



## BOARD OF DIRECTORS REGULAR MEETING AGENDA

Tuesday, January 16, 2024 at 3:00 PM

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

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

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

JOIN ZOOM MEETING:

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

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

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

1. CALL TO ORDER
2. ROLL CALL
3. ANNOUNCEMENT AND VERIFICATION OF REMOTE MEETING PARTICIPATION PURSUANT TO AB 2449 OR GC 54953(b)
4. PLEDGE OF ALLEGIANCE
5. RULES OF PROCEDURE
6. PUBLIC INPUT  
*This is the opportunity for members of the public to address the Board on matters within the Board's jurisdiction. **Please limit comments to three (3) minutes or less.** State law prohibits the Board from discussing or taking action on any item not listed on the agenda.*

### EMPLOYEE RECOGNITION

7. HUMAN RESOURCES REPORT

**ACTION ITEMS****8. FEDERAL ADVOCACY SERVICES – CARPI & CLAY, INC.**

It is recommended to authorize the Interim General Manager to execute an Agreement for Services with Carpi & Clay Government Relations in the amount of \$5000/month for the term February 1, 2024, to January 31, 2025.

**9. ACKNOWLEDGE MSWD LEGISLATIVE PLATFORM FOR 2024-2025**

It is recommended to receive and file the MSWD 2024-25 Legislative Platform.

**10. RESOLUTIONS 2024-01, 2024-04 AND 2024-05 ~ REVISED FY 2023/24 OPERATING AND CAPITAL BUDGET APPROPRIATIONS LIMIT AND CLASSIFICATION PLAN**

It is recommended to adopt Resolutions 2021-01, 2024-04 AND 2024-05 related to the fiscal year ending June 30, 2024, revised operating and capital budgets.

**11. RESOLUTION 2024-02 ~ AMENDING RESOLUTION 2023-16 REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

It is recommended to adopt Resolution 2024-02 providing for the revisions to Mission Springs Water District Personnel Rules and Regulations.

**12. RESOLUTION 2024-03 RESCINDING AND REPLACING RESOLUTION 2009-02 EXPENSE REIMBURSEMENT POLICY**

It is recommended to adopt Resolution 2024-03 rescinding and replacing Resolution 2009-02 Reimbursement Policy.

**13. AUTHORIZE GENERAL MANAGER EMPLOYMENT AGREEMENT**

It is recommended to authorize the Board President to execute a General Manager Employment Agreement between Mission Springs Water District and Brian Macy.

**14. THIRD AMENDMENT TO CONTRACT WITH RUHNAU CLARKE ARCHITECTS FOR THE DESIGN OF THE CRITICAL SERVICES CENTER/ADMINISTRATION BUILDING**

It is recommended to authorize the General manager to amend the professional services contract with Ruhnau Clarke Architects for the design of the Critical Services Center/Administration Building at the District Corp Yard. The amendment would increase the contract amount \$393,200 from \$1,860,964 to a not to exceed amount of \$2,254,164 and authorize the General Manager to do all things necessary to complete the project.

**15. APPOINTMENTS TO BOARD STANDING COMMITTEES**

President Sewell may appoint members to the District's standing committees.

**16. AFFILIATION LISTING**

It is recommended to review, update if necessary and approve the current Board Affiliation Listing.

**DISCUSSION ITEMS****17. NANCY WRIGHT REGIONAL WATER RECLAMATION FACILITY UPDATE**

**18. CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE****19. MSWD STRATEGIC PLANNING UPDATE****CONSENT AGENDA**

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

**20. APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

December 5, 2023 - Strategic Planning Workshop #4

December 14, 2023 - Study Session

December 18, 2023 - Board Meeting

**21. REGISTER OF DEMANDS**

The register of demands totaling \$3,033,826.41

**22. PUBLIC WATER AND SEWER SYSTEMS CONSTRUCTION AGREEMENTS AND WATER AND SEWER BONDING AGREEMENT MAP FOR TRACT NO. 38200 - RANCHO DESCANSO**

It is recommended to authorize the Interim General Manager to execute the Public Water and Sewer Systems Construction Agreements and Water and Sewer Bonding Agreement for the Rancho Descanso - Tract No. 38200 residential development project and to do all things necessary to complete the agreements.

**REPORTS****23. DIRECTOR'S REPORTS****24. GENERAL MANAGER'S REPORT**

Included in this report are the following oral reports:

A. Finance Report

B. Public Affairs Report

**COMMENTS****25. DISTRICT COUNSEL COMMENTS****26. DIRECTOR COMMENTS****CLOSED SESSION****27. CONFERENCE WITH LEGAL COUNSEL REGARDING POTENTIAL INITIATION OF LITIGATION**

Pursuant to Government Code Section 54956.9(d)(4) One potential case.

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

**29. ADJOURN**

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

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

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**CERTIFICATION OF POSTING**

I certify that on or before January 12, 2024, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 72 hours in advance of the meeting (Government Code Section 54954.2).



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Dori Petee  
Executive Assistant

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** JANUARY 11 & 16, 2024

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



## HUMAN RESOURCES REPORT PERSONNEL ACTIVITY FOR THE PERIOD DECEMBER 1-31, 2023



### NEW HIRES

### ANNIVERSARIES

Grant Fournier	Collections System Operator II	1 Year
Fernando Ruelas III	Field Operations Technician I	1 Year
Lorenzo Soto	Field Operations Technician I	6 Years
Arturo Ceja	Director of Finance and Accounting	12 Years

### PROMOTIONS

### CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** January 11 & 16, 2024

**FROM:** Marion Champion, Government & Public Affairs  
Manager

**FOR:** ACTION   X   DIRECTION        INFORMATION       



## FEDERAL ADVOCACY SERVICES—CARPI & CLAY, GOVERNMENT RELATIONS

### STAFF RECOMMENDATION

Authorize the Interim General Manager to execute an Agreement for Services with Carpi & Clay Government Relations in the amount of \$5,000/month for the term beginning February 1, 2024, and ending January 31, 2025.

### SUMMARY

The current agreement with Carpi and Clay for federal advocacy services expires on January 31, 2023. Our primary advocate, Laura Morgan Kessler, has represented the District for more than a decade. Laura was brought to MSWD by Thane Young, our original federal advocate.

### ANALYSIS

The District’s legislative outreach and advocacy program is continuously active at the federal level. The program includes participation in industry efforts sponsored by ACWA and legislative advocacy services provided through a Washington, D.C representative. Laura Morgan-Kessler has served as the District’s Washington Representative for five years.

Prior to that, she assisted Thane Young for 12 years in serving MSWD. Through the combined efforts of Young/Morgan, the District Board, and staff, the District’s Groundwater Quality Protection Program received significant federal funding, a planning authorization in the Water Resources Development Act (WRDA) of 2000, and construction authorization for \$35 million through the 2007 WRDA.

Due to Laura’s direct intervention with the District’s Congressional delegation, as well as the USACE, the District has received the following federal funding for the USACE during the past five years:

- \$1.2 million in the FY18 USACE Work Plan
- \$250,000 in the FY22 Energy and Water Appropriations Bill
- \$800,000 in the FY23 Energy and Water Appropriations Bill
- \$2.7 million in the Senate FY24 Energy and Water Appropriations Bill (pending Congress finalizing the FY24 bills)

FINANCIAL DATA		
Cost Associated with this action:	\$62,500	
Current FY cost:	\$28,000	
Future FY cost:	\$25,250	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Public Affairs	
BID/Job#	702	
Current BID/Job balance	\$63,609	
Balance remaining if approved:	\$38,359	

**FISCAL IMPACT**

Annual cost is \$60,000, plus travel and incidental expenses not to exceed \$2,500. Remaining cost for FY24 includes five months of service, plus incidental expenses.

**ATTACHMENTS**

2024 Carpi & Clay Agreement

2023 Carpi & Clay Agreement

AGREEMENT  
MISSION SPRINGS WATER DISTRICT  
AND  
CARPI & CLAY, INC.

Pursuant to this Agreement, the Mission Springs Water District (hereafter referred to as “the District” and Carpi & Clay, Inc. (hereafter referred to as “the Washington Representative”), agree to assume the following obligations:

1. OBLIGATIONS OF CARPI & CLAY, INC.

- A. Carpi & Clay Inc. will act as the Washington Representative to the District.
- B. The Washington Representative will confer with the General Manger and such other personnel as the General Manager may designate at the times and places mutually agreed to by the General Manager and the Washington Representative on all organizational planning and program activity which has a bearing on the ability of the District to make the best use of federal programs.
- C. The Washington Representative will review federal executive proposals, legislation under consideration, proposed and adopted administrative rules and regulation and other federal developments for the purpose of advising the District, on the representative’s own initiative, of those items which may have a bearing on the District’s policies or programs.
- D. The Washington Representative will secure and furnish such detailed information as may be available on federal issues in which the District indicates an interest. The Washington Representative will provide a monthly report of legislative and regulatory activities of interest to the District, reporting on actions taken on behalf of the District.
- E. The Washington Representative will review and comment on proposals and grant requests of the District, which are being prepared for submissions to federal agencies, when requested to do so by the General Manager.
- F. The Washington Representative will maintain liaison with the District’s delegation in Congress and will assist the delegation in any matter which the General Manager determines to be in the interest of the District and in the same manner as any other member of the District’s administrative staff might render assistance.
- G. The Washington Representative will counsel with the District regarding appearance by District officials before Congressional committees and administrative agencies and will arrange for appointments and accommodations as necessary.
- H. The Washington Representative will contact federal agencies on the District’s behalf when applications or other initiatives are under consideration by such agencies and otherwise take whatever steps are necessary to obtain the most favorable consideration.



- I. It is understood that Carpi & Clay may be required to register on behalf of the District under the terms of the Lobbying and Disclosure Act of 1995, as amended (2 U.S.C. 1601 et seq.) and any subsequent laws or regulations.
- J. In fulfilling the responsibilities under this Agreement, the Washington Representative will act in the name of the District and with the title Washington Representative to the District.

## 2. OBLIGATIONS OF THE MISSION SPRINGS WATER DISTRICT

- A. The District will contract with the Washington Representative for a period of twelve months. However, this contract may be terminated at any time without cause by providing thirty (30) days written notice.
- B. The contract will be \$60,000.00 payable in advance in equal monthly installments of \$5,000.00
- C. The District will advise the Washington Representative of the name or name of persons other than the General Manager authorized to request service by the Washington Representative and the person or persons to be kept advised by the Representative.
- D. The District will supply the Washington Representative with a summary of all federal issues in which the District has interests and advise the Washington Representative of any new developments, together with the pertinent details as to the substance of such developments.
- E. The District will supply the Washington Representative with copies of budgets, planning documents, and regular reports of the General Manager, the District's agenda and proceedings, newspapers and other materials which will assist the Washington Representative in keeping current on the District's policies and programs.
- F. The District will reimburse the Washington Representative for: (1) all travel expenses incurred pursuant to paragraph 1, subparagraph B; (2) all travel and incidental expenses for attendance at any other meetings attended by the Washington Representative at the request of the General Manager; (3) all incidental expenses incurred in the course of conducting the District's business.
- G. The obligation of the District under paragraph 2, subparagraphs F, G and H is not to exceed \$2,500.00 for the period covered by this contract.

## 3. THE DISTRICT AND CARPI & CLAY, INC. CONCUR THAT THE FOLLOWING EXCLUSIONS SHALL APPLY TO THIS AGREEMENT

The Washington Representative:

- A. Will not represent the District in any judicial or quasi-judicial hearing conducted by boards or examiners of federal agencies or commissions; and
- B. Will not perform any legal, engineering, accounting or similar professional services.

4. This agreement shall take effect on February 1, 2024 and terminate on January 31, 2025.

CARPI & CLAY, INC.

MISSION SPRINGS WATER DISTRICT

\_\_\_\_\_  
Kenneth Carpi, President  
Date: \_\_\_\_\_

\_\_\_\_\_  
Brian Macy, Interim General Manager  
Date: \_\_\_\_\_

**AGREEMENT  
MISSION SPRINGS WATER DISTRICT  
AND  
CARPI & CLAY, INC.**

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- E. The Washington Representative will review and comment on proposals and grant requests of the District, which are being prepared for submissions to federal agencies, when requested to do so by the General Manager.
- F. The Washington Representative will maintain liaison with the District's delegation in Congress and will assist the delegation in any matter which the General Manager determines to be in the interest of the District and in the same manner as any other member of the District's administrative staff might render assistance.
- G. The Washington Representative will counsel with the District regarding appearance by District officials before Congressional committees and administrative agencies and will arrange for appointments and accommodations as necessary.
- H. The Washington Representative will contact federal agencies on the District's behalf when applications or other initiatives are under consideration by such agencies and otherwise take whatever steps are necessary to obtain the most favorable consideration.

- I. It is understood that Carpi & Clay may be required to register on behalf of the District under the terms of the Lobbying and Disclosure Act of 1995, as amended (2 U.S.C. 1601 et seq.) and any subsequent laws or regulations.
  - J. In fulfilling the responsibilities under this Agreement, the Washington Representative will act in the name of the District and with the title Washington Representative to the District.
2. OBLIGATIONS OF THE MISSION SPRINGS WATER DISTRICT
- A. The District will contract with the Washington Representative for a period of twelve months. However, this contract may be terminated at any time without cause by providing thirty (30) days written notice.
  - B. The contract will be \$48,000.00 payable in advance in equal monthly installments of \$4,000.00
  - C. The District will advise the Washington Representative of the name or name of persons other than the General Manager authorized to request service by the Washington Representative and the person or persons to be kept advised by the Representative.
  - D. The District will supply the Washington Representative with a summary of all federal issues in which the District has interests and advise the Washington Representative of any new developments, together with the pertinent details as to the substance of such developments.
  - E. The District will supply the Washington Representative with copies of budgets, planning documents, and regular reports of the General Manager, the District's agenda and proceedings, newspapers and other materials which will assist the Washington Representative in keeping current on the District's policies and programs.
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  - G. The obligation of the District under paragraph 2, subparagraphs F, G and H is not to exceed \$2,500.00 for the period covered by this contract.

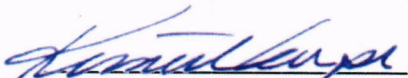
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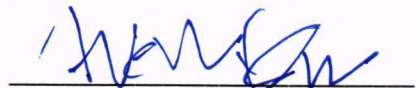
4. This agreement shall take effect on February 1, 2022 and terminate on January 31, 2023.

CARPI & CLAY, INC.

  
Kenneth Carpi, President

Date: 1/31/2002

MISSION SPRINGS WATER DISTRICT

  
Arden Wallum, General Manager

Date: 2/2/2022

# AGENDA STAFF REPORT



**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** January 11 & 16, 2024

**FROM:** Marion Champion, Government & Public Affairs  
Manager

**FOR:** ACTION  DIRECTION  INFORMATION

## ACKNOWLEDGE MSWD LEGISLATIVE PLATFORM FOR 2024-2025

**STAFF RECOMMENDATION**

Staff recommends the Board acknowledge receipt of the attached Legislative Platform for 2024-2025.

**SUMMARY**

The legislative platform will help guide staff and district lobbyists when analyzing legislation or administrative actions at the federal and state levels. Maintaining updated legislative priorities provides for directed action and strategy development to address the organization's most critical issues.

**ANALYSIS**

NA

**FISCAL IMPACT**

NA

**ATTACHMENTS**

DRAFT 2024-25 Legislative Platform

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



**2024-2025**  
***Legislative Platform***



**DRAFT 1/2/2024**

**INTRODUCTION**

The 2024-2025 Legislative Platform provides a summary of core policy principles to help guide the legislative, regulatory, and administrative advocacy efforts for Mission Springs Water District at the local, regional, state, and national levels of government.

The platform has been developed for the new biennial session of the California Senate and Assembly and the 118th Congress and is consistent with MSWD's mission to provide, protect, and preserve our most valuable resource - water.

While the monthly meetings of the MSWD Board of Directors provide opportunities to receive direction from the Board on policy issues and introduced legislation the platform will guide the General Manager, his designees, and lobbyists so timely action may be taken consistent with the principles outlined in this document.

Developed by the Government and Public Affairs Manager in conjunction with management and the Board of Directors, this document strives to cover the District's anticipated needs and its positions for the legislative term.

There may be issues that arise that are not addressed in this platform or on which the Board may change its position. It is anticipated that staff will continue to interact with the Board to ensure the iterative process necessary to ensure that the advocacy needs of MSWD are met.

Throughout the year, the Board may also take additional steps to direct staff to oppose or support policy initiatives as they arise.





## BILL POSITION DEFINITIONS

The following represents active bill positions MSWD staff may adopt or recommend for consideration by the Board of Directors for adoption.

MSWD staff may adopt a position without a Board of Directors vote if the bill language falls within one of the principles laid out in the latter sections of the platform. Advocacy strategies and activities will be directed toward implementing the Board's policies by advancing MSWD's adopted bill position.

**SUPPORT:** This position reflects MSWD's unconditional interest in the legislation becoming law. MSWD staff and legislative advocates will work to pass the bill in its present form.

**SUPPORT AND SEEK AMENDMENTS:** This position reflects a similar level of unconditional support for a bill as the SUPPORT position. However, this position implies that MSWD would prefer specific amendments to be considered to improve the measure. MSWD staff and legislative advocates will communicate and advocate in support of the legislation, even if amendments extended by MSWD are not included in the measure.

**SUPPORT IF AMENDED:** This affirmative position suggests conditional support for a measure, but only if it is amended to incorporate specific amendments approved by the MSWD Board. Staff and legislative advocates will not support the legislation unless it is amended as requested by MSWD.

**WATCH:** This position reflects a position on a bill that would not directly affect MSWD at that time. Staff carefully monitors "Watch" bills for further developments and future amendments.

**OPPOSE UNLESS AMENDED:** This position suggests conditional opposition to a measure unless it is amended to incorporate specific amendments approved by the MSWD Board. Staff and legislative advocates will actively work to defeat the legislation until and unless it is amended as requested by MSWD. If legislation is amended as requested by MSWD, staff and legislative advocates will stop working to defeat the legislation but will not advocate in support of the measure unless further directed by the Board.

**OPPOSE:** This position reflects MSWD's unconditional interest in defeating the legislation. Accordingly, staff and legislative advocates will work to defeat the measure in its present form and will not pursue amendments to address the measure's shortcomings.

All other bills that are of potential interest or concern to MSWD are monitored by staff and legislative advocates. If any of these measures are amended, they are reevaluated to determine if a formal position should be recommended for Board consideration.

## POLICY DIRECTIVES

### 1. **Maintain local control of water resources and resist additional burdens that may hinder District operations and affordability.**

The essential principles guiding the District shall be to maintain local control of the water resources that MSWD has managed for the last 70 years. Therefore, efforts made in Sacramento or Washington, DC, to reduce the local control or autonomy of the District and its local groundwater management partners should be strongly opposed.

The District will aim to make additional regulatory burdens as manageable as possible. MSWD will work with other water districts and water associations to advocate to regulators through a coalition approach where appropriate to emphasize state or region-wide burdens that would affect operations.

### 2. **Protect MSWD's ability to operate day-to-day business functions efficiently.**

Other measures that may impede the District's ability to maintain day-to-day business operations, including numerous categories such as employment matters, building codes, and public agency contracting, will also be closely monitored, and generally opposed.

### 3. **Protect MSWD's groundwater supplies.**

Residents of the Desert Hot Springs area have long recognized the need to protect our groundwater. This guardianship extends back to the 1970s when AD-1 was successfully formed and the Alan L. Horton, Wastewater Treatment Plant, was constructed.

All advocacy efforts will focus on the groundwater aquifer's sustainability both now and in the future. MSWD will support actions that preserve or increase the water available by MSWD and its customers to ensure water delivery infrastructure reliability and to preserve MSWD's ability to achieve sustainable groundwater management in the most economical means. Any actions impacting the District's operations or having a negative effect should be monitored and generally opposed.

### 4. **Support and potentially sponsor efforts to amend state compliance periods for new water quality standards, including monitoring new regulations for various contaminants.**

When a new maximum contaminant level (MCL) for a drinking water contaminant is adopted by the California State Water Resources Control Board (SWRCB), water agencies are generally mandated to start compliance monitoring within six months of the MCL effective date or beginning in January of the calendar year following the MCL effective date, depending on the nature of the contaminant. The current regulations often do not provide water agencies impacted by a new unavoidable MCL sufficient time to comply with the regulatory level, thereby placing agencies in a position of noncompliance and triggering a series of consequences to that agency.

It would be beneficial to California water agencies if the State Legislature or SWRCB adopted a fair and reasonable compliance period similar to that of the U.S. Environmental Protection Agency, which provides up to five years for compliance with a new MCL. Staff will continue to monitor and provide comments on new drinking water regulations, including those anticipated for Hexavalent Chromium, PFAS, arsenic, and manganese, among others.

**5. Support federal legislation to remove the taxation requirement for conservation rebates issued by water districts.**

Under federal law, the Internal Revenue Service (IRS) does not classify energy efficiency rebates as taxable income. However, the IRS does not classify water conservation rebates in the same manner. As such, the IRS requires that rebates issued by MSWD and other water agencies to customers for removal of turf, replacement of high-volume toilets, or other rebate programs are classified as income and subject to federal tax.

Completing tax forms and explaining the process to customers is lengthy and burdensome and provides a disincentive to customer participation in rebate programs. MSWD will support legislation that would amend the tax code to exempt water conservation rebates from customers' taxable income.

**6. Continue to engage with the State Water Resources Control Board to influence how "Making Conservation a California Way of Life" policies are implemented.**

In 2018, SB606 (Hertzberg) and AB1668 (Friedman) were signed into law by Governor Brown. The two laws require a step-down approach to water use throughout the state and across sectors, including residential and commercial outdoor and indoor uses.

In addition, the legislation included specific target dates for reducing water use. In 2022, Governor Newsom signed SB 1157 (Hertzberg) into law, further reducing indoor residential water use standards initially proposed in SB 1668. However, the SWRCB retains the flexibility to implement these laws.

In October 2023, the SWRCB released rulemaking and a framework for making Conservation a Way of Life and managing urban water use. While the SWRCB has stated that they do not want to unfairly burden disadvantaged communities, such as those served by MSWD, we feel the rulemaking unfairly impacts our residents. Therefore, MSWD will continue to engage in the rulemaking process initiated by the SWRCB and will remain focused on how the SWRCB moves to further regulate outdoor and indoor urban water use efficiency.

**7. Strongly support a liability exemption for water and wastewater agencies regarding the designation of PFAS as a hazardous substance under CERCLA.**

As per- and polyfluoroalkyl substances (PFAS) have gained national attention in the press and the health impacts associated with prolonged contact with subsets of these

chemicals are highlighted. There are efforts at both the state and federal level to regulate the class of chemicals.

PFAS are currently used in firefighting foam, used in industrial processes, and in numerous consumer products treated to repel food, stains, and water. Problematic PFAS are best addressed by removing these chemicals from the supply chain of manufactured products, rather than imposing requirements or potential liability on water and wastewater agencies who do not create or use PFAS. MSWD will oppose any efforts to regulate the class of PFAS chemicals under CERCLA, which creates potentially burdensome and expensive clean-up requirements, and gives PFAS manufacturers and users potential legal actions seeking contribution to cleanup costs. Additionally, MSWD will support legislative efforts to create an exemption for passive receivers, such as water and wastewater utilities.

**8. Continue to oppose a water "tax" or "fee" and monitor how state and/or federal governments will address water affordability through programs like LIHWAP or legislative actions.**

MSWD supports water affordability programs; however, the District opposes a water tax or administratively burdensome schemes to implement those programs. California is currently administering a new federal Low Income Household Water Assistance Program (LIHWAP) to assist low-income families with water and wastewater bills.

The State legislature has been targeting water affordability in the wake of the COVID-19 Pandemic. In 2022, SB 222 (Dodd) would have created a Low-Income Water Rate Assistance Fund. Governor Newsom vetoed this bill due to the current financial and economic outlook. Although good in concept, SB 222 would have created more administrative burdens for MSWD without identifying a recurring funding source for the program.

MSWD generally supports programs that supplement existing customer assistance programs to assist low-income customers who would leverage existing program processes, such as LIHWAP, to keep administrative costs low and avoid the need for individual water agencies to hire staff. Additionally, eligibility screening should be performed by a third-party administrator and not performed by individual water agencies, as MSWD does not collect personally identifiable information from customers. Finally, funding for these programs should come from a sustainable source without the possibility of creating a water tax or fee for funding.

**9. Seek external funding for new facilities or facilities improvements and infrastructure.**

MSWD continues to provide reliable service in the areas of water and wastewater service. The District should maximize opportunities to leverage external funding whenever possible to reduce customer cost burdens associated with the required facilities. Aging and deficient infrastructure is an important issue that has been identified

in numerous industry studies, and MSWD should encourage lawmakers to make available grants and fund-matching opportunities to promote capital investment and infrastructure improvements to ensure reliable service.

**10. Support and potentially sponsor efforts to streamline federal and state loan and grant processes and policies to reduce delays and remove barriers.**

Like many communities, Desert Hot Springs and the surrounding areas face income inequality challenges with disadvantaged and underserved communities. Through the efforts of the District, millions of grant dollars have been allocated for system improvements, drought resiliency, and groundwater protection. MSWD will continue to advocate for funding at various levels of government for these communities.

MSWD will continue to identify and support opportunities to expedite and expand the deployment and execution of these funding programs and to remove barriers to their usefulness for local partners and the public they serve.

For more information regarding the District's Legislative platform, please contact the Government and Public Affairs office at 760-329-6448 ext. 145 or email us at [pr@mswd.org](mailto:pr@mswd.org).

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** JANUARY 11 & 16, 2024



**FROM:**

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

## RESOLUTIONS 2024-01, 2024-04 AND 2024-05 REVISED 2023-2024 OPERATING AND CAPITAL BUDGET, APPROPRIATIONS LIMIT AND CLASSIFICATION PLAN

**STAFF RECOMMENDATION**

Adopt the following resolutions related to the fiscal year ending June 30, 2024, revised operating and capital budgets:

- 2024-01 Revised Operating and Capital Budgets FY 2023-2024
- 2024-04 Revised Appropriations Limit for FYE June 30, 2024
- 2024-05 Revised Employee Classification Plan

**SUMMARY**

Each December, staff reviews the board adopted Operating and Capital Budgets for the ongoing fiscal year. The 2023-2024 Operating and Capital have been revised and presented in detail at the January 9, 2024, Board workshop. Staff recommends adoption as presented.

**ANALYSIS**

As detailed in the materials handed out and discussed at the January 9, 2024, Board workshop. Staff recommends an increase in operating budget for temporary staff, hot asphalt mix, grants contract and an administrative process with the water and sewer master plans. Additionally, staff recommends budget augmentation to two capital improvement jobs and five new capital improvement jobs related to hurricane Hilary. Finally, an increase in local grants is also recommended for the ongoing Skyborne Well Projects as well as a new Contracts Specialist Position.

FINANCIAL DATA		
Cost Associated with this action:	+\$1,828,939	
Current FY cost:	N/A	
Future FY cost:	N/A	
Is it covered in current year budget:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Budget adjustment needed:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If yes, year needed:	FY 2023-2024	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Grants	
BID/Job#	Various	
Current BID/Job balance	\$94,561,505	
Balance remaining if approved:	\$96,390,444	

**FISCAL IMPACT**

As detailed in the materials handed out and discussed at the June 6, 2023, Board workshop. Operating Net Revenue and Capital Improvements increased by \$1,828,939 and \$1,925,731, respectively.

**ATTACHMENTS**

2023-2024 Revised Departmental Budgets, 2023-2024 Revised Capital Budget and Continuing Appropriations 2023-2024 Revised Employee Classification Plan, 2023-2024 Revised Salary Matrix, Resolutions 2024-01, 2024-04 and 2024-05

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>MISSION SPRINGS WATER DISTRICT - 2023-2024 DEPARTMENTAL BUDGETS (REVISED 1/9/2024)</b>																
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**MISSION SPRINGS WATER DISTRICT - 2022-2023 DEPARTMENTAL BUDGETS (revised 1/9/23)**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>MISSION SPRINGS WATER DISTRICT - 2022-2023 DEPARTMENTAL BUDGETS (revised 1/9/23)</b>																
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	<b>MISSION SPRINGS WATER DISTRICT - DEPARTMENTAL BUDGETS COMPARISON</b>																	
2																		
3																		
4																		
5		<b>REVISED 2023-2024</b>					<b>ORIGINAL 2023-2024</b>					<b>Difference</b>						
6		<b>COMBINED DISTRICTS TOTAL FUNDS</b>	<b>OPERATING FUNDS</b>				<b>COMBINED DISTRICTS TOTAL FUNDS</b>	<b>OPERATING FUNDS</b>				<b>COMBINED DISTRICTS TOTAL FUNDS</b>	<b>OPERATING FUNDS</b>					
7			<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>	<b>OTHER</b>			<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>		<b>OTHER</b>		<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>	<b>OTHER</b>
8																		
9																		
10																		
11	<b>OPERATING REVENUES</b>	21,191,788		13,786,420	7,405,368	0	21,191,788		13,786,420	7,405,368	0	0.0%	0		0		0	
12																		
13	<b>OPERATING EXPENSES:</b>																	
14	CUSTOMER ACCOUNTS	1,563,945	366,609	1,197,336	0	0	1,554,165	361,953	1,192,212	0	0	0.6%	9,780	4,656	5,124		0	
15	BUILDINGS AND GROUNDS	165,517	165,517	0	0	0	180,441	180,441	0	0	0	-8.3%	(14,924)	(14,924)	0		0	
16	VEHICLE MAINTENANCE	655,160	655,160	0	0	0	655,244	655,244	0	0	0	0.0%	(84)	(84)	0		0	
17	CENTRAL SERVICES	916,738	916,738	0	0	0	865,210	865,210	0	0	0	6.0%	51,528	51,528	0		0	
18	ADMINISTRATION	2,939,753	2,939,753	0	0	0	2,121,964	2,121,964	0	0	0	38.5%	817,789	817,789	0		0	
19	INFORMATION TECHNOLOGY	1,060,961	1,060,961	0	0	0	1,060,397	1,060,397	0	0	0	0.1%	564	564	0		0	
20	BOARD OF DIRECTORS	412,974	412,974	0	0	0	538,746	538,746	0	0	0	-23.3%	(125,772)	(125,772)	0		0	
21	PUBLIC AFFAIRS	954,045	777,057	176,988	0	0	748,817	571,757	177,060	0	0	27.4%	205,228	205,300	(72)		0	
22	HUMAN RESOURCES	434,724	434,724	0	0	0	434,304	434,304	0	0	0	0.1%	420	420	0		0	
23	ENGINEERING	1,061,693	971,693	81,000	9,000	0	1,042,829	952,829	81,000	9,000	0	1.8%	18,864	18,864	0		0	
24	ACCOUNTING	618,604	618,604	0	0	0	615,316	615,316	0	0	0	0.5%	3,288	3,288	0		0	
25	PUMPING	4,370,926	0	4,370,926	0	0	4,372,282	0	4,372,282	0	0	0.0%	(1,356)	0	(1,356)		0	
26	TRANSMISSION AND DISTRIBUTION	2,536,475	0	2,536,475	0	0	2,470,251	0	2,470,251	0	0	2.7%	66,224	0	66,224		0	
27	COLLECTION	992,764	0	0	992,764	0	720,040	0	720,040	0	0	37.9%	272,724	0	0		272,724	
28	TREATMENT	1,876,204	0	0	1,876,204	0	1,825,696	0	1,825,696	0	0	2.8%	50,508	0	0		50,508	
29	DISPOSAL	1,212,775	0	0	1,212,775	0	1,212,991	0	1,212,991	0	0	0.0%	(216)	0	0		(216)	
30	DEPRECIATION	4,449,600	298,320	2,416,848	1,734,432	0	4,449,600	298,320	2,416,848	1,734,432	0	0.0%	0	0	0		0	
31	CAPITAL LABOR AND COSTS																	
32	ADMINISTRATIVE COSTS ALLOCATED	(1,311,432)	(9,618,110)	5,802,398	2,504,280		(1,127,928)	(8,656,481)	5,259,413	2,269,140		16.3%	(183,504)	(961,629)	542,985		235,140	
33	<b>TOTAL OPERATING EXPENSE</b>	<b>24,911,426</b>	<b>0</b>	<b>16,581,971</b>	<b>8,329,455</b>		<b>23,740,365</b>	<b>0</b>	<b>15,969,066</b>	<b>7,771,299</b>		<b>4.9%</b>	<b>1,171,061</b>	<b>0</b>	<b>612,905</b>		<b>558,156</b>	
34																		
35	<b>NET OPERATING INCOME(LOSS)</b>	<b>(3,719,638)</b>	<b>0</b>	<b>(2,795,551)</b>	<b>(924,087)</b>	<b>0</b>	<b>(2,548,577)</b>	<b>0</b>	<b>(2,182,646)</b>	<b>(365,931)</b>	<b>0</b>	<b>45.9%</b>	<b>(1,171,061)</b>	<b>0</b>	<b>(612,905)</b>		<b>(558,156)</b>	
36																		
37	<b>ADD NON-OPERATING REVENUE:</b>																	
38	CONNECTION FEES	922,659	0	682,659	240,000	0	922,659	0	682,659	240,000	0	0.0%	0	0	0		0	
39	PROPERTY TAXES	2,263,200	795,600	914,400	553,200	0	2,263,200	795,600	914,400	553,200	0	0.0%	0	0	0		0	
40	SOLAR CREDITS	250,000	250,000	0	0	0	250,000	250,000	0	0	0	0.0%	0	0	0		0	
41	SITE RENTALS	100,800	0	100,800	0	0	100,800	0	100,800	0	0	0.0%	0	0	0		0	
42	INTEREST INCOME	1,187,472	332,600	394,600	242,100	218,172	1,187,472	332,600	394,600	242,100	218,172	0.0%	0	0	0		0	
43	UNREALIZED GAINS/LOSSES	101,700	36,000	52,500	13,200	0	101,700	36,000	52,500	13,200	0	0.0%	0	0	0		0	
44	FRONT FOOTAGE FEES	0	0	0	0	0	0	0	0	0	0	0.0%	0	0	0		0	
45	GRANT	72,850,000	0	3,300,000	69,550,000	0	69,850,000	0	300,000	69,550,000	0	4.3%	3,000,000	0	3,000,000		0	
46																		
47	<b>LESS INTEREST &amp; DEBT SERVICE EXPENSE:</b>																	
48	INTEREST	(841,129)	0	(960)	0	(840,169)	(841,129)	0	(960)	0	(840,169)	0.0%	0	0	0		0	
49	DEBT SERVICE CHARGES	0	0	0	0	0	0	0	0	0	0	0.0%	0	0	0		0	
50																		
51	<b>NET INCOME(LOSS)</b>	<b>73,115,064</b>	<b>1,414,200</b>	<b>2,648,448</b>	<b>69,674,413</b>	<b>(621,997)</b>	<b>71,286,125</b>	<b>1,414,200</b>	<b>261,353</b>	<b>70,232,569</b>	<b>(621,997)</b>	<b>2.6%</b>	<b>1,828,939</b>	<b>0</b>	<b>2,387,095</b>		<b>(558,156)</b>	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	<b>MISSION SPRINGS WATER DISTRICT - DEPARTMENTAL BUDGETS COMPARISON</b>																	
2																		
3																		
4																		
5		<b>REVISED 2023-2024</b>					<b>REVISED 2022-2023</b>					<b>Difference</b>						
6		<b>COMBINED DISTRICTS TOTAL FUNDS</b>	<b>OPERATING FUNDS</b>				<b>COMBINED DISTRICTS TOTAL FUNDS</b>	<b>OPERATING FUNDS</b>				<b>COMBINED DISTRICTS TOTAL FUNDS</b>	<b>OPERATING FUNDS</b>					
7			<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>	<b>OTHER</b>			<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>		<b>OTHER</b>		<b>GENERAL DISTRICT</b>	<b>WATER DISTRICT</b>	<b>SEWER DISTRICT</b>	<b>OTHER</b>
8																		
9																		
10																		
11	<b>OPERATING REVENUES</b>	21,191,788		13,786,420	7,405,368	0	21,186,424		13,599,636	7,586,788		0.0%	5,364		186,784	(181,420)		
12																		
13	<b>OPERATING EXPENSES:</b>																	
14	CUSTOMER ACCOUNTS	1,563,945	366,609	1,197,336	0	0	2,096,048	402,036	1,694,012	0		-25.4%	(532,103)	(35,427)	(496,676)	0		
15	BUILDINGS AND GROUNDS	165,517	165,517	0	0	0	155,360	155,360	0	0		6.5%	10,157	10,157	0	0		
16	VEHICLE MAINTENANCE	655,160	655,160	0	0	0	488,084	488,084	0	0		34.2%	167,076	167,076	0	0		
17	CENTRAL SERVICES	916,738	916,738	0	0	0	780,891	780,891	0	0		17.4%	135,847	135,847	0	0		
18	ADMINISTRATION	2,939,753	2,939,753	0	0	0	3,250,786	3,250,786	0	0		-9.6%	(311,033)	(311,033)	0	0		
19	INFORMATION TECHNOLOGY	1,060,961	1,060,961	0	0	0	1,096,512	1,096,512	0	0		-3.2%	(35,551)	(35,551)	0	0		
20	BOARD OF DIRECTORS	412,974	412,974	0	0	0	399,776	399,776	0	0		3.3%	13,198	13,198	0	0		
21	PUBLIC AFFAIRS	954,045	777,057	176,988	0	0	770,665	594,325	176,340	0		23.8%	183,380	182,732	648	0		
22	HUMAN RESOURCES	434,724	434,724	0	0	0	382,500	382,500	0	0		13.7%	52,224	52,224	0	0		
23	ENGINEERING	1,061,693	971,693	81,000	9,000	0	1,023,476	940,476	74,000	9,000		3.7%	38,217	31,217	7,000	0		
24	ACCOUNTING	618,604	618,604	0	0	0	536,796	536,796	0	0		15.2%	81,808	81,808	0	0		
25	PUMPING	4,370,926	0	4,370,926	0	0	3,507,755	0	3,507,755	0		24.6%	863,171	0	863,171	0		
26	TRANSMISSION AND DISTRIBUTION	2,536,475	0	2,536,475	0	0	2,327,279	0	2,327,279	0		9.0%	209,196	0	209,196	0		
27	COLLECTION	992,764	0	0	992,764	0	512,448	0	0	512,448		93.7%	480,316	0	0	480,316		
28	TREATMENT	1,876,204	0	0	1,876,204	0	2,159,312	0	0	2,159,312		-13.1%	(283,108)	0	0	(283,108)		
29	DISPOSAL	1,212,775	0	0	1,212,775	0	850,198	0	0	850,198		42.6%	362,577	0	0	362,577		
30	DEPRECIATION	4,449,600	298,320	2,416,848	1,734,432	0	4,025,551	275,046	2,069,977	1,680,528		10.5%	424,049	23,274	346,871	53,904		
31	CAPITAL LABOR AND COSTS																	
32	ADMINISTRATIVE COSTS ALLOCATED	(1,311,432)	(9,618,110)	5,802,398	2,504,280		(1,236,444)	(9,302,588)	5,594,696	2,471,448		6.1%	(74,988)	(315,522)	207,702	32,832		
33	<b>TOTAL OPERATING EXPENSE</b>	<b>24,911,426</b>	<b>0</b>	<b>16,581,971</b>	<b>8,329,455</b>		<b>23,126,993</b>	<b>0</b>	<b>15,444,059</b>	<b>7,682,934</b>		<b>7.7%</b>	<b>1,784,433</b>	<b>0</b>	<b>1,137,912</b>	<b>646,521</b>		
34																		
35	<b>NET OPERATING INCOME(LOSS)</b>	<b>(3,719,638)</b>	<b>0</b>	<b>(2,795,551)</b>	<b>(924,087)</b>	<b>0</b>	<b>(1,940,569)</b>	<b>0</b>	<b>(1,844,423)</b>	<b>(96,146)</b>		<b>91.7%</b>	<b>(1,779,069)</b>	<b>0</b>	<b>(951,128)</b>	<b>(827,941)</b>		
36																		
37	<b>ADD NON-OPERATING REVENUE:</b>																	
38	CONNECTION FEES	922,659	0	682,659	240,000	0	844,440	0	664,440	180,000		9.3%	78,219	0	18,219	60,000	0	
39	PROPERTY TAXES	2,263,200	795,600	914,400	553,200	0	2,099,989	968,640	708,996	422,353		7.8%	163,211	(173,040)	205,404	130,847	0	
40	SOLAR CREDITS	250,000	250,000	0	0	0	225,000	0	90,000	135,000		11.1%	25,000	250,000	(90,000)	(135,000)	0	
41	SITE RENTALS	100,800	0	100,800	0	0	77,352	0	77,352	0		30.3%	23,448	0	23,448	0	0	
42	INTEREST INCOME	1,187,472	332,600	394,600	242,100	218,172	1,212,459	68,511	78,696	88,884	976,368	-2.1%	(24,987)	264,089	315,904	153,216	(758,196)	
43	UNREALIZED GAINS/LOSSES	101,700	36,000	52,500	13,200	0	(311,964)	(54,240)	(128,880)	(128,844)		-132.6%	413,664	90,240	181,380	142,044	0	
44	FRONT FOOTAGE FEES	0	0	0	0	0	0	0	0	0		0.0%	0	0	0	0	0	
45	GRANT	72,850,000	0	3,300,000	69,550,000	0	42,849,311	0	5,324,709	37,524,602		70.0%	30,000,689	0	(2,024,709)	32,025,398	0	
46																		
47	<b>LESS INTEREST &amp; DEBT SERVICE EXPENSE:</b>																	
48	INTEREST	(841,129)	0	(960)	0	(840,169)	(863,858)	0	0	0	(863,858)	-2.6%	22,729	0	(960)	0	23,689	
49	DEBT SERVICE CHARGES	0	0	0	0	0	(184,008)	0	(92,004)	(92,004)		0.0%	184,008	0	92,004	92,004	0	
50																		
51	<b>NET INCOME(LOSS)</b>	<b>73,115,064</b>	<b>1,414,200</b>	<b>2,648,448</b>	<b>69,674,413</b>	<b>(621,997)</b>	<b>44,008,152</b>	<b>982,911</b>	<b>4,878,886</b>	<b>38,033,845</b>	<b>112,510</b>	<b>66.1%</b>	<b>29,106,912</b>	<b>431,289</b>	<b>(2,230,438)</b>	<b>31,640,568</b>	<b>(734,507)</b>	

	A	B	C	D	E	F	G	H	I	J
1										
2	<b>Mission Springs Water District</b>									
3	<b>Functional Expense Budget - 2024</b>									
4						<b>Revised</b>		<b>Original</b>		
5						<b>Budget</b>		<b>Budget</b>		
6						<b>2024</b>		<b>2023</b>		<b>Difference</b>
7	<b>REVENUES</b>									
8		Base service charge				\$ 2,924,400		\$ 2,924,400		\$ -
9		Water consumption				9,200,400		9,200,400		-
10		Meter installations				122,520		122,520		-
11		Sewer service				7,388,400		7,388,400		-
12		Other operating revenue				1,306,132		1,306,132		-
13		Backup and front footage fees				922,659		922,659		-
14		Property taxes				2,263,200		2,263,200		-
15		Standby charges				245,916		245,916		-
16		Fats, oils & grease fees				4,020		4,020		-
17		Investment income				1,187,472		1,187,472		-
18		Unrealized Gains/(Losses)				101,700		101,700		-
19		Solar Credits				250,000		250,000		-
20		Site Rentals				100,800		100,800		-
21		Grants				72,850,000		69,850,000		3,000,000
22		Total revenues				\$ 98,867,619		\$ 95,867,619		\$ 3,000,000
23										
24	<b>EXPENSES</b>									
25		Salaries and wages				\$ 5,034,485		\$ 5,004,711		\$ 29,774
26		Employee benefits				993,422		990,364		3,058
27		Fringe benefits				2,675,995		2,668,262		7,733
28		Materials and supplies				2,442,127		2,403,810		38,317
29		Outside services				5,482,125		4,937,125		545,000
30		Ground water replenishment fees				(145,944)		(145,944)		-
31		Utilities				2,363,631		2,363,631		-
32		Directors' fees				60,000		60,000		-
33		Engineering				66,000		66,000		-
34		Insurance				210,100		210,100		-
35		Audit				60,000		60,000		-
36		Rate study				96,000		96,000		-
37		Legal				504,000		504,000		-
38		Fixed Assets				1,505,014		771,014		734,000
39		Depreciation				4,449,600		4,449,600		-
40		Interest				841,129		841,129		-
41		Standby reports				16,300		16,300		-
42		Dues and subscriptions				78,402		78,402		-
43		Training and conferences				259,558		259,558		-
44		Amortization and cost of debt issuance				0		0		-
45		Ground water management				16,683		20,000		(3,317)
46		Other expenses				55,360		55,360		-
47		Subtotal				27,063,987		25,709,422		1,354,565
48		General District Allocation				(1,311,432)		(1,127,928)		(183,504)
49		Total expenses				\$ 25,752,555		\$ 24,581,494		\$ 1,171,061
50										
51	<b>NET INCOME(LOSS)</b>					<b>\$ 73,115,064</b>		<b>\$ 71,286,125</b>		<b>\$ 1,828,939</b>
52										
53	<b>CAPITAL IMPROVEMENTS</b>					<b>\$ 76,648,688</b>		<b>\$ 76,827,465</b>		<b>\$ (178,777)</b>
54	<b>VEHICLES AND EQUIPMENT</b>					<b>\$ 32,000</b>		<b>\$ 32,000</b>		<b>\$ -</b>

	A	B	C	D	E	F	G	H	I	J
1										
2	<b>Mission Springs Water District</b>									
3	<b>Functional Expense Budget - 2024</b>									
4						<b>Revised</b>		<b>Original</b>		
5						<b>Budget</b>		<b>Budget</b>		
6						<b>2024</b>		<b>2023</b>		<b>Difference</b>
7	<b>REVENUES</b>									
8		Base service charge				\$ 2,924,400		\$ 2,886,840		\$ 37,560
9		Water consumption				9,200,400		9,171,804		28,596
10		Meter installations				122,520		73,800		48,720
11		Sewer service				7,388,400		7,570,000		(181,600)
12		Other operating revenue				1,306,132		1,231,716		74,416
13		Backup and front footage fees				922,659		844,440		78,219
14		Property taxes				2,263,200		2,099,989		163,211
15		Standby charges				245,916		248,244		(2,328)
16		Fats, oils & grease fees				4,020		4,020		-
17		Investment income				1,187,472		1,212,459		(24,987)
18		Unrealized Gains/(Losses)				101,700		(311,964)		413,664
19		Solar Credits				250,000		225,000		25,000
20		Site Rentals				100,800		77,352		23,448
21		Grants				72,850,000		42,849,311		30,000,689
22		Total revenues				\$ 98,867,619		\$ 68,183,011		\$ 30,684,608
23										
24	<b>EXPENSES</b>									
25		Salaries and wages				\$ 5,034,485		\$ 4,795,173		\$ 239,312
26		Employee benefits				993,422		928,302		65,120
27		Fringe benefits				2,675,995		2,686,731		(10,736)
28		Materials and supplies				2,442,127		1,926,622		515,505
29		Outside services				5,482,125		4,305,731		1,176,394
30		Ground water replenishment fees				(145,944)		(130,668)		(15,276)
31		Utilities				2,363,631		2,039,999		323,632
32		Directors' fees				60,000		60,000		-
33		Engineering				66,000		42,000		24,000
34		Insurance				210,100		191,040		19,060
35		Audit				60,000		66,000		(6,000)
36		Rate study				96,000		72,000		24,000
37		Legal				504,000		865,000		(361,000)
38		Fixed Assets				1,505,014		2,051,157		(546,143)
39		Depreciation				4,449,600		4,025,551		424,049
40		Interest				841,129		863,858		(22,729)
41		Standby reports				16,300		19,380		(3,080)
42		Dues and subscriptions				78,402		68,907		9,495
43		Training and conferences				259,558		254,152		5,406
44		Amortization and cost of debt issuance				0		184,008		(184,008)
45		Ground water management				16,683		20,000		(3,317)
46		Other expenses				55,360		76,360		(21,000)
47		Subtotal				27,063,987		25,411,303		1,652,684
48		General District Allocation				(1,311,432)		(1,236,444)		(74,988)
49		Total expenses				\$ 25,752,555		\$ 24,174,859		\$ 1,577,696
50										
51	<b>NET INCOME(LOSS)</b>					<b>\$ 73,115,064</b>		<b>\$ 44,008,152</b>		<b>\$ 29,106,912</b>
52										
53	<b>CAPITAL IMPROVEMENTS</b>					<b>\$ 76,648,688</b>		<b>\$ 63,362,033</b>		<b>\$ 13,286,655</b>
54	<b>VEHICLES AND EQUIPMENT</b>					<b>\$ 32,000</b>		<b>\$ 307,000</b>		<b>\$ (275,000)</b>

	A	B	C	D	E	F	G	H	I	J	K
1											
2	<b>Mission Springs Water District</b>										
3	<b>Functional Expense Budget - 2024</b>										
4							<b>Revised</b>		<b>Revised</b>		
5							<b>Budget</b>		<b>Budget</b>		
6							<b>2024</b>		<b>2023</b>		<b>Difference</b>
7	<b>OPERATING REVENUES</b>										
8		Base service charge					2,924,400		2,924,400		\$ -
9		Water consumption					9,200,400		9,200,400		-
10		Meter installations					122,520		122,520		-
11		Sewer service					7,388,400		7,388,400		-
12		Other operating revenue					1,306,132		1,306,132		-
13		Standby charges					245,916		245,916		-
14		Fats, oils & grease fees					4,020		4,020		-
15		Total operating revenues					21,191,788		21,191,788		-
16											
17	<b>OPERATING EXPENSES</b>										
18		Salaries and wages					5,034,485		5,004,711		29,774
19		Employee benefits					993,422		990,364		3,058
20		Fringe benefits					2,675,995		2,668,262		7,733
21		Materials and supplies					2,442,127		2,403,810		38,317
22		Outside services					5,482,125		4,937,125		545,000
23		Ground water replenishment fees					(145,944)		(145,944)		-
24		Utilities					2,363,631		2,363,631		-
25		Directors' fees					60,000		60,000		-
26		Engineering					66,000		66,000		-
27		Insurance					210,100		210,100		-
28		Audit					60,000		60,000		-
29		Long range financial plan					96,000		96,000		-
30		Legal					504,000		504,000		-
31		Fixed Assets					1,505,014		771,014		734,000
32		Depreciation					4,449,600		4,449,600		-
33		Standby reports					16,300		16,300		-
34		Dues and subscriptions					78,402		78,402		-
35		Training and conferences					259,558		259,558		-
36		Ground water management					16,683		20,000		(3,317)
37		Other expenses					55,360		55,360		-
38		General District Allocation					(1,311,432)		(1,127,928)		(183,504)
39		Total operating expenses					24,911,426		23,740,365		1,171,061
40											
41	<b>NET OPERATING INCOME(LOSS)</b>						(3,719,638)		(2,548,577)		(1,171,061)
42											
43	<b>NON-OPERATING REVENUE/(EXPENSE)</b>										
44		Backup and front footage fees					922,659		922,659		-
45		Property taxes					2,263,200		2,263,200		-
46		Solar credits					250,000		250,000		-
47		Site rentals					100,800		100,800		-
48		Investment income					1,187,472		1,187,472		-
49		Unrealized Gains/(Losses)					101,700		101,700		-
50		Grants					72,850,000		69,850,000		3,000,000
51		Cost of debt issuance					0		0		-
52		Interest					(841,129)		(841,129)		-
53		Total non-operating revenue/(expense)					76,834,702		73,834,702		3,000,000

	A	B	C	D	E	F	G	H	I	J	K
1											
2	<b>Mission Springs Water District</b>										
3	<b>Functional Expense Budget - 2024</b>										
4							<b>Revised</b>		<b>Revised</b>		
5							<b>Budget</b>		<b>Budget</b>		
6							<b>2024</b>		<b>2023</b>		<b>Difference</b>
54											
55	<b>NET INCOME</b>						73,115,064		71,286,125		1,828,939
56											
57	<b>CAPITAL IMPROVEMENTS</b>						76,648,688		76,827,465		(178,777)
58	<b>VEHICLES AND EQUIPMENT</b>						32,000		32,000		-

	A	B	C	D	E	F	G	H	I	J	K
1											
2	<b>Mission Springs Water District</b>										
3	<b>Functional Expense Budget - 2024</b>										
4							<b>Revised</b>		<b>Revised</b>		
5							<b>Budget</b>		<b>Budget</b>		
6							<b>2024</b>		<b>2023</b>		<b>Difference</b>
7	<b>OPERATING REVENUES</b>										
8		Base service charge					2,924,400		2,886,840		\$ 37,560
9		Water consumption					9,200,400		9,171,804		28,596
10		Meter installations					122,520		73,800		48,720
11		Sewer service					7,388,400		7,570,000		(181,600)
12		Other operating revenue					1,306,132		1,231,716		74,416
13		Standby charges					245,916		248,244		(2,328)
14		Fats, oils & grease fees					4,020		4,020		-
15		Total operating revenues					21,191,788		21,186,424		5,364
16											
17	<b>OPERATING EXPENSES</b>										
18		Salaries and wages					5,034,485		4,795,173		239,312
19		Employee benefits					993,422		928,302		65,120
20		Fringe benefits					2,675,995		2,686,731		(10,736)
21		Materials and supplies					2,442,127		1,926,622		515,505
22		Outside services					5,482,125		4,305,731		1,176,394
23		Ground water replenishment fees					(145,944)		(130,668)		(15,276)
24		Utilities					2,363,631		2,039,999		323,632
25		Directors' fees					60,000		60,000		-
26		Engineering					66,000		42,000		24,000
27		Insurance					210,100		191,040		19,060
28		Audit					60,000		66,000		(6,000)
29		Long range financial plan					96,000		72,000		24,000
30		Legal					504,000		865,000		(361,000)
31		Fixed Assets					1,505,014		2,051,157		(546,143)
32		Depreciation					4,449,600		4,025,551		424,049
33		Standby reports					16,300		19,380		(3,080)
34		Dues and subscriptions					78,402		68,907		9,495
35		Training and conferences					259,558		254,152		5,406
36		Ground water management					16,683		20,000		(3,317)
37		Other expenses					55,360		76,360		(21,000)
38		General District Allocation					(1,311,432)		(1,236,444)		(74,988)
39		Total operating expenses					24,911,426		23,126,993		1,784,433
40											
41	<b>NET OPERATING INCOME(LOSS)</b>						(3,719,638)		(1,940,569)		(1,779,069)
42											
43	<b>NON-OPERATING REVENUE/(EXPENSE)</b>										
44		Backup and front footage fees					922,659		844,440		78,219
45		Property taxes					2,263,200		2,099,989		163,211
46		Solar credits					250,000		225,000		
47		Site rentals					100,800		77,352		
48		Investment income					1,187,472		1,212,459		(24,987)
49		Unrealized Gains/(Losses)					101,700		(311,964)		
50		Grants					72,850,000		42,849,311		30,000,689
51		Cost of debt issuance					0		(184,008)		184,008
52		Interest					(841,129)		(863,858)		22,729
53		Total non-operating revenue/(expense)					76,834,702		45,948,721		30,423,869

	A	B	C	D	E	F	G	H	I	J	K
1											
2	<b>Mission Springs Water District</b>										
3	<b>Functional Expense Budget - 2024</b>										
4							<b>Revised</b>		<b>Revised</b>		
5							<b>Budget</b>		<b>Budget</b>		
6							<b>2024</b>		<b>2023</b>		<b>Difference</b>
54											
55	<b>NET INCOME</b>						73,115,064		44,008,152		28,644,800
56											
57	<b>CAPITAL IMPROVEMENTS</b>						76,648,688		63,362,033		13,286,655
58	<b>VEHICLES AND EQUIPMENT</b>						32,000		307,000		(275,000)



