



BOARD OF DIRECTORS REGULAR MEETING AGENDA

Monday, December 20, 2021 at 3:00 PM

Via Teleconference – No Live Attendance

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

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

JOIN ZOOM MEETING:

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

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. RULES OF PROCEDURE
5. PUBLIC INPUT

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

EMPLOYEE RECOGNITION

6. HUMAN RESOURCES REPORT

ACTION ITEMS

- 7. PUBLIC HEARING #1 - REDISTRICTING**
Process and Public Input for Adjustment of Division Boundaries.
- 8. PUBLIC HEARING - RESOLUTION 2021- 22 ADOPTION OF THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT 2022 MISSION CREEK SUBBASIN ALTERNATIVE PLAN UPDATE**
It is recommended to adopt Resolution No. 2021-22 adopting the 2022 Mission Creek Subbasin Alternative Plan Update in compliance with the Sustainable Groundwater Management Act.
- 9. RESOLUTION 2021-21 RECOMMENDING ADOPTION OF THE GROUNDWATER SUSTAINABILITY PLAN FOR THE SAN GORGONIO PASS SUBBASIN**
It is recommended to adopt Resolution 2021-21, recommending adoption of the San Gorgonio Pass Groundwater Sustainability Plan in Compliance with the Sustainable Groundwater Management Act.
- 10. RESOLUTION NO. 2021-18 AMENDING RESOLUTION NO. 2020-21; REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS**
It is recommended to adopt Resolution No. 2021-18 providing for the revisions to Mission Springs Water District Personnel Rules and Regulations.
- 11. SECOND AMENDMENT TO CONTRACT AGREEMENT WITH OPERATIONAL TECHNICAL SERVICES FOR TEMPORARY STAFFING – WASTEWATER TREATMENT PLANT OPERATOR**
It is recommended to authorize the General Manager to amend the contract with Operational Technical Services to provide temporary wastewater treatment plant operator staffing for a not to exceed amount of \$120,000.
- 12. 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.
- 13. RESOLUTION 2021-20 - COMMENDING MARGE COOK, GROUNDWATER GUARDIANS EXECUTIVE DIRECTOR FOR MISSION SPRINGS WATER DISTRICT**
It is recommended to approve Resolution 2021-20, honoring Marge Cook for 24 years of service to MSWD.
- 14. ELECTION OF OFFICERS FOR 2022**

DISCUSSION ITEMS

- 15. CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE**
- 16. MSWD REGIONAL WATER RECLAMATION FACILITY 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.

17. APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

November 10, 2021 - Study Session

November 15, 2021 - Board Meeting

18. REGISTER OF DEMANDS

The register of demands totaling \$1,577,391.98

19. 2022 BOARD OF DIRECTORS MEETING SCHEDULE**REPORTS****20. DIRECTOR REPORTS****21. GENERAL MANAGER'S REPORT****COMMENTS****22. DISTRICT COUNSEL COMMENTS****23. DIRECTOR COMMENTS****CLOSED SESSION****24. CONFERENCE WITH LEGAL COUNSEL REGARDING SIGNIFICANT EXPOSURE TO LITIGATION**

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

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

25. CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. RIC 2003782

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

26. CONFERENCE WITH LEGAL COUNSEL REGARDING PENDING LITIGATION

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

One Case: (MSWD vs. Master Meter)

27. CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. PSC 1600676

(Mission Springs Water District vs. Desert Water Agency)

28. REPORT ON ACTION TAKEN DURING CLOSED SESSION

29. ADJOURN

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

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

CERTIFICATION OF POSTING

I certify that on or before December 17, 2021, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 72 hours in advance of the meeting (Government Code Section 54954.2).



Arden Wallum
Secretary of the Board of Directors

AGENDA REPORT
REGULAR BOARD MEETINGS OF DECEMBER 16 & 20, 2021



HUMAN RESOURCES REPORT



PERSONNEL ACTIVITY FOR THE PERIOD NOVEMBER 1 - 30, 2021

NEW HIRES

None

ANNIVERSARIES

Rolando Jimenez	Water Production Operator II	18 Years
Amanda Lucas	Administrative Assistant	5 Years

PROMOTIONS

Andy Grunnet	Lead Wastewater Treatment Plant Operator Formerly, Wastewater Treatment Plant Operator II
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CERTIFICATIONS/EDUCATIONAL ACCOMPLISHMENTS

Joe Hernandez	Cross Connection Specialist Certification
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AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING
 MEETING DATE(S): DECEMBER 20, 2021
 FROM: LEGAL COUNSEL



FOR: ACTION DIRECTION INFORMATION

PUBLIC HEARING – PROCESS AND PUBLIC INPUT FOR ADJUSTMENT OF DIVISION BOUNDARIES

RECOMMENDATIONS

Every ten years, agencies with by-district election systems must use new census data to review and, if needed, redraw electoral division lines to reflect how local populations have changed. This process, called redistricting, ensures all divisions comply with both the California and federal Voting Rights Acts. Staff recommends the Board do the following:

1. Conduct a Public Hearing on December 20, 2021 to receive testimony and comments regarding MSWD'S Division Boundaries; and
2. Consider having a draft map presented at the February 21, 2022 Regular Board Meeting with adoption of a map scheduled for the Board's March 21, 2022 Regular Meeting.

BACKGROUND

The Agenda Staff Report dated October 18, 2021 provided the Board with an informational presentation on the process for adjustment of division boundaries following release of the 2020 census information. As you will recall, requirements for redistricting include:

- Revised electoral districts must be “substantially equal in population as required by U.S. Constitution.”
 - Balance must comply with U.S. and California Constitutions and Federal Voting Rights Act (FVRA) Section 10301 of Title 52 of the United States Code, as amended.
 - Population equality is based on total population of District residents (not customers) per U.S. Census.
 - Incarcerated persons only counted if last known residence may be assigned to a City census block.
 - In adjusting the boundaries of the divisions, the Board may give consideration to the following factors:
 - (1) topography,
 - (2) geography,
 - (3) cohesiveness, contiguity, integrity, and compactness of territory, and
 - (4) community of interests of the division.

* This section does not apply to divisions in which only landowners vote for directors or whose directors are all elected at large or appointed.

- Boundaries shall not be drawn to favor or discriminate against a political party.
- Change of boundaries shall not affect the unexpired term of office of any elected Board member.

Prior to considering specific maps adjusting division boundaries, MSWD must conduct at least one public hearing to receive testimony and comments from the Board members and the public. Following this hearing, MSWD's redistricting consultant will prepare draft maps reflecting the 2020 census data and considering any comments received. A second public hearing is tentatively scheduled for March 21, 2022 to consider the proposed division boundary adjustments and adoption of revised boundary maps.

MSWD must complete the current redistricting process by April 17, 2022. SB 594, enacted in September 2021, established this date which consolidated the redistricting deadline for all municipalities and most special districts onto a single date. Previous to SB 594, the deadline for special districts was May 12, 2022 (180 days before the November 8, 2022 general election). However, certain types of districts had deadlines as early as November 1, 2021, and with the delay of census data from the U.S. Census Bureau as a result of the COVID-19 pandemic, that deadline was impossible to meet. To accommodate those districts, and at the request of county Registrar of Voters statewide, the deadline for special districts was moved up 25 days to April 17th, while the November 1st deadline was extended to April 17th.

PUBLIC NOTICE

Pursuant to California Elections Code Sections 10010 and 22001, on December 9, 2021, MSWD published in *The Desert Sun Newspaper* notice of its first public hearing to provide public input for adjustment of division boundaries. Staff also posted information about this hearing on its website. Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

FISCAL IMPACT

There is no fiscal impact associated with this report. However, as previously reported, redistricting required MSWD to retain the services of a demographer. The cost of services should be no more than \$20,000. Additionally, the Board will incur costs associated with communications efforts for the process such as printing, advertisements, etc.

ATTACHMENT

None

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETING
MEETING DATE(S): DECEMBER 16 & 20, 2021
FROM: Brian Macy – Assistant General Manager

FOR: ACTION X DIRECTION INFORMATION

RECOMMENDING ADOPTION OF THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT SAN GORGONIO PASS GROUNDWATER SUSTAINABILITY PLAN

STAFF RECOMMENDATION

Adopt Resolution No. 2021-21 recommending adoption of the San Gorgonio Pass Groundwater Sustainability Plan in Compliance with the Sustainable Groundwater Management Act.

SUMMARY

The Sustainable Groundwater Management Act (SGMA) went into effect on January 1, 2015. The San Gorgonio Pass Subbasin (SGPSB) is subject to SGMA since the DWR has designated it a medium priority basin. On May 16, 2017 the MSWD Board of Directors adopted Resolution 2017-12 approving Memorandum of Agreement to form a Groundwater Sustainability Agency (GSA) for the Verbenia Area in the SGPSB, know as the Verbenia GSA. The Verbenia GSA, San Gorgonio Pass GSA, and Desert Water Agency GSA have jointly prepared the a single Groundwater Sustainability Plan (GSP) covering the entire basin.

ANALYSIS

The San Gorgonio Pass GSP provides an assessment of groundwater conditions in the SGPSB, including identifying the plan area, developing a hydrogeological conceptual model and sustainable management criteria, expands upon existing monitoring programs to determine short-term, seasonal, and long-term trends in groundwater conditions, and developing projects and management actions that may be implemented to avoid undesirable results and maintain groundwater sustainability in the SGPSB.

The San Gorgonio Pass GSP includes a range of planning scenarios with robust climate change assumptions to assess whether projected water demands over the 25-year planning horizon can be met while continuing to sustainably manage the SGPSB. Results of analysis and groundwater modeling show that implementation of planned projects and management actions will meet projected water demands and sustainable management of the SGPSB.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

Adoption of the San Gorgonio Pass GSP does not have a fiscal impact. Fiscal impacts to implement the projects and management actions that are part of the Plan will be evaluated through the capital improvement plan, cost of service studies, and annual budget process, as applicable.

ATTACHMENTS

Resolution 2021-21

RESOLUTION NO. 2021-22**RESOLUTION OF THE BOARD OF THE DIRECTORS OF MISSION SPRINGS WATER DISTRICT TO ADOPT THE 2022 MISSION CREEK SUBBASIN ALTERNATIVE PLAN UPDATE IN COMPLIANCE WITH THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT**

WHEREAS, the California Legislature enacted a statewide framework for sustainable groundwater management, known as the Sustainable Groundwater Management Act (California Water Code section 10720 et seq.), pursuant to Senate Bill 1168, Senate Bill 1319, and Assembly Bill 1739, which was approved by the Governor and Chaptered by the Secretary of State on September 16, 2014; and

WHEREAS, the Sustainable Groundwater Management Act (SGMA) went into effect on January 1, 2015; and

WHEREAS, SGMA requires all medium- and high-priority groundwater basins, as designated by the California Department of Water Resources (DWR) Bulletin 118, to be managed pursuant to a Groundwater Sustainability Plan or an approved Alternative Plan; and

WHEREAS, DWR has designated the Mission Creek Subbasin of the Coachella Valley Groundwater Basin as a medium-priority basin (DWR Bulletin 118 No. 7-021.02); and

WHEREAS, the Mission Springs Water District, Coachella Valley Water District, and Desert Water Agency (Parties) comprise the Management Committee pursuant to the 2004 Settlement Agreement; and

WHEREAS, on December 29, 2016, Mission Springs Water District, Coachella Valley Water District, and Desert Water Agency together submitted to DWR a proposed Alternative to a Groundwater Sustainability Plan (Alternative Plan) for the Mission Creek Subbasin in accordance with Water Code section 10733.6; and

WHEREAS, on July 17, 2019, DWR determined that the Mission Creek Subbasin Alternative Plan satisfies the objectives of SGMA and notified the Parties that the Alternative Plan was approved, and that it would be necessary to submit an assessment and update of the Alternative Plan by January 1, 2022, and every five years thereafter; and

WHEREAS, the Parties have jointly developed the Mission Creek Subbasin Alternative Plan Update, and released a draft for public comment on October 18, 2021; and

WHEREAS, the Board of Directors of the Mission Springs Water District conducted

a public hearing on December 20, 2021 for the purpose of receiving public comments and considering adoption of the Mission Creek Subbasin Alternative Plan Update; and

WHEREAS, Water Code section 10733.6 requires the Alternative Plan Update to be submitted to DWR for review; and

WHEREAS, this resolution and approval of the Alternative Plan Update are not subject to the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations (CCR) 15262 and SGMA 10728.6 because CEQA does not apply to planning studies for possible future actions not yet approved, adopted, or funded by this Agency (CCR 15262) or to the preparation and adoption of plans pursuant to SGMA (SGMA 10728.6), and because projects to implement actions taken pursuant to the Alternative Plan will be analyzed in accordance CEQA based on the nature of the project, environmental setting and potential environmental impacts before those projects are approved.

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

1. The foregoing recitals are true and correct and made an operative part of this Resolution.

2. The 2022 Mission Creek Subbasin Alternative Plan Update is hereby approved and adopted, subject to such minor, non-substantive modifications to the text as the Parties may find necessary or appropriate prior to submittal to DWR on or before December 31, 2021. A copy of the 2022 Alternative Plan Update is attached hereto and incorporated herein by reference.

3. This Board of Directors hereby designates Coachella Valley Water District as the Party authorized to provide notification of this approval and adoption to DWR, including a copy of this Resolution, the approved Alternative Plan Update, and any additional information/documentation required by law.

ADOPTED this ____ day of _____ 2021, by the following vote:

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

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

ATTEST:

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

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETING
MEETING DATE(S): DECEMBER 16 & 20, 2021
FROM: Brian Macy – Assistant General Manager

FOR: ACTION X DIRECTION INFORMATION

RECOMMENDING ADOPTION OF THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT SAN GORGONIO PASS GROUNDWATER SUSTAINABILITY PLAN

STAFF RECOMMENDATION

Adopt Resolution No. 2021-21 recommending adoption of the San Gorgonio Pass Groundwater Sustainability Plan in Compliance with the Sustainable Groundwater Management Act.

SUMMARY

The Sustainable Groundwater Management Act (SGMA) went into effect on January 1, 2015. The San Gorgonio Pass Subbasin (SGPSB) is subject to SGMA since the DWR has designated it a medium priority basin. On May 16, 2017 the MSWD Board of Directors adopted Resolution 2017-12 approving Memorandum of Agreement to form a Groundwater Sustainability Agency (GSA) for the Verbenia Area in the SGPSB, know as the Verbenia GSA. The Verbenia GSA, San Gorgonio Pass GSA, and Desert Water Agency GSA have jointly prepared the a single Groundwater Sustainability Plan (GSP) covering the entire basin.

