILLED #5607722			
75539	10-26-22	INFOSEND INC	MONTHLY SERVICE BILLING	4,146.32		4,146.32
75531	10-26-22	ENVIROGEN TECHNOLOGIES INC	URANIUM TREATMENT FOR WELL 26A 09/2022	4,008.63		4,008.63
75449	10-13-22	CARPI & CLAY, INC	FEDERAL ADVOCACY	4,000.00		4,000.00
75478	10-13-22	THE LINCOLN NATL. LIFE INS. CO.	NOV. 2022 PREPAID INS.	3,806.26		3,806.26
75538	10-26-22	HOME DEPOT CREDIT SERVICES	BUCKET TOOL BAG SERVICE DEPT QTY4	2,815.29	839.94	3,655.23
75563	10-26-22	STATE WATER RES CONTRL BRD	ELAP LAB. CERT. RENEWAL	3,550.00		3,550.00
75512	10-21-22	VESTED SOLUTIONS	JANITORIAL SERVICES - SEPTEMBER 2022	3,333.33		3,333.33
75549	10-26-22	MANPOWER US INC.	ENG ADMIN SUPPORT	3,038.54		3,038.54
			GM REPORT/GRANT - MICHAEL			
			STAFFING SERVICES - TEMP CUST. SERVICE REP			
75557	10-26-22	PLUMBERS DEPOT INC	MANUFACTURER BAR SCREEN - BYPASS CHANNEL	3,005.38		3,005.38
75439	10-07-22	RAY LOPEZ ASSOCIATES	INSPECTIONS	2,942.61		2,942.61
75505	10-21-22	MANPOWER US INC.	STAFFING SERVICES	2,867.77		2,867.77
75513	10-21-22	WATERLINE TECHNOLOGIES INC.	3 REPLACEMENT CHLORINE DRUMS FILLED	2,765.52		2,765.52
			8 DRUMS REFILLED #5606996			
75441	10-07-22	STURDIVAN EMERGENCY MANAGEMENT	ICS 100/700 TRAINING FOR EMPLOYEES	2,755.00		2,755.00
75487	10-13-22	WATERLINE TECHNOLOGIES INC.	10 DRUMB REFILLED #5604796	2,445.93		2,445.93
75496	10-21-22	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - AUGUST 2022	2,419.00		2,419.00
			LAB SERVICES FOR SAMPLES - AUGUST 2022			
75466	10-13-22	MANPOWER US INC.	STAFFING SERVICES - HR/ENG.	1,566.00		1,566.00
75455	10-13-22	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT	1,555.50		1,555.50
75418	10-25-22	PALM SPRINGS UNIFIED	LOST IN MAIL	-1,500.00		-1,500.00
75454	10-13-22	DESERT RECYCLING INC.	OLD CONCRETE/ASPHALT REMOVAL CORP YARD	1,500.00		1,500.00
75553	10-26-22	PALM SPRINGS UNIFIED	DHSHS REAL LEADERSHIP SPONSORSHIP	1,500.00		1,500.00
75483	10-13-22	UNITED RENTALS NORTHWEST, INC.	CONCRETE GRINDER RENTAL FOR HORTON PLANT	0.00	1,408.66	1,408.66
75511	10-21-22	USA BLUEBOOK	1/4 STAINLESS STEEL NIPPLES	1,309.74		1,309.74
			AIR VAC FITTINGS			
			DISH BOTTLE TEST GLASS			
			HYDRANT TEST GAUGES			
75453	10-13-22	DESERT VALLEY DISPOSAL, INC.	SEPT. 2022 - CORP YARD SERVICE CHARGES	1,250.51		1,250.51
			SEPT. SERVICE - ADMIN BLDG.			
75544	10-26-22	JWC ENVIRONMENTAL INC.	BRUSH KIT	1,123.55		1,123.55
75508	10-21-22	PLUMBERS DEPOT INC	BRASS SPACERS FOR TRANSPORTER	1,100.32		1,100.32
			SHIPPING FOR LOANER CAMERA			
75447	10-13-22	BABCOCK LABORATORIES, INC.	E.COLI/TOTAL COLIFORM TESTING	1,090.34		1,090.34
			GROUNDWATER SAMPLING - RWRW WWTP			
75506	10-21-22	MEGAN E. ROSS	TURF REBATE	1,050.00		1,050.00
75434	10-07-22	FUTURE INDUSTRIAL TECHNOLOGIES, INC.	BACKSAFE TRAINING - 50% DEPOSIT	1,027.95		1,027.95
1000001	10-20-22	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING CLASS ACTION	942.00		942.00
75445	10-13-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORMS SERVICES 09.20.22	888.27		888.27
			UNIFORMS SERVICES 09.27.22			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75462	10-13-22	KSM ELECTRIC INC.	REPAIR DAMAGED MOTOR - WELL 25	808.00		808.00
PR100322	10-03-22	EMPLOYEES	PAPER PAYROLL CHECKS	801.27		801.27
75468	10-13-22	O'REILLY AUTOMOTIVE, INC.	BATTERY REPLACEMENT	801.18		801.18
			VEHICLE REPAIR/MAINTENANCE			
			VEHICLE REPAIRS/MAINTENANCE			
			VEHICLE REPAIRS/MAINTENANCE			
75520	10-26-22	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	756.23		756.23
75461	10-13-22	KRUGER'S TRAINING ACADEMY	J.NUTTER BACKFLOW TRAINING	750.00		750.00
75555	10-26-22	PARKHOUSE TIRE, INC	TIRES FOR TRUCK #323	725.04		725.04
75491	10-21-22	ACWA/JOINT POWERS INSURANCE AUTHORITY	ESPOSITO/PATNEAUDE RESTITUTION	700.00		700.00
75450	10-13-22	CASEY DOLAN	DIGITAL AD MGMT & CONSULTING	650.00		650.00
75484	10-13-22	URBAN HABITAT	QUAIL RESERVOIR - DIPLINE REPAIR	630.17		630.17
			QUAIL RESERVOIR - IRRIGATION REPAIR			
			WELL 25 - DRIPLINE REPAIR			
75486	10-13-22	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	606.40		606.40
75547	10-26-22	LANDMARK CONSULTANTS, INC.	WELL 24 REHAB - PROFESSIONAL SERVICES	0.00	552.00	552.00
75432	10-07-22	CASAMAR GROUP, LLC	SEPT. 2022 LABOR COMPLIANCE AND CONSULT SVCS	0.00	528.55	528.55
75471	10-13-22	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT	469.52		469.52
75501	10-21-22	DESERT PROMOTIONS	ADMIN POLOS UNIFORM INV 88835	432.83		432.83
75482	10-13-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	409.95		409.95
75465	10-13-22	LEGEND PUMP & WELL SERVICE, INC.	(2) 5 GALLON FOOD GRADE OIL	390.00		390.00
75521	10-26-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 10.11.22	389.50		389.50
75492	10-21-22	AL HORTON ROTARY	HEALTHY HALLOWEEN SPONSORSHIP	350.00		350.00
75571	10-26-22	WILLIAM ALEXANDER	ACCOUNT REFUND 66600 SAN MARCUS RD	344.30		344.30
75572	10-26-22	XEROX CORPORATION	ADMIN MAILROOM XEROX LEASE OCT-NOV 22	343.73		343.73
75433	10-07-22	DESERT PROMOTIONS	MSWD POLOS FOR EMPLOYESS	318.64		318.64
75444	10-13-22	ADT COMMERCIAL LLC	OCT. 2022 PREPAID ALARM	318.57		318.57
75535	10-26-22	FARMER BROS. CO	ADMIN. COFFEE	310.31		310.31
75540	10-26-22	JACOB MOSQUEDA	206 JM BOOT REIMBURSEMENT	300.00		300.00
75474	10-13-22	SHERWIN-WILLIAMS	RESTOCK 6GAL SAFETY YELLOW	291.28		291.28
75560	10-26-22	RONNI CURTIS	ACCOUNT REFUND 13260 N INDIAN CYN DR AVE	280.93		280.93
1000004	10-20-22	TOPS N BARRICADES, INC	18" TRAFFIC CONES W/REFLECTIVE SLEEVE	263.18		263.18
75543	10-26-22	JUAN RODRIGUEZ	ACCOUNT REFUND 66163 AVE CADENA	262.30		262.30
75448	10-13-22	BRINKS INCORPORATED	MONTHLY SERVICES FEES INV 12075501	247.09		247.09
			TRANSPORTATION FEES INV 5196145			
75514	10-26-22	ADAM WAGNER	204-AW BOOT REIBURSEMENT	244.67		244.67
75499	10-21-22	CWEA	CWEA MEMBERSHIP RENEWAL - MARK V.	202.00		202.00
75495	10-21-22	BRIAN A. WILLIAMS	TOILET REBATE - WILLIAMS	200.00		200.00
75500	10-21-22	DANNY SACKLEY	TOILET REBATE - SACKLEY	200.00		200.00
75494	10-21-22	BABCOCK LABORATORIES, INC.	TOTAL N TESTING H+DC - SEPTEMBER 2022	187.42		187.42
75568	10-26-22	UNCLE D'S SMOKEHOUSE BBQ & GRILL	LAST PAYMENT FOR BBQ EMPLOYEE'S POTLUCK	182.86		182.86
75552	10-26-22	MILDRED MENDOZA	ACCOUNT REFUND 66451 BUENA VISTA AVE	179.08		179.08
75489	10-13-22	XEROX CORPORATION	ENG XEROX LEASE	172.39		172.39
75469	10-13-22	PARKERS BUILDING SUPPLY	1-1/4" PVC COUPLING NON-INVENTORY	170.43		170.43
			ADMIN BLDG REPAIRS			
			DOOR KNOB INSTALLATION AT ADMIN BUILDING			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
			KEYS FOR VANDAL LOCKS			
			MATERIALS FOR ADMIN BLDG			
			PAINT SAMPLES FOR WELL 26A			
75550	10-26-22	MESTISA LABUEN	ACCOUNT REFUND 66755 1ST ST	163.00		163.00
75502	10-21-22	EDWARD MARSHALL	ED MARSHALL BOOT REIMBURSEMENT	162.04		162.04
75456	10-13-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	C.JACOBSON DOT PHYSICAL YEARLY EXAM	155.00		155.00
75481	10-13-22	UNCLE D'S SMOKEHOUSE BBQ & GRILL	DEPOSIT FOR EMP. BBQ POTLUCK	150.00		150.00
75545	10-26-22	KILLER BEE PEST CONTROL	BEE REMOVAL 66820 VISTA INV#6367	150.00		150.00
			BEE REMOVAL CORP YARD INV#6361			
75440	10-07-22	RUSS MARTIN	MILEAGE REIMB. - R.MARTIN	145.00		145.00
75565	10-26-22	TERESA PALACIOS	ACCOUNT REFUND 66760 CAMINO IDILIO	144.60		144.60
1000003	10-20-22	NATE SCHWARZBERG	ACCOUNT REFUND 66651 SAN RAFAEL DR	142.72		142.72
74194	10-18-22	NATE SCHWARZBERG	VOID & REISSUE - STALE DATED	-142.72		-142.72
75503	10-21-22	ERIC WECK	E. WECK CEU REIMBURSEMENT	129.90		129.90
75497	10-21-22	COACHELLA VALLEY ECONOMIC PARTNERSHIP	CVEP ANNUAL GREATER PS SUMMMIT	125.00		125.00
75458	10-13-22	HACH COMPANY	HQ PROTECTIVE GLOVE	121.66		121.66
75475	10-13-22	SMITH PIPE & SUPPLY, INC	CORONA 3" TRENCHING SHOLVES RSTOCK	120.89		120.89
75467	10-13-22	NAPA AUTO PARTS	MUD FLAPS/BRACKETS TRK 323	117.42		117.42
75470	10-13-22	PLANIT REPROGRAPHICS	SCANS OF APPROVED PLANS	0.00	112.00	112.00
			SCANS OF APPROVED PLANS/BOND COPIES			
75516	10-26-22	ALFRED/MARY ORTIZ	ACCOUNT REFUND 15020 VIA MONTANA	108.66		108.66
PR100722	10-07-22	EMPLOYEES	PAPER PAYROLL CHECKS	95.93		95.93
75532	10-26-22	ERICA QUINTANA	ACCOUNT REFUND 9834 EL RIO LN	92.62		92.62
75517	10-26-22	ALICIA ALVAREZ	ACCOUNT REFUND 65924 CAHUILLA AVE	82.00		82.00
75437	10-07-22	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL - ADMIN	80.00		80.00
75533	10-26-22	ERIKA SANSONE	ACCOUNT REFUND 10548 CACTUS DR	74.16		74.16
75524	10-26-22	CHRISTINA HILLIKER	ACCOUNT REFUND 66290 2ND ST "A"	73.84		73.84
75515	10-26-22	AL MAULT	ACCOUNT REFUND 66271 BUENA VISTA AVE	70.95		70.95
75558	10-26-22	REGINA SCHRADER	ACCOUNT REFUND 9694 SPYGLASS AVE	65.60		65.60
75541	10-26-22	JOHANNA CUSTIS	ACCOUNT REFUND 66070 1ST ST	62.60		62.60
75507	10-21-22	O'REILLY AUTOMOTIVE,INC.	MISC. ITEMS FOR FLEET REPAIRS	59.22		59.22
75556	10-26-22	PATRICK MCCLUAN	ACCOUNT REFUND 64490 BRAEBURN AVE	56.33		56.33
75554	10-26-22	PAM MARANVILLE	ACCOUNT REFUND 69471 MIDPARK DR	49.46		49.46
75457	10-13-22	FEDEX	SHIP REDLINE & BOND COPY	0.00	47.84	47.84
75477	10-13-22	THE UPS STORE #5062	SHIPPING CHARGE GAUGES SENT FOR R/R	45.18		45.18
			SHIPPING CHARGE, SEND ITEM FOR R/R			
75566	10-26-22	TERESA QUIRINO	ACCOUNT REFUND 13315 LA MESA DR	45.00		45.00
75523	10-26-22	BEATRIZ MERCADO	ACCOUNT REFUND 15483 AVE ATEZADA	39.18		39.18
75435	10-07-22	IVAN SEWELL	MILEAGE REIMB. - I.SEWELL	38.13		38.13
75438	10-07-22	PLANIT REPROGRAPHICS	SCANS OF APPROVED PLANS	0.00	37.00	37.00
75542	10-26-22	JOSEPH ELDER	ACCOUNT REFUND 13948 LA MESA DR	36.34		36.34
75551	10-26-22	MICHELLE MORENO	ACCOUNT REFUND 13156 TAMAR DR	30.95		30.95
75518	10-26-22	ANA MOLINA	ACCOUNT REFUND 13075 LA MESA DR	29.64		29.64
75536	10-26-22	GABRIEL WILSON	ACCOUNT REFUND 66711 YUCCA DR	24.92		24.92
75526	10-26-22	CINDY RIVAS	ACCOUNT REFUND 12720 AGUA CAYENDO RD	22.90		22.90
75561	10-26-22	SHERRIE ALBIN	ACCOUNT REFUND 66188 AVE BARONA	21.53		21.53