B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Mission Springs Water District</b>										
2	<b>Revised Capital Budget and Continuing Appropriations</b>										
3	<b>2024</b>										
4									Final Capital		
5				Interim	Continuing	Projects	Projects proposed	and Continuing	Funds Expended		
6			As of 6/30/23	Additions/	Appropriations from	expected to close	to be added to	Appropriations	Through	Fund in 2023/	Fund in 2024/
7	<u>DESCRIPTION</u>	<u>JOB #</u>	<u>BUDGET</u>	<u>Transfers</u>	<u>2023/2024 Budget</u>	<u>by 6/30/23</u>	<u>2023/2024 budget</u>	<u>2023/2024</u>	<u>12/31/2023</u>	<u>2024</u>	<u>2025</u>
8				+/-	=	-	+	=			
9	Sewer line Encasement I-10 Crossing @ Indian	10371	251,972	-	251,972	-	-	251,972	251,972	-	-
10	Well Site - Worsley Rd North - 27 Acres	10693	39,326	-	39,326	-	-	39,326	39,326	-	-
11	Well Site - Worsley - Env/Eng	10702	2,405	-	2,405	-	-	2,405	2,405	-	-
12	Prelim Des/Eng Horton WWTP Exp #5	10969	171,703	-	171,703	-	-	171,703	171,703	-	-
13	Final Design Horton WWTP Exp #5	11032	940,340	-	940,340	-	-	940,340	940,340	-	-
14	Well #38 Design & Environmental	11076	375,000	-	375,000	-	-	375,000	366,443	-	8,557
15	Horton WWTP Expansion #5	11087	13,404,000	-	13,404,000	-	-	13,404,000	152,616	-	13,251,384
16	EIR Horton WWTP Expansion #5	11088	71,416	-	71,416	-	-	71,416	71,416	-	-
17	Well # 42 (near to existing well # 22)	11147	4,600,000	-	4,600,000	-	139,000	4,739,000	2,675,495	1,475,000	588,505
18	1530 ZONE Redbud tank #2 Land and Const	11159	80,000	-	80,000	-	-	80,000	70,708	9,292	-
19	I-10 & Indian Sewer Collection System	11205	602,000	50,000	652,000	-	-	652,000	594,668	57,332	-
20	Mission Creek - 80 Acres Land	11282	328,000	-	328,000	-	-	328,000	325,077	-	-
21	Well & Booster SCADA enhancement	11392	30,000	-	30,000	(30,000)	-	-	29,207	-	-
22	Regional Wastewater Treatment Plant	11424	51,000,000	-	51,000,000	-	-	51,000,000	44,361,100	20,001,215	-
23	Area M-2 (AD #15)	11425	10,250,000	1,200,000	11,450,000	-	-	11,450,000	635,821	10,819,868	-
24	Conveyance line from LS to RWWTP	11426	8,300,000	-	8,300,000	-	-	8,300,000	4,333,117	7,257,876	-
25	Chromium 6 Compliance Study	11451	200,000	-	200,000	-	-	200,000	16,310	185,511	-
26	HWWTP Infl. Pup Station Odor Control	11456	730,000	-	730,000	-	-	730,000	647,947	82,745	-
27	Well 29 Chromium 6 Treatment design	11460	200,000	-	200,000	-	-	200,000	-	200,000	-
28	Area J-2	11472	300,000	-	300,000	-	-	300,000	293,854	6,146	-
29	HWWTP ASU Demolition	11556	167,275	-	167,275	-	-	167,275	45,077	122,198	-
30	HWWTP Percolation Ponds (2)	11557	380,000	-	380,000	-	-	380,000	350,214	29,786	-
31	Designing & Engineering Areas H & I	11566	460,000	-	460,000	-	-	460,000	333,250	129,775	-
32	Block Wall at Corp Yard and Wastewater Facility	11598	155,000	-	155,000	-	-	155,000	1,452	153,548	-
33	Block Wall/Fence at Terrace Reservoir	11599	226,288	-	226,288	-	-	226,288	25,948	200,340	-
34	Booster Pump Rehab Program	11600	150,000	-	150,000	-	-	150,000	119,376	80,515	-
35	Modular Enclosure-Chlorine Equipment/Well Sites	11601	124,180	-	124,180	-	-	124,180	88,417	38,018	-
36	Electrical Panel/Motor Rehab (3 sites)	11602	633,404	108,000	741,404	(741,404)	-	-	741,404	-	-
37	Pavement repairs - corp yard	11604	345,575	-	345,575	-	-	345,575	43,757	301,818	-
38	Terrace Reservoir No. 1	11607	754,343	-	754,343	-	-	754,343	30,668	723,675	-
39	Terrace Reservoir No. 2	11608	814,461	-	814,461	-	-	814,461	32,375	782,086	-
40	Terrace Reservoir No. 3	11609	361,363	-	361,363	-	-	361,363	30,883	330,480	-
41	Vista Reservoir Rehabilitation	11610	975,427	-	975,427	-	-	975,427	126,278	849,448	-
42	Well Rehabilitation Program - Well 22	11611	660,000	900,000	1,560,000	-	-	1,560,000	523,394	1,328,219	-
43	HWWTP Above Ground Piping & Appurtenance Rehab	11613	150,000	-	150,000	-	-	150,000	344	149,656	-
44	HWWTP SCADA Upgrades	11617	129,008	-	129,008	-	-	129,008	40,080	94,006	-
45	Design & Engineering for Areas A & G	11618	1,600,000	-	1,600,000	-	-	1,600,000	534,194	1,099,118	-
46	Admin Building	11621	33,300,000	-	33,300,000	-	-	33,300,000	1,531,926	16,802,667	14,965,407
47	2020 Water CIP Pipeline Replacement	11622	2,264,975	-	2,264,975	-	-	2,264,975	275,189	1,989,786	-

B	C	D	E	F	G	H	I	J	K	L	
1	<b>Mission Springs Water District</b>										
2	<b>Revised Capital Budget and Continuing Appropriations</b>										
3	<b>2024</b>										
4									Final Capital	Funds Expended	
5			As of 6/30/23	Interim	Continuing	Projects	Projects proposed	and Continuing			
6				Additions/	Appropriations from	expected to close	to be added to	Appropriations	Through	Fund in 2023/	Fund in 2024/
7	<u>DESCRIPTION</u>	<u>JOB #</u>	<u>BUDGET</u>	<u>Transfers</u>	<u>2023/2024 Budget</u>	<u>by 6/30/23</u>	<u>2023/2024 budget</u>	<u>2023/2024</u>	<u>12/31/2023</u>	<u>2024</u>	<u>2025</u>
8				+/-	=	-	+	=			
48	Sewer System Collections	11657	750,000	-	750,000	-	-	750,000	560,780	192,873	-
49	Well and Reservoir Sites Security Cameras	11665	225,075	-	225,075	-	-	225,075	2,367	222,708	-
50	Emergency Backup Generator Well 27/31	11666	411,002	-	411,002	-	-	411,002	21,652	395,166	-
51	Emergency Backup Generator Well 32	11667	300,331	-	300,331	-	-	300,331	21,560	284,230	-
52	Emergency Backup Generator Well 37	11668	300,331	-	300,331	-	-	300,331	21,597	284,200	-
53	Filtration for HWWTP	11689	1,500,000	-	1,500,000	-	-	1,500,000	108,952	1,391,082	-
54	GQPP Area D3-1 Sewer Design	11693	156,000	-	156,000	-	-	156,000	8,841	147,159	-
55	Portable Booster/Transfer Pump	11716	180,000	-	180,000	-	-	180,000	148,226	180,000	-
56	Trailer Mounted Portable Generators	11717	537,375	-	537,375	-	-	537,375	-	537,375	-
57	Reservoir Rehabilitation Program Design FY 2022	11719	120,000	-	120,000	-	-	120,000	-	120,000	-
58	Well Rehabilitation Program Design FY 2022	11720	120,000	-	120,000	-	-	120,000	55,576	66,472	-
59	Supplemental Environmental Project	11732	300,000	250,000	550,000	-	-	550,000	179,426	550,000	-
60	Administration Office Repairs (Drywall and Painting)	11733	135,000	-	135,000	-	-	135,000	35,339	99,661	-
61	Pierson Boulevard Slurry Seal Project	11737	183,000	-	183,000	-	-	183,000	-	183,000	-
62	Riverside Co. Mountain View Resurfacing Project	11738	33,000	-	33,000	-	-	33,000	-	33,000	-
63	Well 35 Equipment Installation	11741	2,700,000	-	2,700,000	-	-	2,700,000	18,940	2,685,773	-
64	Well 34 Rehabilitation	11742	475,000	-	475,000	-	-	475,000	22,135	464,997	-
65	Well 34/35 Intertie	11743	1,100,000	-	1,100,000	-	-	1,100,000	1,698	1,100,000	-
66	19th - 20th Ave & Little Morongo Roadway Project	11769	309,000	-	309,000	-	-	309,000	63,722	286,768	-
67	John Deere 3032E Compact Utility Tractor	11787	-	32,000	32,000	-	-	32,000	27,839	32,000	-
68	Muffin Monster 6-inch Inline Grinder	11788	-	15,100	15,100	-	2,000	17,100	-	17,100	-
69	New Wachs ERV-750 Valve machine	11789	-	42,000	42,000	-	-	42,000	-	42,000	-
70	2024 - New Meters 3/4" - 2"	11790	-	350,000	350,000	-	-	350,000	117,560	350,000	-
71	ERP System Replacements	11791	-	1,710,000	1,710,000	-	-	1,710,000	-	1,710,000	-
72	Energy Conservation and Efficiency Plan	11776	-	-	-	-	50,000	50,000	27,839	50,000	-
73	Hurricane Hilary - 13th Avenue	NEW	-	-	-	-	100,000	100,000	-	70,000	30,000
74	Hurricane Hilary - Thomas	NEW	-	-	-	-	105,000	105,000	-	75,000	30,000
75	Hurricane Hilary - Indian Canyon	NEW	-	-	-	-	230,000	230,000	-	230,000	-
76	Hurricane Hilary - Little Morongo Rd	NEW	-	-	-	-	30,000	30,000	-	30,000	-
77	Hurricane Hilary - Mission Lakes	NEW	-	-	-	-	650,000	650,000	-	150,000	500,000
79	TOTALS		145,362,575	4,657,100	150,019,675	-771,404	1,306,000	150,554,271	62,297,800	77,280,688	29,373,853
81	General Assets							General Land and Other	-	-	
82	General Improvements		16,554,039					General Improvements	19,067,694	14,965,407	
83	General Vehicle		-					General Vehicle	-	-	
84								Water Land and Other	-	-	
85	Water Improvements		13,791,295					Water Improvements	15,983,059	1,157,062	
86	Water Vehicle		580,000					Water Vehicle	-	-	
87								Sewer Land and Other	-	-	
88	Sewer Improvements		56,835,060					Sewer Improvements	41,597,935	13,251,384	
89	Sewer Vehicle		-					Sewer Vehicle	32,000	-	
90	Total:		87,760,394					Total:	76,680,688	29,373,853	
92	Projects Expected to Occur in 2022 / 2023		87,760,394					Projects Expected to Occur in 2023 / 2024	77,280,688		
93	Grant / AD Funds related to Projects		(25,097,529)					Grant / AD Funds related to Projects	(72,850,000)		
94	Loan proceeds		(33,898,560)					Loan proceeds	(18,200,000)		
95	Expected net cash outflow (MSWD)		28,764,305					Expected net cash outflow (MSWD)	(13,769,312)		
96	Actual Expensed:		26,923,295								

A	B	C
1	<b>MISSION SPRINGS WATER DISTRICT</b>	
2	<b>REVISED CLASSIFICATION PLAN 2023-2024</b>	
3	<b>PROPOSED</b>	
4		
5		Funded
6		FTEs
7		
8	<b>EXECUTIVE</b>	
9	General Manager & Chief Engineer	1
10	Contracts Specialist	1
11		2
12	<b>ADMINISTRATION</b>	
13	Assistant General Manager	1
14	Government and Public Affairs Manager	1
15	Human Resources Manager	1
16	Executive Assistant	1
17	Office Specialist II	1
18		5
19		
20	<b>FINANCE</b>	
21	Director of Finance	1
22	Business Analyst	1
23	Customer Service Representative I/II	1
24	Office Specialist I/II	1
25		4
26		
27	<b>Innovation &amp; Technology:</b>	
28	Innovation & Technology Manager	1
29		
30	<b>Accounting:</b>	
31	Accounting Manager	1
32	Accountant	1
33	Accounting Technician	1
34	Purchasing and Warehouse Specialist	1
35		4
36	<b>Service:</b>	
37	Customer Service Manager	1
38	Customer Service Representative I/II	1
39	Lead Field Service	1
40	Field Service Representative II/Backflow Specialist	1
41	Field Service Representative I/II	2
42		6
43	<b>OPERATIONS</b>	
44	Director of Operations	1
45		
46	<b>Engineering:</b>	
47	Engineering Manager	1
48	Associate Engineer	1
49	Engineering Technician II	2
50	GIS Specialist	1
51	Office Specialist I/II	1
52		6
53	<b>Field Operations:</b>	
54	Administrative Assistant	1
55		1
56	<b>Construction &amp; Maintenance:</b>	
57	Field Operations Superintendent	1
58	Lead Facilities Maintenance Worker	1
59	Lead Field Operations Technician	2
60	Field Operations Technician I/II	7
61		11
62	<b>Water Production:</b>	
63	Water Production Supervisor	1
64	Water Prod. Operator I/II	3
65		4
66	<b>Wastewater Treatment:</b>	
67	Chief Plant Operator	1
68	Lead WWTP Operator	1
69	WWTP Operator I/II	5
70		7
71	<b>Wastewater Collections:</b>	
72	Lead Collections System Operator	1
73	Collections System Operator I/II	1
74		2
75		
76	<b>TOTAL BUDGETED FTEs</b>	<b>54</b>



**RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING THE REVISED OPERATING AND CAPITAL BUDGETS FOR FISCAL YEAR 2023-2024 AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS**

**WHEREAS**, the Board of Directors of the Mission Springs Water District has reviewed a revised budget for FY 2023-2024 and has made any desired changes therein; and

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

**Section 1:** That the Board of Directors approves and adopts the revised operating budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, as presented in “Departmental Budgets.”

**Section 2:** That the Board of Directors approves and adopts the revised capital budget presented in the attached “Capital Budget and Continuing Appropriations” for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

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

- a. The General Manager is responsible for keeping expenditures within budget allocations for positions, salaries, operational expenses and capital acquisitions and may adopt budget policies as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board or General Manager as described herein.
- b. The General Manager may exercise discretion in administration of the budget to respond to changed circumstances, provided that any single modification in excess of \$50,000 shall require approval by the Board.
- c. The Department Heads may exercise discretion in administration of the budget within a single department to respond to changed circumstances, provided that any single modification in excess of \$5,000 shall require approval by the General Manager.
- d. No transfers will be made between the operational and capital budgets.
- e. Except as provided by Section 3(b) herein, the Board must authorize any increase in the overall operating budget, capital budget, salary budget, and number of authorized permanent personnel positions above the level identified in the final operating and capital budget. The General Manager may authorize the hiring of temporary or part-time staff as necessary, within the limits imposed by the available funds in the operating and capital budget.

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

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

**ADOPTED** this \_\_\_\_ day of January 2024, by the following vote:

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

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

ATTEST:

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

**CERTIFICATION OF ADOPTION**

STATE OF CALIFORNIA     )  
  )  
COUNTY OF RIVERSIDE    )

I, Arden Wallum, Secretary of the Board of Directors of Mission Springs Water District, certify that the foregoing is a full, true and correct copy of Resolution No. **2024-01** which was adopted by the Board of Directors of said District at its regular meeting held January \_\_, 2024.

It has not been amended or repealed.

Dated:

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

**RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT ADOPTING ITS REVISED APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-2024**

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

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

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

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

**WHEREAS**, the documentation used to determine the revised 2023-2024 appropriations limit for Mission Springs Water District was available for public review in the District's Accounting Department at least fifteen days prior to adopting this Resolution;

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of Mission Springs Water District, in accordance with Article XIII B of the Constitution of the State of California, that the revised appropriations limit for Mission Springs Water District for fiscal year 2023-2024 is \$120,480,542.12.

**ADOPTED** this \_\_\_\_ day of January 2024, by the following vote:

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

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

ATTEST:

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



**RESOLUTION NO. 2024-05**

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

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

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

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

**ADOPTED** this \_\_\_\_\_ day of January 2024, by the following vote:

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

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

ATTEST:

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

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** JANUARY 11 & 16, 2024

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

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




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## RESOLUTION NO. 2024-02 – AMENDING RESOLUTION NO. 2023-16; REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

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### STAFF RECOMMENDATION

Adopt Resolution No. 2024-02 amending Resolution No. 2023-16; updating Mission Springs Water District (MSWD) Personnel Rules and Regulations.

### SUMMARY

The MSWD Personnel Rules and Regulations was most recently updated in August 2023, when the MSWD Board of Directors (Board) adopted Resolution No. 2023-16, rescinding all previous resolutions related to Personnel Rules and Regulations and adopting updated District Personnel Rules and Regulations. In order to ensure that the District is in full compliance with laws implemented by state and federal agencies, the District regularly review and revises the Personnel Rules and Regulations. The revised Personnel Rules and Regulations include updates to existing policies to comply with new laws which became effective in January 2024.

Nevertheless, local, state, and/or federal laws frequently change, which may further impact the District Personnel Rules and Regulations. As an employer, the District must comply with these new laws, which in some instances are effective immediately or retroactively. As such, to more timely comply with changes in state and/or federal laws, Resolution 2024-02 authorizes future amendments to the Personnel Rules and Regulations, as needed, at the administrative level. Staff will continue to report such changes to the Board at the next available Board meeting to ensure that the Board remains informed and up to date.

Exhibit “A” outlines currently proposed amendments to the MSWD Personnel Rules and Regulations.

### FISCAL IMPACT

None

### ATTACHMENTS

Resolution No. 2024-02  
Exhibit “A” Revisions to Personnel Rules and Regulations

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



**A RESOLUTION TO THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT AMENDING RESOLUTION 2023-16, REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**

**WHEREAS**, on August 21, 2023, the Board of Directors of Mission Springs Water District (“Board of Directors”) adopted Resolution No. 2023-16 and

**WHEREAS**, this Resolution shall amend Resolution No. 2023-16, and

**WHEREAS**, in order to ensure that District is in full compliance with all required California and federal employment laws, it is necessary to regularly update the District’s Personnel Rules and Regulations, and

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

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

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of Mission Springs Water District, that the revisions shown in Exhibit A are duly adopted and incorporated into the Mission Springs Water District Personnel Rules and Regulations as of January 1, 2024.

**BE IT FURTHER RESOLVED** that, future amendments to the Personnel Rules and Regulations are authorized to be made administratively by the General Manager, in consultation with the Human Resources Manager and District General Counsel, as needed to comply with changes in state and/or federal law. Such changes/amendments shall be reported by the General Manager and/or his or her designee to the Board of Directors at the next available regular Board meeting.

**ADOPTED** this \_\_\_\_ day of January, 2024, by the following vote:

Ayes:

Noes:

Abstain:

ATTEST:

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

\_\_\_\_\_  
Brian Macy  
Secretary of Mission Springs Water  
and its Board of Directors

**Exhibit A**

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

**Rule 26.B. Sick Leave Usage - Revised**

Additionally, employees may use ~~the first three~~ sick days available to them ~~each year~~ to care for a “designated person” so long as the employee identifies that person at the time of requesting sick leave.

**Rule 26.E.2.b Sick Leave Bank for All Other Employees Including Temporary, Extra help, part-time, and Seasonal Employees, Who Work 30 or More Days Within A Year - Revised**

Employees who qualify for sick leave under this section are entitled to use accrued sick days beginning on the 90<sup>th</sup> day of employment. Temporary, extra help, part-time, and seasonal employees shall receive ~~27 40 hours (or three (3) days)~~ of sick leave in their sick leave bank immediately upon commencement of employment. Unused sick leave at the end of the calendar year may not be carried forward and sick leave may not be cashed out. Thereafter, at the beginning of each subsequent calendar year, the employee shall begin the year with ~~27 40 hours (or three (3) days)~~ in their sick leave bank.

**Rule 27.D Reproductive Loss Leave added policy.**

1. Eligibility Employees are eligible for reproductive loss leave if they have worked for the District for at least 30 days prior to the leave’s start and suffer a qualifying event.

2. Reproductive Loss Qualifying Events Employees are entitled to reproductive leave if they suffer a reproductive loss qualifying event, which is the day, or the final day for a multiple day even, of any one of the following:

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.
- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement or the failed embryo transfer to the surrogate. This event applies to a person who would have been a parent to the child born of the surrogacy.
- **Miscarriage:** Miscarriage by an employee, by the employee’s current spouse or domestic partner, or by another individual if the employee would have been a parent as the result of the pregnancy.
- **Stillbirth:** Stillbirth resulting from an employee’s pregnancy, the pregnancy of an employee’s current spouse or domestic partner, or another individual if the employee would have been a parent as a result of the pregnancy.

- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to an employee, the employee's current spouse or domestic partner, or another individual, if the employee would have been a parent of a child born as a result of the pregnancy.

3. Leave Usage Employees shall be entitled to take up to 5 unpaid days of reproductive loss leave following a reproductive loss qualifying event (defined above). If an employee experiences more than one reproductive loss qualifying event within a 12-month period, the District shall not be obligated to grant a total amount of reproductive loss leave time in excess of 20 days within a 12-month period.

Reproductive loss leave does not have to be consecutive but, if leave is not taken consecutively, it must be completed within 3 months of the qualifying event.

Employees may elect to substitute any accrued but unused paid vacation, personal leave, or sick leave for unpaid reproductive loss leave.

4. Confidentiality The District shall maintain the confidentiality of any employee requesting leave under this policy. Any information provided to the District in order to support the need for reproductive loss leave shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel as necessary or as required by law.

5. Coordination with California Family Rights Act If, prior to or immediately following a reproductive loss qualifying event, an employee is on or chooses to go on leave pursuant to the California Family Rights Act or any other leave entitlement under state or federal law, the employee shall complete their reproductive loss leave within 3 months of the end date of the other leave.

6. Non-Retaliation or Discrimination The District strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using reproductive loss leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to Human Resources.

# AGENDA STAFF REPORT

**MEETING NAME:** BOARD OF DIRECTORS

**MEETING DATE(S):** JANUARY 11 & 16, 2024

**FROM:** JOHN PINKNEY, DISTRICT COUNSEL

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



## RESOLUTION 2024-03 RESCINDING AND REPLACING RESOLUTION 2009-02 EXPENSE REIMBURSEMENT POLICY

**STAFF RECOMMENDATION**

Adopt Resolution 2024-03 rescinding and replacing Resolution 2009-02 Expense Reimbursement Policy

**SUMMARY**

Expense Reimbursement Policy has gone through many changes since its first adoption on January 21, 2003, as Resolution No. 2003-02. On June 19, 2006, Resolution 2003-03 was rescinded and replaced by Resolution No. 2006-17. The Policy was rescinded and replaced again by Resolution No. 2009-02 on January 20, 2009. Resolution 2024-03 now rescinds and replaces Resolution 2009-02. The primary changes to the Policy are removing a specific reference to Board compensation (as it is updated by ordinance) and adding clarifying paragraphs to Sections B.1. and D as shown below;

Section B.1. Notwithstanding anything herein to the contrary, MSWD Board members are not requested/authorized or designated by the MSWD Board to be compensated, and shall not be compensated, for attending the meeting of another entity/organization where the other entity/organization compensates them for attending the meeting.

Section D. Notwithstanding anything herein to the contrary, MSWD Board members are not requested/authorized or designated to be reimbursed, and shall not be reimbursed, for expenses (e.g. mileage, air travel, meals, lodging or other expenses that would normally be considered reimbursable by MSWD) related to attending the meeting of another entity/organization that is reimbursing the MSWD Board member for the same expenses.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

**ATTACHMENTS**

Resolution 2024-03 Expense Reimbursement Policy  
 Resolution 2024-03 Expense Reimbursement  
 Policy\_Markup

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

**RESOLUTION NO. 2024-03**

**A RESOLUTION OF BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT, ESTABLISHING A POLICY REGARDING EXPENSE REIMBURSEMENT AND USE OF PUBLIC RESOURCES AND RESCINDING AND REPLACING RESOLUTION NO. 2009-02**

**WHEREAS**, on January 21, 2003, the Board of Directors of Mission Springs Water District (“Board of Directors”) adopted Resolution No. 2003-02 and

**WHEREAS**, on June 19, 2006, Resolution 2003-03 was rescinded and replaced by Resolution No. 2006-17, and

**WHEREAS**, on January 20, 2009, Resolution 2006-17 was rescinded and replaced by Resolution No. 2009-02, and

**WHEREAS**, this Resolution shall rescind and replace Resolution No. 2009-02., and

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

THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT DOES HEREBY FIND AND RESOLVE AS FOLLOWS:

**SECTION 1: FINDINGS**

- A. The Board of Directors of the Mission Springs Water District (the “District”) takes stewardship over the use of limited resources seriously;
- B. Public resources should only be used for travel and reimbursing the expenses of public officials when there is a substantial benefit to the District;
- C. The benefits to the District of reimbursing actual and necessary expenses include:
  - 1. The opportunity to discuss the community’s concerns with state and federal officials;
  - 2. Participating in regional, state and national organizations whose activities benefit and affect the District;
  - 3. Attending educational seminars designed to improve officials’ skill and information levels through continuing education and information sharing with other public officials; and
  - 4. Promoting public service and morale by recognizing such service.
- D. Legislative and other regional, state and federal agency business is frequently conducted over meals; sharing a meal with regional, state and federal officials is



frequently the best opportunity for a more extensive, focused and uninterrupted communication about the District's policy concerns; and each meal expenditure must comply with the limits and reporting requirements of local, state and federal law;

- E. This policy provides guidance to elected and appointed officials (collectively referred to herein as "public officials" and defined as elected and appointed officials, and to District management staff and employees, as determined appropriate by the General Manager) on the appropriate use and expenditure of District resources, as well as the standards against which those expenditures will be measured;
- F. This policy satisfies the requirements of Government Code Sections 53232.2 and 53233.3;
- G. This policy supplements the definition of actual and necessary expenses for purposes of applicable state laws relating to permissible uses of public resources;
- H. This policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws; and
- I. This policy also applies to any charges made to a District credit card, the use of cash advances or other line of credit for the expenses of any public official of the District.

## **SECTION 2. STATEMENT OF POLICY**

### **A. Authorized Expenses**

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized business of the District. Expenses incurred by public officials in connection with the following types of activities generally constitute authorized expenses, and may be reimbursed by the District as long as other requirements of this policy are met:

1. Serving the needs of the businesses, agency and individual property owner/resident customers of the District;
2. Communicating with constituents in compliance with applicable laws;
3. Communicating with representatives of regional, state and national government on District policy positions;
4. Attending educational seminars designed to improve public officials' skill, knowledge, and information levels;
5. Participating in regional, state and national organizations whose activities benefit or affect the District's interests.
6. Recognizing service to the District (for example, thanking a long-time employee with a retirement gift or celebration or award of nominal value and

cost);

7. Attending District, community, regional and other events;
8. Gathering facts and information regarding District projects, issues and priorities in other jurisdictions;
9. Implementing a District-initiated strategy for attracting or retaining customers of the District; and
10. Attending meetings such as those listed above, and those set forth on the Affiliate List approved annually by the Board of Directors, for which a meeting stipend is expressly authorized under this policy.

**B. Meeting/Service Stipends**

1. Consistent with Section 20201 of the Water Code and District Ordinance, Directors receive compensation for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, not to exceed ten (10) days service/meetings per month. Such compensation is in addition to any reimbursement for meals, lodging, air travel, mileage and other expenses consistent with this policy. Notwithstanding anything herein to the contrary, MSWD Board members are not requested/authorized or designated by the MSWD Board to be compensated, and shall not be compensated, for attending the meeting of another entity/organization where the other entity/organization compensates them for attending the meeting.
2. To be entitled to a daily stipend under this policy, the event in question must constitute one of the following:
  - a. A meeting of the District Board within the meaning of Government Code section 54952.2(a);
  - b. A meeting of a District committee within the meaning of Government Code section 54952(b);
  - c. An advisory body meeting within the meaning of Government Code Section 54952(b);
  - d. A conference, educational seminar or similar gathering within the meaning of Government Code section 54952.2(c)(2);
  - e. A meeting attended or service provided on a given day at the request of the District Board and for which the District Board approves payment of a daily meeting stipend, including attendance at conferences or gatherings of those organizations set forth in the Board's Affiliate List, for which the Board has made a finding that attendance at those conferences or gatherings satisfy the requirements of this policy.
  - f. Travel time may be considered as services rendered by a Director if

travel occurs immediately before and after a scheduled conference, and if such travel time is deemed necessary and is pre-approved by the Board at a public meeting.

- g. The President and Vice-President of the Board, or any Director as requested by the President, shall be compensated for duties performed at the direction of the Board in their official capacities as District officials, and the performance of said duties shall be deemed to be pre-approved by the Board of Directors for purposes of receiving a daily stipend.
3. The number of days for which a Director receives a daily stipend shall not exceed the aggregate limits established by state law.

C. Expenses Requiring Prior Board Approval.

1. The reimbursement of an expense in excess of \$50 for any purpose other than as set forth in Section A hereinabove shall require prior approval of the Board of Directors;
2. Payments for international travel;
3. Expenses which exceed any annual limits established for each office holder.

D. Personal Expenses the District Will Not Reimburse.

1. The personal portion of any trip;
2. Political or charitable contributions;
3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), recreational events (including health clubs and massage services) not related to District business, cultural events not related to District business;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
6. Personal losses incurred while on District business;
7. Personal alcohol or bar expenses.

Notwithstanding anything herein to the contrary, MSWD Board members are not requested/authorized or designated to be reimbursed, and shall not be reimbursed, for expenses (e.g. mileage, air travel, meals, lodging or other expenses that would normally be considered reimbursable by MSWD) related to attending the meeting of another entity/organization that is reimbursing the MSWD Board member for the same expenses. Any questions regarding the propriety of a particular type of

expense should be resolved by the approving authority before the expense is reimbursed.

E. Cost Control Guidelines

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. A reasonable attempt to pay in advance with a District check must be made. If the business will not accept a check, a reasonable attempt must be made to pay in advance with a District credit card. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines, unless such excess amounts have been approved in advance by the appropriate authority.

1. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs, the public official's time constraints, and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient and reasonable transportation form.

Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out-of-town conference or meeting, and it is determined that District-owned vehicles are unavailable, and sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. District staff will prepare a cost analysis comparing the various modes of available transportation for the Board's consideration.

- a. **Airfare.** Airfares that are equal or less than those available offered through the League of California Cities <sup>1</sup>, the California State Association of Counties ([www.csac.counties.org](http://www.csac.counties.org)) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy. Airfares that do not exceed the median fares listed on websites like [www.travelocity.com](http://www.travelocity.com) or an equivalent service, shall also be considered reasonable and hence reimbursable.
- b. **Automobile Mileage.** Automobile mileage is reimbursable at Internal Revenue Service rates in effect (see [www.irs.gov](http://www.irs.gov)) at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and

road tolls, which are also reimbursable.

- c. **Car Rental.** Rental rates that are equal to or less than those available through the State of California's website ([dgs.ca.gov/OFAM/Travel](https://dgs.ca.gov/OFAM/Travel)), or which represent the median rates listed on websites like [www.travelocity.com](https://www.travelocity.com) or an equivalent service, shall be considered the most economical and reasonable for purposes of reimbursement under this policy.
- d. **Taxis/Shuttles.** Taxi or shuttle fares may be reimbursed (including a 15 percent gratuity per fare), when the cost of such fares is equal to or less than the cost of car rental, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

## 2. Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

- a. **Conferences/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.
- b. **Other Lodging.** Travelers must request government lodging rates, when available. A listing of hotels offering government rates in different areas is available at [dgs.ca.gov/OFAM/Travel](https://dgs.ca.gov/OFAM/Travel). Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like [www.travelocity.com](https://www.travelocity.com), or an equivalent service shall be considered reasonable and hence reimbursable if, given the circumstances of the travel, such comparable rates can be found. In unique circumstances, the General Manager may approve the reimbursement of reasonable lodging costs that exceed the two standards above, if necessary under the particular circumstances.

## 3. Meals

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. Actual meal costs will be reimbursed up to the rates specified in the Internal Revenue Service Guidelines (see Publication 1542 at [www.irs.gov](https://www.irs.gov) or [www.gsa.gov](https://www.gsa.gov)). Officials may not claim meals provided by the District, meals included in hotel expenses or conference fees, meals included in

transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered meals. Officials may claim only their *actual* expense and must have receipts substantiating the amount(s) claimed.

No meal (breakfast, lunch or dinner) or expense may be claimed or reimbursed more than once in any given 24-hour period.

The District will not reimburse personal alcohol or bar expenses, unless identified and approved in advance by the Board of Directors as "hosting expenses", where the official is expected to provide limited bar service to third parties, due to the nature of the event, and in accordance with community standards.

Officials shall, when available, take meals that are provided as part of a seminar or conference registration fee.

4. Telephone/Fax/Cellular

Officials will be reimbursed for all actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business and be reimbursed for that percentage of applicable charges.

5. Internet

On out-of-town trips, public officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if Internet access is necessary for District-related business.

6. Airport and Other Parking Charges

District will reimburse parking costs based on actual costs or the equivalent of long-term parking rates used for travel exceeding 24 hours.

7. Other

Baggage handling fees of up to \$1 per bag (airport or hotel), airport passenger services (wheelchair), and reasonable gratuities (meals and taxis/transportation service) of up to 15 percent will be reimbursed. Expenses for which District officials receive reimbursement from another agency are not reimbursable.

8. Credit Card Use Policy

District officials may use the District's credit card for such purposes as airline tickets, hotel accommodations and expenses directly related to authorized travel. Credit card expenses will be periodically reviewed by the Board or the General Manager. Each credit card holder will, as part of that individual's expense report, document compliance with this expense policy. Receipts

documenting expenses incurred on the credit card and compliance with this policy must be submitted within fifteen (15) business days of the end of use.

District credit cards may not be used at any time for personal expenses, even if the official subsequently reimburses the District.

9. Expense Report Content and Submission Deadline

All credit card expenditures and expense reimbursement requests must be submitted on an expense report form provided by the District. This form shall include the following advisory:

*All expenses reported on this form must comply with the District's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the District's policies may include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.*

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities.

Except as required sooner by this policy, officials must submit their expense reports within fifteen (15) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. The inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

10. Verification of Expense Reports

All expenses are subject to verification that they comply with this policy. The Board of Directors, the General Manager, the Finance Director, or the Executive Committee of the Board of Directors may request additional documentation or explanation of individual expenditures for which reimbursement is requested by a public official.

11. Reports to the Public

At a subsequent Board meeting, each public official shall briefly report, orally or in writing, on meetings attended at District expense. If multiple officials attended an event, a joint report or individual report on behalf of all attendees may be made.

12. Compliance with Laws

District officials should keep in mind that some expenditures could be subject to reporting under the Political Reform Act and other laws. Records of all District expenditures and documentation regarding expense reimbursements are public records subject to disclosure under the Public Records Act.

13. Violation of This Policy

Use of public resources or falsification of expense reports in violation of this policy may result in any or all of the following:

- a. Loss of reimbursement privileges;
- b. A demand for restitution to the District;
- c. The District's reporting the expenses as income to the official to state and federal tax authorities;
- d. Civil penalties of up to \$1,000 per day and three times the value of the resources used; and/or prosecution for misuse of public resources.

**SECTION 3. SEVERABILITY**

If any section, subsection, sentence, clause, portion or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses, portions or phrases of this Resolution. The Board of Directors hereby declares that it would have passed this Resolution and each and every section, subsection, sentence, clause, portion or phrase without regard to whether any other section, subsection, sentence, clause, portion or phrase of the Resolution would be subsequently declared invalid or unconstitutional.

**SECTION 4. RESCINDING RESOLUTION NO. 2009-02.**

Resolution No. 2009-02 is hereby rescinded and replaced in its entirety.

**SECTION 5. EFFECTIVE DATE**

This Resolution shall be effective on the day of its adoption by the Board of Directors of the Mission Springs Water District.



**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** that the Board of Directors of Mission Springs Water District hereby adopts Resolution 2024-03 Rescinding and Replacing Resolution 2009-02.

**ADOPTED** this \_\_\_\_ day of January 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

ATTEST:

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Brian Macy  
Secretary of Mission Springs Water District

**RESOLUTION NO. ~~2009-0224-03~~**

**A RESOLUTION OF BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT, -ESTABLISHING A POLICY REGARDING EXPENSE REIMBURSEMENT AND USE OF PUBLIC RESOURCES AND RESCINDING AND REPLACING ~~AMENDING RESOLUTION NO. 2009-02, ESTABLISHING A POLICY REGARDING EXPENSE REIMBURSEMENT AND USE OF PUBLIC RESOURCES AND RESCINDING RESOLUTION NO.2006-17~~**

WHEREAS, on January 21, 2003, the Board of Directors of Mission Springs Water District ("Board of Directors") adopted Resolution No. 2003-02 and

WHEREAS, on June 19, 2006, Resolution 2003-03 was rescinded and replaced by Resolution No. 2006-17, and

WHEREAS, on January 20, 2009, Resolution 2006-17 was rescinded and replaced by Resolution No. 2009-02, and

WHEREAS, this Resolution shall rescind and replace Resolution No. 2009-02, and

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

THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT DOES HEREBY FIND AND RESOLVE AS FOLLOWS:

**SECTION 1: FINDINGS**

- A. The Board of Directors of the Mission Springs Water District (the "District") takes stewardship over the use of limited resources seriously;
- B. Public resources should only be used for travel and reimbursing the expenses of public officials when there is a substantial benefit to the District;
- C. The benefits to the District of reimbursing actual and necessary expenses include:
  - 1. The opportunity to discuss the community's concerns with state and federal officials;
  - 2. Participating in regional, state and national organizations whose activities benefit and affect the District;
  - 3. Attending educational seminars designed to improve officials' skill and information levels through continuing education and information sharing with other public officials; and

4. Promoting public service and morale by recognizing such service.
- D. Legislative and other regional, state and federal agency business is frequently conducted over meals; sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the District's policy concerns; and each meal expenditure must comply with the limits and reporting requirements of local, state and federal law;
- E. This policy provides guidance to elected and appointed officials (collectively referred to herein as "public officials" and defined as elected and appointed officials, and to District management staff and employees, as determined appropriate by the General Manager) on the appropriate use and expenditure of District resources, as well as the standards against which those expenditures will be measured;
- F. This policy satisfies the requirements of Government Code Sections 53232.2 and 53233.3;
- G. This policy supplements the definition of actual and necessary expenses for purposes of applicable state laws relating to permissible uses of public resources;
- H. This policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws; and
- I. This policy also applies to any charges made to a District credit card, the use of cash advances or other line of credit for the expenses of any public official of the District.

## **SECTION 2. STATEMENT OF POLICY**

### **A. Authorized Expenses**

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized business of the District. Expenses incurred by public officials in connection with the following types of activities generally constitute authorized expenses, and may be reimbursed by the District as long as other requirements of this policy are met:

1. Serving the needs of the businesses, agency and individual property owner/resident customers of the District;
2. Communicating with constituents in compliance with applicable laws;
3. Communicating with representatives of regional, state and national government on District policy positions;
4. Attending educational seminars designed to improve public officials' skill, knowledge, and information levels;

5. Participating in regional, state and national organizations whose activities benefit or affect the District's interests.
6. Recognizing service to the District (for example, thanking a long-time employee with a retirement gift or celebration or award of nominal value and cost);
7. Attending District, community, regional and other events;
8. Gathering facts and information regarding District projects, issues and priorities in other jurisdictions;
9. Implementing a District-initiated strategy for attracting or retaining customers of the District; and
10. Attending meetings such as those listed above, and those set forth on the Affiliate List approved annually by the Board of Directors, for which a meeting stipend is expressly authorized under this policy.

B. Meeting/Service Stipends

1. Consistent with Section 20201 of the Water Code and District Ordinance, Directors receive compensation \$100 per day<sup>4</sup> for each day's attendance at meetings of the Board, or for each day's service rendered as a member of the Board by request of the Board, not to exceed ten (10) days service/meetings per month. Such compensation is in addition to any reimbursement for meals, lodging, air travel, mileage ~~travel~~ and other expenses consistent with this policy. Notwithstanding anything herein to the contrary, MSWD Board members are not requested/authorized or designated by the MSWD Board to be compensated, and shall not be compensated, for attending the meeting of another entity/organization where the other entity/organization compensates them for attending the meeting.
2. To be entitled to a daily stipend under this policy, the event in question must constitute one of the following:
  - a. A meeting of the District Board within the meaning of Government Code section 54952.2(a);
  - b. A meeting of a District committee within the meaning of Government Code section 54952(b);
  - c. An advisory body meeting within the meaning of Government Code Section 54952(b);
  - d. A conference, educational seminar or similar gathering within the meaning of Government Code section 54952.2(c)(2);
  - e. A meeting attended or service provided on a given day at the request of the District Board and for which the District Board approves payment of a daily meeting stipend, including attendance at conferences or gatherings of those organizations set forth in the Board's Affiliate List, for which the Board has made a finding that attendance at those conferences or gatherings satisfy the requirements of this policy.
  - f. Travel time may be considered as services rendered by a Director if travel occurs immediately before and after a scheduled conference, and if such travel time is deemed necessary and is pre-approved by the Board at a public meeting.
  - g. The President and Vice-President of the Board, or any Director as requested by the President, shall be compensated for duties

<sup>4</sup>~~The Board may, by ordinance adopted pursuant to Chapter 2 of Division 10 of the Water Code, commencing with Section 20201, increase the compensation received by Board members above this amount.~~

performed at the direction of the Board in their official capacities as District officials, and the performance of said duties shall be deemed to be pre-approved by the Board of Directors for purposes of receiving a daily stipend.

3. The number of days for which a Director receives a daily stipend shall not exceed the aggregate limits established by state law.

C. Expenses Requiring Prior Board Approval.

1. The reimbursement of an expense in excess of \$50 for any purpose other than as set forth in Section A hereinabove shall require prior approval of the Board of Directors;
2. Payments for international travel;
3. Expenses which exceed any annual limits established for each office holder.

D. Personal Expenses the District Will Not Reimburse.

1. The personal portion of any trip;
2. Political or charitable contributions;
3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room or at the theater), recreational events (including health clubs and massage services) not related to District business, cultural events not related to District business;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
6. Personal losses incurred while on District business;
7. Personal alcohol or bar expenses.

Notwithstanding anything herein to the contrary, MSWD Board members are not requested/authorized or designated to be reimbursed, and shall not be reimbursed, for expenses (e.g. mileage, air travel, meals, lodging or other expenses that would normally be considered reimbursable by MSWD) related to attending the meeting of another entity/organization that is reimbursing the MSWD Board member for the same expenses. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is reimbursed.

E. Cost Control Guidelines

To conserve District resources and keep expenses within community standards for public officials, expenditures should adhere to the following guidelines. A reasonable attempt to pay in advance with a District check must be made. If the business will not accept a check, a reasonable attempt must be made to pay in advance with a District credit card. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the District will be limited to the costs that fall within the guidelines, unless such excess amounts have been approved in advance by the appropriate authority.

1. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs, the public official's time constraints, and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the District will be limited to the cost of the most economical, direct, efficient and reasonable transportation form.

Charges for rental vehicles may be reimbursed under this provision if more than one District official is attending an out-of-town conference or meeting, and it is determined that District-owned vehicles are unavailable, and sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. District staff will prepare a cost analysis comparing the various modes of available transportation for the Board's consideration.

- a. **Airfare.** Airfares that are equal or less than those available ~~through the Enhanced Local Government Airfare Program offered~~ through the League of California Cities ([www.cacities.org/travel](http://www.cacities.org/travel)), the California State Association of Counties ([www.csac.counties.org](http://www.csac.counties.org)) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy. Airfares that do not exceed the median fares listed on websites like [www.travelocity.com](http://www.travelocity.com) or an equivalent service, shall also be considered reasonable and hence reimbursable.
- b. **Automobile Mileage.** Automobile mileage is reimbursable at Internal Revenue Service rates in effect (see [www.irs.gov](http://www.irs.gov)) at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
- c. **Car Rental.** Rental rates that are equal to or less than those available through the State of California's website (~~[dgs.ca.gov/OFAM/Travel](http://dgs.ca.gov/OFAM/Travel)~~[www.catravelmart.com](http://www.catravelmart.com)), or which represent the median rates listed on websites like [www.travelocity.com](http://www.travelocity.com) or an equivalent service, shall be considered the most economical and reasonable for purposes of reimbursement under this policy.
- d. **Taxis/Shuttles.** Taxi or shuttle fares may be reimbursed (including a 15 percent gratuity per fare), when the cost of such fares is equal to or less than the cost of car rental, gasoline and parking combined, or when such transportation is necessary for time-efficiency.





## 2. Lodging

Lodging expenses will be reimbursed or paid for when travel on official District business reasonably requires an overnight stay.

- a. **Conferences/Meetings.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.
- b. **Other Lodging.** Travelers must request government lodging rates, when available. A listing of hotels offering government rates in different areas is available at [dgs.ca.gov/OFAM/Travel](https://dgs.ca.gov/OFAM/Travel) [www.catravelmart.com](https://www.catravelmart.com). Lodging rates that are equal or less than government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like [www.travelocity.com](https://www.travelocity.com), or an equivalent service shall be considered reasonable and hence reimbursable if, given the circumstances of the travel, such comparable rates can be found. In unique circumstances, the General Manager may approve the reimbursement of reasonable lodging costs that exceed the two standards above, if necessary under the particular circumstances.

Commented [JOP1]: Is this still the correct website link?

## 3. Meals

Meal expenses and associated gratuities should be moderate, taking into account community standards and the prevailing restaurant costs of the area. Actual meal costs will be reimbursed up to the rates specified in the Internal Revenue Service Guidelines (see Publication 1542 at [www.irs.gov](https://www.irs.gov) or [www.gsa.gov](https://www.gsa.gov)). Officials may not claim meals provided by the District, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered meals. Officials may claim only their *actual* expense and must have receipts substantiating the amount(s) claimed.

No meal (breakfast, lunch or dinner) or expense may be claimed or reimbursed more than once in any given 24-hour period.

The District will not reimburse personal alcohol or bar expenses, unless identified and approved in advance by the Board of Directors as "hosting expenses", where the official is expected to provide limited bar service to third parties, due to the nature of the event, and in accordance with community standards.

Officials shall, when available, take meals that are provided as part of a

seminar or conference registration fee.

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Officials will be reimbursed for all actual telephone and fax expenses incurred on District business. Telephone bills should identify which calls were made on District business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business and be reimbursed for that percentage of applicable charges.

5. Internet

On out-of-town trips, public officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if Internet access is necessary for District-related business.

6. Airport and Other Parking Charges

~~The~~ District will reimburse parking costs based on actual costs or the equivalent of long-term parking rates used for travel exceeding 24 hours.

7. Other

Baggage handling fees of up to \$1 per bag (airport or hotel), airport passenger services (wheelchair), and reasonable gratuities (meals and taxis/transportation service) of up to 15 percent will be reimbursed. Expenses for which District officials receive reimbursement from another agency are not reimbursable.

8. Credit Card Use Policy

District officials may use the District's credit card for such purposes as airline tickets, hotel accommodations and expenses directly related to authorized travel. Credit card expenses will be periodically reviewed by the Board or the General Manager. Each credit card holder will, as part of that individual's expense report, document compliance with this expense policy. Receipts documenting expenses incurred on the credit card and compliance with this policy must be submitted within fifteen (15) business days of the end of use.

District credit cards may not be used at any time for personal expenses, even if the official subsequently reimburses the District.

9. Expense Report Content and Submission Deadline

All credit card expenditures and expense reimbursement requests must be submitted on an expense report form provided by the District. This form shall include the following advisory:

*All expenses reported on this form must comply with the District's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the District's policies may include loss of reimbursement privileges, restitution, civil*

*and criminal penalties as well as additional income tax liability.*

Expense reports must document that the expense in question met the requirements of this policy. For example, if the meeting is with a legislator, the official should explain whose meals were purchased, what issues were discussed and how those relate to the District's adopted legislative positions and priorities.

Except as required sooner by this policy, officials must submit their expense reports within ~~fifteen (15)~~ calendar days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation. The inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

**Commented [JOP2]:** Is this consistent with current practices? Should this be 30 days?

10. Verification of Expense Reports

All expenses are subject to verification that they comply with this policy. The Board of Directors, the General Manager, the Finance Director, or the Executive Committee of the Board of Directors may request additional documentation or explanation of individual expenditures for which reimbursement is requested by a public official.

11. Reports to the Public

At a subsequent Board meeting, each public official shall briefly report, orally or in writing, on meetings attended at District expense. If multiple officials attended an event, a joint report or individual report on behalf of all attendees may be made.

12. Compliance with Laws

District officials should keep in mind that some expenditures could be subject to reporting under the Political Reform Act and other laws. Records of all District expenditures and documentation regarding expense reimbursements are public records subject to disclosure under the Public Records Act.

13. Violation of This Policy

Use of public resources or falsification of expense reports in violation of this policy may result in any or all of the following:

- a. Loss of reimbursement privileges;
- b. A demand for restitution to the District;
- c. The District’s reporting the expenses as income to the official to state and federal tax authorities;
- d. Civil penalties of up to \$1,000 per day and three times the value of the resources used; and/or prosecution for misuse of public resources.

**SECTION 3. SEVERABILITY**

If any section, subsection, sentence, clause, portion or phrase of this Resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses, portions or phrases of this Resolution. The Board of Directors hereby declares that it would have passed this Resolution and each and every section, subsection, sentence, clause, portion or phrase without regard to whether any other section, subsection, sentence, clause, portion or phrase of the Resolution would be subsequently declared invalid or unconstitutional.

**SECTION 4. RESCINDING RESOLUTION NO. ~~2006-1709-02.~~**

Resolution No. ~~2006-179-02~~ is hereby rescinded and replaced in its entirety.

**SECTION 5. EFFECTIVE DATE**

This Resolution shall be effective on the day of its adoption by the Board of Directors of the Mission Springs Water District.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** that the Board of Directors of Mission Springs Water District hereby adopts Resolution 2024-03 Rescinding and Replacing Resolution 2009-02.

**ADOPTED** this \_\_\_\_ day of January 2024, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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

ATTEST:

\_\_\_\_\_  
Brian Macy  
Secretary of Mission Springs Water District and its Board of Directors ~~APPROVED AND ADOPTED~~ January 20, 2009

AYES:            Brown, Duncan, Furbee, Gibson, Wright  
NOES:            None  
ABSENT:        None

\_\_\_\_\_  
~~President of Mission Springs Water District and its Board of Directors~~

ATTEST:

\_\_\_\_\_  
~~Secretary of Mission Springs Water District and its Board of Directors~~

# AGENDA STAFF REPORT

MEETING NAME: BOARD OF DIRECTORS

MEETING DATE(S): JANUARY 11 & 16, 2024

FROM: JOHN PINKNEY, DISTRICT COUNSEL

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



## AUTHORIZE GENERAL MANAGER EMPLOYMENT AGREEMENT

### STAFF RECOMMENDATION

Authorize Board President to execute General Manager Employment Agreement between Mission Springs Water District and Brian Macy.

### SUMMARY

On November 20, 2023, MSWD Board of Directors authorized Board President Martin and Vice President Sewell to negotiate a General Manager Employment Agreement (Agreement) between Mission Springs Water District and Brian Macy. With the assistance of District Counsel and direction from the Board of Directors, the Agreement has been negotiated and signed by Brian Macy.

The Agreement would become effective February 8, 2024, and continue for a three-year term though February 8, 2027. The District may extend the Agreement for an additional period of time with the express and signed written consent of the District and Employee. The compensation will be at a rate of \$238,992 annually. Merit increases for acceptable performance shall be granted only as a result of a written evaluation and be no more than five percent (5%), in addition to any cost-of-living increase.

### FISCAL IMPACT

The General Manager Employment Agreement provides for an annual salary of Two Hundred Thirty Eight Thousand Nine Hundred Ninety Two Dollars (\$238,992) per year. The Employment Agreement also details specific terms for other benefits such as time off, retirement contributions, health and wellness benefits, and automobile allowance.

### ATTACHMENTS

General Manager Employment Agreement

FINANCIAL DATA		
Cost Associated with this action:	0	
Current FY cost:	\$130,005	
Future FY cost:	-0-	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	Salaries	
Current BID/Job balance	\$384,976	
Balance remaining if approved:	\$384,976	

**GENERAL MANAGER/ CHIEF ENGINEER EMPLOYMENT  
AGREEMENT  
BETWEEN  
MISSION SPRINGS WATER DISTRICT  
AND  
BRIAN MACY**

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into as of the 16th day of January, 2024, between the Mission Springs Water District, a county water district (the "District") and Brian Macy ("Employee"), who are collectively referred to as the "Parties". The above-named Parties hereby mutually agree as follows:

**I. TERM.**

District hereby employs Employee as the District's General Manager/Chief Engineer (collectively referred to as "General Manager") for a term of three years, commencing on February 8, 2024("Commencement Date"), and continuing through the end of business on February 8, 2027, unless sooner terminated pursuant to Section VII of this Agreement ("Term"). The Parties may also extend this agreement for an additional period of time with the express and signed written consent of the District and Employee. Notwithstanding anything herein to the contrary, it is understood and agreed by the Parties that Employee holds the position as General Manager at the pleasure of District's Board of Directors ("Board").

**II. SALARY.**

**A. Base Salary.** Employee's Salary shall be based on an annual salary level of \$238,992 per year during the period in which Employee serves as General Manager, less payroll taxes and other legally required deductions. Employee's Base Salary will be paid pursuant to the same procedures established for management employees as they may be amended by District from time to time.

**B. Advancement in Salary.** Employee's Salary shall be eligible for a merit and/or cost of living increase on each annual anniversary date (February 8th). Merit increases shall be granted only as a result of a written evaluation of continued meritorious service and with the continued improvement by the Employee in the effective performance of the duties of the position held. Merit increases for acceptable performance shall be no more than five percent (5%), in addition to any cost-of-living increase.

**III. DUTIES.**

Employee shall perform the duties of the District's General Manager and Chief Engineer as prescribed by District's job descriptions and classifications for such positions, as may be amended by the District's Board of Directors from



time to time. In addition, Employee shall have such powers and duties that are delegated to him by the California Water Code and the District's Board. Employee shall execute all powers and duties in accordance with District's policies, including policies hereafter adopted by the District's Board of Directors.

Employee shall be employed full time and shall maintain a normal business schedule and remain accessible. It is understood that Employee, as District's General Manager, shall be available 24 hours a day and 7 days a week and is required to meet all the needs of District regardless of District operating hours or any regular or normal work schedule. Employee's duties will likely involve work hours in excess of eight (8) hours per day and forty (40) hours per week, including but not limited to attendance at board meetings and outside meetings. Employee shall be exempt from overtime compensation. Employee shall do and perform all services, acts, or things necessary or advisable to manage and conduct the business of District, including the hiring, discipline and firing of all employees, subject at all times to the policies and resolutions established by the Board of Directors.

#### **IV. EMPLOYEE RESPONSIBILITIES.**

Employee shall be the chief executive officer of District. As such, Employee shall have the responsibility for implementing District policies, whereas the District's Board of Directors shall retain the responsibility for formulating and adopting said policy.

#### **V. EXCLUSIVE EMPLOYMENT.**

Employee shall devote his full time, energy and efforts to the position of General Manager.

#### **VI. EVALUATION.**

Employee shall meet with District's Board in closed session annually and as requested by the board to formally review Employee's performance and to discuss the Board's evaluation of said performance.

#### **VII. TERMINATION.**

Employee shall serve as an "at will" employee at the will and pleasure of the District Board and may be removed from office (terminated) at any time for any reason, with or without cause, upon a majority vote of the District Board (at least three votes). Nothing in this Agreement shall prevent the District Board of Directors from terminating this Agreement and the services of Employee at its sole discretion. Employee understands and agrees that Employee may not avail himself of any procedures, provisions or protections set forth under any District employment policy in so far as such policy would limit, restrict, modify, prohibit or regulate Employee's status as an "at will" employee of District or

the ability of the Board of Directors to terminate Employee's employment at any time for cause or for convenience and without cause. Employee shall not be entitled to any pre-termination notice or hearing or other similar proceeding or appeal proceeding as a precondition to any decision or action by the Board of Directors to terminate Employee's employment for convenience and without cause. Nothing in this Agreement shall confer upon Employee any right to any property interest in continued employment with District.