ANALYSIS

The San Gorgonio Pass GSP provides an assessment of groundwater conditions in the SGPSB, including identifying the plan area, developing a hydrogeological conceptual model and sustainable management criteria, expands upon existing monitoring programs to determine short-term, seasonal, and long-term trends in groundwater conditions, and developing projects and management actions that may be implemented to avoid undesirable results and maintain groundwater sustainability in the SGPSB.

The San Gorgonio Pass GSP includes a range of planning scenarios with robust climate change assumptions to assess whether projected water demands over the 25-year planning horizon can be met while continuing to sustainably manage the SGPSB. Results of analysis and groundwater modeling show that implementation of planned projects and management actions will meet projected water demands and sustainable management of the SGPSB.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

Adoption of the San Gorgonio Pass GSP does not have a fiscal impact. Fiscal impacts to implement the projects and management actions that are part of the Plan will be evaluated through the capital improvement plan, cost of service studies, and annual budget process, as applicable.

ATTACHMENTS

Resolution 2021-21

RESOLUTION NO. 2021-21**RESOLUTION OF THE BOARD OF THE DIRECTORS OF MISSION SPRINGS WATER DISTRICT TO ADOPT THE SAN GORGONIO PASS SUBBASIN GROUNDWATER SUSTAINABILITY PLAN IN COMPLIANCE WITH THE SUSTAINABLE GROUNDWATER MANAGEMENT ACT**

WHEREAS, the California Legislature passed a statewide framework for sustainable groundwater management, known as the Sustainable Groundwater Management Act (California Water Code Section 10720 et seq.), pursuant to Senate Bill 1168, Senate Bill 1319, and Assembly Bill 1739, which was approved by the Governor and Chaptered by the Secretary of State on September 16, 2014; and

WHEREAS, the Sustainable Groundwater Management Act (SGMA) went into effect on January 1, 2015; and

WHEREAS, SGMA requires all high and medium-priority basins, as designated by the California Department of Water Resources (DWR) Bulletin 118 to be managed by one or more Groundwater Sustainability Agencies (GSAs); and

WHEREAS, the San Gorgonio Pass Subbasin has been designated by DWR as a medium-priority basin (Bulletin 118 Groundwater Basin: 7-021.04); and

WHEREAS, the San Gorgonio Pass Water Agency (Agency) and the Mission Springs Water District (District) (participating by Memorandum of Agreement) formed the Verbenia GSA and chose, on May 16, 2017, to become the Verbenia Groundwater Sustainability Agency, along with two other GSA: the San Gorgonio Pass GSA and the Desert Water Agency GSA; and

WHEREAS, the District has appointed Arden Wallum to serve as the District representative to the Verbenia GSA; and

WHEREAS, SGMA requires, pursuant to Water Code Sections 10720.7 and 10727, that a Groundwater Sustainability Plan (GSP) or multiple GSP's be developed and implemented by January 31, 2022 for each medium-priority basin; and

WHEREAS, the San Gorgonio Pass GSA, in concert with the Verbenia GSA and the Desert Water Agency GSA, has prepared a GSP for the San Gorgonio Pass Subbasin in accordance with Water Code Section 10727.2, as required by SGMA; and

WHEREAS, the District Board of Directors has had the opportunity to review the most current version of the GSP; and

WHEREAS, the San Gorgonio Pass GSA, the Verbenia GSA, and the Desert

Water Agency GSA gave notice on September 17, 2021, pursuant to Water Code Section 10728.4, to the County of Riverside and the City of Banning regarding its intent to adopt a GSP;

WHEREAS, the District Board of Directors desires to authorize its Representative to vote to formally approve the final GSP as part of an upcoming meeting of the GSA expected to take place on or about January 11, 2022.

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

1. The forgoing is true and correct and incorporated herein by this reference.

2. The Mission Springs Water District does hereby recommend approval and adoption of the Final Groundwater Sustainability Plan for the San Gorgonio Pass Subbasin, as presented or with minor, non-substantive revisions to the GSP approved by its Representative between today’s date and the date the GSP is submitted to DWR.

3. The Mission Springs Water District does hereby authorize its Representative to vote to formally approve the Final San Gorgonio Pass Subbasin Groundwater Sustainability Plan on behalf of the District at the upcoming meeting of the GSA expected to take place on or about January 11, 2022.

4. This Resolution shall take effect immediately upon adoption.

ADOPTED this _____ day of _____ 2021, by the following vote:

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

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

ATTEST:

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

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETING
MEETING DATE(S): DECEMBER 16 & 20, 2021
FROM: Oriana Hoffert – Human Resources Manager

FOR: ACTION X DIRECTION INFORMATION

RESOLUTION NO. 2021-18

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

STAFF RECOMMENDATION

Adopt Resolution No. 2021-18 amending Resolution No. 2020-21; updating Mission Springs Water District Personnel Rules and Regulations.

SUMMARY

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

On March 16, 2020, the MSWD Board of Directors (Board) adopted Resolutions No. 2020-06, which rescinded all previous resolutions related to personnel policies and regulations and replaced in its entirety the MSWD Personnel Rules and Regulations. On December 2020, the MSWD Board of Directors (Board) adopted Resolution No. 2020-21, approving updates to the Mission Springs Water 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’s Human Resources Manager and the District Counsel regularly review and revise the personnel rules and regulations. The revised MSWD Personnel Rules and Regulations includes updates to existing policies to comply with the law or to clarify policy language.

Exhibit “A” outlines the updates to the MSWD Personnel Rules and Regulations. The updated MSWD Personnel Rules and Regulations is in conformance with all required California and federal employment laws.

FISCAL IMPACT

None

ATTACHMENTS

Resolution No. 2021-18
Exhibit “A” – Revisions to Personnel Rules and Regulations

RESOLUTION NO. 2021-18

A RESOLUTION TO THE BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT AMENDING RESOLUTION 2020-21, REVISIONS TO MISSION SPRINGS WATER DISTRICT PERSONNEL RULES AND REGULATIONS

WHEREAS, on December 21, 2020, the Board of Directors of Mission Springs Water District (“Board of Directors”) adopted Resolution No. 2020-21 and

WHEREAS, this Resolution shall amend Resolution No. 2020-21, and

WHEREAS, other minor revisions to the Personnel Rules and Regulations are required for consistency and clarity, and

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

WHEREAS, to the extent the provisions of this Resolutions conflict with any other order, policy, resolution, or ordinance 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 has been submitted to the Board of Directors for consideration and action,

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Mission Springs Water District, that the revisions shown in Exhibit A are duly adopted and incorporated into the Mission Springs Water District Personnel Rules and Regulations as of January 1, 2022; and

BE IT FURTHER RESOLVED, by the Board of Directors that the District hereby adopts the changes to the Mission Springs Water District Personnel Rules and Regulations as described in Exhibit “A” attached hereto as of January 1, 2022.

ADOPTED this ____ day of December 2021, by the following vote:

Ayes:

Noes:

Abstain:

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

ATTEST:

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

Exhibit A

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

Rule 10.D.5 Temporary Employees – Revised.

“Temporary appointments, filled by employees other than provisional employees, shall not exceed 960 hours in any fiscal year. ~~one thousand (1,000) hours in any twelve (12) month period.~~”

Rule 18. Training and Development – Revised.

A. Policy. An employee may be reimbursed for tuition, textbooks and institutional fees incurred in successfully completing job-related course work and seminars from an accredited educational institution and for courses that are applied towards the completion of one college or university level degree (associates degree or higher) that is relevant to the employee’s work for the District. The District will reimburse employees 100% for **course-required** tuition, texts and materials upon satisfactory completion of such courses if employees follow the guidelines of this policy. If employees have a financial hardship, with written approval from the General Manager, tuition, texts and materials may be reimbursed or paid by the District earlier than the completion of the course(s).

Guidelines:

1. Employee must be a full-time **regular** employee of the District.
2. All courses and related expenses for which the employee will request reimbursement must receive **prior written approval** from the employee’s Supervisor and the General Manager on the District’s Educational Assistance Request form. Other than those items listed above, no other reimbursements shall be made.
3. Satisfactory completion is considered a “pass” grade in the case of pass/fail courses. Satisfactory of courses graded on an A through F system or an equivalent method will be reimbursed 100% for a grade of “C” or higher. No reimbursement will be made for a “D” or “F” grade.
4. **The maximum benefit per year per employee shall be \$6,000.00. This amount must be submitted, approved and adopted as part of the annual budget for the department in which the employee works before it is disbursed to satisfy the District’s reimbursement obligations in this section.**

B. Conferences and Seminars. **Any employee (does not have to be regular, full-time) may request to attend a conference or seminar and if such request is approved, ~~if an employee requests to attend a conference or seminar and such request is approved~~**, the District will pay all reasonable costs of travel, meals, lodging, registration or tuition, books and the equivalent number of hours pay per day as if the employee were working his/her regular workday in accordance with this Rule and the District’s adopted expense reimbursement policies. The employee may either receive an advance of funds for the conference or reimbursement of funds spent by the employee.

The employee should request attendance at the conference or seminar as far in advance as possible but, in no case, any later than two (2) weeks prior to the conference. The employee's request for attendance must be approved by the employee's supervisor, Department Head and the General Manager.

Rule 22.C. Pay Periods. – Revised.

“All employees shall be paid every two (2) weeks. A pay period is fourteen (14) consecutive days. Week 1 starts on a Friday mid-shift with 4 hours worked ~~by administrative employees and 2.5 hours worked by field employees,~~ and shall end on a Friday mid-shift with 4 hours worked ~~by administrative employees and 5.5 hours worked by field employees~~ in Week 2. This provides for 40 hours within each workweek. For example, an employee who is regularly scheduled to work Monday through Thursday from 7:30 a.m. to 5:30 p.m. and alternating Fridays from 8:00 a.m. to 5:00 p.m. with a one (1) hour meal period, this employee's workweek begins at 12:00 p.m. on Friday and ends two (2) weeks later on a Friday at 11:59 ~~a.m.-p.m.~~ In this example, the employee works nine (9) hour workdays Monday through Thursday, and eight (8) hour workday on alternating Fridays (beginning of the pay period), and has alternating Fridays off. Step increases or promotions shall be effective at the beginning of the pay period in which they fall.”

Rule 22.D.4. Overtime Pay for Call Back or Requirement to Work on Regularly Scheduled Vacation Days or District Holidays. – Revised.

“Non-exempt employees called from home to perform overtime work or required to work on a regular District holiday or on a scheduled vacation day, shall be entitled to overtime compensation ~~in accordance with the requirements of the law~~ at the rate of 1.5 times the employees' regular rates of pay for all overtime hours worked on call back and for all hours worked on a regular District holiday or a scheduled vacation day. For purposes of this paragraph, “regular District holiday” shall mean either a regularly scheduled District holiday or the day on which the employee is authorized to observe the regularly scheduled District holiday. For example, if the District authorizes an employee to observe Christmas Day on December 24th, the employee will be compensated at 1.5 times the employee's regular rate if the employee is required to work on December 24th.”

Rule 22.D.4. Compensatory Time. – Revised.

“ ~~At the end of the fiscal year in which compensatory time is earned,~~ Unused compensatory time will be paid as overtime, ~~calculated at 1.5 times the employee's regular rate of pay.~~ ~~Employees may request a pay out of accrued but unused compensatory time at any time during the year.”~~

Rule 23.A. District Paid Holidays. – Revised.

“In addition, after six (6) full months of service in the initial calendar year of employment for new employees, and at the beginning of each calendar year for regular employees, a credit of twenty

seven (27) hours of **Optional Holiday benefits are** ~~is~~ given. These hours can be used at the employee’s option with prior approval of the employee’s supervisor. ~~These hours expire at the end of each calendar year and are not carried over.~~—Employees may only have a maximum of 27 hours of Optional Holiday benefits. At the beginning of each calendar year, employees who have less than 27 hours of Optional Holiday benefits will be provided with additional benefits to bring their benefits back up to the maximum of 27 total hours for the year. No employee may have more than 27 hours of Optional Holiday benefits each calendar year.”

Rule 23. G. Employees Required to Work on Holidays. – Deleted.

~~“An employee who is required to work on a day observed by the District as a holiday shall receive his/her regular straight time hourly rate of pay for all hours worked on said holiday, in addition to any holiday pay he/she is eligible to receive, in lieu of time off for said holiday.”~~

Rule 26.B. – Revised

“Employees using paid sick leave must do so in minimum increments of ~~30~~ 15 minutes, rounded to the nearest 15 minute.”

Rule 26. E.1.d. Annual Sell Back. – Revised.

“Employees may receive compensation for unused sick leave, per ~~fiscal~~ calendar year as follows:”

Rule 27. E. 2. Exempt Leave – Exempt Employees. – Revised.

“Exempt employees shall be granted thirty-six (36) hours of leave per fiscal year. Leave may be taken at any time on approval of the employee’s supervisor or manager. ~~Leave is earned on a fiscal year basis and may not be accumulated by an individual from year to year~~—Employees may not have more than 36 hours of Exempt Leave in any fiscal year. At the beginning of each fiscal year, the District will provide Exempt Leave benefits to employees who have less than 36 hours of Exempt Leave benefits in order to bring their total amount of benefits to 36 hours for the entire fiscal year.”

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING
MEETING

DATE(S): December 16 & 20, 2021

FROM: Brian Macy – Assistant General Manager

FOR: ACTION X DIRECTION INFORMATION



SECOND AMENDMENT TO CONTRACT AGREEMENT WITH OPERATIONAL TECHNICAL SERVICES FOR TEMPORARY STAFFING – WASTEWATER TREATMENT PLANT OPERATOR

STAFF RECOMMENDATION

Authorize the General Manager to amend the contract with Operational Technical Services to provide temporary wastewater treatment plant operator staffing, for a not to exceed amount of \$120,000.

SUMMARY

Operational Technical Services (OTS) provides highly skilled operators that are licensed, and have the operational talent, experience, and expertise to quickly fill our temporary staffing requirements. Having skilled and certified temporary staffing allows the department the ability to maintain the level of preventative maintenance required on treatment plant equipment and processes.

Staff contacted OTS in May 2021 asking for a proposal to provide temporary staffing services. OTS provided a temporary certified operator who is currently working as a Grade II operator and has been a tremendous help in the department. The temporary operator has an extensive maintenance background which is useful in completing the daily tasks and is licensed to work independently with the ability to cover (after-hour) standby duties on an as needed basis. The original contract agreement amount was based on hiring temporary staff for up to three days a week, but as staffing needs changed, staff increased it to five days a week thus requiring the first contract amendment increasing the amount for the additional hours.

ANALYSIS

This contract amendment will allow staff to continue to utilize the professional services provided by OTS as the District works through staffing shortages and begins to plan for the new Regional Wastewater Reclamation Facility.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

No additional funding is required for this request. There is sufficient budget remaining in the approved FY2021/22 operating budget to cover this contract amendment.