CHECK NUMBER	CHECK DATE	CHECK PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
74194	10-18-22	NATE SCHWARZBERG	VOID & REISSUE - STALE DATED	-142.72		-142.72
75418	10-25-22	PALM SPRINGS UNIFIED	LOST IN MAIL	-1,500.00		-1,500.00
75432	10-07-22	CASAMAR GROUP, LLC	SEPT. 2022 LABOR COMPLIANCE AND CONSULT SVCS	0.00	528.55	528.55
75433	10-07-22	DESERT PROMOTIONS	MSWD POLOS FOR EMPLOYESS	318.64		318.64
75434	10-07-22	FUTURE INDUSTRIAL TECHNOLOGIES, INC.	BACKSAFE TRAINING - 50% DEPOSIT	1,027.95		1,027.95
75435	10-07-22	IVAN SEWELL	MILEAGE REIMB. - I.SEWELL	38.13		38.13
75436	10-07-22	MANPOWER US INC.	STAFFING SERVICES - CUST. SVC.	7,936.38		7,936.38
			STAFFING SERVICES - ENG. ADMIN			
			STAFFING SERVICES - FIELD SVC.			
			STAFFING SERVICES - GM REPORT/GRANT REPORTING			
75437	10-07-22	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL - ADMIN	80.00		80.00
75438	10-07-22	PLANIT REPROGRAPHICS	SCANS OF APPROVED PLANS	0.00	37.00	37.00
75439	10-07-22	RAY LOPEZ ASSOCIATES	INSPECTIONS	2,942.61		2,942.61
75440	10-07-22	RUSS MARTIN	MILEAGE REIMB. - R.MARTIN	145.00		145.00
75441	10-07-22	STURDIVAN EMERGENCY MANAGEMENT	ICS 100/700 TRAINING FOR EMPLOYEES	2,755.00		2,755.00
75442	10-07-22	TKE ENGINEERING, INC	AUG. 2022 DESIGN SERVICES	0.00	16,170.50	16,170.50
			CM & INSPECTION SERVICES - AUG.2022			
			CM & INSPECTION SERVICES - JULY 2022			
75443	10-07-22	UMETECH, INC.	SEPT. 2022 IT SUPPORT AND MANAGED SERVICES	9,409.75		9,409.75
75444	10-13-22	ADT COMMERCIAL LLC	OCT. 2022 PREPAID ALARM	318.57		318.57
75445	10-13-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORMS SERVICES 09.20.22	888.27		888.27
			UNIFORMS SERVICES 09.27.22			
75446	10-13-22	AToM ENGINEERING CONSTRUCTION, INC.	PROGRESS PAYMENT NO.4	0.00	40,185.00	40,185.00
75447	10-13-22	BABCOCK LABORATORIES, INC.	E.COLI/TOTAL COLIFORM TESTING	1,090.34		1,090.34
			GROUNDWATER SAMPLING - RWRF WWTP			
75448	10-13-22	BRINKS INCORPORATED	MONTHLY SERVICES FEES INV 12075501	247.09		247.09
			TRANSPORTATION FEES INV 5196145			
75449	10-13-22	CARPI & CLAY. INC	FEDERAL ADVOCACY	4,000.00		4,000.00
75450	10-13-22	CASEY DOLAN	DIGITAL AD MGMT & CONSULTING	650.00		650.00
75451	10-13-22	CV STRATEGIES	GENERAL MARKETING & COM. SVCS	12,312.50		12,312.50
			STOCK VIDEO			
75452	10-13-22	CYPRESS DENTAL ADMINISTRATORS	NOV. 2022 PREPAID DENTAL INS.	4,561.87		4,561.87
75453	10-13-22	DESERT VALLEY DISPOSAL, INC.	SEPT. 2022 - CORP YARD SERVICE CHARGES	1,250.51		1,250.51
			SEPT. SERVICE - ADMIN BLDG.			
75454	10-13-22	DESERT RECYCLING INC.	OLD CONCRETE/ASPHALT REMOVAL CORP YARD	1,500.00		1,500.00
75455	10-13-22	DESERT TIRE AND AUTO REPAIR	TIRE REPLACEMENT	1,555.50		1,555.50
75456	10-13-22	EISENHOWER OCCUPATIONAL HEALTH SERVICES	C.JACOBSON DOT PHYSICAL YEARLY EXAM	155.00		155.00
75457	10-13-22	FEDEX	SHIP REDLINE & BOND COPY	0.00	47.84	47.84
75458	10-13-22	HACH COMPANY	HQ PROTECTIVE GLOVE	121.66		121.66
75459	10-13-22	INFOSEND INC	MONTHLY BILLING SERVICES INV/222032	5,650.90		5,650.90
			MONTHLY SUPPORT FEE BILLS INV 222255			
			SUMMER NEWSLETTER			
75460	10-13-22	INLAND WATER WORKS SUPPLY CO.	1" SWING CHECK VALVE	6,030.43		6,030.43
			12"HYMAX 12.40-13.66 FLEX CPLG			
75461	10-13-22	KRUGER'S TRAINING ACADEMY	J.NUTTER BACKFLOW TRAINING	750.00		750.00
75462	10-13-22	KSM ELECTRIC INC.	REPAIR DAMAGED MOTOR - WELL 25	808.00		808.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75463	10-13-22	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	WELL 33 PULL PUMP/MOTOR	4,425.00		4,425.00
75464	10-13-22	LAYNE CHRISTENSEN COMPANY	WELL 34 EQUIPMENT	9,900.00		9,900.00
75465	10-13-22	LEGEND PUMP & WELL SERVICE, INC.	(2) 5 GALLON FOOD GRADE OIL	390.00		390.00
75466	10-13-22	MANPOWER US INC.	STAFFING SERVICES - HR/ENG.	1,566.00		1,566.00
75467	10-13-22	NAPA AUTO PARTS	MUD FLAPS/BRACKETS TRK 323	117.42		117.42
75468	10-13-22	O'REILLY AUTOMOTIVE,INC.	BATTERY REPLACEMENT	801.18		801.18
			VEHICLE REPAIR/MAINTENANCE			
			VEHICLE REPAIRS/MAINTENANCE			
			VEHICLE REPAIRS/MAINTENANCE			
75469	10-13-22	PARKERS BUILDING SUPPLY	1-1/4" PVC COUPLING NON-INVENTORY	170.43		170.43
			ADMIN BLDG REPAIRS			
			DOOR KNOB INSTALLATION AT ADMIN BUILDING			
			KEYS FOR VANDAL LOCKS			
			MATERIALS FOR ADMIN BLDG			
			PAINT SAMPLES FOR WELL 26A			
75470	10-13-22	PLANIT REPROGRAPHICS	SCANS OF APPROVED PLANS	0.00	112.00	112.00
			SCANS OF APPROVED PLANS/BOND COPIES			
75471	10-13-22	QUADIENT FINANCE USA, INC.	POSTAGE REPLENISHMENT	469.52		469.52
75472	10-13-22	ROBERT G MODRICH	SEPT. 2022 UNIDATA MAINTENANCE	5,712.00		5,712.00
75473	10-13-22	RUHNAU CLARKE ARCHITECTS	MSWD CRITICAL SVCS CENTER	0.00	280,954.24	280,954.24
75474	10-13-22	SHERWIN-WILLIAMS	RESTOCK 6GAL SAFETY YELLOW	291.28		291.28
75475	10-13-22	SMITH PIPE & SUPPLY, INC	CORONA 3" TRENCHING SHOVLVES RSTOCK	120.89		120.89
75476	10-13-22	SUNPOWER CORPORATION,SYSTEMS	O&M SERVICE FEE - Q3	5,152.50		5,152.50
75477	10-13-22	THE UPS STORE #5062	SHIPPING CHARGE GAUGES SENT FOR R/R	45.18		45.18
			SHIPPING CHARGE, SEND ITEM FOR R/R			
75478	10-13-22	THE LINCOLN NATL. LIFE INS. CO.	NOV. 2022 PREPAID INS.	3,806.26		3,806.26
75479	10-13-22	TKE ENGINEERING, INC	PROGRESS PYMT CM & INSPECT JULY 2022	0.00	144,455.01	144,455.01
75480	10-13-22	TULE RANCH/MAGAN FARMS	SLUDGE HAULING	37,873.67		37,873.67
75481	10-13-22	UNCLE D'S SMOKEHOUSE BBQ & GRILL	DEPOSIT FOR EMP. BBQ POTLUCK	150.00		150.00
75482	10-13-22	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	409.95		409.95
75483	10-13-22	UNITED RENTALS NORTHWEST,INC.	CONCRETE GRINDER RENTAL FOR HORTON PLANT	0.00	1,408.66	1,408.66
75484	10-13-22	URBAN HABITAT	QUAIL RESERVOIR - DIPLINE REPAIR	630.17		630.17
			QUAIL RESERVOIR - IRRIGATION REPAIR			
			WELL 25 - DRIPLINE REPAIR			
75485	10-13-22	USA BLUEBOOK	1/4"MIPT X 1/4"FLARE TEST COCK WILKINS	7,879.05		7,879.05
			CORP STOP 1" PVDF QUILLS WTR PRODUCTION			
			GRUNDFOS CONNECTION KITS PVDF QTY10			
			REPAIR KITS PVC/EPDM/CER WTR PRODUCTION			
75486	10-13-22	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	606.40		606.40
75487	10-13-22	WATERLINE TECHNOLOGIES INC.	10 DRUMB REFILLED #5604796	2,445.93		2,445.93
75488	10-13-22	WESTERN WATER WORKS	1"CTS X 1"MSN A.M. STOP B24258-1 BALL ANG12-425	6,928.33		6,928.33
75489	10-13-22	XEROX CORPORATION	ENG XEROX LEASE	172.39		172.39
75490	10-21-22	ACWA-JPIA HEALTH BENEFITS AUTH.	NOV. 2022	97,026.34		97,026.34
75491	10-21-22	ACWA/JOINT POWERS INSURANCE AUTHORITY	ESPOSITO/PATNEAUDE RESTITUTION	700.00		700.00
75492	10-21-22	AL HORTON ROTARY	HEALTHY HALLOWEEN SPONSORSHIP	350.00		350.00
75493	10-21-22	B-81 PAVING INC	EMERG. PAVING AT 64550 PIERSON BLVD.	4,575.00		4,575.00



CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75494	10-21-22	BABCOCK LABORATORIES, INC.	TOTAL N TESTING H+DC - SEPTEMBER 2022	187.42		187.42
75495	10-21-22	BRIAN A. WILLIAMS	TOILET REBATE - WILLIAMS	200.00		200.00
75496	10-21-22	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC - AUGUST 2022	2,419.00		2,419.00
			LAB SERVICES FOR SAMPLES - AUGUST 2022			
75497	10-21-22	COACHELLA VALLEY ECONOMIC PARTNERSHIP	CVEP ANNUAL GREATER PS SUMMMIT	125.00		125.00
75498	10-21-22	CV STRATEGIES	STOCK VIDEO	8,468.75		8,468.75
75499	10-21-22	CWEA	CWEA MEMBERSHIP RENEWAL - MARK V.	202.00		202.00
75500	10-21-22	DANNY SACKLEY	TOILET REBATE - SACKLEY	200.00		200.00
75501	10-21-22	DESERT PROMOTIONS	ADMIN POLOS UNIFORM INV 88835	432.83		432.83
75502	10-21-22	EDWARD MARSHALL	ED MARSHALL BOOT REIMBURSEMENT	162.04		162.04
75503	10-21-22	ERIC WECK	E. WECK CEU REIMBURSEMENT	129.90		129.90
75504	10-21-22	J.F. SHEA CONSTRUCTION, INC.	CPNSTRUCTION PROGRESS PYMT #6	0.00	1,498,913.84	1,498,913.84
75505	10-21-22	MANPOWER US INC.	STAFFING SERVICES	2,867.77		2,867.77
75506	10-21-22	MEGAN E. ROSS	TURF REBATE	1,050.00		1,050.00
75507	10-21-22	O'REILLY AUTOMOTIVE, INC.	MISC. ITEMS FOR FLEET REPAIRS	59.22		59.22
75508	10-21-22	PLUMBERS DEPOT INC	BRASS SPACERS FOR TRANSPORTER	1,100.32		1,100.32
			SHIPPING FOR LOANER CAMERA			
75509	10-21-22	R.I.C. CONSTRUCTION CO, INC.	PROGRESS PYMT #2	0.00	83,772.47	83,772.47
75510	10-21-22	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL	169,479.73		169,479.73
75511	10-21-22	USA BLUEBOOK	1/4 STAINLESS STEEL NIPPLES	1,309.74		1,309.74
			AIR VAC FITTINGS			
			DISH BOTTLE TEST GLASS			
			HYDRANT TEST GAUGES			
75512	10-21-22	VESTED SOLUTIONS	JANITORIAL SERVICES - SEPTEMBER 2022	3,333.33		3,333.33
75513	10-21-22	WATERLINE TECHNOLOGIES INC.	3 REPLACEMENT CHLORINE DRUMS FILLED	2,765.52		2,765.52
			8 DRUMS REFILLED #5606996			
75514	10-26-22	ADAM WAGNER	204-AW BOOT REIBURSEMENT	244.67		244.67
75515	10-26-22	AL MAULT	ACCOUNT REFUND 66271 BUENA VISTA AVE	70.95		70.95
75516	10-26-22	ALFRED/MARY ORTIZ	ACCOUNT REFUND 15020 VIA MONTANA	108.66		108.66
75517	10-26-22	ALICIA ALVAREZ	ACCOUNT REFUND 65924 CAHUILLA AVE	82.00		82.00
75518	10-26-22	ANA MOLINA	ACCOUNT REFUND 13075 LA MESA DR	29.64		29.64
75519	10-26-22	ANGELES ESCOBAR	ACCOUNT REFUND 13340 CALIENTE DR	9.22		9.22
75520	10-26-22	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING SERVICE	756.23		756.23
75521	10-26-22	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 10.11.22	389.50		389.50
75522	10-26-22	B-81 PAVING INC	PAVING AT VARIOUS LOCATIONS	16,447.50		16,447.50
75523	10-26-22	BEATRIZ MERCADO	ACCOUNT REFUND 15483 AVE ATEZADA	39.18		39.18
75524	10-26-22	CHRISTINA HILLIKER	ACCOUNT REFUND 66290 2ND ST "A"	73.84		73.84
75525	10-26-22	CHRIS WALKER	ACCOUNT REFUND 12315 AVE ALTA LOMA	16.49		16.49
75526	10-26-22	CINDY RIVAS	ACCOUNT REFUND 12720 AGUA CAYENDO RD	22.90		22.90
75527	10-26-22	CITY OF DESERT HOT SPRINGS	UU TAX - AUGUST 2022	38,238.69		38,238.69
75528	10-26-22	COVE ELECTRIC, INC.	LIGHTS INSTALLED AT ACCT. MODULAR	514.36	10,092.94	10,607.30
			PP #1 - HORTON NORTH BUILDING			
			PP #2 - HORTON NORTH BUILDING			
75529	10-26-22	DANIEL C. VERDUGO	ACCOUNT REFUND 66555 CAHUILLA AVE	11.36		11.36
75530	10-26-22	DANIEL PIO	ACCOUNT REFUND 9201 WARWICK DR	7.27		7.27
75531	10-26-22	ENVIROGEN TECHNOLOGIES INC	URANIUM TREATMENT FOR WELL 26A 09/2022	4,008.63		4,008.63



CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
75532	10-26-22	ERICA QUINTANA	ACCOUNT REFUND 9834 EL RIO LN	92.62		92.62
75533	10-26-22	ERIKA SANSONE	ACCOUNT REFUND 10548 CACTUS DR	74.16		74.16
75534	10-26-22	ESTATE OF RICHARD DIEKAN	ACCOUNT REFUND 66127 8TH ST	10.49		10.49
75535	10-26-22	FARMER BROS. CO	ADMIN. COFFEE	310.31		310.31
75536	10-26-22	GABRIEL WILSON	ACCOUNT REFUND 66711 YUCCA DR	24.92		24.92
75537	10-26-22	GENEVA PROPS, LLC	ACCOUNT REFUND 13880 OCOTILLO RD #A	5.48		5.48
75538	10-26-22	HOME DEPOT CREDIT SERVICES	BUCKET TOOL BAG SERVICE DEPT QTY4	2,815.29	839.94	3,655.23
75539	10-26-22	INFOSEND INC	MONTHLY SERVICE BILLING	4,146.32		4,146.32
75540	10-26-22	JACOB MOSQUEDA	206 JM BOOT REIMBURSEMENT	300.00		300.00
75541	10-26-22	JOHANNA CUSTIS	ACCOUNT REFUND 66070 1ST ST	62.60		62.60
75542	10-26-22	JOSEPH ELDER	ACCOUNT REFUND 13948 LA MESA DR	36.34		36.34
75543	10-26-22	JUAN RODRIGUEZ	ACCOUNT REFUND 66163 AVE CADENA	262.30		262.30
75544	10-26-22	JWC ENVIRONMENTAL INC.	BRUSH KIT	1,123.55		1,123.55
75545	10-26-22	KILLER BEE PEST CONTROL	BEE REMOVAL 66820 VISTA INV#6367	150.00		150.00
			BEE REMOVAL CORP YARD INV#6361			
75546	10-26-22	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	WELL 26A BRUSH/BAIL & RE-VIDEO	23,250.00		23,250.00
75547	10-26-22	LANDMARK CONSULTANTS, INC.	WELL 24 REHAB - PROFESSIONAL SERVICES	0.00	552.00	552.00
75548	10-26-22	LEGEND PUMP & WELL SERVICE, INC.	B1 SUBMERSIBLE CAN BOOSTER	26,507.40	40,880.00	67,387.40
			WELL 22 TEST PUMPING			
			WELL 31 TEMPORARY MOTOR REPLACEMENT			
75549	10-26-22	MANPOWER US INC.	ENG ADMIN SUPPORT	3,038.54		3,038.54
			GM REPORT/GRANT - MICHAEL			
			STAFFING SERVICES - TEMP CUST. SERVICE REP			
75550	10-26-22	MESTISA LABUEN	ACCOUNT REFUND 66755 1ST ST	163.00		163.00
75551	10-26-22	MICHELLE MORENO	ACCOUNT REFUND 13156 TAMAR DR	30.95		30.95
75552	10-26-22	MILDRED MENDOZA	ACCOUNT REFUND 66451 BUENA VISTA AVE	179.08		179.08
75553	10-26-22	PALM SPRINGS UNIFIED	DHSHS REAL LEADERSHIP SPONSORSHIP	1,500.00		1,500.00
75554	10-26-22	PAM MARANVILLE	ACCOUNT REFUND 69471 MIDPARK DR	49.46		49.46
75555	10-26-22	PARKHOUSE TIRE, INC	TIRES FOR TRUCK #323	725.04		725.04
75556	10-26-22	PATRICK MCCLUAN	ACCOUNT REFUND 64490 BRAEBURN AVE	56.33		56.33
75557	10-26-22	PLUMBERS DEPOT INC	MANUFACTURER BAR SCREEN - BYPASS CHANNEL	3,005.38		3,005.38
75558	10-26-22	REGINA SCHRADER	ACCOUNT REFUND 9694 SPYGLASS AVE	65.60		65.60
75559	10-26-22	RITA M. HUBER	GIFT BASKET DECORATIONS	18.29		18.29
75560	10-26-22	RONNI CURTIS	ACCOUNT REFUND 13260 N INDIAN CYN DR AVE	280.93		280.93
75561	10-26-22	SHERRIE ALBIN	ACCOUNT REFUND 66188 AVE BARONA	21.53		21.53
75562	10-26-22	SOUTHWEST PLUMBING, INC.	PP #1 PROVIDE/INSTALL WATER HEATER	0.00	18,158.75	18,158.75
			PP #2 - HORTON NORTH BLDG.			
			PP #3 - HORTON NORTH BLDG.			
75563	10-26-22	STATE WATER RES CONTRL BRD	ELAP LAB. CERT. RENEWAL	3,550.00		3,550.00
75564	10-26-22	STEVEN QUEZADA	ACCOUNT REFUND 66011 5TH ST	6.05		6.05
75565	10-26-22	TERESA PALACIOS	ACCOUNT REFUND 66760 CAMINO IDILIO	144.60		144.60
75566	10-26-22	TERESA QUIRINO	ACCOUNT REFUND 13315 LA MESA DR	45.00		45.00
75567	10-26-22	TKE ENGINEERING, INC	GENERAL ENG. SERVICES	7,495.00	2,257.50	9,752.50
75568	10-26-22	UNCLE D'S SMOKEHOUSE BBQ & GRILL	LAST PAYMENT FOR BBQ EMPLOYEE'S POTLUCK	182.86		182.86
75569	10-26-22	WALTON MOTORS & CONTROLS, INC.	WELL 31 REPAIRS	15,685.70		15,685.70
75570	10-26-22	WATERLINE TECHNOLOGIES INC.	9 DRUMS REFILLED #5605937	4,402.66		4,402.66





# AGENDA REPORT

REGULAR BOARD MEETINGS NOVEMBER 17 & 21, 2022

## DIRECTOR REPORTS

### DIRECTOR REPORTS

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

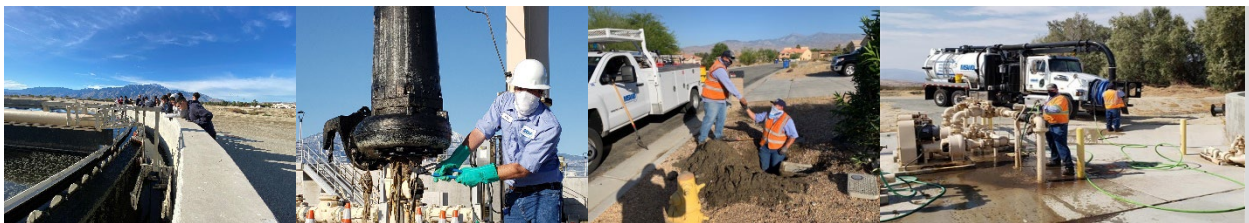
Date	Event	Attendees
10/4/2022	RIVCO SUPERVISORS MEETING	MARTIN
10/4/2022	DHS CITY COUNCIL MEETING	MARTIN
10/4/2022	DWA BOARD MEETING	GRIFFITH
10/6/2022	DVBA LEGISLATIVE MEETING	MARTIN
10/6/2022	PSUSD STATE OF THE DISTRICT BREAKFAST	MARTIN, SEWELL
10/18/2022	DHS CITY COUNCIL MEETING	MARTIN
10/18/2022	DWA BOARD MEETING	GRIFFITH
10/19/2022	DVBA PUBLIC OFFICIALS LUNCHEON	MARTIN, WRIGHT
10/25/2022	CVWD BOARD MEETING	GRIFFITH
10/31/2022	CVEP ECONOMIC SUMMIT	MARTIN, WRIGHT, SEWELL

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

Date	Event	Attendees
10/13/2022	DVBA GENERAL MEMBERSHIP LUNCHEON	MARTIN, WRIGHT
10/18/2022	RIVCO SUPERVISORS MEETING	MARTIN
10/20/2022	PS CHAMBER OF COMMERCE EVENT	MARTIN
10/24/2022	CABOT'S MUSEUM BOARD MEETING	MARTIN



# General Manager's Report November 2022



## Table of Contents

<b>ADMINISTRATION .....</b>	<b>1</b>
Customer Service Department .....	1
Finance and Accounting Department.....	6
Innovation and Technology Department .....	9
Purchasing Department .....	9
<b>ENGINEERING AND OPERATIONS.....</b>	<b>10</b>
Engineering Department.....	10
Operations & Maintenance.....	12
Water Resources .....	27
<b>PUBLIC AFFAIRS.....</b>	<b>29</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 October monthly delinquency process began with 299 auto-dialer calls, and technicians were able to make contact with 110 customers to either pay, set up payment plan with the office, or to get information for bill assistance to avoid disconnection. This process reduced delinquency disconnections to only 66 in October 2022.