**C. Severance Payment.** In the event Employee is terminated for cause, Employee shall not be entitled to any severance payment. In the event Employee is terminated without cause, at or during such time that Employee is willing and able to perform his duties under this Agreement, then in that event, District agrees to pay Employee a severance equal to one year's base salary and all accrued time (vacation, sick, optional and exempt leave), less any and all applicable or legally required deductions, provided Employee has executed a full and final release of any and all actual or potential claims (including Civil Code Section 1542 release) that Employee has or could have against District, its officials, employees and agents, acceptable to District in form and content. Notwithstanding anything herein to the contrary, the maximum severance Employee may receive under this Agreement shall not exceed the limitations provided for in Government Code Section 53260-53264 or other applicable law.

**D. Termination for Cause.** District may immediately terminate Employee's employment with District at any time for cause. The term "cause" shall be defined to include any misconduct by Employee, including but not limited to any of the following: (i) breach of this Agreement; (ii) Employee's conviction or guilty plea to a felony; Employee's conviction of a misdemeanor arising out of Employee's duties as a District employee; or Employee's conduct that in any way reflects negatively on the reputation of the District; (iii) Employee has repeated and/or protracted unapproved absences; (iv) Employee engages in the willful or insubordinate refusal to carry out a lawful directive of the District Board; (v) Employee materially impedes or disrupts the performance of the District; (vi) Employee engages in actions or omissions that are detrimental to employees or public safety; (vii) Employee violates lawful District policy; (viii) Employee acts in bad faith to the detriment of the District; (ix) Employee continues in the poor performance of his duties despite the Board's efforts to correct deficiencies; (x) Employee exhibits misconduct or dishonesty in regard to his employment; or (xi) Employee habitually neglects his duties.

**E. Resignation.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with District. In the event Employee resigns, Employee shall not receive any Severance Pay.

**F. Termination Upon Death or Permanent Disability.** Except as required by law, all benefits and any other rights of Employee shall be terminated by the death or permanent disability of Employee despite the amount

of time remaining in the Term. For purposes of this Agreement, permanent disability is defined as Employee being incapable of performing his essential duties to District by reason of any medically determined physical or mental impairment that can be expected to last for a period of more than three consecutive months from the first date of Employee's absence due to disability. District will give Employee at least two weeks written notice of termination due to such disability.

## **VIII. FRINGE BENEFITS.**

**A. Time Off.** Employee shall be provided with paid time off as follows:

(i) **Vacation.** Employee shall accrue paid vacation on the same terms and conditions as full-time regular employees of District.

(ii) **Sick Leave.** Employee shall accrue and be given sick leave on the same terms and conditions as full-time regular employees of District.

(iii) **Holidays.** Employee shall be entitled to the same paid holidays per calendar year, as other District employees in accordance with the annual holiday schedule of District.

**B. CalPERS and 457(b) Retirements.** District shall provide retirement benefits in compliance with California law and its contract with CalPERS and also provide 457(b) contributions on the same terms and conditions as full-time regular employees of District.

**C. 401(a) Retirement.** Subject to any limitations imposed by law, District shall make a contribution to the employee's 401(a) retirement savings account of \$400 per pay period.

**D. Health and Welfare Benefits.** In addition to his regular compensation, Employee shall receive the same medical, life, dental, vision, and other health and welfare benefits as are provided to, and on the same terms and conditions as, all full-time regular employees of District. During the Term of this Agreement, Employee shall continue to be provided with a term life insurance policy with the benefit at the same level as other District management level employees.

**E. Automobile Allowance.** In lieu of District vehicle, District will provide Employee with an automobile allowance of \$700/month. District shall have no obligation to reimburse Employee for mileage, repair, maintenance or vehicle replacement costs. Employee shall be responsible for providing all insurance for his vehicle and shall bear all costs associated with operating said vehicle.

## **IX. EXPENSES AND INDEMNIFICATION.**

**A. Expenses.** District shall pay or reimburse Employee for all normal and customary expenses for District business, travel, and meetings. When reimbursing for expenses incurred, District requires the submission of adequate proof of the expenses, such as a receipt, and some expenses may require prior approval of the District Board. The reimbursement of expenses shall be subject to District's expense reimbursement policy.

### **B. Professional Development.**

(i) District agrees to budget for and pay the travel and subsistence expenses of Employee for professional and official travel, meetings and occasions which the Board of Directors determines are appropriate to the continued professional development of Employee and to adequately pursue necessary official and other functions for District, including but not limited to national, regional, state and local government groups and committees thereof which Employee serves as a member.

(ii) District agrees to budget and to pay for the professional dues and subscriptions of Employee for his continuation and full participation in national, regional, state and local associations and organizations which the Board of Directors determines are necessary and desirable for his continued professional participation, growth and advancement, and for the good of District.

(iii) District agrees to budget and to pay for tuition, textbooks and institutional fees incurred in successfully completing job-related course work and seminars from an accredited educational institution. District will reimburse employees 100% for course-required tuition, texts and materials upon satisfactory completion of such courses in accordance with the District's Personnel Rules and Regulations.

(iv) To assist the Board of Directors with budgeting, the Employee shall provide, at the time of his annual evaluation, a list of those conferences, meetings, functions, and professional organizations, dues and subscriptions for which Employee requests District to advance costs for or reimburse Employee. All other requests for reimbursement of expenses pursuant to this Section shall be made by Employee in advance of any expenditure.

**C. Indemnification.** To the extent permitted by law, District shall indemnify Employee against all necessary expenditures and losses incurred by Employee in direct consequence of the lawful discharge of his duties, in accordance with Labor Code section 2802. In addition, to the extent permitted by law, District shall defend and indemnify Employee against any civil action, proceeding, or claim, in accordance with Government Code section 995, et seq.

**X. GENERAL PROVISIONS.**

**A.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the employment of the Employee by the District and contains all of the covenants and agreements between the parties with respect to the employment of Employee by the District.

**B.** Employee agrees that he will abide with all applicable local, State and Federal laws, rules and regulations related to conflicts of interest and receipts of gifts.

**C.** Each party agrees and acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein and that any agreement, statement, or promise not contained in this Agreement shall not be valid or binding on either party.

**D.** Any modifications of this Agreement will be effective only if made in writing and signed by both Employee and the District.

**E.** If any provision, sentence or term of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions, sentences and terms shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

**F.** If Employee dies or becomes incapacitated during the Term of this Agreement, any accrued and unpaid wages provided by the terms of this Agreement shall be paid by District first to Employee's spouse and, if Employee has no spouse, then to Employee's children.

**G.** The parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the parties, and this Agreement reflects their mutual agreement regarding the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement, and, therefore, no presumption for or against validity or as to any interpretation thereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

**H.** Each party to this Agreement warrants to each other party that each party had the assistance of counsel in negotiation for, the preparation of, this Agreement, or could have had such assistance and voluntarily declined to obtain the same, and that each party has lawfully executed this Agreement.

**I.** This Agreement is entered into and to be performed in Riverside County and shall be governed by and construed in accordance with the laws of the State of California, with venue in Riverside County.

**XI. STATUTORY OBLIGATIONS: ABUSE OF OFFICE OR POSITION.**

Notwithstanding anything in this Agreement to the contrary, pursuant to California Government Code Section 53243, 53243.1 and 53243.2, if Employee is convicted of a crime involving abuse of Employee’s official position, all of the following shall apply: (1) if Employee is provided with an administrative leave pay pending an investigation, Employee shall be required to fully reimburse such amounts paid by District; (2) if District pays for the criminal legal defense of Employee (which would be in the District Board’s sole discretion, as District is generally not obligated to pay for a criminal defense), Employee shall be required to fully reimburse such amounts paid by District; (3) if this Agreement is terminated, any cash settlement related to the termination of Employee by District, shall be fully reimbursed to District or shall be void if not yet paid to Employee. For this section, abuse of office or position means either (1) an abuse of public authority, including waste, fraud, or violation of the law under color of authority; or (2) a crime against public justice, including a crime described in Title 7 commencing with Section 92 of the Penal Code.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 16<sup>th</sup> day of January 2024.

MISSION SPRINGS WATER DISTRICT EMPLOYEE

\_\_\_\_\_  
BY: Ivan Sewell, Board President

  
\_\_\_\_\_  
By: Brian Macy

\_\_\_\_\_  
**APPROVED AS TO FORM:**  
**John O. Pinkney, District Counsel**

# AGENDA STAFF REPORT



**MEETING NAME:** REGULAR BOARD MEETING

**MEETING DATE(S):** JANUARY 11 & 16, 2024

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

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

## THIRD AMENDMENT TO CONTRACT WITH RUHNAU CLARKE ARCHITECTS FOR THE DESIGN OF THE CRITICAL SERVICES CENTER/ADMINISTRATION BUILDING

**STAFF RECOMMENDATION**

Authorize the General Manager to amend the professional services contract with Ruhnau Clarke Architects for the design of the Critical Services Center/Administration Building at District Corporate Yard. The amendment would increase the contract amount \$364,000 from \$1,860,964 to a not to exceed amount of \$2,224,964 and authorize the General Manager to do all things necessary to complete the design of the project.

**SUMMARY**

MSWD has outgrown its current administrative offices and have significant facility needs at the MSWD Corporate Yard. In July 1, 2021, MSWD entered into an agreement with Ruhnau Clarke Architects (RCA) to design of a 15,000 square feet administration building at a potential property purchase location or the current Corporate Yard. In July 18, 2022, it was decided to build and design the Critical Services Center/Administration Building campus (CSC) on MSWD property off of Two Bunch Palms Trail which included an administration building, a new maintenance facility with 3 vehicle bays, parking areas, solar canopies, walkways, and conservation garden. After a thorough environment review of the Two Bunch Palms property during the design phase and additional Board discussions, the District is considering moving the CSC to the Corporate Yard which would include redesign services for the campus. On December 13, 2022, the District extended the contract duration by three years as the contract scope includes services through construction.

**ANALYSIS**

The redesign and concept of relocating the CSC at the Corporate Yard has been discussed frequently over the past 12 months which included five different campus layouts. Based on feedback from the Board, this RCA amendment is based on Option #4 on Park Lane.

**FISCAL IMPACT**

The cost for all work authorized under this contract will be covered by the approved capital budget for FY 2023-2024.

**ATTACHMENTS**

- Contract Amendment #3
- Contract Amendment #2
- Contract Amentment #1
- Contract with RCA
- Option #4 on Park Lane

FINANCIAL DATA		
Cost Associated with this action:	\$364,000	
Current FY cost:	\$364,000	
Future FY cost:	\$650,972	
Is it covered in current year budget:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	N/A	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	101 Gen. Fund	
BID/Job#	11621	
Current BID/Job balance	\$33,300,000	
Balance remaining if approved:	\$33,664,000	

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

TO: Ruhnau Clarke Architects  
3775 Tenth Street  
Riverside, CA 92501

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

PROJECT DIR#:  N/A

**THIRD AMENDMENT TO CONTRACT AGREEMENT**

1. This amendment (the "Amendment") is hereby made by Mission Springs Water District and Ruhnau Clarke Architects, parties to an agreement for **Critical Services Center/Administration Building** (the "Agreement"), dated June 30, 2021.
2. In exchange for the promises herein and other good and valuable consideration, the sufficiency of which both parties acknowledged, it is mutually agreed by and between the undersigned contracting parties that the Agreement is amended as follows:  
**This Amendment will increase the amount of the Contract Agreement from a Not to Exceed amount of \$1,860,964.00 to a Not to Exceed amount of \$2,224,964.00 per Attachment 1.**
3. Except as set forth in this Amendment, the Agreement is unchanged and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement the terms of this amendment will prevail.

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

**Accepted:**

**Consultant:**

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

\_\_\_\_\_  
Ruhnau Clarke Architects  
(Business Name)

By: \_\_\_\_\_  
Brian Macy

By: \_\_\_\_\_  
Roger Clarke

Title Interim General Manager

Title President, Principal-In-Charge

Other authorized representative(s):  
\_\_\_\_\_  
\_\_\_\_\_

Other authorized representative(s):  
\_\_\_\_\_  
\_\_\_\_\_





January 4, 2024

Re: Mission Springs Water District – Critical Services Center, Operations Building and related site work  
Add-Services 02 – Site Adapt and Re-design

Dear Mr. Macy,

Mr. Brian Macy

General Manager

Mission Spring Water District

66575 Second Street  
Desert Hot Springs, CA 92240

We are pleased to present this revised proposal for the Critical Services Center site relocation. We understand that the District would like to pursue a new location for the Critical Services Center, which would involve reusing our current building layouts as much as possible but adapting them to the district’s existing corporate yard site located on Park Lane. This adaptation would include changes to Civil, Architectural, Landscape and Electrical site design.

**REVISED SCOPE**

For the revised work we will have to redesign a portion of the architectural sitework design, Civil engineering design, Landscape Architecture design, and electrical engineering design work. The added costs for that redesign work are as follows:

- Architectural \$150,000
  - Cost Estimating
  - Utility Survey
- Civil Engineering \$ 120,000
- Landscape Architecture \$ 59,000
- Electrical Engineering \$ 35,000
- Total redesign fees for site adapt \$364,000**

**EXCLUSIONS**

- Topographic Survey (to be completed by district)
- Geotechnical report (if required, to be completed by others).
- Hazardous Materials testing, reports, or recommendations for removal.
- Environmental Studies (Noise/ Flood/ EIR / CEQA Initial Study / Drainage).
- Permit / Plan Check / Agency Fees.
- Reproduction of plans.

We thank you for your consideration of our proposal for your project and are very excited to work with you on this project. If you have any questions concerning our proposal, please give me a call at 951-684-4664.

Respectfully Submitted,

**Roger Clarke, AIA, NCARB**  
President, Principal in Charge

Tel. 951.684.4664  
Email. [rclarke@ruhnaucclarke.com](mailto:rclarke@ruhnaucclarke.com)

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

TO: Ruhnau Clarke Architects  
3775 Tenth Street  
Riverside, CA 92501

DATE: 12/13/2022  
PROJECT DIR#: N/A

**SECOND AMENDMENT TO CONTRACT AGREEMENT**

1. This amendment (the "Amendment") is hereby made by Mission Springs Water District and Ruhnau Clarke Architects, parties to an agreement for **Critical Services Center/Administration Building** (the "Agreement"), dated June 30, 2021.

2. In exchange for the promises herein and other good and valuable consideration, the sufficiency of which both parties acknowledged, it is mutually agreed by and between the undersigned contracting parties that the Agreement is amended as follows:

**This Amendment will increase the term of the Contract Agreement from eighteen (18) months to thirty-six (36) months. Contract will expire June 30, 2024.**

3. Except as set forth in this Amendment, the Agreement is unchanged and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement the terms of this amendment will prevail.

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

**Accepted:**

Mission Springs Water District

By:

Arden Wallum

Title

General Manager

Other authorized representative(s):

Brian Macy

Assistant General Manager

**Consultant:**

Ruhnau Clarke Architects

(Business Name)

By:

Roger Clarke

Title

President, Principal-In-Charge

Other authorized representative(s):

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

TO: Ruhnau Clarke Architects  
3775 Tenth Street  
Riverside, CA 92501

DATE: July 27, 2022

PROJECT DIR#: N/A

**FIRST AMENDMENT TO CONTRACT AGREEMENT**

1. This amendment (the "Amendment") is hereby made by Mission Springs Water District and Ruhnau Clarke Architects, parties to an agreement for **Critical Services Center/Administration Building** (the "Agreement"), dated June 30, 2021.

2. In exchange for the promises herein and other good and valuable consideration, the sufficiency of which both parties acknowledged, it is mutually agreed by and between the undersigned contracting parties that the Agreement is amended as follows:

**This Amendment will increase the amount of the Contract Agreement from a Not to Exceed amount of \$1,072,200.00 to a Not to Exceed amount of \$1,860,964.00 per Attachment 1.**

3. Except as set forth in this Amendment, the Agreement is unchanged and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement the terms of this amendment will prevail.

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

**Accepted:**

Mission Springs Water District

By:

  
Arden Wallum

Title

General Manager

Other authorized representative(s):

Brian Macy

Assistant General Manager

**Consultant:**

Ruhnau Clarke Architects  
(Business Name)

By:

  
Roger Clarke

Title

President, Principal-In-Charge

Other authorized representative(s):



May 5<sup>th</sup>, 2022

**Re: Mission Springs Water District – Critical Services Center, Operations Building and related site work.  
Add-Services 01 - Itemized Budget Breakdown and Reconciliation**

Arden Wallum

Mission Springs Water District

General Manager

66575 Second Street  
Desert Hot Springs, CA 92240

Dear Mr. Wallum,

As the Critical Services Center moves further into the design development phase, and the District has decided to increase the budget to include additional scope, we propose to update our project proposal and reconcile our fee for this project.

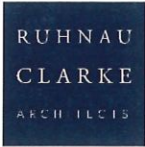
**Project Budget:**

Our fee was based on the initial budget for the first phase of the project of \$15,600,000.

Based on our conceptual estimate, the overall project masterplan construction costs would be approximately \$31,200,000 for Option #3.

Please see below for a breakdown of the revised construction budget based on the fully built-out development plan of the project, including value engineering measures:

SCOPE	Initial SOQ Budget	Conceptual Estimate	Revised Construction Budget
<b>CSC Building</b>		13,400,000	<b>\$ 13,400,000</b>
No revision			
<b>OPS Building</b>		5,400,000	5,400,000
Reduce to 2 Maintenance Bays			-400,000
Switch to Pre-Engineered Metal Building			-600,000
<b>REVISED OPS Building Cost</b>			<b>\$ 4,400,000</b>
<b>Site Work</b>		12,400,000	12,400,000
Reduced Site Development Area			-650,000
Omit PV Canopies (Alternate funding/future phase)			-543,000
Omit Demonstration Garden (Alternate funding/future phase)			-685,000
<b>REVISED Site Work Cost</b>			<b>\$ 10,522,000</b>
<b>TOTAL</b>	<b>\$ 15,600,000</b>	<b>\$ 31,200,000</b>	<b>\$ 28,322,000</b>



May 5<sup>th</sup>, 2022

**Re: Mission Springs Water District – Critical Services Center, Operations Building and related site work.  
Add-Services 01 - Itemized Budget Breakdown and Reconciliation**

**Revised A/E Fee:**

Based upon the revised Construction Budget described above, and in keeping with our original fee base of 6.2% of total construction costs, we present this Add-Service proposal in the amount of Seven Hundred Eighty-Eight Thousand and Seven Hundred Sixty-Four Dollars (\$788,764).

We thank you for your consideration of our proposal for your project. If you have any questions concerning our proposal, please give me a call at 951-684-4664.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Roger Clarke", written over a horizontal line.

**Roger Clarke, AIA, NCARB**  
President, Principal In Charge

Tel. 951.684.4664  
Cell. 951.529.7715  
Email. [rclarke@ruhnauclarke.com](mailto:rclarke@ruhnauclarke.com)

**ALTERNATIVE SITE PLAN**



APPROXIMATE PARKING	SITE PARKING
OPERATIONS PARKING	89 SPACES
STAFF PARKING	84 SPACES
PUBLIC PARKING	48 SPACES
<b>TOTAL PARKING</b>	<b>221 SPACES</b>

**APPROXIMATE SITE GROSS AREA**  
 OPTION 1 SITE: 450,443 SQ.FT.  
 ALTERNATIVE SITE: 417,420 SQ.FT.



**CRITICAL SERVICES CENTER  
 SCHEMATIC DESIGN**

FEBRUARY 2022  
 SCHEMATIC DESIGN

**RUHNAU  
 CLARKE  
 ARCHITECTS**

**25**

### Agreement for Professional Services

Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240  
Telephone (760) 329-6448 - FAX (760) 329-2482

For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2-6 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: **Ruhnau Clarke Architects** DATE: 6/30/21  
3775 Tenth Street  
Riverside, CA 92501

TITLE: Critical Services Center/Administration Building

The undersigned Consultant agrees to furnish the following:

**All Work/Services per the attached Exhibit A – Scope of Work and in accordance with Exhibit B – Proposal provided by CONSULTANT, and per Exhibit C – Term, Early Termination & Notice**


Contract price \$: Not to Exceed \$1,072,200.00


Term: Eighteen (18) Months from the effective Agreement DATE above

Instructions: Sign and return the originals. Upon acceptance by Mission Springs Water District, a copy will be signed by its authorized representative(s) and promptly returned to you. Insert the names of your authorized representative(s) below.

Accepted: Mission Springs Water District

Consultant: Ruhnau Clarke Architects  
(Business Name)

By:   
Arden Wallum

By:   
Roger Clarke

Title General Manager

Title President, Principal-In-Charge

Consultant agrees with the Mission Springs Water District that:

- a. When the law establishes a professional standard of care for Consultant’s services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers from all claims and demands of all persons that arise out of, pertain to, or relate to the Consultant’s negligence, recklessness, or

willful misconduct in the performance (or actual or alleged non-performance) of the work under this agreement. Consultant shall defend itself against any and all liabilities, claims, losses, damages, and costs arising out of or alleged to arise out of Consultant's performance or non-performance of the work hereunder and shall not tender such claims to Mission Springs Water District nor to its directors, officers, employees, or authorized volunteers, for defense or indemnity.

- b. Other than in the performance of professional services, to the fullest extent permitted by law, Consultant will immediately defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees and authorized volunteers from all claims and demands of all persons arising out the performance of the work or furnishing of materials; including but not limited to, claims by the Consultant or Consultant's employees for damages to persons or property except for the sole negligence or willful misconduct or active negligence of Mission Springs Water District, its directors, officers, employees, or authorized volunteers.
- c. By his/her signature hereunder, Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and that Consultant will comply with such provisions before commencing the performance of the professional services under this agreement. Consultant and sub-consultants will keep workers' compensation insurance for their employees in effect during all work covered by this agreement.
- d. Consultant will file with Mission Springs Water District, before beginning professional services, a certificate of insurance satisfactory to Mission Springs Water District evidencing professional liability coverage of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate, that coverage shall not be cancelled except with notice to Mission Springs Water District. Coverage is to be placed with a carrier with an A.M. Best rating of no less than A-: VII, or equivalent, or as otherwise approved by Mission Springs Water District. The retroactive date (if any) is to be no later than the effective date of this agreement. Consultant shall maintain such coverage continuously for a period of at least five (5) years after the completion of the contract work. Consultant shall purchase a five-year extended reporting period i) if the retroactive date is advanced past the effective date of this Agreement; ii) if the policy is canceled or not renewed; or iii) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement. In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.
- e. Consultant will file with Mission Springs Water District, before beginning professional services, certificates of insurance (Acord Form 25 or equivalent) satisfactory to Mission Springs Water District evidencing

**Coverage** – Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:



1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)

**Limit** – The consultant shall maintain limits no less than the following

1. General liability - coverage of not less than two million (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage; (\$4,000,000 general and products-completed operations aggregate (if used)).
2. Auto liability - One million dollars \$1,000,000 for bodily injury and property damage each accident limit.
3. Workers' compensation (statutory limits) and employer's liability (\$1,000,000) (if applicable).

**Required Provisions –**

- The general liability coverage shall give Mission Springs Water District, its directors, officers, employees (collectively the District), and authorized volunteers insured status (via ISO endorsement at least as broad as CG 2010 1185 or **both** CG 20 10 plus CG 20 37 if a later editions is used) specifically naming the Mission Springs Water District, its directors, officers, employees, or authorized volunteers; or using the language that states "as required by written contract."
- The general liability coverage is to state or be endorsed (with as broad as ISO endorsement CG 20 01 04 13) to state "such insurance shall be primary, and any insurance, self-insurance or other coverage maintained by Mission Springs Water District, its directors, officers, employees, or authorized volunteers shall not contribute to it".
- Coverage is to be placed with a carrier with an A.M. Best rating of no less than A- VII, or equivalent, or as otherwise approved by Mission Springs Water District.
- The coverage shall contain no special limitations on the scope of protection afforded to Mission Springs Water District, its directors, officers, employees, or authorized volunteers.
- In the event that the Consultant employs other consultants (sub-consultants) as part of the work covered by this agreement, it shall be the Consultant's responsibility to require and confirm that each sub-consultant meets the minimum insurance requirements specified above.

- f. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) to Mission Springs Water District at least ten (10) days prior to the expiration date.
- g. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as “other Authorized Representative(s).”
- h. Payment, unless otherwise specified on Page 1, is to be within thirty (30) days after acceptance by Mission Springs Water District.
- i. Professional permits required by governmental authorities will be obtained at Consultant’s expense, and Consultant will comply with applicable local, state and federal regulations and statutes including but not limited to Cal/OSHA requirements. Plan review fees shall be paid by Mission Springs Water District or be considered reimbursable if paid by the Consultant.
- j. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental agreement executed by Mission Springs Water District. Consultant’s “Authorized Representative(s)” has (have) the authority to execute such written change for Consultant.
- k. The other provisions of this Agreement notwithstanding, Professional and the Mission Springs Water District shall share joint copyright rights in the plans and other construction documents (“the Construction Documents”) prepared by or on behalf of Professional for the Project, the intention being to provide Mission Springs Water District with the absolute right to use the Construction Documents and the designs embodied therein for any and all purposes without restriction, while enabling Professional to maintain appropriate control over its professional design portfolio.
- l. Consultant hereby assigns to Mission Springs Water District all ownership and any and all intellectual property rights to the Written Products that are not otherwise vested in Mission Springs Water District pursuant to section above.
- m. Consultant shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to the Consultant by the Mission Springs Water District or other information to which the Consultant has had access during the term of this Agreement without the prior written approval of an Authorized Representative during the term of this Agreement. Consultant’s covenant under this section shall survive the termination of this Agreement.
- n. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the Mission Springs Water District or the Authorized

Representative. The Consultant shall maintain adequate records on services provided in sufficient detail to permit an evaluation of service. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. At all times during regular business hours, Consultant shall provide access to such books and records to the Authorized Representative or his or her designees, and shall give the Authorized Representative or his or her designees the right to examine and audit such books and records and to make transcripts as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement.

- o. This Agreement is personal to the Consultant. Any attempt to assign or subcontract any right or obligation hereunder by the Consultant shall be void unless approved in writing in advance by the Authorized Representative. Consultant's services pursuant to this Agreement shall be provided by the representative or directly under the supervision of the representative and Consultant shall not assign another to supervise the Consultant's performance of this Agreement without the prior written approval of the Mission Springs Water District, by and through the Authorized Representative.
- p. Consultant shall not maintain, commit, or permit the maintenance or commission of any nuisance in connection with the performance of services under this Agreement.
- q. Consultant agrees to be familiar with and comply with all applicable federal, state, and local conflict of Interest laws, including, but not limited to, the Political Reform Act (California Government Code Sections 81000, et seq.) and California Government Code Section 1090. During the term of this Agreement, Consultant shall retain the right to perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the prior written approval of the Authorized Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute.
- r. A waiver by the Mission Springs Water District of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.
- s. The Consultant shall commence, carry on, and complete all required tasks with all practicable dispatch, in a sound, economical, and efficient manner in accordance with all applicable laws and generally accepted industry standards.
- t. No Third-Party Beneficiaries. The Mission Springs Water District shall not be obligated or liable under this Agreement to any party other than the Consultant.
- u. In no event shall the making by the Mission Springs Water District of any payment to the Consultant constitute or be construed as a waiver by the Mission Springs Water District of any breach of covenant,

or any default which may then exist, on the part of the Consultant, and the making of any such payment by the Mission Springs Water District while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Mission Springs Water District with regard to such breach or default.

- v. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing Party shall be entitled to receive from the losing Party all costs and expenses in such amount as the courts may determine to be reasonable. In awarding the cost of litigation, the court shall not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' and experts' fees paid or incurred in good faith.
- w. In the performance of the work required by this Agreement, Consultant shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and with the local County and Municipal Code, ordinances, regulations and policies.
- x. If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.
- y. The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be the Superior Court of Riverside County, California.
- z. This Agreement represents the entire Agreement between the Mission Springs Water District and Consultant with respect to the subject matter hereto and supersedes all prior oral or written negotiations, representations or agreements. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. In the event of any inconsistency between the provisions of this Agreement and Consultant's proposal or Quote, and Exhibits hereto, the provisions of this Agreement shall control.
- aa. Precedence of Exhibits. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.
- bb. Consultant will act hereunder as an independent contractor. This agreement shall not and is not intended to constitute Consultant as an agent, servant, or employee of the Mission Springs Water District and shall not and is not intended to create the relationship of partnership, joint venture or association between the Mission Springs Water District and Consultant.
- cc. Each of the signatories herein hereby represents that he or she has the authority to execute the Agreement on behalf of his or her contracting party.



## Exhibit A – Scope of Work

June 29, 2021

**Re: Mission Springs Water District – Critical Services Center**

**Arden Wallum**

General Manager

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

**SCOPE OF SERVICES**

**FEASIBILITY PHASE**

Site Investigations – the Design team shall conduct pre-design investigations, and program development to establish appropriate guidelines for the project, staffing and future expansion provisions.

Stakeholder Input – the Design team shall collect input from all applicable stakeholder groups (as defined by District staff) for input in design.

- Develop studies of (2) two potential district sites.

**Meetings**

- Up to (2) two Input Meetings

**Deliverables**

- Site Investigation Report
- Rough Order of Magnitude Construction Cost Estimate
- Site Master Plan and Building Layout

**SCHEMATIC DESIGN PHASE**

Preliminary Concept Plans that will identify multiple options for the space planning analysis of the site and buildings.

- Preliminary design package identifying major site development, floor plans, building exteriors, and identification of minimum finish requirements.
- Phasing Plans for site development, administration building, and maintenance building
- Conceptual plans, diagrams, imagery, and narratives describing preliminary concepts.
- Preliminary Cost Analysis itemized per phase.
- Initial Schematic Design Package
- Final Schematic Design Package

**Meetings**

- Up to (4) four design meetings to address specific design issues and to facilitate the decision-making process, additional meetings may be scheduled as needed.

**Deliverables**

- Schematic Design Package
- Design Narratives/ basis of design
- Preliminary Cost Estimate
- Stakeholder Presentation

**DESIGN DEVELOPMENT PHASE**

Final Design Plans of the selected Schematic Design Phase option providing more developed site and floor plans for District approval and submittal to MSWD and City of Desert Hot Springs for entitlement

- Final Design package with fully scaled and dimensioned site plans, floor plans, elevations, sections, interior and exterior materials, preliminary interior elevations
- Conceptual Grading and Drainage Plan, Architectural Renderings, Lighting Plan, Landscape Plan, as requested by local jurisdiction for planning approval.
- Outline Specifications
- Final Phasing Plan
- Geotechnical, topographical survey and utility survey (wet and dry services)
- Initial Design Development Presentation

- Final Design Development Presentation
- Colors and Materials Board

#### Meetings

- Up to (4) four design meetings to address specific design issues and to facilitate the decision-making process, additional meetings may be scheduled as needed.

#### Deliverables

- 50% and 100% submittals to include drawings, outline specifications and updated cost estimate.
- City of Desert Hot Springs Planning Submittal and Approval

### CONSTRUCTION DOCUMENT PHASE

Construction Documents to include Architectural, Civil, Landscape, Electrical, Mechanical, Structural, Fire Protection, Interiors, Specifications, and details for MSWD and City Building Department review and approval.

- 50% Construction Document Review
- 75% Construction Document Review

#### Meetings

- Up to (3) three design meetings to address specific design issues and to facilitate the decision-making process, additional meetings may be scheduled as needed.

#### Deliverables

- 100% Construction Documents to include working drawings, specifications, cost estimate, color/material binder, and engineering calculations.
- City of Desert Hot Springs Design Review Submittal and Approval

### BIDDING PHASE

Preparation of Final Bidding Documents and providing comments regarding bidding procedures including compilation and printing of bid documents for distribution to contractors.

- Prepare contract documents for bid.
- Review district bidding documents
- Assist district in advertisement, evaluating all bids and contract proposals, substitutions, and responding to bidder requests for information.

#### Deliverables

- Bid documents for distribution.
- Addenda as required during bidding phase.
- Bid Tabulation Spreadsheet

### BIDDING PHASE

Preparation of Final Bidding Documents and providing comments regarding bidding procedures including compilation and printing of bid documents for distribution to contractors.

- Prepare contract documents for bid.
- Review district bidding documents
- Assist district in advertisement, evaluating all bids and contract proposals, substitutions, and responding to bidder requests for information

Deliverables

- Bid documents for distribution.
- Addenda as required during bidding phase.
- Bid Tabulation Spreadsheet

CONSTRUCTION PHASE

Provide comprehensive construction administration services including field observation, documentation, coordination and correspondence

- Review contract documents with selected contractor
- Provide clarifications and interpretations to contract documents as required.
- Assist district in reviewing schedules, certificates of payment and change orders.

Meetings

- Attend Pre-construction meeting.
- Attend regular construction observation and Owner Architect Contractor meetings to monitor construction progress and provide interpretation of contract documents.

Deliverables

- Owner Architect Contractor Meeting minutes
- Construction Logs
- Issue Architect Field Orders as required
- Documentation and correspondence related to submittals, shop drawings, samples, change orders, requests for information and certification for payment.

CLOSEOUT PHASE

Provide final review of work for substantial completion and conformance with requirements of the Contract Documents

- Architect will review as-built documents provided by Contractor and update record drawings.

Meetings

- Attend Punch Walk

Deliverables

- Punch List
- Record Drawings



**Project Fees:**

Based on SOQ preliminary budget of \$15,600,000.

Project fee is based on 6.2% = **\$967,200**

This would include all basic consultants exclusive of an outside Cost consultant, and we would request added fees for the following:

Utility Survey:	\$10,000
Topographic Survey:	\$20,000
Cost Consultant:	
Feasibility (10%)	\$7,500
Schematic Design (15%)	\$11,250
Design Development (30%) -	\$22,500
Construction Documents (45%)	<u>\$33,750</u>
<u>Subtotal Added Fees</u>	<u>\$105,000</u>
<b>Total A/E Fees</b>	<b>\$1,072,200</b>

Fee divided by tasks and phases as follows:

- Tasks 1 & 2
  - o Feasibility Study (5%) - \$48,360
  - o Cost Consultant Feasibility \$7,500
  - o Schematic Design (10%) - \$96,720
  - o Cost Consultant Schematic \$11,250
  - o Design Development (15%) - \$145,080
  - o Cost Consultant Design Development \$22,500
  - o Utility Survey \$10,000
  - o Topographic Survey \$20,000
  
- Tasks 3,4 & 5
  - o Construction Documents (40%) - \$386,880
  - o Agency Approval (5%) - \$48,360
  - o Bidding Phase (3%) - \$29,016
  - o Construction Administration (20%) - \$193,440
  - o Cost Consultant Construction Documents \$33,750
  - o Closeout (2%) - \$19,344

Based on similar scope at East Valley Water District this preliminary budget may not be sufficient for the overall project masterplan. The above fee is based on the initial presented budget. We would propose to execute the project based on the 6.2% of construction cost.

Respectfully Submitted,



**Roger Clarke, AIA, NCARB**  
President, Principal In Charge

Tel. 951.684.4664

Cell. 951.529.7715

Email. [rclarke@ruhnaclarke.com](mailto:rclarke@ruhnaclarke.com)



**Exhibit B – Proposal provided by CONSULTANT**



## **Exhibit C – Term, Early Termination & Notice**

**Agreement for Professional Services  
Mission Springs Water District  
66575 Second Street  
Desert Hot Springs, CA 92240  
Telephone (760) 329-6448 - FAX (760) 329-2482**

### **Term, Early Termination & Notice**

#### **Codification of Resolutions and Ordinances**

##### **A. Term of Agreement**

This professional services agreement shall be effective upon approval by the parties thereof and shall expire upon eight (8) from the contract signature date.

##### **Early Termination of Agreement**

This agreement may be terminated at any time upon two (2) week Notice from either party, and without fault or claim for damages by either party.

##### **B. Notice**

All correspondence and Notices will be sent to the following addresses as noted below for Mission Springs Water District and Koff & Associates.

##### **OWNER**

Attn: Arden Wallum  
**Mission Springs Water District**  
66575 Second Street  
Desert Hot Springs, CA 92240

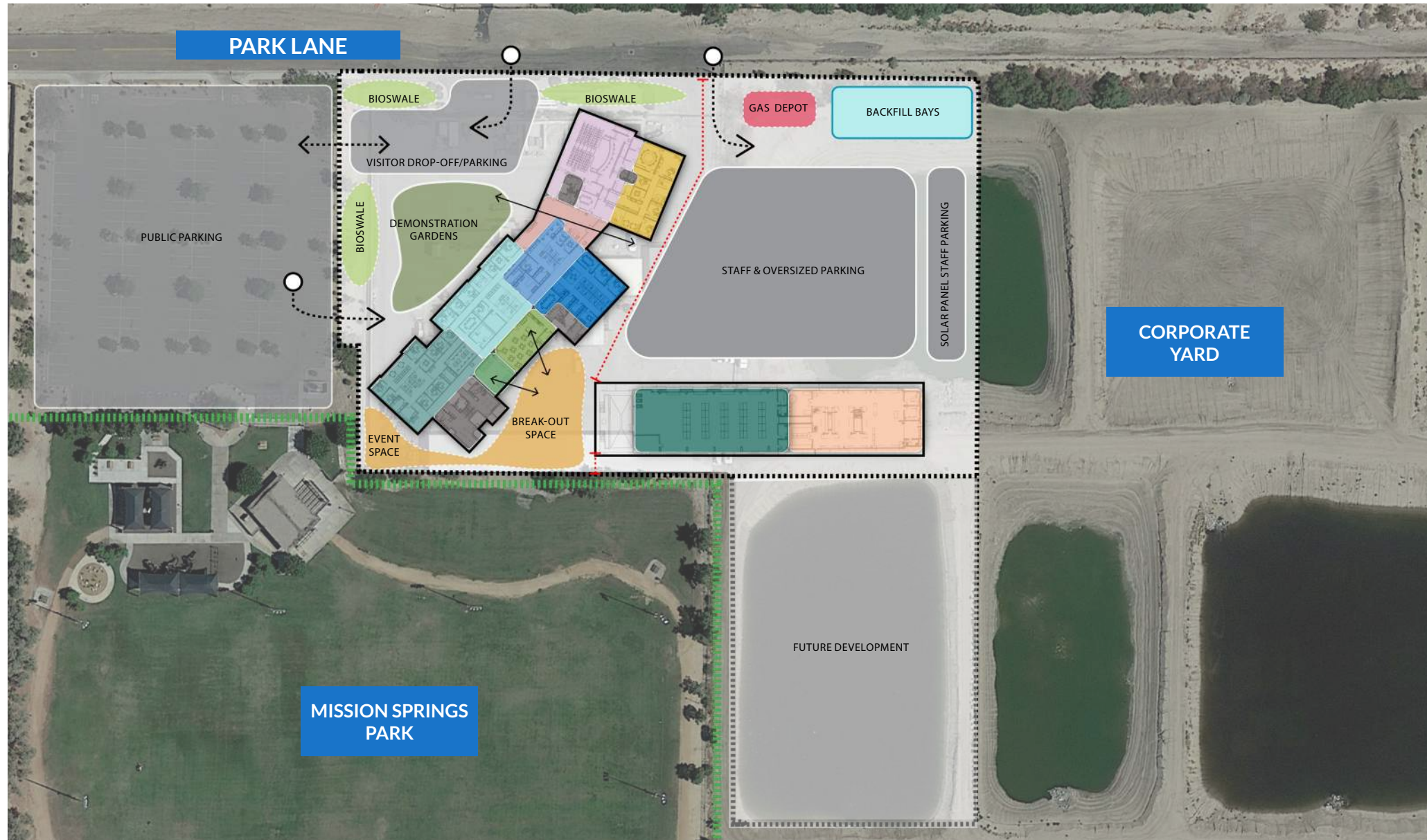
##### **CONSULTANT**

Attn: Roger Clarke, NCARB  
**Ruhnau Clarke Architects**  
3775 Tenth Street  
Riverside, CA 92501

**SITE DIAGRAM**

# OPTION #4 ON PARK LANE

- ① POSITION OF BUILDINGS CREATE A DIVISION BETWEEN THE PUBLIC AND OPERATIONS DAY TO DAY WORK
- ② BUILDING POSITION FOR CLOSE PROXIMITY TO OPERATIONS DEPARTMENT. MAINTENANCE BUILDING/WAREHOUSE POSITIONED TO ACCEPT SOME WIND FOR COOLING DURING HOT SUMMERS AND HEAT ON COLD WINTERS. POSITION WEST FOR SOLAR GAIN.
- ③ RETENTION BASIN OR BIOSWALE FOR RE-COLLECTION OF WATER
- ④ BREAKOUT/EVENT SPACES FOR COMMUNITY OR EMPLOYEES
- ⑤ COMMUNITY GARDENS AND MISSION SPRINGS PARK VISUALLY MERGE
- ⑥ OPERATIONS STAFF ARE CLOSER TO THE MAINTENANCE BUILDING



APPROXIMATE PARKING SITE PARKING	
EXISTING PUBLIC PARKING	165 SPACES
VISITOR PUBLIC PARKING	25 SPACES
OVER-SIZED PARKING	14 SPACES
STAFF PARKING	48 SPACES
<b>TOTAL PARKING</b>	<b>252 SPACES</b>

APPROXIMATE PROGRAM BREAKDOWN	
OPERATIONS AREA	66,775 SF
DEMONSTRATION GARDEN	20,900 SF
BREAKOUT SPACES	8,000 SF
RETENTION BASIN	9,620 SF
FUTURE DEVELOPMENT	50,000 SF

**SITE PROGRAM**

<span style="display: inline-block; width: 15px; height: 15px; background-color: #e91e63; border: 1px solid black;"></span> BOARD ROOM	<span style="display: inline-block; width: 15px; height: 15px; background-color: #4caf50; border: 1px solid black;"></span> STAFF LOUNGE
<span style="display: inline-block; width: 15px; height: 15px; background-color: #ffc107; border: 1px solid black;"></span> EXECUTIVE OFFICES	<span style="display: inline-block; width: 15px; height: 15px; background-color: #2e7d32; border: 1px solid black;"></span> WELLNESS ROOM
<span style="display: inline-block; width: 15px; height: 15px; background-color: #f44336; border: 1px solid black;"></span> LOBBY	<span style="display: inline-block; width: 15px; height: 15px; background-color: #00796b; border: 1px solid black;"></span> OPERATIONS
<span style="display: inline-block; width: 15px; height: 15px; background-color: #2196f3; border: 1px solid black;"></span> ACCOUNTING	<span style="display: inline-block; width: 15px; height: 15px; background-color: #795548; border: 1px solid black;"></span> LOCKERS/R.R.
<span style="display: inline-block; width: 15px; height: 15px; background-color: #42a5f5; border: 1px solid black;"></span> CUSTOMER SERVICE	<span style="display: inline-block; width: 15px; height: 15px; background-color: #ff9800; border: 1px solid black;"></span> OPS. MAINTENANCE BLDG.
<span style="display: inline-block; width: 15px; height: 15px; background-color: #4db6ac; border: 1px solid black;"></span> ENGINEERING	<span style="display: inline-block; width: 15px; height: 15px; background-color: #004d40; border: 1px solid black;"></span> WAREHOUSE
<span style="border-bottom: 1px dashed black; width: 20px; display: inline-block;"></span> PERIMETER FENCING	<span style="border-bottom: 1px dashed red; width: 20px; display: inline-block;"></span> SECURITY FENCING

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** JANUARY 11 & 16, 2024

**FROM:** DORI PETEE – EXECUTIVE ASSISTANT

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



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## APPOINTMENTS TO BOARD STANDING COMMITTEES

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### STAFF RECOMMENDATION

No staff recommendation. Appointments are made at the inclination of the Board President.

### SUMMARY

In accordance with the CA Water Code, Section 30578, and MSWD Policy No. 2010-6 each year the President of the Board of Directors appoints members to the District’s standing committees. The Committees are utilized on an “as-needed basis” in accordance with District Policy 2010-6.

### ANALYSIS

Committee appointments for 2023, per President Martin, were as follows: President Sewell may appoint Directors to fill the 2024 Committees.

	2023 Committees		2024 Committees	
	Chairperson	Member	Chairperson	Member
Executive	Martin	Sewell		
Engineering	Mayrhofen	Duff		
Finance	Duff	Griffith		
Human Relations	Sewell	Martin		
Public Affairs	Griffith	Sewell		

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

Committees meet as needed and all Committee meetings are posted and subject to the Brown Act. Director compensation of \$100 per day of service applies, effective 3/1/2024 compensation of \$250 per day of service applies.

### ATTACHMENTS

Board Policy 2010-6 — Standing Committees of the Board

**Mission Springs Water District  
Policy & Practice Manual**

**Policy 2010-6  
Standing Committees of the Board of Directors**

Rescinding Policy No. 97-1

Adopted: April 19 2010

Approved by:   
General Manager

**Policy Summary**

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**I. Policy Statement**

Due to the desire of the Board as a whole to be fully informed on all items that come before the Board, the District does not utilize its Board Committees except on an as-needed basis. Five standing committees are comprised of two directors. Administrative staff provides support. The committees are:

- a. Engineering
- b. Executive (comprised of President/Vice-President)
- c. Finance
- d. Human Relations
- e. Public Affairs

**II. Appointment and Terms of Membership**

- a. All committee appointments are made by the President of the Board of Directors with consideration of the member's preferences and skills.
- b. Each board member shall serve as chairperson of at least one committee as determined by the President of the Board.
- c. Committee members are appointed to a term that begins in January each year.
- d. Membership may be rotated, however, each committee will retain a second year member to assure continuity.

**III. Committee Process**

- a. The Board President, a Committee chairperson, or the General Manager or his designee, may call a committee meeting on an as-needed basis.
- b. The General Manager or his designee will present necessary information at each committee meeting to enable committees to present reasonable recommendations, if desired, to the full board for consideration and/or proposed action.
- c. The committee chairperson will present a verbal report of his/her meeting at the next regular meeting of the Board of Directors.

# AGENDA STAFF REPORT

**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** JANUARY 11 & 16, 2024

**FROM:** DORI PETEE – EXECUTIVE ASSISTANT

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




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## ANNUAL UPDATE OF BOARD AFFILIATION LIST

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### STAFF RECOMMENDATION

It is recommended to update, if needed, and approve the 2024 Affiliation List.

### SUMMARY

Each January, the President of the Board may suggest the appointment of representatives to attend various meetings on behalf of the District, subject to the approval of the full Board.

Per MSWD Resolution 2009-2, Section 2.B.2e., a Director is entitled to a daily stipend for each day of attendance at District-related activities if designated by the Board as a representative on the Affiliate List.

This is the opportunity to add or delete compensable meetings and events from this list.

### FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The addition of approved meetings and events may result in increased costs to the District, as Directors are currently paid a stipend of \$100 per meeting/event (with conditions) and effective 3/1/2024 the stipend will increase to \$250 per meeting/event.

### ATTACHMENTS

Current Affiliate List (2023)

**Board of Directors 2023 Affiliate List**

Amended and Approved on 2/21/2023

Conferences, Workshops, Meetings & Tours	
ACWA and ACWA/JPIA	<b>All Directors are pre-approved to attend these functions</b>
Building Industry Association	
California Special Districts Association	
Coachella Valley Economic Partnership	
CORBS Annual Awards Dinner	
Chamber & Municipal Breakfast & Luncheons	
Desert Contractors Association	
Desert Valleys Builders Association (DVBA)	
Groundwater Foundation Annual Conference	
Palm Springs Chamber State of the City Luncheon	
Riverside County Annual Water Symposium	
Riverside County Board of Supervisors	
Riverside County Water Task Force	
Special Districts Association of Riverside County	
UWI - Urban Water Institute	
WEF - Water Education Foundation	

**2023 designees**

**2024 designees**

Meetings, Workshops (compensable)	2023 designees		2024 designees	
	Primary	Alternate	Primary	Alternate
CVWD and DWA Regular Board meetings	Griffith	Sewell		
DHS City Council Observer	Martin	Griffith		
DHS Planning Commission Observer	Duff	Griffith		
DHS Hoteliers' Assn.	Griffith	Duff		
County Wide Oversight Board	Martin			
CVCAN (Coachella Valley Cannabis Alliance Network)	Duff	Sewell		
San Gorgonio Pass Regional Water Alliance	Duff	Mayrhofen		
Legislative Representation: Travel and meetings in Washington D.C. and California	Sewell	Griffith		
Greater Coachella Valley Chamber of Commerce	Sewell	Martin		

Informational Meetings (non-compensable)	2023 designees		2024 designees	
	Primary	Alternate	Primary	Alternate
Riverside County Flood Control	Sewell			

Voting Delegates	2023 designees		2024 designees	
	Primary	Alternate	Primary	Alternate
ACWA Region 9	President	VP		
ACWA Conferences	President	VP		
ACWA/JPIA	Sewell	Griffith		
CV Conservation Commission (CVAG)	Martin	Sewell		
Energy/Environmental Resources Committee (CVAG)	Martin	Sewell		
Special District Association of Riverside County	President	VP		

A Director is entitled to a daily stipend for each day of attendance at district-related activities if designated by the Board as the District's primary representative on the Affiliations Listing, which shall be approved in advance by Board action (**RES. 2009-2, Section 2.B.2e**).





## BOARD OF DIRECTORS STRATEGIC PLANNING WORKSHOP #4 MINUTES

Tuesday, December 05, 2023 at 10:30 AM

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

### CALL TO ORDER

President Martin called the meeting to order at 10:30 AM

### ROLL CALL

**BOARD MEMBERS PRESENT:** President Russ Martin, Vice President Ivan Sewell, Director Robert Griffith  
Director Amber Duff, Director Ted Mayrhofen

**STAFF MEMBERS PRESENT:** Kurt Kettenacker, Arturo Ceja, Eric Weck, Oriana Hoffert, Danny Friend, Adam Wagner, Alex Nine, Brian Macy, Lisa Pelton, David Hernandez, Anna Murillo, Marion Champion, Dori Petee

### PUBLIC INPUT

No public input

### ITEMS FOR DISCUSSION

#### STRATEGIC PLANNING SESSION #4

The Strategic Planning group reviewed the results of the community satisfaction survey. The group then prioritized actions to be taken at the conclusion of this process. The next step is to create SMART goals that would align with the staff's priorities. Representatives from Woodward and Curran will be meeting individually with management staff to create these goals.

### ADJOURN

With no further business, President Martin adjourned the meeting at 1:30 pm.

Respectfully submitted,

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Dori Petee  
Executive Assistant



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, December 14, 2023 at 3:00 PM

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

### CALL TO ORDER

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

### ROLL CALL

**BOARD MEMBERS PRESENT:** President Russ Martin, Vice President Ivan Sewell, Director Robert Griffith, Director Amber Duff, Director Ted Mayrhofen

**STAFF MEMBERS PRESENT:** Amanda Lucas, April Scott, Arturo Ceja, Brian Macy, Chad Finch, Danny Friend, Eric Weck, Jeff Nutter, Kurt Kettenacker, Marion Champion

### RULES OF PROCEDURE

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

*All noticed meetings are conducted using Rosenberg’s Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No person shall be allowed to speak who is not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once about any one subject until every other member on the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item.”*

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

### HUMAN RESOURCES REPORT

This item will be acknowledged on Monday

## ACTION ITEMS

### ELECTION OF MSWD BOARD OFFICERS FOR 2024

It is recommended to nominate and elect a President and Vice President for the 2024 year.

No item discussion

## DISCUSSION ITEMS

### MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE

Terry Renner of TKE presented a construction update to the Board.

### CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE

This discussion will take place on Monday

### CANNABIS PRETREATMENT PROGRAM DISCUSSION

Engineering Manager, Eric Weck presented on this item. He noted staff has been making effort to update the Sewer Service Rules and Regulations. Being discussed today is a change to the Industrial Discharge regulations. Nothing is being deleted or removed, only clarifying Article 6. Mr. Weck reviewed the major changes. Next steps include feedback from the public, notifications to industrial facilities affected and a Public Hearing to adopt the revised Ordinance.

## CONSENT AGENDA

### APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

November 16, 2023 - Study Session

November 20, 2023 - Board Meeting

November 21, 2023 - Strategic Planning Workshop #2

### REGISTER OF DEMANDS

The register of demands totaling \$6,150,153.97

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

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

### ORDINANCE 2023-01 ~ AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT (THE "DISTRICT"), ADOPTED PURSUANT TO THE PROVISIONS OF WATER CODE "20201 ET SEQ., PROVIDING FOR COMPENSATION OF DIRECTORS OF THE DISTRICT

It is recommended to waive the second reading and adopt Ordinance 2023-01 by title only, updating compensation for the Board of Directors pursuant to Water Code 20202 et seq.

### 2023 BOARD OF DIRECTORS MEETING SCHEDULE

**REPORTS**

**DIRECTOR'S REPORTS**

All reports will be given on Monday.

**GENERAL MANAGER'S REPORT**

Included in this report are the following oral reports:

- A. Finance Report – Arturo Ceja gave the financial report for the period ending November 30, 2023
- B. Public Affairs Update – Marion Champion presented the Public Affairs activities for the month of November.

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

General Counsel announced Closed Session on Monday

**DIRECTOR COMMENTS**

Vice President Sewell thanked the Event Committee for a great job on the Holiday Event.

Director Griffith thanked Director Duff for all her work on the Cannabis Pretreatment program.

Director Duff announced a free COVID and FLU Shot Clinic on December 19<sup>th</sup> at the Elks Lodge. She also noted that participation in the Customer Portal is up.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 4:03 PM.

Respectfully submitted,

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Dori Petee  
Executive Assistant



## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, December 18, 2023, at 3:00 PM

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

### CALL TO ORDER

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

### ROLL CALL

**BOARD MEMBERS PRESENT:** President Russ Martin, Vice President Ivan Sewell, Director Robert Griffith, Director Amber Duff, Director Ted Mayrhofen

**STAFF MEMBERS PRESENT:** Dori Petee, Brian Macy, Marion Champion, Danny Friend, Arturo Ceja, Eric Weck, Andrea Varela, April Scott, Cynthia Acosta, Chad Finch, Eric Weck, Jeff Nutter, Oriana Hoffert, William Whitten

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

### PLEDGE OF ALLEGIANCE

Vice President Sewell led the Pledge of Allegiance.

### RULES OF PROCEDURE

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

*All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No person shall be allowed to speak who is not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once about any one subject until every other member on the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item."*

### PUBLIC INPUT

No public Input

## EMPLOYEE RECOGNITION

### HUMAN RESOURCES REPORT

Interim General Manager announced the format of this item is changing. Staff will no longer prepare acknowledgement slides for general anniversaries. Moving forward only milestones will be acknowledged.

Amanda Lucas was briefly acknowledged for her seven (7) year anniversary.

## ACTION ITEMS

### ELECTION OF MSWD BOARD OFFICERS FOR 2024

The Board nominated and elected a President and Vice President for the 2024 year.

President Martin led the proceedings. Director Griffith nominated Vice President Sewell for President, term ending December 2024. Vice President Sewell accepted the nomination.

All Directors voted in favor of Director Sewell for President of the Board, term ending December 2024.

Nominations continued for Vice President, term ending December 2024.

President Martin nominated Director Griffith for Vice President, term ending December 2024. Director Griffith accepted the nomination.

All Directors voted in favor of Director Griffith for Vice President of the Board, term ending December 2024.

Officers will assume their new positions on January 1, 2024.

### **ORDINANCE 2023-01 ~ AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT (THE "DISTRICT"), ADOPTED PURSUANT TO THE PROVISIONS OF WATER CODE "20201 ET SEQ., PROVIDING FOR COMPENSATION OF DIRECTORS OF THE DISTRICT**

The Board waived the second reading and adopted Ordinance 2023-01 by title only, updating compensation for the Board of Directors pursuant to Water Code 20202 et seq.

Waived second reading and moved to pass Ordinance with a note to staff to bring this back for discussion and review once a year starting in 2025.

### **Motion made by Director Griffith, Seconded by Vice President Sewell.**

Voting Yea: President Martin, Vice President Sewell, Director Griffith, Director Duff, Director Mayrhofen

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

The Board of Directors accepted the annual report of capacity fees and related expenditures as submitted.

California Gov Code requires this process on an annual basis. The Builder's Association has signed off on these fees.