ATTACHMENT(S)

Contract Amendment

**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: Operational Technical Services DATE: _____
10250 Const. Blvd., Ste. 3-115
Los Angeles, CA 90067 PROJECT DIR#: _____

SECOND AMENDMENT TO CONTRACT AGREEMENT

1. This amendment (the "Amendment") is hereby made by Mission Springs Water District and Operational Technical Services, parties to an agreement for **Temporary Staffing – Wastewater Treatment Plant Operator** (the "Agreement"), dated May 12, 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:

The Amendment will increase the amount of the Agreement from a Not to Exceed amount of \$75,000.00 to a Not to Exceed amount of \$120,000.00.

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

Operational Technical Services
(Business Name)

By: _____
Arden Wallum

By: _____
David Sibelman

Title General Manager

Title Chief Operations Officer

Other authorized representative(s):

Other authorized representative(s):

Brian Macy
Assistant General Manager

Lee Boyer
Chief Plant Operator

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETINGS
MEETING DATE(S): DECEMBER 16 & 20, 2021
FROM: Arturo Ceja - Director of Finance & Accounting



FOR: ACTION DIRECTION INFORMATION

ANNUAL REPORT OF CAPACITY FEES AND RELATED CAPITAL EXPENDITURES

STAFF RECOMMENDATION

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

SUMMARY

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

ANALYSIS

Since January 1989, the District has collected \$22,536,709 of water capacity fees and expended \$41,601,433 on qualifying projects. Since 1989, the District has collected \$19,520,758 of sewer capacity fees and expended \$36,282,655 on qualifying projects.

FISCAL IMPACT

None

ATTACHMENTS

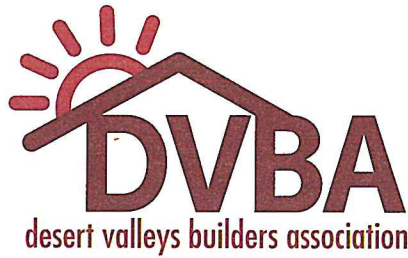
Connection Fees Summary – Water
 Connection Fees Summary – Sewer
 Letter of Support from DVBA

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

FISCAL YEAR ENDING JUNE 30,	BEGINNING BALANCE	CONNECTION FEES COLLECTED	CAPITAL EXPENDITURES	INTEREST EARNED	ENDING BALANCE
1989	0	291,357	(1,315,290)	0	(1,023,933)
1990	(1,023,933)	707,740	(6,282,023)	0	(6,598,216)
1991	(6,598,216)	535,450	(1,010,898)	0	(7,073,664)
1992	(7,073,664)	659,550	(32,377)	0	(6,446,491)
1993	(6,446,491)	555,839	(3,379,162)	0	(9,269,814)
1994	(9,269,814)	424,693	(17,617)	0	(8,862,738)
1995	(8,862,738)	202,514	(385,684)	0	(9,045,908)
1996	(9,045,908)	205,284	(567,173)	0	(9,407,797)
1997	(9,407,797)	112,318	(372,909)	0	(9,668,388)
1998	(9,668,388)	302,489	(433,919)	0	(9,799,818)
1999	(9,799,818)	82,322	(1,063,006)	0	(10,780,502)
2000	(10,780,502)	148,612	(248,576)	0	(10,880,466)
2001	(10,880,466)	139,917	(98,389)	0	(10,838,938)
2002	(10,838,938)	378,476	(1,664,485)	0	(12,124,947)
2003	(12,124,947)	1,022,171	(1,664,313)	0	(12,767,089)
2004	(12,767,089)	2,483,871	(296,099)	0	(10,579,317)
2005	(10,579,317)	4,631,651	(909,065)	0	(6,856,731)
2006	(6,856,731)	3,557,626	(9,189,925)	0	(12,489,030)
2007	(12,489,030)	1,676,665	(1,339,397)	0	(12,151,762)
2008	(12,151,762)	240,944	(1,404,631)	0	(13,315,449)
2009	(13,315,449)	285,354	(5,211,199)	0	(18,241,294)
2010	(18,241,294)	359,728	(1,782,695)	0	(19,664,261)
2011	(19,664,261)	254,079	(325,142)	0	(19,735,325)
2012	(19,735,325)	142,810	(355,801)	0	(19,948,315)
2013	(19,948,315)	63,904	(681,533)	0	(20,565,944)
2014	(20,565,944)	79,880	(380,002)	0	(20,866,066)
2015	(20,866,066)	182,826	(103,891)	0	(20,787,131)
2016	(20,787,131)	246,430	(81,958)	0	(20,622,659)
2017	(20,622,659)	394,957	0	0	(20,227,702)
2018	(20,227,702)	544,395	0	0	(19,683,307)
2019	(19,683,307)	547,625	(68,552)	0	(19,204,234)
2020	(19,204,234)	515,169	(177,060)	0	(18,866,125)
2021	(18,866,125)	560,063	(758,662)	0	(19,064,724)
TOTALS		22,536,709	(41,601,433)	0	(19,064,724)

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

FISCAL YEAR ENDING JUNE 30.	BEGINNING BALANCE	CONNECTION FEES COLLECTED	CAPITAL EXPENDITURES	INTEREST EARNED	ENDING BALANCE
1989	0	95,555	(97,152)	0	(1,597)
1990	(1,597)	91,230	(209,911)	0	(120,278)
1991	(120,278)	104,902	(14,189)	0	(29,565)
1992	(29,565)	214,062	(374,563)	0	(190,066)
1993	(190,066)	197,322	(1,682,235)	0	(1,674,979)
1994	(1,674,979)	196,760	(48,381)	0	(1,526,600)
1995	(1,526,600)	89,037	(8,175)	0	(1,445,738)
1996	(1,445,738)	189,138	(326,095)	0	(1,582,695)
1997	(1,582,695)	159,024	(671,368)	0	(2,095,039)
1998	(2,095,039)	294,084	(132,602)	0	(1,933,557)
1999	(1,933,557)	248,898	(141,319)	0	(1,825,978)
2000	(1,825,978)	217,838	(156,352)	0	(1,764,492)
2001	(1,764,492)	65,885	(387,494)	0	(2,086,101)
2002	(2,086,101)	848,371	(1,108,307)	0	(2,346,037)
2003	(2,346,037)	594,617	(9,195,293)	0	(10,946,713)
2004	(10,946,713)	2,532,502	(167,116)	0	(8,581,327)
2005	(8,581,327)	2,018,676	(1,437,624)	0	(8,000,275)
2006	(8,000,275)	1,303,777	(10,774,463)	0	(17,470,961)
2007	(17,470,961)	1,873,601	(1,720,261)	0	(17,317,621)
2008	(17,317,621)	1,554,861	(827,701)	0	(16,590,461)
2009	(16,590,461)	65,660	(612,170)	0	(17,136,971)
2010	(17,136,971)	122,030	(76,243)	0	(17,091,184)
2011	(17,091,184)	164,610	(34,850)	0	(16,961,424)
2012	(16,961,424)	61,280	(261,637)	0	(17,161,781)
2013	(17,161,781)	3,161,599	(1,405,790)	0	(15,405,971)
2014	(15,405,971)	717,840	(153,001)	0	(14,841,132)
2015	(14,841,132)	61,350	(265,984)	0	(15,045,766)
2016	(15,045,766)	61,350	(191,977)	0	(15,176,393)
2017	(15,176,393)	1,773,159	(161,475)	0	(13,564,709)
2018	(13,564,709)	176,240	(477,932)	0	(13,866,402)
2019	(13,866,402)	28,590	(1,441,641)	0	(15,279,453)
2020	(15,279,453)	62,170	(705,967)	0	(15,923,249)
2021	(15,923,249)	174,740	(1,013,388)	0	(16,761,897)
TOTALS		19,520,758	(36,282,655)	0	(16,761,897)



2021 BOARD OF DIRECTORS

PRESIDENT

Deborah McGarrey
Southern California Gas Company

1st VICE PRESIDENT

Tom Dubose
Dubose Design Group, Inc.

SECRETARY/TREASURER

Pedro Rincon
Osborne Rincon CPAs

VICE PRESIDENT

OF ASSOCIATES

Allan Levin
Allan Levin & Associates

PAST PRESIDENT

Fred Bell
Nobell Energy Solutions

CHIEF EXECUTIVE OFFICER

Gretchen Gutierrez

DIRECTORS

Brian Benedetti
Brian Benedetti Construction

Mark Benedetti

Dede Callanan
North American Title

Mario Gonzales
GHA Companies

Joe Hayès
First Bank

Todd Hooks
Agua Caliente Band of
Cahuilla Indians

Dave Lippert
Lippert Construction, Inc

Paul Mahoney
PMA Advertising

Bruce Maize
Rilington Group

Russ-Martin
Mission Springs Water
District

Jim Murdock
PIRCH

Dan Olivier
Nethery Mueller Olivier

Alan Pace
Petra GeoSciences

John Powell, Jr.
Coachella Valley Water District

Phil Smith
Sunrise Company

Jeff Wattenbarger
Wattenbarger Construction

December 15, 2021

Mission Springs Water District

Arturo Ceja, Director of Finance and Accounting
66575 Second Street
Desert Hot Springs, CA 92211

Dear Mr. Ceja,

Thank you for providing the Desert Valleys Builders Association the opportunity to review the Mission Springs Water District Annual Reportable Fees (AB1600) Report for fiscal year ending June 30, 2021.

We are satisfied that the District has met its annual reporting obligation pursuant to the Mitigation Fee Act.

Respectfully,

Gretchen Gutierrez
Chief Executive Officer

**BOARD OF DIRECTORS OF MISSION SPRINGS WATER DISTRICT COMMENDING
MARGE COOK
FOR HER SERVICE TO MISSION SPRINGS WATER DISTRICT THE
GROUNDWATER GUARDIAN PROGRAM**

Whereas Marge Cook has served as the Groundwater Guardian Executive Director for Mission Springs Water District for over 24 years; and

Whereas during her years of service as Groundwater Guardian Executive Director, Ms. Cook has diligently performed innumerable tasks; and

Whereas during Ms. Cook’s tenure, she has greatly enhanced the Groundwater Guardians Program through Education, Action & Innovation; and

Whereas Ms. Cook has always demonstrated the mission of the Groundwater Guardian Program by making us all part of the solution for clean sustainable groundwater; and

Whereas during the course of those duties, Ms. Cook has endeared herself to the Board members and staff of the District;

Now, Therefore, Be It Resolved that the Board of Directors of Mission Springs Water District and its staff do hereby acknowledge and express sincere appreciation to Marge Cook for her service and dedication to the Mission Springs Water District and the communities it serves.

Be It Also Determined *that Marge will be sorely missed!*

Adopted this ____ day of ____ 2021, by the following vote:

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

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

ATTEST:

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

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETINGS
MEETING DATE(S): DECEMBER 16 & 20, 2021
FROM: Dori Petee – Executive Assistant



FOR: ACTION X DIRECTION INFORMATION

ELECTION OF MSWD BOARD OFFICERS FOR 2022

STAFF RECOMMENDATION

Proceed with the election of officers in the following order:

- President
- Vice President

SUMMARY

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

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

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

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

Newly elected positions will take effect January 1, 2022.

ANALYSIS

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

FISCAL IMPACT

No fiscal impact

ATTACHMENTS

MSWD Board Handbook
 Election of Chair procedure



Mission Springs Water District
Board of Directors Handbook

Adopted by Resolution No. 2020-02

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SECTION 1 - INTRODUCTION

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

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

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

SECTION 2 – EXECUTIVE SUMMARY

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

Section 2.01 - Board Best Practices

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

SECTION 3 – CULTURE: VISION AND CORE VALUES

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

Section 3.01 –Vision

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

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

Section 3.02 – Core Values

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

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

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

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

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

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

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

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

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

Section 4.01 - Authority

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

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

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

Section 4.02 – Responsibilities of Office

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

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

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

Section 4.03 – Role of the Board

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

The Board has three (3) major responsibilities:

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

Section 4.04 – Best Practices General Guidelines

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

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

Section 5.01 - President of the Board

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

Section 5.02 - Vice-President of the Board

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

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

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

Section 6.01 – Principles of Behavior and Performance Expectations

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

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

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

SECTION 7 – BOARD OF DIRECTORS’ INTERACTION AND COMMUNICATION

Section 7.01 – Board Member Interaction

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

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

Section 8.01 - Role of the General Manager

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

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

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

Section 8.02 - Board Interaction with the General Manager

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

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

Section 8.03 - Board Interaction with Staff

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

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

Section 8.04 - Role of District's Legal Counsel

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

SECTION 9 – CUSTOMER AND PUBLIC COMMUNICATIONS

Section 9.01 – Customer Communications

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

SECTION 10 – CONDUCT OF MEETINGS OF THE BOARD OF DIRECTORS

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

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

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

Section 10.02 - Consent Agenda

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

Section 10.03 - Closed Session

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

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

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

SECTION 11 – ROLES AND RESPONSIBILITY OF STANDING COMMITTEES AND SPECIAL COMMITTEES

Section 11.01 – Role and Responsibility of Committees

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

SECTION 12 – COMPLAINT RESOLUTION PROCEDURES

Section 12.01 – General Guidelines for Complaint Resolution Procedures

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

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

Section 12.02 - Informal Sanction – Admonishment

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

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

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

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

Section 12.03 - Formal Sanction or Censure

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

Section 12.04 - Investigative Process

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

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

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

Section 12.05 – Censure

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

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

SECTION 13 – COMMITMENT TO BOARD OF DIRECTORS’ BEST PRACTICES

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

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

Name: _____

Date: _____

Title: _____

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

General Manager/Board Secretary

Date: _____

APPENDIX A

Rosenberg's Rules of Order Summary



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

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

VISION

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

About the League of California Cities

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

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ABOUT THE AUTHOR

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

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INTRODUCTION

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

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

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

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

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

Establishing a Quorum

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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

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

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

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

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

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

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

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

This is done in one of three ways:

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

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

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

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

Motions in General

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

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

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

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

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

The Three Basic Motions

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

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

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

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

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

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

Multiple Motions Before the Body

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

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

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

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

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

To Debate or Not to Debate

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

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

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

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

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

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

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

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

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

Majority and Super Majority Votes

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

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

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

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

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

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

Counting Votes

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

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

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

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

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

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

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

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

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

How does this work in practice?

Here are a few examples.

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

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

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

Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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




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ROSENBERG'S RULES OF ORDER CHEAT SHEET

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

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

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

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

APPENDIX B

Signed Oath of Office

Election of President & Vice President

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

Procedure:

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

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

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

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

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

This procedure continues with each office.



BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Wednesday, November 10, 2021 at 3:00 PM
Via Teleconference – No Live Attendance

CALL TO ORDER

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

ROLL CALL

BOARD MEMBERS PRESENT

President Nancy Wright, Vice President Russ Martin, Director Randy Duncan, Director Steve Grasha
Director Ivan Sewell

STAFF MEMBERS PRESENT

Wallum, Macy, Kettenacker, Friend, Scott, Ceja, Lucas, Hoffert, Petee, Pelton

RULES OF PROCEDURE

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

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

PUBLIC INPUT

Pamela Edmonson spoke to give a quick thank you to staff for their assistance navigating the agenda on the new website.

COVID-19 UPDATE

Mr. Wallum gave a brief COVID-19 Update.

EMPLOYEE RECOGNITION

HUMAN RESOURCES REPORT

Employees will be recognized on Monday.

ACTION ITEMS

RESOLUTION 2021-17 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD NOVEMBER 19, 2021 – DECEMBER 19, 2021, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT

It is recommended to approve Resolution 2021-17, continuing teleconferencing meetings for the period of November 19, 2021 - December 19, 2021.

Housekeeping item - this is a procedure the board will need to do monthly until further notice. Allows for the continuance of teleconference meetings on a monthly basis.

PROFESSIONAL SERVICES CONTRACT WITH TKE ENGINEERING FOR CONSTRUCTION MANAGEMENT AND INSPECTION OF THE REGIONAL WATER RECLAMATION FACILITY

It is recommended to authorize the General Manager to execute a contract for a not to exceed amount of \$3,671,000 with TKE Engineering for Construction Management and inspection of the Regional Water Reclamation Facility.

Action on this item will award a contract to TKE Engineering for the construction management and inspection related services for the Regional Plant. This project consists of three components, the wastewater facility itself, the conveyance line and collection system. Mr. Macy reviewed related services and the submittal and selection process.

THIRD AMENDMENT TO PUBLIC WATER SYSTEM IMPROVEMENT AND WATER SERVICE CONNECTION FEE CREDIT/REIMBURSEMENT AGREEMENT BETWEEN SKYBORNE VENTURES, LLC, AND MISSION SPRINGS WATER DISTRICT

It is recommended to authorize the General Manager to execute the Third Amendment to Public Water System Improvement and Water Service Connection Fee Credit/Reimbursement Agreement between Skyborne Ventures, LLC, and Mission Springs Water District and file with the Official Records of Riverside County.

This item is being pulled from today's discussion. Staff is anticipating discussion and action on Monday.

COST SHARE AGREEMENT FOR THE UNITED STATES GEOLOGICAL SURVEY LAND SUBSIDENCE STUDY IN THE MISSION CREEK SUBBASIN

It is recommended to authorize the General Manager to enter into a Letter of Agreement with the Coachella Valley Water District (CVWD) and Desert Water Agency (DWA), for coordinating, developing, and cost sharing, on a Land Subsidence Study in the Mission Creek Subbasin by the United States Geological Survey.

Steve Ledbetter of TKE presented. For the Mission Creek subbasin, the objectives of this study are to: assess land-surface elevations during 2015–21 using available InSAR or other survey data, develop a subsidence monitoring plan, detect, and quantify land subsidence, and evaluate the relation between changes in land-surface elevation and groundwater levels at selected sites. This information can be used to effectively manage the water resources and related land subsidence and develop a greater

understanding of subsidence and the geology of the Mission Creek Subbasin. The total cost of the study is \$582,458, with USGS contributing \$98,221. The total cost of the study specific to the Mission Creek Subbasin is \$240,856, with USGS contributing \$39,899. The Agencies desire the split the remaining Mission Creek study costs (\$200,957) equally (1/3 each agency), for a total of \$66,986 for each agency over the next 4 fiscal years.

DISCUSSION ITEMS

PRESENTATION/DISCUSSION WITH ASHLEY METZGER REGARDING REDISTRICTING PROCESS FOR DESERT WATER AGENCY (DWA)

Presentation/Discussion will take place on Monday.

GROUNDWATER SUSTAINABILITY PLAN (GSP) UPDATE

Mission Creek Subbasin and San Geronio Pass Subbasin

Update presentation by Steve Ledbetter of TKE.

MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE

Update provided by Steve Ledbetter of TKE.

CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE

Update provided by Brian Macy, noted the tour of East Valley.

ACWA PRESIDENT AND VICE PRESIDENT ELECTIONS

Discussion and direction to President Wright for voting purposes at the December ACWA/JPIA Conference.

DISTRICT HOLIDAY SCHEDULE

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

Mr. Wallum asked the Board to consider the possibility of closing the office between Christmas and New Years. He will present more on this item on Monday.

CONSENT AGENDA

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

APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

October 14, 2021 - Study Session

October 18, 2021 - Board Meeting

REGISTER OF DEMANDS

The register of demands totaling \$1,665,500.52

REPORTS

DIRECTOR REPORTS

Director Sewell reported he attended the following events; 10/8 PSUSD Legislative Breakfast, 10/21 State of the City, 10/22 Groundwater Committee Meeting w/DHS Library Director.

GENERAL MANAGERS REPORT

Includes: Financial Report, Federal Update from Carpi & Clay, Wastewater and Water Production Tables and Public Affairs Information

Mr. Wallum noted that staff will be moving offices shortly. Additionally, he mentioned that water production is down 12%, yet we have added ninety three new services.

Arturo Ceja presented the financial report for the period ending October 31, 2021.

Marion Champion presented a Public Relations update.

COMMENTS

DISTRICT COUNSEL COMMENTS

Announced closed session.

DIRECTOR COMMENTS

Director Duncan announced Marine Corp Birthday.

Director Sewell noted the customer portal and requested a workshop on this to learn the system. Announced the Veterans ceremony at Veterans Park on Thursday.

Director Grasha noted the letter from the auditors should have been sent directly from the auditors and not filtered through staff, he stated he received it late.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. RIC 2003782

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

CONFERENCE WITH LEGAL COUNSEL REGARDING SIGNIFICANT EXPOSURE TO LITIGATION

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

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

CONFERENCE WITH LEGAL COUNSEL REGARDING PENDING LITIGATION

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

One Case: (MSWD vs. Master Meter)

CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. PSC 1600676
(Mission Springs Water District vs. Desert Water Agency)

REPORT ON ACTION TAKEN DURING CLOSED SESSION

The Board met in closed session on One Case: Case No. RIC 2003782
(George Padilla and Sharon Moreno vs. Mission Springs Water District)
There was no reportable action.

ADJOURN

With no further action President Wright adjourned the meeting at 5:15 PM

Respectfully,

Arden Wallum
Secretary of the Board of Directors



BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, November 15, 2021 at 3:00 PM
Via Teleconference – No Live Attendance

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Pledge and invocation led by President Wright

ROLL CALL

BOARD MEMBERS PRESENT

President Nancy Wright, Vice President Russ Martin, Director Randy Duncan, Director Steve Grasha
Director Ivan Sewell

STAFF MEMBERS PRESENT

Wallum, Macy, Friend, Ceja, Alzammar, Scott, Lucas, Petee, Hoffert, Champion, Santos

RULES OF PROCEDURE

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

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

PUBLIC INPUT

Pamela Edmonson thanked staff with their assistance on navigating the new website and gathering additional information related to the agenda.

COVID-19 UPDATE

Nothing further to add.

EMPLOYEE RECOGNITION

HUMAN RESOURCES REPORT

The Board recognized the following employees;

NEW HIRES

Jeanie Baver, Administrative Assistant

ANNIVERSARIES

Danny Friend- Director of Operations for 24 Years, Alex Acevedo - Lead Field Operations Technician for 2 Years, Brian Macy - Assistant General Manager for 2 Years, Colton Gerdes - Field Operations Technician II for 2 Years, David Weaver - Collections Lead Operator for 2 Years, Tim Owens - Water Production Operator I for 3 Years, April Scott - Customer Service Manager for 5 Years, Andy Grunnet - Interim Lead Wastewater Treatment Plant Operator for 5 Years, Dori Petee - Executive Assistant for 5 Years and Jeff Nutter - Maintenance Superintendent for 27 Years.

PROMOTIONS

Arturo Ceja - Director of Finance and Accounting formerly Accounting Manager.

ACTION ITEMS

RESOLUTION 2021-17 - A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION SPRINGS WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-09-21, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE MISSION SPRINGS WATER DISTRICT FOR THE PERIOD NOVEMBER 19, 2021 – DECEMBER 19, 2021, PURSUANT TO PROVISIONS OF THE RALPH M. BROWN ACT

The Board approved Resolution 2021-17, continuing teleconferencing meetings for the period of November 19, 2021 - December 19, 2021.

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

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

PROFESSIONAL SERVICES CONTRACT WITH TKE ENGINEERING FOR CONSTRUCTION MANAGEMENT AND INSPECTION OF THE REGIONAL WATER RECLAMATION FACILITY

It is recommended to authorize the General Manager to execute a contract for a not to exceed amount of \$3,671,000 with TKE Engineering for Construction Management and inspection of the Regional Water Reclamation Facility.

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

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

THIRD AMENDMENT TO PUBLIC WATER SYSTEM IMPROVEMENT AND WATER SERVICE CONNECTION FEE CREDIT/REIMBURSEMENT AGREEMENT BETWEEN SKYBORNE VENTURES, LLC, AND MISSION SPRINGS WATER DISTRICT

The Board authorized the General Manager to execute the Third Amendment to Public Water System

Improvement and Water Service Connection Fee Credit/Reimbursement Agreement between Skyborne Ventures, LLC, and Mission Springs Water District and file with the Official Records of Riverside County.

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

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

COST SHARE AGREEMENT FOR THE UNITED STATES GEOLOGICAL SURVEY LAND SUBSIDENCE STUDY IN THE MISSION CREEK SUBBASIN

The Board authorized the General Manager to enter into a Letter of Agreement with the Coachella Valley Water District (CVWD) and Desert Water Agency (DWA), for coordinating, developing, and cost sharing, on a Land Subsidence Study in the Mission Creek Subbasin by the United States Geological Survey.

Staff addressed questions presented via email for public comment.

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

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

DISCUSSION ITEMS

PRESENTATION/DISCUSSION WITH ASHLEY METZGER REGARDING REDISTRICTING PROCESS FOR DESERT WATER AGENCY (DWA)

Ashley Metzger from DWA presented on their redistricting process.

GROUNDWATER SUSTAINABILITY PLAN (GSP) UPDATE

Mission Creek Subbasin and San Gorgonio Pass Subbasin
Nothing further to add.

MSWD REGIONAL WATER RECLAMATION FACILITY UPDATE

Nothing further to add.

CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE

Nothing further to add.

ACWA PRESIDENT AND VICE PRESIDENT ELECTIONS

Discussion and direction to President Wright for voting purposes at the December ACWA/JPIA Conference.

The Board had a brief discussion and directed President Wright to vote at the ACWA/JPIA Conference.

DISTRICT HOLIDAY SCHEDULE

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

Staff further explained the week's closure to the Board. The Board directed the General Manager to move forward with the closure.

CONSENT AGENDA

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

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

APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

October 14, 2021 - Study Session
October 18, 2021 - Board Meeting

REGISTER OF DEMANDS

The register of demands totaling \$1,665,500.52

REPORTS**DIRECTOR REPORTS**

Vice President Martin reported he attended the following events; 10/5 RivCo Board of Supervisors Meeting, 10/7 DVBA Legislative Meeting, 10/14 CVCC Meeting, 10/19 DHS City Council Meeting, 10/21 DHS State of the City, 10/21 DVBA Octoberfest Networking Night.

Director Duncan reported he attended the following events; 10/12 CVWD Board Meeting, 10/19 DWA Board Meeting, 10/26 CVWD Board Meeting

President Wright reported she attended the following events; 10/8 PSUSD State of the District, 10/22 Groundwater Committee Meeting, 10/14 CVCC Meeting

GENERAL MANAGERS REPORT

Includes: Financial Report, Federal Update from Carpi & Clay, Wastewater and Water Production Tables and Public Affairs Information
Nothing further to add.

COMMENTS**DISTRICT COUNSEL COMMENTS**

Mr. Pinkney announced closed session on the following:

CONFERENCE WITH LEGAL COUNSEL REGARDING SIGNIFICANT EXPOSURE TO LITIGATION

pursuant to Government Code Section 54956.9(d)(2) and/or (3)
(One potential case related to a threat of litigation by Coachillin Holdings, LLC)

CONFERENCE WITH LEGAL COUNSEL REGARDING PENDING LITIGATION

pursuant to Government Code Section 54956.9(d)(1)
One Case: (MSWD vs. Master Meter)

CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

pursuant to Government Code Section 54956.9(d)(1)
One Case: Case No. PSC 1600676
(Mission Springs Water District vs. Desert Water Agency)

DIRECTOR COMMENTS

Vice President Martin recognized President Wright on her appointment, by Governor Newsom, to the California Regional Water Quality Control Board.

Director Sewell wished all a Happy Thanksgiving

Director Duncan noted a meeting with Charles and Pamela Edmonson, he passed along accolades from the Edmonson's.

Director Grasha noted another issue with his email. He also addressed the Point of Order presented earlier in the meeting and indicated he would like District Counsel to address.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. RIC 2003782

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

CONFERENCE WITH LEGAL COUNSEL REGARDING SIGNIFICANT EXPOSURE TO LITIGATION

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

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

CONFERENCE WITH LEGAL COUNSEL REGARDING PENDING LITIGATION

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

One Case: (MSWD vs. Master Meter)

CONFERENCE WITH LEGAL COUNSEL REGARDING EXISTING LITIGATION

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

One Case: Case No. PSC 1600676

(Mission Springs Water District vs. Desert Water Agency)

REPORT ON ACTION TAKEN DURING CLOSED SESSION

The Board met on the items listed above, there was no reportable action taken on any items.