299 payment plans were set for MSWD customers with pending balance of payment plans totaling \$138,333.81.



Disconnections for nonpayment resume in April

**CONTACT US FOR HELP!**



**Customer Bill Assistance Programs**

Riverside County's Low Income Household Water Assistance Program (LIHWAP) Care Program launched on June 2, 2022. This program 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 \$29,375.56 in customer assistance since it opened to the public in June 2022.



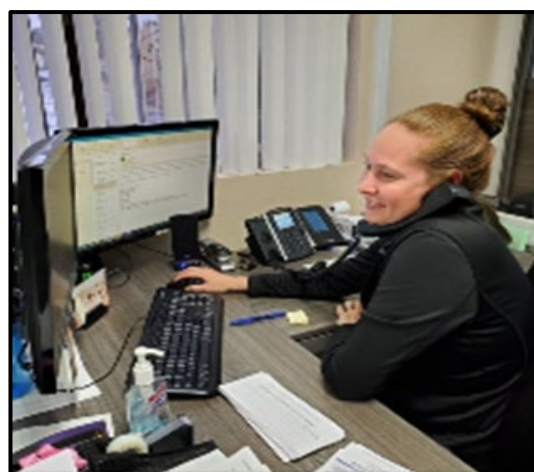
The United Way Customer Bill Assistance Program continues to be utilized by those customers who need assistance one billing period annually, paying \$100 per approved customer.

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

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

**MSWD Lobby Open**

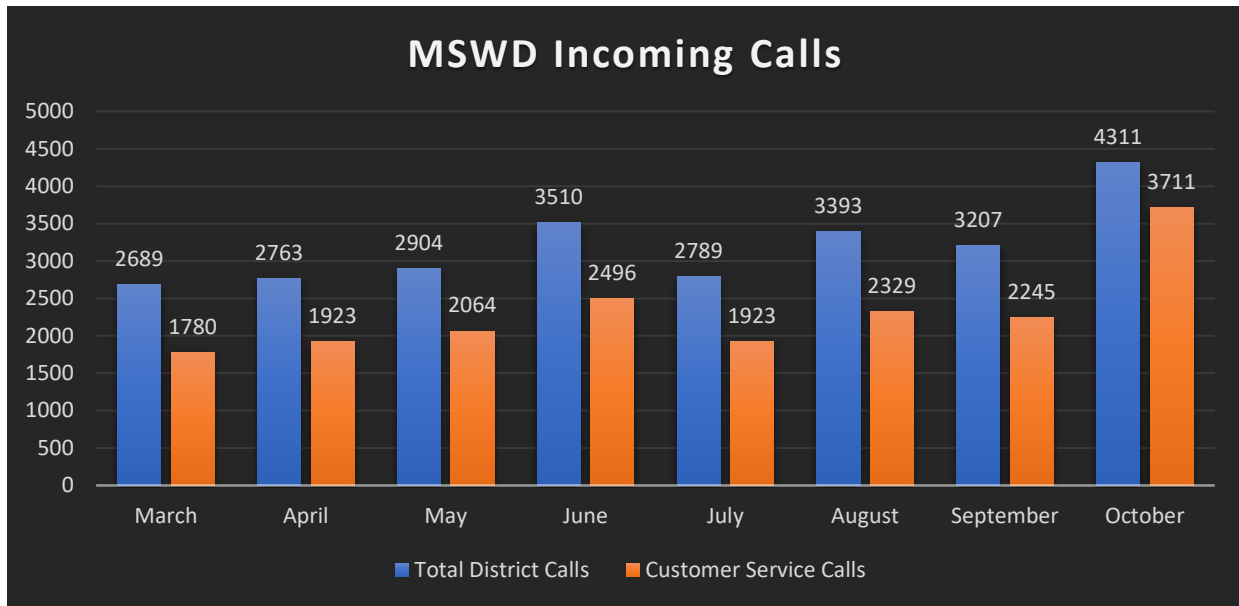
The MSWD lobby is open to the public for express bill pay and application assistance.





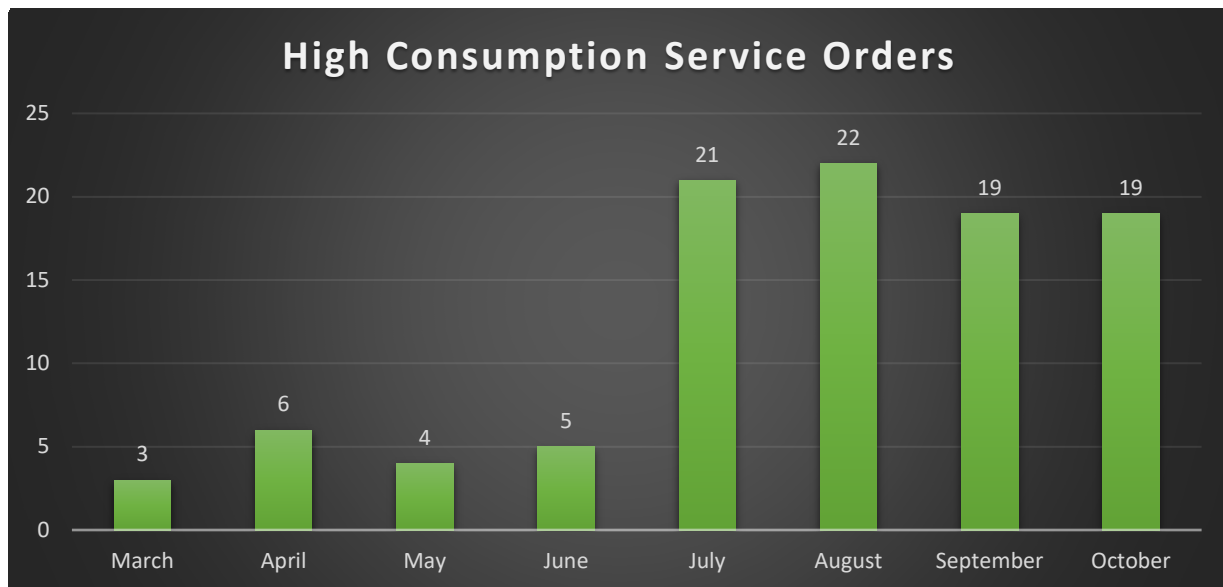
### Calls into the Customer Service Department

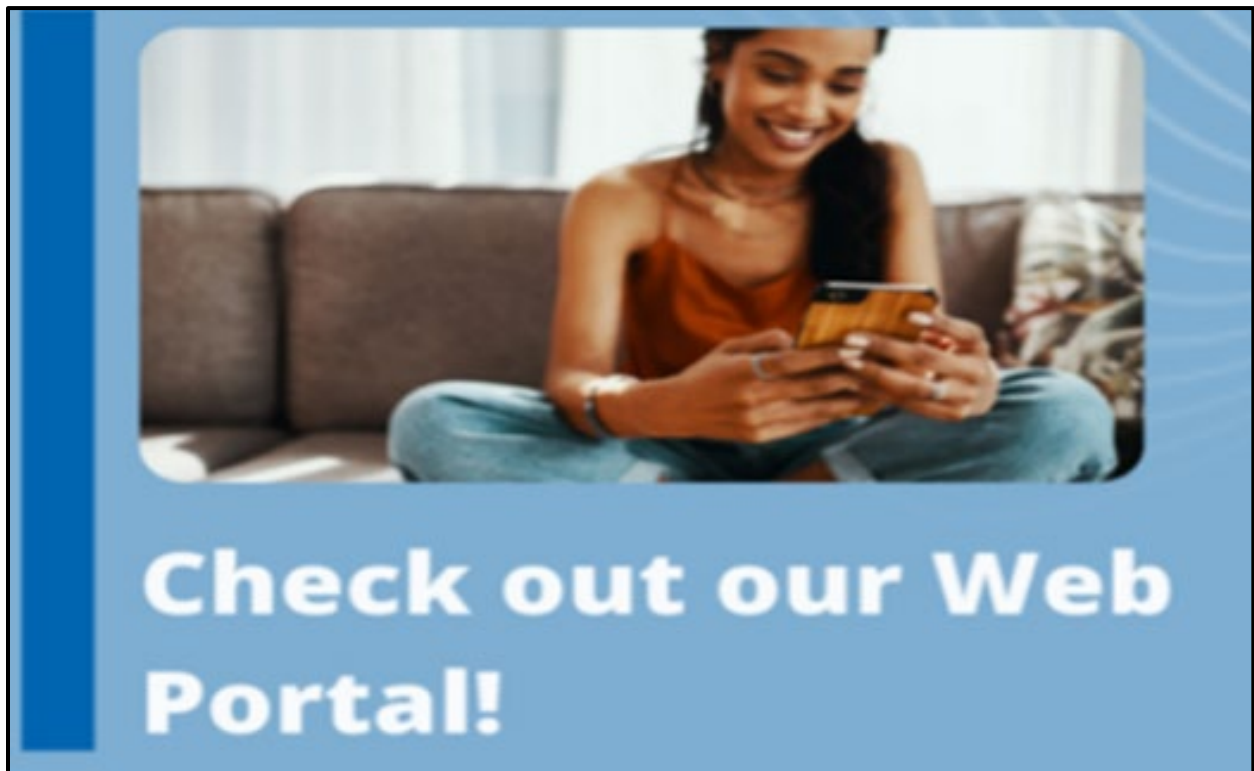
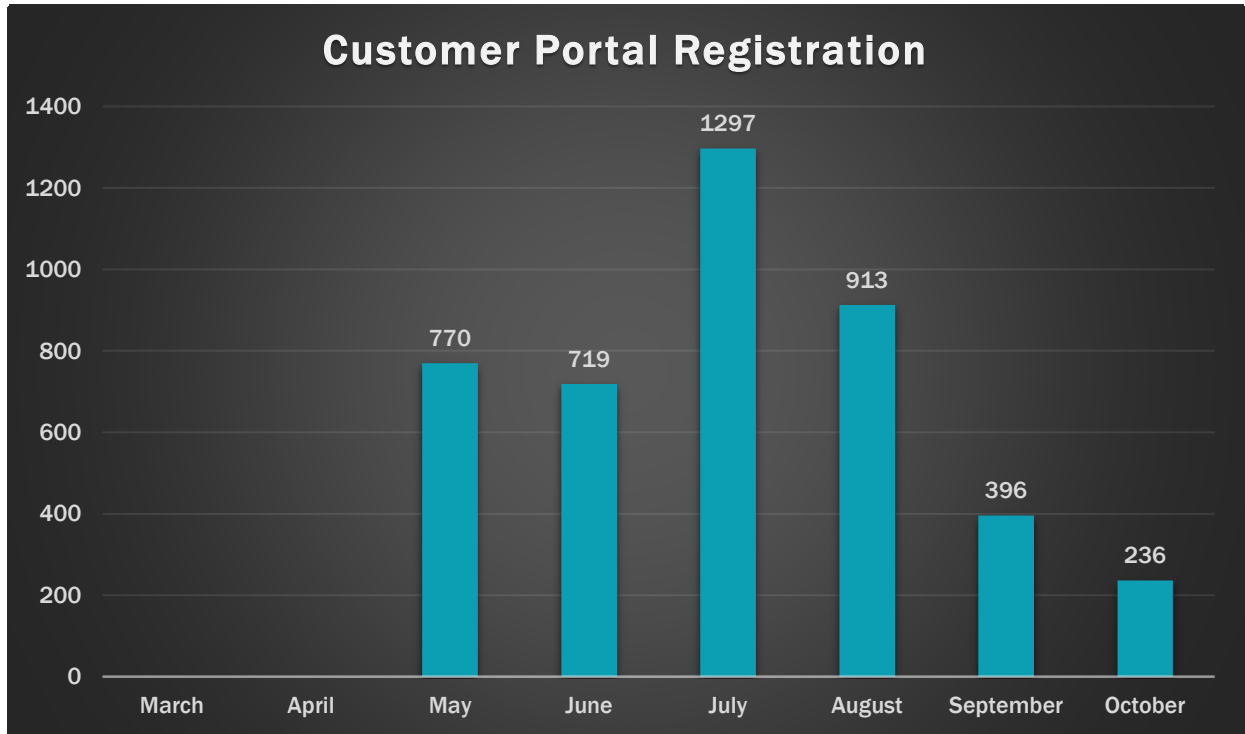
The District is seeing a consistent increase in the number of calls. Most calls are related to delinquency letters received, sewer pre-payments, payment plans, bill assistance information, demand/lien release requests, new property start/stop service, and account balance requests. The chart below represents MSWD incoming calls and those received by the Customer Service staff. There were 126 roll-over/"new" customer accounts in October 2022.

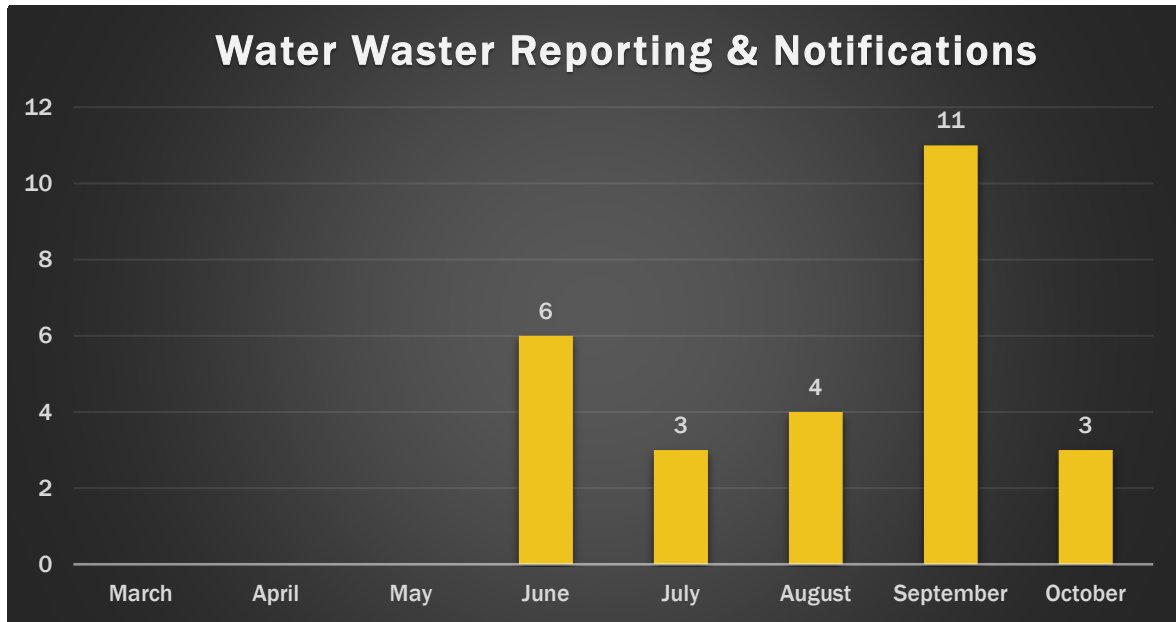


### High Bill Investigation Requests Versus 13,755 Accounts

The District continues to leverage the new AMI infrastructure and Neptune 360 portal. All customers are encouraged to sign up for the portal bill and leak alerts. Customer adoption is trending about 5.3% per month since launching, reaching 32% or 4,328 customers registered so far.







### Ways to Pay Bills

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

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

## BILL PAY OPTIONS

**ONLINE**  
MSWD.org/Paperless

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

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

**IN PERSON**  
Drop off

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

## Finance and Accounting Department

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

### **Current Work Priorities**

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

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

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

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

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

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

The Accountant prepared and submitted the annual 199 e-form to the State after it was reviewed and approved by the Accounting Manager.

The Accounting Department participated in the Annual Fall Harvest Potluck and everyone had a great time catching up with employees from other departments.

The Accounting Department continues to support other departments as needed.

#### Human Resources

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

#### Information Technology

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

#### Customer Service

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

#### Public Relations

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

#### Engineering and Construction and Maintenance

- One new capital job was requested by Engineering,, the 19<sup>th</sup> & 20<sup>th</sup> Avenue Little Morongo Roadway Project.

#### Operations

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

#### **Budget**

There were no budget transfers in October 2022.



## Audit

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

## Payroll

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

## Cash

Total cash receipts for the month of October 2022 amounted to \$2,085,151 with the majority being normal bill payments and sewer prepayments.

Cash disbursements for the month of October 2022 amounted to \$3,469,484 with the largest payments going to:

- J.F. Shea Construction – \$1,498,914
- Ruhnau Clarke Architects - \$280,954
- Padilla Et Al v - \$225,000
- TKE Engineering - \$170,378
- Southern California Edison – \$169,480
- Net Payroll – \$263,166
- Payroll Taxes – \$110,561



## Innovation and Technology Department

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

### **Technology Improvements**

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

Working toward improvements in GIS and technology support for field operations, the IT Manager attended the ESRI Infrastructure Management & GIS Conference in Palm Springs.