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

Voting Yea: President Martin, Vice President Sewell, Director Griffith, Director Duff, Director Mayrhofen

**DISCUSSION ITEMS****MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE**

No further updates, Interim General Manager addressed a question raised at the Study Session.

**CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE**

Alvin Flores of Ruhnau Clarke and William Whitten of MSWD presented a project update. He covered some follow up questions raised at the last presentation/update. The items covered were construction costs for the Second Street location along with temporary office space in the interim and estimated Corporate Yard demolition costs. Other possible locations for sale or for lease were also presented. Mr. Flores reviewed the original design vs. the reduced size design if the Corp Yard location is selected. Next steps are for the Board to select the final site selection so Ruhnau Clarke can complete the final design based on location. The Board directed staff to move forward with the Corp Yard location, with the existing design (flipped) and amend the Ruhnau Clarke contract.

**CANNABIS PRETREATMENT PROGRAM DISCUSSION**

Nothing further to add

**CONSENT AGENDA****Motion made by Director Griffith, Seconded by Director Mayrhofen.**

Voting Yea: President Martin, Vice President Sewell, Director Griffith, Director Duff, Director Mayrhofen

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

November 16, 2023 - Study Session

November 20, 2023 - Board Meeting

November 21, 2023 - Strategic Planning Workshop #2

**REGISTER OF DEMANDS**

The register of demands totaling \$6,150,153.97

**2023 BOARD OF DIRECTORS MEETING SCHEDULE****REPORTS****DIRECTOR'S REPORTS**

Director Griffith reported he attended the following events: 11/7 DWA Board Meeting, 11/14 CVWD Board Meeting, 11/16 DHS State of the City, 11/28-11/30 ACWA Fall Conference

Director Duff reported she attended the following events: 11/14 DHS Planning Commission, 11/28-11/30 ACWA Fall Conference

Director Mayrhofen reported he attended the following events: 11/8 DVBA Networking Night, 11/16 DHS State of the City, 11/28-11/30 ACWA Fall Conference

Vice President Sewell reported he attended the following events: 11/16 DHS State of the City, 11/28-11/30 ACWA Fall Conference

President Martin reported he attended the following events: 11/2 DVBA Legislative Meeting, 11/7 DHS City Council Meeting, 11/8 DVBA Networking Night, 11/9 CVAG ~ CVCC and Energy & Sustainability Meeting, 11/11 DHS Veterans Day Events, 11/13 DVBA Board Meeting, 11/16 DHS State of the City, 11/16 Countywide Oversight Meeting, 11/20 Cabot's Board Meeting, 11/21 DHS City Council Meeting

### **GENERAL MANAGER'S REPORT**

Nothing further to add

## **COMMENTS**

### **DISTRICT COUNSEL COMMENTS**

General Counsel announced closed session on the items listed below

### **DIRECTOR COMMENTS**

Director Mayrhofen requested that his seat at the Dias be moved in the new year.

Vice President Sewell thanked outgoing President Russ Martin for his leadership over the last two years. He also thanked the Board for their confidence in him as he prepares to serve as President in 2024. Lastly, he wished everyone a Happy Holidays.

Director Griffith congratulated President Elect Sewell and looks forward to working with him in the new year. He also wished everyone a Happy Holidays.

Director Duff requested a workshop for review of the Board Handbook. She also congratulated the new President and Vice President and thanked President Martin for his service. Lastly, she wished everyone Happy Holidays.

President Martin thanked the Board for their work over the last year and gave his confidence in the new leadership. He also wished everyone a Happy Holidays.

## **CLOSED SESSION**

### **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Govt Code 54957.6

Agency Designated Representative: President Russ Martin or his designee

Unrepresented Employee Position: General Manager



**CONFERENCE WITH LEGAL COUNSEL REGARDING POTENTIAL INITIATION OF LITIGATION**

pursuant to Government Code Section 54956.9(d)(4) One potential case.

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

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

**REPORT ON ACTION TAKEN DURING CLOSED SESSION**

The Board met in closed session on the items listed above: there was no reportable action on any item.

**ADJOURN**

With no further business, President Martin adjourned the meeting at 6:00 P.M.

Respectfully submitted,

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Dori Petee  
Executive Assistant

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE			TOTAL
				AMOUNT	OPERATING	CAPITAL	
1001954	12-14-23	ABSOLUTE STANDARDS INC	LAB TESTING	815.00	815.00		815.00
1001955	12-14-23	ACWA-JPIA HEALTH BENEFITS AUTH.	JAN 2024 PREPAID INSURANCE	108,525.59	108,525.59		108,525.59
1001993	12-21-23	ADT COMMERCIAL LLC	SECURITY ALARM - ADMIN & CORP YARD	251.27	251.27		251.27
1001994	12-21-23	AECOM TECHNICAL SERVICES INC.	AREA M-2 PROGRESS PMT #8	760.00	0.00	760.00	760.00
99105450	12-19-23	AFLAC	NOVEMBER 2023 AFLAC DEDUCTIONS	2,774.46	2,774.46		2,774.46
1001995	12-21-23	AIR & HOSE SOURCE INC.	COMPRESSION ADAPTERS - HORTON PLANT	26.10	26.10		26.10
1002031	12-27-23	ALEXANDER NINE	EDUCATION REIMBURSEMENT	781.00	781.00		781.00
1002046	12-29-23	ANA PPAZIAN	ACCOUNT REFUND 13725 HERMANO WAY	72.37	72.37		72.37
1002032	12-27-23	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	262.76	262.76		262.76
1001928	12-07-23	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	46.30	598.96		598.96
			UNIFORM SERVICES 11.22.23	552.66			
1001956	12-14-23	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 10.25.23	304.87	835.41		835.41
			UNIFORM SERVICES 12.06.23	265.27			
			UNIFORM SERVICES 11.29.23	265.27			
1001957	12-14-23	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE	200.54	5,037.16		5,037.16
			E. COLI TESTING	375.15			
			E.COLI GROUNDWATER TESTING	250.10			
			TOTAL N PACKAGE	1,270.47			
			TOTAL N PACKAGE RWRf GROUNDWATER #1	846.98			
			DC EFFLUENT TESTING	559.16			
			TOTAL/FECAL COLIFORM HORTON BELT PRESS	1,534.76			
1001996	12-21-23	BABCOCK LABORATORIES, INC.	CANNDESCENT	510.77	510.77		510.77
1002033	12-27-23	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - HORTON WWTP	200.54	200.54		200.54
1001958	12-14-23	BECK OIL, INC.	UNLEADED GASOLINE	10,043.39	15,380.99		15,380.99
			DIESEL FUEL	5,337.60			
1001997	12-21-23	BRINKS INCORPORATED	DECEMBER MONTHLY SERVICES	297.12	347.91		347.91
			NOVEMBER MONTHLY SERVICES	50.79			
99105325	12-12-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS RETRO PPE 01.21.22	110.59	110.59		110.59
99105345	12-12-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 11.24.23	36,374.42	36,374.42		36,374.42
99105437	12-18-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS RETRO 02.04.22	73.42	73.42		73.42
99105491	12-21-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 12.08.2023	35,595.09	35,595.09		35,595.09
1000456	12-18-23	CALIFORNIA DEBT AND INVESTMENT	2023 INSTALLMENT PURCHASE AGREEMENT	-3,750.00	-3,750.00		-3,750.00
1001998	12-21-23	CALIFORNIA DEBT AND INVESTMENT	2023 INSTALLMENT PURCHASE AGREEMENT	3,750.00	3,750.00		3,750.00
1002034	12-27-23	CALVIN LUDVIGSEN	CLAIMS PAYMENT	1,093.88	1,093.88		1,093.88
1001959	12-14-23	CARPI & CLAY, INC	FEDERAL ADVOCACY - NOC 2023	4,000.00	4,000.00		4,000.00
1001960	12-14-23	CASAMAR GROUP, LLC	LABOR COMPLIANCE 11/2023	214.26	637.94		637.94
			LABOR COMPLIANCE - URBAN HABITAT 11/2023	254.69			
			LABOR COMPLIANCE - LO LYNCH 11/2023	168.99			
1001999	12-21-23	CASAMAR GROUP, LLC	LABOR COMPLIANCE - WELL 34 - 11/2023	171.41	0.00	171.41	171.41
1001961	12-14-23	CASEY DOLAN	DIGITAL AD MGMT & CONSULT - DEC 2023	650.00	650.00		650.00
1001929	12-07-23	CITY OF DESERT HOT SPRINGS	UU TAX SEPTEMBER 2023	49,604.36	49,604.36		49,604.36
1001962	12-14-23	CITY OF DESERT HOT SPRINGS	UUT OCTOBER 2023	29,544.08	29,544.08		29,544.08
1001963	12-14-23	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC	270.00	270.00		270.00
1002036	12-27-23	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES FOR SAMPLES - OCT 2023	11,126.00	11,126.00		11,126.00
1001964	12-14-23	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING CLASS ACTION	345.00	345.00		345.00
1001930	12-07-23	CORE & MAIN LP	HARDWARE INVENTORY ITEMS	16,171.55	32,091.91		32,091.91
			PVC PIPE	1,120.18			
			GATE VALVES	7,763.39			
			GATE VALVE	1,497.73			
			SWING CHECK VALVE	3,738.93			
			HARDWARE INVENTORY	940.77			
			CLA-VAL REPAIR KIT	859.36			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE			TOTAL
				AMOUNT	OPERATING	CAPITAL	
1002035	12-27-23	CORONA ENVIRONMENTAL CONSULTING, LLC	PROGRESS PMT #1 - T&M LABOR	1,820.00	0.00	1,820.00	1,820.00
1002000	12-21-23	CV STRATEGIES	MSWD CALENDAR SERVICES/FI VIDEO SERVICES	3,091.25	5,432.50		5,432.50
1002001	12-21-23	CYPRESS DENTAL ADMINISTRATORS	JAN 2024 PREPAID DENTAL	4,917.70	4,917.70		4,917.70
1002047	12-29-23	DANIEL/CATHERINE SCHRAMER	ACCOUNT REFUND 8550 ANNANDALE AVE	9.68	9.68		9.68
1002048	12-29-23	DANNY BIGHAM	ACCOUNT REFUND 66215 CAHUILLA AVE	24.83	24.83		24.83
1002049	12-29-23	DAVID RUBARTH	ACCOUNT REFUND 15020 VIA MONTANA	9.17	9.17		9.17
1002002	12-21-23	DESERT ELECTRIC SUPPLY	FITTINGS FOR DW29 CL2 PRODUCTION	48.59	48.59		48.59
1002003	12-21-23	DESERT VALLEY DISPOSAL, INC.	SERVICE CHARGES - CORP YARD	793.90	1,338.79		1,338.79
			SERVICE CHARGES - ADMIN BUILDING	544.89			
1002004	12-21-23	DOWNING CONSTRUCTION, INC.	PROGRESS PAYMENT #9	361,378.27	0.00	361,378.27	361,378.27
99105524	12-20-23	DOWNING CONSTRUCTION, INC.	RETENTION WIRE FOR PP#9	19,019.91	0.00	19,019.91	19,019.91
1001931	12-07-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	6,656.66	6,656.66		6,656.66
1001965	12-14-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	1,316.15	11,104.84		11,104.84
			SLUDGE HAULING	4,268.83			
			SLUDGE HAULING	1,914.38			
			SLUDGE HAULING	3,926.79			
			SLUDGE HAULING	3,947.52			
			SLUDGE HAULING CREDIT	-4,268.83			
1002005	12-21-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	4,488.68	4,488.68		4,488.68
1002037	12-27-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	2,034.19	10,979.29		10,979.29
			SLUDGE HAULING	1,307.17			
			BELT TRAILER	2,000.00			
			TRACTOR UNIT - SLUDGE HAULING	3,000.00			
			SLUDGE HAULING	2,637.93			
99105226	12-01-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.24.23	52,265.20	52,265.20		52,265.20
99105404	12-15-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 12.08.23	51,273.94	51,273.94		51,273.94
99105522	12-29-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 12.22.23	51,180.74	51,180.74		51,180.74
1002050	12-29-23	ELIZABETH GUTIERREZ	ACCOUNT REFUND 66020 GRANADA AVE	79.85	79.85		79.85
PR120123	12-01-23	EMPLOYEES		1,970.17	1,970.17		1,970.17
PR121523	12-15-23	EMPLOYEES		1,171.81	1,171.81		1,171.81
PR122923	12-29-23	EMPLOYEES		0.00	0.00		0.00
PR123023	12-30-23	EMPLOYEES		-7,536.11	-7,536.11		-7,536.11
1002006	12-21-23	ENTERPRISE FM TRUST	MONTHLY FLEET LEASE - 12/2023	18,209.43	18,209.43		18,209.43
1001966	12-14-23	EXECUTIVE FACILITIES SERVICES, INC.	CREDIT MEMO - JANITORIAL SERVICE 09/2023	-305.00	7,930.00		7,930.00
			JANITORIAL SERVICES - 10/2023	1,830.00			
			OCTOBER DISINFECTION SERVICES	1,830.00			
			NOVEMBER JANITORIAL SERVICES	2,287.50			
			DISINFECTION SERVICES - 11/2023	2,287.50			
1001967	12-14-23	FARMER BROS. CO	COFFEE & TEA ORDER	495.72	495.72		495.72
99105324	12-07-23	FARMERS & MERCHANTS BANK	DEBT PAYABLE - DEC. 2023	12,190.95	12,190.95		12,190.95
1001968	12-14-23	FEDEX	WF PMT MGR OVERNIGHT FEE	48.17	48.17		48.17
1002007	12-21-23	FEDEX	OVERNIGHT FEE	48.07	48.07		48.07
1002008	12-21-23	FERGUSON WATERWORKS #1083	COUPLINGS	611.04	611.04		611.04
1001969	12-14-23	FORSHOCK	SCADA MONITORING	220.00	220.00		220.00
1001932	12-07-23	FRANCHISE TAX BOARD	GARNISHMENT PPE 11.24.23	150.00	150.00		150.00
1002009	12-21-23	FRANCHISE TAX BOARD	GARNISHMENT PPE 12.08.23 PMT #8	150.00	150.00		150.00
1002010	12-21-23	GLENN B. DORNING, INC.	REPLACEMENT RIPPERS	2,773.13	2,773.13		2,773.13
1002011	12-21-23	GRAINGER	PIPE PLUGS - HORTON PLANT	462.80	654.45		654.45
			TETHER FLOAT, WIRE LEADS - HORTON PLANT	191.65			
1001933	12-07-23	HI-DESERT AIR INC.	DUCTLESS SPLIT A/C INSTALLATION	22,800.00	22,800.00		22,800.00
1002038	12-27-23	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	959.01	959.01		959.01

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE			TOTAL
				AMOUNT	OPERATING	CAPITAL	
1001970	12-14-23	INFOSEND INC	NEWSLETTER INSERT-OCT	1,309.08	1,309.08		1,309.08
1002012	12-21-23	INFOSEND INC	MONTHLY BILLING SERVICES NOVEMBER 2023 JULY NEWSLETTER INSERT	4,284.45 1,235.02	5,519.47		5,519.47
1002013	12-21-23	INNOVYZE LLC	UPGRADE WATER & SEWER GEM SOFTWARE	18,375.00	18,375.00		18,375.00
1001971	12-14-23	IVAN SEWELL	I. SEWELL MILEAGE REIMB.	120.52	120.52		120.52
1002051	12-29-23	JULIO OMAR OROZCO	ACCOUNT REFUND 15800 VIA VISTA	30.46	30.46		30.46
1001934	12-07-23	KILLER BEE PEST CONTROL	BEE REMOVAL - VARIOUS LOCATIONS	285.00	285.00		285.00
1001972	12-14-23	KYLE GROUNDWATER, INC.	WELL REHAB PRIORITIZATION PROGRAM PP #4	2,047.50	0.00	2,047.50	2,047.50
1001935	12-07-23	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	WELL 22 PUMP EQUIPMENT - LO LYNCH	179,803.00	0.00	179,803.00	179,803.00
1001936	12-07-23	LAYNE CHRISTENSEN COMPANY	PROGRESS PAYMENT #10	54,663.28	0.00	54,663.28	54,663.28
99105228	12-01-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.24.23	12,088.27	12,088.27		12,088.27
99105406	12-15-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 12.08.2023	11,059.93	11,059.93		11,059.93
99105523	12-29-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 12.22.23	9,647.77	9,647.77		9,647.77
1002052	12-29-23	LORI R MESSNER	ACCOUNT REFUND 13160 HALBRENT AVE	51.61	51.61		51.61
1002053	12-29-23	LUIS HERNANDEZ	ACCOUNT REFUND 66935 ESTRELLA AVE	3.07	3.07		3.07
1002054	12-29-23	LUIS NAYOTL	ACCOUNT REFUND 10301 PALM DR	33.96	33.96		33.96
1002014	12-21-23	MAC'S MOBILE AUTOGLASS	REPLACEMENT GLASS UNIT #424	150.00	150.00		150.00
1001937	12-07-23	MANPOWER US INC.	METER READER TEMP. - ALEX M. WWTP OIT - ISAAC LOPEZ	1,607.76 1,600.00	4,878.16		4,878.16
			METER READER TEMP - ALEX M.	1,670.40			
1001973	12-14-23	MANPOWER US INC.	STAFFING SERVICES - ADMIN	2,494.81	21,581.10		21,581.10
			STAFFING SERVICES - GM REPORT/GRANTS	3,157.38			
			STAFFING SERVICES - GM REPORT/GRANTS	3,534.38			
			STAFFING SERVICES - GM REPORT/GRANTS	3,581.50			
			STAFFING SERVICES - ADMIN	2,580.15			
			STAFFING SERVICES - FIELD SERVICE STAFF	1,211.04			
			STAFFING SERVICES - WWTP OIT	1,220.00			
			STAFFING SERVICES - WWTP OIT	260.00			
			STAFFING SERVICES - WWTP OIT	1,600.00			
			STAFFING SERVICES - WWTP OIT	271.44			
			STAFFING SERVICES - FIELD SERVICE STAFF	1,670.40			
1002015	12-21-23	MANPOWER US INC.	WHITTEN, WILLIAM - BUSINESS ANALYST NUSSER, MICHAEL - WATER RES. ASSOC.	2,439.42 3,298.75	18,425.82		18,425.82
			WHITTEN, WILLIAM - BUSINESS ANALYST	1,999.72			
			WHITTEN, WILLIAM - BUSINESS ANALYST	2,482.40			
			NUSSER, MICHAEL- WATER RES. ASSOC.	1,837.88			
			WHITTEN, WILLIAM- BUSINESS ANALYST	445.12			
			NUSSER, MICHAEL - WATER RES. ASSOC.	3,440.13			
			WHITTEN WILLIAM - BUSINESS ANALYST	2,482.40			
1002039	12-27-23	MANPOWER US INC.	WWTP OIT- ISAAC LOPEZ METER READER TEMP. - ALEX M. WWTP OIT - ISAAC LOPEZ METER READER TEMP. - ALEX M.	1,600.00 1,002.24 1,600.00 1,670.40	5,872.64		5,872.64
1002055	12-29-23	MARIO CRNIC	ACCOUNT REFUND 13500 LITTLE MORONGO RD	85.96	85.96		85.96
1002016	12-21-23	MCCROMETER INC	FLOW METER MCCROMETER MCCROMETER ULTRA MAG METER	2,613.67 8,747.42	2,613.67	8,747.42	11,361.09
1002056	12-29-23	MICHAEL TYRELL BROWN	ACCOUNT REFUND 9930 BROOKLINE AVE	44.15	44.15		44.15
1002040	12-27-23	NCL OF WISCONSIN, INC	LITER C-37L CONDUCTIVITY STANDARD	119.00	119.00		119.00
1001974	12-14-23	O'REILLY AUTOMOTIVE INC.	LED LIGHTS FOR UNIT #385 REPLACEMENT WIPER BLADES UNIT #410 REPLACEMENT OIL FILTER UNIT #409 REPLACEMENT HEX NUT UNIT #435	43.08 55.15 47.56 4.95	797.95		797.95

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				AMOUNT			
			REPLACEMENT OIL FILTER	113.51			
			WINDSHIELD WASHER FLUID #403	4.59			
			REPLACEMENT WIPER BLADES	22.52			
			WINDSHIELD WASHER FLUID	14.97			
			REPLACEMENT RADIATOR CAP #117	12.38			
			REPLACEMENT BRAKES/ROTORS	372.86			
			REPLACEMENT OIL FILTER	57.90			
			WIRE CONNECTOR, FUSE HOLDER UNIT #402	8.22			
			FUSE HOLDER, ROCKER SWITCH	40.26			
1001975	12-14-23	PALM SPRINGS CHAMBER OF COMMERCE	PSCOC RENEWAL DUES	350.00	350.00		350.00
1001976	12-14-23	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL - ANNEX BUILDING	65.00	300.00		300.00
			PEST CONTROL - ADMIN BLDG	90.00			
			PEST CONTROL - BAIT BOX @ CORP YARD	60.00			
			PEST CONTROL - CORP YARD	45.00			
			PEST CONTROL - BAIT BOX @ ADMIN	40.00			
1001938	12-07-23	PARKERS BUILDING SUPPLY	ITEMS FOR PARADE FLOAT	3.99	269.62		269.62
			ADMIN BUILDING REPAIR ITEMS	47.39			
			ITEMS FOR PARADE FLOAT	74.00			
			STAPLES FOR PARADE FLOAT	5.91			
			ITEMS FOR PARADE FLOAT	46.46			
			ITEMS FOR DHS PARADE FLOAT	48.28			
			DOOR LOCK FOR ENGINEERING OFFICE	15.07			
			REPLACEMENT LED BULBS	19.38			
			BAR/CHAIN OIL FOR DISTRICT CHAINSAWS	9.14			
1001977	12-14-23	PARKERS BUILDING SUPPLY	MISC. ITEMS FOR PRODUCTION	14.31	50.38		50.38
			PARADE FLOAT ITEMS	36.07			
1002041	12-27-23	PARKERS BUILDING SUPPLY	MISC. ITEMS FOR WELL SITES	10.43	10.43		10.43
1001949	12-11-23	PATTY MCHUGH	ACCOUNT REFUND 64429 LEMA CT	110.04	110.04		110.04
99105460	12-18-23	PAYMENTUS CORPORATION	NOV. 2023 CREDIT CARD FEES	3,789.15	3,789.15		3,789.15
99105323	12-06-23	PAYNEARME MT, INC.	NOV. 2023 PAYNEARME FEES	7,587.59	7,587.59		7,587.59
1001978	12-14-23	PLANIT REPROGRAPHICS	MSWD 2024 CALENDARS	3,060.64	3,060.64		3,060.64
1002017	12-21-23	POLLARD WATER.COM EAST	ZENNER HYDRANT LOCKS	560.30	560.30		560.30
1002057	12-29-23	POWELL CONSTRUCTORS INC	ACCOUNT REFUND PIERSON BLVD E OF DESERT TERRACE WY	629.86	629.86		629.86
1001939	12-07-23	PROBOLSKY RESEARCH	CUSTOMER SURVEY	11,000.00	11,000.00		11,000.00
1001940	12-07-23	RAP FOUNDATION	SENIOR INSPIRATION AWARDS SPONSORSHIP	600.00	600.00		600.00
1001979	12-14-23	RAY LOPEZ ASSOCIATES	LANDSCAPE PLAN CHECKS, INSPECTIONS NOVEMBER 2023	6,357.42	6,357.42		6,357.42
99105405	12-18-23	RIVERSIDE COUNTY DCSS - MAIN OFFICE	MONTHLY IWO PPE 12.08.2023	176.25	176.25		176.25
1001941	12-07-23	ROBERT G MODRICH	NOV 2023 UNIDATA MAINTENANCE	5,430.00	5,430.00		5,430.00
1001980	12-14-23	ROBERT GRIFFITH	R. GRIFFITH - MILEAGE REIMB.	103.49	103.49		103.49
1001981	12-14-23	RUSS MARTIN	R. MARTIN - MILEAGE REIMB.	322.91	322.91		322.91
1001950	12-11-23	SHAUNA THOMAS	ACCOUNT REFUND 66202 1ST ST	62.51	62.51		62.51
1001942	12-07-23	SHEPPARD, MULLIN, RICHTER & HAMPTON, LLP	MSWD V. SCE PMT #4	3,814.65	0.00	3,814.65	3,814.65
1002018	12-21-23	SHEPPARD, MULLIN, RICHTER & HAMPTON, LLP	92DM-378557 MSWD V. SCE - PMT #5	1,248.75	0.00	1,248.75	1,248.75
1001951	12-11-23	SIQBHAN FAHEY	ACCOUNT REFUND 11255 POMELO DR	13.63	13.63		13.63
1001943	12-07-23	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES CLASS ACTION	550.00	16,218.98		16,218.98
			LEGAL SERVICES DWA LAWSUIT	825.00			
			LEGAL SERVICES OVER RETAINER	8,343.98			
			LEGAL SERVICES RETAINER	6,500.00			
1001982	12-14-23	SO CAL GAS	GAS BILL	0.19	1.87		1.87
			GAS BILL	1.68			
1001983	12-14-23	SOUTHERN CALIFORNIA EDISON COMPANY	4802 - 11.25.23	6,324.14	6,324.14		6,324.14
1002019	12-21-23	SOUTHERN CALIFORNIA EDISON COMPANY	101-3084 - 12.12.2023 & LATE FEE	2,704.45	698,192.78		698,192.78

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				AMOUNT	OPERATING	CAPITAL	TOTAL
			201-6334 - 11.03.23	664,224.04			
			8247- 12.12.23	31,264.29			
99105227	12-01-23	STATE OF CA EDD	STATE TX PPE 11.24.23	10,875.00	10,875.00		10,875.00
99105403	12-15-23	STATE OF CA EDD	STATE TAX PPE 12.08.23	10,415.62	10,415.62		10,415.62
99105521	12-29-23	STATE OF CA EDD	STATE TAX PPE 12.22.23	10,719.92	10,719.92		10,719.92
1001984	12-14-23	STATE WATER RES CONTRL BRD	ANNUAL PERMIT FEE - ALAEN HORTON CS	3,746.00	7,492.00		7,492.00
			ANNUAL PERMIT FEE - DESERT CREST CS	3,746.00			
1002020	12-21-23	STATE WATER RES CONTRL BRD	ANNUAL PERMIT FEE- ALAN HORTON WWTP	26,785.00	84,277.00		84,277.00
			ANNUAL PERMIT FEE- DESERT CREST WWTP	26,785.00			
			ANNUAL PERMIT FEE- NANCY WRIGHT REGIONAL WATER	26,785.00			
			ANNUAL PERMIT FEE - FACILITY 4DW0531	3,922.00			
1001944	12-07-23	T4 SPATIAL, LLC	CCTV STORAGE - DECEMBER 2023	1,250.00	1,250.00		1,250.00
1001985	12-14-23	THE LAMAR COMPANIES	BILLBOARD - PROTECT YOUR PIPES	950.00	950.00		950.00
1002021	12-21-23	THE LINCOLN NATL. LIFE INS. CO.	JAN 2024 PREPAID INSURANCE	4,002.45	4,002.45		4,002.45
1001986	12-14-23	THEODORE MAYRHOFEN	T. MAYRHOFEN - MILEAGE REIMB.	117.24	117.24		117.24
1002022	12-21-23	TIMOTHY OWENS	WORK BOOTS REIMBURSEMENT	247.83	247.83		247.83
1001945	12-07-23	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	5,137.50	4,787.50	350.00	5,137.50
1001987	12-14-23	TKE ENGINEERING, INC	CONSULTANT DESIGN SERVICES OCT 2023	5,397.50	0.00	6,285.00	6,285.00
			CM & INSPECTION FOR OCT 2023	887.50			
1002023	12-21-23	TKE ENGINEERING, INC	PROGRESS PMT #21 FOR C&M INSPECTION	173,002.29	46,862.50	184,457.29	231,319.79
			CONSULTANT DESIGN SERVICES NOV 2023	7,457.50			
			CM & INSPECTION FOR NOV 2023	912.50			
			CONSULTANT DESIGN SERVICES NOV 2023	425.00			
			SERVICES - SEPTEMBER 2023	26,275.00			
			OCT 2023 SERVICES	23,247.50			
1002024	12-21-23	TOPS N BARRICADES, INC	SAFETY JACKETS-ENGINEERING	123.87	714.93		714.93
			SAFETY JACKETS C&M	232.51			
			SAFETY JACKETS - WASTEWATER DEPT.	358.55			
1002042	12-27-23	TOTAL CARE WORK INJURY CLINIC	PRE-EMPLOYMENT PHYSICAL	150.00	150.00		150.00
1001952	12-11-23	TRE BURNS	ACCOUNT REFUND 64550 PIERSON BLVD #74	191.08	191.08		191.08
1002025	12-21-23	ULTIMATE MOTORS INC.	SMOG TEST UNIT #398	45.00	180.00		180.00
			SMOG TEST UNIT #414	45.00			
			SMOG TEST UNIT #365	45.00			
			SMOG TEST UNIT #391	45.00			
1001988	12-14-23	UMETECH, INC.	IT SERVICES	16,577.85	16,577.85		16,577.85
1001989	12-14-23	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	274.25	274.25		274.25
1002026	12-21-23	UNITED RENTALS NORTHWEST, INC.	RATCHET BINDERS BACKHOE TRAILERS	86.20	2,133.45		2,133.45
			DIAMOND BLADES	2,047.25			
1002043	12-27-23	URBAN HABITAT	LANDSCAPE NOVEMBER 2023	6,425.00	6,425.00		6,425.00
1002044	12-27-23	USA BLUEBOOK	DIGITAL PRESSURE GAUGES	423.36	671.13		671.13
			OAKTON PH BUFFER HORTON PLANT	149.89			
			DEIONIZED WATER, ZERO OXYGEN, HORTON PLANT	97.88			
1002027	12-21-23	VAGABOND WELDING SUPPLY	REPLACEMENT REGULATOR CO2 TANK	135.94	135.94		135.94
1001990	12-14-23	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	1,174.90	1,174.90		1,174.90
1001946	12-07-23	WATERLINE TECHNOLOGIES INC.	8 DRUMS REFILLED #5663327	1,956.74	1,956.74		1,956.74
99105604	12-29-23	WELLS FARGO - WELLSONE	NOV. 2023 CC PAYMENT	34,045.97	34,045.97		34,045.97
99105225	12-01-23	WELLS FARGO BANK	AUTO DEP PPE 11.24.23	135,080.09	135,080.09		135,080.09
99105288	12-01-23	WELLS FARGO BANK	NOV 2023 LOC INTEREST EXPENSE	49,875.00	49,875.00		49,875.00
99105402	12-15-23	WELLS FARGO BANK	AUTO DEP PPE 12.08.23	135,856.98	135,856.98		135,856.98
99105520	12-29-23	WELLS FARGO BANK	AUTO DEP PPE 12.22.23	141,357.16	141,357.16		141,357.16
1001953	12-11-23	WENDY NELSON	ACCOUNT REFUND 68214 VIA DOMINGO	26.31	26.31		26.31
1002029	12-21-23	WESTAIR GASES & EQUIPMENT, INC.	REFILL CO2 TANK FOR SOUNDINGS	87.44	87.44		87.44

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				AMOUNT	OPERATING	CAPITAL	
1002028	12-21-23	WESTERN PUMP INC	FUEL PUMP DISPENSER REPAIR	526.89	526.89		526.89
1002030	12-21-23	WHITE CAP CONSTRUCTION SUPPLY	SAFETY VESTS/CONCRETE FORMS	264.22	264.22		264.22
1001991	12-14-23	WIENHOFF DRUG TESTING	YEARLY DOT QUERIES 2023	90.00	90.00		90.00
1001947	12-07-23	XEROX CORPORATION	XEROX LEASE - NOV 2023	237.43	237.43		237.43
1001992	12-14-23	XEROX CORPORATION	XEROX LEASE	415.30	415.30		415.30
1001948	12-07-23	XYLEM DEWATERING SOLUTIONS INC	STANDBY PUMPING @ LIFT STATION	8,035.42	8,035.42		8,035.42
1002045	12-27-23	XYLEM DEWATERING SOLUTIONS INC	STANDBY PUMPING - LIFT STATION	8,035.42	8,035.42		8,035.42
			CURRENT CHECK TOTAL	3,033,826.4	2,209,259.9	824,566.4	3,033,826.4
TOTAL				3,033,826.41	2,209,259.9	824,566.48	3,033,826.41
158 records listed							

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				AMOUNT	OPERATING	CAPITAL	
1002019	12-21-23	SOUTHERN CALIFORNIA EDISON COMPANY	101-3084 - 12.12.2023 & LATE FEE 201-6334 - 11.03.23 8247- 12.12.23	2,704.45 664,224.04 31,264.29	698,192.78		698,192.78
1002004	12-21-23	DOWNING CONSTRUCTION, INC.	PROGRESS PAYMENT #9	361,378.27	0.00	361,378.27	361,378.27
1002023	12-21-23	TKE ENGINEERING, INC	PROGRESS PMT #21 FOR C&M INSPECTION CONSULTANT DESIGN SERVICES NOV 2023 CM & INSPECTION FOR NOV 2023 CONSULTANT DESIGN SERVICES NOV 2023 SERVICES - SEPTEMBER 2023 OCT 2023 SERVICES	173,002.29 7,457.50 912.50 425.00 26,275.00 23,247.50	46,862.50	184,457.29	231,319.79
1001935	12-07-23	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	WELL 22 PUMP EQUIPMENT - LO LYNCH	179,803.00	0.00	179,803.00	179,803.00
99105520	12-29-23	WELLS FARGO BANK	AUTO DEP PPE 12.22.23	141,357.16	141,357.16		141,357.16
99105402	12-15-23	WELLS FARGO BANK	AUTO DEP PPE 12.08.23	135,856.98	135,856.98		135,856.98
99105225	12-01-23	WELLS FARGO BANK	AUTO DEP PPE 11.24.23	135,080.09	135,080.09		135,080.09
1001955	12-14-23	ACWA-JPIA HEALTH BENEFITS AUTH.	JAN 2024 PREPAID INSURANCE	108,525.59	108,525.59		108,525.59
1002020	12-21-23	STATE WATER RES CONTRL BRD	ANNUAL PERMIT FEE- ALAN HORTON WWTP ANNUAL PERMIT FEE- DESERT CREST WWTP ANNUAL PERMIT FEE- NANCY WRIGHT REGIONAL WATER ANNUAL PERMIT FEE - FACILITY 4DW0531	26,785.00 26,785.00 26,785.00 3,922.00	84,277.00		84,277.00
1001936	12-07-23	LAYNE CHRISTENSEN COMPANY	PROGRESS PAYMENT #10	54,663.28	0.00	54,663.28	54,663.28
99105226	12-01-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.24.23	52,265.20	52,265.20		52,265.20
99105404	12-15-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 12.08.23	51,273.94	51,273.94		51,273.94
99105522	12-29-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 12.22.23	51,180.74	51,180.74		51,180.74
99105288	12-01-23	WELLS FARGO BANK	NOV 2023 LOC INTEREST EXPENSE	49,875.00	49,875.00		49,875.00
1001929	12-07-23	CITY OF DESERT HOT SPRINGS	UU TAX SEPTEMBER 2023	49,604.36	49,604.36		49,604.36
99105345	12-12-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 11.24.23	36,374.42	36,374.42		36,374.42
99105491	12-21-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 12.08.2023	35,595.09	35,595.09		35,595.09
99105604	12-29-23	WELLS FARGO - WELLSONE	NOV. 2023 CC PAYMENT	34,045.97	34,045.97		34,045.97
1001930	12-07-23	CORE & MAIN LP	HARDWARE INVENTORY ITEMS PVC PIPE GATE VALVES GATE VALVE SWING CHECK VALVE HARDWARE INVENTORY CLA-VAL REPAIR KIT	16,171.55 1,120.18 7,763.39 1,497.73 3,738.93 940.77 859.36	32,091.91		32,091.91
1001962	12-14-23	CITY OF DESERT HOT SPRINGS	UUT OCTOBER 2023	29,544.08	29,544.08		29,544.08
1001933	12-07-23	HI-DESERT AIR INC.	DUCTLESS SPLIT A/C INSTALLATION	22,800.00	22,800.00		22,800.00
1001973	12-14-23	MANPOWER US INC.	STAFFING SERVICES - ADMIN STAFFING SERVICES - GM REPORT/GRANTS STAFFING SERVICES - GM REPORT/GRANTS STAFFING SERVICES - GM REPORT/GRANTS STAFFING SERVICES - ADMIN STAFFING SERVICES - FIELD SERVICE STAFF STAFFING SERVICES - WWTP OIT STAFFING SERVICES - WWTP OIT STAFFING SERVICES - WWTP OIT STAFFING SERVICES - WWTP OIT STAFFING SERVICES - WWTP OIT STAFFING SERVICES - FIELD SERVICE STAFF	2,494.81 3,157.38 3,534.38 3,581.50 2,580.15 1,211.04 1,220.00 260.00 1,600.00 271.44 1,670.40	21,581.10		21,581.10
99105524	12-20-23	DOWNING CONSTRUCTION, INC.	RETENTION WIRE FOR PP#9	19,019.91	0.00	19,019.91	19,019.91
1002015	12-21-23	MANPOWER US INC.	WHITTEN, WILLIAM - BUSINESS ANALYST NUSSER, MICHAEL - WATER RES. ASSOC. WHITTEN, WILLIAM - BUSINESS ANALYST	2,439.42 3,298.75 1,999.72	18,425.82		18,425.82



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				AMOUNT	OPERATING	CAPITAL	
			WHITTEN, WILLIAM - BUSINESS ANALYST	2,482.40			
			NUSSER, MICHAEL- WATER RES. ASSOC.	1,837.88			
			WHITTEN, WILLIAM- BUSINESS ANALYST	445.12			
			NUSSER, MICHAEL - WATER RES. ASSOC.	3,440.13			
			WHITTEN WILLIAM - BUSINESS ANALYST	2,482.40			
1002013	12-21-23	INNOVYZE LLC	UPGRADE WATER & SEWER GEM SOFTWARE	18,375.00	18,375.00		18,375.00
1002006	12-21-23	ENTERPRISE FM TRUST	MONTHLY FLEET LEASE - 12/2023	18,209.43	18,209.43		18,209.43
1001988	12-14-23	UMETECH, INC.	IT SERVICES	16,577.85	16,577.85		16,577.85
1001943	12-07-23	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES CLASS ACTION	550.00	16,218.98		16,218.98
			LEGAL SERVICES DWA LAWSUIT	825.00			
			LEGAL SERVICES OVER RETAINER	8,343.98			
			LEGAL SERVICES RETAINER	6,500.00			
1001958	12-14-23	BECK OIL, INC.	UNLEADED GASOLINE	10,043.39	15,380.99		15,380.99
			DIESEL FUEL	5,337.60			
99105324	12-07-23	FARMERS & MERCHANTS BANK	DEBT PAYABLE - DEC. 2023	12,190.95	12,190.95		12,190.95
99105228	12-01-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.24.23	12,088.27	12,088.27		12,088.27
1002016	12-21-23	MCCROMETER INC	FLOW METER MCCROMETER	2,613.67	2,613.67	8,747.42	11,361.09
			MCCROMETER ULTRA MAG METER	8,747.42			
1002036	12-27-23	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES FOR SAMPLES - OCT 2023	11,126.00	11,126.00		11,126.00
1001965	12-14-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	1,316.15	11,104.84		11,104.84
			SLUDGE HAULING	4,268.83			
			SLUDGE HAULING	1,914.38			
			SLUDGE HAULING	3,926.79			
			SLUDGE HAULING	3,947.52			
			SLUDGE HAULING CREDIT	-4,268.83			
99105406	12-15-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 12.08.2023	11,059.93	11,059.93		11,059.93
1001939	12-07-23	PROBOLSKY RESEARCH	CUSTOMER SURVEY	11,000.00	11,000.00		11,000.00
1002037	12-27-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	2,034.19	10,979.29		10,979.29
			SLUDGE HAULING	1,307.17			
			BELT TRAILER	2,000.00			
			TRACTOR UNIT - SLUDGE HAULING	3,000.00			
			SLUDGE HAULING	2,637.93			
99105227	12-01-23	STATE OF CA EDD	STATE TX PPE 11.24.23	10,875.00	10,875.00		10,875.00
99105521	12-29-23	STATE OF CA EDD	STATE TAX PPE 12.22.23	10,719.92	10,719.92		10,719.92
99105403	12-15-23	STATE OF CA EDD	STATE TAX PPE 12.08.23	10,415.62	10,415.62		10,415.62
99105523	12-29-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 12.22.23	9,647.77	9,647.77		9,647.77
1001948	12-07-23	XYLEM DEWATERING SOLUTIONS INC	STANDBY PUMPING @ LIFT STATION	8,035.42	8,035.42		8,035.42
1002045	12-27-23	XYLEM DEWATERING SOLUTIONS INC	STANDBY PUMPING - LIFT STATION	8,035.42	8,035.42		8,035.42
1001966	12-14-23	EXECUTIVE FACILITIES SERVICES, INC.	CREDIT MEMO - JANITORIAL SERVICE 09/2023	-305.00	7,930.00		7,930.00
			JANITORIAL SERVICES - 10/2023	1,830.00			
			OCTOBER DISINFECTION SERVICES	1,830.00			
			NOVEMBER JANITORIAL SERVICES	2,287.50			
			DISINFECTION SERVICES - 11/2023	2,287.50			
99105323	12-06-23	PAYNEARME MT, INC.	NOV. 2023 PAYNEARME FEES	7,587.59	7,587.59		7,587.59
PR123023	12-30-23	EMPLOYEES		-7,536.11	-7,536.11		-7,536.11
1001984	12-14-23	STATE WATER RES CONTRL BRD	ANNUAL PERMIT FEE - ALAEN HORTON CS	3,746.00	7,492.00		7,492.00
			ANNUAL PERMIT FEE - DESERT CREST CS	3,746.00			
1001931	12-07-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	6,656.66	6,656.66		6,656.66
1002043	12-27-23	URBAN HABITAT	LANDSCAPE NOVEMBER 2023	6,425.00	6,425.00		6,425.00
1001979	12-14-23	RAY LOPEZ ASSOCIATES	LANDSCAPE PLAN CHECKS, INSPECTIONS NOVEMBER 2023	6,357.42	6,357.42		6,357.42
1001983	12-14-23	SOUTHERN CALIFORNIA EDISON COMPANY	4802 - 11.25.23	6,324.14	6,324.14		6,324.14
1001987	12-14-23	TKE ENGINEERING, INC	CONSULTANT DESIGN SERVICES OCT 2023	5,397.50	0.00	6,285.00	6,285.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE			TOTAL
				AMOUNT	OPERATING	CAPITAL	
			CM & INSPECTION FOR OCT 2023	887.50			
1002039	12-27-23	MANPOWER US INC.	WWTP OIT- ISAAC LOPEZ	1,600.00	5,872.64		5,872.64
			METER READER TEMP. - ALEX M.	1,002.24			
			WWTP OIT - ISAAC LOPEZ	1,600.00			
			METER READER TEMP. - ALEX M.	1,670.40			
1002012	12-21-23	INFOSEND INC	MONTHLY BILLING SERVICES NOVEMBER 2023	4,284.45	5,519.47		5,519.47
			JULY NEWSLETTER INSERT	1,235.02			
1002000	12-21-23	CV STRATEGIES	MSWD CALENDAR SERVICES/FI	3,091.25	5,432.50		5,432.50
			VIDEO SERVICES	2,341.25			
1001941	12-07-23	ROBERT G MODRICH	NOV 2023 UNIDATA MAINTENANCE	5,430.00	5,430.00		5,430.00
1001945	12-07-23	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	5,137.50	4,787.50	350.00	5,137.50
1001957	12-14-23	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE	200.54	5,037.16		5,037.16
			E. COLI TESTING	375.15			
			E.COLI GROUNDWATER TESTING	250.10			
			TOTAL N PACKAGE	1,270.47			
			TOTAL N PACKAGE RWRF GROUNDWATER #1	846.98			
			DC EFFLUENT TESTING	559.16			
			TOTAL/FECAL COLIFORM HORTON BELT PRESS	1,534.76			
1002001	12-21-23	CYPRESS DENTAL ADMINISTRATORS	JAN 2024 PREPAID DENTAL	4,917.70	4,917.70		4,917.70
1001937	12-07-23	MANPOWER US INC.	METER READER TEMP. - ALEX M.	1,607.76	4,878.16		4,878.16
			WWTP OIT - ISAAC LOPEZ	1,600.00			
			METER READER TEMP - ALEX M.	1,670.40			
1002005	12-21-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	4,488.68	4,488.68		4,488.68
1002021	12-21-23	THE LINCOLN NATL. LIFE INS. CO.	JAN 2024 PREPAID INSURANCE	4,002.45	4,002.45		4,002.45
1001959	12-14-23	CARPI & CLAY, INC	FEDERAL ADVOCACY - NOC 2023	4,000.00	4,000.00		4,000.00
1001942	12-07-23	SHEPPARD, MULLIN, RICHTER & HAMPTON, LLP	MSWD V. SCE PMT #4	3,814.65	0.00	3,814.65	3,814.65
99105460	12-18-23	PAYMENTUS CORPORATION	NOV. 2023 CREDIT CARD FEES	3,789.15	3,789.15		3,789.15
1000456	12-18-23	CALIFORNIA DEBT AND INVESTEMENT	2023 INSTALLMENT PURCHASE AGREEMENT	-3,750.00	-3,750.00		-3,750.00
1001998	12-21-23	CALIFORNIA DEBT AND INVESTEMENT	2023 INSTALLMENT PURCHASE AGREEMENT	3,750.00	3,750.00		3,750.00
1001978	12-14-23	PLANIT REPROGRAPHICS	MSWD 2024 CALENDARS	3,060.64	3,060.64		3,060.64
99105450	12-19-23	AFLAC	NOVEMBER 2023 AFLAC DEDUCTIONS	2,774.46	2,774.46		2,774.46
1002010	12-21-23	GLENN B. DORNING, INC.	REPLACEMENT RIPPERS	2,773.13	2,773.13		2,773.13
1002026	12-21-23	UNITED RENTALS NORTHWEST,INC.	RATCHET BINDERS BACKHOE TRAILERS	86.20	2,133.45		2,133.45
			DIAMOND BLADES	2,047.25			
1001972	12-14-23	KYLE GROUNDWATER, INC.	WELL REHAB PRIORITIZATION PROGRAM PP #4	2,047.50	0.00	2,047.50	2,047.50
PR120123	12-01-23	EMPLOYEES		1,970.17	1,970.17		1,970.17
1001946	12-07-23	WATERLINE TECHNOLOGIES INC.	8 DRUMS REFILLED #5663327	1,956.74	1,956.74		1,956.74
1002035	12-27-23	CORONA ENVIRONMENTAL CONSULTING, LLC	PROGRESS PMT #1 - T&M LABOR	1,820.00	0.00	1,820.00	1,820.00
1002003	12-21-23	DESERT VALLEY DISPOSAL, INC.	SERVICE CHARGES - CORP YARD	793.90	1,338.79		1,338.79
			SERVICE CHARGES - ADMIN BUILDING	544.89			
1001970	12-14-23	INFOSEND INC	NEWSLETTER INSERT-OCT	1,309.08	1,309.08		1,309.08
1001944	12-07-23	T4 SPATIAL, LLC	CCTV STORAGE - DECEMBER 2023	1,250.00	1,250.00		1,250.00
1002018	12-21-23	SHEPPARD, MULLIN, RICHTER & HAMPTON, LLP	92DM-378557 MSWD V. SCE - PMT #5	1,248.75	0.00	1,248.75	1,248.75
1001990	12-14-23	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	1,174.90	1,174.90		1,174.90
PR121523	12-15-23	EMPLOYEES		1,171.81	1,171.81		1,171.81
1002034	12-27-23	CALVIN LUDVIGSEN	CLAIMS PAYMENT	1,093.88	1,093.88		1,093.88
1002038	12-27-23	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	959.01	959.01		959.01
1001985	12-14-23	THE LAMAR COMPANIES	BILLBOARD - PROTECT YOUR PIPES	950.00	950.00		950.00
1001956	12-14-23	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 10.25.23	304.87	835.41		835.41
			UNIFORM SERVICES 12.06.23	265.27			
			UNIFORM SERVICES 11.29.23	265.27			
1001954	12-14-23	ABSOLUTE STANDARDS INC	LAB TESTING	815.00	815.00		815.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE			TOTAL
				AMOUNT	OPERATING	CAPITAL	
1001974	12-14-23	O'REILLY AUTOMOTIVE INC.	LED LIGHTS FOR UNIT #385	43.08	797.95		797.95
			REPLACEMENT WIPER BLADES UNIT #410	55.15			
			REPLACEMENT OIL FILTER UNIT #409	47.56			
			REPLACEMENT HEX NUT UNIT #435	4.95			
			REPLACEMENT OIL FILTER	113.51			
			WINDSHIELD WASHER FLUID #403	4.59			
			REPLACEMENT WIPER BLADES	22.52			
			WINDSHIELD WASHER FLUID	14.97			
			REPLACEMENT RADIATOR CAP #117	12.38			
			REPLACEMENT BRAKES/ROTORS	372.86			
			REPLACEMENT OIL FILTER	57.90			
			WIRE CONNECTOR, FUSE HOLDER UNIT #402	8.22			
			FUSE HOLDER, ROCKER SWITCH	40.26			
1002031	12-27-23	ALEXANDER NINE	EDUCATION REIMBURSEMENT	781.00	781.00		781.00
1001994	12-21-23	AECOM TECHNICAL SERVICES INC.	AREA M-2 PROGRESS PMT #8	760.00	0.00	760.00	760.00
1002024	12-21-23	TOPS N BARRICADES, INC	SAFETY JACKETS-ENGINEERING	123.87	714.93		714.93
			SAFETY JACKETS C&M	232.51			
			SAFETY JACKETS - WASTEWATER DEPT.	358.55			
1002044	12-27-23	USA BLUEBOOK	DIGITAL PRESSURE GAUGES	423.36	671.13		671.13
			OAKTON PH BUFFER HORTON PLANT	149.89			
			DEIONIZED WATER, ZERO OXYGEN, HORTON PLANT	97.88			
1002011	12-21-23	GRAINGER	PIPE PLUGS - HORTON PLANT	462.80	654.45		654.45
			TETHER FLOAT, WIRE LEADS - HORTON PLANT	191.65			
1001961	12-14-23	CASEY DOLAN	DIGITAL AD MGMT & CONSULT - DEC 2023	650.00	650.00		650.00
1001960	12-14-23	CASAMAR GROUP, LLC	LABOR COMPLIANCE 11/2023	214.26	637.94		637.94
			LABOR COMPLIANCE - URBAN HABITAT 11/2023	254.69			
			LABOR COMPLIANCE - LO LYNCH 11/2023	168.99			
1002057	12-29-23	POWELL CONSTRUCTORS INC	ACCOUNT REFUND PIERSON BLVD E OF DESERT TERRACE WY	629.86	629.86		629.86
1002008	12-21-23	FERGUSON WATERWORKS #1083	COUPLINGS	611.04	611.04		611.04
1001940	12-07-23	RAP FOUNDATION	SENIOR INSPIRATION AWARDS SPONSORSHIP	600.00	600.00		600.00
1001928	12-07-23	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	46.30	598.96		598.96
			UNIFORM SERVICES 11.22.23	552.66			
1002017	12-21-23	POLLARD WATER.COM EAST	ZENNER HYDRANT LOCKS	560.30	560.30		560.30
1002028	12-21-23	WESTERN PUMP INC	FUEL PUMP DISPENSER REPAIR	526.89	526.89		526.89
1001996	12-21-23	BABCOCK LABORATORIES, INC.	CANNDESCENT	510.77	510.77		510.77
1001967	12-14-23	FARMER BROS. CO	COFFEE & TEA ORDER	495.72	495.72		495.72
1001992	12-14-23	XEROX CORPORATION	XEROX LEASE	415.30	415.30		415.30
1001975	12-14-23	PALM SPRINGS CHAMBER OF COMMERCE	PSCOC RENEWAL DUES	350.00	350.00		350.00
1001997	12-21-23	BRINKS INCORPORATED	DECEMBER MONTHLY SERVICES	297.12	347.91		347.91
			NOVEMBER MONTHLY SERVICES	50.79			
1001964	12-14-23	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING CLASS ACTION	345.00	345.00		345.00
1001981	12-14-23	RUSS MARTIN	R. MARTIN - MILEAGE REIMB.	322.91	322.91		322.91
1001976	12-14-23	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL - ANNEX BUILDING	65.00	300.00		300.00
			PEST CONTROL - ADMIN BLDG	90.00			
			PEST CONTROL - BAIT BOX @ CORP YARD	60.00			
			PEST CONTROL - CORP YARD	45.00			
			PEST CONTROL - BAIT BOX @ ADMIN	40.00			
1001934	12-07-23	KILLER BEE PEST CONTROL	BEE REMOVAL - VARIOUS LOCATIONS	285.00	285.00		285.00
1001989	12-14-23	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	274.25	274.25		274.25
1001963	12-14-23	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC	270.00	270.00		270.00
1001938	12-07-23	PARKERS BUILDING SUPPLY	ITEMS FOR PARADE FLOAT	3.99	269.62		269.62
			ADMIN BUILDING REPAIR ITEMS	47.39			