ADJOURN

With no further action, President Wright adjourned the meeting at 5:45 PM

Respectfully,

Arden Wallum
Secretary of the Board of Directors

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
73630	11-19-21	DESERT WATER AGENCY	DWA RAC FEES	415,680.10		415,680.10
			DWA RAC FEES FOR ID-E			
73648	11-19-21	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL - ADMIN/CORP YARD/ANNEX/ENG. MOD.	143,193.66		143,193.66
			ELECTRIC BILL - HORTON/DC PLANT/DILLON LIFT STATION			
			ELECTRIC BILL - OLD NORTHRIDGE/WELL 27/WELL 33			
9996565	11-05-21	WELLS FARGO BANK	AUTO DEP. PPE 10.29	111,954.40		111,954.40
9996782	11-18-21	WELLS FARGO BANK	AUTO DEP. PPE 11.12	111,758.36		111,758.36
73594	11-10-21	ACWA-JPIA HEALTH BENEFITS AUTH.	DEC.2021 MEDICAL/VISION/EAP	101,774.03		101,774.03
73585	11-05-21	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRICAL BILL - WELL 27/WELL 33/DESERT VIEW	96,614.10		96,614.10
9996785	11-22-21	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	OCT.2021 LEGAL SERVICES	75,124.39		75,124.39
9996566	11-05-21	WELLS FARGO BANK	FED TAX DEP. PPE 10.29	44,603.07		44,603.07
9996783	11-18-21	WELLS FARGO BANK	FED TAX DEP PPE 11.12	42,352.58		42,352.58
9996668	11-08-21	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 10.29	29,042.31		29,042.31
9996786	11-22-21	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 11.12	28,824.38		28,824.38
73654	11-19-21	TULE RANCH/MAGAN FARMS	OCT.2021 SLUDGE HAULING	21,877.23		21,877.23
73570	11-05-21	INLAND WATER WORKS SUPPLY CO.	AIR VALVE/O-RING NUT	20,769.41		20,769.41
			BRASS PIPE			
			BUTTERFLY VALVE			
			GATE VALVE			
			MTR. BUSH JONES			
			STRAIGHTR ADPT MULE			
			SWING CHECK VALVE			
73613	11-10-21	TKE ENGINEERING, INC	90% DESIGN SERVICES	0.00	19,597.50	19,597.50
			CM AND INSPECTION SERVICES			
			COMPLETION OF PROJECT			
			CONSULTANT DESIGN SERVICES			
			DESIGN AND BIDDING ASSISTANCE			
			DESIGN SERVICES			
			PROGRAM MANAGEMENT			
73598	11-10-21	CITY OF DESERT HOT SPRINGS	20/21 UU TAX SS4 RECEIPTS	17,046.64		17,046.64
73643	11-19-21	OPERATIONAL TECHNICAL SERVICES	WW TEMP STAFFING	16,285.58		16,285.58
			WW TEMP STAFFING SERVICES			
73655	11-19-21	UMETECH, INC.	NETWORK SUPPORT	12,897.25		12,897.25
73614	11-10-21	WILLDAN FINANCIAL SERVICES	2021/22 ASSESSMENT MGMT. FEES	12,010.00		12,010.00
			2021/22 SEWER & WATER DELINQUENT ACCOUNTS			
			2021/22 SEWER ON PROP. TAXES & MGMT FEES			
9996568	11-05-21	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 10.29	10,974.55		10,974.55
73641	11-19-21	MANPOWER US INC.	STAFFING SERVICES	10,400.25		10,400.25
			WW TEMP STAFFING			
73632	11-19-21	ENTERPRISE FM TRUST	NOV.21 MONTHLY LEASE PAYMENT	9,968.43		9,968.43
9996567	11-05-21	STATE OF CA EDD	STATE TAX DEPOSIT PPE 10.29	8,559.77		8,559.77
9996784	11-18-21	STATE OF CA EDD	STATE TAX PPE 11.12	8,263.28		8,263.28
9996781	11-18-21	LINCOLN NATIONAL LIFE INS CO	DEF. COMP PPE 11.12	8,158.98		8,158.98
73566	11-05-21	DXP ENTERPRISES, INC.	PARTS AND LABOR TO REPAIR SLUDGE PUMP	8,156.13		8,156.13
73620	11-19-21	BECK OIL, INC.	DIESEL	8,124.67		8,124.67

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
			UNLEADED GASOLINE			
73586	11-05-21	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET REPAIR	7,735.09		7,735.09
73621	11-19-21	CITIES DIGITAL INC.	LASERFICHE FORMS BUILDER	0.00	7,400.00	7,400.00
73647	11-19-21	POLYDYNE, INC.	2 TOTES POLYMER SLUDGE WASTING	7,181.97		7,181.97
73604	11-10-21	GOUGH SYSTEMS	UNIDATA MAINTENANCE + SYSTEM MODIFICATIONS	2,225.00	4,925.00	7,150.00
73578	11-05-21	OPERATIONAL TECHNICAL SERVICES	WW TEMP STAFFING	6,800.00		6,800.00
73622	11-19-21	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING - CLASS ACTION	6,546.13		6,546.13
73567	11-05-21	FERGUSON WATERWORKS #1083	NEPTUNE METERS	6,515.32		6,515.32
			STOP BALL			
73584	11-05-21	SO CAL LAND MAINTENANCE, INC.	MONTHLY LANDSCAPE	6,225.00		6,225.00
73638	11-19-21	JWC ENVIRONMENTAL INC.	AUGER MONSTER GEARBOX	6,110.73		6,110.73
73600	11-10-21	CORE & MAIN LP	METER FLANGE/REPAIR CLAMPS	5,973.03		5,973.03
73607	11-10-21	INLAND WATER WORKS SUPPLY CO.	SWING CHECK VALVE	5,861.73		5,861.73
73628	11-19-21	CYPRESS DENTAL ADMINISTRATORS	DEC.2021 - DENTAL	4,897.50		4,897.50
73597	11-10-21	CASAMAR GROUP, LLC	CONSULTANT SERVICES AND GENERAL ENGINEERING	0.00	4,594.64	4,594.64
73577	11-05-21	NOBEL SYSTEMS INC.	GIS UPDATES	4,585.00		4,585.00
73560	11-05-21	COLANTUONO, HIGHSMITH & WHATLEY, PC	CLASS ACTION LEGAL CONSULTING	4,573.45		4,573.45
73606	11-10-21	INFOSEND INC	MONTHLY BILLING SERVICES	4,262.75		4,262.75
			MONTHLY SERVICE FEE			
73591	11-05-21	USA BLUEBOOK	REPLACE GRUNDFOS	4,035.36		4,035.36
			REPLACEMENT HOLE SAW			
			REPLACEMENT SUBMERSIBLE PUMP			
73558	11-05-21	CITY OF DESERT HOT SPRINGS	CITY PLAN REVIEW OF FINAL PM	0.00	4,005.00	4,005.00
73555	11-05-21	CARPI & CLAY, INC	OCT. FEDERAL ADVOCACY	4,000.00		4,000.00
73592	11-05-21	WESTERN PUMP INC	CORP. YARD PUMP REPLACEMENT	3,962.06		3,962.06
73633	11-19-21	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	3,938.37		3,938.37
73603	11-10-21	GABRIELA DACAPIAS	FINANCIAL ASSISTANCE LOAN	3,800.00		3,800.00
73554	11-05-21	CARL OTTESON'S CERTIFIED BACKFLOW	OCT.2021 BACKFLOW TESTING	3,780.00		3,780.00
73652	11-19-21	THE LINCOLN NATL. LIFE INS. CO.	DEC.2021 LIFE INS.	3,495.08		3,495.08
73649	11-19-21	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET REPAIRS	3,160.91		3,160.91
			UNIT 385 ELECTRICAL REPAIRS			
73637	11-19-21	INLAND WATER WORKS SUPPLY CO.	NUTS/BOLTS/VALVES	3,113.81		3,113.81
			REPLACEMENT LID LIFTER			
			STOP MUEL			
73611	11-10-21	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTIONS	2,810.00		2,810.00
73572	11-05-21	KOFF & ASSOCIATES, INC.	MSWD - CLASS COMP.	0.00	2,760.00	2,760.00
73551	11-05-21	APRIL LEE SCOTT	A. SCOTT TUITION REIMB.	2,531.14		2,531.14
73646	11-19-21	PHILLIPS, FRACTOR & COMPANY, LLC	LEGAL CONSULTING CLASS ACTION	2,046.75		2,046.75
73639	11-19-21	LUBRICATION ENGINEERS	1 DRUM MONOLEC OIL	1,983.56		1,983.56
73612	11-10-21	STATER BROS	STATER BROTHERS GIFTCARDS	1,842.40		1,842.40
73574	11-05-21	MANPOWER US INC.	TEMP STAFFING.	1,815.25		1,815.25
			WEBSITE COM. TEMP			
73559	11-05-21	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES FOR SAMPLES	1,747.00		1,747.00
73561	11-05-21	DANGELO COMPANY	2" COPPER TUBING	1,686.82		1,686.82
			6-HOLE HYD COMPANION			
73553	11-05-21	BABCOCK LABORATORIES, INC.	Q3-PFAS TESTING-HORTON	1,681.00		1,681.00

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
73634	11-19-21	EXECUTIVE FACILITIES SERVICES, INC.	NOV.2021 DISINFECTION SERVICES	1,631.49		1,631.49
9996486	11-01-21	WELLS FARGO BANK	J.MARTINEZ FINAL PAYROLL	1,628.20		1,628.20
73616	11-19-21	AM CONSERVATION GROUP INC.	WATERWISE SCHOOL PROGRAM	1,543.36		1,543.36
73657	11-19-21	WATERLINE TECHNOLOGIES INC.	12 DRUMS REFILLED	1,404.84		1,404.84
73624	11-19-21	COUNTY OF RIVERSIDE	HORTON PLANT HAZMAT PERMIT	1,271.00		1,271.00
73514	11-29-21	T4 SPATIAL, LLC	LOST IN MAIL	-1,250.00		-1,250.00
73651	11-19-21	T4 SPATIAL, LLC	DEC.21 CCTV	1,250.00		1,250.00
73625	11-19-21	COUNTY OF RIVERSIDE	COUNTY PERMIT	1,234.13		1,234.13
73564	11-05-21	DESERT TIRE AND AUTO REPAIR	UNIT 418 TIRES	1,206.30		1,206.30
73576	11-05-21	MICHAEL BAKER INTERNATIONAL, INC.	MAY 2021 C&M INSPECTION	0.00	1,190.00	1,190.00
73587	11-05-21	STAPLES	A.SCOTT MOUSE SUPPORT	1,164.40		1,164.40
			OFFICE SUPPLIES			
			OFFICE SUPPLY RESTOCK			
73629	11-19-21	DESERT VALLEY DISPOSAL, INC.	OCT. 2021 ADMIN BLDG SERVICE CHARGES	1,138.48		1,138.48
			OCT. 2021 CORP YARD SERVICE CHARGES			
73618	11-19-21	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	1,103.99		1,103.99
73623	11-19-21	CORINNE WEISS STRATEGIC COMMUNICATIONS	SEPT./OCT. WEBSITE COM SVCS	1,050.00		1,050.00
73636	11-19-21	HOME DEPOT CREDIT SERVICES	HOME DEPOT CC	1,048.65		1,048.65
73644	11-19-21	PARKHOUSE TIRE, INC	TRAILER TIRE REPLACEMENT	845.51		845.51
73593	11-05-21	WEST COAST SAND AND GRAVEL INC.	26.07 TONS BASE MATERIAL	786.69		786.69
			26.42 TONS BASE MATERIAL			
73608	11-10-21	LUBRICATION ENGINEERS	4 5GAL PAILS MONOLEC OIL	786.11		786.11
73549	11-05-21	ACWA	B.MACY ACWA FEE	725.00		725.00
73599	11-10-21	COACHELLA VALLEY WATER DISTRICT	COST SHARE - SNMP DEVELOP WORK PLAN	673.87		673.87
73556	11-05-21	CASEY DOLAN	OCT. DIGITAL AD MGMT	650.00		650.00
73602	11-10-21	FRANCHISE TAX BOARD	GARNISHMENT PPE 10.29.21	549.91		549.91
73635	11-19-21	GLENN B. DORNING, INC.	CREDIT FOR OVERPAYMENT	510.71		510.71
			REPLACEMENT SHARK TEETH FOR KUBOTA			
73573	11-05-21	LARRY W HINER	ACCOUNT REFUND 15300 PALM DR #50	472.11		472.11
9996485	11-01-21	STATE OF CA EDD	QTR.3 STATE TAX 941	471.04		471.04
73626	11-19-21	CUNNINGHAM & ASSOCIATES EQUIP. COMPANY I NC.	SHAFTS & BOLTS FOR AUGER BELTPRESS	427.01		427.01
73589	11-05-21	STERICYCLE, INC.	AUG.2021 SHREDDING	372.33		372.33
			SEPT.2021 SHREDDING - 1			
			SEPT.2021 SHREDDING - 2			
PR110521	11-05-21	EMPLOYEES	PAPER PAYROLL CHECKS	365.18		365.18
73552	11-05-21	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	362.32		362.32
73615	11-10-21	XEROX CORPORATION	COPY EXPENSE	343.73		343.73
73656	11-19-21	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	326.63		326.63
73631	11-19-21	EISENHOWER OCCUPATIONAL HEALTH SERVICES	DOT PHYSICALS	310.00		310.00
73617	11-19-21	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING	262.44		262.44
73550	11-05-21	ALEX ACEVEDO	A.ACEVEDO BOOT REIMB.	248.35		248.35
73569	11-05-21	GOT SAFETY,LLC	SAFETY TRAINING	239.97		239.97
73640	11-19-21	MAC'S MOBILE AUTOGLASS	UNIT 397 WINDSHIELD REPLACEMENT	232.01		232.01
73627	11-19-21	CWEA	T.NEUMANN CWEA MEMBERSHIP	192.00		192.00
73596	11-10-21	BRINKS INCORPORATED	MONTHLY SERVICE	187.95		187.95