The District completed onboarding with a vulnerability detection service to improve the ability to identify vulnerabilities before they can be exploited.

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

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

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

## Purchasing Department

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

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

Inventory purchases for October 2022 totaled \$28,846.77, and \$27,434.14 of inventory was issued for use by crews.

## ENGINEERING AND OPERATIONS

### Engineering Department

Below is a list of Capital Projects and status updates.

#### **Well 42 Project**

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

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

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

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

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

#### **Well 22 Rehabilitation**

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

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

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

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

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

Due to current construction costs, the project is on-hold, with the intent to repurpose the grant funding to the GQPP Area M2 project in the coming months. Staff is waiting on a response from the California Department of Water Resources (DWR) regarding repurposing the grant funding.

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

The design consultant, TKE Engineering, has completed the 100% design submittal, including the added shade structure, wind break, and maintenance scaffolding system. Staff expects to complete the final plan check in the coming weeks.



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

The design consultant, Genterra, completed the geotechnical explorations, surveying, and preliminary design report for the project. Staff is currently completing its review of the preliminary design report. Following receipt of comments in early November 2022, the consultant will begin the design phase.

### Horton Odor Control Project

The Notice of Completion is on the Agenda for the Board meeting in November 2022. The project came in below the projected budget.

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

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

### 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 462 water line location requests. Staff continues to use iPads with the GeoViewer Mobile app to streamline and manage line locations.



Staff replaced six water service lines with copper, repaired 33 service line leaks, and five mainline leaks.



Staff continues to implement routine maintenance programs, consisting of ground valve exercising, blow-off flushing, air-release valves, Cla-Val automatic control valves, and fire hydrant flushing/painting. There were 155 ground valves exercised, 54 fire hydrants were flushed and maintained, zero air-release valves were inspected and/or rebuilt, zero Cla-Val valves were inspected, and zero blow-offs were flushed.



A total of 44 work orders were processed in October 2022 using the CMMS program.

Staff installed 17 new water service lines in October 2022.

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

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

### **Fleet and Facility Maintenance**

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

#### Building Maintenance

- Staff replaced several light bulbs and fixtures in various locations throughout the Administration Building and Accounting Modular
- Staff reorganized front lobby and customer service work area in preparation of the office opening back up to the public
- Staff installed blinds in the Accounting Modular entrance area
- Staff installed an entrance alarm in the front lobby of the Administration Building
- Staff changed out the AC filters in the Administration Building
- Staff installed partitions in the customer service area
- Staff replaced the garbage disposal in the breakroom at the Administration Building

#### Standby Generator Monthly Maintenance Program

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

#### Fleet Maintenance/Repairs

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

- Preventative maintenance services were completed on Units 391, 397, and 421
- Battery was replaced in Units 324, 412, and the 6-inch trash pump at the wastewater plant
- The four surplus vehicles on Gov Deals have sold and been picked up.
- Low coolant level issue was fixed in Unit 397
- Loose battery connection was repaired in Unit 427
- Flat tire was repaired on Unit 367
- Repaired water pump on Administration generator and conducted load test on generator
- Water pressure pump on vacuum trailer repaired on Unit 117
- Trailer wiring was repaired on Unit 385
- Valve machine motor was serviced on Unit 414

## Collections

There were no Sanitary Sewer Overflows (SSOs) in the collection system during October 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 446 sewer line location requests. Staff continues to use iPads with the GeoViewer mobile application to streamline and manage line locations.

Staff completed 51 CCTV inspections in the AD-11-C1 service area.

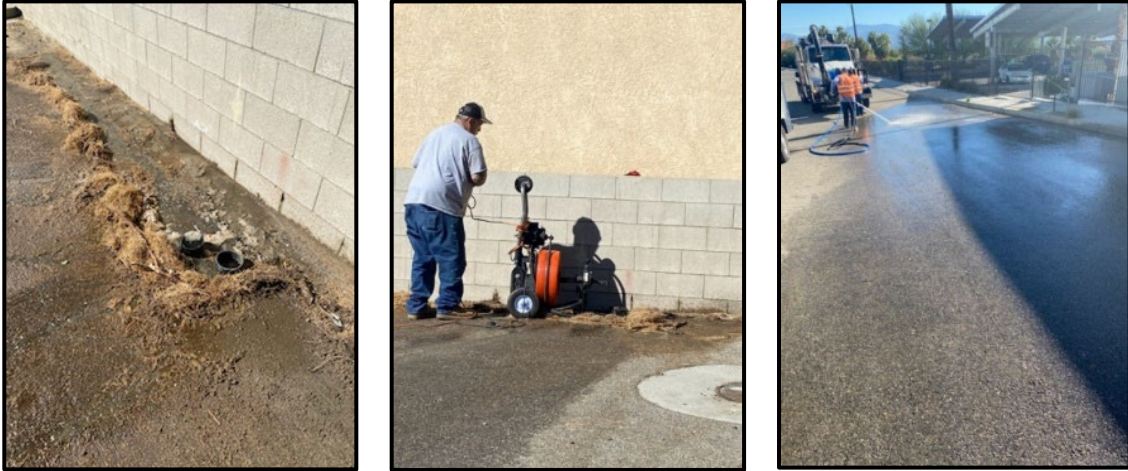
Staff vacuumed out rags and grease from the Dos Palmas Lift Station. Staff also helped the Wastewater Treatment staff by vacuuming up sludge/grit at the Desert Crest Wastewater Treatment Plant. Vacuuming out the rags from the outfall boxes on aeration tanks 4 and 5 at the Horton Wastewater Treatment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



Staff sent the CCTV inspection camera in for service. The manufacturer (Cues) provided a replacement camera until maintenance is completed.



Staff received a sewer backup call for an apartment complex located at 66785 8<sup>th</sup> Street. The sewer lateral is located on the rear of the property and was discharging into the street. Staff contacted property management and they had their maintenance workers unplug the lateral. After the flow was restored, staff chlorinated the area and cleaned any sewer residual.



### Wastewater Treatment

Staff spent a combined 343-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 205-man hours operating the sludge belt filter press, including filling and removing 16 trailers of sludge from the Horton and Desert Crest WWTPs.

Staff collected 41 samples and spent 61.5-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.

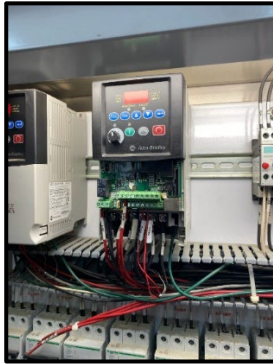
Staff cleaned and rehabilitated Ponds 2, 3, 4, 5, and 7 in October 2022.



Staff took the skip loader out to the Desert Crest Wastewater Treatment Plant to perform rehabilitation on the entire plant area. Unfortunately, the skip loader had a flat tire during the rehabilitation and had to be taken back to the Corporate Yard for maintenance.



The variable frequency drive (VFD) for the feedbox on the belt press stopped operating. Staff was able to replace the VFD and return to normal operation.

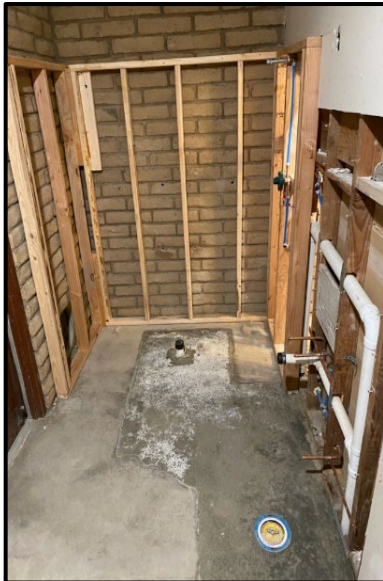
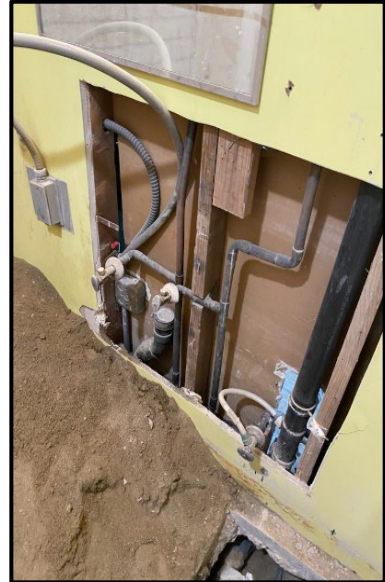


Staff moved one of the containers that will be used for storage and now contains our emergency equipment hoses. By putting the hoses inside the container, it prolongs their life and ensures they are ready for use in an emergency.





The consultant, Cove Electric, continues the Horton North Building Rehabilitation Project with the goal of turning it into a new office, breakroom, and locker room. Southwest Plumbing began the remodel of the bathroom and installed new plumbing for a new and existing bathroom. They have also installed a new tankless water heater to save some space within the building.



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

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

- Plant Lockup Procedures
- Electricity and Water Safety
- Animal Safety Encounters
- Wastewater Treatment Plant Classification



**WWTP CLASSIFICATION TABLE\***

Class	Wastewater Treatment Process	Design Flow (million gal/day)
I	Primary .....	1.0 or less
	Conventional Treatment Pond	All
II	Primary .....	>1.0 - 5.0
	Biofiltration .....	1.0 or less
	Modified Treatment Pond .....	All
III	Primary .....	>5.0 - 20.0
	Biofiltration .....	>1.0 - 10.0
	Activated Sludge .....	5.0 or less
	Sequencing Batch Reactor ...	1.0 or less
	Tertiary .....	1.0 or less
IV	Primary .....	>20.0
	Biofiltration .....	>10.0 - 30.0
	Activated Sludge .....	>5.0 - 20.0
	Sequencing Batch Reactor ...	>1.0 - 10.0
	Tertiary .....	>1.0 - 10.0
V	Biofiltration .....	>30.0
	Activated Sludge .....	>20.0
	Sequencing Batch Reactor ...	>10.0
	Tertiary .....	>10.0

\*Section 3675 of Operator Certification Regulations: California Code of Regulations, title 23, division 3, chapter 26, section 3670 et seq.



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

New Sanitary Service Connections to Collection System

	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
July	4	18	8	7	9	51
Aug.	26	20	4	1	8	53
Sep.	20	20	5	2	12	8
Oct.	13	36	9	4	8	12
Nov.		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>63</b>	<b>198</b>	<b>233</b>	<b>61</b>	<b>60</b>	<b>317</b>

Additional sanitary service connection information is provided in Appendix B.

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

Monthly Wastewater Flows

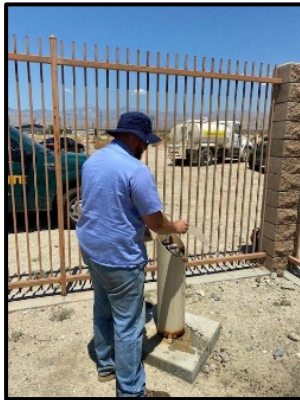
<b>WASTEWATER FLOW MGD</b>				
2022/23	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.980020	2.086591	0.038856	0.045610
Aug.	2.007484	2.156507	0.043378	0.051750
Sep.	2.085598	2.243680	0.042339	0.047130
Oct.	1.980283	2.266199	0.045616	0.052230
Nov.				
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

Additional wastewater flow information is provided in Appendix B.

## Water Production

### Water Sampling/Testing

Staff collected 66 routine bacteriological (Bac-T) samples and six general physical samples in October 2022. Well 26A has been offline since August 31, 2022, however, staff has collected Bac-T tests on the well and treatment system. Once the results are received, the well can be put back online into the distribution 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 October 2022 were sent out to the State Water Resources Control Board on November 4, 2022.



### Chlorination System

Staff continues to conduct routine chlorine pump maintenance and inspections at all well sites, making necessary adjustments to all chlorine pumps and/or their related equipment, ensuring proper operation and repairing/rebuilding as needed. All chlorinators are functioning properly in October 2022, with only typical preventative maintenance for these pumps. Staff added monthly pump cleanings using a vinegar-like solution to breakdown any calcification inside the pumps and suction/discharge lines.

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

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



### Well Soundings

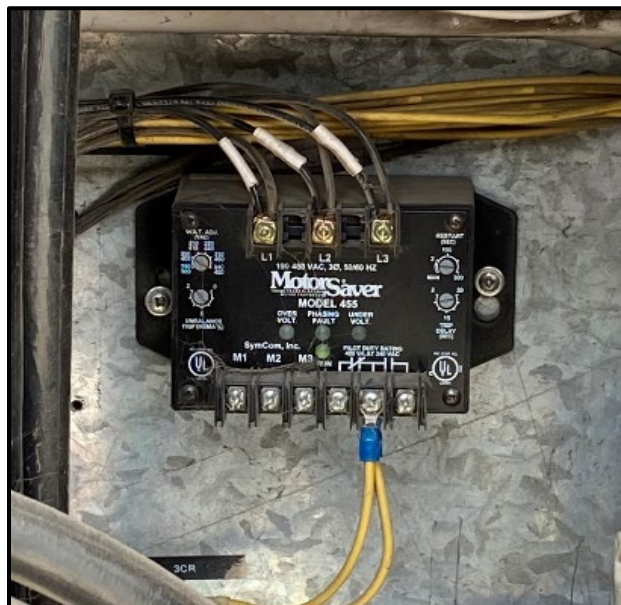
Staff continues to sound the groundwater levels for 13 production wells and nine monitoring wells. Staff usually strives to complete the soundings early in the month to be able to identify any abnormalities. The soundings brought attention to the declining production rate at Well 26A. This well has repaired, but staff is waiting for laboratory results before putting it back online.



### Production Facility Updates

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

There are currently 17 Motor Saver units that still need to be installed. Staff is waiting on a final quote from one of the electrical contractors to provide and install three motor saver units.



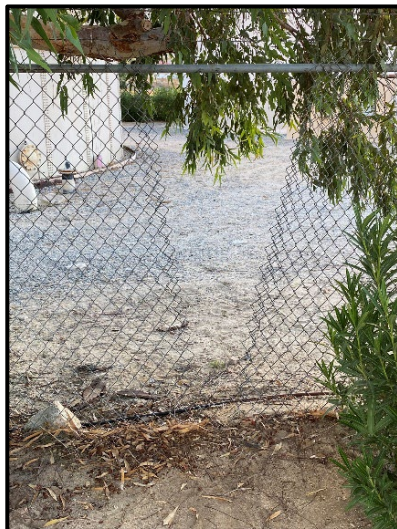


Staff has received multiple estimates to inspect and clean (via diving) five of the District's reservoirs. Staff is reviewing these estimates and plan to begin work in December 2022/January 2023.

Staff is currently working on the first phase of a multiphase rehabilitation project for Well 22. In the first phase the contractor, Legend Pumps, performed test pumping of the well confirming it can achieve a sustainable flow rate of approximately 1,200 GPM. After initial chlorination and flushing efforts have failed, staff has asked Kyle Groundwater to provide a more aggressive well rehabilitation plan for this well. Staff has received this rehabilitation evaluation and are waiting on the contractor to provide an updated cost estimate for this well rehabilitation.



The Two Bunch Booster station was vandalized again on October 30, 2022. The vandals stole the wire that feeds power to booster #1 again. This wire has been replaced and is back in operation. The site has also been fitted with a Ring video camera, and an additional motion sensor for added security and surveillance.



The pump, motor, and airline have been replaced at Well 26A. Additionally, staff pumped the well to waste for approximately 36 hours, and Bac-T sample were collected. Also, the uranium treatment system has been re-tested for Bac-T and uranium. Once passing results are received, staff will put the system back online and into the distribution system.





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. Kyle Groundwater has provided an evaluation and rehabilitation plan for this well, and this plan has been provided to L.O. Lynch for cost estimate purposes. Staff is waiting on a change order to get approved prior to commencing these rehabilitation efforts.

Pump #4 at the Terrace Booster Station is still out of service. The contractor has had delays on their receipt of an essential part to complete the project. Staff plans on this work being completed in November 2022.

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 repaired and installed back onto the well.



The Mission Lakes, Highland, and Worsley reservoir sites have had updates/upgrades made to their solar systems. Worsley and Highland received new lithium batteries in addition to having their charge controllers updated. Also, staff installed an improved charge control at Mission Lakes to allow for better monitoring and the future installation of a lithium battery.



### Landscaping

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

### Well 33 Solar Site

Staff continues to monitor the performance of the solar system. The June and July 2022 performance reports were confirmed being unusual and incorrect by the performance team at Total Energies (formerly SunPower). The performance team is coordinating with the data analytics team and will provide an update once it is resolved. As soon as it is received, staff will provide accurate information for June through October 2022.

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

New Service Connections to the Water System

	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
July	6	18	7	4	5	7
August	28	19	6	10	5	3
September	22	23	18	2	14	4
October	16	33	13	3	21	8
November		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>72</b>	<b>196</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>
<b>Avg./ Mo.</b>	<b>6.00</b>	<b>16.33</b>	<b>12.50</b>	<b>7.67</b>	<b>6.08</b>	<b>7.33</b>

Additional water service connection information is provided in Appendix B.

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

Monthly Water Production

	FY 2022/23	Variance from prior year		FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19
	AF	AF	%	AF	AF	AF	AF
July	751.79	-44.78	-5.6%	796.57	857.77	853.23	857.20
August	850.19	10.26	1.2%	839.93	885.31	795.18	806.47
September	716.03	-22.62	-3.1%	738.65	784.80	757.08	689.47
October	691.98	26.80	4.0%	665.18	755.84	709.39	709.81
November		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>-30.34</b>	<b>-1.0%</b>	<b>8094.17</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>

Additional water production information is provided in Appendix B.



## Water Resources

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

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

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

The CVRWMG began preparing a grant application for the Urban Community Drought Relief Grant Program. MSWD has submitted the Well Rehabilitation Program, Mission Lakes Water Main Replacement Project, and Turf Rebate projects for funding consideration. The CVRWMG plans to submit the grant application to the California Department of Water Resources (DWR) in November 2022.

### **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.

The Mission Creek Subbasin Management Committee began preparing a grant application for the Sustainable Groundwater Management Round 2 Implementation Grant Program. MSWD submitted the GQPP Area A Sewer Project and the Recycled Water Project Phase 1A for funding consideration. The Management Committee plans to submit the grant application to DWR in November 2022.

Staff participated in the kick-off meeting for the Mission Creek Subbasin SGMA Annual Report for Water Year 2021-22. Engineering and Operations staff are assembling the requested data for the report.

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

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

Staff met with the GSAs to discuss the Data Management System and began preparing for the upcoming Annual Report process.