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE	OPERATING	CAPITAL	TOTAL
				AMOUNT			
			ITEMS FOR PARADE FLOAT	74.00			
			STAPLES FOR PARADE FLOAT	5.91			
			ITEMS FOR PARADE FLOAT	46.46			
			ITEMS FOR DHS PARADE FLOAT	48.28			
			DOOR LOCK FOR ENGINEERING OFFICE	15.07			
			REPLACEMENT LED BULBS	19.38			
			BAR/CHAIN OIL FOR DISTRICT CHAINSAWS	9.14			
1002030	12-21-23	WHITE CAP CONSTRUCTION SUPPLY	SAFETY VESTS/CONCRETE FORMS	264.22	264.22		264.22
1002032	12-27-23	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	262.76	262.76		262.76
1001993	12-21-23	ADT COMMERCIAL LLC	SECURITY ALARM - ADMIN & CORP YARD	251.27	251.27		251.27
1002022	12-21-23	TIMOTHY OWENS	WORK BOOTS REIMBURSEMENT	247.83	247.83		247.83
1001947	12-07-23	XEROX CORPORATION	XEROX LEASE - NOV 2023	237.43	237.43		237.43
1001969	12-14-23	FORSHOCK	SCADA MONITORING	220.00	220.00		220.00
1002033	12-27-23	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - HORTON WWTP	200.54	200.54		200.54
1001952	12-11-23	TRE BURNS	ACCOUNT REFUND 64550 PIERSON BLVD #74	191.08	191.08		191.08
1002025	12-21-23	ULTIMATE MOTORS INC.	SMOG TEST UNIT #398	45.00	180.00		180.00
			SMOG TEST UNIT #414	45.00			
			SMOG TEST UNIT #365	45.00			
			SMOG TEST UNIT #391	45.00			
99105405	12-18-23	RIVERSIDE COUNTY DCSS - MAIN OFFICE	MONTHLY IWO PPE 12.08.2023	176.25	176.25		176.25
1001999	12-21-23	CASAMAR GROUP, LLC	LABOR COMPLIANCE - WELL 34 - 11/2023	171.41	0.00	171.41	171.41
1001932	12-07-23	FRANCHISE TAX BOARD	GARNISHMENT PPE 11.24.23	150.00	150.00		150.00
1002009	12-21-23	FRANCHISE TAX BOARD	GARNISHMENT PPE 12.08.23 PMT #8	150.00	150.00		150.00
1002014	12-21-23	MAC'S MOBILE AUTOGLASS	REPLACEMENT GLASS UNIT #424	150.00	150.00		150.00
1002042	12-27-23	TOTAL CARE WORK INJURY CLINIC	PRE-EMPLOYMENT PHYSICAL	150.00	150.00		150.00
1002027	12-21-23	VAGABOND WELDING SUPPLY	REPLACEMENT REGULATOR CO2 TANK	135.94	135.94		135.94
1001971	12-14-23	IVAN SEWELL	I. SEWELL MILEAGE REIMB.	120.52	120.52		120.52
1002040	12-27-23	NCL OF WISCONSIN, INC	LITER C-37L CONDUCTIVITY STANDARD	119.00	119.00		119.00
1001986	12-14-23	THEODORE MAYRHOFEN	T. MAYRHOFEN - MILEAGE REIMB.	117.24	117.24		117.24
99105325	12-12-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS RETRO PPE 01.21.22	110.59	110.59		110.59
1001949	12-11-23	PATTY MCHUGH	ACCOUNT REFUND 64429 LEMA CT	110.04	110.04		110.04
1001980	12-14-23	ROBERT GRIFFITH	R. GRIFFITH - MILEAGE REIMB.	103.49	103.49		103.49
1001991	12-14-23	WIENHOFF DRUG TESTING	YEARLY DOT QUERIES 2023	90.00	90.00		90.00
1002029	12-21-23	WESTAIR GASES & EQUIPMENT, INC.	REFILL CO2 TANK FOR SOUNDINGS	87.44	87.44		87.44
1002055	12-29-23	MARIO CRNCIC	ACCOUNT REFUND 13500 LITTLE MORONGO RD	85.96	85.96		85.96
1002050	12-29-23	ELIZABETH GUTIERREZ	ACCOUNT REFUND 66020 GRANADA AVE	79.85	79.85		79.85
99105437	12-18-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS RETRO 02.04.22	73.42	73.42		73.42
1002046	12-29-23	ANA PAPAZIAN	ACCOUNT REFUND 13725 HERMANO WAY	72.37	72.37		72.37
1001950	12-11-23	SHAUNA THOMAS	ACCOUNT REFUND 66202 1ST ST	62.51	62.51		62.51
1002052	12-29-23	LORI R MESSNER	ACCOUNT REFUND 13160 HALBRENT AVE	51.61	51.61		51.61
1001977	12-14-23	PARKERS BUILDING SUPPLY	MISC. ITEMS FOR PRODUCTION	14.31	50.38		50.38
			PARADE FLOAT ITEMS	36.07			
1002002	12-21-23	DESERT ELECTRIC SUPPLY	FITTINGS FOR DW29 CL2 PRODUCTION	48.59	48.59		48.59
1001968	12-14-23	FEDEX	WF PMT MGR OVERNIGHT FEE	48.17	48.17		48.17
1002007	12-21-23	FEDEX	OVERNIGHT FEE	48.07	48.07		48.07
1002056	12-29-23	MICHAEL TYRELL BROWN	ACCOUNT REFUND 9930 BROOKLINE AVE	44.15	44.15		44.15
1002054	12-29-23	LUIS NAYOTL	ACCOUNT REFUND 10301 PALM DR	33.96	33.96		33.96
1002051	12-29-23	JULIO OMAR OROZCO	ACCOUNT REFUND 15800 VIA VISTA	30.46	30.46		30.46
1001953	12-11-23	WENDY NELSON	ACCOUNT REFUND 68214 VIA DOMINGO	26.31	26.31		26.31
1001995	12-21-23	AIR & HOSE SOURCE INC.	COMPRESSION ADAPTERS - HORTON PLANT	26.10	26.10		26.10
1002048	12-29-23	DANNY BIGHAM	ACCOUNT REFUND 66215 CAHUILLA AVE	24.83	24.83		24.83
1001951	12-11-23	SIOBHAN FAHEY	ACCOUNT REFUND 11255 POMELO DR	13.63	13.63		13.63

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				AMOUNT	OPERATING	CAPITAL	
1002041	12-27-23	PARKERS BUILDING SUPPLY	MISC. ITEMS FOR WELL SITES	10.43	10.43		10.43
1002047	12-29-23	DANIEL/CATHERINE SCHRAMER	ACCOUNT REFUND 8550 ANNANDALE AVE	9.68	9.68		9.68
1002049	12-29-23	DAVID RUBARTH	ACCOUNT REFUND 15020 VIA MONTANA	9.17	9.17		9.17
1002053	12-29-23	LUIS HERNANDEZ	ACCOUNT REFUND 66935 ESTRELLA AVE	3.07	3.07		3.07
1001982	12-14-23	SO CAL GAS	GAS BILL	0.19	1.87		1.87
			GAS BILL	1.68			
PR122923	12-29-23	EMPLOYEES		0.00	0.00		0.00
			CURRENT CHECK TOTAL	3,033,826.4	2,209,259.9	824,566.4	3,033,826.4
TOTAL				3,033,826.41	2,209,259.9	824,566.48	3,033,826.41
158 records listed							

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				AMOUNT	OPERATING	CAPITAL	
1000456	12-18-23	CALIFORNIA DEBT AND INVESTEMENT	2023 INSTALLMENT PURCHASE AGREEMENT	-3,750.00	-3,750.00		-3,750.00
1001928	12-07-23	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	46.30	598.96		598.96
			UNIFORM SERVICES 11.22.23	552.66			
1001929	12-07-23	CITY OF DESERT HOT SPRINGS	UU TAX SEPTEMBER 2023	49,604.36	49,604.36		49,604.36
1001930	12-07-23	CORE & MAIN LP	HARDWARE INVENTORY ITEMS	16,171.55	32,091.91		32,091.91
			PVC PIPE	1,120.18			
			GATE VALVES	7,763.39			
			GATE VALVE	1,497.73			
			SWING CHECK VALVE	3,738.93			
			HARDWARE INVENTORY	940.77			
			CLA-VAL REPAIR KIT	859.36			
1001931	12-07-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	6,656.66	6,656.66		6,656.66
1001932	12-07-23	FRANCHISE TAX BOARD	GARNISHMENT PPE 11.24.23	150.00	150.00		150.00
1001933	12-07-23	HI-DESERT AIR INC.	DUCTLESS SPLIT A/C INSTALLATION	22,800.00	22,800.00		22,800.00
1001934	12-07-23	KILLER BEE PEST CONTROL	BEE REMOVAL - VARIOUS LOCATIONS	285.00	285.00		285.00
1001935	12-07-23	L.O. LYNCH QUALITY WELLS & PUMPS, INC.	WELL 22 PUMP EQUIPMENT - LO LYNCH	179,803.00	0.00	179,803.00	179,803.00
1001936	12-07-23	LAYNE CHRISTENSEN COMPANY	PROGRESS PAYMENT #10	54,663.28	0.00	54,663.28	54,663.28
1001937	12-07-23	MANPOWER US INC.	METER READER TEMP. - ALEX M.	1,607.76	4,878.16		4,878.16
			WWTP OIT - ISAAC LOPEZ	1,600.00			
			METER READER TEMP - ALEX M.	1,670.40			
1001938	12-07-23	PARKERS BUILDING SUPPLY	ITEMS FOR PARADE FLOAT	3.99	269.62		269.62
			ADMIN BUILDING REPAIR ITEMS	47.39			
			ITEMS FOR PARADE FLOAT	74.00			
			STAPLES FOR PARADE FLOAT	5.91			
			ITEMS FOR PARADE FLOAT	46.46			
			ITEMS FOR DHS PARADE FLOAT	48.28			
			DOOR LOCK FOR ENGINEERING OFFICE	15.07			
			REPLACEMENT LED BULBS	19.38			
			BAR/CHAIN OIL FOR DISTRICT CHAINSAWS	9.14			
1001939	12-07-23	PROBOLSKY RESEARCH	CUSTOMER SURVEY	11,000.00	11,000.00		11,000.00
1001940	12-07-23	RAP FOUNDATION	SENIOR INSPIRATION AWARDS SPONSORSHIP	600.00	600.00		600.00
1001941	12-07-23	ROBERT G MODRICH	NOV 2023 UNIDATA MAINTENANCE	5,430.00	5,430.00		5,430.00
1001942	12-07-23	SHEPPARD, MULLIN, RICHTER & HAMPTON, LLP	MSWD V. SCE PMT #4	3,814.65	0.00	3,814.65	3,814.65
1001943	12-07-23	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	LEGAL SERVICES CLASS ACTION	550.00	16,218.98		16,218.98
			LEGAL SERVICES DWA LAWSUIT	825.00			
			LEGAL SERVICES OVER RETAINER	8,343.98			
			LEGAL SERVICES RETAINER	6,500.00			
1001944	12-07-23	T4 SPATIAL, LLC	CCTV STORAGE - DECEMBER 2023	1,250.00	1,250.00		1,250.00
1001945	12-07-23	TKE ENGINEERING, INC	GENERAL ENGINEERING SERVICES	5,137.50	4,787.50	350.00	5,137.50
1001946	12-07-23	WATERLINE TECHNOLOGIES INC.	8 DRUMS REFILLED #5663327	1,956.74	1,956.74		1,956.74
1001947	12-07-23	XEROX CORPORATION	XEROX LEASE - NOV 2023	237.43	237.43		237.43
1001948	12-07-23	XYLEM DEWATERING SOLUTIONS INC	STANDBY PUMPING @ LIFT STATION	8,035.42	8,035.42		8,035.42
1001949	12-11-23	PATTY MCHUGH	ACCOUNT REFUND 64429 LEMA CT	110.04	110.04		110.04
1001950	12-11-23	SHAUNA THOMAS	ACCOUNT REFUND 66202 1ST ST	62.51	62.51		62.51
1001951	12-11-23	SIOBHAN FAHEY	ACCOUNT REFUND 11255 POMELO DR	13.63	13.63		13.63
1001952	12-11-23	TRE BURNS	ACCOUNT REFUND 64550 PIERSON BLVD #74	191.08	191.08		191.08
1001953	12-11-23	WENDY NELSON	ACCOUNT REFUND 68214 VIA DOMINGO	26.31	26.31		26.31
1001954	12-14-23	ABSOLUTE STANDARDS INC	LAB TESTING	815.00	815.00		815.00
1001955	12-14-23	ACWA-JPIA HEALTH BENEFITS AUTH.	JAN 2024 PREPAID INSURANCE	108,525.59	108,525.59		108,525.59
1001956	12-14-23	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES 10.25.23	304.87	835.41		835.41
			UNIFORM SERVICES 12.06.23	265.27			
			UNIFORM SERVICES 11.29.23	265.27			

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				AMOUNT	OPERATING	CAPITAL	
1001957	12-14-23	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE	200.54	5,037.16		5,037.16
			E. COLI TESTING	375.15			
			E.COLI GROUNDWATER TESTING	250.10			
			TOTAL N PACKAGE	1,270.47			
			TOTAL N PACKAGE RWRF GROUNDWATER #1	846.98			
			DC EFFLUENT TESTING	559.16			
			TOTAL/FECAL COLIFORM HORTON BELT PRESS	1,534.76			
1001958	12-14-23	BECK OIL, INC.	UNLEADED GASOLINE	10,043.39	15,380.99		15,380.99
			DIESEL FUEL	5,337.60			
1001959	12-14-23	CARPI & CLAY, INC	FEDERAL ADVOCACY - NOC 2023	4,000.00	4,000.00		4,000.00
1001960	12-14-23	CASAMAR GROUP, LLC	LABOR COMPLIANCE 11/2023	214.26	637.94		637.94
			LABOR COMPLIANCE - URBAN HABITAT 11/2023	254.69			
			LABOR COMPLIANCE - LO LYNCH 11/2023	168.99			
1001961	12-14-23	CASEY DOLAN	DIGITAL AD MGMT & CONSULT - DEC 2023	650.00	650.00		650.00
1001962	12-14-23	CITY OF DESERT HOT SPRINGS	UUT OCTOBER 2023	29,544.08	29,544.08		29,544.08
1001963	12-14-23	CLINICAL LABORATORY OF SAN BERNARDINO	BOD TESTING H+DC	270.00	270.00		270.00
1001964	12-14-23	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING CLASS ACTION	345.00	345.00		345.00
1001965	12-14-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	1,316.15	11,104.84		11,104.84
			SLUDGE HAULING	4,268.83			
			SLUDGE HAULING	1,914.38			
			SLUDGE HAULING	3,926.79			
			SLUDGE HAULING	3,947.52			
			SLUDGE HAULING CREDIT	-4,268.83			
1001966	12-14-23	EXECUTIVE FACILITIES SERVICES, INC.	CREDIT MEMO - JANITORIAL SERVICE 09/2023	-305.00	7,930.00		7,930.00
			JANITORIAL SERVICES - 10/2023	1,830.00			
			OCTOBER DISINFECTION SERVICES	1,830.00			
			NOVEMBER JANITORIAL SERVICES	2,287.50			
			DISINFECTION SERVICES - 11/2023	2,287.50			
1001967	12-14-23	FARMER BROS. CO	COFFEE & TEA ORDER	495.72	495.72		495.72
1001968	12-14-23	FEDEX	WF PMT MGR OVERNIGHT FEE	48.17	48.17		48.17
1001969	12-14-23	FORSHOCK	SCADA MONITORING	220.00	220.00		220.00
1001970	12-14-23	INFOSEND INC	NEWSLETTER INSERT-OCT	1,309.08	1,309.08		1,309.08
1001971	12-14-23	IVAN SEWELL	I. SEWELL MILEAGE REIMB.	120.52	120.52		120.52
1001972	12-14-23	KYLE GROUNDWATER, INC.	WELL REHAB PRIORITIZATION PROGRAM PP #4	2,047.50	0.00	2,047.50	2,047.50
1001973	12-14-23	MANPOWER US INC.	STAFFING SERVICES - ADMIN	2,494.81	21,581.10		21,581.10
			STAFFING SERVICES - GM REPORT/GRANTS	3,157.38			
			STAFFING SERVICES - GM REPORT/GRANTS	3,534.38			
			STAFFING SERVICES - GM REPORT/GRANTS	3,581.50			
			STAFFING SERVICES - ADMIN	2,580.15			
			STAFFING SERVICES - FIELD SERVICE STAFF	1,211.04			
			STAFFING SERVICES - WWTP OIT	1,220.00			
			STAFFING SERVICES - WWTP OIT	260.00			
			STAFFING SERVICES - WWTP OIT	1,600.00			
			STAFFING SERVICES - WWTP OIT	271.44			
			STAFFING SERVICES - FIELD SERVICE STAFF	1,670.40			
1001974	12-14-23	O'REILLY AUTOMOTIVE INC.	LED LIGHTS FOR UNIT #385	43.08	797.95		797.95
			REPLACEMENT WIPER BLADES UNIT #410	55.15			
			REPLACEMENT OIL FILTER UNIT #409	47.56			
			REPLACEMENT HEX NUT UNIT #435	4.95			
			REPLACEMENT OIL FILTER	113.51			
			WINDSHIELD WASHER FLUID #403	4.59			
			REPLACEMENT WIPER BLADES	22.52			

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				AMOUNT	OPERATING	CAPITAL	
			WINDSHIELD WASHER FLUID	14.97			
			REPLACEMENT RADIATOR CAP #117	12.38			
			REPLACEMENT BRAKES/ROTORS	372.86			
			REPLACEMENT OIL FILTER	57.90			
			WIRE CONNECTOR, FUSE HOLDER UNIT #402	8.22			
			FUSE HOLDER, ROCKER SWITCH	40.26			
1001975	12-14-23	PALM SPRINGS CHAMBER OF COMMERCE	PSCOC RENEWAL DUES	350.00	350.00		350.00
1001976	12-14-23	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL - ANNEX BUILDING	65.00	300.00		300.00
			PEST CONTROL - ADMIN BLDG	90.00			
			PEST CONTROL - BAIT BOX @ CORP YARD	60.00			
			PEST CONTROL - CORP YARD	45.00			
			PEST CONTROL - BAIT BOX @ ADMIN	40.00			
1001977	12-14-23	PARKERS BUILDING SUPPLY	MISC. ITEMS FOR PRODUCTION	14.31	50.38		50.38
			PARADE FLOAT ITEMS	36.07			
1001978	12-14-23	PLANIT REPROGRAPHICS	MSWD 2024 CALENDARS	3,060.64	3,060.64		3,060.64
1001979	12-14-23	RAY LOPEZ ASSOCIATES	LANDSCAPE PLAN CHECKS, INSPECTIONS NOVEMBER 2023	6,357.42	6,357.42		6,357.42
1001980	12-14-23	ROBERT GRIFFITH	R. GRIFFITH - MILEAGE REIMB.	103.49	103.49		103.49
1001981	12-14-23	RUSS MARTIN	R. MARTIN - MILEAGE REIMB.	322.91	322.91		322.91
1001982	12-14-23	SO CAL GAS	GAS BILL	0.19	1.87		1.87
			GAS BILL	1.68			
1001983	12-14-23	SOUTHERN CALIFORNIA EDISON COMPANY	4802 - 11.25.23	6,324.14	6,324.14		6,324.14
1001984	12-14-23	STATE WATER RES CONTRL BRD	ANNUAL PERMIT FEE - ALAEN HORTON CS	3,746.00	7,492.00		7,492.00
			ANNUAL PERMIT FEE - DESERT CREST CS	3,746.00			
1001985	12-14-23	THE LAMAR COMPANIES	BILLBOARD - PROTECT YOUR PIPES	950.00	950.00		950.00
1001986	12-14-23	THEODORE MAYRHOFEN	T. MAYRHOFEN - MILEAGE REIMB.	117.24	117.24		117.24
1001987	12-14-23	TKE ENGINEERING, INC	CONSULTANT DESIGN SERVICES OCT 2023	5,397.50	0.00	6,285.00	6,285.00
			CM & INSPECTION FOR OCT 2023	887.50			
1001988	12-14-23	UMETECH, INC.	IT SERVICES	16,577.85	16,577.85		16,577.85
1001989	12-14-23	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	274.25	274.25		274.25
1001990	12-14-23	VERIZON CONNECT FLEET USA LLC	GPS TRACKING SUBSCRIPTION	1,174.90	1,174.90		1,174.90
1001991	12-14-23	WIENHOFF DRUG TESTING	YEARLY DOT QUERIES 2023	90.00	90.00		90.00
1001992	12-14-23	XEROX CORPORATION	XEROX LEASE	415.30	415.30		415.30
1001993	12-21-23	ADT COMMERCIAL LLC	SECURITY ALARM - ADMIN & CORP YARD	251.27	251.27		251.27
1001994	12-21-23	AECOM TECHNICAL SERVICES INC.	AREA M-2 PROGRESS PMT #8	760.00	0.00	760.00	760.00
1001995	12-21-23	AIR & HOSE SOURCE INC.	COMPRESSION ADAPTERS - HORTON PLANT	26.10	26.10		26.10
1001996	12-21-23	BABCOCK LABORATORIES, INC.	CANNDESCENT	510.77	510.77		510.77
1001997	12-21-23	BRINKS INCORPORATED	DECEMBER MONTHLY SERVICES	297.12	347.91		347.91
			NOVEMBER MONTHLY SERVICES	50.79			
1001998	12-21-23	CALIFORNIA DEBT AND INVESTEMENT	2023 INSTALLMENT PURCHASE AGREEMENT	3,750.00	3,750.00		3,750.00
1001999	12-21-23	CASAMAR GROUP, LLC	LABOR COMPLIANCE - WELL 34 - 11/2023	171.41	0.00	171.41	171.41
1002000	12-21-23	CV STRATEGIES	MSWD CALENDAR SERVICES/FI	3,091.25	5,432.50		5,432.50
			VIDEO SERVICES	2,341.25			
1002001	12-21-23	CYPRESS DENTAL ADMINISTRATORS	JAN 2024 PREPAID DENTAL	4,917.70	4,917.70		4,917.70
1002002	12-21-23	DESERT ELECTRIC SUPPLY	FITTINGS FOR DW/29 CL2 PRODUCTION	48.59	48.59		48.59
1002003	12-21-23	DESERT VALLEY DISPOSAL, INC.	SERVICE CHARGES - CORP YARD	793.90	1,338.79		1,338.79
			SERVICE CHARGES - ADMIN BUILDING	544.89			
1002004	12-21-23	DOWNING CONSTRUCTION, INC.	PROGRESS PAYMENT #9	361,378.27	0.00	361,378.27	361,378.27
1002005	12-21-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	4,488.68	4,488.68		4,488.68
1002006	12-21-23	ENTERPRISE FM TRUST	MONTHLY FLEET LEASE - 12/2023	18,209.43	18,209.43		18,209.43
1002007	12-21-23	FEDEX	OVERNIGHT FEE	48.07	48.07		48.07
1002008	12-21-23	FERGUSON WATERWORKS #1083	COUPLINGS	611.04	611.04		611.04
1002009	12-21-23	FRANCHISE TAX BOARD	GARNISHMENT PPE 12.08.23 PMT #8	150.00	150.00		150.00



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				AMOUNT	OPERATING	CAPITAL	
1002010	12-21-23	GLENN B. DORNING, INC.	REPLACEMENT RIPPERS	2,773.13	2,773.13		2,773.13
1002011	12-21-23	GRAINGER	PIPE PLUGS - HORTON PLANT	462.80	654.45		654.45
			TETHER FLOAT, WIRE LEADS - HORTON PLANT	191.65			
1002012	12-21-23	INFOSEND INC	MONTHLY BILLING SERVICES NOVEMBER 2023	4,284.45	5,519.47		5,519.47
			JULY NEWSLETTER INSERT	1,235.02			
1002013	12-21-23	INNOVYZE LLC	UPGRADE WATER & SEWER GEM SOFTWARE	18,375.00	18,375.00		18,375.00
1002014	12-21-23	MAC'S MOBILE AUTOGLASS	REPLACEMENT GLASS UNIT #424	150.00	150.00		150.00
1002015	12-21-23	MANPOWER US INC.	WHITTEN, WILLIAM - BUSINESS ANALYST	2,439.42	18,425.82		18,425.82
			NUSSER, MICHAEL - WATER RES. ASSOC.	3,298.75			
			WHITTEN, WILLIAM - BUSINESS ANALYST	1,999.72			
			WHITTEN, WILLIAM - BUSINESS ANALYST	2,482.40			
			NUSSER, MICHAEL - WATER RES. ASSOC.	1,837.88			
			WHITTEN, WILLIAM - BUSINESS ANALYST	445.12			
			NUSSER, MICHAEL - WATER RES. ASSOC.	3,440.13			
			WHITTEN WILLIAM - BUSINESS ANALYST	2,482.40			
1002016	12-21-23	MCCROMETER INC	FLOW METER MCCROMETER	2,613.67	2,613.67	8,747.42	11,361.09
			MCCROMETER ULTRA MAG METER	8,747.42			
1002017	12-21-23	POLLARD WATER.COM EAST	ZENNER HYDRANT LOCKS	560.30	560.30		560.30
1002018	12-21-23	SHEPPARD, MULLIN, RICHTER & HAMPTON, LLP	92DM-378557 MSWD V. SCE - PMT #5	1,248.75	0.00	1,248.75	1,248.75
1002019	12-21-23	SOUTHERN CALIFORNIA EDISON COMPANY	101-3084 - 12.12.2023 & LATE FEE	2,704.45	698,192.78		698,192.78
			201-6334 - 11.03.23	664,224.04			
			8247- 12.12.23	31,264.29			
1002020	12-21-23	STATE WATER RES CONTRL BRD	ANNUAL PERMIT FEE- ALAN HORTON WWTP	26,785.00	84,277.00		84,277.00
			ANNUAL PERMIT FEE- DESERT CREST WWTP	26,785.00			
			ANNUAL PERMIT FEE- NANCY WRIGHT REGIONAL WATER	26,785.00			
			ANNUAL PERMIT FEE - FACILITY 4DW0531	3,922.00			
1002021	12-21-23	THE LINCOLN NATL. LIFE INS. CO.	JAN 2024 PREPAID INSURANCE	4,002.45	4,002.45		4,002.45
1002022	12-21-23	TIMOTHY OWENS	WORK BOOTS REIMBURSEMENT	247.83	247.83		247.83
1002023	12-21-23	TKE ENGINEERING, INC	PROGRESS PMT #21 FOR C&M INSPECTION	173,002.29	46,862.50	184,457.29	231,319.79
			CONSULTANT DESIGN SERVICES NOV 2023	7,457.50			
			CM & INSPECTION FOR NOV 2023	912.50			
			CONSULTANT DESIGN SERVICES NOV 2023	425.00			
			SERVICES - SEPTEMBER 2023	26,275.00			
			OCT 2023 SERVICES	23,247.50			
1002024	12-21-23	TOPS N BARRICADES, INC	SAFETY JACKETS-ENGINEERING	123.87	714.93		714.93
			SAFETY JACKETS C&M	232.51			
			SAFETY JACKETS - WASTEWATER DEPT.	358.55			
1002025	12-21-23	ULTIMATE MOTORS INC.	SMOG TEST UNIT #398	45.00	180.00		180.00
			SMOG TEST UNIT #414	45.00			
			SMOG TEST UNIT #365	45.00			
			SMOG TEST UNIT #391	45.00			
1002026	12-21-23	UNITED RENTALS NORTHWEST, INC.	RATCHET BINDERS BACKHOE TRAILERS	86.20	2,133.45		2,133.45
			DIAMOND BLADES	2,047.25			
1002027	12-21-23	VAGABOND WELDING SUPPLY	REPLACEMENT REGULATOR CO2 TANK	135.94	135.94		135.94
1002028	12-21-23	WESTERN PUMP INC	FUEL PUMP DISPENSER REPAIR	526.89	526.89		526.89
1002029	12-21-23	WESTAIR GASES & EQUIPMENT, INC.	REFILL CO2 TANK FOR SOUNDINGS	87.44	87.44		87.44
1002030	12-21-23	WHITE CAP CONSTRUCTION SUPPLY	SAFETY VESTS/CONCRETE FORMS	264.22	264.22		264.22
1002031	12-27-23	ALEXANDER NINE	EDUCATION REIMBURSEMENT	781.00	781.00		781.00
1002032	12-27-23	ANSAFONE CONTACT CENTERS	ANSWERING SERVICE	262.76	262.76		262.76
1002033	12-27-23	BABCOCK LABORATORIES, INC.	TOTAL N PACKAGE - HORTON WWTP	200.54	200.54		200.54
1002034	12-27-23	CALVIN LUDVIGSEN	CLAIMS PAYMENT	1,093.88	1,093.88		1,093.88
1002035	12-27-23	CORONA ENVIRONMENTAL CONSULTING, LLC	PROGRESS PMT #1 - T&M LABOR	1,820.00	0.00	1,820.00	1,820.00

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1002036	12-27-23	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES FOR SAMPLES - OCT 2023	11,126.00	11,126.00		11,126.00
1002037	12-27-23	ECOLOGY AUTO PARTS	SLUDGE HAULING	2,034.19	10,979.29		10,979.29
			SLUDGE HAULING	1,307.17			
			BELT TRAILER	2,000.00			
			TRACTOR UNIT - SLUDGE HAULING	3,000.00			
			SLUDGE HAULING	2,637.93			
1002038	12-27-23	HOME DEPOT CREDIT SERVICES	HOME DEPOT CREDIT CARD	959.01	959.01		959.01
1002039	12-27-23	MANPOWER US INC.	WWTP OIT- ISAAC LOPEZ	1,600.00	5,872.64		5,872.64
			METER READER TEMP. - ALEX M.	1,002.24			
			WWTP OIT - ISAAC LOPEZ	1,600.00			
			METER READER TEMP. - ALEX M.	1,670.40			
1002040	12-27-23	NCL OF WISCONSIN, INC	LITER C-37L CONDUCTIVITY STANDARD	119.00	119.00		119.00
1002041	12-27-23	PARKERS BUILDING SUPPLY	MISC. ITEMS FOR WELL SITES	10.43	10.43		10.43
1002042	12-27-23	TOTAL CARE WORK INJURY CLINIC	PRE-EMPLOYMENT PHYSICAL	150.00	150.00		150.00
1002043	12-27-23	URBAN HABITAT	LANDSCAPE NOVEMBER 2023	6,425.00	6,425.00		6,425.00
1002044	12-27-23	USA BLUEBOOK	DIGITAL PRESSURE GAUGES	423.36	671.13		671.13
			OAKTON PH BUFFER HORTON PLANT	149.89			
			DEIONIZED WATER, ZERO OXYGEN, HORTON PLANT	97.88			
1002045	12-27-23	XYLEM DEWATERING SOLUTIONS INC	STANDBY PUMPING - LIFT STATION	8,035.42	8,035.42		8,035.42
1002046	12-29-23	ANA PAPAZIAN	ACCOUNT REFUND 13725 HERMANO WAY	72.37	72.37		72.37
1002047	12-29-23	DANIEL/CATHERINE SCHRAMER	ACCOUNT REFUND 8550 ANNANDALE AVE	9.68	9.68		9.68
1002048	12-29-23	DANNY BIGHAM	ACCOUNT REFUND 66215 CAHUILLA AVE	24.83	24.83		24.83
1002049	12-29-23	DAVID RUBARTH	ACCOUNT REFUND 15020 VIA MONTANA	9.17	9.17		9.17
1002050	12-29-23	ELIZABETH GUTIERREZ	ACCOUNT REFUND 66020 GRANADA AVE	79.85	79.85		79.85
1002051	12-29-23	JULIO OMAR OROZCO	ACCOUNT REFUND 15800 VIA VISTA	30.46	30.46		30.46
1002052	12-29-23	LORI R MESSNER	ACCOUNT REFUND 13160 HALBRENT AVE	51.61	51.61		51.61
1002053	12-29-23	LUIS HERNANDEZ	ACCOUNT REFUND 66935 ESTRELLA AVE	3.07	3.07		3.07
1002054	12-29-23	LUIS NAYOTL	ACCOUNT REFUND 10301 PALM DR	33.96	33.96		33.96
1002055	12-29-23	MARIO CRNIC	ACCOUNT REFUND 13500 LITTLE MORONGO RD	85.96	85.96		85.96
1002056	12-29-23	MICHAEL TYRELL BROWN	ACCOUNT REFUND 9930 BROOKLINE AVE	44.15	44.15		44.15
1002057	12-29-23	POWELL CONSTRUCTORS INC	ACCOUNT REFUND PIERSON BLVD E OF DESERT TERRACE WY	629.86	629.86		629.86
99105225	12-01-23	WELLS FARGO BANK	AUTO DEP PPE 11.24.23	135,080.09	135,080.09		135,080.09
99105226	12-01-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 11.24.23	52,265.20	52,265.20		52,265.20
99105227	12-01-23	STATE OF CA EDD	STATE TX PPE 11.24.23	10,875.00	10,875.00		10,875.00
99105228	12-01-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 11.24.23	12,088.27	12,088.27		12,088.27
99105288	12-01-23	WELLS FARGO BANK	NOV 2023 LOC INTEREST EXPENSE	49,875.00	49,875.00		49,875.00
99105323	12-06-23	PAYNEARME MT, INC.	NOV. 2023 PAYNEARME FEES	7,587.59	7,587.59		7,587.59
99105324	12-07-23	FARMERS & MERCHANTS BANK	DEBT PAYABLE - DEC. 2023	12,190.95	12,190.95		12,190.95
99105325	12-12-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS RETRO PPE 01.21.22	110.59	110.59		110.59
99105345	12-12-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 11.24.23	36,374.42	36,374.42		36,374.42
99105402	12-15-23	WELLS FARGO BANK	AUTO DEP PPE 12.08.23	135,856.98	135,856.98		135,856.98
99105403	12-15-23	STATE OF CA EDD	STATE TAX PPE 12.08.23	10,415.62	10,415.62		10,415.62
99105404	12-15-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 12.08.23	51,273.94	51,273.94		51,273.94
99105405	12-18-23	RIVERSIDE COUNTY DCSS - MAIN OFFICE	MONTHLY IWO PPE 12.08.2023	176.25	176.25		176.25
99105406	12-15-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 12.08.2023	11,059.93	11,059.93		11,059.93
99105437	12-18-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS RETRO 02.04.22	73.42	73.42		73.42
99105450	12-19-23	AFLAC	NOVEMBER 2023 AFLAC DEDUCTIONS	2,774.46	2,774.46		2,774.46
99105460	12-18-23	PAYMENTUS CORPORATION	NOV. 2023 CREDIT CARD FEES	3,789.15	3,789.15		3,789.15
99105491	12-21-23	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 12.08.2023	35,595.09	35,595.09		35,595.09
99105520	12-29-23	WELLS FARGO BANK	AUTO DEP PPE 12.22.23	141,357.16	141,357.16		141,357.16
99105521	12-29-23	STATE OF CA EDD	STATE TAX PPE 12.22.23	10,719.92	10,719.92		10,719.92
99105522	12-29-23	EFTPS-IRS PAYROLL TAX REMITTANCE	FED TAX DEP PPE 12.22.23	51,180.74	51,180.74		51,180.74

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	INVOICE			TOTAL
				AMOUNT	OPERATING	CAPITAL	
99105523	12-29-23	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 12.22.23	9,647.77	9,647.77		9,647.77
99105524	12-20-23	DOWNING CONSTRUCTION, INC.	RETENTION WIRE FOR PP#9	19,019.91	0.00	19,019.91	19,019.91
99105604	12-29-23	WELLS FARGO - WELLSONE	NOV. 2023 CC PAYMENT	34,045.97	34,045.97		34,045.97
PR120123	12-01-23	EMPLOYEES		1,970.17	1,970.17		1,970.17
PR121523	12-15-23	EMPLOYEES		1,171.81	1,171.81		1,171.81
PR122923	12-29-23	EMPLOYEES		0.00	0.00		0.00
			CURRENT CHECK TOTAL	3,033,826.4	2,209,259.9	824,566.4	3,033,826.4
TOTAL				3,033,826.41	2,209,259.9	824,566.48	3,033,826.41
158 records listed							

# AGENDA STAFF REPORT



**MEETING NAME:** REGULAR BOARD MEETINGS

**MEETING DATE(S):** JANUARY 11 & 16, 2024

**FROM:** ERIC WECK, ENGINEERING MANAGER

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

## PUBLIC WATER AND SEWER SYSTEMS CONSTRUCTION AGREEMENTS AND WATER AND SEWER BONDING AGREEMENT FOR TRACT NO. 38200 – RANCHO DESCANSO

**STAFF RECOMMENDATION**

Board approval of the Public Water and Sewer Systems Construction Agreements and Water and Sewer Bonding Agreement for the Rancho Descanso - Tract No. 38200 residential development project (Project) and authorize the Interim General Manager to do all things necessary to complete the agreements.

**SUMMARY**

In November 2023, the Board of Directors approved the Water and Sewer Systems Construction and Bonding Agreements alongside GHA Rancho Descanso, LLC. Presently, due to insurance limitations, GHA Enterprises, Inc., the parent entity of GHA Rancho Descanso, LLC, is requesting to be listed as the Developer to fulfill the insurance requirements of these Agreements.

**ANALYSIS**

The Performance/Warranty Bond assures the work will be completed i.e., paid for through the bond if the developer defaults, and continues to cover the warranty period for the first year after final acceptance to correct any operational problems attributable to the original construction. The Payment Bond (labor & materials bond) covers claims by others against materials or labor supplied but not ever paid for in part or full for the project if it defaults. This bond is exonerated upon final acceptance. These bonds will reflect the new agreement with the parent entity, GHA Enterprises, Inc., as opposed to GHA Rancho Descanso, LLC.

**FISCAL IMPACT**

There is no fiscal impact to the District as this is a developer driven project and all costs associated with be paid for by the developer.

**ATTACHMENTS**

- Water Systems Construction Agreement
- Sewer Systems Construction Agreement
- Water and Sewer Bonding Agreement

FINANCIAL DATA		
Cost Associated with this action:	\$0	
Current FY cost:	\$0	
Future FY cost:	-0-	
Is it covered in current year budget:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Budget adjustment needed:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If yes, year needed:	NA	
All previous contracts including dates, amounts and board approvals are attached or have been made available. N/A		
FUNDING SOURCES		
Source of funds:	Developer	
BID/Job#	#11747	
Current BID/Job balance	\$14,000	
Balance remaining if approved:	\$14,000	

Improvement District No. N/A

**MISSION SPRINGS WATER DISTRICT  
WATER SYSTEM CONSTRUCTION AGREEMENT  
(DEVELOPER INITIATED/CONTRACTOR INSTALLED)**

THIS WATER SYSTEM CONSTRUCTION AGREEMENT ("Agreement") is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between MISSION SPRINGS WATER DISTRICT, a County Water District ("District") with its headquarters at 66575 2<sup>nd</sup> Street, Desert Hot Springs, Riverside County, California, and **GHA Enterprises, Inc.** ("Developer") located at 30875 Date Palm Drive, Suite C-2, Cathedral City, CA 92234, phone No. (760) 969-1400.

**RECITALS**

WHEREAS, Developer is planning the construction of a project ("Project") of seventy-six (76) residential lot(s) which is the subject to a **Tract Map No. 38200** further described and identified on the map attached to and made a part of this Agreement as Exhibit "A" ("Property") and which is subject to the Landscape Plan attached hereto and made a part hereof by this reference as Exhibit "B"; and

WHEREAS, the Project will require a water distribution system to provide domestic water service to the to be designed and built by Developer (the "System"); and

WHEREAS, said Developer is desirous of having the District provide domestic water service to said Project and is willing to convey to the District the System after the construction thereof, contingent upon the District's acceptance of such conveyance on the terms and conditions set forth herein.

**AGREEMENT**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Compliance with Law.** Developer will comply with all applicable state, federal and local laws, statutes and ordinances and the District's ordinances, policies and regulations for planning and constructing the System ("Requirements"). The forgoing laws and regulations, as amended from time to time, are hereby incorporated herein by reference. Developer agrees to comply with the water conservation requirements set by MSWD and the City of Desert Hot Springs as well as the Landscape Plan.
2. **District Expenses Covered.** The Developer shall deposit, with the District, costs to cover necessary engineering and other services, permits, inspections and water system connection costs in an amount estimated by the District. Said deposit shall be increased and/or replenished if District determines that the amount deposited is not sufficient to cover the costs as estimated by the District from time to time.
3. **Completion of Work.** The Developer shall contract for the design of the System by a licensed civil engineer experienced in the design of similar systems. The System to service the Project shall comply with the Requirements and construction plans for the same shall be presented

to the District for approval by the District prior to the presentation thereof to Contractors for bidding purposes. Such System shall include all pipelines, valves, hydrants and appurtenances as required by District subject to the Requirements. The Developer shall at its sole cost and expense secure title to property, easements, and rights of way needed for the System prior to the commencement of construction and shall convey offers of dedication or grant deeds along with necessary roads for ingress and egress and for maintenance and operation of the water system. The Developer shall file a Notice of Completion upon completion of the water system.

4. **Licensed Contractor.** The Developer will contract for the services of a licensed and qualified contractor ("Contractor") to construct the System. Said contract shall be signed by Developer and the licensed Contractor. Said Contractor shall be currently licensed by the State of California with a General engineering Contractor, "A" license and/or other appropriate license needed to construct the System. Said Contractor shall be experienced in the construction of domestic water systems and shall have been reviewed by the District and listed by the District as qualified contractor before a contract is signed and actual system construction begins. However, the District's approval of the Contractor shall in no way be deemed to impose on District any liability for the acts or omissions of said Contractor.
  
5. **Payment and Performance.** The entire cost of the construction of the System shall be paid by the Developer as and when the amounts are due in such regards. Developer and Contractor shall assure that such construction is inspected by District personnel for conformance with the approved plans and specifications and the Requirements. Whenever the Contractor desires to work outside the regular or specified work periods or to vary the work period during any particular day, Contractor shall request permission from the District at least 24 hours in advance so that inspection services may be provided. If the District grants permission and if the work period includes hours outside the normal work hours of the District, the Developer shall pay for the inspection services provided outside of normal work hours in accordance with established District rates. Construction shall not begin until the "Notice to Proceed" is given by the District inspector nor until the Developer, or other authorized party, completes a "CERTIFICATION OF STREETS TO FINAL GRADE" for the streets in which the water pipelines are to be constructed. District inspection is for the purpose of conformance of construction with District requirements, and not for compliance by the Contractor with safety requirements. Inspection or final acceptance shall not constitute a waiver by the District of any claims against Developer and/or Contractor for any defects in the work performed hereunder and shall not result in the imposition on District of any liability with regards to the same. Developer shall guarantee the completion of construction of the Work by **October 31, 2025**. Developer agrees to pay all costs incurred by the District as it may incur and as may be necessary in connection with Contractor completing the Work, including administrative costs.
  
6. **Insurance and Indemnity.** Developer's contractor shall provide required insurance certificates and endorsements as outlined below:
  - 6.1 **Indemnification:** To the extent permitted by law, Developer (as well as Contractor and any other contractors or subcontractors hired to do any construction work), shall defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the work described herein, and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable, except where

caused by the active negligence, sole negligence, or willful misconduct of the Mission Springs Water District, its directors, officers, employees, and authorized volunteers.

**6.2 Minimum Insurance Requirements:** The Developer shall require Contractor (including any contractors or subcontractors hired to do any construction work) to procure and maintain for the duration of the proposed construction, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the proposed construction and the activities of the Contractor, guests, agents, representatives, employees or contractors and subcontractors. The Developer's contractor shall provide and maintain the following commercial general liability, automobile liability, workers' compensation coverages as permitted by law:

**6.3 Coverage:** Coverage shall be at least as broad as the following:

- a) **General Liability** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury and personal & advertising injury with limits of at least two million dollars (\$5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If Commercial General Liability Insurance or other form with a general aggregate limit, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 25 03, or ISO CG 25 04, or insurer's equivalent endorsement provided to MSWD) or the general aggregate limit shall be twice the required occurrence limit.
- b) **Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Contractor has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
- c) **Workers' Compensation Coverage** – By his/her signature hereunder, Developer certifies that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and it shall cause Contractor to comply with such provisions before commencing the performance of the work of this agreement. Contractors and sub-contractors will keep workers' compensation insurance for their employees in effect during all work covered by this Agreement. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation** (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor will be required to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the Mission Springs Water District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from work performed by the Named Insured for the Mission Springs Water District; this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer.
- d) **Builder's Risk** – (Course of Construction) if necessary- insurance utilizing an "All Risk" (Special Perils) coverage form with limits equal to the completed value of the project and no coinsurance penalty provision.

- e) Contractor's Pollution Liability – (optional: if project involves environmental hazards) with limits no less than \$5,000,000 per occurrence or claim, and \$10,000,000 policy aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

**6.4 Required Provisions** - The Commercial General Liability policies are to contain, or be endorsed to contain, the following provisions:

- a) **Additional Insured Status:** MSWD, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 12 05 09 or for projects including construction ISO Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 including ongoing and completed operations), as respects: liability arising out of the work or activities performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations, and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to District, its directors, officers, employees, and authorized volunteers.
- b) **Primary Coverage:** For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers; shall be excess of the Contractor's insurance and shall not contribute with it.

**6.5 Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

**6.6 Acceptability of Insurers:** Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII, or as otherwise approved by Mission Springs Water District.

The Contractor agrees and he/she will comply with such provisions before commencing project. All of the insurance shall be provided on policy forms and through companies satisfactory to Mission Springs Water District. Mission Springs Water District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsement pages. Failure to continually satisfy the Insurance requirements is a material breach of contract.

**6.7 Verification of Coverage:** Contractor shall furnish the District with certificates and amendatory endorsements affecting coverage required by the above provisions. All certificates and endorsements are to be received and approved by the District least five days before the Contractor commences activities.

**6.8 Contractors and Subcontractors:** Contractor shall require and verify that all Contractors and subcontractors maintain the liability insurance requirements stated



herein, and Contractor shall ensure that Mission Springs Water District, its directors, officers, employees, and authorized volunteers are additional insureds on the commercial general liability insurance policy of all Contractors who hire subcontractors to perform work on the scheduled project with a form at least as broad as CG 20 38 04 13.

**6.9 Continuation of Coverage:** Contractor shall maintain for the duration of the contract, and for 5 years thereafter, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. Contractor shall be required to waive all rights of subrogation under this Agreement. If any of the required coverages expire during the term of this Agreement, the Contractor shall be required to provide a renewal Certificate including the Additional Insured endorsement to the District at least ten (10) days prior to the expiration date.

**6.10 Other Considerations/Exceptions:** When the Mission Springs Water District determines that any construction work may involve potential environmental pollution liability, the Commercial General Liability policy shall include Contractor's Pollution Liability –with limits no less than \$5,000,000 per occurrence or claim, and \$10,000,000 policy aggregate.

- 7. Bonds.** Developer shall provide the District with bonds or evidence of bonds as follows:
- a) Performance bond with corporate surety or sureties satisfactory to the District said performance bond being for not less than one hundred percent (100%) of the total contract price.
  - b) A labor and materials payment bond being for not less than one hundred percent (100%) of the total contract price.
- 8. Notice of Completion.** The District's Inspector shall complete a "Notice of Final Inspection" when all work has been completed in accordance with District requirements and prior to the Acceptance of said domestic water system by the District. An executed Notice of Completion shall be filed by the District. The Developer shall comply with the following requirements:
- a) A Bill of Sale executed by the Developer vesting title of said water system and appurtenances to the District;
  - b) A copy of the contract between Developer and Developer's Contractor or other documents which verify the actual cost of the domestic water system as installed.
  - c) Payment to the District by the Developer of any and all applicable fees including, but not limited to Connection Charge, Fire flow or front footage fee, and meter installation fees.
- 9. Warranty.** The Developer shall guarantee the entire work shall be constructed in a good and workman like manner and all materials furnished shall be new and of high quality and both of the forgoing will meet all the requirements specified herein. This warranty shall include both the quality of the workmanship and the materials used as well as that of subcontractors and suppliers.

- a) The Developer shall agree to make any repairs or replacements made necessary by defective materials or workmanship in the pipe materials supplied which have become evident within one year after date of recording Notice of Completion, and to restore to full compliance with the requirements of these specifications, including the test requirements, any part of the water system, which during said one-year period, is found to be deficient with respect to any provision of this specification.
- b) The Developer shall make all repairs and replacements promptly upon receipt of written orders from MSWD or if, in the event the repair work must be performed by MSWD, shall reimburse MSWD for actual labor, equipment and material expenses incurred to perform such corrective work. If the Developer fails to make the repair and replacements promptly, MSWD may do the work, and the Developer shall be liable to MSWD for the cost thereof as described above.
- 10. Water Services.** The District will not furnish service to the water system until the completed system passes final inspection by the District, and Developer has fully complied with all provisions of this Agreement. Following fulfillment of the terms and conditions herein and acceptance by the District of said domestic water system, the District will provide service to said lands in accordance with the District's rules and regulations governing the provisions of such service. District requires that a permanent meter must be installed prior to landscaping.
- 11. Successors and Assigns.** This agreement is binding on the assigns of the District and on the assigns, successors and representatives of the Developer. Assignment of this agreement by the Developer shall require the prior written consent of the District.
- 12. Contractor's License.** The Contractor must possess at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing. The Developer and Contractor shall ensure that any subcontractor working on the Project possesses at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing.
- 13. Corporation In Good Standing.** If Contractor and/or Developer is a corporation or other entity, the undersigned hereby represents and warrants that the corporation or other entity is duly incorporated and in good standing in the State of California, and that the undersigned is authorized to act for and bind the corporation.
- 14. Provisions Required by Law.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.
- 15. Attorneys' Fees.** In the event that either party brings an action to enforce this Agreement, the prevailing party in such action shall be entitled to an award of the costs and expenses incurred in connection with such action including but not limited to attorneys fees, expert witness fees, and filing fees.
- 16. Entire Agreement.** This Agreement and the Exhibits and Recitals to this Agreement, which are incorporated herein by this reference, constitute the entire contract of the parties. No other

agreements or contracts, whether oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties.

EXHIBITS:

- Project Overview Map – Exhibit A
- Approved Landscape Plan – Exhibit B

MISSION SPRINGS WATER DISTRICT

DEVELOPER

Company: GHA Enterprises, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Brian Macy

Name: Mario Gonzales

Title: General Manager

Title: Managing Member

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

Date: 1-3-24

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

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 January 3, 2024 before me, Karen Hansen, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Mario Gonzales  
Name(s) of Signer(s)

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 Karen Hansen

Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Water system Mission Springs Water District

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_ Signer's Name: \_\_\_\_\_

Corporate Officer – Title(s): \_\_\_\_\_  Corporate Officer – Title(s): \_\_\_\_\_

Partner –  Limited  General  Partner –  Limited  General

Individual  Attorney in Fact  Individual  Attorney in Fact

Trustee  Guardian or Conservator  Trustee  Guardian or Conservator

Other: \_\_\_\_\_  Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_ Signer is Representing: \_\_\_\_\_

Improvement District No. N/A

**MISSION SPRINGS WATER DISTRICT  
SEWER SYSTEM CONSTRUCTION AGREEMENT  
(DEVELOPER INITIATED/CONTRACTOR INSTALLED)**

THIS SEWER SYSTEM CONSTRUCTION AGREEMENT ("Agreement") is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between MISSION SPRINGS WATER DISTRICT, a County Water District ("District") with its headquarters at 66575 2<sup>nd</sup> Street, Desert Hot Springs, Riverside County, California," and **GHA Enterprises, Inc.** ("Developer") located at 30875 Date Palm Drive, Suite C-2, Cathedral City, CA 92234, phone No. (760) 969-1400.

**RECITALS**

WHEREAS, Developer is planning the construction of a project ("Project") of seventy-six (76) residential lot(s) which is the subject to a **Tract Map No. 38200** further described and identified on the map attached to and made a part of this Agreement as Exhibit "A" ("Property") and which is subject to the Landscape Plan attached hereto and made a part hereof by this reference as Exhibit "B"; and

WHEREAS, the Project will require a sewer distribution system to provide sewer service to the to be designed and built by Developer (the "System"); and

WHEREAS, said Developer is desirous of having the District provide sewer service to said Project and is willing to convey to the District the System after the construction thereof, contingent upon the District's acceptance of such conveyance on the terms and conditions set forth herein.

**AGREEMENT**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Compliance with Law.** Developer will comply with all applicable state, federal and local laws, statutes and ordinances and the District's ordinances, policies and regulations for planning and constructing the System ("Requirements"). The forgoing laws and regulations, as amended from time to time, are hereby incorporated herein by reference.
2. **District Expenses Covered.** The Developer shall deposit, with the District, costs to cover necessary engineering and other services, permits, inspections and sewer system connection costs in an amount estimated by the District. Said deposit shall be increased and/or replenished if District determines that the amount deposited is not sufficient to cover the costs as estimated by the District from time to time.
3. **Completion of Work.** The Developer shall contract for the design of the System by a licensed civil engineer experienced in the design of similar systems. The System to service the Project shall comply with the Requirements and construction plans for the same shall be presented to the District for approval by the District prior to the presentation thereof to Contractors for bidding purposes. Such System shall include all pipelines, pumps, manholes, lift stations, cleanouts and appurtenances as required by District subject to the Requirements. The

Developer shall at its sole cost and expense secure title to property, easements, and rights of way needed for the System prior to the commencement of construction and shall convey offers of dedication or grant deeds along with necessary roads for ingress and egress and for maintenance and operation of the sewer system. The Developer shall file a Notice of Completion upon completion of the sewer system.

4. **Licensed Contractor.** The Developer will contract for the services of a licensed and qualified contractor ("Contractor") to construct the System. Said contract shall be signed by Developer and the licensed Contractor. Said Contractor shall be currently licensed by the State of California with a General engineering Contractor, "A" license and/or other appropriate license needed to construct the System. Said Contractor shall be experienced in the construction of sewer systems and shall have been reviewed by the District and listed by the District as qualified contractors before a contract is signed and actual system construction begins. However, the District's approval of the Contractor shall in no way be deemed to impose on District any liability for the acts or omissions of said Contractor.
  
5. **Payment and Performance.** The entire cost of the construction of the System shall be paid by the Developer as and when the amounts are due in such regards. Developer and Contractor shall assure that such construction is inspected by District personnel for conformance with the approved plans and specifications and the Requirements. Whenever the Contractor desires to work outside the regular or specified work periods or to vary the work period during any particular day, Contractor shall request permission from the District at least 24 hours in advance so that inspection services may be provided. If the District grants permission and if the work period includes hours outside the normal work hours of the District, the Developer shall pay for the inspection services provided outside of normal work hours in accordance with established District rates. Construction shall not begin until the "Notice to Proceed" is given by the District inspector nor until the Developer, or other authorized party, completes a "CERTIFICATION OF STREETS TO FINAL GRADE" for the streets in which the sewer pipelines are to be constructed. District inspection is for the purpose of conformance of construction with District requirements, and not for compliance by the Contractor with safety requirements. Inspection or final acceptance shall not constitute a waiver by the District of any claims against Developer and/or Contractor for any defects in the work performed hereunder and shall not result in the imposition on District of any liability with regards to the same. Developer shall guarantee the completion of construction of the Work by **October 31, 2025**. Developer agrees to pay all costs incurred by the District as it may incur and as may be necessary in connection with Contractor completing the Work, including administrative costs.
  
6. **Insurance and Indemnity.** Developer's contractor shall provide required insurance certificates and endorsements as outlined below:
  - 6.1 **Indemnification:** To the extent permitted by law, Developer (as well as Contractor and any other contractors or subcontractors hired to do any construction work), shall defend, indemnify and hold harmless Mission Springs Water District, its directors, officers, employees, and authorized volunteers from and against all claims, damages, losses and expenses, including reasonable attorneys' fees and costs to defend arising out of the performance of the work described herein, and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the Mission Springs Water District, its directors, officers, employees, and authorized volunteers.

**6.2 Minimum Insurance Requirements:** The Developer shall require Contractor (including any contractors or subcontractors hired to do any construction work) to procure and maintain for the duration of the proposed construction, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the proposed construction and the activities of the Contractor, guests, agents, representatives, employees or contractors and subcontractors. The Developer's contractor shall provide and maintain the following commercial general liability, automobile liability, workers' compensation coverages as permitted by law:

**6.3 Coverage:** Coverage shall be at least as broad as the following:

- a) **General Liability** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury and personal & advertising injury with limits of at least two million dollars (\$5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If Commercial General Liability Insurance or other form with a general aggregate limit, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 25 03, or ISO CG 25 04, or insurer's equivalent endorsement provided to MSWD) or the general aggregate limit shall be twice the required occurrence limit.
- b) **Automobile Liability** - Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Contractor has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
- c) **Workers' Compensation Coverage** – By his/her signature hereunder, Developer certifies that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and it shall cause Contractor to comply with such provisions before commencing the performance of the work of this agreement. Contractors and sub-contractors will keep workers' compensation insurance for their employees in effect during all work covered by this agreement. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation** (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor will be required to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the Mission Springs Water District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage which arise from work performed by the Named Insured for the Mission Springs Water District; this provision applies regardless of whether or not the Mission Springs Water District has received a waiver of subrogation from the insurer.
- d) **Builder's Risk** – (Course of Construction) if necessary- insurance utilizing an "All Risk" (Special Perils) coverage form with limits equal to the completed value of the project and no coinsurance penalty provision.

- e) Contractor's Pollution Liability – (optional: if project involves environmental hazards) with limits no less than \$5,000,000 per occurrence or claim, and \$10,000,000 policy aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

**6.4 Required Provisions** - The Commercial General Liability policies are to contain, or be endorsed to contain, the following provisions:

- a) **Additional Insured Status:** MSWD, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 12 05 09 or for projects including construction ISO Form CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01 including ongoing and completed operations), as respects: liability arising out of the work or activities performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations, and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to District, its directors, officers, employees, and authorized volunteers.
- b) **Primary Coverage:** For any claims related to this project, the Contractor's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers; shall be excess of the Contractor's insurance and shall not contribute with it.

**6.5 Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Mission Springs Water District.

**6.6 Acceptability of Insurers:** Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII, or as otherwise approved by Mission Springs Water District.

The Contractor agrees and he/she will comply with such provisions before commencing project. All of the insurance shall be provided on policy forms and through companies satisfactory to Mission Springs Water District. Mission Springs Water District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsement pages. Failure to continually satisfy the Insurance requirements is a material breach of contract.

**6.7 Verification of Coverage:** Contractor shall furnish the District with certificates and amendatory endorsements affecting coverage required by the above provisions. All certificates and endorsements are to be received and approved by the District least five days before the Contractor commences activities.

**6.8 Contractors and Subcontractors:** Contractor shall require and verify that all Contractors and subcontractors maintain the liability insurance requirements stated herein, and Contractor shall ensure that Mission Springs Water District, its directors,



officers, employees, and authorized volunteers are additional insureds on the commercial general liability insurance policy of all Contractors who hire subcontractors to perform work on the scheduled project with a form at least as broad as CG 20 38 04 13.