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
73619	11-19-21	BABCOCK LABORATORIES, INC.	OCT.21 TOTAL N TESTING	178.50		178.50
73579	11-05-21	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL	155.00		155.00
73580	11-05-21	PARKERS BUILDING SUPPLY	CAMERA INSTALL MATS.	133.64		133.64
			REPLACEMENT SAW BLADES			
			SCREW MOUNTS			
73581	11-05-21	RIVERSIDE COUNTY CLERK/RECORDER	LIEN RELEASES	120.00		120.00
73653	11-19-21	TIME WARNER CABLE	CABLE BILL	118.66		118.66
73588	11-05-21	SWRCB ACCOUNTING OFFICE	J.NUTTER D4 RENEWAL	105.00		105.00
73562	11-05-21	DANIEL D. DOWNING	D.DOWNING TOILET REBATE	100.00		100.00
73568	11-05-21	FLORA HERNANDEZ	F.HERNANDEZ TOILET REBATE	100.00		100.00
73565	11-05-21	DESERT PROMOTIONS	ADMIN JACKETS	97.88		97.88
73595	11-10-21	ALL AMERICAN FIRST AID	FIRST AID REPLNISHMENT	84.85		84.85
73605	11-10-21	GRAINGER	HORTON PLANT - REPLACEMENT CASTER SWIVEL	75.23		75.23
73609	11-10-21	NAPA AUTO PARTS	TURBINE OIL	70.68		70.68
73650	11-19-21	STAPLES	OFFICE SUPPLIES	66.96		66.96
73571	11-05-21	KAMAN INDUSTRIAL TECHNOLOGIES	V-BELT REPLACEMENT	66.91		66.91
73575	11-05-21	MARCOS AVILA	ACCOUNT REFUND 10321 PALM DR	60.93		60.93
73642	11-19-21	O'REILLY AUTOMOTIVE,INC.	GREASE GUN & FILTERS	46.53		46.53
73590	11-05-21	USA-FACT INC	J.MARTINEZ BACKGROUND CHECK	43.77		43.77
73645	11-19-21	PARKERS BUILDING SUPPLY	ANNEX WALKWAY MATERIALS	41.09		41.09
73582	11-05-21	SA RECYCLING LLC	TREE TRIMMINGS HAUL AWAY	38.25		38.25
73563	11-05-21	DAWN GRIFFITH	ACCOUNT REFUND 68259 CALLE CALMOSO	38.09		38.09
73583	11-05-21	SHERWIN-WILLIAMS	YELLOW SAFETY PAINT	26.64		26.64
73557	11-05-21	CHRISTOPHER JACOBSON	C.JACOBSON BBQ TROPHY REIMB.	23.91		23.91
73601	11-10-21	DESERT VALLEY BUILDERS ASSOCIATION	DVBA NETWORKING EVENT	20.00		20.00
73610	11-10-21	O'REILLY AUTOMOTIVE,INC.	BATTERY REPLACEMENT CREDIT	5.85		5.85
			COOLANT FOR SHOP			
			LENS RESTORATION KIT FOR SECURITY CAMERAS			
PR110121	11-01-21	EMPLOYEES	PAPER PAYROLL CHECKS	0.00		0.00
PR111921	11-19-21	EMPLOYEES	PAPER PAYROLL CHECKS	0.00		0.00
			CURRENT CHECK TOTAL	1,532,919.8	44,472.1	1,577,391.9
TOTAL				1,532,919.84	44,472.14	1,577,391.98
126 records listed						

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

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
73514	11-29-21	T4 SPATIAL, LLC	LOST IN MAIL	-1,250.00		-1,250.00
73549	11-05-21	ACWA	B.MACY ACWA FEE	725.00		725.00
73550	11-05-21	ALEX ACEVEDO	A.ACEVEDO BOOT REIMB.	248.35		248.35
73551	11-05-21	APRIL LEE SCOTT	A.SCOTT TUITION REIMB.	2,531.14		2,531.14
73552	11-05-21	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	362.32		362.32
73553	11-05-21	BABCOCK LABORATORIES, INC.	Q3-PFAS TESTING-HORTON	1,681.00		1,681.00
73554	11-05-21	CARL OTTESON'S CERTIFIED BACKFLOW	OCT.2021 BACKFLOW TESTING	3,780.00		3,780.00
73555	11-05-21	CARPI & CLAY. INC	OCT. FEDERAL ADVOCACY	4,000.00		4,000.00
73556	11-05-21	CASEY DOLAN	OCT. DIGITAL AD MGMT	650.00		650.00
73557	11-05-21	CHRISTOPHER JACOBSON	C.JACOBSON BBQ TROPHY REIMB.	23.91		23.91
73558	11-05-21	CITY OF DESERT HOT SPRINGS	CITY PLAN REVIEW OF FINAL PM	0.00	4,005.00	4,005.00
73559	11-05-21	CLINICAL LABORATORY OF SAN BERNARDINO	LAB SERVICES FOR SAMPLES	1,747.00		1,747.00
73560	11-05-21	COLANTUONO, HIGHSMITH & WHATLEY, PC	CLASS ACTION LEGAL CONSULTING	4,573.45		4,573.45
73561	11-05-21	DANGELO COMPANY	2" COPPER TUBING	1,686.82		1,686.82
			6-HOLE HYD COMPANION			
73562	11-05-21	DANIEL D. DOWNING	D.DOWNING TOILET REBATE	100.00		100.00
73563	11-05-21	DAWN GRIFFITH	ACCOUNT REFUND 68259 CALLE CALMOSO	38.09		38.09
73564	11-05-21	DESERT TIRE AND AUTO REPAIR	UNIT 418 TIRES	1,206.30		1,206.30
73565	11-05-21	DESERT PROMOTIONS	ADMIN JACKETS	97.88		97.88
73566	11-05-21	DXP ENTERPRISES,INC.	PARTS AND LABOR TO REPAIR SLUDGE PUMP	8,156.13		8,156.13
73567	11-05-21	FERGUSON WATERWORKS #1083	NEPTUNE METERS	6,515.32		6,515.32
			STOP BALL			
73568	11-05-21	FLORA HERNANDEZ	F.HERNANDEZ TOILET REBATE	100.00		100.00
73569	11-05-21	GOT SAFETY,LLC	SAFETY TRAINING	239.97		239.97
73570	11-05-21	INLAND WATER WORKS SUPPLY CO.	AIR VALVE/O-RING NUT	20,769.41		20,769.41
			BRASS PIPE			
			BUTTERFLY VALVE			
			GATE VALVE			
			MTR. BUSH JONES			
			STRAIGHTR ADPT MULE			
			SWING CHECK VALVE			
73571	11-05-21	KAMAN INDUSTRIAL TECHNOLOGIES	V-BELT REPLACEMENT	66.91		66.91
73572	11-05-21	KOFF & ASSOCIATES, INC.	MSWD - CLASS COMP.	0.00	2,760.00	2,760.00
73573	11-05-21	LARRY W HINER	ACCOUNT REFUND 15300 PALM DR #50	472.11		472.11
73574	11-05-21	MANPOWER US INC.	TEMP STAFFING.	1,815.25		1,815.25
			WEBSITE COM. TEMP			
73575	11-05-21	MARCOS AVILA	ACCOUNT REFUND 10321 PALM DR	60.93		60.93
73576	11-05-21	MICHAEL BAKER INTERNATIONAL, INC.	MAY 2021 C&M INSPECTION	0.00	1,190.00	1,190.00
73577	11-05-21	NOBEL SYSTEMS INC.	GIS UPDATES	4,585.00		4,585.00
73578	11-05-21	OPERATIONAL TECHNICAL SERVICES	WW TEMP STAFFING	6,800.00		6,800.00
73579	11-05-21	PALM SPRINGS PEST CONTROL, INC.	PEST CONTROL	155.00		155.00
73580	11-05-21	PARKERS BUILDING SUPPLY	CAMERA INSTALL MATS.	133.64		133.64
			REPLACEMENT SAW BLADES			
			SCREW MOUNTS			
73581	11-05-21	RIVERSIDE COUNTY CLERK/RECORDER	LIEN RELEASES	120.00		120.00
73582	11-05-21	SA RECYCLING LLC	TREE TRIMMINGS HAUL AWAY	38.25		38.25

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73583	11-05-21	SHERWIN-WILLIAMS	YELLOW SAFETY PAINT	26.64		26.64
73584	11-05-21	SO CAL LAND MAINTENANCE, INC.	MONTHLY LANDSCAPE	6,225.00		6,225.00
73585	11-05-21	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRICAL BILL - WELL 27/WELL 33/DESERT VIEW	96,614.10		96,614.10
73586	11-05-21	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	FLEET REPAIR	7,735.09		7,735.09
73587	11-05-21	STAPLES	A.SCOTT MOUSE SUPPORT	1,164.40		1,164.40
			OFFICE SUPPLIES			
			OFFICE SUPPLY RESTOCK			
73588	11-05-21	SWRCB ACCOUNTING OFFICE	J.NUTTER D4 RENEWAL	105.00		105.00
73589	11-05-21	STERICYCLE, INC.	AUG.2021 SHREDDING	372.33		372.33
			SEPT.2021 SHREDDING - 1			
			SEPT.2021 SHREDDING - 2			
73590	11-05-21	USA-FACT INC	J.MARTINEZ BACKGROUND CHECK	43.77		43.77
73591	11-05-21	USA BLUEBOOK	REPLACE GRUNDFOS	4,035.36		4,035.36
			REPLACEMENT HOLE SAW			
			REPLACEMENT SUBMERSIBLE PUMP			
73592	11-05-21	WESTERN PUMP INC	CORP. YARD PUMP REPLACEMENT	3,962.06		3,962.06
73593	11-05-21	WEST COAST SAND AND GRAVEL INC.	26.07 TONS BASE MATERIAL	786.69		786.69
			26.42 TONS BASE MATERIAL			
73594	11-10-21	ACWA-JPIA HEALTH BENEFITS AUTH.	DEC.2021 MEDICAL/VISION/EAP	101,774.03		101,774.03
73595	11-10-21	ALL AMERICAN FIRST AID	FIRST AID REPLNISHMENT	84.85		84.85
73596	11-10-21	BRINKS INCORPORATED	MONTHLY SERVICE	187.95		187.95
73597	11-10-21	CASAMAR GROUP, LLC	CONSULTANT SERVICES AND GENERAL ENGINEERING	0.00	4,594.64	4,594.64
73598	11-10-21	CITY OF DESERT HOT SPRINGS	20/21 UU TAX SS4 RECEIPTS	17,046.64		17,046.64
73599	11-10-21	COACHELLA VALLEY WATER DISTRICT	COST SHARE - SNMP DEVELOP WORK PLAN	673.87		673.87
73600	11-10-21	CORE & MAIN LP	METER FLANGE/REPAIR CLAMPS	5,973.03		5,973.03
73601	11-10-21	DESERT VALLEY BUILDERS ASSOCIATION	DVBA NETWORKING EVENT	20.00		20.00
73602	11-10-21	FRANCHISE TAX BOARD	GARNISHMENT PPE 10.29.21	549.91		549.91
73603	11-10-21	GABRIELA DACAPIAS	FINANCIAL ASSISTANCE LOAN	3,800.00		3,800.00
73604	11-10-21	GOUGH SYSTEMS	UNIDATA MAINTENANCE + SYSTEM MODIFICATIONS	2,225.00	4,925.00	7,150.00
73605	11-10-21	GRAINGER	HORTON PLANT - REPLACEMENT CASTER SWIVEL	75.23		75.23
73606	11-10-21	INFOSEND INC	MONTHLY BILLING SERVICES	4,262.75		4,262.75
			MONTHLY SERVICE FEE			
73607	11-10-21	INLAND WATER WORKS SUPPLY CO.	SWING CHECK VALVE	5,861.73		5,861.73
73608	11-10-21	LUBRICATION ENGINEERS	4 5GAL PAILS MONOLEC OIL	786.11		786.11
73609	11-10-21	NAPA AUTO PARTS	TURBINE OIL	70.68		70.68
73610	11-10-21	O'REILLY AUTOMOTIVE, INC.	BATTERY REPLACEMENT CREDIT	5.85		5.85
			COOLANT FOR SHOP			
			LENS RESTORATION KIT FOR SECURITY CAMERAS			
73611	11-10-21	RAY LOPEZ ASSOCIATES	LANDSCAPE INSPECTIONS	2,810.00		2,810.00
73612	11-10-21	STATER BROS	STATER BROTHERS GIFTCARDS	1,842.40		1,842.40
73613	11-10-21	TKE ENGINEERING, INC	90% DESIGN SERVICES	0.00	19,597.50	19,597.50
			CM AND INSPECTION SERVICES			
			COMPLETION OF PROJECT			
			CONSULTANT DESIGN SERVICES			
			DESIGN AND BIDDING ASSISTANCE			
			DESIGN SERVICES			

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73614	11-10-21	WILLDAN FINANCIAL SERVICES	PROGRAM MANAGEMENT 2021/22 ASSESSMENT MGMT. FEES 2021/22 SEWER & WATER DELINQUENT ACCOUNTS 2021/22 SEWER ON PROP. TAXES & MGMT FEES	12,010.00		12,010.00
73615	11-10-21	XEROX CORPORATION	COPY EXPENSE	343.73		343.73
73616	11-19-21	AM CONSERVATION GROUP INC.	WATERWISE SCHOOL PROGRAM	1,543.36		1,543.36
73617	11-19-21	ANSAFONE CONTACT CENTERS	ANSAFONE ANSWERING	262.44		262.44
73618	11-19-21	ARAMARK UNIFORM SERVICES, LLC	UNIFORM SERVICES	1,103.99		1,103.99
73619	11-19-21	BABCOCK LABORATORIES, INC.	OCT.21 TOTAL N TESTING	178.50		178.50
73620	11-19-21	BECK OIL, INC.	DIESEL UNLEADED GASOLINE	8,124.67		8,124.67
73621	11-19-21	CITIES DIGITAL INC.	LASERFICHE FORMS BUILDER	0.00	7,400.00	7,400.00
73622	11-19-21	COLANTUONO, HIGHSMITH & WHATLEY, PC	LEGAL CONSULTING - CLASS ACTION	6,546.13		6,546.13
73623	11-19-21	CORINNE WEISS STRATEGIC COMMUNICATIONS	SEPT./OCT. WEBSITE COM SVCS	1,050.00		1,050.00
73624	11-19-21	COUNTY OF RIVERSIDE	HORTON PLANT HAZMAT PERMIT	1,271.00		1,271.00
73625	11-19-21	COUNTY OF RIVERSIDE	COUNTY PERMIT	1,234.13		1,234.13
73626	11-19-21	CUNNINGHAM & ASSOCIATES EQUIP. COMPANY I NC.	SHAFTS & BOLTS FOR AUGER BELTPRESS	427.01		427.01
73627	11-19-21	CWEA	T.NEUMANN CWEA MEMBERSHIP	192.00		192.00
73628	11-19-21	CYPRESS DENTAL ADMINISTRATORS	DEC.2021 - DENTAL	4,897.50		4,897.50
73629	11-19-21	DESERT VALLEY DISPOSAL, INC.	OCT. 2021 ADMIN BLDG SERVICE CHARGES OCT. 2021 CORP YARD SERVICE CHARGES	1,138.48		1,138.48
73630	11-19-21	DESERT WATER AGENCY	DWA RAC FEES DWA RAC FEES FOR ID-E	415,680.10		415,680.10
73631	11-19-21	EISENHOWER OCCUPATIONAL HEALTH SERVICES	DOT PHYSICALS	310.00		310.00
73632	11-19-21	ENTERPRISE FM TRUST	NOV.21 MONTHLY LEASE PAYMENT	9,968.43		9,968.43
73633	11-19-21	ENVIROGEN TECHNOLOGIES INC	WELL 26A URANIUM TREATMENT	3,938.37		3,938.37
73634	11-19-21	EXECUTIVE FACILITIES SERVICES, INC.	NOV.2021 DISINFECTION SERVICES	1,631.49		1,631.49
73635	11-19-21	GLENN B. DORNING, INC.	CREDIT FOR OVERPAYMENT REPLACEMENT SHARK TEETH FOR KUBOTA	510.71		510.71
73636	11-19-21	HOME DEPOT CREDIT SERVICES	HOME DEPOT CC	1,048.65		1,048.65
73637	11-19-21	INLAND WATER WORKS SUPPLY CO.	NUTS/BOLTS/VALVES REPLACEMENT LID LIFTER STOP MUEL	3,113.81		3,113.81
73638	11-19-21	JWC ENVIRONMENTAL INC.	AUGER MONSTER GEARBOX	6,110.73		6,110.73
73639	11-19-21	LUBRICATION ENGINEERS	1 DRUM MONOLEC OIL	1,983.56		1,983.56
73640	11-19-21	MAC'S MOBILE AUTOGLASS	UNIT 397 WINDSHIELD REPLACEMENT	232.01		232.01
73641	11-19-21	MANPOWER US INC.	STAFFING SERVICES WW TEMP STAFFING	10,400.25		10,400.25
73642	11-19-21	O'REILLY AUTOMOTIVE, INC.	GREASE GUN & FILTERS	46.53		46.53
73643	11-19-21	OPERATIONAL TECHNICAL SERVICES	WW TEMP STAFFING WW TEMP STAFFING SERVICES	16,285.58		16,285.58
73644	11-19-21	PARKHOUSE TIRE, INC	TRAILER TIRE REPLACEMENT	845.51		845.51
73645	11-19-21	PARKERS BUILDING SUPPLY	ANNEX WALKWAY MATERIALS	41.09		41.09
73646	11-19-21	PHILLIPS, FRACTOR & COMPANY, LLC	LEGAL CONSULTING CLASS ACTION	2,046.75		2,046.75
73647	11-19-21	POLYDYNE, INC.	2 TOTES POLYMER SLUDGE WASTING	7,181.97		7,181.97