### Indio Subbasin Sustainable Groundwater Management Act Compliance

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

### Salt and Nutrient Management Planning

Staff attended the monthly Coachella Valley Salt and Nutrient Management Plan (CV SNMP) Update meeting. The CV SNMP Agencies discussed formation and roles for the different committees required to help move the plan through development and completion, including a steering and technical advisory committee; as well as coordination and participation with the Regional Board, tribes, and other stakeholders. In addition, the CV SNMP Agencies discussed the SNMP website content. The website is expected to be "live" in the coming weeks.

Staff continues to coordinate with CVWD on the Technical Support Services grant application with DWR to construct monitoring wells within the Mission Creek and Desert Hot Springs Subbasins. DWR has noted they plan to allocate funding/services to the project in 2023.



# PUBLIC AFFAIRS

Below is a list of Public Affairs activities:

## Past Sponsorships / Events

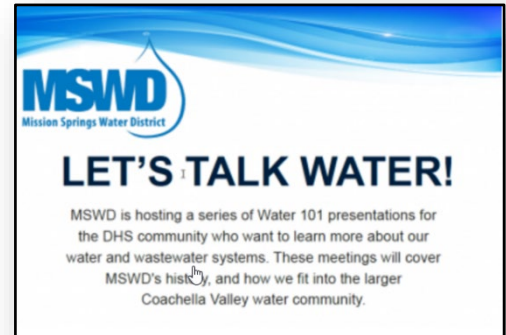
### Desert Hot Springs Rotary Career and Health Fair: October 22, 2022

MSWD was proud to participate in the Desert Hot Springs Job and Health Fair. The event was 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, 2022

Last month we kicked off our fall/winter series of Water 101 presentations at the Desert Hot Springs Library. With almost 30 members of the community in attendance, the successful event featured the District's water system. Additional sessions will take place on November 10, 2022, December 8, 2022, and January 19, 2023, and will feature topics including our wastewater system, long-term planning, rate-making, and customer service.



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

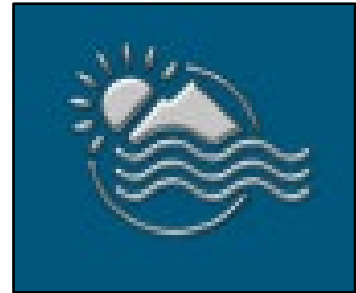
The festivities were fantastic during the Desert Hot Springs Rotary Happy Healthy Halloween event held at Mission Springs park. The event featured booths, games, and a Spooky Car and Bike Show. The MSWD booth featured our award-winning water, and a candy ring toss was very popular and even garnered attention on the KESQ Instagram feed.



**Upcoming Sponsorships / Events**

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

MSWD will again be a proud sponsor of the Desert Hot Springs 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.



**MSWD Blood Drive: December 20, 2022**

Donate your blood at our end-of-the-year Holiday Blood Drive on Tuesday, December 20, 2022. Held in the MSWD Boardroom from 7 a.m. to 1 p.m., we hope to finish the year strong, saving lives and giving back to the community. Watch your email or the District's social media for appointment information.

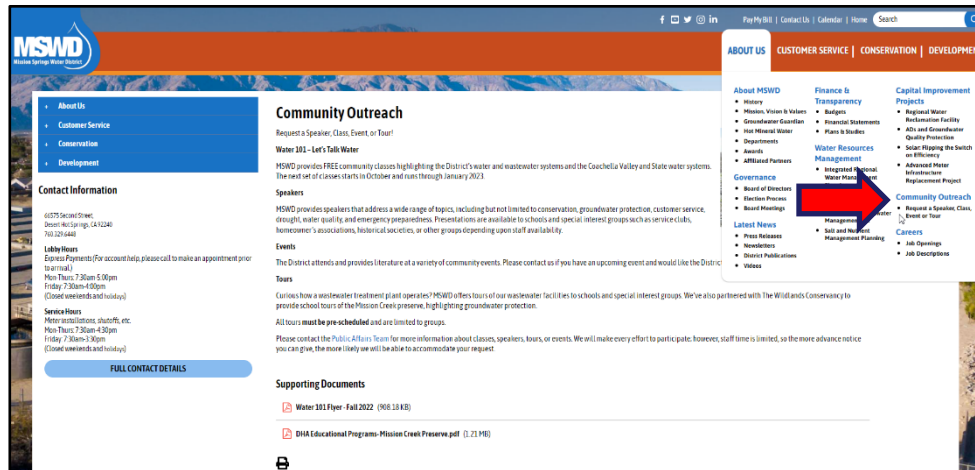
*If any other events occur throughout the month, they will be communicated either from the Public Affairs team or Dori Petee.*



**Public & Media Outreach**

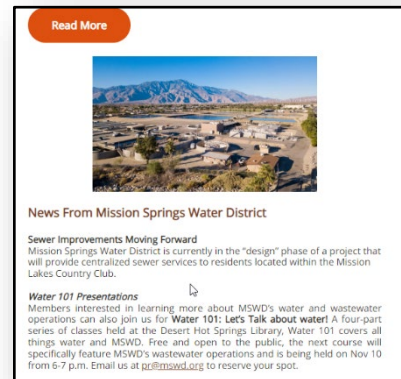
**New Website Area: Request a Speaker, Class, Event, or Tour!**

We have started a new area of our website that aggregates information for community organizations looking for a speaker, tour, or MSWD participation at an event. Located under the "About Us" tab, the new Community Outreach page features the Public Affairs team's contact information and lists upcoming opportunities.



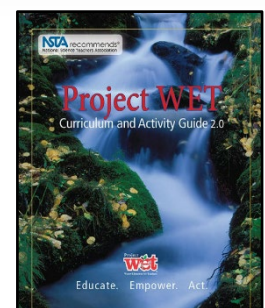
**Mission Lakes Country Club Newsletter**

Starting in October 2022, MSWD is providing content to the MLCC homeowners association for inclusion in its monthly newsletter. The October 2022 edition featured an update on the sewer design and funding for Assessment District 18, which MLCC is a part of, and an invitation to members to attend Water 101. Future articles will include information on water quality and conservation.



**Project WET**

The Public Affairs team recently participated in a Project WET workshop at the Whitewater Preserve. Hosted by CVWD, the Preserve, and the Water Education Foundation, Project WET provides hands-on, science-based water education resources to formal and non-formal educators worldwide. These resources encourage responsible environmental stewardship and promote meaningful action to address ecological challenges, climate change, and sustainability. Broken down by water topics, including Groundwater Protection, the program provides materials and exercises for K-12 students that align with the National Science Teacher Association curriculum. We will be working these materials and activities into our Groundwater Guardian program and plan to sponsor and offer this training to teachers in Desert Hot Springs next Spring 2023.



**Legal Updates**

During October 2022, the Public Affairs team circulated two media releases related to the Class Action Lawsuit and the Notice of Violation. We also shared this information on our social media pages and continue to monitor and share additional information. We also provided our Customer Service and Field Service teams with talking points and further contact information should a member of the public ask them for more details.



**MSWD Awards & Recognition**

**Desert Hot Springs High School – Community Partnership Award**



Desert Hot Springs High School presented the District and other community organizations with Community Partnership Awards for support throughout the school year. During a special community partnership meeting, Principal Omar Tinoco highlighted efforts being made by the school to improve College readiness and ways the school is breaking down ethnic barriers.

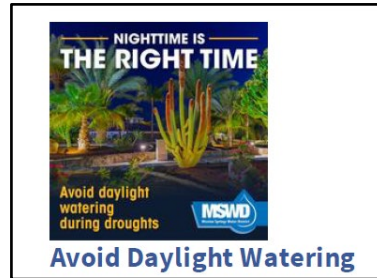
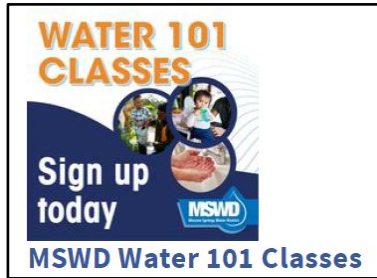
**American Outreach Foundation**

The American Outreach Foundation recently sent MSWD a thank you for supporting the power chair refurbishment program that assists Veterans and low-income seniors. Below are George B. and George W., who recently gained their mobility back with the help of a refurbished motorized scooter.



**MSWD Digital Advertising**

The District featured five Google and Facebook/Instagram ads promoting sign-ups for Water 101, Water at Night, Skip Overseeding, and Fix a Leaky Toilet. Together, these ads had 166,000 Google impressions. We also ran a small sprinkler campaign following the rain event, which garnered close to 15,000 Facebook impressions. A full report is included in Appendix C. Example ads:



**Social Media**

A copy of the October 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 .5%, engagement was up 120.6%, and post clicks were down 32.9%. Some of our most popular posts included employee profile stories shared as part of Water Professionals Appreciation Week.

Post Date	Total Engagements	Reactions	Comments	Shares	Post Link Clicks	Other Post Clicks
Thu 10/6/2022 2:33 pm	301	130	43	2	—	126
Tue 10/4/2022 3:29 pm	251	117	29	7	—	98
Fri 10/7/2022 10:14 am	34	24	2	1	—	7



### CV Water Counts

The CV Water Counts Outreach report for October 2022 can be found in Appendix C. The website continues to outperform 2021 numbers, with October 2022 seeing 2,601 users compared to 1,588 in October 2021. Time spent on the site also increased over the previous year, with users spending an average of 51 seconds on the site, compared to 37 seconds last year. In addition, the ad campaigns continue to perform very well, with more than 241,000 impressions and more than 2,600 clicks across Google and Facebook campaigns.



### Rebates & Conservation

The Public Affairs team continued to promote rebates and conservation throughout our service territory during the month of October 2022.

#### **Toilet Rebates**

The District funded two new toilet rebate applications in October 2022 (3 toilets), totaling \$300.

#### **Turf Rebates**

The District paid one turf rebate application in October 2022 in the amount of \$1,050. Staff received two new Turf Rebate applications in October 2022 and have a total of six pending applications totaling \$98,665.





## Bottled Water Tracking Report

### Water Donations for October 2022

Date Supplied	Requests Filled	Event or Purpose	# Cases Requested
10/5/2022	DHS High School	Edward Wenzlaff Field trips	6
10/6/2022	City of DHS	Council/Commission Meetings/Walk-in Guest	25
10/10/2022	DHS Police Dept.	Investigations, Traffic Accidents	5
10/13/2022	Cabot's Pueblo Museum	Dia de los Muertos	4
10/13/2022	City of DHS	Dia de los Muertos	8
10/20/2022	DHSHS	Public Safety Academy-Great Shakedown	10
10/20/2022	Friends of DHS Library	Authors Series/Book Sale	6
10/22/2022	DHS Rotary	Health & Job Fair	10
10/24/2022	DVBA	Annual Golf Tournament	8
10/28/2022	Miracle Springs Resort	SEECA Mineral Water Retreat	1
10/29/2022	MSWD	Rotary Happy Healthy Halloween	10
10/31/2022	Lily of the Valley Worship Center	Harvest Festival	8
	<b>Total Cases</b>		<b>101</b>

APPENDIX A –  
Federal Update from Carpi & Clay

# Mission Springs Water District Federal Update

October 31, 2022

## White House Holds Virtual Summit on Accelerating Infrastructure

On October 13<sup>th</sup>, the White House held a virtual summit on Accelerating Infrastructure. The overarching theme of the summit was “On Time. On Task. On Budget.” The event, which occurred just a few weeks before the one-year anniversary of signing the Bipartisan Infrastructure Bill into law, highlighted many of the projects that have received funding from the legislation this past year, as well as shared best practices for accelerating large-scale infrastructure projects. The White House Action Plan to accelerate infrastructure can be found [HERE](#) and the White House fact sheet can be found [HERE](#).

## Senators Send Letter to EPA on PFAS Pollution Guidance

A group of Democratic Senators, including Senators Dianne Feinstein (D-CA) and Alex Padilla (D-CA), sent a letter to Environmental Protection Agency (EPA) Administrator Michael Regan to discuss per- and polyfluoroalkyl substances (PFAS) pollution. The letter urges EPA to address PFAS in National Pollutant Discharge Elimination System (NPDES) permits under the Clean Water Act (CWA) and to take steps to limit industrial PFAS discharges. The letter follows an April EPA guidance for federally issued CWA NPDES permits that recognizes the need to identify and control PFAS pollution sources and EPA’s October 2021 PFAS Strategic Roadmap. The letter can be found [HERE](#).

## Treasury Department Seeks Input on IRA Tax Provisions

The Department of Treasury (Treasury) and the Internal Revenue Service (IRS) issued six [Notices](#) requesting public input on several climate and clean energy tax incentives in the Inflation Reduction Act (IRA). The Notices seek initial input from the public on specific questions, as well as requests for general comments. While the public will have further opportunities to provide input as the implementation process unfolds, the Notices provide an early way for stakeholders to submit information that can help inform Treasury and the IRS’s work. Comments are due November 4<sup>th</sup>.

## Reclamation Publishes SEIS NOI for Colorado River System

The Bureau of Reclamation (Reclamation) published a Notice of Intent (NOI) to prepare a Supplemental Environmental Impact Statement (SEIS) to revise the 2007 Interim Guidelines for the operation of the Glen Canyon and Hoover Dams in 2023 and 2024. The NOI states that Reclamation may need to modify operations and reduce downstream releases at both dams to provide system stability. The SEIS will analyze possible actions including a Framework Agreement Alternative, a Reservoir Operations Modification Alternative, and a No Action

Alternative. The NOI does not affect the separate process of determining post-2026 Colorado River operations. Comments on the NOI are due by December 20<sup>th</sup>, and more information can be found [HERE](#).

## A Look Ahead: What to Expect When Congress Returns after the Election

In mid-November, Congress will return to Washington, D.C. for the first time since the November election. Depending on the results of the election, Members may be returning to a great deal of change should the House and/or the Senate majorities change. Upon their return, Congress will begin working through organizing activities ahead of the new Congress (leadership elections, office selections, committee assignments and leadership). In addition to these organizing activities, there are also a few legislative items Congress will likely be focused on during the lame duck session:

- FY 2023 Appropriations bills
- Water Resources Development Act
- National Defense Authorization Act
- National Flood Insurance Act Authorization Extension
- Temporary Assistance to Needy Families Authorization Extension

## Federal Funding Opportunities/Announcements

**EPA Awards \$6.4 Million in Research Grants for National Water Reuse Efforts.** EPA announced two awards totaling \$6.4 million to support national efforts for expanded water reuse. The awardees are Iowa State University and the Water Research Foundation, and the funding will support water reuse innovation, information availability, and community engagement. More information can be found [HERE](#).

**EPA Announces \$30 Million in WIIN Act Grants.** EPA awarded \$30 million in funding for six projects under the Water Infrastructure Improvements for the Nation (WIIN) Act Grant program to address lead in water supplies and the removal of lead pipes. The list of projects can be found [HERE](#).

**EPA Announces WIFIA Office Hours.** EPA is hosting an office hours session for its Water Infrastructure Finance and Innovation Act (WIFIA) program on November 9<sup>th</sup> at 3:00 pm ET. Prospective program participants can ask EPA staff questions about the program and requirements for submitting Letters of Interest. The registration form for the session can be found [HERE](#).

**EPA Awards \$9 Million in P2 Grants.** EPA awarded \$9 million in Pollution Prevention (P2) Grants to 32 recipients. The grants provide states and tribes with funding to offer businesses technical assistance to prevent or reduce pollution. More information can be found [HERE](#).

**Reclamation Announces \$6.6 Million for Science and Technology Program.** Reclamation awarded \$6.6 million to 21 new research projects and 120 continuing, multi-year projects focused on new solutions to water and power challenges in western states. More information can be found [HERE](#).

**Reclamation Awards \$210 Million in BIL Drought Resilience Funding.** Reclamation announced \$210 million in BIL funding for drought resilience projects in western states. The funding will develop 1.7 million acre-feet of additional water storage capacity and feasibility studies for additional water storage capacity. The full list of projects and more information can be found [HERE](#).

**USDA Releases Application for \$1 Million in Water and Waste Disposal Technical Assistance and Training Grants.** USDA announced it is accepting applications for \$1 million in funding through its Water and Waste Disposal Technical Assistance and Training Grants program. The program provides qualified nonprofit organizations with technical assistance and training to benefit homeowners and communities seeking water and waste disposal grants and loans. Applications are due by November 13<sup>th</sup>, and more information can be found [HERE](#).

## Federal Agency Personnel/Regulatory Announcements

**Federal Agencies Release Climate Adaptation and Resilience Progress Reports.** In October, all federal agencies released their inaugural Climate Adaptation and Resilience Progress Reports. The reports are required by Executive Order 14057, “Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability,” which created the Federal Sustainability Plan to strengthen climate resilience across the federal government. The reports for all agencies can be found [HERE](#), and a fact sheet on the reports can be found [HERE](#).

**CDC Releases Report on PFAS EA Sites.** The Centers for Disease Control (CDC) released a final report titled “Findings Across Ten Exposure Assessment (EA) Sites.” The report documents exposure to seven different PFAS chemicals in drinking water in ten communities near military sites. The report summary can be found [HERE](#).

**EPA Releases 20 Climate Adaptation Implementation Plans.** EPA released 20 Climate Adaptation and Implementation Plans developed by its major offices, including national program offices and all ten regional offices. The plans follow EPA’s 2021 Climate Adaptation Action Plan that details the agency’s plan to address climate change and advance environmental justice (EJ). The reports released detail specific actions that each office will take to address public health and climate resilience. The EPA major office reports can be found [HERE](#).

**EPA Launches Off-site Stormwater Management Webpage.** EPA launched its new Off-site Stormwater Management webpage to provide background information the issue and to be a repository for future updates regarding off-site stormwater management. The webpage can be found [HERE](#).

**EPA Solicits Feedback on EJ Considerations for Development of Proposed LCRI.** EPA announced it is holding a public meeting on November 1<sup>st</sup> at 5:00 pm ET to discuss and solicit input on environmental justice considerations related to the development of the proposed Lead and Copper Rule Improvements (LCRI) national primary drinking water regulation under the Safe Drinking Water Act. EPA is also accepting written comments on the proposal

until November 15<sup>th</sup>. The public meeting registration form can be found [HERE](#), and more information can be found [HERE](#).

**EPA Launches EJScreen Updates.** EPA launched new updates to its EJ screening and mapping tool EJScreen. The updates include the addition of new data on U.S. territories, threshold maps which provides a cumulative outlook, and supplemental indexes providing socioeconomic information. The EJScreen tool can be found [HERE](#).