**6.9 Continuation of Coverage:** The Contractor shall, Contractor shall maintain for the duration of the contract, and for 5 years thereafter, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. Contractor shall be required to waive all rights of subrogation under this Agreement. If any of the required coverages expire during the term of this Agreement, the Contractor shall be required to provide a renewal Certificate including the Additional Insured endorsement to the District at least ten (10) days prior to the expiration date.

**6.10 Other Considerations/Exceptions:** When the Mission Springs Water District determines that any construction work may involve potential environmental pollution liability, the Commercial General Liability policy shall include Contractor's Pollution Liability –with limits no less than \$5,000,000 per occurrence or claim, and \$10,000,000 policy aggregate.

**7. Bonds.** Developer shall provide the District with bonds or evidence of bonds as follows:

- a) Performance bond with corporate surety or sureties satisfactory to the District said performance bond being for not less than one hundred percent (100%) of the total contract price.
- b) A labor and materials payment bond being for not less than one hundred percent (100%) of the total contract price.

**8. Notice of Completion.** The District's Inspector shall complete a "Notice of Final Inspection" when all work has been completed in accordance with District requirements and prior to the Acceptance of said sewer system by the District. An executed Notice of Completion shall be filed by the District. The Developer shall comply with the following requirements:

- a) A Bill of Sale executed by the Developer vesting title of said sewer system and appurtenances to the District;
- b) A copy of the contract between Developer and Developer's Contractor or other documents which verify the actual cost of the sewer system as installed.
- c) Payment to the District by the Developer of any and all applicable fees including, but not limited to Connection Charge, Fire flow or front footage fee, and meter installation fees.

**9. Warranty.** The Developer shall guarantee the entire work shall be constructed in a good and workman like manner and all materials furnished shall be new and of high quality and both of the forgoing will meet all the requirements specified herein. This warranty shall include both the quality of the workmanship and the materials used as well as that of subcontractors and suppliers.

- a) The Developer shall agree to make any repairs or replacements made necessary by defective materials or workmanship in the pipe materials supplied which have become

evident within one year after date of recording Notice of Completion, and to restore to full compliance with the requirements of these specifications, including the test requirements, any part of the sewer system, which during said one-year period, is found to be deficient with respect to any provision of this specification.

- b) The Developer shall make all repairs and replacements promptly upon receipt of written orders from MSWD or if, in the event the repair work must be performed by MSWD, shall reimburse MSWD for actual labor, equipment and material expenses incurred to perform such corrective work. If the Developer fails to make the repair and replacements promptly, MSWD may do the work, and the Developer shall be liable to MSWD for the cost thereof as described above.

**10. Sewer Services.** The District will not furnish service to the sewer system until the completed system passes final inspection by the District, and Developer has fully complied with all provisions of this Agreement. Following fulfillment of the terms and conditions herein and acceptance by the District of said sewer system, the District will provide service to said lands in accordance with the District's rules and regulations governing the provisions of such service. District requires that a permanent meter must be installed prior to landscaping.

**11. Successors and Assigns.** This agreement is binding on the assigns of the District and on the assigns, successors and representatives of the Developer. Assignment of this agreement by the Developer shall require the prior written consent of the District.

**12. Contractor's License.** The Contractor must possess at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing. The Developer and Contractor shall ensure that any subcontractor working on the Project possesses at the time of commencing work and throughout the Project duration, a Contractor's License, issued by the State of California, which is current and in good standing.

**13. Corporation In Good Standing.** If Contractor and/or Developer is a corporation or other entity, the undersigned hereby represents and warrants that the corporation or other entity is duly incorporated and in good standing in the State of California, and that the undersigned is authorized to act for and bind the corporation.

**14. Provisions Required by Law.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

**15. Attorneys' Fees.** In the event that either party brings an action to enforce this Agreement, the prevailing party in such action shall be entitled to an award of the costs and expenses incurred in connection with such action including but not limited to attorneys fees, expert witness fees, and filing fees.

**16. Entire Agreement.** This Agreement and the Exhibits and Recitals to this Agreement, which are incorporated herein by this reference, constitute the entire contract of the parties. No other agreements or contracts, whether oral or written, pertaining to the work to be performed, exists

between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties.

EXHIBITS:

- Project Overview Map – Exhibit A
- Approved Landscape Plan – Exhibit B

MISSION SPRINGS WATER DISTRICT

DEVELOPER

Company: GHA Enterprises, Inc.

By: \_\_\_\_\_

By: 

Name: Brian Macy

Name: Mario Gonzales

Title: General Manager

Title: Managing Member

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

Date: 1-3-24

**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

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 January 3, 2024 before me, Karen Hansen, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Mario Gonzales  
Name(s) of Signer(s)

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.



Place Notary Seal and/or Stamp Above

Signature Karen Hansen  
Signature of Notary Public

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Sewer System Mission Springs Water District

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_ Signer's Name: \_\_\_\_\_

Corporate Officer – Title(s): \_\_\_\_\_  Corporate Officer – Title(s): \_\_\_\_\_

Partner –  Limited  General  Partner –  Limited  General

Individual  Attorney in Fact  Individual  Attorney in Fact

Trustee  Guardian or Conservator  Trustee  Guardian or Conservator

Other: \_\_\_\_\_  Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_ Signer is Representing: \_\_\_\_\_



**PUBLIC WATER AND SEWER IMPROVEMENT BONDING AGREEMENT FOR:  
TRACT MAP No. 38200**

THIS AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between, **GHA Enterprises, Inc.**, a California Limited Liability Corporation, (“Developer”) and the MISSION SPRINGS WATER DISTRICT, a County Water District, (“District”).

**RECITALS**

WHEREAS, the Developer is the owner and developer of land in the City of Desert Hot Springs, County of Riverside, State of California, generally described as follows:

See Exhibit “A” attached hereto and made a part hereof by this reference.

WHEREAS, said Developer has or will cause the recordation of a final approved map known as **Tract Map No. 38200** (“Map”), and the Map requires water and sewer improvements to facilities to be owned and maintained by the District for the proposed development project (“Project”), and;

WHEREAS, said Developer has prepared and submitted water and sewer improvement plans (“Plans”) for the Project to the District for the construction of said improvements which District has approved prior to the date of this Agreement, and;

WHEREAS, said Developer is desirous of complying with the requirements of the District, relative to the installation and payment for the water and sewer improvements provided in the Project.

**AGREEMENT**

NOW, THEREFORE, in consideration of the approval by the District of the proposed Plans required for the development and recordation with the County Recorder of the Map within the City of Desert Hot Springs, the Developer agrees that the foregoing Recitals are hereby incorporated by reference and it will comply with the following requirements:

Within one (1) year from the date hereof, said Developer shall cause the water and sewer improvements to be constructed in accordance with all agreements, the Plans, the Mission Springs Water District policies, rules, regulations, ordinances and resolutions and standards, the Map, the Subdivision Map Act, and all applicable state, federal and local laws, regulations, ordinances and policies, all of which are hereby incorporated herein by this reference.



Handed you herewith is a Surety Bond (Faithful Performance and Warranty a copy of which is attached hereto as Exhibit "B") executed \_\_\_\_\_ in the sum of One Million Three Hundred Twenty-Four Thousand Five Hundred Sixty dollars and no/100 (\$1,324,560.00), guaranteeing the faithful performance of this Agreement and Warranty for one (1) year from date of final acceptance by the Mission Springs Water District Board of Directors, together with a Payment Bond in the sum of One Million Three Hundred Twenty-Four Thousand Five Hundred Sixty dollars and no/100 (\$1,324,560.00), securing payment to the contractor, his subcontractors and to persons renting equipment or furnishing labor or materials for the improvements a copy of which is attached hereto as Exhibit "C"

IT IS UNDERSTOOD and AGREED, that upon completion of the work in accordance with all agreements, state, federal and local laws, regulations, ordinances and policies and acceptance thereof by the Mission Springs Water District, said Payment Bond shall be exonerated and the Faithful Performance/Warranty Bond shall continue in force for one (1) year (warranty period) after the date of final acceptance by Mission Springs Water District.

The Bonds required by this Agreement shall be kept on file with the District and they must be issued by a surety company currently admitted to transact surety insurance business in California by the California Department of Insurance, with a Best's Insurance Guide rating of no less than A:VII. The terms of any documents evidencing such Improvement Securities as set forth in this paragraph are incorporated into this Agreement by this reference as if set forth fully herein.

IN WITNESS WHEREAS, the undersigned have affixed their signatures at Desert Hot Springs, California the day and year first above written.

**MISSION SPRINGS WATER DISTRICT**

**DEVELOPER**

By: \_\_\_\_\_

Developer: GHA Enterprises, Inc.

Name: Brian Macy

By: \_\_\_\_\_

Title: General Manager

Name: Mario Gonzales

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

Title: Managing Member

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

**ATTEST**

By: \_\_\_\_\_

Name: Dori Petee

Title: Executive Assistant

**EXHIBIT "A"**

**INSERT LEGAL DESCRIPTION OF PROJECT**

**EXHIBIT "B"**

**Faithful Performance and Warranty Bond**



**EXHIBIT "C"**

**Payment Bond**

# AGENDA REPORT

**REGULAR BOARD MEETING JANUARY 11 & 16, 2024**

## DIRECTOR REPORTS

**DIRECTOR REPORTS**

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

Date	Event	Attendees
12/7	DVBA HOLIDAY LUNCHEON	MAYRHOFEN
12/11	DVBA BOARD MEETING	MARTIN
12/12	CVWD BOARD MEETING	GRIFFITH
12/12	RIVCO BOARD OF SUPERVISORS MEETING	MARTIN
12/12	DHS PLANNING COMMISSION	DUFF
12/13	GCVCC LUNCH MEETING – AZURE	SEWELL
12/19	DWA BOARD MEETING	GRIFFITH
12/19	CVCAN MONTHLY MEETING AND HOLIDAY CELEBRATION	DUFF
12/21	URBAN WATER INSTITUTE STRATEGIC PLANNING SESSION	MARTIN

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

Date	Event	Attendees
12/13	TRIBAL WATER AUTHORITY MEETING	MARTIN

JANUARY 2024



# GENERAL MANAGER'S REPORT

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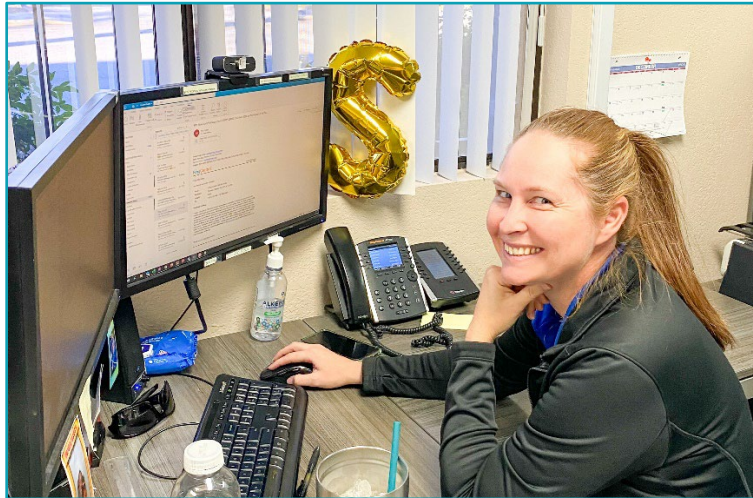
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## ADMINISTRATION

### Customer Service

#### Customer Experience Enhancement Program

The Customer Service Department continues the Customer Experience Enhancement Program. This program will provide an Online Booking Calendar for in person one-on-one account assistance and review, in addition to phone screening and on-the-spot feedback/coaching with a Customer Service representative.



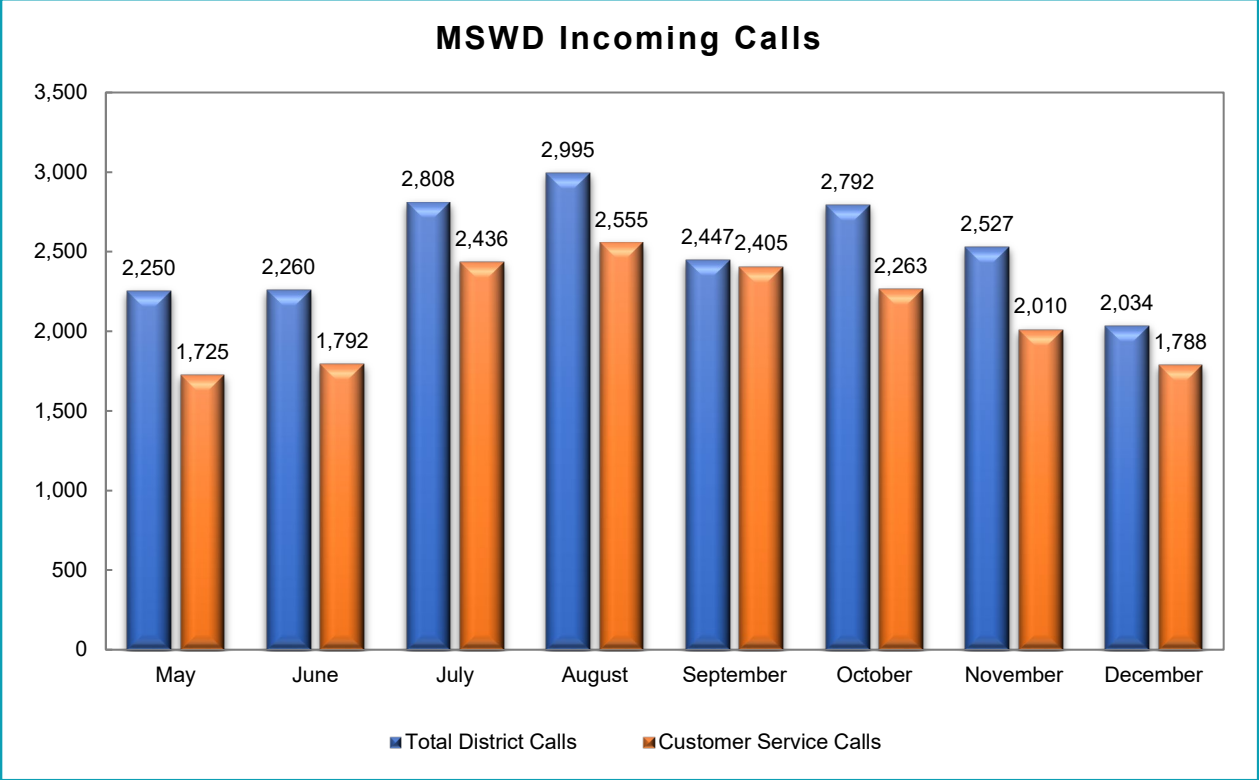
The Customer Service team continues to host “Coffee Talk Wednesdays” providing mini-training and discussions. Weekly training topics include:

- What does Customer Service mean to You?
- Greeting Customers: the importance of and how to
- Diffusing an Interaction: what can we do to find a solution
- Tone of Your Voice: you can hear a smile through the phone
- Importance of customer inquiry follow-up
- Active Listening: verbal and non-verbal
- Customer Experience versus Customer Service
- Going the Extra Mile: inform, assist, and impress
- The Internal and External Customer
- Communication between departments



**Calls into the Customer Service Department**

After the District had seen a steady increase in the number of calls earlier in the year, there has been a very slight decline in the number of calls over the last four months. The chart below represents total MSWD incoming calls and those received by the Customer Service staff.

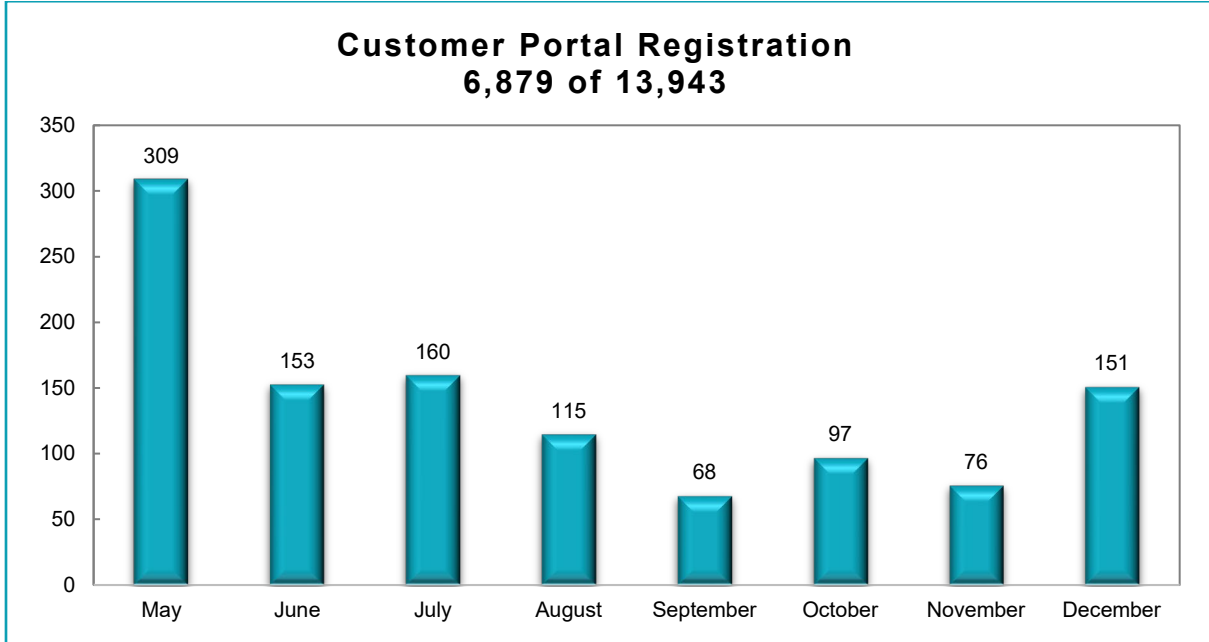


Most calls are related to payment plans, bill assistance information, demand/lien release requests, new property start/stop service, and account balance requests. The table below provides a summary of the number of calls by category received by the Customer Service staff.

Customer Request	Total for December 2023	Monthly Average for FY 2024	Total for FY 2024
Water Waste	2	1.50	9
High Bill Calls / Service Line Leaks	4	8.34	50
No Water	10	8.84	53
Disconnections by Request & Non-Pay	87	114.84	689
Reconnections by Request & Non-Pay	59	74.50	447
Service Transfers	68	94.50	567
High/Low Pressure	8	8.50	51
Water Quality	1	2.34	14
Other / Miscellaneous	60	90.34	542

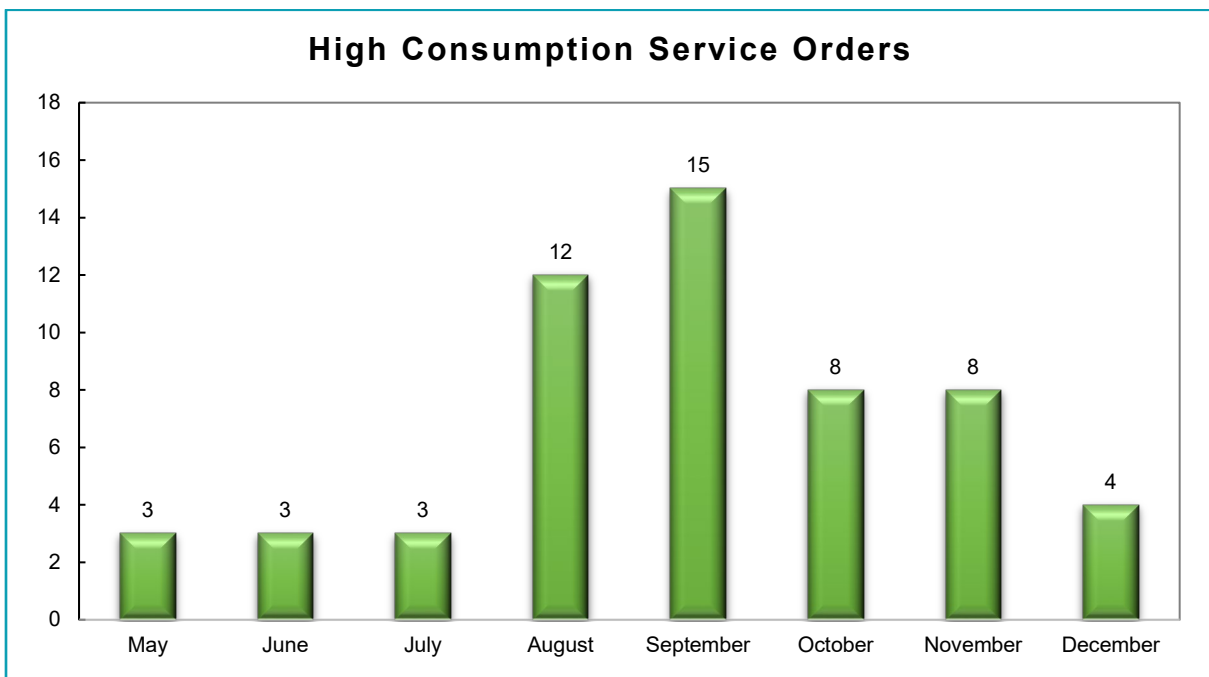
**Customer Portal**

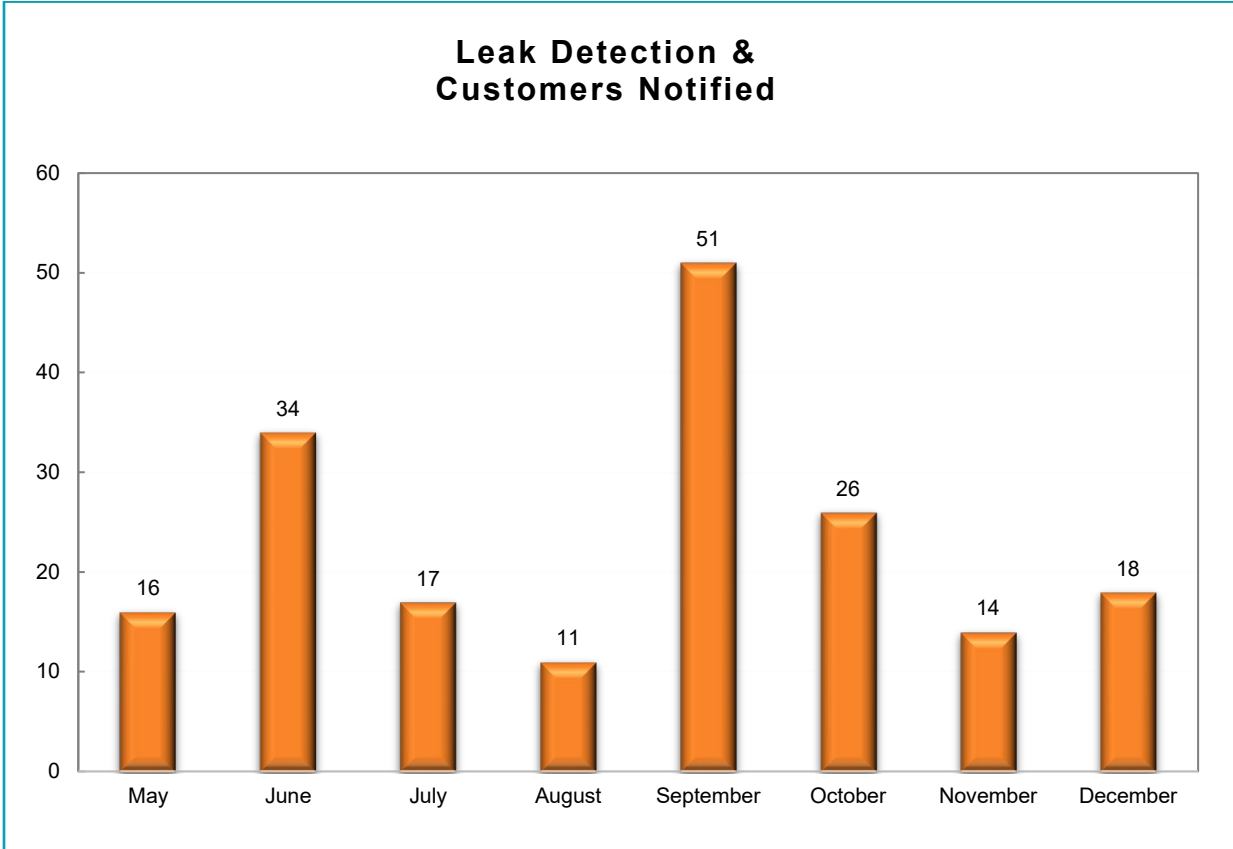
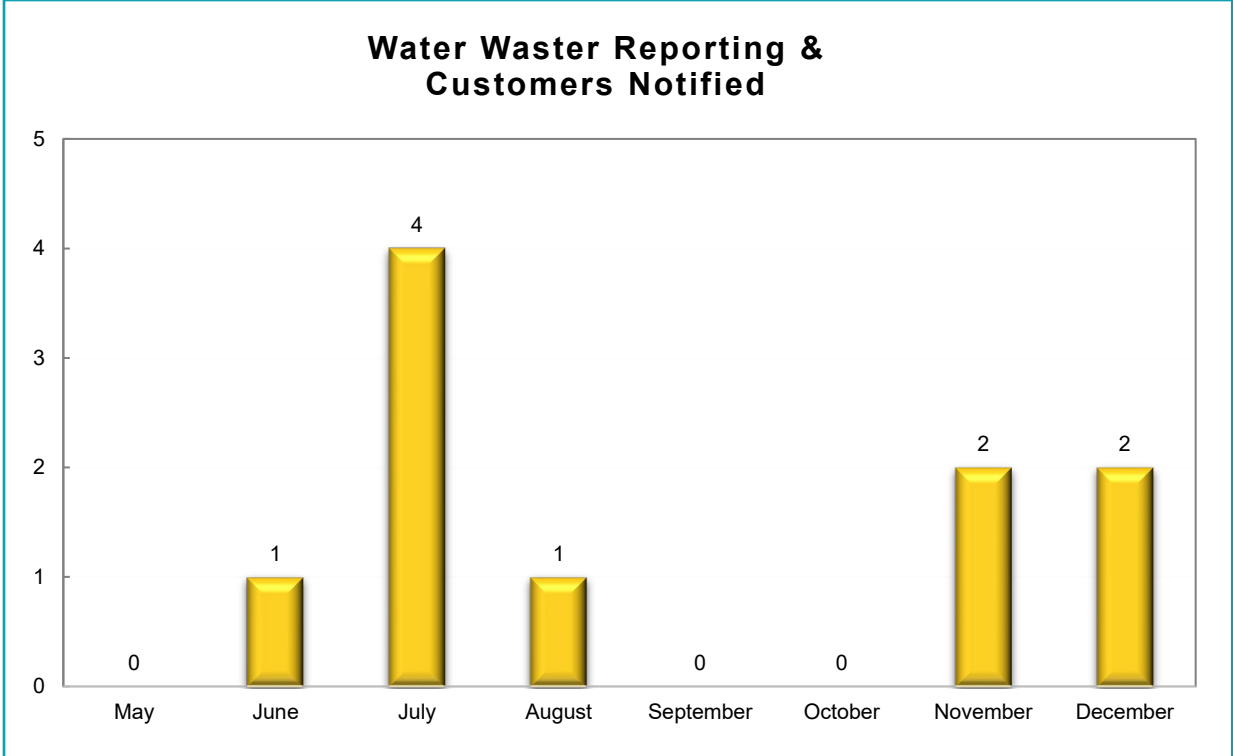
The District has implemented an AMI infrastructure and Neptune 360 portal. All customers are encouraged to sign up for the Customer Portal to access bills and leak alerts. Since launching the portal, customer adoption has reached 49.4%, or 6,879 customers registered so far.



**Monitoring of Customer Accounts**

The District continues to leverage the new AMI infrastructure and Neptune 360 portal to investigate high consumption, identify water wasters, and detect leaks. The following charts represent the monitoring results for 13,943 customer accounts by the Customer Service staff.







**Customer Bill Assistance Programs**

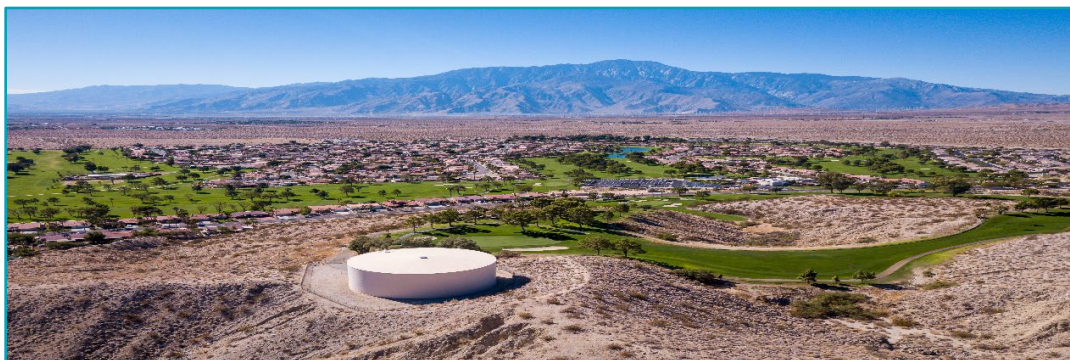
The District continues to facilitate bill assistance programs for the benefit of its customers.

- The United Way Customer Bill Assistance Program continues to be utilized by those customers who need assistance for one billing period annually, paying \$100 per approved customer.
- Riverside County's Low Income Household Water Assistance Program (LIHWAP) Care Program provides customers with a one-time payment towards their water and/or sewer bill up to \$2,000. The U.S. Department of Health and Human Services has permitted the extension of the LIHWAP program through March 31, 2024.
- Beginning March 13, 2023, LIHWAP will now be able to assist customers even if their account does not have an arrearage. When a customer is not past due on their bill, they will receive a base payment ranging between \$200 - \$371. The amount the customer receives will depend on their household size and income.



The table below summarizes the results of the customer bill assistance programs administered by the Customer Service staff.

Assistance Program	Customers Assisted in December 2023	Total Assistance in December 2023	Total Assistance in FY 2024
United Way of the Desert	6	\$600.00	\$5,200.00
LIHWAP / CAP Riverside	19	\$9,791.53	\$50,294.62
MSWD Payment Plans Last Month	Previous Month Remaining to be Billed	MSWD Current Customer Payment Plans	Current Balance Remaining to be Billed
135	\$49,248.13	147	\$54,157.64



**Delinquency Service Disconnections**

Staff continued to reach out to customers with delinquent accounts to provide information for assistance and repayment options to avoid disconnection. The table below summarizes the activities of Customer Service staff regarding delinquent accounts.

Fiscal Year	Auto-Dialer Calls to Customers	Door Hangers to Property	Customer Contact to Make Payment Plan	Service Disconnections
<b>2023 – 2024</b> (Year to Date)	2,447	349	506	299
<b>2022 – 2023</b>	5,107	759	1,171	656
<b>2021 – 2022</b> (3/24/2022 – 6/30/2022 COVID Moratorium Ended)	1,937	494	378	286
<b>2020 – 2021</b> (COVID Moratorium)	0	0	0	0
<b>2019 – 2020</b> (7/1/2019 – 3/9/2020 COVID Moratorium Started)	7,182	1,760	814	667

**Customer Bill Pay Options**

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

- Payment Portal on MSWD.org/Customer Connect.
- Customers can pay at 7-11 in Desert Hot Springs, Palm Springs, Cathedral City, and Yucca Valley; CVS or Walmart in Palm Springs; and Family Dollar in Yucca Valley. Customers must have their bills present.
- Customers can drop payments (check or money order) in the drop box or pay in the lobby.
- Customers can call in and pay through the IVR system, or with Customer Service Representative assistance.
- Pay Near Me is promoting inclusive payment options including: Cash App Pay (New), PayPal, Google Pay, Apple Pay, and the QR code on the back of the bill. Customers can pay directly from their smartphone.



## 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 December 2023.

### Current Work Priorities

The Accounting Department continues to support other departments as needed.

- Human Resources
  - Accounting set up and reviewed new employee.
- Information & Technology
  - Finance director continues to collaborate on ArcGIS and ERP projects and RFPs.
- Customer Service
  - Accounting assisted with the process set up for additional state arrearage funds.
- Engineering and Construction & Maintenance
  - A reimbursable job was created to track all the expenses related to the fence damage at Well 22 from a tree falling.

### Training

Accounting staff attended the virtual training “Government Tax and Employee Benefit Annual Update 2023” on December 5-6, 2023, hosted by Government Tax Seminars LLC.

### Budget

Mid-Year Budget – Managers met with the Finance director to review budgets and make requests.

Budget transfers in December 2023 for Fiscal Year 2023-2024 totaled \$47,537.

BID	DESCRIPTION OF EXPENDITURE	G/L NUMBER	TRANSFER DATE	TRANSFER AMOUNT	TO BID	TRANSFER TO DESCRIPTION	TRANS TO GL NUMBER
695	GROUNDWATER GUARDIAN	101-5320-58001-000	12-06-2023	37.00	682	BOTTLED WATER	101-5120-53005-000
702	GENERAL CONSULTING	101-5120-56011-000	12-11-2023	18,000.00	703	ADMINISTRATIVE SUPPORT - TEMP HELP	101-5120-56011-000
844	WELL/BOOSTER INSPECTION AND MAINT	201-5440-56011-000	12-11-2023	2,500.00	848	LAB SERVICES FOR WELLS & RESEVOIRS	201-5440-56681-000
838	CHLORINE PUMP AND ANALYZER	201-5440-53005-000	12-14-2023	15,000.00	848	LAB SERVICES FOR WELLS & RESEVOIRS	201-5440-56681-000
702	GENERAL CONSULTING	101-5120-56011-000	12-18-2023	12,000.00	703	ADMINISTRATIVE SUPPORT - TEMP HELP	101-5120-56011-000

### Audit

Audit testing was completed in December 2023. The primary focus was in drafting the financial report, including the 10-year statistical schedules.

### Cash

Total cash receipts for the month of December 2023 amounted to \$1,821,155. The receipts consisted mainly of the water and sewer customer account payments.

Cash disbursements for the month of December 2023 amounted to \$3,033,826 with the largest payments going to:

- Southern California Edison - \$704,516.92
- Net Payroll - \$412,294.20
- Downing Construction - \$380,398.18
- TKE Engineering - \$242,742.29
- L.O. Lynch Quality Well & Pumps - \$179,803.00
- EFTPS-IRS Payroll Tax Remittance - \$154,719.88
- ACWA-JPIA Health Benefits Authority - \$108,525.59
- State Water Resources Control Board - \$91,769.00

### **Financial Statement**

A year-to-date summary of the District's financial position for Fiscal Year 2023-2024, in addition to a comparison to the previous fiscal year, can be found in Appendix A.

### **Capital Improvement Program**

The District maintains a 5-year Capital Improvement Program that includes water and sewer infrastructure, facilities, equipment, and fleet. A year-to-date summary of the District's Capital Improvement Program for Fiscal Year 2023-2024 can be found in Appendix A.



## Innovation 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 December 2023.

### Department Updates

Intelysis, the District's new IT support firm, has signed the contract to provide IT services for the remainder of the fiscal year and will onboard in January 2024.

### Technology Improvements

- The District is testing a new model of laptop to become the standard issue computer. It provides excellent performance and options for mobility.
- MSWD continues its push toward paperless operations with the expansion of Laserfiche forms which staff are currently used for managing budgets and submitting overtime.
- Cybersecurity improvements continue to be made to improve District security.
- Desktop computers and laptop upgrades continue as needed.

### On-Going Cyber Security Training

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

### Cyber Security News Roundup

The IT Department tracks trends in cyber security to note new opportunities for security and new concerns to defend against. The news below is a brief selection of news intended for informational purposes and provides no insight to the District's cyber security controls.

- NordPass released its list of the most common passwords of 2023 as a warning to all as use of any will create a massive security risk. Among the worst are 12345678, password1, qwerty, and UNKNOWN. ([NordPass](#))
- Wired summarized the worst hacks of 2023 with MOVEit at the top of the list, a vulnerability allowed hackers to steal data from Shell, British Airways, and the US Dept of Energy, among others. Also on the list are hacks related to Okta, LastPass, MGM Resorts and Caesars Entertainment, and 23andMe. ([Wired](#))
- On December 15, 2023, the SEC's expanded cybersecurity rules took effect, requiring public companies to disclose cyber incidents within 4 business days. The US government has seen the need for increased oversight into cybersecurity to combat the rise in frequency and severity of incidents. "Every sector of the economy is under a transformative directive to fortify its digital defenses... This isn't just a policy change—it's a paradigm shift, making cybersecurity compliance a legal imperative because its implications are more far-reaching than ever before." ([Fortune](#))

## Purchasing Department

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

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

Total inventory purchases were \$27,190.77, and the total issued for use by field crews totaled \$27,995.81, for December 2023.



# ENGINEERING AND OPERATIONS

## Engineering Department

Below is a list of Capital Projects and status updates for December 2023.

### Well 42 Project

The contractor is in the process of procuring the well motor, pump assembly, and the MCC equipment from the manufacturer. Construction will likely be on-hold for several more weeks while the equipment is ordered, fabricated, and delivered to the site for construction and installation. Staff is currently securing contract change order costs and anticipates presenting a project update at the January 2024 Board of Directors meeting.

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

Staff has been unable to reach an agreement with the property owner at the south end of Hildago Street for an easement needed to complete the proposed sewer pipe alignment. As such, staff is evaluating other options, and will reach out to the property owner in the next week.

### Well 22 Rehabilitation

Staff posted the project for bids on the PlanetBids website. The pre-bid meeting was completed on October 25, 2023, and the bid opening has been rescheduled to February 8, 2024, at 2:00pm. Following the completion of the bidding process, bids will be evaluated, and the lowest responsible and responsive bid will be brought to the Board for award.

### Water and Wastewater System Comprehensive Master Plan Updates

Staff are preparing for the next steps to evaluate future demands and system needs, as well as finalizing the master plans.

### AD-18 – GQPP Sewer Project Area “D3”

Staff received approval from DWR for the project amendment. Staff is coordinating with the engineer of record, AECOM, to provide a proposal to complete the necessary design and CEQA updates to the existing documents.

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

Staff is completing a plan check of the 90% design package and will provide comments back to the consultant in January 2024. Thereafter, the consultant will completed the final design package.

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

Staff received the contract extension from the consultant extending the contract term for one year. Staff have the plans signed and ready for bidding. Staff will review the specifications and prepare the contract documents for bidding purposes to solicit construction bids in the first quarter of 2024.

### **Supplemental Environmental Project**

The contractor, RE Chaffee, completed connection and abatement of the 21 properties on December 8, 2023. Issuance and approval of the Notice of Completion is anticipated for February 2024, pending the approval of labor compliance and billing.

### **Well 34 Rehabilitation**

Construction began on December 6, 2023, and is scheduled to be completed in March 2024. Through December 2023, the contractor, Legend, completed bailing, EMDS survey, and brushing the well. Upcoming activities include focused intake pumping, chemical injection and pumping, additional focused intake pumping and swabbing, airlifting, test pumping, and video logs, followed by the installation of new pumping equipment, well disinfection, and start-up.

### **Regional Water Reclamation Facility**

The Project Team continued processing submittals, responding to RFIs, and processing change orders and payment requests submitted by the contractor, JF Shea Construction.

The contractor continued construction on the Regional Water Reclamation Facility (RWRF). Through the month of December 2023, JF Shea Construction:

- Continued outfitting the operations building including insulation, conduits, fire suppression system, cable trays, air ducting, drywall, etc.
- Continued equipping the Headworks area and SBR and AST tanks with ALP piping, fine and course air bubble diffusers, wiring and electrical, valves, lighting, etc.
- Continued excavation and grading of the infiltration pond area.







The Project Team met with the property owners to begin negotiations to acquire permanent easements along 20<sup>th</sup> Avenue to construct the third required monitoring well to be constructed in early 2024. The outcome was positive, and staff is preparing the easement acquisition documents to bring to the Board for approval in January 2024.

The Project Team and staff continued to coordinate with the property/well owners near Palm Drive and Interstate 10 to obtain access to one of their wells for annual sampling and reporting to the Regional Water Quality Control Board.

The Project Team continued to coordinate with the State Water Resources Control Board (SWRCB) on the SRF/Grant funding agreement and reimbursement requests.

- Staff completed Reimbursement Request No. 2 and submitted it to the SWRCB.
- Staff continues to check in with the SWRCB regarding approval of the Conveyance Line FBA.

### **RWRF Conveyance Line**

The Project Team continued processing submittals, responding to RFIs, and processing change orders and payment requests submitted by the contractor, Downing Construction. The contractor continued constructing the force main along Dillon Road and has completed the portion from Little Morongo Road to Palm Drive. The crossing of Palm Drive was successfully completed on December 1, 2023.

### **Area M2 Sewer Collection System (AD-15)**

Staff completed checking the draft design package and will be returning it to the design consultant, AECOM, to finalize in the coming weeks. The Project Team is working with the design consultant to incorporate water service replacements throughout the project area.

### **RWRF Roadway Design (19<sup>th</sup> Avenue, Little Morongo Road, and 20<sup>th</sup> Avenue)**

The design consultant, TKE Engineering, continued progress on the 60% design. Staff expects to receive the 60% design package in December 2023 for plan check.

## Operations & Maintenance

### Construction & Maintenance

#### Water Line Locations

Staff completed approximately 360 water line location requests using iPads and the GeoViewer Mobile app to streamline and manage line locations.



#### Water System Repairs/Replacement

Staff continued to repair and replace components of the water distribution system keeping it in optimum working order and properly functioning without any interruption. Below is a summary of the repairs and replacements completed in December 2023.

- Eight water service lines were replaced with copper.
- Eight service line leaks were repaired.
- Five mainline leaks were repaired.
- Two fire hydrants were replaced.



### **Water System Maintenance**

Staff continued to implement preventative maintenance and inspection programs keeping the water distribution system in optimum working order and properly functioning without any interruption. Below is a summary of the maintenance completed in December 2023.

- 115 ground valves were exercised.
- 35 fire hydrants were flushed, maintained, and painted.
- Zero air-release valves were inspected and/or rebuilt.
- Two blow-offs were flushed.



### **Street/Asphalt Repair (City/County)**

The District's contractor, B-81, is working to finalize permanent asphalt repairs from leaks and scheduled work throughout the District. This is ongoing work throughout the year. After all pending repairs are completed, repair work will be dispersed quarterly. The contractor took some time off during the holidays and will resume their repair schedule at the beginning of January 2024.

### **CMMS Workorder Program**

A total of 26 work orders were processed in December 2023 using the CMMS program.

### **New Water Meter Service Installation**

Staff installed seven new water service lines in December 2023.

### **Fire Flow Testing**

Staff continued performing field fire flow tests for the Engineering Department. Seven fire flow tests were conducted in December 2023.

## **Fleet & Facility Maintenance**

### **Janitorial Services**

The janitorial contractor, Executive Facilities, continues to clean and disinfect all District buildings. Routine disinfection is performed four times per week Tuesday through Friday. Additionally, routine janitorial services are provided twice per week on Wednesday and Friday. Carpet cleaning and exterior window cleaning is scheduled for January 12-13, 2024.

### **Building Maintenance**

Staff completed the following building maintenance during the month of December 2023:

- Performed clean up at the Old Stores building on December 15 and 19, 2023.
- Installed new toilet paper holders at the Corporate Yard shop restroom and both upstairs bathrooms at the Administration Building.
- Cleaned up trash from underneath Accounting Modular ramp.
- Removed spigot on the south side of the Old Stores building due to water theft.
- Flushed drain on water fountain in the Accounting Modular due to backup.
- Repaired irrigation leaks at Well 27/31, Well 28, Terrace Reservoir, and Two Bunch Reservoir.
- Replaced the wax ring on the shop restroom toilet and reapplied caulking to base.
- Drained and shut down swamp coolers at the Corporate Yard for winter.
- Re-secured light in lower hallway to the lunchroom at the Administration Building.

### **Standby Generator Monthly Maintenance Program**

Our team conducts monthly testing to ensure that all generators are in good working order and ready for use when needed. While there were no issues with the generators this month, the 230KW Cummins portable generator remains out of service. We were informed one of the three generators (200KW) will be delivered on January 10, 2024. The other two generators (275KW) do not have a confirmed delivery date but are expected in the next two months.

### **Fleet Maintenance/Repairs**

- Units 404 and 429 had new tires installed at Desert Tire.
- Unit 398 had a burnt 10A trailer fuse replaced, oil changed, cabin filter replaced, and the switch for the emergency strobes replaced.
- Unit 437 (new unit) had a toolbox and emergency strobes installed, decals applied, 2-way radio installed, and trailer hitch mounted, along with water jug mount.
- Unit 117 had warranty work performed due to a defective part done at RDO, a missing tank cap was replaced, and the rear pressure wand hose replaced.
- Unit 402 had wiring repairs performed due to rodent damage and a 2-way radio installed and wired in.
- Unit 385 had a crack rewelded for the spoil tank mount after leaking at the failure point.
- Units 435, 412, 429, 414 and 405 had the PM service performed.
- Unit 435 had a 2-way radio mounted inside the cabin.
- Units 400 and 401 had all four tires replaced in house, and both emergency brake cables replaced and adjusted.
- Unit 379 had a fuel solenoid and battery replaced.
- Unit 362 had all zerk fittings greased, battery replaced, and hydraulic fluid topped off.
- Unit 437 had the right rear strobe replaced due to pattern issue.
- Unit 414 had the handheld ball mount replaced.

## Wastewater Collections

### Sanitary Sewer Overflows (SSOs)

There were no Sanitary Sewer Overflows (SSOs) in the collection system during December 2023.

### Dos Palmas Lift Station

Operators conducted daily site visits to ensure proper pump operation, SCADA system functionality, and site security.

- Pump 1 remains inoperable, so the Xylem bypass pump (rental) remains set up as a backup in case Pump 2 fails.
- The Xylem pump was tested by staff, but it had trouble staying on. Xylem was contacted and they replaced the pump with another one.
- OnPower serviced the onsite generator and replaced the control board. They also cleaned up the transfer switch panel and load tested the generator.



### Sewer Line Locations

Staff completed 292 sewer line location requests using iPads and the GeoViewer mobile application to streamline and manage line locations.

### Sewer Line/Collections Maintenance

- Staff completed nine CCTV inspections, totaling 3,105 feet in December 2023.
- Zero miles of sewer mainline was cleaned in December 2023.

## Wastewater Treatment

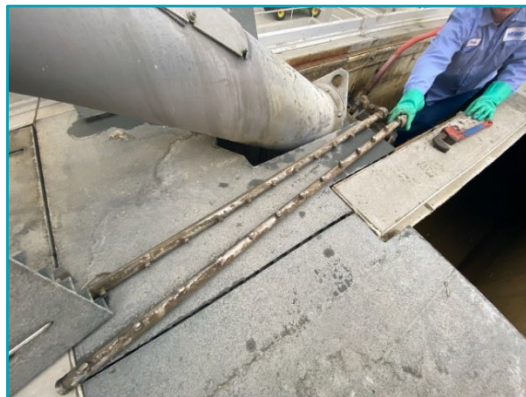
### Plant Maintenance

Staff spent 376-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 170-man hours operating the sludge belt filter press, including filling and removing 21 trailers of sludge from the Horton and Desert Crest WWTPs.

The coupler between the motor and reducer on clarifier 4 had failed. Staff replaced the coupler with a different style, and the clarifier is now operating normally.



Staff inspected and cleaned the sprayers for the auger monster located at the headworks. These sprayers help remove organic material from rags that enter the plant.



Staff transferred the skip loader out to Desert Crest WWTP to rehab the facility.



**Sampling and Laboratory**

Staff collected 44 samples and spent 88-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes. Both WWTPs are producing an effluent that meets the District's permit discharge requirement.



**Pond Maintenance**

Ponds 2, 3, 7, and 8 were cleaned and rehabilitated during December 2023.



**Weekly Wastewater Training**

The training courses aim to provide all operators with consistent knowledge and a better understanding of processes, including operating equipment more proficiently. This training helps keep operators safe while completing maintenance. A summary of this month's training includes:

- Lock Out Tag Out
- Dumping Grit and Rags in the Trailer
- Know Your Lift Station



**KNOW YOUR LIFT STATION**  
**DOS PALMAS LIFT STATION**  
 6692 DILLON ROAD  
 DESERT HOT SPRINGS, CA 92240

**When Was It Built?**  
 This Lift Station Was Built In Early 2007

**What Is The Size Of The Lift Station?**  
 30 Feet Depth  
 8 Feet Diameter

**How Many Gallons Does It Usually Hold?**  
 The Wet Well Is Maintained At 8.5 Feet Which Is Around 3,500 Gallons

**What Size Pumps Are In The Wet Well?**  
 There Are Two 60 HP Esso Pumps That Pump Around 600 GPM

**Where Does The Flow Go From Here?**  
 The Dos Palmas Lift Station pumps around 220,000 gallons of wastewater up a force main to the Alan L. Horton Wastewater Treatment Plant. Eventually this flow will be redirected to the Nancy Wright Regional Water Reclamation Facility.



**What Flow Is The Dos Palmas Lift Station Rated For?**  
 The Dos Palmas Lift Station Is Rated For 1 MGD

**Wastewater Report**

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

New Sanitary Service Connections to Collection System					
Fiscal Year	2023/24	2022/23	2021/22	2020/21	2019/20
July	4	4	18	8	7
August	12	26	20	4	1
September	17	20	20	5	2
October	3	13	36	9	4
November	7	8	29	50	10
December	21	8	12	9	3
January		35	14	21	7
February		4	7	23	5
March		24	17	48	1
April		16	7	18	3
May		9	16	17	11
June		4	2	21	7
<b>TOTAL</b>	<b>64</b>	<b>171</b>	<b>198</b>	<b>233</b>	<b>61</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.

Wastewater Flow (MGD)				
Fiscal Year 2023/24	Horton WWTP		Desert Crest WWTP	
	Average Daily Flow	Peak 24 Hour Flow	Average Daily Flow	Peak 24 Hour Flow
July	1.922043	2.149212	0.050983	0.071200
August	1.929369	2.592078	0.047453	0.067540
September	2.037218	2.182773	0.046081	0.055570
October	2.050049	2.173503	0.040804	0.051000
November	2.065661	2.265582	0.046158	0.059550
December	2.037725	2.208722	0.045566	0.057730
January				
February				
March				
April				
May				
June				

Additional wastewater flow information is provided in Appendix B.



## Water Production

### Water Pumped/Produced

During the month of December 2023, the District's three public water systems produced the following quantity of water:

- MSWD (CA3310008) – 516.51 Acre Feet (168.30 MG)
- Palm Springs Crest (CA3310081) – 9.32 Acre Feet (3.04 MG)
- West Palm Springs Village (CA3310078) – 5.31 Acre Feet (1.73 MG)

### Water Sampling/Testing

- Bacteriological Sampling – Staff collected 50 routine samples in the MSWD system, four routine samples in the ID-E area (WPSV and PSC systems), seven well samples in MSWD, and four well samples in ID-E.
- Staff also collected 16 general physical samples in MSWD and two general physical samples in ID-E.
- Well 26A Uranium Treatment (IXP) Sampling – The quarterly uranium sampling was completed on December 4, 2023.
- Monthly Reporting – The District's Monthly Coliform Monitoring Report for December 2023 for all three water systems was sent to the SWRCB on January 8, 2024.

### Chlorination System Updates

- Chlorination Pumps – Staff conducted routine maintenance and inspections on all chlorine pumps and related equipment at well sites. Staff made necessary adjustments, repairing and/or rebuilding to ensure proper operation. Most chlorinator pumps continue to function properly, with only typical preventative maintenance required (i.e., repair of cracked chlorination suction/feed tubing).
- Chlorinator Pump Cleaning – Staff began cleaning all chlorinators two times per month with a vinegar-based solution to reduce chlorinator issues. All the chlorine pumps were cleaned during the month of December 2023.
- Sodium Hypochlorite (Chlorine) Usage – During the month of December 2023, a total of 1,182 gallons of chlorine (12.5% solution strength) was used to disinfect the distribution system and our production facilities. (Reflects usage in the MSWD and ID-E water systems.)
- Chlorine Residuals at Production Well Sites – In December 2023, the Production staff checked and documented the chlorine residuals at all wells in use 220 times. The average chlorine residual of these readings was 0.99 ppm. (This data reflects the MSWD and ID-E water systems.)
- Distribution System Chlorine Residuals – During the month of December 2023, the Production staff checked and documented the chlorine residuals throughout the distribution system a total of 105 times. The average chlorine residual of these 105 readings is 0.97 ppm. (This data reflects the MSWD and ID-E water systems.)

### Well Soundings

Staff continued to sound the groundwater levels for 13 production wells and nine monitoring wells.

### **Production Facility Updates**

Staff oversees all water production sites, making necessary adjustments. They conduct monthly overflow maintenance as needed by climbing reservoirs. Staff also inspect reservoir roofs using a drone.

- Well 22 Rehabilitation – The contractor, L.O. Lynch, gave a target completion date by the end of 2023. Please see the following updates:
  - Both the mechanical and chemical rehabilitation methods have been completed.
  - The larger test pump was installed and we achieved a max flow rate of approximately 1,500 gpm. This was less than expected, but we were told by Kyle Groundwater that they hope to see our design flow rate to be set at approximately 1,800 gpm. The constant rate test pumping was performed during the week of June 19th, 2023.
  - As of October 31, 2023, L.O. Lynch installed all of the downhole equipment. The only items remaining is the pump discharge head and the installation of the motor. Once these items are installed (first part of November) we will disinfect, pump to waste, and collect BacT samples. Once passed, we will put the well into service.
  - As of November 30, 2023, L.O. Lynch is waiting for a component to be delivered to complete the water lube system for the well. Once received, the final work will be completed to startup this well and perform a BacT test.
  - As of December 31, 2023, we are still waiting for the water flush system components to be delivered and installed. We anticipate this well to be operational before the end of January 2024.
- Gateway Fire Pump Monthly Testing – Staff performed the monthly fire pump testing on December 14, 2023. All systems functioned properly. Water loss data was captured and entered onto our water loss tracking worksheet.
- Well 22 Fence Damage (Vehicular Accident) – There was a traffic collision in the early morning hours of December 6, 2023, at Well 22. A vehicle struck the north side of our fencing (wrought iron). A repair estimate has been received and approved. Repairs are anticipated to be completed during January 2024.



- Well 24 – This well continues to exhibit an unusual amount of vibration. L.O. Lynch was called out on October 31, 2023, to evaluate the vibration and determine a work plan to resolve this issue. We continue to monitor this vibration and are working to schedule a repair.
- Well 29 Chlorine Room – This project is now 100% complete and operational. This well site will now automatically adjust the chlorinator dosing rate based on the actual, continuous, analyzed residual. The operators can now set dosing rates via SCADA and the system will automatically adjust to that new setpoint. Additionally, the chlorine storage tank level is now connected to SCADA for real-time monitoring and datalogging. Lastly, the old chlorine enclosure is now torn down and removed from site.





Well 29: Details

Flowrate	1540 gpm	Chlorine	
Pressure	103 psi	Residual (Free)	0.79 mg/L
Depth	-319.9 feet	Residual Setpoint	0.80 mg/L
Power	OK	Dosage	0.550 gph
High Pressure	*** Error ***	Tank Capacity	87.1 gallons
Vibration	0.4 mm/s	Pump Status	NORMAL
Power		Pump Control	AUTO
		Manual Setpoint	0.595 gph
Frequency	60.00 Hz		
Phase	A	B	C
Voltage	267 VAC	266 VAC	266 VAC
Current	339 A	332 A	339 A
Power	90.8 kVa	88.3 kVa	90.4 kVa
Leg-Leg	A-B	B-C	C-A
Voltage	463 VAC	461 VAC	463 VAC

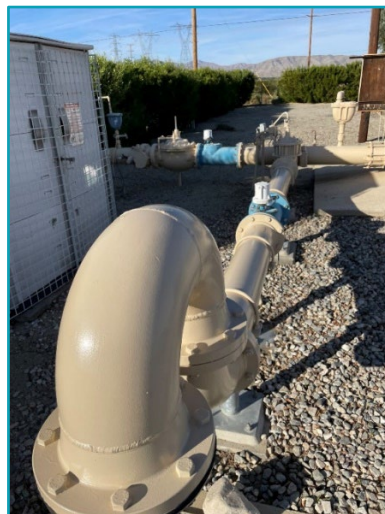
- Well 29 Real-Time Well Sounding – Staff installed a sonar-based, automatic, real-time well sounder that is now logging groundwater levels into SCADA. The image below is the display interface that is in the field. (note: this image was taken prior to calibration and is not the actual measurement)



- Salt Nutrient Management Plan Data Request – Water sampling data was requested for Wells 1, 5, 28, 34 and 35. Work was completed by Legend Pump before the deadline of December 31, 2023. Laboratory data has been received and provided to TKE Engineering for reporting. Well 1 was unable to be test pumped and sampled due to a down-hole obstruction. The well is scheduled for a down-hole video inspection on January 3, 2024, along with Well 28.
- Well 22 and Gateway Fence Repairs – Quotes for these two fence repair projects have been received and approved, but we are waiting for all the necessary labor compliance documentation to be completed before work commences.
- Two Bunch Booster Station – The header piping was painted by staff on December 29, 2023.