CHECK NUMBER	CHECK DATE	PAID TO VENDOR	DISBURSEMENT DESCRIPTION	OPERATING	CAPITAL	TOTAL
73648	11-19-21	SOUTHERN CALIFORNIA EDISON COMPANY	ELECTRIC BILL - ADMIN/CORP YARD/ANNEX/ENG. MOD. ELECTRIC BILL - HORTON/DC PLANT/DILLON LIFT STATION	143,193.66		143,193.66
73649	11-19-21	SOUTHERN CALIFORNIA FLEET SERVICES, INC.	ELECTRIC BILL - OLD NORTHRIDGE/WELL 27/WELL 33 FLEET REPAIRS UNIT 385 ELECTRICAL REPAIRS	3,160.91		3,160.91
73650	11-19-21	STAPLES	OFFICE SUPPLIES	66.96		66.96
73651	11-19-21	T4 SPATIAL, LLC	DEC.21 CCTV	1,250.00		1,250.00
73652	11-19-21	THE LINCOLN NATL. LIFE INS. CO.	DEC.2021 LIFE INS.	3,495.08		3,495.08
73653	11-19-21	TIME WARNER CABLE	CABLE BILL	118.66		118.66
73654	11-19-21	TULE RANCH/MAGAN FARMS	OCT.2021 SLUDGE HAULING	21,877.23		21,877.23
73655	11-19-21	UMETECH, INC.	NETWORK SUPPORT	12,897.25		12,897.25
73656	11-19-21	UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERT	326.63		326.63
73657	11-19-21	WATERLINE TECHNOLOGIES INC.	12 DRUMS REFILLED	1,404.84		1,404.84
9996485	11-01-21	STATE OF CA EDD	QTR.3 STATE TAX 941	471.04		471.04
9996486	11-01-21	WELLS FARGO BANK	J.MARTINEZ FINAL PAYROLL	1,628.20		1,628.20
9996565	11-05-21	WELLS FARGO BANK	AUTO DEP. PPE 10.29	111,954.40		111,954.40
9996566	11-05-21	WELLS FARGO BANK	FED TAX DEP. PPE 10.29	44,603.07		44,603.07
9996567	11-05-21	STATE OF CA EDD	STATE TAX DEPOSIT PPE 10.29	8,559.77		8,559.77
9996568	11-05-21	LINCOLN NATIONAL LIFE INS CO	DEF COMP PPE 10.29	10,974.55		10,974.55
9996668	11-08-21	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 10.29	29,042.31		29,042.31
9996781	11-18-21	LINCOLN NATIONAL LIFE INS CO	DEF. COMP PPE 11.12	8,158.98		8,158.98
9996782	11-18-21	WELLS FARGO BANK	AUTO DEP. PPE 11.12	111,758.36		111,758.36
9996783	11-18-21	WELLS FARGO BANK	FED TAX DEP PPE 11.12	42,352.58		42,352.58
9996784	11-18-21	STATE OF CA EDD	STATE TAX PPE 11.12	8,263.28		8,263.28
9996785	11-22-21	SLOVAK BARON EMPEY MURPHY & PINKNEY LLP	OCT.2021 LEGAL SERVICES	75,124.39		75,124.39
9996786	11-22-21	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	PERS PPE 11.12	28,824.38		28,824.38
PR110121	11-01-21	EMPLOYEES	PAPER PAYROLL CHECKS	0.00		0.00
PR110521	11-05-21	EMPLOYEES	PAPER PAYROLL CHECKS	365.18		365.18
PR111921	11-19-21	EMPLOYEES	PAPER PAYROLL CHECKS	0.00		0.00
			CURRENT CHECK TOTAL	1,532,919.8	44,472.1	1,577,391.9
TOTAL				1,532,919.84	44,472.14	1,577,391.98
126 records listed						

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



BOARD OF DIRECTORS 2022 REGULAR MEETINGS SCHEDULE

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

Regular Meeting Agenda Study Sessions <i>Thursday preceding 3rd Monday</i>	Regular Meeting Action Taken <i>3rd Monday of each month</i>
January 13	January 18 (Tues. due to holiday)
February 17	February 22 (Tues. due to holiday)
March 17	March 21
April 14	April 18
May 12	May 16
June 16	June 20
July 14	July 18
August 11	August 15
September 15	September 19
October 13	October 17
November 17	November 21
December 15	December 19

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

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

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

AGENDA REPORT

Item 20.

REGULAR BOARD MEETINGS DECEMBER 16 & 20, 2021 UPCOMING EVENTS REQUIRING BOARD APPROVAL AND DIRECTOR REPORTS

UPCOMING EVENTS OF INTEREST

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

Date	Event	Confirmed Attendees

OTHER MEETINGS ATTENDED (no daily stipend was claimed)

Date	Event	Attendees
11/10/2021	DVBA PUBLIC WORKS LUNCHEON	MARTIN
11/11/2021	DHS VETERAN'S DAY CEREMONY	MARTIN
11/16/2021	DHS CITY COUNCIL MEETING	MARTIN
11/18/2021	CVAG E&E AND CVCC MEETINGS	MARTIN
11/22/2021	CABOT'S MUSEUM BOARD MEETING	MARTIN

DIRECTOR REPORTS

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

Date	Event	Attendees
11/2/2021	DHS CITY COUNCIL MEETNG	MARTIN
11/9/2021	EVWD TOUR	WRIGHT, MARTIN, SEWELL
11/16/2021	RIVCO SUPERVISORS MEETING	MARTIN
11/18/2021	CVAG E&E AND CVCC MEETINGS	WRIGHT
11/29-12/2	ACWA WATER CONFERENCE	WRIGHT, MARTIN, SEWELL, DUNCAN



General Manager's Report December 2021



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APPENDIX D – Public Affairs Information

APPENDIX E – State Water Resources Control Board Drought Reporting

EXECUTIVE SUMMARY

The past month has been busy for staff and the Board, as we prepared for the holidays and the close of 2021. Several notable accomplishments include:

- The reappointment of MSWD Board President Nancy Wright to an additional term on the Colorado River Basin Regional Water Quality Control Board for Region 7. The move continues the direct representation MSWD customers have in regional water issues. She has served on the board under four administrations, totaling more than 16 years of service, and is the current Chairperson for the region.
- MSWD's participation in a joint California Groundwater Coalition letter to the State Water Resources Control Board (SWRCB) regarding their Notice of Preparation of a Draft Program Environmental Impact Report Adoption of a Regulation for the Hexavalent Chromium (Chromium 6) Maximum Contaminant Level (MCL). The letter requests that the SWRCB prepare a full Environmental Impact Report (EIR) using the most up-to-date science and risk assessment while also considering the cost and benefit of treatment options, especially for disadvantaged communities that lack access to financial resources and the ability to raise water rates on their customers.
- The execution of a contract between MSWD and West Yost to prepare a TDS Impact Evaluation Work Plan (Work Plan) pursuant to Order R7-2020-0011 for the new Regional Water Reclamation Facility. MSWD is planning to discharge secondary-treated wastewater to three on-site evaporation/infiltration basins. As a result, MSWD is required to prepare the Work Plan and associated schedule to monitor groundwater and determine background concentration of TDS in the area of discharge, determine if wastewater discharge causes or contributes to increased TDS levels, and ensure that any proposed effluent limitations for TDS does not cause an exceedance of the receiving water limitations for groundwater. MSWD is required to submit the Work Plan to the Executive Officer of the Colorado River Basin Regional Water Quality Control Board for review and approval.
- MSWD's Well 22 Rehabilitation project is slated to receive more than \$338,000 in grant funding through the Coachella Valley Regional Water Management Group (CVRWMG) under the Urban and Multi-Benefit Drought Relief Program – Underrepresented Communities and Tribal Set Aside. Under this program, the

District is also eligible to receive an additional \$145,00 for its water conservation programs under the CV Water Counts umbrella.

- And last, but certainly not least, during the 2021 Desert Hot Springs Parade of Lights event, which took place Dec. 11, 2021, the MSWD float won the city's "Best Overall" award for its snow-filled Frosty the Snowman themed entry. A special shout out to Joe Hernandez and Alex Nine for their craftsmanship, Michael Moore for his excellent driving skills, the parade committee and everyone else that helped pull it all together.



ADMINISTRATION

Accounting Department

The Accounting Department continues to work with its vendors to complete the yearly and necessary tasks to meet State and Federal reporting requirements and the strategic goals established by the Board of Directors (Board) of MSWD. Below are project highlights and summaries for November 2021.

Current Work Priorities

Staff prepared and submitted the second COVID Relief Arrearage reports to the State for payment processing. After several changes and modifications to only report water delinquencies, the District should receive an initial payment of \$1,253,914.80, consisting of \$1,217,393.01 for delinquent water accounts, and \$36,516.79 for administrative fees.

Staff continued to help the front office with customer support as follows:

- Customer calls regarding the delinquent accounts that were sent to the County of Riverside for collection through property taxes.
- Creating a new adjustment code to credit account balances to the District through the unclaimed property process.
- Processing the United Way check in the amount of \$5,000.00 to help customers with their past due water bills.
- Website updates to add a lien and assessment district portal for customers to find answers on these matters faster.

Finance continues to work with Administration, Engineering, and Construction and Maintenance on reimbursable jobs. Additionally, several cost accounting jobs were requested and created to track certain expenses related to delicate issues. For example, a cost accounting job was created to track the expenses related to the wastewater notice of violation, and a cost accounting job was created to track the expenses related to the Coachillin owner requests and grievances.

Several debt payments are due at the beginning of December 2021 and their corresponding wire transfers were setup and approved.

The District met and submitted the annual debt covenant reports to our debtors, Berkadia, BBVA, and City National Bank with no issues to report.

Finance continues to work with Laserfiche, Gough Systems, and Strategy 7 to update and improve the finance software. Several improvements were made to the system to link

the Unidata database to Laserfiche and other programs that will provide information instantly.

Finance and Purchasing are making the Engineering move to the Annex a priority. Engineering is scheduled to move towards the middle of December 2021, at which point the Accounting office will move over to the modular office, freeing up several much needed office spaces in the Administration Building.

Finance continues to work with TKE Engineering and financing agencies to secure funding for the new Regional Water Reclamation Facility and emergency response center.

Finance met with Wells Fargo on the implementation of an ACH Vendor payment program to eliminate the District from having to write the many checks that are processed every week. This program should be implemented in January 2022.

Accounting made several corrections to expenses that were coded to the wrong accounts or jobs for better reporting.

Audit

Finance continues the electronic preparation of Audit workpapers for the fiscal year ending June 30, 2021.

Budget

Budget transfers in November 2021 amounted to \$9,120.00.

Staff reviewed the contract for professional services with TKE Engineering and updated the Purchase Order to match the Board's contract approval of \$3,671,000.00.

Staff reviewed the third contract amendment with Skyborne Ventures (The Ventures) for the public water system and water service line connection fees. The District received The Ventures' share of the water line replacement cost. The District recorded an amount due from The Ventures of \$4,275,000.00 for their share of the construction of a new well as required by the contract.

Payroll

The following procedures were completed in November 2021:

- Updates were made to the upcoming W2 forms due in January 2022 for calendar year 2021. The IRS required the District to make changes to the form and report the COVID relief pay that several employees benefited from during the past year.

Additionally, research is being conducted on submitting these forms electronically for 2021 as electronic submission will be required for 2022.

- With the reorganization, the Accounting Department's job descriptions were updated to ensure they cover all the job duty changes that are necessary to keep the department on top of priorities.
- Staff completed several Laserfiche forms that are now being used by employees saving countless hours of extra work and resources as these are now all done electronically. These forms are started by an employee by logging into the District's Laserfiche server, where they go through the normal approval process, and ultimately are routed to the corresponding person in Accounting for processing. These include the Budget Transfer Request Form, New Job Request Form, Overtime Request Form, and Change of Status Form.
- Several changes were made to the payroll system to capture data and link it to the new Laserfiche forms.

Cash

Total cash receipts for the month of November 2021 amounted to \$2,217,870.00.

Receipts consisted primarily of customer bill payments.

- Received \$56,035.40 from Riverside County in normal collections through the property tax system.
- Received \$140,808.40 from the Agua Dulce development in new water connection fees.
- Received \$100,458.16 from Desert Willows for their share of the water line replacement project costs.
- Received \$238,766.43 from Coachella Valley Water District; \$223,433.12 for the Proposition 84 Round 4 IRWM Grant, and \$15,333.31 for the Proposition 1 Conservation Grant.

Cash disbursements for the month of November 2021 amounted to \$2,847,493.35, with the largest payments going to:

- \$415,680.10 to Desert Water Agency
- \$345,030.34 to Payroll
- \$239,807.76 to Southern California Edison

Revenues and Expenses

Total operating income and expenses through November 30, 2021 amounted to:

- Operating revenue \$9,669,215.00
- Operating expense \$6,353,398.00
- Non-operating income \$1,040,432.00
- Non-operating expense \$388,672.00

- Net Income \$3,967,577.00

Other Items

The Accounting, Finance, and Customer Service Departments are moving into a paperless approval system for signatures

The Finance Department has provided all departments the information needed to review their budgets prior to the January 2022 midyear budget review with the Board of Directors.