**EPA Releases Two Online Tools for Environmental Enforcement and Compliance.** EPA released two new online tools that provide additional information on environmental enforcement and compliance. EPA's [Enforcement and Compliance History Online](#) tool now incorporates EJ metrics for facilities, and the public can now access benzene concentrations from petroleum refineries on its [Benzene Fenceline Monitoring Dashboard](#).

**EPA Releases Strategy to Reduce Lead Exposure.** EPA released a report titled "Strategy to Reduce Lead Exposures and Disparities in U.S. Communities." The report is an agency-wide strategy to reduce lead exposures and pollution in communities with funding authorized by BIL. The report can be found [HERE](#).

**EPA Issues RFI for Greenhouse Gas Reduction Fund.** EPA issued an RFI for the Greenhouse Gas Reduction Fund included in the IRA. The agency is seeking input on how to design the program, which includes \$27 billion in competitive grants for projects that reduce or avoid greenhouse gas emissions. EPA announced two listening sessions for more information on the RFI on November 1<sup>st</sup> at 7:00 pm ET (registration can be found [HERE](#)) and on November 9<sup>th</sup> at 7:00 pm ET (registration can be found [HERE](#)). Comments on the RFI are due by December 5<sup>th</sup>, and more information can be found [HERE](#).

**Reclamation Announces BIL Quarterly Update Meeting.** Reclamation announced it will host a BIL Quarterly Update on November 10<sup>th</sup> at 2:00 pm ET. The link to join the meeting 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.	13	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>63</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

63

**Total Sewer Connections =**

**8728**

<b>WASTEWATER FLOW MGD</b>				
2022/23	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.980020	2.086591	0.038856	0.045610
Aug.	2.007484	2.156507	0.043378	0.051750
Sep.	2.085598	2.243680	0.042339	0.047130
Oct.	1.980283	2.266199	0.045616	0.052230
Nov.				
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	16	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>72</b>	<b>196</b>	<b>150</b>	<b>92</b>	<b>73</b>	<b>88</b>	<b>58</b>	<b>49</b>	<b>25</b>	<b>14</b>	<b>6</b>	<b>12</b>	<b>15</b>	<b>25</b>
<b>Avg./ Mo.</b>	<b>6.00</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                              72  
**Total Water Connections =      13,409**

WATER PRODUCTION														
	FY 2022/23	Variance from prior year		FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14	FY 2012/13	FY 2011/12
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	751.79	-44.78	-5.6%	796.57	857.77	853.23	857.20	835.87	714.50	659.11	859.00	942.82	911.87	838.49
August	850.19	10.26	1.2%	839.93	885.31	795.18	806.47	829.93	808.54	706.62	730.71	828.60	853.85	959.02
September	716.03	-22.62	-3.1%	738.65	784.80	757.08	689.47	712.40	679.54	657.37	800.67	813.20	723.92	826.46
October	691.98	26.80	4.0%	665.18	755.84	709.39	709.81	733.86	678.33	575.86	716.30	716.09	788.55	789.71
November		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%	621.44	625.80	557.73	490.92	536.09	549.50	514.05	614.94	603.89	559.02	583.70
April		0.00	0.0%	624.07	649.34	573.02	635.08	644.06	540.56	502.36	622.58	664.05	744.77	645.93
May		0.00	0.0%	745.36	723.62	698.99	598.36	697.15	731.81	601.83	590.28	708.18	786.79	763.12
June		0.00	0.0%	730.02	761.63	806.02	710.39	688.74	732.68	685.93	706.34	812.96	780.86	794.00
<b>TOTAL</b>		<b>-30.34</b>	<b>-1.0%</b>	<b>8094.17</b>	<b>8356.13</b>	<b>7981.79</b>	<b>7617.30</b>	<b>8017.06</b>	<b>7476.47</b>	<b>6,903.75</b>	<b>7,798.69</b>	<b>8,385.66</b>	<b>8,458.99</b>	<b>8,607.90</b>

## APPENDIX C – Public Affairs Information



# CVWC Digital Marketing Report

Website, Social, and Marketing Performance

**October, 2022**

by Hunter | Johnsen

## Google Ads Campaigns

 DISPLAY AD IMPRESSIONS  
CV WATER COUNTS

174,482

 SEARCH AD IMPRESSIONS  
CV WATER COUNTS

2,129

 VIDEO IMPRESSIONS  
CV WATER COUNTS

74,170

 CLICKS  
CV WATER COUNTS

2,314

 CTR  
CV WATER COUNTS

0.92%

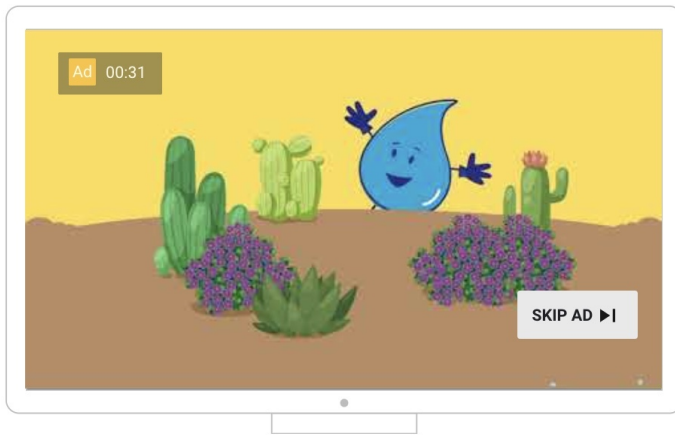
 GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Campaign	Clicks	Impr.
CV Water Counts Oct 2022	987	123,044
Garden	588	72,476
Rebates	399	50,568
CV Water Counts Oct 2022 SPANISH	759	51,438
Garden (Spanish)	635	42,757
Rebates (Spanish)	124	8,681
	1,746	174,482



 GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	74,170	28,756	16,537	196
CVWC Water Saving Tips YouTube Spanish Oct 2022	40,167	18,410	12,313	63
CVWC Water Saving Tips English YouTube Oct 2022	34,003	10,346	4,224	133
	74,170	28,756	16,537	196



### GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE

#### CV WATER COUNTS

Campaign	Clicks	Impr.
CVWC Search Campaign 2022	372	2,129
	372	2,129



### KEYWORDS PERFORMANCE

#### CV WATER COUNTS

Account name	Clicks	Impr.	CTR
CV Water Counts	291	1,741	16.71%
water rebates	76	367	20.71%
grass removal rebate	39	193	20.21%
water agency	38	514	7.39%
water rebate program	37	113	32.74%
turf rebate programs	26	147	17.69%
turf removal rebate	24	80	30%
water company	19	193	9.84%
toilet rebate	17	53	32.08%
washing machine rebate	11	49	22.45%
water service provider	4	32	12.5%
	296	1,902	15.56%

# Facebook Ad Campaigns

## FACEBOOK AD PERFORMANCE HUNTER JOHNSEN

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page engagement
 <p><b>Save water:</b> Check with your water agency to see what rebates are available</p> <p><i>Water</i> COUNTS</p> <p><b>Rebates</b> cvwatercounts.com</p> <p>Rebates from your water agency can be a great way to beautify your home, save money, and save water too!</p> <p>Learn more by clicking below.</p>	283	35,173	15,696	2.24	304
 <p><b>After it's been raining, turn off your s...</b></p> <p>After it's been raining, turn off your sprinklers for the next 3 days.</p> <p>Learn more ways to save water here: <a href="https://cvwatercounts.com/conservation-tips/">https://cvwatercounts.com/conservation-tips/</a></p>	18	32,403	31,439	1.03	30
	301	67,576	44,527	1.52	334

# Website Information

## PAGEVIEWS

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

5,210

## NEW VISITOR

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

2,350

## RETURNING USERS

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

750

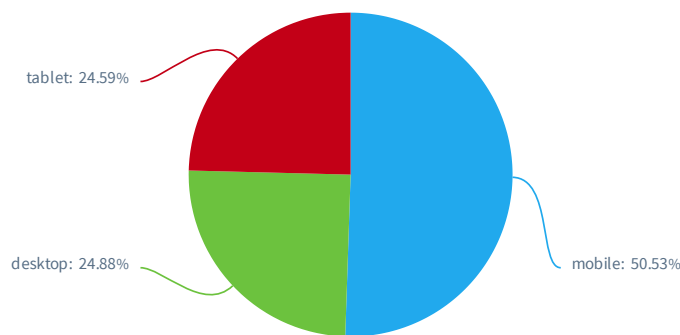
## PAGEVIEWS

CV WATER - CV WATER COUNTS - CV WATER COUNTS

Page Title	Pageviews
Aspiring Gardeners - Now's the Time to Start - CV Water Counts	1,808
Rebates - CV Water Counts	1,442
Conservation Tips - CV Water Counts	284
CV Water Counts	266
Coachella Valley Water Conservation Water Rebate Map - CV Water Counts	227
Two Dozen Vegetables to Plant by mid-October in Palm Springs and the Coachella Valley - CV Water Counts	106
Drought Update - CV Water Counts	73
CV Water Counts   Water Counts Academy - CV Water Counts	66
Plant of the Month: Trailing Lantana (Lantana Montevicensis) - CV Water Counts	53
Plant of the Month: Scarlet Bush, Fire Bush (Hamelia Patens) - CV Water Counts	41
	5,210

## SESSIONS / DEVICE CATEGORY

CV WATER - CV WATER COUNTS - CV WATER COUNTS



## PAGES / SESSION

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

1.34

## AVG. SESSION DURATION

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

51s

## BOUNCE RATE

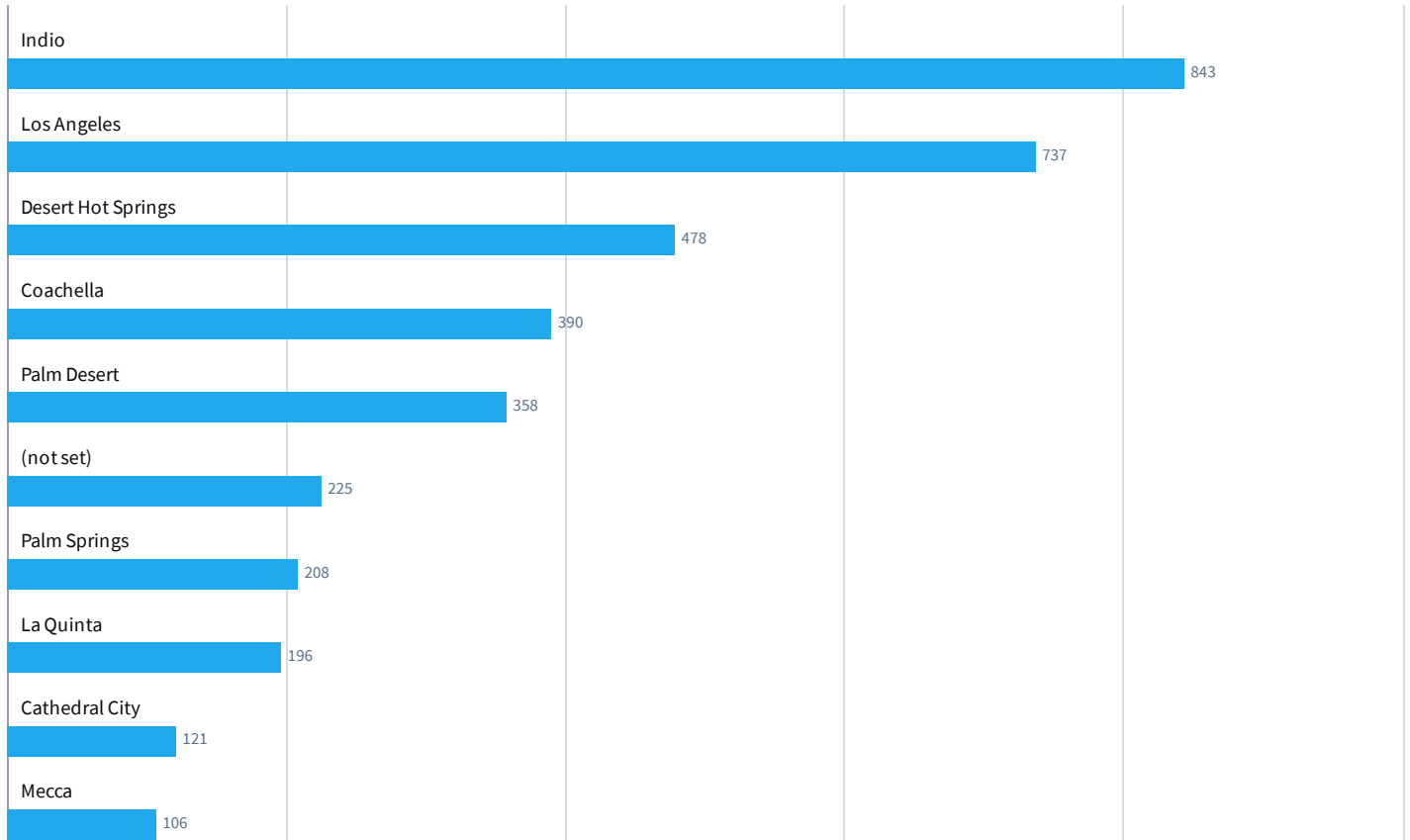
CV WATER - CV WATER COUNTS - CV WATER ...

81.75%

Item 22.

### PAGEVIEWS BY CITY

CV WATER - CV WATER COUNTS - CV WATER COUNTS



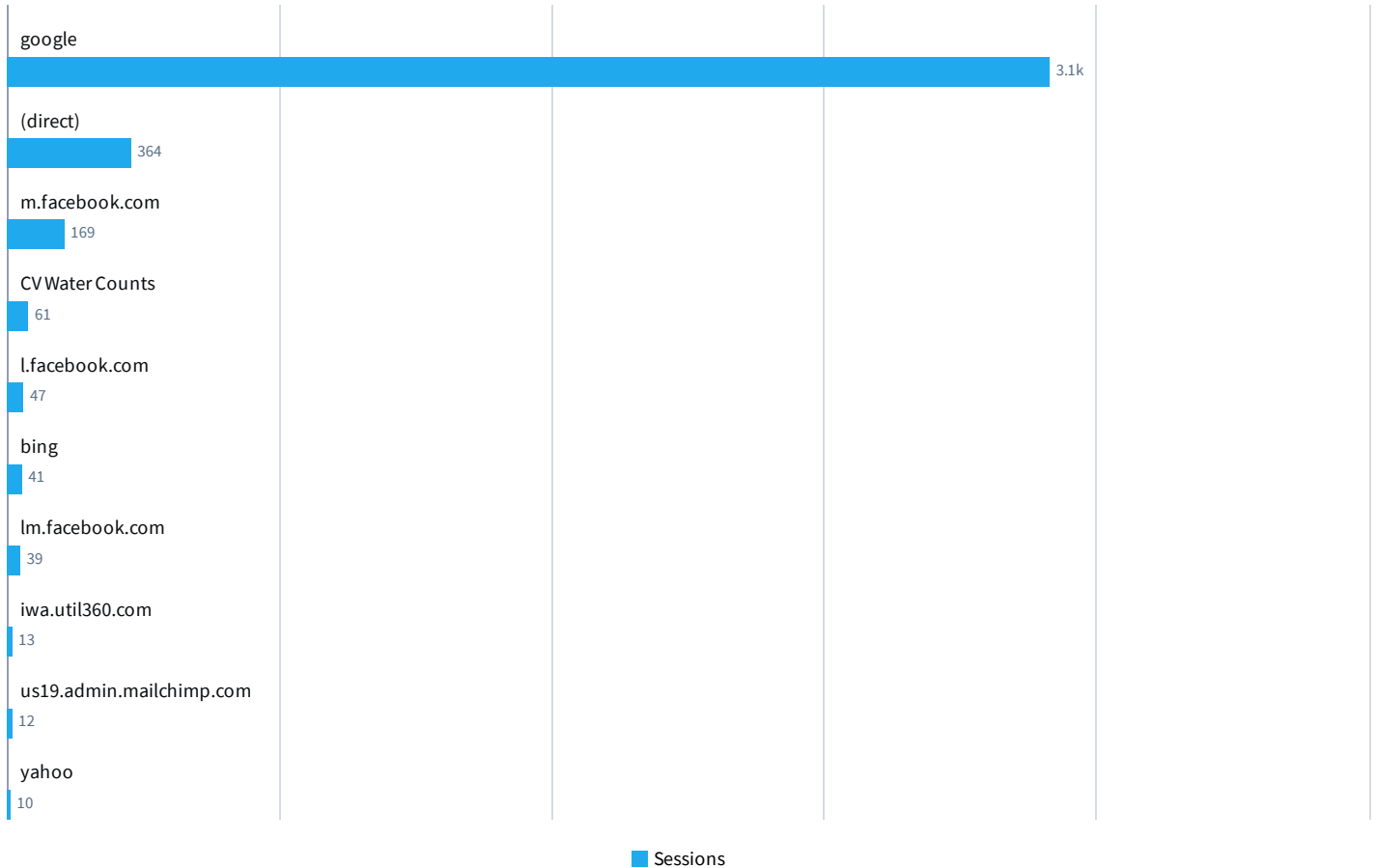
■ Pageviews



Item 22.

### USER REFERRERS

CV WATER - CV WATER COUNTS - CV WATER COUNTS



### HISTORY

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

Month	Sessions	Users	Pageviews	Pages / session	Avg. session duration	Bounce rate	% new sessions
October 2022	3,879	2,601	5,210	1.34	51s	81.75%	60.58%
September 2022	3,589	2,482	4,931	1.37	46s	83.03%	64.11%
August 2022	3,752	2,617	4,926	1.31	48s	83.96%	64.37%
July 2022	4,831	3,293	6,855	1.42	53s	80.23%	65.16%
June 2022	2,927	2,203	3,959	1.35	50s	83.64%	71.47%
May 2022	3,491	2,715	5,002	1.43	46s	71.7%	68.81%
April 2022	3,383	2,545	5,096	1.51	36s	63.38%	71.5%
March 2022	2,476	1,859	3,453	1.39	42s	83.04%	69.55%
February 2022	2,654	1,912	3,625	1.37	44s	81.2%	67.48%
January 2022	8,388	6,410	10,465	1.25	43s	86.27%	74.61%
December 2021	5,138	4,105	6,353	1.24	37s	87.5%	77.29%
November 2021	6,014	4,869	7,628	1.27	34s	86.51%	79.12%
October 2021	2,133	1,588	2,825	1.32	37s	84.2%	70.46%
	52,655	37,118	70,328	1.34	43s	82.07%	70.52%

Item 22.