- Wells 27 and 31 – Staff painted the well header piping at Wells 27 and 31 in December 2023.



- Well 33 Solar Site – Staff continues to monitor the performance of the solar system. The December 2023 Monthly Performance Report showed that the system produced 127,420 kilowatt hours, which is within 98.5% of expected energy output. Please note performance reports are running a month behind schedule.

**Water Report**

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

New Service Connections to the Water System					
Fiscal Year	2023/24	2022/23	2021/22	2020/21	2019/20
July	5	6	18	7	4
August	14	28	19	6	10
September	19	22	23	18	2
October	4	16	33	13	3
November	9	10	27	10	16
December	5	9	9	2	17
January		26	14	15	6
February		14	8	13	8
March		29	19	16	2
April		24	6	11	1
May		16	19	15	12
June		5	1	24	11
<b>TOTAL</b>	<b>56</b>	<b>205</b>	<b>196</b>	<b>150</b>	<b>92</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 by month.

Monthly Water Production (AF)							
	FY 2023/24	Variance from Prior Year		FY 2022/23	FY 2021/22	FY 2020/21	FY 2019/20
		AF	%				
July	789.99	38.20	5.08	751.79	796.57	857.77	853.23
August	737.74	-112.45	-13.23	850.19	839.93	885.31	795.18
September	675.06	-40.97	-5.72	716.03	738.65	784.80	757.08
October	709.23	17.25	2.49	691.98	665.18	755.84	709.39
November	629.05	29.66	4.95	599.39	679.85	690.13	619.87
December	529.99	-24.28	-4.38	554.27	565.48	588.32	537.23
January				530.39	580.28	537.96	553.20
February				490.41	527.34	495.61	520.85
March				500.37	601.44	625.80	557.73
April				552.34	624.07	649.34	573.02
May				726.25	745.36	723.62	698.99
June				682.09	730.02	761.63	806.02
<b>TOTAL</b>	<b>4,071.06</b>	<b>-92.59</b>	<b>-2.22</b>	<b>7,645.50</b>	<b>8,094.17</b>	<b>8,356.13</b>	<b>7,981.79</b>

Additional water production information is provided in Appendix B.

## Water Resources

Below is a list of water resources related activities for December 2023:

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

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

The CVRWVG agencies continued discussing the proposed State Water Board regulatory framework for making water conservation a California way of life. This includes a new Water Use Efficiency Objective annual reporting. The first annual report is due on January 1, 2024.

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

Staff attended a kick-off meeting with CVWD, DWA, and consultant (WSP) for the SGMA Annual Report for Water Year 2022-23. Staff also compiled and submitted the water production, demand, quality, and wastewater flow data to the consultant.

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

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

A meeting is scheduled for December 2023 with the GSAs to discuss the SGMA Annual Report for Water Year 2022-23 and next steps for the 2022 San Geronio Pass Subbasin Groundwater Sustainability Plan approval.

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

Staff compiled and submitted the water production, demand, quality, and wastewater flow data to the consultant (Woodard and Curran).

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**

The Task 1 Technical Memorandum – Characterize TDS/N Mass Loading to the Coachella Valley Groundwater Basin was released for public review in November 2023. Public comments are due in the coming weeks.

## PUBLIC AFFAIRS

### Past & Upcoming Sponsorships / Events

#### City of Desert Hot Springs Holiday Parade: December 9, 2023

Team MSWD once again participated in the Desert Hot Springs Holiday Parade. This year's theme was "1963-2023 Holiday Traditions," a nod to the city's 60th anniversary. MSWD's float featured the Grinch and solicited lots of excitement from the crowd. In keeping with our winning tradition, the float won honors in the "best decoration" category.



#### Honey Mesquite Restoration Workshop: December 14, 2023



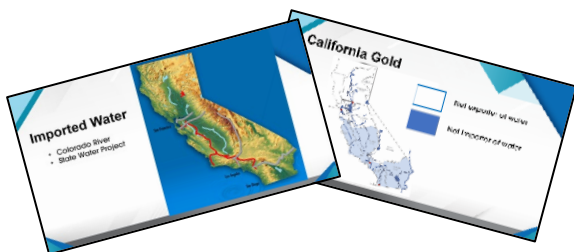
MSWD participated in a Coachella Valley Conservation Committee event discussing the restoration of the Western Honey Mesquite (*Prosopis glandulosa* v. *torreyana*) in the Coachella Valley. MSWD presented information on its septic-to-sewer/groundwater protection programs and answered questions related to the local watershed.



#### MSWD LifeStream Blood Drive: December 19, 2023

During our last blood drive on December 19, 2023, we collected 12 pints of life-saving blood. In 2023, we hosted five blood drives, which collected more than 73 pints of life-saving donations.

#### Water 101: Let's Talk Water: August – December 2023



MSWD completed the fall series of our popular Water 101: Let's Talk Water community workshops in December 2023. The monthly courses took place at the new Desert Hot Springs Library from 6:00-7:00pm and included discussions on our water and wastewater systems, finances, and planning functions.

#### Leadership Coachella Valley Presentation: January 19, 2024

MSWD staff will present information related to the impact of MSWD on the community in front of about 50 local emerging leaders from various industries within the Coachella Valley. This session is on January 19, 2024, at the Veteran's Post in Desert Hot Springs.





**Desert Hot Springs Rockhouse Grant Opening & Open House: January 20, 2024, 10:00am – 4:00pm**

As a proud sponsor and supporter of the Desert Hot Springs Historical Society, MSWD will be on hand to welcome guests and provide information during the historical Rockhouse Grand Opening and Open House.



**CORBS Awards Ceremony: January 27, 2024, 5:30pm**



MSWD will attend the Colorado River Basin Section California Water Environment Association annual dinner on January 27, 2024. We anticipate MSWD will once again receive special honors this year.

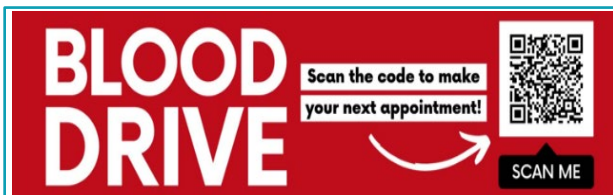
**Palm Springs Air Museum Fundraising Dinner: February 10, 2024**

This year's Palm Springs Air Museum Fundraising Dinner will honor the pioneers of modern tech aviation while raising funds to support local educational programs.



**MSWD Blood Drives: 2024**

Recognizing the continued need in our community, MSWD will continue to partner with LifeStream to host employee/community blood drives in 2024. We have scheduled five events for next year:



- Wednesday, February 28, 2024
- Wednesday, May 15, 2024
- Wednesday, July 10, 2024
- Wednesday, September 11, 2024
- Wednesday, November 13, 2024

For more information or to schedule an appointment, please visit [www.lifestream.org/MSWD](http://www.lifestream.org/MSWD).

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

## Public & Media Outreach

### MSWD Conservation & Groundwater Prevention Calendar

The 2024 MSWD community calendar is available for pick-up at District offices and select locations throughout Desert Hot Springs. The English/Spanish calendars feature local student artwork and include conservation and important groundwater protection information. Calendars are available for pickup at:



- Mission Springs Water District – 66575 Second St.
- Desert Hot Springs City Hall - 65950 Pierson Blvd.
- Desert Hot Springs Library - 14380 Palm Dr.
- Desert Hot Springs Recreation Center - 11750 Cholla
- Desert Hot Springs Senior Center - 11777 West Dr.
- Mas More Better Skate Shop – 66038 Pierson Blvd

For more information or to view the calendar online, please visit [www.MSWD.org/communitycalendar](http://www.MSWD.org/communitycalendar)

### Customer Newsletter

Our December 2023 Water Matters newsletter featured information about our Groundwater & Conservation calendars, free water conservation kits, and available rebates.

A copy of the newsletter is included in Appendix D.



### Introducing MSWD Water Talks

Starting in January 2024, MSWD will be hosting a monthly Water Talk featuring presenters from various organizations covering topics important to the water future of our valley.



Our first session will cover the Salon Sea. Other topics this year will include fleet electrification, the future of the Colorado River, drought and climate resilience, infrastructure needs, special districts, and more. Sessions will be held between 5:00-6:00pm in the Desert Hot Springs Library Community Room. Here is a list of upcoming Water Talks: 1/31/2024, 2/21/2024, 3/27/2024, 5/29/2024, 6/26/2024, 7/24/2024, 8/28/2024, 9/25/2024, 10/30/2024, and 11/20/2024.

## Legislative Update

### **Federal: Congress Passes Continuing Resolution**

Congress left Washington, D.C., for the holiday recess without progressing in finalizing the Fiscal Year (FY) 2024 appropriations bills. Currently, the federal government is being funded through a two-tiered ladder Continuing Resolution (CR), which divided the twelve appropriations bills into the following two groups with two different deadlines:

- Extends the agencies funded under the below bills through January 19, 2024:
  - Agriculture-FDA
  - Energy and Water
  - Military Construction-Veterans Affairs
  - Transportation-Housing and Urban Development
- Extends agencies funded under the below bills through February 2, 2024:
  - Commerce-Justice-Science
  - Labor-HHS-Education
  - Defense
  - Financial Services
  - Homeland Security
  - Interior-Environment
  - Legislative Branch
  - State-Foreign Operations

With the Senate scheduled to return to Washington on January 8, 2024, and the House on January 9, 2024, Members will return with only a handful of days to take action to avoid a partial government shutdown on January 19, 2024.

A complete federal update is located in Appendix C.

### **California: Returning from Holidays on January 3, 2024**

The California Legislature reconvened on January 3, 2024, launching into the second year of the 2023-24 legislative session and reviving discussion of issues important to the water industry, including water rights bills and the possibility of a water/climate resilience bond on the November 2024 statewide ballot. Staff will update the Board as more information becomes available.










## MSWD Digital Advertising

The District featured three Google and Facebook/Instagram ads promoting various MSWD programs.

The Google campaign garnered more than 256,387 impressions and 249 link clicks. Our Facebook ads garnered more than 116,864 impressions and 419 link clicks. A full report is included in Appendix D.

## Social Media

A copy of the December 2023 social media report can be found in Appendix D. This report highlights activities and posts on the District's social media platforms. Some of our most engaging posts included MSWD's holiday parade participation and educator posts.

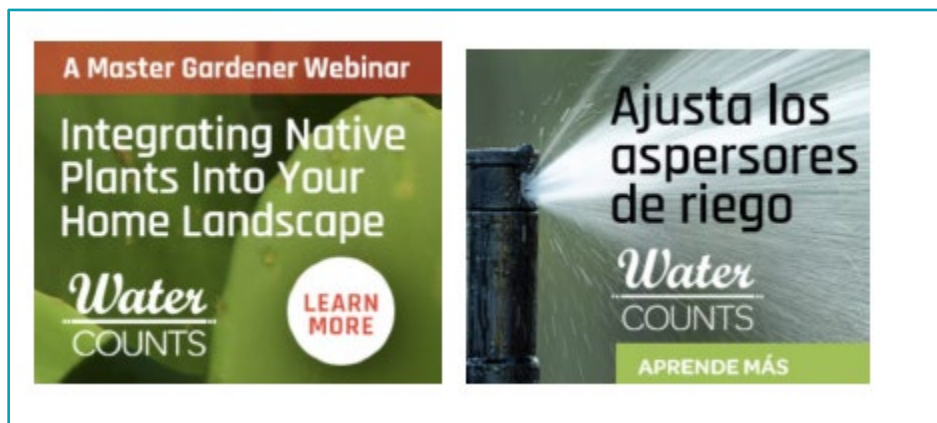
3 Most Engaging Posts	3 Highest Reach Posts	3 Most Shared Posts
 <p><b>Holiday Parade</b> Thank you to everyone who joined MSWD and our communi...</p> <p>19.84%</p>	 <p><b>Join Our Team</b> Join the #MSWD team! We are looking for a temporary Fiel...</p> <p>448</p>	 <p><b>Join Our Team</b> Join the #MSWD team! We are looking for a temporary Fiel...</p>
 <p><b>Post 28669759</b> Attention DHS educators, we are delighted to share the fa...</p> <p>10.91%</p>	 <p><b>Holiday Parade</b> Thank you to everyone who joined MSWD and our communi...</p> <p>252</p>	 <p><b>Water 101 - Dec 21</b> Fill your brain with some water knowledge! We'll let t...</p>
 <p><b>Happy New Year</b> Wishing you and your loved ones a year ahead filled wi...</p> <p>8.55%</p>	 <p><b>Water 101 - Dec 21</b> Fill your brain with some water knowledge! We'll let t...</p> <p>201</p>	 <p><b>Holiday Parade</b> Thank you to everyone who joined MSWD and our communi...</p>

## CV Water Counts

CV Water Counts is proud to host its Water Counts Academy once again. Designed for current and emerging leaders in the Coachella Valley who want to learn about water resources, the course covers the history, use, and management of water in the Coachella Valley. This year's sessions will be in-person at UC Riverside and include an MSWD Nancy Wright Water Reclamation Facility tour. To sign up or for more information, please visit CV Water Counts | Water Counts Academy - CV Water Counts.

Traffic increased on the CV Water Counts website from 2,100 in November 2023 to 2,703 in December 2023. The top pages were Conservation Tips, the Academy Application Page, and the Webinar Page. Over 120,000 ad impressions were seen from Google Ads on websites, apps, and YouTube, while 142,000+ impressions were seen on Facebook and Instagram.

A full report is in Appendix D.



## Rebates & Conservation

The Public Affairs team continued to promote rebates and conservation throughout our service territory during December 2023.

### Toilet Rebates

We funded two new toilet rebate applications in December 2023 for three toilets, totaling \$300. For the year, we received 17 applications and paid rebates on 27 replacements, totaling \$2,700 in rebates.

### Turf Rebates

We did not receive any new turf applications in December 2023, but we have two pending applications totaling \$4,670. In 2023, we received six applications and paid out ten for a total of \$104,275.

### Conservation Kits

We received one new conservation kit request in December 2023 and mailed out a total of 35 kits in 2023.

### Bottled Water Tracking Report

Date Supplied	Requested By	Event or Purpose	Cases Requested
12/07/2023	St. Elizabeth's Church	Special Event	5
12/13/2023	DHS High School	Club de Mujeres Latinas de DHS	5
12/28/2023	DHS Senior Center	Holiday Community Party	5
<b>TOTAL</b>			<b>15</b>



**APPENDIX A – Finance & Accounting Information**

MISSION SPRINGS WATER DISTRICT  
 COMBINED FUNDS  
 DISTRICT SUMMARY  
 JULY 1, 2023 TO DECEMBER 31, 2023

YEAR TO DATE				JULY 1, 2022 TO DECEMBER 31, 2022			
ACTUAL	BUDGET	FAVORABLE	FAVORABLE	ACTUAL	BUDGET	FAVORABLE	FAVORABLE
		(UNFAVORABLE) VARIANCE AMOUNT	(UNFAVORABLE) VARIANCE PERCENT			(UNFAVORABLE) VARIANCE AMOUNT	(UNFAVORABLE) VARIANCE PERCENT
10,674,925	10,633,794	41,131	0%	11,008,865	10,393,212	615,653	6%
8,657,402	11,958,278	3,300,876	28%	9,728,975	11,421,824	1,692,849	15%
<u>2,017,523</u>	<u>(1,324,484)</u>	<u>3,342,007</u>	252%	<u>1,279,890</u>	<u>(1,028,612)</u>	<u>2,308,502</u>	224%
4,913,988	2,362,359	2,551,629	108%	1,937,226	1,752,878	184,348	11%
452,492	531,942	79,450	15%	297,667	374,028	76,361	20%
<u>4,461,495</u>	<u>1,830,417</u>	<u>2,631,078</u>	144%	<u>1,639,559</u>	<u>1,378,850</u>	<u>260,709</u>	19%
<u>6,479,019</u>	<u>505,933</u>	<u>5,973,085</u>	1181%	<u>2,919,449</u>	<u>350,238</u>	<u>2,569,211</u>	734%

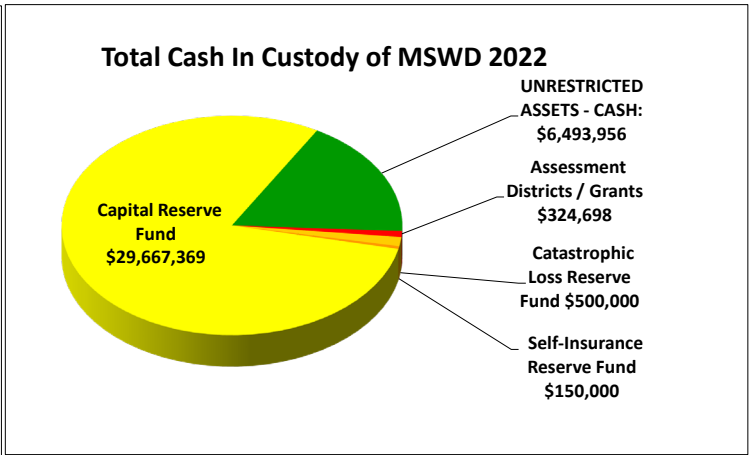
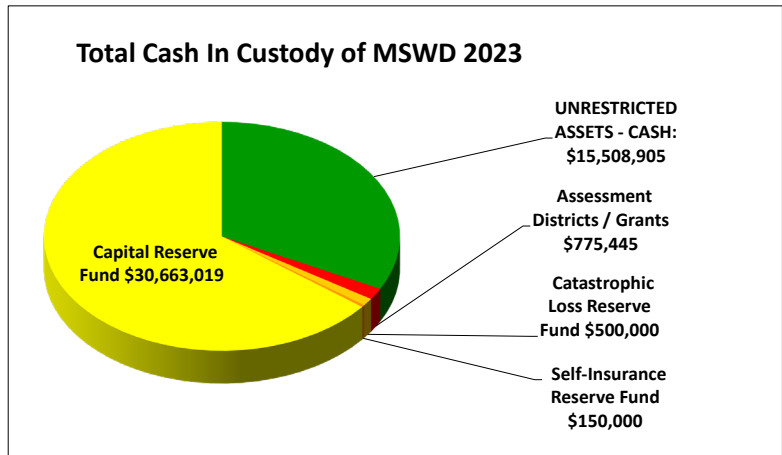
**OPERATING REVENUE:**  
**OPERATING EXPENSE:**  
**NET OPERATING INCOME**

**ADD NON-OPERATING REVENUE**  
**LESS NON-OPERATING EXPENSE**  
**NET NON-OPERATING INCOME**

**NET INCOME**

**OTHER INFORMATION**

	7.39	<b>DEBT SERVICE RATIO</b>	7.25
	0.39%	<b>INVESTMENT RETURN</b>	0.02%
EARNED \$	49,167	<b>WELLS FARGO LOAN INTEREST</b>	\$ 53,200 PAID
	\$ 42,784,058	<b>CASH - JULY 1</b>	\$ 47,763,077
	\$ 4,813,312	<b>INCREASE/(DECREASE) IN CASH</b>	\$ (10,627,054)
	<u>\$ 47,597,370</u>	<b>CASH - END OF PERIOD</b>	<u>\$ 37,136,023</u>
<b>WELLS FARGO</b>	\$ 15,508,905	<b>UNRESTRICTED CASH</b>	\$ 6,493,956
<b>WELLS FARGO</b>	\$ 345,533	<b>RESTRICTED - ASSESSMENT DISTRICTS</b>	\$ 414,640
<b>CALTRUST</b>	\$ 6,854,342	<b>RESTRICTED - SHORT TERM FUND</b>	\$ 6,398,368
<b>CALTRUST</b>	\$ 22,163,198	<b>RESTRICTED - MEDIUM TERM FUND</b>	\$ 21,279,272
<b>CALTRUST</b>	\$ 2,725,391	<b>RESTRICTED - LIQUIDITY FUND</b>	\$ 2,549,787
	<u>\$ 47,597,370</u>	<b>RESTRICTED TOTAL CASH</b>	<u>\$ 37,136,023</u>



**MISSION SPRINGS WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM  
DECEMBER 31, 2023**

Item 24.

1	A	B	C	D	E	F	G	H	I	J	K	L
			BEG BAL	CURRENT	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	CLOSED TO	ADOPTED	BALANCE	
2	JOBNO	PROJECT TITLE	07-01-2023	MONTH	12-31-23	BUDGET	TO ACTUAL	COST	PROPERTY	BUDGET	OF BUDGET	STATUS
3	10371	SEWER LINE ENCASMENT I-10 CROSSING @ INDIAN	251,972.22		0.00	0.00	0.00	251,972.22		251,972.00	-0.22	COMPLETED
4	10693	WELL SITE-WORSLEY RD NORTH-27 ACRES	39,326.00		0.00	0.00	0.00	39,326.00		39,326.00	0.00	COMPLETED
5	10702	WELL SITE WORSLEY-ENV/ENG	2,404.50		0.00	0.00	0.00	2,404.50		2,405.00	0.50	COMPLETED
6	10969	PRELIM DESIGN/ENG HORTON WWTP EXP# 5	171,702.93		0.00	0.00	0.00	171,702.93		171,703.00	0.07	COMPLETED
7	11032	FINAL DESIGN HORTON WWTP EXP #5	940,340.32		0.00	0.00	0.00	940,340.32		940,340.00	-0.32	COMPLETED
8	11076	WELL #38 DESIGN & ENVIRONMENTAL	366,443.48		0.00	0.00	0.00	366,443.48		375,000.00	8,556.52	COMPLETED
9	11087	HORTON WWTP EXPANSION #5	152,615.52		0.00	0.00	0.00	152,615.52		13,404,000.00	13,251,384.48	PAUSED
10	11088	EIR HORTON WWTP EXPANSION #5	71,415.62		0.00	0.00	0.00	71,415.62		71,416.00	0.38	COMPLETED
11	11147	WELL #42 (NEAR TO EXISTING WELL # 22)	2,414,627.28	921.78	260,867.84	2,210,777.00	1,949,909.16	2,675,495.12		4,600,000.00	1,924,504.88	ONGOING
12	11159	1530 ZONE REDBUD TANK #2 LAND AND CONSTR	70,708.46		0.00	9,292.00	9,292.00	70,708.46		80,000.00	9,291.54	PAUSED
13	11205	I-10 & INDIAN SEWER COLLECTION SYSTEM	594,668.44		0.00	57,332.00	57,332.00	594,668.44	0.00	652,000.00	57,331.56	PAUSED
14	11282	MISSION CREEK - 80 ACRES	325,077.18		0.00	0.00	0.00	325,077.18		328,000.00	2,922.82	PAUSED
15	11392	WELL & BOOSTER SCADA ENHANCEMENT	29,207.20		0.00	0.00	0.00	29,207.20		30,000.00	792.80	COMPLETED
16	11424	REGIONAL WASTEWATER TREATMENT PLANT	35,657,188.93	826.19	8,703,910.48	20,001,215.00	11,297,304.52	44,361,099.41		51,000,000.00	6,638,900.59	ONGOING
17	11425	AREA M-2 (AD #15)	634,711.19	760.00	1,110.00	10,819,868.00	10,818,758.00	635,821.19	0.00	11,450,000.00	10,814,178.81	ONGOING
18	11426	CONVEYANCE LINE FROM LS TO RWWTP	1,886,431.81	19,662.68	2,446,685.30	7,257,876.00	4,811,190.70	4,333,117.11		8,300,000.00	3,966,882.89	ONGOING
19	11451	CHROMIUM 6 COMPLIANCE STUDY	14,489.48		1,820.00	185,511.00	183,691.00	16,309.48		200,000.00	183,690.52	PAUSED
20	11456	HHWTP INFL. PUMP STATION ODOR CONTROL	647,827.69	0.00	119.31	82,745.00	82,625.69	647,947.00		730,000.00	82,053.00	ONGOING
21	11460	WELL 29 CHROMIUM 6 TREATMENT DESIGN			0.00	200,000.00	200,000.00	0.00		200,000.00	200,000.00	NOT STARTED
22	11472	AREA J-2	293,853.72		0.00	6,146.00	6,146.00	293,853.72		300,000.00	6,146.28	PAUSED
23	11498	HHWTP PERCOLATION POND REHAB	28,181.34		0.00	0.00	0.00	28,181.34		42,000.00	13,818.66	PAUSED
24	11556	HHWTP ASU DEMOLITION	45,077.20		0.00	122,198.00	122,198.00	45,077.20		167,275.00	122,197.80	PAUSED
25	11557	HHWTP PERCOLATION PONDS (2)	350,213.58		0.00	29,786.00	29,786.00	350,213.58		380,000.00	29,786.42	PAUSED
26	11566	DESIGN & ENGINEERING AREAS H & I	332,182.49	130.17	1,067.65	129,775.00	128,707.35	333,250.14		460,000.00	126,749.86	ONGOING
27	11598	BLOCK WALL AT CORP YARD & WASTEWATER FACILITY	1,451.86		0.00	153,548.00	153,548.00	1,451.86		150,000.00	153,548.14	PAUSED
28	11599	BLOCK WALL/FENCE AT TERRACE RESERVOIR	25,947.91		0.00	200,340.00	200,340.00	25,947.91		226,288.00	200,340.09	PAUSED
29	11600	BOOSTER PUMP REHAB PROGRAM	119,375.93		0.00	80,515.00	80,515.00	119,375.93		150,000.00	30,624.07	PAUSED
30	11601	MODULAR ENCL FOR CHLORINE EQUIP AT WELL SITES	88,417.25		0.00	38,018.00	38,018.00	88,417.25		124,180.00	35,762.75	PAUSED
31	11602	ELECTRICAL PANEL/MOTOR REHAB (3 SITES)	699,854.57		365.23	0.00	-365.23	700,219.80		741,404.00	41,184.20	ONGOING
32	11604	PAVEMENT REPAIRS - CORP YARD	43,757.39		0.00	301,818.00	301,818.00	43,757.39		345,575.00	301,817.61	PAUSED
33	11607	TERRACE RESERVOIR NO. 1	30,667.76		0.00	723,675.00	723,675.00	30,667.76		754,343.00	723,675.24	PAUSED
34	11608	TERRACE RESERVOIR NO. 2	32,374.80		0.00	782,086.00	782,086.00	32,374.80		814,461.00	782,086.20	PAUSED
35	11609	TERRACE RESERVOIR NO. 3	30,882.54		0.00	330,480.00	330,480.00	30,882.54		361,363.00	330,480.46	PAUSED
36	11610	VISTA RESERVOIR NO. 2	125,979.40	208.20	298.85	849,448.00	849,149.15	126,278.25		975,427.00	849,148.75	PAUSED
37	11611	WELL REHABILITATION PROGRAM - WELL 22	315,712.46	8,795.78	207,681.24	1,328,219.00	1,120,537.76	523,393.70		1,560,000.00	1,036,606.30	ONGOING
38	11613	HHWTP ABOVE GROUND PIPING & APPURTENANCE REHAB	343.68		0.00	149,656.00	149,656.00	343.68		150,000.00	149,656.32	PAUSED
39	11617	HHWTP SCADA UPGRADES	40,080.36		0.00	94,006.00	94,006.00	40,080.36		129,008.00	88,927.64	PAUSED
40	11618	DESIGN & ENGINEERING FOR AREAS A & G	526,554.15	2,864.88	7,639.47	1,099,118.00	1,091,478.53	534,193.62		1,600,000.00	1,065,806.38	ONGOING
41	11621	ADMIN BUILDING	1,523,556.61		8,369.14	16,802,667.00	16,794,297.86	1,531,925.75		33,300,000.00	31,768,074.25	PAUSED
42	11622	2020 WATER CIP PIPELINE REPLACEMENT	275,188.54		0.00	1,989,786.00	1,989,786.00	275,188.54		2,264,975.00	1,989,786.46	PAUSED
43	11645	MISSION CREEK SUBBASIN ALTERNATIVE PLAN	340,014.59	25.93	25.93	0.00	-25.93	340,040.52	-340,014.59	560,000.00	219,959.48	COMPLETED
44	11657	SEWER SYSTEM COLLECTIONS	560,651.81		128.56	192,873.00	192,744.44	560,780.37		750,000.00	189,219.63	ONGOING
45	11665	WELL AND RESERVOIR SITES SECURITY CAMERAS	2,366.86		0.00	222,708.00	222,708.00	2,366.86		225,075.00	222,708.14	PAUSED
46	11666	EMERGENCY BACKUP GENERATOR WELL 27/31	18,098.29		3,554.01	395,166.00	391,611.99	21,652.30		411,002.00	389,349.70	ONGOING
47	11667	EMERGENCY BACKUP GENERATOR WELL 32	18,008.94		3,551.21	284,230.00	280,678.79	21,560.15		300,331.00	278,770.85	ONGOING
48	11668	EMERGENCY BACKUP GENERATOR WELL 37	18,043.56		3,553.02	284,200.00	280,646.98	21,596.58		300,331.00	278,734.42	ONGOING
49	11689	FILTRATION FOR HHWTP	108,952.07		0.00	1,391,082.00	1,391,082.00	108,952.07		1,500,000.00	1,391,047.93	PAUSED
50	11691	MUNICODE WEBSITE	9,021.78		0.00	0.00	0.00	9,021.78		31,000.00	21,978.22	PAUSED
51	11692	MUNICODE AGENDA	7,214.25		0.00	0.00	0.00	7,214.25		20,000.00	12,785.75	PAUSED
52	11693	GQPP AREA D3-1 SEWER DESIGN	8,840.75		0.00	147,159.00	147,159.00	8,840.75		156,000.00	147,159.25	PAUSED
53	11716	PORTABLE BOOSTER/TRANSFER PUMP			148,226.35	180,000.00	31,773.65	148,226.35		180,000.00	31,773.65	ONGOING
54	11717	TRAILER MOUNTED PORTABLE GENERATORS			0.00	537,375.00	537,375.00	0.00		537,375.00	537,375.00	NOT STARTED
55	11719	RESERVOIR REHAB PROGRAM DESIGN - 2022 FY			0.00	120,000.00	120,000.00	0.00		120,000.00	120,000.00	NOT STARTED
56	11720	WELL REHAB PROGRAM DESIGN - 2022 FY	53,528.31		2,047.50	66,472.00	64,424.50	55,575.81		120,000.00	64,424.19	PAUSED
57	11733	ADMINISTRATION OFFICE REPAIRS DRYWL/PAINT	35,339.27		0.00	99,661.00	99,661.00	35,339.27		135,000.00	99,660.73	PAUSED
58	11737	PIERSON BLVD SLURRY SEAL PROJECT			0.00	183,000.00	183,000.00	0.00		183,000.00	183,000.00	NOT STARTED
59	11738	RIVERSIDE CTY MOUNTAIN VIEW RESURFACING PROJ			0.00	33,000.00	33,000.00	0.00		33,000.00	33,000.00	NOT STARTED
60	11741	35C WELL REHABILITATION	14,226.50		4,713.35	2,685,773.00	2,681,059.65	18,939.85		2,700,000.00	2,681,060.15	ONGOING
61	11742	34C WELL REHABILITATION	13,269.15	2,483.43	8,865.67	464,997.00	456,131.33	22,134.82		475,000.00	452,865.18	ONGOING



**MISSION SPRINGS WATER DISTRICT  
CAPITAL IMPROVEMENT PROGRAM  
DECEMBER 31, 2023**

Item 24.

	A	B	C	D	E	F	G	H	I	J	K	L
1			BEG BAL	CURRENT	YEAR TO DATE	2024	FY 2024 BUDGET	TOTAL	CLOSED TO	ADOPTED	BALANCE	
2	JOBNO	PROJECT TITLE	07-01-2023	MONTH	12-31-23	BUDGET	TO ACTUAL	COST	PROPERTY	BUDGET	OF BUDGET	STATUS
62	11743	INSTALL 18-INCH INTERTIE LINE	685.19	260.25	1,012.55	1,100,000.00	1,098,987.45	1,697.74		1,100,000.00	1,098,302.26	ONGOING
63	11768	REDBUD B.S. OUTAGE/HIGHLAND RS. BWN	68,248.67		0.00	0.00	0.00	68,248.67	-30,493.67	35,000.00	-33,248.67	PAUSED
64	11769	19TH-20TH AVES & LITTLE MORONGO ROADWAY PROJECT	44,736.64	5,423.43	18,984.90	286,768.00	267,783.10	63,721.54		309,000.00	245,278.46	ONGOING
65	11776	ENERGY CONSERVATION AND EFFICIENCY SVCS PLAN	5,614.75		22,224.33	0.00	-22,224.33	27,839.08		20,000.00	-7,839.08	PAUSED
66	11787	JOHN DEERE 3032E COMPACT UTILITY TRAILER				0.00		0.00		32,000.00	32,000.00	NOT STARTED
67	11788	MUFFIN MONSTER 6" INLINE GRINDER			0.00	15,100.00	15,100.00	0.00		15,100.00	15,100.00	NOT STARTED
68	11789	WACHS ERV-750 VALVE MACHINE			0.00	42,000.00	42,000.00	0.00		42,000.00	42,000.00	NOT STARTED
69	11790	2024 - NEW METERS 3/4" - 2"		7,903.66	117,560.03	350,000.00	232,439.97	117,560.03		350,000.00	232,439.97	ONGOING
70	11791	ERP SYSTEM REPLACEMENTS			0.00	1,710,000.00	1,710,000.00	0.00		1,710,000.00	1,710,000.00	NOT STARTED
71												
72												
73	TOTAL		50,527,673.17	50,266.38	11,974,381.92	76,827,465.00	64,853,083.08	62,502,055.09	-370,508.26	150,177,675.00	87,675,619.91	
74												
75	68 records listed											
76												
77		TO BE CORRECTED DURING THE MIDYEAR PROCESS										

**APPENDIX B – Wastewater & Water Production Tables**

### WASTEWATER REPORT

SEWER CONNECTION SUMMARY													
	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	4	4	18	8	7	9	51	2	1	139	2	0	0
August	12	26	20	4	1	8	53	2	4	214	4	0	2
September	17	20	20	5	2	12	8	11	2	90	2	1	0
October	3	13	36	9	4	8	12	4	21	65	8	2	1
November	7	8	29	50	10	9	7	7	1	52	18	7	3
December	21	8	12	9	3	3	64	1	0	86	22	11	2
January		35	14	21	7	1	16	8	3	27	3	11	1
February		4	7	23	5	1	42	0	3	5	46	6	1
March		24	17	48	1	0	23	5	0	31	16	2	1
April		16	7	18	3	3	15	30	0	8	95	14	3
May		9	16	17	11	3	20	45	7	13	98	3	2
June		4	2	21	7	3	6	70	4	4	72	2	0
<b>Annual</b>	<b>64</b>	<b>171</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>	<b>16</b>

**Connections to Sewer Collection System:**  
 As of June 30, 2023                   8,836  
 Plus YTD                                   64  
**Total Sewer Connections =       8,900**

WASTEWATER FLOW MGD				
2023/24	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.922043	2.149212	0.050983	0.071200
August	1.929369	2.592078	0.047453	0.067540
September	2.037218	2.182773	0.046081	0.055570
October	2.050049	2.173503	0.040804	0.051000
November	2.065661	2.265582	0.046158	0.059550
December	2.037725	2.208722	0.045566	0.057730
January				
February				
March				
April				
May				
June				

WASTEWATER FLOW MGD				
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
August	2.007484	2.156507	0.043378	0.051750
September	2.085598	2.243680	0.042339	0.047130
October	1.980283	2.266199	0.045616	0.052230
November	1.966075	2.124845	0.045861	0.050330
December	1.963779	2.145901	0.041817	0.050300
January	1.954007	2.142796	0.043181	0.048220
February	1.917610	2.093768	0.041724	0.056170
March	1.977725	2.134190	0.042863	0.047530
April	2.047194	2.217048	0.037373	0.047160
May	1.977976	2.188987	0.040162	0.059330
June	1.938862	2.058816	0.049741	0.067470

### WATER REPORT

WATER CONNECTION SUMMARY													
	2023/24	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	5	6	18	7	4	5	7	2	0	0	1	0	0
August	14	28	19	6	10	5	3	2	2	0	1	0	0
September	19	22	23	18	2	14	4	13	3	0	2	2	0
October	4	16	33	13	3	21	8	3	20	0	5	1	1
November	9	10	27	10	16	4	0	7	3	0	1	0	1
December	5	9	9	2	17	3	3	2	0	0	2	0	0
January		26	14	15	6	3	20	1	1	2	2	0	0
February		14	8	13	8	5	11	1	0	1	0	1	0
March		29	19	16	2	3	6	5	0	12	0	0	4
April		24	6	11	1	3	7	11	2	7	0	1	4
May		16	19	15	12	5	11	9	8	2	0	1	2
June		5	1	24	11	2	8	2	10	1	0	0	0
<b>Annual</b>	<b>56</b>	<b>205</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>Avg./ Mo.</b>	<b>4.67</b>	<b>17.08</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>

**Connections to Water System:**  
 As of June 30, 2023      13,542  
 Plus YTD                      56  
**Total Water Connections =      13,598**

WATER PRODUCTION SUMMARY													
	FY 2023/24	Variance from prior year		FY 2022/23	FY 2021/22	FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	789.99	38.20	5.08%	751.79	796.57	857.77	853.23	857.20	835.87	714.50	659.11	859.00	942.82
August	737.74	-112.45	-13.23%	850.19	839.93	885.31	795.18	806.47	829.93	808.54	706.62	730.71	828.60
September	675.06	-40.97	-5.72%	716.03	738.65	784.80	757.08	689.47	712.40	679.54	657.37	800.67	813.20
October	709.23	17.25	2.49%	691.98	665.18	755.84	709.39	709.81	733.86	678.33	575.86	716.30	716.09
November	629.05	29.66	4.95%	599.39	679.85	690.13	619.87	631.75	642.41	601.89	582.22	533.69	557.05
December	529.99	-24.28	-4.38%	554.27	565.48	588.32	537.23	502.16	584.24	520.63	503.10	590.83	633.09
January		-	0.00%	530.39	580.28	537.96	553.20	570.20	599.52	465.10	431.38	526.86	582.86
February		-	0.00%	490.41	527.34	495.61	520.85	415.49	512.79	453.39	483.92	506.49	522.87
March		-	0.00%	500.37	601.44	625.80	557.73	490.92	536.09	549.50	514.05	614.94	603.89
April		-	0.00%	552.34	624.07	649.34	573.02	635.08	644.06	540.56	502.36	622.58	664.05
May		-	0.00%	726.25	745.36	723.62	698.99	598.36	697.15	731.81	601.83	590.28	708.18
June		-	0.00%	682.09	730.02	761.63	806.02	710.39	688.74	732.68	685.93	706.34	812.96
<b>TOTAL</b>	<b>4,071.06</b>	<b>-92.59</b>	<b>-2.22%</b>	<b>7,645.50</b>	<b>8,094.17</b>	<b>8,356.13</b>	<b>7,981.79</b>	<b>7,617.30</b>	<b>8,017.06</b>	<b>7,476.47</b>	<b>6,903.75</b>	<b>7,798.69</b>	<b>8,385.66</b>

**APPENDIX C – Federal Update from Carpi & Clay**

# Mission Springs Water District Federal Update

December 29, 2023

## Fiscal Year 2024 Appropriations Update

Congress left Washington, D.C. for the holiday recess without making progress on finalizing the Fiscal Year (FY) 2024 appropriations bills. Currently, the federal government is being funded through a two-tiered laddered Continuing Resolution (CR), which divided the twelve appropriations bills into the following two groups with two different deadlines:

- Extends the agencies funded under the below bills through **January 19<sup>th</sup>, 2024**:
  - Agriculture-FDA
  - Energy and Water
  - Military Construction-Veterans Affairs
  - Transportation-Housing and Urban Development
  
- Extends agencies funded under the below bills through **February 2<sup>nd</sup>, 2024**:
  - Commerce-Justice-Science
  - Labor-HHS-Education
  - Defense
  - Financial Services
  - Homeland Security
  - Interior-Environment
  - Legislative Branch
  - State-Foreign Operations

With the Senate scheduled to return to Washington on January 8<sup>th</sup>, and the House on January 9<sup>th</sup>, Members will return with only a handful of days to take action to avoid a partial government shutdown on January 19<sup>th</sup>.

## OMB Releases Fall 2023 Regulatory Agenda

The White House Office of Management and Budget (OMB) released the **Fall 2023 Regulatory Agenda**. The agenda, released twice a year, lays out the regulations federal departments and agencies plan on working on over the course of the next six months.

## House Members Introduce Workforce Innovation and Opportunity Act Reauthorization

House Committee on Education and Workforce Chair Virginia Foxx (R-NC) and Ranking Member Bobby Scott (D-VA), introduced the *A Stronger Workforce for America Act* ([H.R. 6655](#)) to reauthorize the *Workforce Innovation and Opportunity Act*. The bill would direct 50% of funding for adults and displaced workers to job training, would ensure displaced workers receive individual training accounts of \$5,000 for reskilling programs, and aims to strengthen the accountability system for states and local areas. For young people, 65% of funding would be directed to those disconnected from school programs and would authorize funding for in-school youth to seek job training programs outside of their school district. The bill would also codify programs to assist individuals released from prison as they transition into the workforce. A markup was held on December 12<sup>th</sup> and the bill passed out Committee by a vote of 44-1.

### Schumer Urges Treasury to Expedite IRA Direct Pay Guidance

Senate Majority Leader Chuck Schumer (D-NY) wrote a [letter](#) to Department of Treasury Secretary Janet Yellen urging the expedited release of direct pay incentive guidance for tax-exempt entities for clean energy projects. The Inflation Reduction Act (IRA) authorizes tax-exempt entities, such as nonprofits, local governments, publicly owned utilities, and rural electric cooperatives, to claim tax incentives in the form of a direct payment from the Internal Revenue Service (IRS). Schumer's letter presses for rapid finalization of guidelines for waivers related to domestic content mandates should entities prove that there is no other sourcing option and wants Treasury to pay credits sooner than a year or more after an entity completes a clean energy project.

### Members of Congress Announce Departures and Retirements

In December, several Members of Congress announced their intent to retire or resign. Most notably, former Speaker of the House Kevin McCarthy (R-CA) announced he will resign from Congress effective December 31<sup>st</sup>. Representative Bill Johnson (R-OH) intends to resign effective March 15<sup>th</sup> to assume the role of President of Youngstown State University. Representative Drew Ferguson (R-GA) and North Carolina Representatives Patrick McHenry (R), Kathy Manning (D), and Wiley Nickel (D) announced their intent to retire at the end of the 118<sup>th</sup> Congress. Additionally, on December 1<sup>st</sup>, the House voted to expel Representative George Santos (R-NY) by a vote 311-114 following the release of a report by the House Ethics Committee. A special election to fill the seat is scheduled for February 13<sup>th</sup>.

### Federal Funding Opportunities & Announcements

**DOI Announces \$72 Million for Salton Sea Restoration.** The Department of the Interior (DOI) [announced](#) \$72 million in IRA funding to accelerate restoration of the Salton Sea in California through the state's 10-year Salton Sea Management Plan. From the funding, \$70 million will support expansion of the Species Conservation Habitat Project to create up to 7,000 acres of aquatic habitats for wildlife and cover exposed lakebed. The remaining \$2 million will support the Torres Martinez Desert Cahuilla Indians over five years to expand technical capacity and fund positions supporting Salton Sea project implementation.

**EPA Releases \$30.7 Million Water Technical Assistance NOFO.** The Environmental Protection Agency (EPA) released a \$30.7 million [NOFO](#) through the Training and Technical Assistance to Improve Water Quality and Enable Small Public Water Systems to Provide Safe Drinking Water grant program. The program supports technical assistance for small public water systems to achieve and maintain compliance with the Safe Drinking Water Act (SDWA), provide managerial and/or financial assistance for maintaining SDWA compliance, improve water quality at publicly owned small wastewater systems, and provide support to improve water quality for private well owners. Applications are due February 2<sup>nd</sup>.

**EPA Publishes \$2 Billion Community Change Grants NOFO.** EPA published a [NOFO](#) through the Environmental and Climate Justice Community Change Grant Program for the availability of \$2 billion to fund community-driven projects that address climate challenges and reduce pollution while strengthening communities through thoughtful implementation. There will be two tracks of funding under this opportunity. Track I will fund approximately 150 large, transformational community-driven investment grants of \$10 million to \$20 million. Track II will fund approximately 20 meaningful engagement grants of \$1 million to \$3 million. Applications are due November 21<sup>st</sup>; however, EPA will evaluate applications on a rolling basis until that date.

**EPA Awards \$600 Million through Environmental Justice Thriving Communities Grantmaking Program.** EPA [awarded](#) \$600 million to 11 Grantmakers under the Environmental Justice Thriving Communities Grantmaking program. Communities will be able to apply for subgrants through a Grantmaker to fund projects such as small local cleanups, local emergency preparedness and disaster resiliency programs, environmental workforce development programs, fence line air quality and asthma related projects, healthy home programs, and projects that address illegal dumping.

**Reclamation Awards \$51 Million through WaterSMART Aquatic Ecosystem Restoration Program.** The Bureau of Reclamation [awarded](#) \$51 million to 18 projects through the WaterSMART Aquatic Ecosystem Restoration Program. Grants will fund the study, design, and construction of ecosystem restoration projects to improve the health of fisheries, wildlife, and aquatic habitats through restoration and improved fish passage.

## Federal Agency Personnel/Regulatory Announcements

**White House Releases List of IRA Programs Covered by Justice40 Initiative.** The White House has released a [list of IRA funded programs](#) that are covered by the Justice40 Initiative, a goal set by the administration that 40 percent of the overall benefits of certain federal investments go to disadvantaged communities.

**White House Releases Frontiers of Benefit-Cost Analysis Initiative Report.** The White House released its first annual report from the Frontiers of Benefit-Cost Analysis Initiative titled, "[Advancing the Frontiers of Benefit-Cost Analysis: Federal Priorities and Directions for Future Research](#)." The report details how the Initiative will spearhead



policy updates to ensure that federal agencies have access to analytical tools and knowledge focused on wildfires and extreme weather, public benefit programs, non-fatal health effects, ecosystem services, information, and transparency. The White House also released a [fact sheet](#) summarizing the report.

**CEQ Publishes RFI on the Environmental Justice Scorecard.** The Council on Environmental Quality (CEQ) published a [request for information](#) (RFI) seeking feedback on Phase One of the Environmental Justice Scorecard, which will inform future versions of the Environmental Justice Scorecard. Comments are due by January 19<sup>th</sup>.

**EPA Releases Annual PFAS Report.** EPA released a report entitled, “[EPA’s PFAS Strategic Roadmap: Second Annual Progress Report](#).” The report details EPA’s implementation of its PFAS Strategic Roadmap and outlines efforts to restrict, remediate, and research per- and polyfluoroalkyl substances (PFAS), centered around protecting public health.

**EPA, FDA, and USDA Release Draft National Strategy to Reduce Food Loss and Waste.** EPA, USDA, and FDA released the “[Draft National Strategy for Reducing Food Loss and Waste and Recycling Organics](#).” The draft strategy outlines specific EPA, USDA, and FDA actions to prevent the loss and waste of food and other organic wastes, reducing associated environmental impacts such as methane pollution. The draft strategy outlines four objectives: preventing food loss, preventing food waste, increasing recycling rates for organic waste, and supporting policies that incentivize and encourage food loss, waste prevention, and organics recycling.

**EPA and USDA Announce Partnership for Rural Wastewater Infrastructure Development.** EPA, USDA, and a network of 25 organizations announced a strengthened partnership to develop wastewater infrastructure in rural and underserved communities, focused on affordability, modernization, and ensuring safety. The agencies entered into a [memorandum of understanding](#) (MOU) that will “improve the overall performance and management of decentralized systems, continue collaborative efforts on training and certification, promote public awareness and support education on the management of decentralized systems.”

**FEMA Releases 2023 National Preparedness Report.** FEMA released the [2023 National Preparedness Report](#). The report details the preparedness of local, state, and federal governments with an emphasis on natural disasters.

**Seven Agencies Release MOU on American Climate Corps.** The Departments of Commerce, Labor, DOI, USDA, DOE, EPA, and AmeriCorps entered into an [MOU](#) to serve as a blueprint for the American Climate Corps (ACC). ACC is a workforce development program announced by the Biden Administration to train individuals for clean energy, conservation, and climate related jobs. The MOU includes details on the mission, goals, priorities, and next steps for ACC. Multiple [listening sessions](#) are scheduled throughout January to provide more information on the program.

**USACE Releases Annual Section 7001 Report for WRDA.** The U.S. Army Corps of Engineers (USACE) released its annual [Section 7001 Report](#) to Congress as part of the Water Resources Development Act (WRDA) development process. The report provides detailed information on future water resource development studies and projects.

## ## ##

**APPENDIX D – Public Affairs Information**



# CVWC Digital Marketing Report

Website, Social, and Marketing Performance

**December, 2023**

by Hunter | Johnsen

## Google Ads Campaigns

 DISPLAY AD IMPRESS...  
CV WATER COUNTS

120,102

 SEARCH AD IMPRESSI...  
CV WATER COUNTS

7,177

 VIDEO IMPRESSIONS  
CV WATER COUNTS

83,936

 CLICKS  
CV WATER COUNTS

1,959

 GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Campaign name	Clicks	Impr.
CV Water Counts December 2023	928	57,748
CV Water Counts December 2023 Spanish	462	41,895
CVWC Webinar Dec 2023	228	20,459
	1,618	120,102



 GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE  
CV WATER COUNTS

Account name	Impr.	Engagements	Video views	Clicks
CV Water Counts	83,936	30,850	15,055	198
CVWC Water Saving Tips YouTube Spanish December 2023	36,039	15,688	9,692	52
CVWC Water Saving Tips English YouTube Dec 2023	47,897	15,162	5,363	146
	83,936	30,850	15,055	198

Item 24.



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

Campaign	Clicks	Impr.
CVWC Search Campaigns	143	7,177
	143	7,177

# Facebook Ad Campaigns

## FACEBOOK AD PERFORMANCE

HUNTER JOHNSEN

### Ad preview

Link Clicks   Impr.   Reach   Frequency   Page engagement



614   100,658   43,389   2.32   625

### CVWC - December 2023

[www.instagram.com](http://www.instagram.com)

Adjust sprinkler heads to not water sidewalks or streets, and save on average 12-15 gallons each time you water. For more water-saving tips, visit [CVWaterCounts.com/conservation-tips](http://CVWaterCounts.com/conservation-tips).

#WaterWiseWednesday



276   42,047   25,324   1.66   286

### CVWC - Webinar

[www.instagram.com](http://www.instagram.com)

☑️ 💧 Join us for a special webinar on Tuesday, December 12 @ Noon featuring Brad Hardison, UCCE Master Gardener, Riverside County.

Learn more and RSVP: <https://cvwatercounts.com/webinars/>

890   142,705   54,263   2.63   911

## Website Information

**USERS**  
CV WATER - CV WATER COUN...

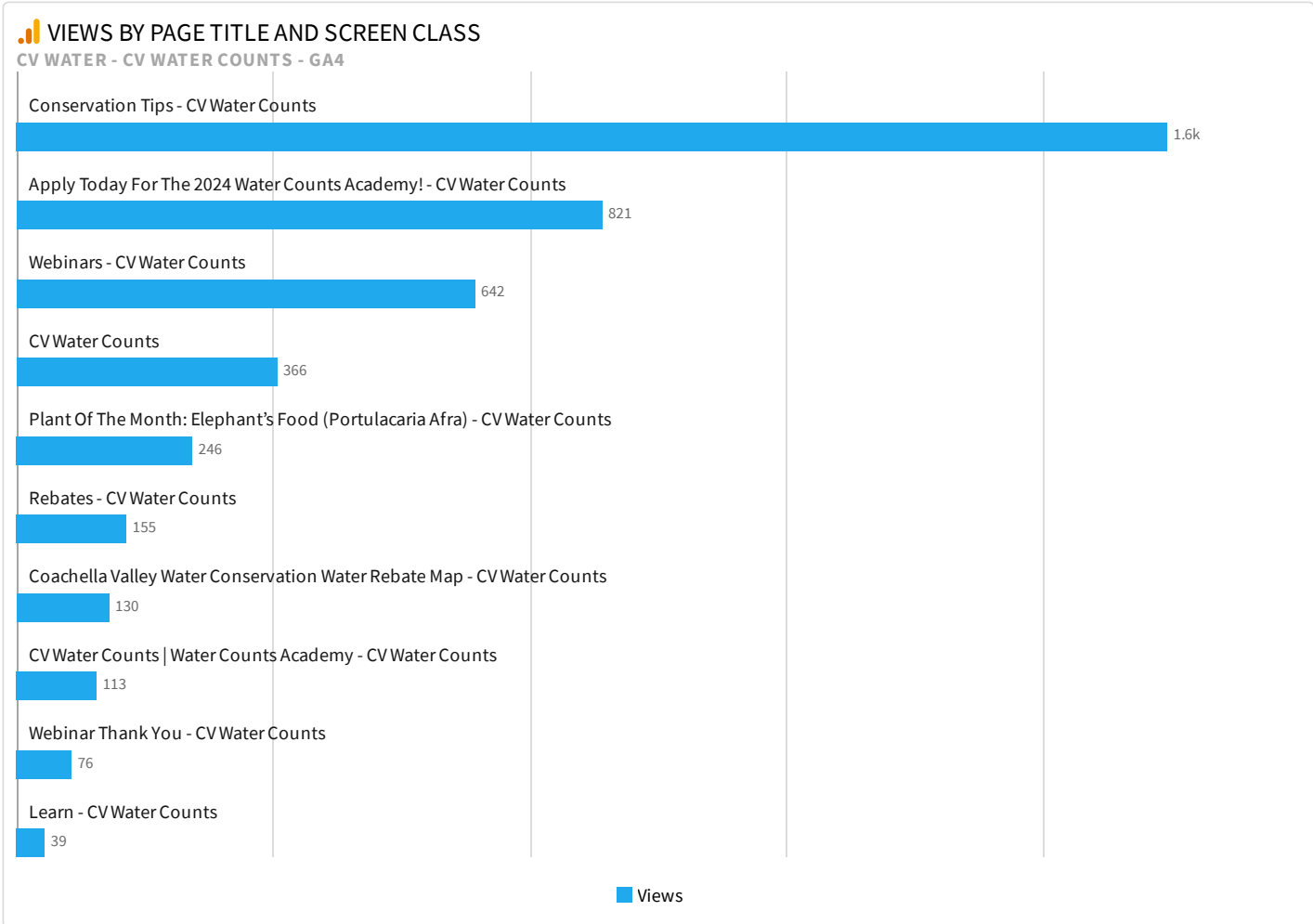
**2,703**

**SESSIONS**  
CV WATER - CV WATER COUN...

**3,696**

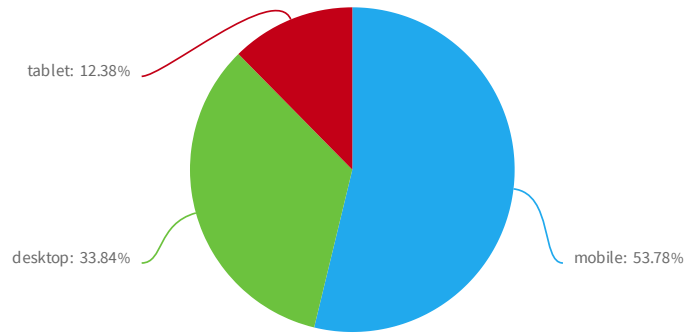
**PAGEVIEWS**  
CV WATER - CV WATER COUN...