# Organic Search

## TOP KEYWORDS CVWATERCOUNTS.COM/

Query	Impr.	Clicks	CTR	Avg. position
coachella valley water district	1,491	0	0%	4.74
lake cahuilla	1,449	0	0%	7.3
salvia clevelandii	762	2	0.26%	2.71
lantana ground cover	653	3	0.46%	4.41
water pledge	429	0	0%	8.37
cv water	394	3	0.76%	6.84
cleveland sage	371	3	0.81%	3.55
hesperaloe parviflora	212	0	0%	13.66
myoma water	189	0	0%	2.87
lantana montevidensis	149	0	0%	4.6
	6,099	11	0.18%	5.91

## TOP PAGES CVWATERCOUNTS.COM/

Page	Impr.	Clicks	CTR	Avg. position
<a href="https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevidensis/">https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevidensis/</a>	2,786	31	1.11%	17.14
<a href="https://cvwatercounts.com/plant-of-the-month-ocotillo-fouquieria-splendens/">https://cvwatercounts.com/plant-of-the-month-ocotillo-fouquieria-splendens/</a>	2,773	13	0.47%	8.84
<a href="https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/">https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/</a>	2,045	5	0.24%	9.66
<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>	1,823	9	0.49%	6.37
<a href="https://cvwatercounts.com/agency-spotlight-coachella-valley-water-district/">https://cvwatercounts.com/agency-spotlight-coachella-valley-water-district/</a>	1,788	0	0%	7.53
<a href="https://cvwatercounts.com/save-water-pledge/">https://cvwatercounts.com/save-water-pledge/</a>	1,026	3	0.29%	4.9
<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>	979	18	1.84%	30.91
<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>	926	4	0.43%	23
<a href="https://cvwatercounts.com/eco-friendly-car-washes-in-the-coachella-valley/">https://cvwatercounts.com/eco-friendly-car-washes-in-the-coachella-valley/</a>	764	3	0.39%	40.8
<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>	731	5	0.68%	29.53
	15,641	91	0.58%	17.87

Item 22.

# Facebook Information

**f** IMPRESSIONS  
CV WATER COUNTS

70,954

**f** REACH  
CV WATER COUNTS

47,567

**f** NEW PAGE LIKES  
CV WATER COUNTS

1

**f** ENGAGED USERS  
CV WATER COUNTS

411





**f** PAGE VIEWS  
CV WATER COUNTS

99







**f** LIFETIME PAGE LIKES  
CV WATER COUNTS

4,009

**f** POSTS  
CV WATER COUNTS

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Happy Halloween! 🎃</p>	October 31, 2022	99	9	9%	7	0
 <p>Desert Water Agency w...</p>	October 29, 2022	25	5	20%	4	0
 <p>Brooms aren't just for ...</p>	October 26, 2022	116	8	7%	7	0
 <p>By using pressure-regu...</p>	October 26, 2022	42	2	5%	2	0
		35,237	147	0%	73	3







Item 22.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
	October 24, 2022	88	6	7%	4	0
 CV Water Counts will b...	October 24, 2022	49	3	6%	3	0
 Benjamin Franklin onc...	October 20, 2022	32	2	6%	2	0
 As temperatures drop ...	October 19, 2022	140	6	4%	3	0
 This month, there is al...	October 17, 2022	45	3	7%	2	0
 If you or someone you...	October 16, 2022	36	2	6%	2	0

35,237 147 0% 73 3

241




Item 22.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>After it's been rainin...</p>	October 16, 2022	32,451	36	0%	10	1
 <p>Englemann's Hedgeho...</p>	October 15, 2022	32	1	3%	2	0
 <p>Make sure all of your h...</p>	October 12, 2022	1,746	34	2%	2	1
<p>CV Water Counts upda...</p>	October 12, 2022	28	4	14%	2	1
	October 12, 2022	27	4	15%	4	0
 <p>If you have questions, ...</p>	October 10, 2022	43	2	5%	2	0
 <p>The first week of Octob...</p>	October 6, 2022	26	3	12%	3	0

35,237 147 0% 73 3

242

Item 22.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>We're in a drought. We ...</p>	October 5, 2022	38	3	8%	3	0
 <p>It's Water Professional...</p>	October 3, 2022	135	7	5%	7	0
 <p>CV Water Counts upda...</p>	October 1, 2022	0	2	0%	2	0
		35,237	147	0%	73	3

# Instagram Information

 **IMPRESSIONS**  
CV WATER COUNTS

15,142


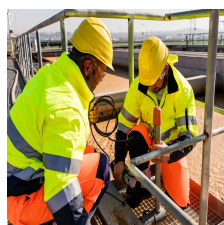

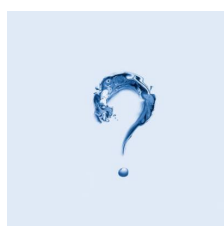

 **LIKES**  
CV WATER COUNTS

11

 **FOLLOWERS (TOTAL)**  
CV WATER COUNTS




233

 **MEDIA PERFORMANCE**  
CV WATER COUNTS

Media	Impr.	Engagement	Reach	Saved	Video views
 As temperatures drop ...	25	1	19	0	0
 The first week of Octob...	19	2	14	0	0
 Brooms aren't just for ...	17	2	12	0	0
 If you have questions, ...	17	2	11	0	0
 We're in a drought. We ...	17	1	13	0	0
	132	11	98	0	0



Item 22.

Media	Impr.	Engagement	Reach	Saved	Video views
 <p>It's Water Professional...</p>	16	1	13	0	0
 <p>If you or someone you...</p>	15	1	10	0	0
 <p>Happy Halloween! 🎃</p>	6	1	6	0	0
	132	11	98	0	0

# Twitter Information

Oct 2022 • 31 days

TWEET HIGHLIGHTS

**Top Tweet** earned 75 impressions

Make sure all of your hoses are equipped with an automatic shut-off nozzle. Hoses that are left running can waste 8-12 gallons per minute.

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

#WaterWiseWednesday  
[pic.twitter.com/N6R89DMWiS](http://pic.twitter.com/N6R89DMWiS)



1 retweet 3 likes

[View Tweet activity](#)

[View all Tweet activity](#)

**Top media Tweet** earned 30 impressions

Happy Halloween! 🎃  
[pic.twitter.com/ggIFgrhUjY](http://pic.twitter.com/ggIFgrhUjY)



2 likes

[View Tweet activity](#)

[View all Tweet activity](#)

OCT 2022 SUMMARY

Tweets  
**16**

Tweet impressions  
**330**

Profile visits  
**47**

New followers  
**1**

**Top Follower** followed by 5,394 people



**Rachio**

@rachio FOLLOWS YOU

Water with purpose 🌱💧 Rachio smart sprinkler controller makes watering easy & efficient, from anywhere.

[View profile](#)

# 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 October 2022	<b>Wednesday, October 5, 2022 5:00 PM</b>	536	616	55.6%	16.32%	42	5.6%	0.8%	3	2
		536	616	55.6%	16.32%	42	5.6%	0.8%	3	2



# MSWD Digital Marketing and Website Report


Website, Social, and Marketing Performance

**October, 2022**

Casey Dolan

**Casey Dolan Consulting**

## Google Ads Campaigns

 IMPRESSIONS  
MSWD


166,011

 CLICKS  
MSWD

461

 CTR  
MSWD

0.28%

 GOOGLE ADS CAMPAIGN PERFORMANCE  
MSWD

Campaign	Impr.	Clicks	CTR
MSWD Toilet Tank Video - Oct 2022	19,003	369	1.94%
MSWD Water 101 October2022	51,093	34	0.07%
MSWD Overseeding Oct 2022	45,899	30	0.07%
MSWD Night Watering Oct 2022	50,016	28	0.06%
	166,011	461	0.28%

## Facebook Ad Campaigns

 FACEBOOK AD GROUP PERFORMANCE  
MSWD

Ad	Campaign Name	Link Clicks	Impr.	Reach	Frequency	Page Likes
MSWD Night Watering - Oct 2022	MSWD Night Watering - Oct 2022	132	16,724	4,530	3.69	0
MSWD Water 101 - Oct 2022	MSWD Water 101 - Oct 2022	83	10,955	3,963	2.76	0
MSWD Skip Overseeding - Oct 2022	MSWD Skip Overseeding - Oct 2022	63	10,954	3,989	2.75	0
MSWD Toilet Repair Month - Oct 2022	MSWD Toilet Repair Month - Oct 2022	57	8,321	2,558	3.25	0
MSWD Rain Oct 16, 2022	MSWD Rain Oct 16, 2022	3	14,972	14,571	1.03	0
		338	61,926	18,380	3.37	0

# Website Information

## PAGEVIEWS

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

20,302

## NEW VISITOR

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

4,763

## USERS

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

1,965

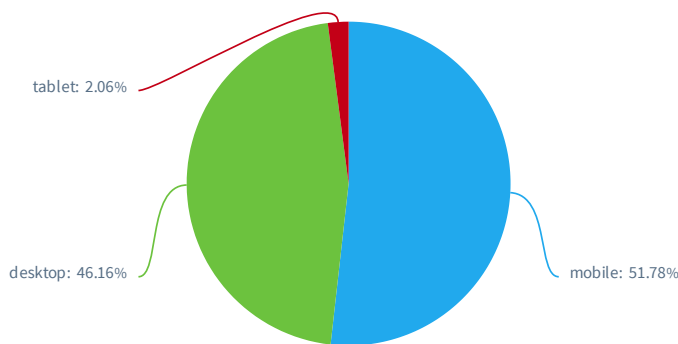
## PAGEVIEWS

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

Page Title	Pageviews
Mission Springs Water District Home Page   Mission Springs Water District CA	6,017
New Customer Portal   Mission Springs Water District CA	5,001
Bill Pay Options   Mission Springs Water District CA	1,073
Job Opportunities   Mission Springs Water District CA	933
Application for Water Service   Mission Springs Water District CA	487
Careers   Mission Springs Water District CA	431
Video: True Water Crimes - The case of the leaky toilet flapper   Mission Springs Water District CA	426
Search   Mission Springs Water District CA	355
Start/Stop Water Service   Mission Springs Water District CA	334
Employment Application   Mission Springs Water District CA	271
	20,302

## SESSIONS / DEVICE CATEGORY

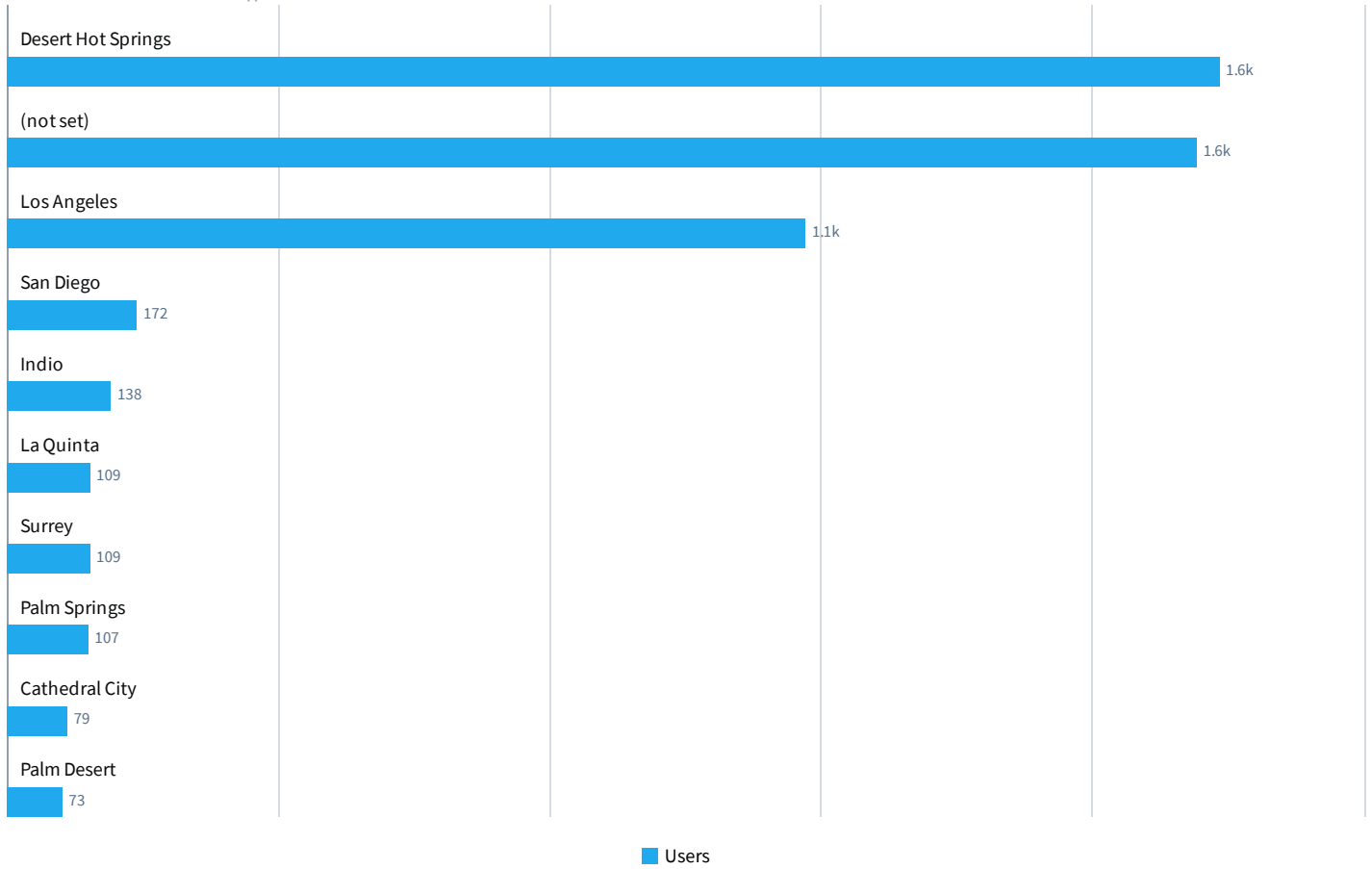
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



Item 22.

### USERS BY CITY

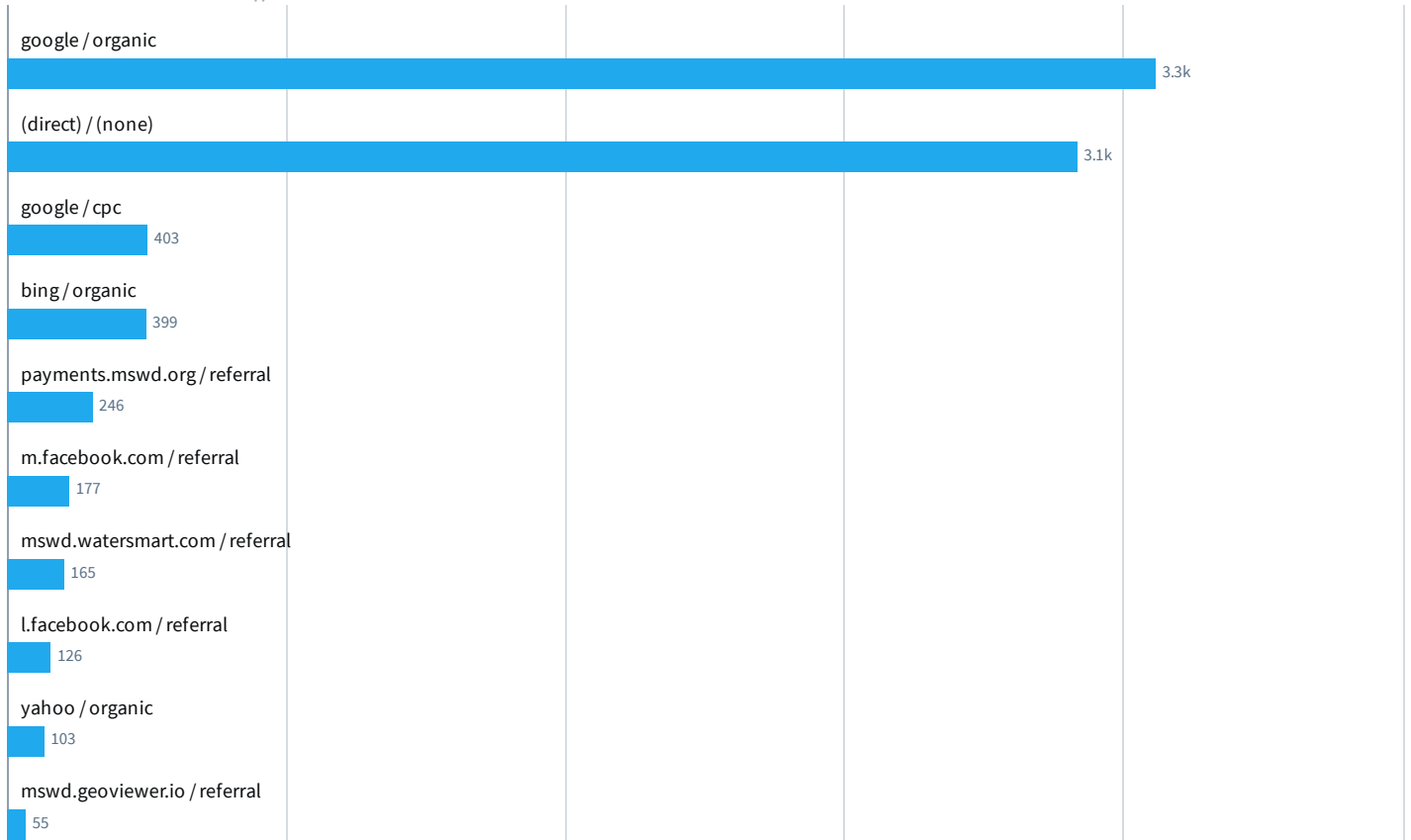
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



Item 22.