**4,786**

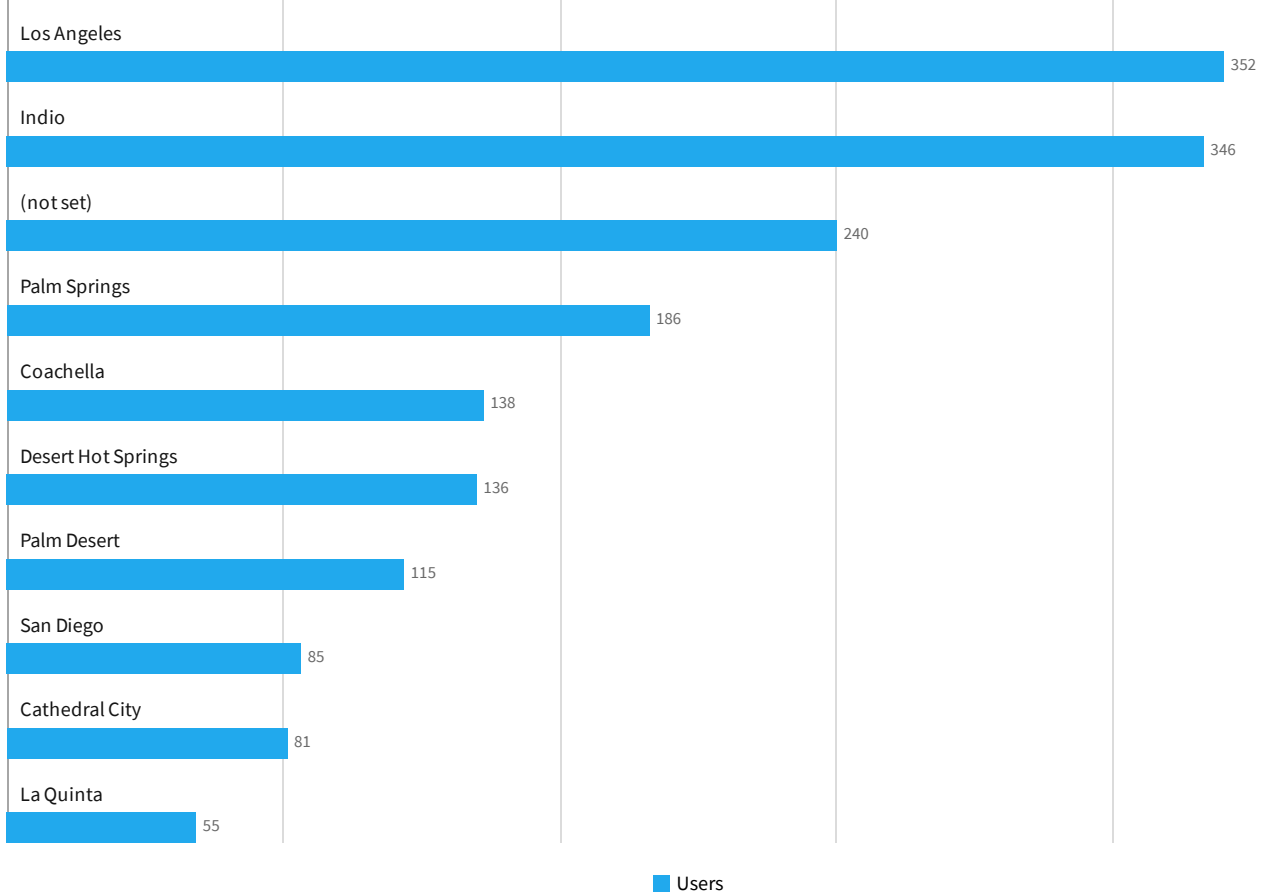




**ENGAGED SESSIONS BY DEVICE CATEGORY**  
CV WATER - CV WATER COUNTS - GA4



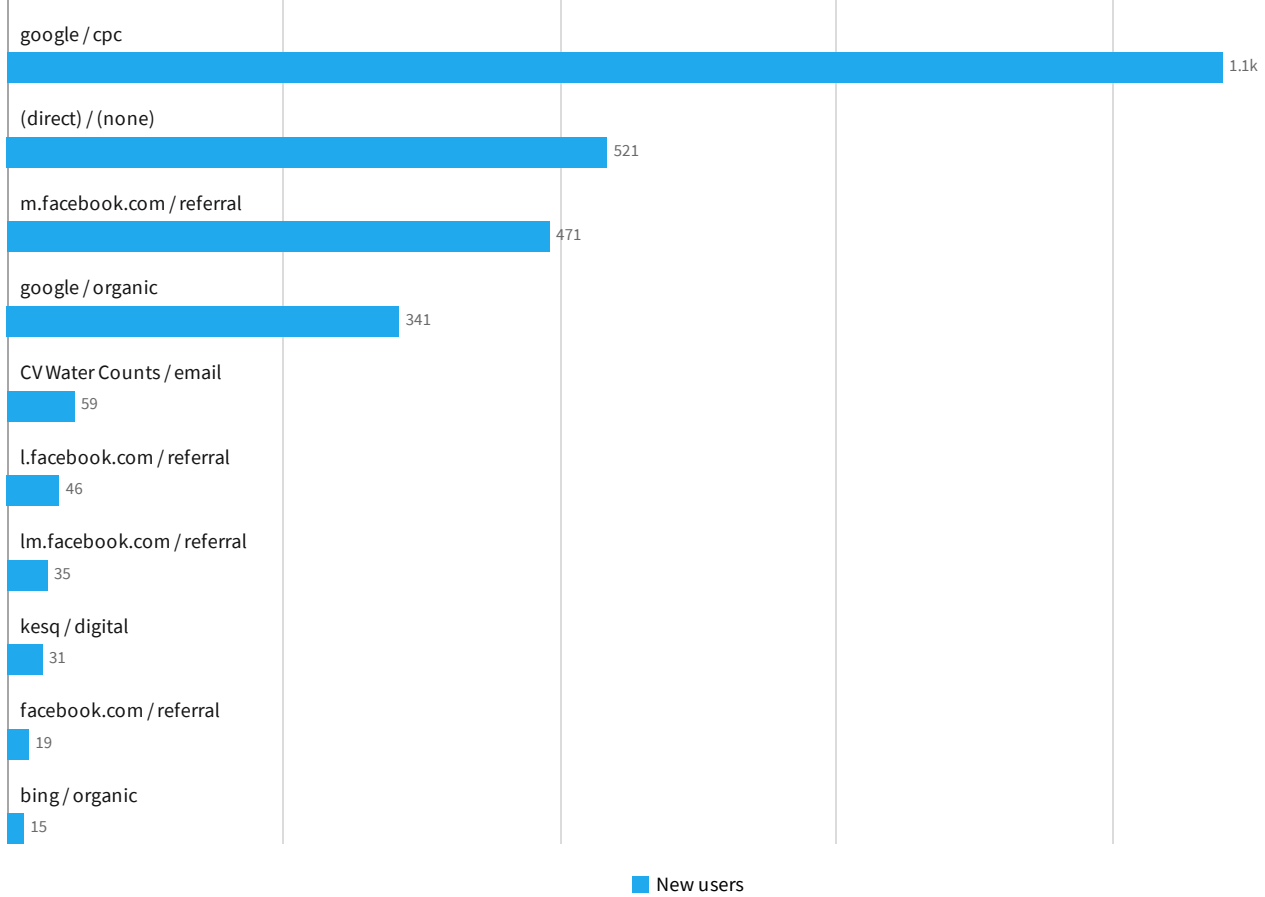
**USERS BY CITY**  
CV WATER - CV WATER COUNTS - GA4



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### NEW USERS BY FIRST USER SOURCE / MEDIUM

CV WATER - CV WATER COUNTS - GA4



### MONTH PERFORMANCE

PAST 6 MONTHS: CV WATER - CV WATER COUNTS - GA4

Month	New users	Engaged sessions	Engagement rate	Sessions per User	Average engagement time
<b>December 2023</b>	2,626	909	24.6%	1.37	15s
<b>November 2023</b>	2,046	674	23.0%	1.4	14s
<b>July 2023</b>	1,965	632	25.2%	1.28	15s
<b>September 2023</b>	1,806	814	28.2%	1.56	16s
<b>October 2023</b>	1,751	562	24.8%	1.26	15s
<b>August 2023</b>	1,711	611	24.6%	1.43	17s
	11,905	4,331	25.5%	1.42	15s

## Organic Search

### QUERY PERFORMANCE

CVWATERCOUNTS.COM/

Query	Impr.	Clicks	CTR	Avg. position
portulacaria afra	2,837	15	0.53%	2.65
indio water authority	1,193	0	0%	10.74
lake cahuilla	1,148	0	0%	8.35
water pledge	646	0	0%	8.13
mission springs water district	405	0	0%	11.87
agave geminiflora	403	3	0.74%	1.93
phoenix dactylifera	384	0	0%	9.9
prostrate rosemary	379	12	3.17%	6.25
artichoke agave	285	5	1.75%	2.79
coachella valley	268	0	0%	1.18
	7,948	35	0.44%	6.38







### PAGE PERFORMANCE







CVWATERCOUNTS.COM/

Page	Impr.	Clicks	CTR	Avg. position
<a href="https://cvwatercounts.com/plant-of-the-month-elephants-food-portulacaria-afra/">https://cvwatercounts.com/plant-of-the-month-elephants-food-portulacaria-afra/</a>	3,862	20	0.52%	3.71
<a href="https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/">https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/</a>	2,257	8	0.35%	10.71
<a href="https://cvwatercounts.com/agency-spotlight-indio-water-authority-3/">https://cvwatercounts.com/agency-spotlight-indio-water-authority-3/</a>	1,372	0	0%	12.13
<a href="https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevicensis/">https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevicensis/</a>	1,357	8	0.59%	20
<a href="https://cvwatercounts.com/save-water-pledge/">https://cvwatercounts.com/save-water-pledge/</a>	1,204	2	0.17%	6.95
<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>	978	12	1.23%	7.92
<a href="https://cvwatercounts.com/plant-of-the-month-artichoke-agave-agave-parryi-v-truncata/">https://cvwatercounts.com/plant-of-the-month-artichoke-agave-agave-parryi-v-truncata/</a>	946	12	1.27%	5.57
<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>	874	1	0.11%	45.56
<a href="https://cvwatercounts.com/plant-of-the-month-date-palm-phoenix-dactylifera/">https://cvwatercounts.com/plant-of-the-month-date-palm-phoenix-dactylifera/</a>	840	4	0.48%	17.72
<a href="https://cvwatercounts.com/take-the-pledge-to-serve-water-for-your-new-years-resolution/">https://cvwatercounts.com/take-the-pledge-to-serve-water-for-your-new-years-resolution/</a>	771	9	1.17%	7.61
	14,461	76	0.53%	13.79








Item 24.

## Facebook Information


 <b>IMPR.</b> CV WATER COUNTS <b>141,210</b>	 <b>REACH</b> CV WATER COUNTS <b>69,697</b>	 <b>NEW PAGE LIKES</b> CV WATER COUNTS <b>0</b>	 <b>ENGAGED USER</b> CV WATER COUNTS <b>850</b>
 <b>TOTAL PAGE VIEWS</b> CV WATER COUNTS <b>78</b>	 <b>PAGE LIKES</b> CV WATER COUNTS <b>3,993</b>		


 <b>POST PERFORMANCE</b> CV WATER COUNTS				
Post	Created at	Post reach	Post engaged users	Likes
Coachella Water Authority & Sanitary District" data-bbox="100 408 165 455"/>	<b>December 30, 2023</b>	13	3	3
	<b>December 28, 2023</b>	70	2	2
	<b>December 25, 2023</b>	87	5	4
CVWaterCounts.com/conservation-tips" data-bbox="100 582 165 629"/>	<b>December 22, 2023</b>	22	2	2
	<b>December 21, 2023</b>	55	2	2
CVWaterCounts.com/conservation-tips" data-bbox="100 702 165 749"/>	<b>December 18, 2023</b>	27	2	2
	<b>December 15, 2023</b>	60	4	4
	<b>December 14, 2023</b>	90	6	3
		<b>44,019</b>	<b>601</b>	<b>44</b>


Item 24.


Post	Created at	Post reach	Post engaged users	Likes
 <p>Do you want to learn more about water in the Coachella Valley? The CV Water Counts Academy 2024 is now accepting applications! These fun and informative sessions are designed for current and emerging leaders here in our desert. To learn more and...</p>	<b>December 11, 2023</b>	32	2	2
 <p>Did you know that your local tap water is your most affordable drink when it comes to beverages? Did you also know that your tap water is continuously monitored and treated according to federal standards? It's true! As a water agency, we are req...</p>	<b>December 9, 2023</b>	22	2	2
 <p>On Tuesday, December 12 from Noon to 1:00 p.m., CV Water Counts is pleased to present a Master Gardener Webinar "Integrating Native Plants Into Your Home Landscape," presented by Brad Hardison, UCCE Master Gardener, Riverside County. Register:</p>	<b>December 7, 2023</b>	28	3	3
 <p>Adjust sprinkler heads to not water sidewalks or streets, and save on average 12-15 gallons each time you water. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. #WaterWiseWednesday</p>	<b>December 6, 2023</b>	43,400	564	9
 <p>For more water-saving tips, visit CVWaterCounts.com/conservation-tips</p>	<b>December 4, 2023</b>	20	2	2
 <p>During the month of December in our desert, the best times to water your plants are during non-daylight hours, when it's cooler. If you have a spray system, watering for 3 minutes a day, 5 days a week is sufficient. If you have a rotor system, 6...</p>	<b>December 1, 2023</b>	63	2	2
 <p><b>CV Water Counts updated their cover photo.</b>  <a href="https://www.facebook.com/cvwatercounts">https://www.facebook.com/cvwatercounts</a></p>	<b>December 1, 2023</b>	30	0	2
		44,019	601	44







# Instagram Information

 **IMPRESSIONS**  
CV WATER COUNTS  
**2,857**

 **LIKES**  
CV WATER COUNTS  
**13**

 **FOLLOWERS (LIFETIME)**  
CV WATER COUNTS  
**236**

 **MEDIA PERFORMANCE**  
CV WATER COUNTS

Media		Impr.	Engagement	Reach	Saved	Video views
	Adjust sprinkler heads to not water sidewalks or streets, and save on average 12-15 gallons each time you water. For more water-saving tips, visit our website. Link in bio. #WaterWiseWednesday	18	4	14	0	0
	During the month of December in our desert, the best times to water your plants are during non-daylight hours, when it's cooler. If you have a spray system, watering for 3 minutes a day, 5 days a week is sufficient. If you have a rotor system, 6...	16	3	12	0	0
	Merry Christmas!	13	2	12	0	0
	If you or someone you know is in need of water bill assistance during this difficult time, applications are being accepted now for the Help2Others Assistance Program online. For details and to fill out an online application visit: UnitedWayoft...	12	1	9	0	0
	Reuse leftover water from cooked or steamed foods to start a nutritious soup. For more water-saving tips, visit CVWaterCounts.com/conservation-tips. #WaterWiseWednesday	10	1	8	0	0
	For more water-saving tips, visit our website. Link in bio.	0	2	15	0	23
		69	13	70	0	23

## 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
Academy 2024	<b>Thursday, December 14, 2023 7:00 PM</b>	281	454	59.07%	17.67%	37	5.05%	0.87%	2	0
CVWC Webinar Link (copy 01)	<b>Tuesday, December 12, 2023 7:00 PM</b>	91	143	80.22%	17.67%	48	30.77%	0.87%	0	0
CVWC Webinar Link	<b>Monday, December 11, 2023 10:00 PM</b>	90	214	77.78%	17.67%	25	17.78%	0.87%	0	0
CV Water Counts December 2023	<b>Wednesday, December 6, 2023 6:15 PM</b>	605	586	56.03%	17.67%	67	6.68%	0.87%	2	7
		1,067	1,397	60.73%	17.67%	177	15.07%	0.87%	4	7





# MSWD Digital Marketing & Website Report

Website, Social, and Marketing Performance

**December, 2023**

Casey Dolan

**Casey Dolan Consulting**

# Google Ads Campaigns

**IMPRESSIONS**  
MSWD  
256,387

**CLICKS**  
MSWD  
246

**CTR**  
MSWD  
0.1%

**GOOGLE ADS CAMPAIGN PERFORMANCE**  
MSWD

Ad group	Impr.	Clicks	CTR
MSWD Happy Holidays Dec 2023	122,288	145	0.12%
MWSD Educators	89,836	58	0.06%
MSWD Calendar Pickup	44,263	43	0.1%
	256,387	246	0.1%



## Meta Campaign Performance

Includes Facebook and Instagram campaigns

### CAMPAIGN PERFORMANCE

MSWD

Campaign	Link Clicks	Impr.	Reach	Page Likes
MSWD Educators - Dec 2023	201	26,705	7,142	0
MSWD Calendar Pickup - Dec 2023	175	28,809	8,935	0
MSWD Happy Holidays Dec 2023	43	61,350	35,679	0
	419	116,864	42,289	0

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**Mission Springs Water District**  
 Sponsored



**Happy Holidays**

From



**Offices Closed 12/25-1/1**

Extending our warm wishes to you this Holiday Season. 🎄

[Learn more](#)

Instagram

missionspringswaterdistrict  
Sponsored

**START 2024 OFF RIGHT!**  
Pick up your **FREE MSWD Calendar!**



**Learn more** >






missionspringswaterdistrict  The 2024 MSWD Conservation and Groundwater Protection Cale... more

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 **Mission Springs Water District** X ⋮  
Sponsored · 🌐

A reminder that MSWD offers resources for local educators including Free Tours, Presenters and Teaching Materials. ...See more



mswd.org  
**Resources for Local Educators** [Learn more](#)

👍 4 2 shares

👍 Like    💬 Comment    ➦ Share

# Website Information

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

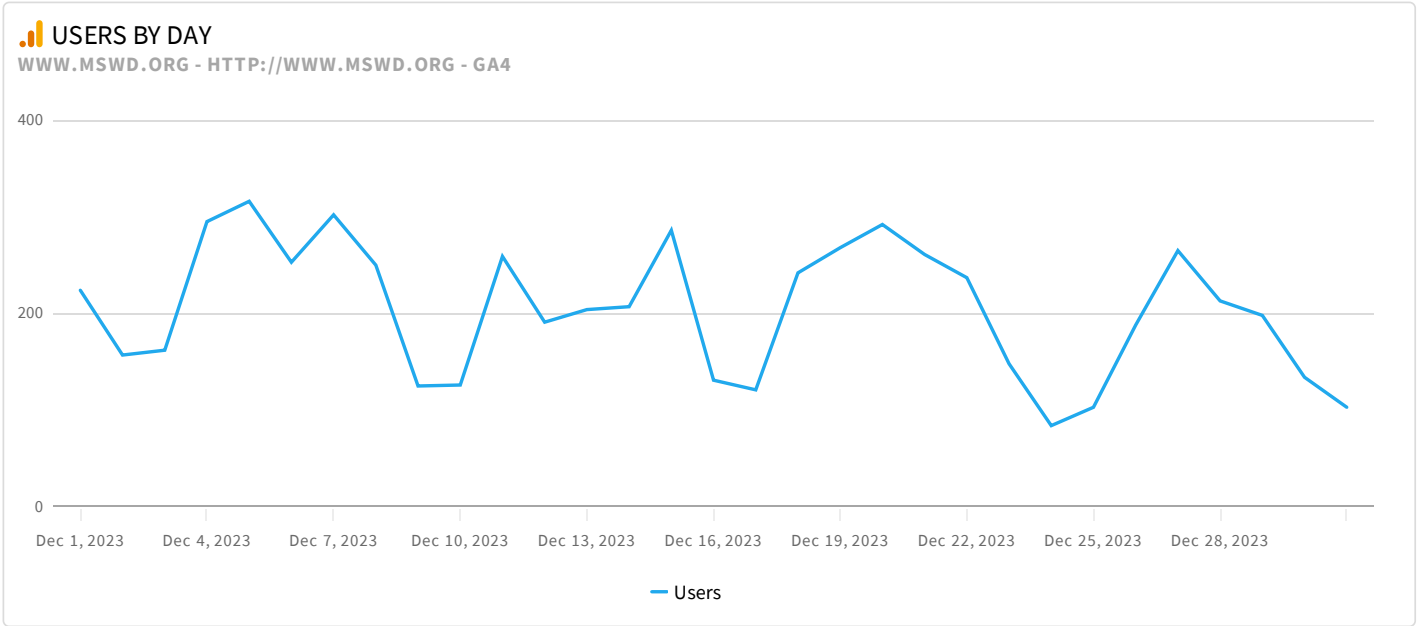
**5,091**

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

**17,446**

**ENGAGED SESSIONS**  
WWW.MSWD.ORG - HTTP://...

**5,239**

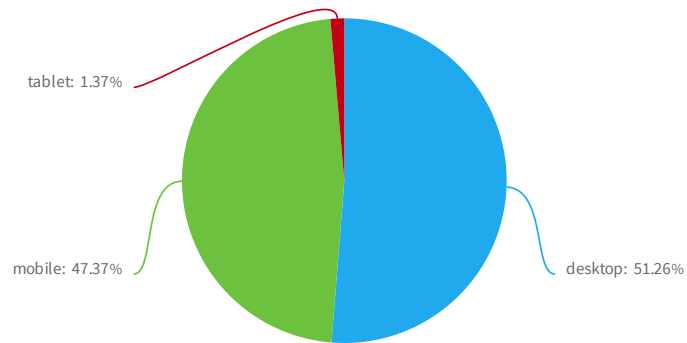


**PAGE TITLE PERFORMANCE**  
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - GA4

Page Title	Views	Views per user	Users	Engaged sessions	Sessions per User	Average engagement time
Home Page   Mission Springs, CA Water District	4,918	1.58	3,104	3,694	1.37	17s
New Customer Portal   Mission Springs, CA Water District	4,187	1.64	2,541	3,179	1.43	16s
Online Payment System   Mission Springs, CA Water District	987	2.1	468	444	1.18	43s
Bill Pay Options   Mission Springs, CA Water District	909	1.54	585	563	1.26	25s
Job Opportunities   Mission Springs, CA Water District	696	2.71	257	349	1.71	40s
Careers   Mission Springs, CA Water District	332	1.67	198	265	1.49	25s
Application for Water Service   Mission Springs, CA Water District	310	2.3	133	178	1.67	4m 5s
Search   Mission Springs, CA Water District	244	2.22	110	118	1.15	50s
Community Outreach   Mission Springs, CA Water District	240	1.12	209	20	1.11	5s
Start/Stop Water Service   Mission Springs, CA Water District	232	1.41	164	178	1.22	26s
<b>Total</b>	<b>16,916</b>	<b>3.35</b>	<b>5,009</b>	<b>5,109</b>	<b>1.51</b>	<b>59s</b>

### ENGAGED SESSIONS BY DEVICE CATEGORY

WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - GA4

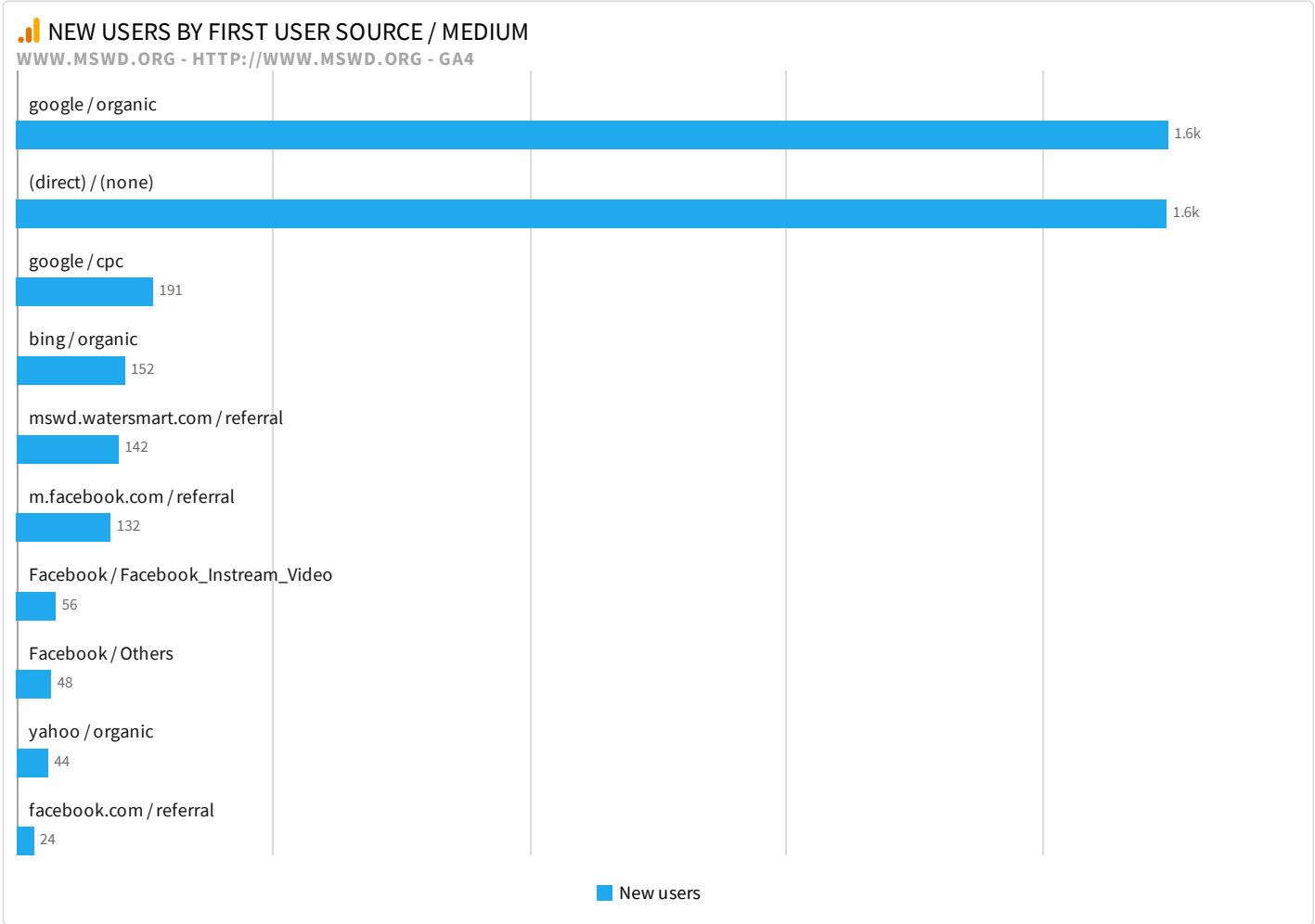


### USERS BY CITY

WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - GA4

City	Users
Desert Hot Springs	1,174
Los Angeles	981
(not set)	464
Indio	247
San Diego	180
San Jose	154
La Quinta	134
Palm Springs	121
Palm Desert	79
Cathedral City	62
	5,091

Item 24.







Facebook Account Overview (December 1 - 31, 2023)

<p>Posts Published</p> <p><b>10</b></p> <p>-7   -41.2%</p>	<p>Total Likes</p> <p><b>1,225</b></p> <p>-1   -0.1%</p>	<p>New Likes</p> <p><b>0</b></p> <p>-1   -100.0%</p>	<p>Unlikes</p> <p><b>0</b></p>	<p>Engaged People</p> <p><b>694</b></p> <p>+414   147.9%</p>
<p>Total Reach</p> <p><b>66,671</b></p> <p>+26,870   67.5%</p>	<p>Organic Reach</p> <p><b>2,265</b></p> <p>+498   28.2%</p>	<p>Paid Reach</p> <p><b>64,858</b></p> <p>+26,389   68.6%</p>	<p>Impressions</p> <p><b>81,872</b></p> <p>+35,383   76.1%</p>	<p>Video Views</p> <p><b>64</b></p> <p>-15,654   -99.6%</p>

3 Most Engaging Posts

<p>Holiday Parade 🎄❄️ Thank you to everyone who joined MSWD and our communi...</p>	19.84%
<p>Post 28669759 Attention DHS educators, we are delighted to share the fa...</p>	10.91%
<p>Happy New Year 🎉🌟 Wishing you and your loved ones a year ahead filled wi...</p>	8.55%

3 Highest Reach Posts

<p>Join Our Team Join the #MSWD team! We are looking for a temporary Fiel...</p>	448
<p>Holiday Parade 🎄❄️ Thank you to everyone who joined MSWD and our communi...</p>	252
<p>Water 101 - Dec 21 💧🕶️ Fill your brain with some water knowledge! We'll let t...</p>	201




3 Most Shared Posts

<p>Join Our Team Join the #MSWD team! We are looking for a temporary Fiel...</p>	3
<p>Water 101 - Dec 21 💧🕶️ Fill your brain with some water knowledge! We'll let t...</p>	2
<p>Holiday Parade 🎄❄️ Thank you to everyone who joined MSWD and our communi...</p>	1

3 Least Engaging Posts




	<b>Blood Drive</b> 🌲 It's the most wonderful time of the year! 🗓️ Mark your ca...	3.3%
	<b>Join Our Team</b> Join the #MSWD team! We are looking for a temporary Fiel...	4.69%
	<b>Holiday Closure</b> 🌟🎁 Happy Holidays from Mission Springs Water District! 🌲👶...	5.95%

3 Lowest Reach Posts

	<b>Post 28669759</b> Attention DHS educators, we are delighted to share the fa...	110
	<b>Happy Holidays</b> 🌲🌟 Season's Greetings from MSWD! 🌟🎁 Wishing you and your ...	113
	<b>News Release: Calendar Contest Winners</b> News Release: MSWD Announces Calendar Drawing Contest Win...	116

3 Least Shared Posts

Item 24.

	<b>Happy New Year</b> 🌟🌟 Wishing you and your loved ones a year ahead filled wi...	0
	<b>Holiday Closure</b> 🌟🎁 Happy Holidays from Mission Springs Water District! 🌲👶...	0
	<b>Happy Holidays</b> 🌲🌟 Season's Greetings from MSWD! 🌟🎁 Wishing you and your ...	0

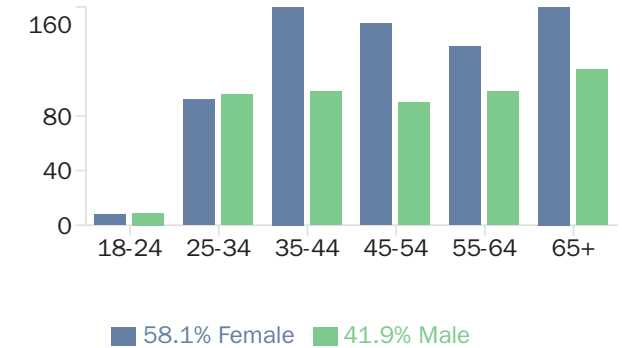
Likes By Country

1. United States of America (1,192 likes)
2. Mexico (13 likes)
3. France (4 likes)
4. Canada (2 likes)
5. Sierra Leone (1 like)

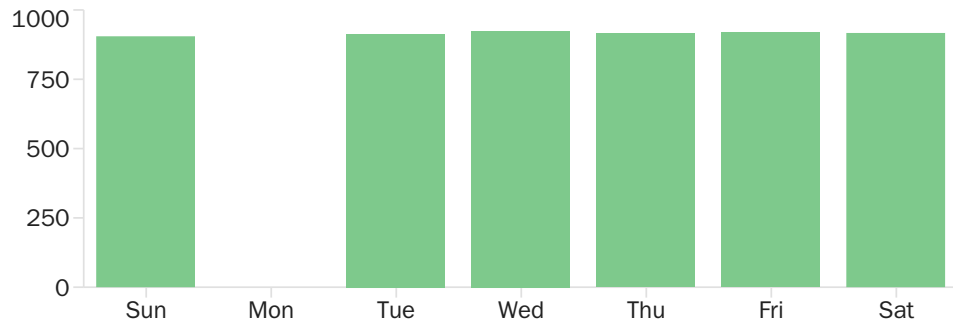
Likes By City

1. Desert Hot Springs, CA (558 likes)
2. Indio, CA (59 likes)
3. Palm Springs, CA (51 likes)
4. La Quinta, CA (51 likes)
5. Palm Desert, CA (48 likes)

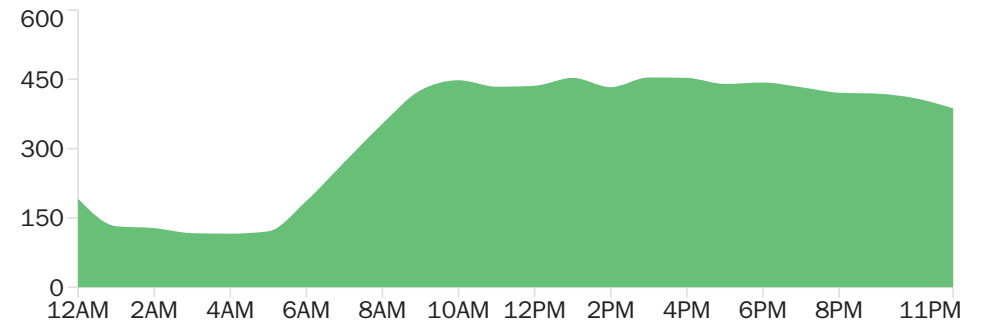
Likes by age & gender



Days your fans are online













Hours fans are online

















Item 24.

Facebook Post Metrics (December 1 - 31, 2023)

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clicks	Video Views
December 31, 2023 4:14 PM PST	 Image	 <p>Happy New Year 🎉🌟 Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New Year from all of us at MSWD! 🎆🥂                      #HappyNewYear                      #NewBeginnings                      #CheersTo2023                      #MSWdc...</p>	<div style="background-color: #f08080; border-radius: 10px; padding: 2px 5px; display: inline-block;">Event</div>	152	13	8.55%	12	1	0	7	0
December 26, 2023 4:17 AM PST	 Image	 <p>Holiday Closure 🌟🎁 Happy Holidays from Mission Springs Water District! 🎄👶 Our offices will be closed from December 25, 2023, to January 1, 2024. For emergency services, please call 760-329-6448. ❄️ We extend heart...</p>	<div style="background-color: #f08080; border-radius: 10px; padding: 2px 5px; display: inline-block;">Event</div>	168	10	5.95%	9	0	0	4	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Click	Item 24.
December 25, 2023 4:01 AM PST	 Image	 <p>Happy Holidays            🌲 ✨ Season's Greetings from MSWD!            🌟 🎁            Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanzaa, and a Happy New Year! 🧑‍🎄 🪄 🌿</p>	Event	113	9	7.96%	7	1	0	4	0
December 20, 2023 12:26 PM PST	 Image	 <p>Join Our Team            Join the #MSWD team!            We are looking for a temporary Field Services Representative I.            This is a great introductory opportunity for someone who is interested in joining the water industry. In thi...</p>	New Hire / Jobs	448	21	4.69%	10	0	3	11	0
December 19, 2023 11:19 AM PST	 Image	 <p>News Release: Calendar Contest Winners            News Release: MSWD Announces Calendar Drawing Contest Winners            FREE 2024 MSWD Conservation &amp; Groundwater Protection Calendars Now Available            Mission Springs Water District is proud to announce the ...</p>	News Releases	116	7	6.03%	6	0	1	1	0


Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Clicks	Item 24.
December 18, 2023 5:54 PM PST	 Image	 <p>Water 101 - Dec 21   Fill your brain with some water knowledge! We'll let the information flow at our next Water 101 class on Dec 21 as we explore Planning and Regional Collaboration. Join us and learn more! <a href="https://...">https...</a></p>	Event	201	13	6.47%	9	0	2	5	0
December 13, 2023 10:34 AM PST	 Image	 <p>Blood Drive   It's the most wonderful time of the year!  Mark your calendars for December 19 for a jolly holiday donor day at Mission Springs Water District. Donate whole blood and walk away with a LifeStream ...</p>	Event	182	6	3.3%	5	0	1	1	0
December 12, 2023 12:04 PM PST	 Image	 <p>Holiday Parade   Thank you to everyone who joined MSWD and our community at the DHS Parade of Lights and Holiday Festival on Saturday. It was great to see our community come together to celebrate the holidays. ...</p>	Event	252	50	19.84%	16	0	1	43	0

Date	Format	Post	Labels	Reach	Engaged Users	Engagement Rate	Reactions	Comments	Shares	Click	Item 24.
December 06, 2023 6:03 PM PST	 Image	 <p>Worker Wed Horton Captured from above, our dedicated team at the Horton Wastewater Treatment Plant are reaching new heights in service and excellence! 🌟 From engineers to technicians, every member of our team plays ...</p>	Worker Wed	168	12	7.14%	11	0	0	3	0
December 05, 2023 5:56 PM PST	 Image	 <p>Post 28669759 Attention DHS educators, we are delighted to share the fantastic news that damages caused by tropical storm Hilary have been successfully repaired at Mission Creek Preserve. Thanks to these efforts...</p>		110	12	10.91%	12	0	0	5	0
Total				1,910	153		97	2	8	84	0
Average				191.0	15.3	8.01%	9.7	0.2	0.8	8.4	0.0




Tweets Published	Total Likes	Total Retweets	Total Followers	Following
8	0	0	102	99
+4   100.0%			+1   1.0%	

### 3 Most Retweeted Posts




**Holiday Parade**  
 🎄❄️ Thank you to everyone who joined MSWD and our community at the DHS Parade of Lights and Holiday Festival on Sat... ..

0



**Blood Drive**  
 🎄 It's the most wonderful time of the year! 📅 Mark your calendars for December 19 for a jolly holiday donor day at M... ..


0



**Water 101 - Dec 21**  
 💧🕶️ Fill your brain with some water knowledge! We'll let the information flow at our next Water 101 class on Dec 21... h...


0

### 3 Most Liked Posts




**Holiday Parade**  
 🎄❄️ Thank you to everyone who joined MSWD and our community at the DHS Parade of Lights and Holiday Festival on Sat... ..

0



**Blood Drive**  
 🎄 It's the most wonderful time of the year! 📅 Mark your calendars for December 19 for a jolly holiday donor day at M... ..

0



**Water 101 - Dec 21**  
 💧🕶️ Fill your brain with some water knowledge! We'll let the information flow at our next Water 101 class on Dec 21... h...

0

3 Least Retweeted Posts



Happy New Year

🥳✨ Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New...

0

...



Holiday Closure

🌟🎁 Happy Holidays from Mission Springs Water District! 🌲👶  
Our offices will be closed from December 25, 2023, to Jan...

0



Happy Holidays

🌲✨ Season's Greetings from MSWD! 🌟🎁  
Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanz...

0

3 Least Liked Posts

Item 24.



Happy New Year

🥳✨ Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New...

0

...



Holiday Closure

🌟🎁 Happy Holidays from Mission Springs Water District! 🌲👶  
Our offices will be closed from December 25, 2023, to Jan...

0
























Happy Holidays




🌲✨ Season's Greetings from MSWD! 🌟🎁  
Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanz...

0

Twitter Post Metrics (December 1 - 31, 2023)

Date	Format	Post	Labels	Retweets	Likes
December 31, 2023 4:14 PM PST	 Link	 <p>Happy New Year 🎉🌟 Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New...  <a href="https://t.co/88G7SrWVfB">https://t.co/88G7SrWVfB</a></p>		0	0
December 26, 2023 4:17 AM PST	 Link	 <p>Holiday Closure 🌟🎁 Happy Holidays from Mission Springs Water District! 🎄👴 Our offices will be closed from December 25, 2023, to Jan...  <a href="https://t.co/pwfsEb3U7Y">https://t.co/pwfsEb3U7Y</a></p>		0	0
December 25, 2023 4:03 AM PST	 Link	 <p>Happy Holidays 🎄🌟 Season's Greetings from MSWD! 🌟🎁 Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanz...  <a href="https://t.co/hehER7xoBp">https://t.co/hehER7xoBp</a></p>		0	0

Date	Format	Post	Labels	Retweets	Item 24.
December 20, 2023 12:26 PM PST	 Link	 <p>Join Our Team Join the #MSWD team! We are looking for a temporary Field Services Representative I. This is a great introductory... <a href="https://t.co/3bxSS7AnkP">https://t.co/3bxSS7AnkP</a></p>		0	0
December 19, 2023 11:19 AM PST	 Link	 <p>News Release: Calendar Contest Winners News Release: MSWD Announces Calendar Drawing Contest Winners FREE 2024 MSWD Conservation &amp; Groundwater Protection... <a href="https://t.co/9F3jOjaD6o">https://t.co/9F3jOjaD6o</a></p>		0	0
December 18, 2023 5:54 PM PST	 Link	 <p>Water 101 - Dec 21 💧🕶️ Fill your brain with some water knowledge! We'll let the information flow at our next Water 101 class on Dec 21... <a href="https://t.co/eyk5lxIQSx">https://t.co/eyk5lxIQSx</a></p>		0	0
December 13, 2023 10:34 AM PST	 Link	 <p>Blood Drive 🎄 It's the most wonderful time of the year! 📅 Mark your calendars for December 19 for a jolly holiday donor day at M... <a href="https://t.co/G6SBCq4Mvt">https://t.co/G6SBCq4Mvt</a></p>		0	0

Date	Format	Post	Labels	Retweets	Item 24.
December 12, 2023 12:07 PM PST	 Link	 <p>Holiday Parade            🎄❄️ Thank you to everyone who joined MSWD and our community at the DHS Parade of Lights and Holiday Festival on Sat...  <a href="https://t.co/UtVcVikLau">https://t.co/UtVcVikLau</a></p>		0	0
Total				0	0
Average				0.0	0.0

# Instagram Account Overview (December 1 - 31, 2023)

Item 24.

Posts Published	Total Followers	New Followers	Impressions	Reach	Profile Views
10	312	8	42,016	38,323	70
-5   -33.3%	+5   1.6%	+4   100.0%	+40,755   3232.0%	+37,689   5944.6%	+23   48.9%

### 3 Most Liked Posts

- 

**Holiday Parade**  
 🎄❄️ Thank you to everyone who joined MSWD and our community at the DHS Parade of Lights and Holiday Festival on Satur...  
 14
- 

**Worker Wed Horton**  
 Captured from above, our dedicated team at the Horton Wastewater Treatment Plant are reaching new heights in service  
 ...  
 9
- 

**Post 28669759**  
 Attention DHS educators, we are delighted to share the fantastic news that damages caused by tropical storm Hilary ha...  
 8

### 3 Most Commented Posts


- 

**Post 28669759**  
 Attention DHS educators, we are delighted to share the fantastic news that damages caused by tropical storm Hilary ha...  
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- 


**Worker Wed Horton**  
 Captured from above, our dedicated team at the Horton Wastewater Treatment Plant are reaching new heights in service  
 ...  
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**Holiday Parade**  
 🎄❄️ Thank you to everyone who joined MSWD and our community at the DHS Parade of Lights and Holiday Festival on Satur...  
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3 Least Liked Posts

- 

Happy New Year 🥳✨ Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New Y...

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Happy Holidays 🎄✨ Season's Greetings from MSWD! 🌟🎁 Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanzaa...


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- 

News Release: Calendar Contest Winners  
News Release: MSWD Announces Calendar Drawing Contest Winners  
FREE 2024 MSWD Conservation & Groundwater Protection Ca...


4

3 Least Commented Posts


Item 24.

- 

Happy New Year 🥳✨ Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New Y...

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Holiday Closure 🌟🎁 Happy Holidays from Mission Springs Water District! 🎄👶 Our offices will be closed from December 25, 2023, to Janua...

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Happy Holidays 🎄✨ Season's Greetings from MSWD! 🌟🎁 Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanzaa...

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## Instagram Story Metrics (December 1 - 31, 2023)




Item 24.




Date	Story	Labels	Exits	Impressions	Reach	Replies	Taps Forward	Taps Back
<p><i>No stories found within the selected date range.</i></p>								





# Instagram Post Metrics (December 1 - 31, 2023)

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	Video Views
December 31, 2023 4:14 PM PST	Image	 <p>Happy New Year 🎉🌟 Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New Year from all of us at MSWD! 🎆🥂 #HappyNewYear #NewBeginnings #CheersTo2023 #MSWDc...</p>	Event	4	0	32	30	4	13.33%	0	
December 26, 2023 4:17 AM PST	Image	 <p>Holiday Closure 🌟🎁 Happy Holidays from Mission Springs Water District! 🌲👶 Our offices will be closed from December 25, 2023, to January 1, 2024. For emergency services, please call 760-329-6448. ❄️ We extend heart...</p>	Event	5	0	29	25	5	20.0%	0	
December 25, 2023 4:04 AM PST	Image	 <p>Happy Holidays 🌟🌟 Season's Greetings from MSWD! 🌟🎁 Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanzaa, and a Happy New Year! 🎅🕎🥂</p>	Event	4	0	31	28	4	14.29%	0	

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	Item 24.
December 20, 2023 12:26 PM PST	Image	 <p>Join Our Team Join the #MSWD team! We are looking for a temporary Field Services Representative I. This is a great introductory opportunity for someone who is interested in joining the water industry. In this...</p>	New Hire / Jobs	8	0	95	81	8	9.88%	0	
December 19, 2023 11:19 AM PST	Image	 <p>News Release: Calendar Contest Winners News Release: MSWD Announces Calendar Drawing Contest Winners FREE 2024 MSWD Conservation &amp; Groundwater Protection Calendars Now Available Mission Springs Water District is proud to announce the ...</p>	News Releases	4	0	44	36	4	11.11%	0	
December 18, 2023 5:54 PM PST	Image	 <p>Water 101 - Dec 21 💧🧐 Fill your brain with some water knowledge! We'll let the information flow at our next Water 101 class on Dec 21 as we explore Planning and Regional Collaboration. Join us and learn more! https:...</p>	Event	4	0	50	42	4	9.52%	0	

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	Item 24.
December 13, 2023 10:34 AM PST	Image	 <p>Blood Drive            🎄 It's the most wonderful time of the year! 📅 Mark your calendars for December 19 for a jolly holiday donor day at Mission Springs Water District. Donate whole blood and walk away with a LifeStream ...</p>	Event	4	0	54	41	4	9.76%	0	
December 12, 2023 12:09 PM PST	Image	 <p>Holiday Parade            🎄❄️ Thank you to everyone who joined MSWD and our community at the DHS Parade of Lights and Holiday Festival on Saturday. It was great to see our community come together to celebrate the holidays. ...</p>	Event	14	0	69	58	15	25.86%	1	
December 06, 2023 6:03 PM PST	Image	 <p>Worker Wed Horton            Captured from above, our dedicated team at the Horton Wastewater Treatment Plant are reaching new heights in service and excellence! 🌟 From engineers to technicians, every member of our team plays ...</p>	Worker Wed	9	0	62	50	9	18.0%	0	

Date	Format	Post	Labels	Likes	Comments	Impressions	Reach	Engagements	Engagement Rate	Saves	Item 24.
December 05, 2023 5:56 PM PST	 Image	 Post 28669759 Attention DHS educators, we are delighted to share the fantastic news that damages caused by tropical storm Hilary have been successfully repaired at Mission Creek Preserve. Thanks to these efforts...		8	0	54	48	8	16.67%	0	
Total				64	0	520	439	65		1	
Average				6.4	0.0	52.0	43.9	6.5	14.81%	0.1	

LinkedIn Account Overview (December 1 - 31, 2023)

Item 24.

<p>Posts Published</p> <p><b>5</b></p>	<p>Likes</p> <p><b>15</b></p> <p>-27   -64.3%</p>	<p>Views</p> <p><b>39</b></p> <p>+3   8.3%</p>	<p>Followers</p> <p><b>268</b></p> <p>+10   3.9%</p>
<p>Comments</p> <p><b>0</b></p>	<p>Impressions</p> <p><b>689</b></p> <p>-445   -39.2%</p>	<p>Clicks</p> <p><b>21</b></p> <p>-22   -51.2%</p>	<p>Engagement Rate</p> <p><b>7.78%</b></p> <p>+0.0   0.1%</p>

3 Most Engaging Posts

- 

**Happy Holidays**  
 🎄 ✨ Season's Greetings from MSWD! 🌟🎁  
 Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanzaa...

8.82%
- 


**Happy New Year**  
 🎉 ✨ Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New Y...

6.06%
- 


**Join Our Team**  
 Join the #MSWD team! We are looking for a temporary Field Services Representative I.  
 This is a great introductory ...

5.03%


3 Most Shared Posts

- 

**Join Our Team**  
 Join the #MSWD team! We are looking for a temporary Field Services Representative I.  
 This is a great introductory ...

1
- 




**Water 101 - Dec 21**  
 💧 😎 Fill your brain with some water knowledge! We'll let the information flow at our next Water 101 class on Dec 21 as...

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**News Release: Calendar Contest Winners**  
 News Release: MSWD Announces Calendar Drawing Contest Winners  
 FREE 2024 MSWD Conservation & Groundwater Protection Ca...

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3 Least Engaging Posts





	Water 101 - Dec 21 💧🕶️ Fill your brain with some water knowledge! We'll let the information flow at our next Water 101 class on Dec 21 as...	0.96%
	News Release: Calendar Contest Winners News Release: MSWD Announces Calendar Drawing Contest Winners FREE 2024 MSWD Conservation & Groundwater Protection Ca...	2.13%
	Join Our Team Join the #MSWD team! We are looking for a temporary Field Services Representative I. This is a great introductory ...	5.03%

3 Least Shared Posts

	Happy New Year 🥳🌟 Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New Y...	0
	Happy Holidays 🎄🌟 Season's Greetings from MSWD! 🌟🎁 Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanzaa...	0
	News Release: Calendar Contest Winners News Release: MSWD Announces Calendar Drawing Contest Winners FREE 2024 MSWD Conservation & Groundwater Protection Ca...	0

LinkedIn Post Metrics (December 1 - 31, 2023)

Date	Format	Post	Labels	Shares	Clicks	Engagement Rate	Reactions	Impressions	Comments
December 31, 2023 4:14 PM PST	 Image	 <p>Happy New Year 🎉🌟 Wishing you and your loved ones a year ahead filled with success, good health, and memorable moments. Happy New Year from all of us at MSWD! 🎆🥂 #HappyNewYear #NewBeginnings #CheersTo2023 #MSWDc...</p>	Event	0	0	6.06%	2	33	0
December 25, 2023 4:04 AM PST	 Image	 <p>Happy Holidays 🎄🌟 Season's Greetings from MSWD! 🌟🎁 Wishing you and your loved ones a Merry Christmas, Happy Hanukkah, Joyous Kwanzaa, and a Happy New Year! 🧑‍🎄🪄🕎🌿</p>	Event	0	1	8.82%	2	34	0
December 20, 2023 12:26 PM PST	 Image	 <p>Join Our Team Join the #MSWD team! We are looking for a temporary Field Services Representative I. This is a great introductory opportunity for someone who is interested in joining the water industry. In thi...</p>	New Hire / Jobs	1	0	5.03%	7	159	0

Date	Format	Post	Labels	Shares	Clicks	Engagement Rate	Reactions	Impressions	Item 24.
December 19, 2023 11:19 AM PST	 Image	 <p>News Release: Calendar Contest Winners News Release: MSWD Announces Calendar Drawing Contest Winners FREE 2024 MSWD Conservation &amp; Groundwater Protection Calendars Now Available Mission Springs Water District is proud to announce the ...</p>	News Releases	0	0	2.13%	2	94	0
December 18, 2023 5:54 PM PST	 Link	 <p>Water 101 - Dec 21 💧🕶️ Fill your brain with some water knowledge! We'll let the information flow at our next Water 101 class on Dec 21 as we explore Planning and Regional Collaboration. Join us and learn more! https...</p>	Event	0	0	0.96%	2	208	0
Total				1	1		15	528	0
Average				0.2	0.2	4.6%	3.0	105.6	0.0



December 2023

## 2024 MSWD Conservation & Groundwater Protection Calendars Now Available

Mission Springs Water District is proud to announce the winners of its Community Calendar Drawing Contest that took place earlier this fall.

Featuring student artwork depicting water conservation and groundwater protection efforts, FREE copies of the 2024 MSWD Community Calendar are available for pick-up at the District office and at select locations throughout Desert Hot Springs.



Others included in the calendar:

- Emanuel D. from Desert Springs Middle School
- Victoria C. from Bella Vista Elementary
- Coltin Y. from Cabot Yerxa Elementary
- Maximilian W. from CAVA/Private School
- Diego R. from Two Bunch Palms Elementary
- Kaylee H. from Bella Vista Elementary

Top honors were awarded to:

- Nahomy V. from Desert Hot Springs High School
- Mason A. from Painted Hills Middle School
- Jose D. from Painted Hills Middle School

- Joziah D. from Julius Corsini Elementary
- Jayden A. from Cabot Yerxa Elementary
- Emily N. from Cabot Yerxa Elementary

For more information or to view the calendar online, please view [www.mswd.org/CommunityCalendar](http://www.mswd.org/CommunityCalendar).

## Make A New Years Resolution of Conservation

The District is offering a FREE indoor conservation kit that includes:

- A water-efficient showerhead
- Toilet fill cycle divertor
- Leak detector dye tablets
- A toilet tank bank
- Faucet aerators



If you are interested in receiving a kit, please email your name and address to [Conservation@mswd.org](mailto:Conservation@mswd.org). Hurry! Supplies are limited.

## Brighten your holidays with cash rebates!

Treat yourself to a desert-friendly landscape or high-efficiency toilet this holiday season! The cooler winter months are a great time to replace grass with a more water-wise landscape.

To help offset the costs, MSWD offers rebates of \$2 for each square foot of grass removed. Replacing your toilet with a high-efficiency model could earn you up to \$100 in rebates!



These upgrades will cut your water use and help reduce your monthly bill.

They are the gifts that keep on giving! To learn more, visit [www.mswd.org/rebates](http://www.mswd.org/rebates).

## Ya están disponibles los calendarios GRATUITOS de conservación y protección de aguas subterráneas de MSWD 2024

El Distrito de Agua de Mission Springs se enorgullece en anunciar a los ganadores de su Concurso de Dibujo de Calendarios Comunitarios que se llevó a cabo a principios de este otoño.

Con obras de arte de estudiantes que representan los esfuerzos de conservación del agua y protección de las aguas subterráneas, las copias del Calendario Comunitario de MSWD 2024 están disponibles para recoger en la oficina del Distrito y en lugares seleccionados en Desert Hot Springs.

Los máximos honores fueron otorgados a:

- Nahomy V. de la Escuela Secundaria Desert Hot Springs
- Mason A. de la Escuela Secundaria Painted Hills
- José D. de la Escuela Secundaria Painted Hills



Otros incluidos en el calendario:

- Emanuel D. de la Escuela Intermedia Desert Springs
- Victoria C. de la Escuela Primaria Bella Vista
- Coltin Y. de la Escuela Primaria Cabot Yerxa
  - Maximilian W. de CAVA/Colegio Privado
  - Diego R. de la Escuela Primaria Two Bunch Palms
  - Kaylee H. de la Escuela Primaria Bella Vista
  - Joziah D. de la Escuela Primaria Julius Corsini
  - Jayden A. de la Escuela Primaria Cabot Yerxa
  - Emily N. de la Escuela Primaria Cabot Yerxa

Cada estudiante que participó recibirá un certificado de agradecimiento y una copia del calendario final.

Para obtener más información o para ver el calendario en línea, consulte [www.mswd.org/CommunityCalendar](http://www.mswd.org/CommunityCalendar).

## Haz una resolución de conservación de Año Nuevo

El Distrito está ofreciendo un kit de conservación de interiores GRATIS que incluye:

- Un cabezal de ducha de bajo consumo de agua
- Desviador del ciclo de llenado del inodoro
- Pastillas de tinte detector de fugas
- Un banco de tanques de inodoro
- Aireadores de grifos

Si está interesado en recibir un kit, envíe un correo electrónico a su nombre y dirección a [Conservation@mswd.org](mailto:Conservation@mswd.org).

¡Apurarse! Las existencias son limitadas.



## ¡Alegra tus vacaciones con reembolsos en efectivo!

¡Disfrute de un paisaje desértico o un inodoro de alta eficiencia en esta temporada navideña! Los meses más fríos del invierno son un buen momento para reemplazar el césped con un paisaje más eficiente en el uso del agua. Para ayudar a compensar los costos, MSWD ofrece reembolsos de \$2 por cada pie cuadrado de césped eliminado.

¡Reemplazar su inodoro con un modelo de alta eficiencia podría generarle hasta \$100 en reembolsos! Estas mejoras reducirán su consumo de agua y ayudarán a reducir su factura mensual. ¡Son los regalos que siguen dando!



Para obtener más información, visite [www.mswd.org/rebates](http://www.mswd.org/rebates).