### USER REFERRERS

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



■ Sessions

### AVG. SESSION DURATION

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

1m 51s

### PAGES / SESSION

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

2.43

### BOUNCE RATE

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

32.95%



# MSWD Social Analytics

October 2022

Mission Springs Water District Social Media Analytics



**Included in this Report**

 @MSWaterDistrict

 missionspringswaterdistrict

 Mission Springs Water District

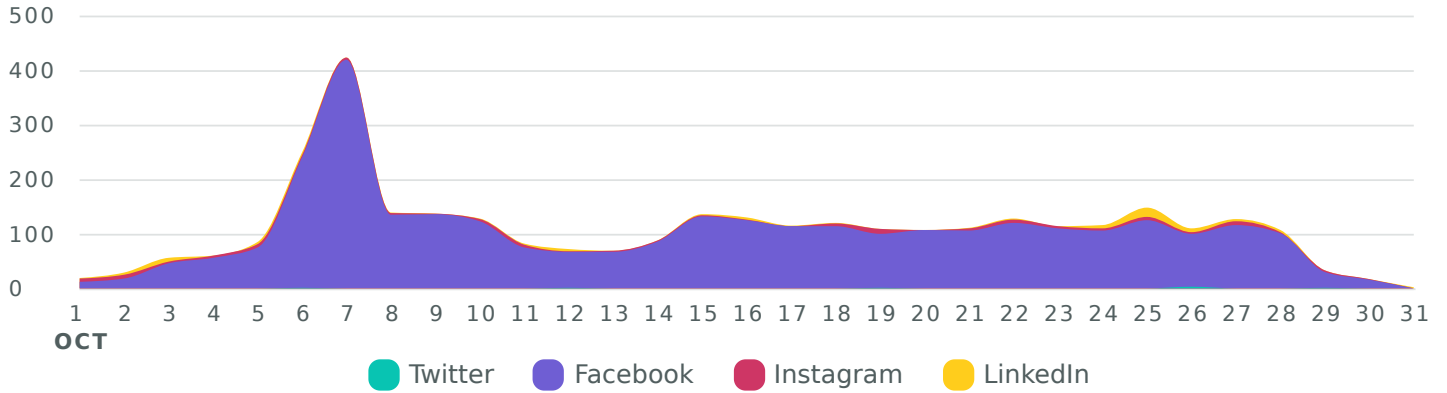
 Mission Springs Water District

### 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>3,366</b>	<b>↗ 120.6%</b>
Twitter Engagements	7	↗ 40%
Facebook Engagements	3,170	↗ 136.6%
Instagram Engagements	109	↗ 53.5%
LinkedIn Engagements	80	↘ 27.3%

### Cross-Network Performance Summary

View your key profile performance metrics from the reporting period.

- Profile
- Reporting Period
- All Profiles
- All Twitter Post Types

Impressions <b>80,884</b> ↗0.5%	Engagements <b>3,366</b> ↗120.6%	Post Link Clicks <b>385</b> ↘32.9%
------------------------------------	-------------------------------------	---------------------------------------

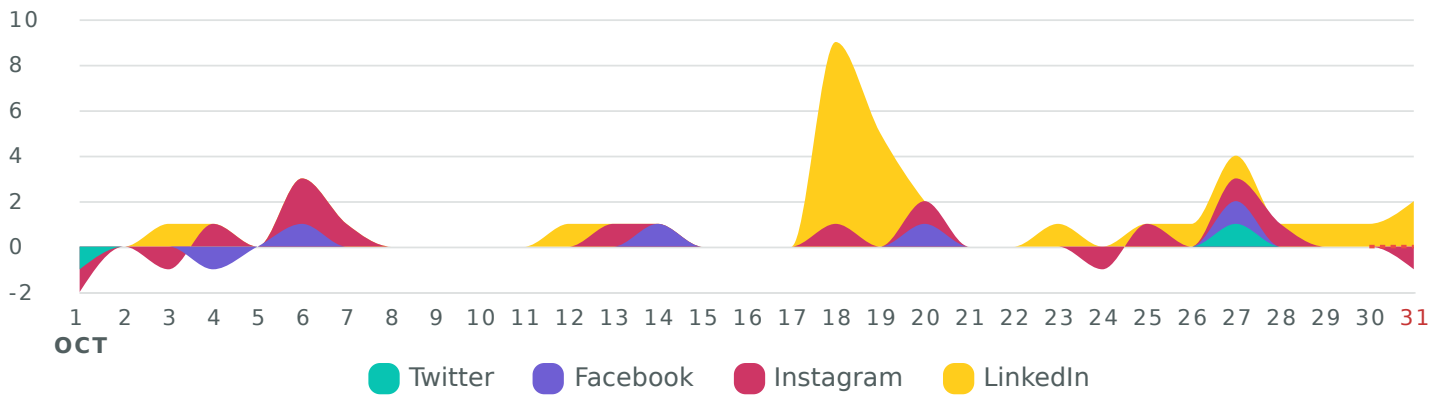
### Cross-Network Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
All Profiles
All Twitter Post Types

Net Audience Growth, by Day

*We are unable to display data for some of this date range. .*



Audience Metrics	Totals	% Change
<b>Total Audience</b>	<b>1,631</b>	<b>↗2.1%</b>
<b>Total Net Audience Growth</b>	<b>31</b>	<b>↗47.6%</b>
Twitter Net Follower Growth	0	↘100%
Facebook Net Page Likes	3	↘40%
Instagram Net Follower Growth	6	→0%
LinkedIn Net Follower Growth	22	↗175%

### FACEBOOK

## Facebook Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

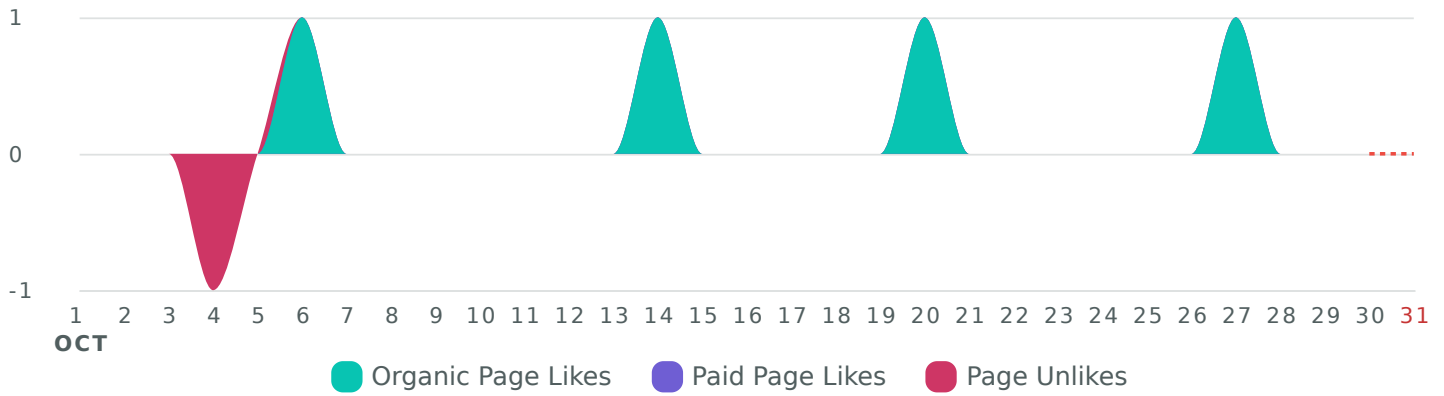
Impressions <b>68,934</b> ↘11.2%	Engagements <b>3,170</b> ↗136.6%	Post Link Clicks <b>362</b> ↘32.7%
-------------------------------------	-------------------------------------	---------------------------------------

### 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>1,157</b>	<b>↗10.4%</b>
<b>Net Page Likes</b>	<b>3</b>	<b>↘40%</b>
Organic Page Likes	4	↘33.3%
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 Content	Total Engagements	Reactions	Comments	Shares	Post Link Clicks	Other Post Clicks
<p><b>Mission Spring...</b> Thu 10/6/2022 2:33 pm ...</p> <p>To further celebrate Water Professionals Appreciation Week, today we would like t...</p> <p><b>Appreciation Week</b> October 1-9, 2022</p> <p><b>Joey McElrone</b> Collections Systems Operator II</p>	<b>301</b>	<b>130</b>	<b>43</b>	<b>2</b>	—	<b>126</b>
<p><b>Mission Spring...</b> Tue 10/4/2022 3:29 pm ...</p> <p>October 1-9, 2022 is Water Professionals Appreciation Week! Celebrated by water...</p> <p><b>Appreciation Week</b> October 1-9, 2022</p> <p><b>Tim Owens</b> Water Production Operator</p>	<b>251</b>	<b>117</b>	<b>29</b>	<b>7</b>	—	<b>98</b>
<p><b>Mission Spring...</b> Fri 10/7/2022 10:14 am ...</p> <p>As we near the end of Water Professionals Appreciation Week, today we would like t...</p> <p><b>Appreciation Week</b> October 1-9, 2022</p> <p><b>Don Mathein</b> Field Operations Supervisor</p>	<b>34</b>	<b>24</b>	<b>2</b>	<b>1</b>	—	<b>7</b>

### INSTAGRAM

### Instagram Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  missionspringswaterdistrict

<p>Impressions</p> <p><b>11,098</b> ↗843.7%</p>	<p>Engagements</p> <p><b>109</b> ↗53.5%</p>	<p>Profile Actions</p> <p><b>0</b> →0%</p>
---	---	--

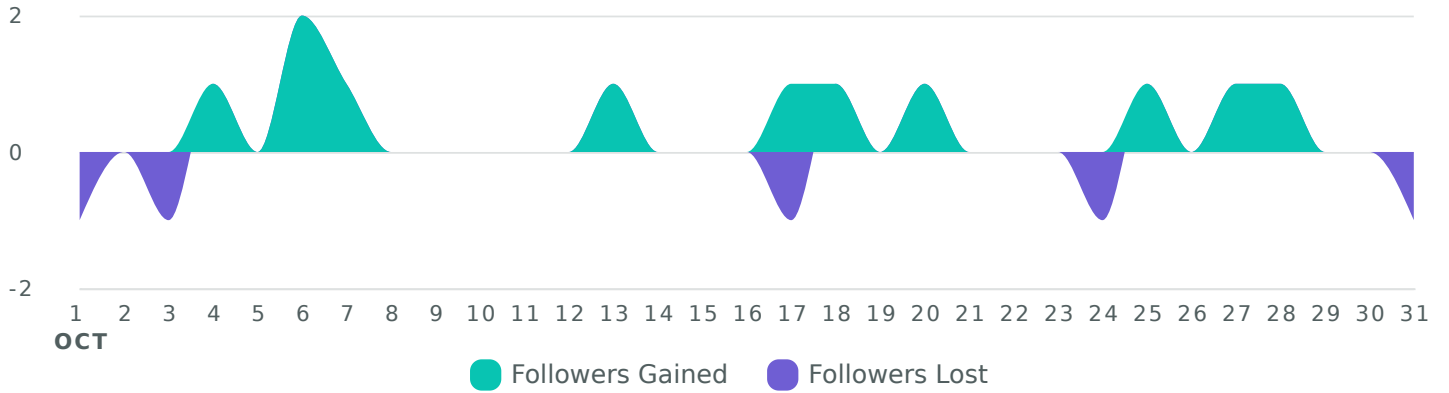


### Instagram Audience Growth

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>244</b>	<b>↗2.5%</b>
<b>Net Follower Growth</b>	<b>6</b>	<b>→0%</b>
Followers Gained	11	↗37.5%
Followers Lost	5	↗150%

### 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>missionsprings...</b> Wed 10/5/2022 12:17 p...	This week is Water Professionals Appreciation Week! Celebrated by water...	10	10	0	0
  <b>missionsprings...</b> Mon 10/24/2022 10:14 a...	Halloween can be scary but not as frightening as when Wipes & FOG (fats, oils,...	8	8	0	0
  <b>missionsprings...</b> Fri 10/21/2022 1:26 pm ...	News Release: MSWD Settlement Leads to New Groundwater Protection...	7	7	0	0

### TWITTER

## Twitter Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  @MSWaterDistrict  All Twitter Post Types

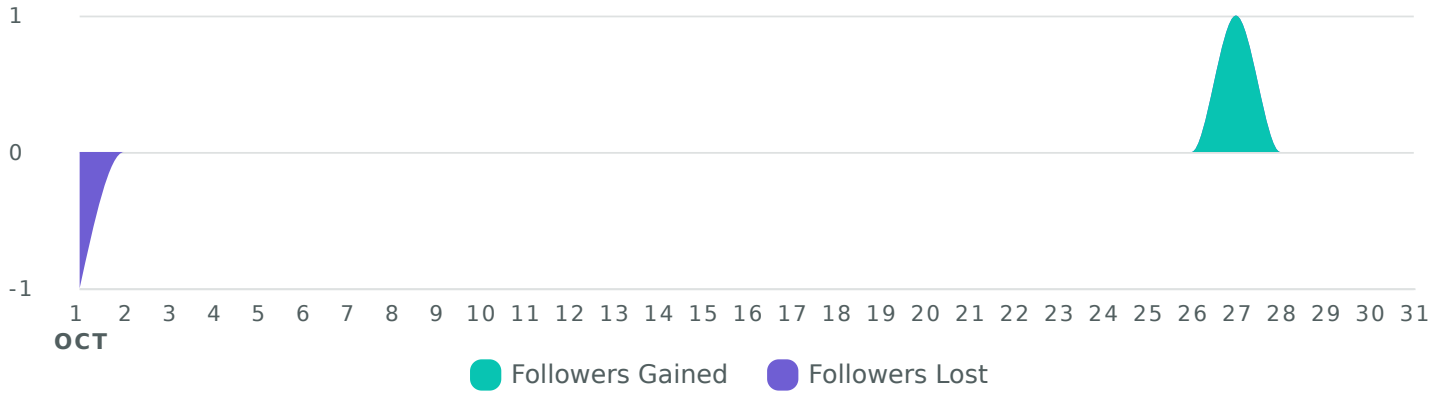
<p>Impressions</p> <p><b>88</b> ↘8.3%</p>	<p>Engagements</p> <p><b>7</b> ↗40%</p>	<p>Post Link Clicks</p> <p><b>1</b> ↗—</p>
---	---	--

### 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>→0%</b>
<b>Net Follower Growth</b>	<b>0</b>	<b>↘100%</b>
Followers Gained	1	↘50%
Followers Lost	1	↗—
<b>Following</b>	<b>100</b>	<b>→0%</b>

### Twitter Top Posts

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

Post
Lifetime
@MSWaterDistrict
All Twitter Post Types

Descending by Lifetime Engagements

**@MSWaterDist...**

Fri 10/28/2022 5:04 pm ...

Need help paying a past-due water bill? There are several assistance programs availa...

<b>Total Engagements</b>	<b>1</b>
Likes	<b>1</b>
@Replies	<b>0</b>
Retweets	<b>0</b>
Post Link Clicks	<b>0</b>
Other Post Clicks	<b>0</b>
Other Engagements	<b>0</b>

**@MSWaterDist...**

Mon 10/24/2022 5:02 p...

Halloween can be scary but not as frightening as when Wipes & FOG (fats, oils, grease) damage our city's pipes. Don't get spooked. Watch this video instead!

<b>Total Engagements</b>	<b>1</b>
Likes	<b>1</b>
@Replies	<b>0</b>
Retweets	<b>0</b>
Post Link Clicks	<b>0</b>
Other Post Clicks	<b>0</b>
Other Engagements	<b>0</b>

**@MSWaterDist...**

Fri 10/21/2022 4:03 pm ...

Save time and simplify your life! MSWD Customer Connect Water Portal makes it easy t...

<b>Total Engagements</b>	<b>1</b>
Likes	<b>1</b>
@Replies	<b>0</b>
Retweets	<b>0</b>
Post Link Clicks	<b>0</b>
Other Post Clicks	<b>0</b>
Other Engagements	<b>0</b>

## LINKEDIN

### LinkedIn Performance Summary

View your key profile performance metrics from the reporting period.

 Profile  Reporting Period  Mission Springs Water District

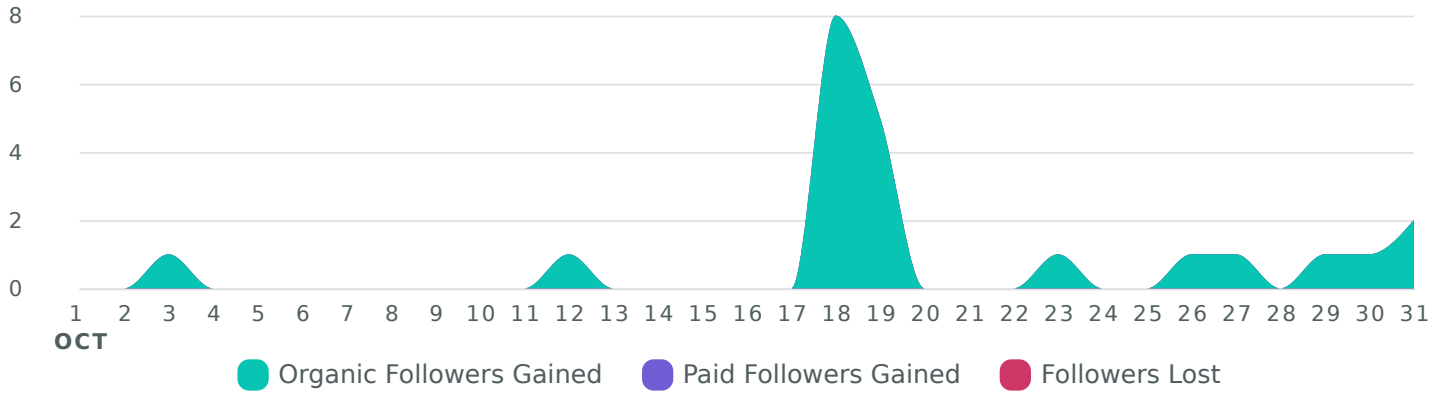
Impressions <b>764</b> ↘50.7%	Engagements <b>80</b> ↘27.3%	Post Clicks (All) <b>22</b> ↘38.9%
----------------------------------	---------------------------------	---------------------------------------

## 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>148</b>	<b>↗17.5%</b>
<b>Net Follower Growth</b>	<b>22</b>	<b>↗175%</b>
Organic Followers Gained	22	↗175%
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 Preview	Total Engagements
<p><b>MSWD</b> <b>in Mission Spring...</b> Mon 10/24/2022 5:04 p...</p> <p>Halloween can be scary but not as frightening as when Wipes &amp; FOG (fats, oils,...</p> <p><b>Protect Your Pipes</b></p>	<p><b>25</b></p> <p>Reactions: <b>15</b></p> <p>Comments: <b>1</b></p> <p>Shares: <b>2</b></p> <p>Post Clicks (All): <b>7</b></p>
<p><b>MSWD</b> <b>in Mission Spring...</b> Wed 10/5/2022 7:33 pm...</p> <p>Water Professionals Appreciation Week: October 1-9, 2022 Celebrated by wate...</p> <p><b>Water Professionals A...</b></p>	<p><b>8</b></p> <p>Reactions: <b>5</b></p> <p>Comments: <b>0</b></p> <p>Shares: <b>2</b></p> <p>Post Clicks (All): <b>1</b></p>
<p><b>MSWD</b> <b>in Mission Spring...</b> Wed 10/26/2022 8:44 p...</p> <p>Construction on MSWD's new Regional Water Reclamation Facility is moving fast! Once...</p>	<p><b>7</b></p> <p>Reactions: <b>6</b></p> <p>Comments: <b>0</b></p> <p>Shares: <b>1</b></p> <p>Post Clicks (All): <b>0</b></p>