The Director of Finance and Accounting toured the East Valley Water District building with great reviews and praises.

The Director of Finance and Accounting interviewed several qualified candidates for the Accounting Manager position with several top applicants.

The Director of Finance and Accounting participated in the interview for the Engineering Manager with another great applicant and possible great addition to the Engineering Department and the District.

Customer Service Department

Disconnections Due to Non-Payment

On April 2, 2020, Governor Newsom issued Executive Order N-42-20 prohibiting shut offs of water service to residences and critical infrastructure sector small businesses. As such, MSWD has been working with and tracking those customers who have been the most impacted by the COVID-19 pandemic. Beginning in March 2021, MSWD Customer Service staff began contacting those customers with high, unpaid balances to inform them of programs and options which are available. The programs and options include waiving of late fees, 12-month payment plans, utilization of the CARE program or Help2others for bill assistance, and high consumption adjustments due to leaks.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21 which states that Executive Order N-42-20 shall remain in place and shall have full force and effect through September 30, 2021, upon which time it will expire. Staff will continue to contact and work with customers to bring their accounts into good standing to avoid disconnections by setting payment plans, and utilizing the CARE program, United lift, or Help2others for bill assistance prior to starting disconnections potentially January 2022.

Customer Bill Assistance Programs

The United Way Customer Bill Assistance Program continues to be utilized by those customers who have been impacted the most by the COVID-19 pandemic, assisting 56 customers the first quarter of this fiscal year (July 1 – September 30, 2021).

United Lift has assisted customers by paying \$9,975.55 on customer accounts the first quarter of this fiscal year (July 1 – September 30, 2021).

Riverside County's CARE Program has not been utilized by any customers since July 1, 2021.

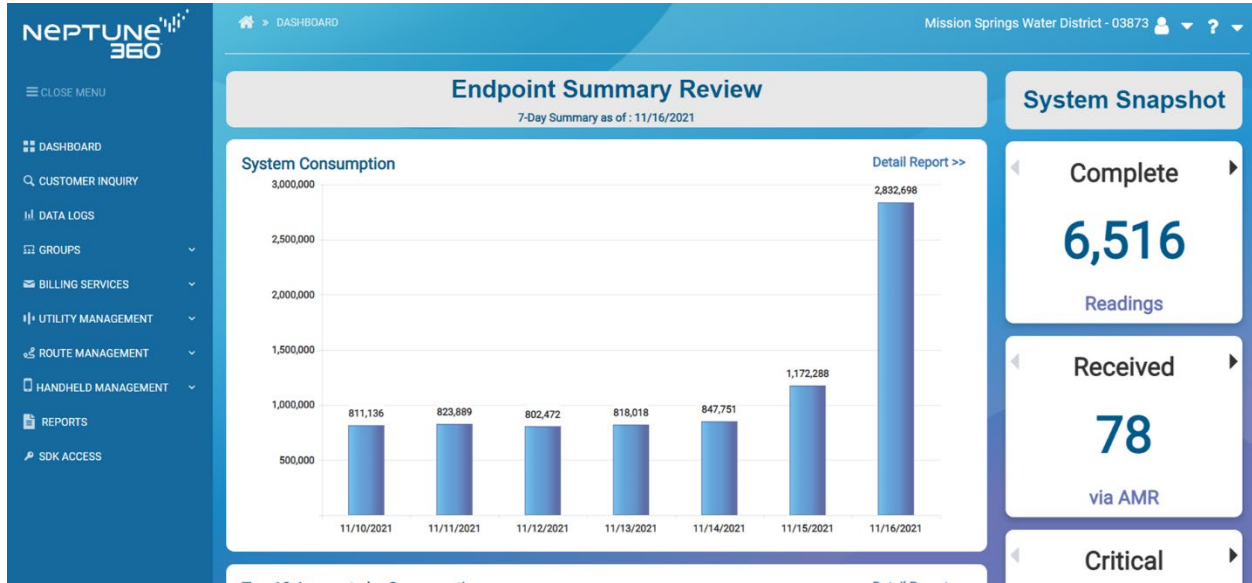
As a result of these programs, customer assistance has totaled \$15,578 since July 1, 2021.

Customer Portal Update

Vertex One/WaterSmart integration continues and is on track for a December 2021 launch. At this point, the integration team is working on quality control by communicating with other vendors for API connection files. Once PayNearMe is integrated in the next 60-90 days, the portal will launch to the public. The PayNearMe integration delayed the portal launch as the District made the decision in the middle of portal integration because this will save the District \$60,000 or more annually.

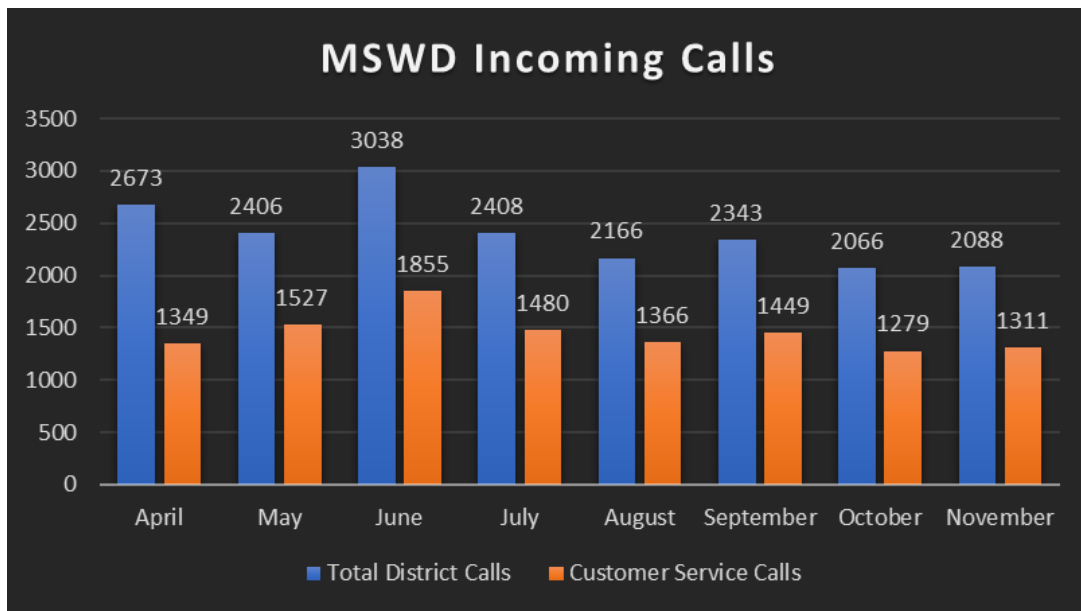
Staff is being proactive prior to the portal launch by tracking customers with high use alerts in Neptune 360. In the last two months, Staff has been able to help 83 customers identify and stop leaks.



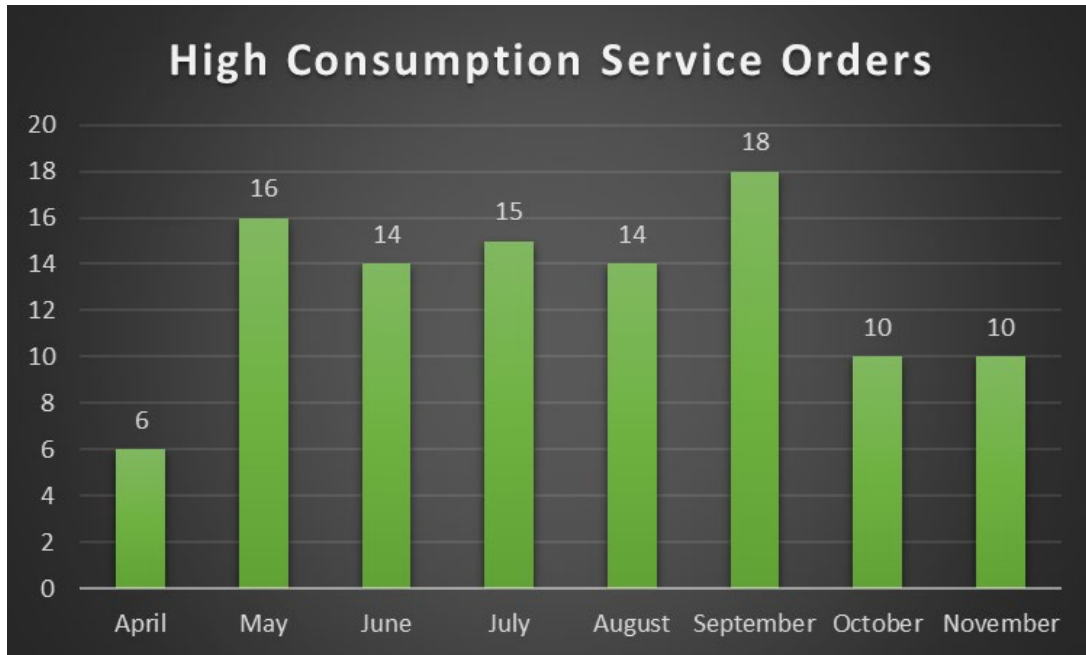


Calls into the Customer Service Department

Customer service calls are decreasing and are much lower than the monthly highs in July and August 2020. Most calls are related to demand/lien release requests and new property start/stop service. The chart below represents MSWD incoming calls and those received by the Customer Service staff.



Similarly, high consumption service calls are decreasing from the highs at the end of 2020. These service calls typically include reviewing the customers consumption history, usage alerts, and/or limited site investigations.



Continued Overview of Lobby Closure and COVID-19 Response

With the customer lobby access still closed to the public, MSWD Customer Service Representatives continue to assist our customers with minimal disruption. Staff feels comfortable remaining closed if needed due to COVID-19, customers have adapted, and Staff are assisting in creative ways, if needed, if the customer does not have internet access. Appointments are available to customers that can't meet their needs online or over the phone.

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

Ways to Pay Bills During Lobby Closure

With the customer lobby access still closed to the public, MSWD Customer Service continues to provide customers multiple options for bill payment.

- Customer can drop payments (check or money order) in the drop box
- Customers can pay at 7-11 in Desert Hot Springs, or Walmart, and must have their bills present
- Payment Portal on MSWD.org
- Customers can call in and pay through the IVR system, or with Customer Service Representative assistance
- Paypal option through Paymentus

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

Staff is continuing with the Supply Chain Fundamentals course through California State University Dominguez Hills. The course will be completed on December 9, 2021.

The desks and partitions for the Annex building have arrived. Staff has installed and reorganized the desks and partitions.





ENGINEERING AND OPERATIONS

Engineering Department

Below is a list of Capital Projects and status updates.

Well 42 Project

Construction is still on-hold due to revisions to the well pumping and electrical equipment. The contractor, Layne Christensen Company, provided a revised submittal for the electrical equipment, but not the pumping equipment. Of note, the contractor is being delayed by the manufacturers who prepare the equipment submittals.

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



Desert Willows Community Water Line Replacement

The contractor, Van Dyke Corporation, has completed construction and Staff is working toward project closeout. The Notice of Completion will be presented for acceptance at the Board of Directors meeting in January 2022.

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

Staff and consultant, TKE Engineering, continued coordination with one property owner regarding a required pipeline/utility easement. The owner has given tentative approval of the proposed easement area and pipe alignment. Staff is moving forward with an appraisal to make an offer. Staff has notified the consultant to resume the final design.

Water System and Wastewater System Comprehensive Master Plan Update

The consultant, Michael Baker International, continued preparing the updated model for the water and sewer system.

Horton Odor Control Project

Staff in conjunction with construction manager consultant, Michael Baker International (MBI), executed a change order extending the contract by 100 calendar days to February 18, 2022, reducing the total contract by \$37,765.00 down to \$459,633.00. Staff is processing a contract amendment to extend the contract with MBI by 120 days.

Backup Generators for Well Sites 27-32 and 37 Projects

Staff is still reviewing the most beneficial locations for fixed and portable generator locations prior to advertising for project bids.

Horton Effluent Filtration System

The design consultant, TKE Engineering, is working on the 100% design submittal. Staff met with the design engineer to review the structural requirements for the proposed shade structure, wind break, and maintenance scaffolding system.

Horton Chopper Pumps Project

The bid opening was completed on October 21, 2021 at 2:00 PM. Only one bid was received for the project. Staff is currently reviewing the bid proposal.

Well 22 Rehabilitation

The consultant, TKE Engineering, prepared the 90% design, specifications, and engineers estimate. Staff is currently plan checking the 90% design package.

AD-18 GQPP Sewer Project Area “D3-1”

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

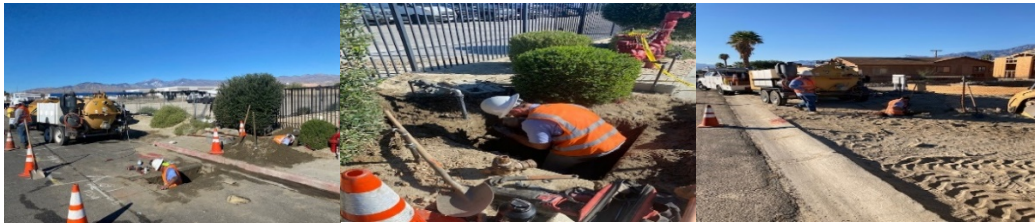
Regional Water Reclamation Facility

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

Operations & Maintenance

Construction & Maintenance

Staff completed approximately 287 water line location requests in November 2021. Staff continues to use iPads with the GeoViewer Mobile app to streamline and manage line locations. Staff also replaced eight water services, repaired 16 service line leaks, and two main line leaks in November 2021. Approximately 37,965 gallons of water loss was recorded due to water leaks in November 2021.

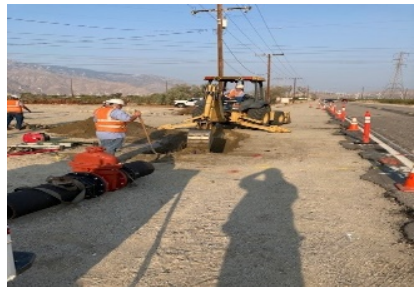


Staff continues to implement maintenance programs, which consist of ground valve exercising, blow-off flushing, Cla-Val automatic control valves, and fire hydrants. There were 138 ground valves exercised, 33 fire hydrants flushed, and no Cla-Val valves inspected in November 2021.



A total of 27 work orders were processed in November 2021 using the CMMS module.

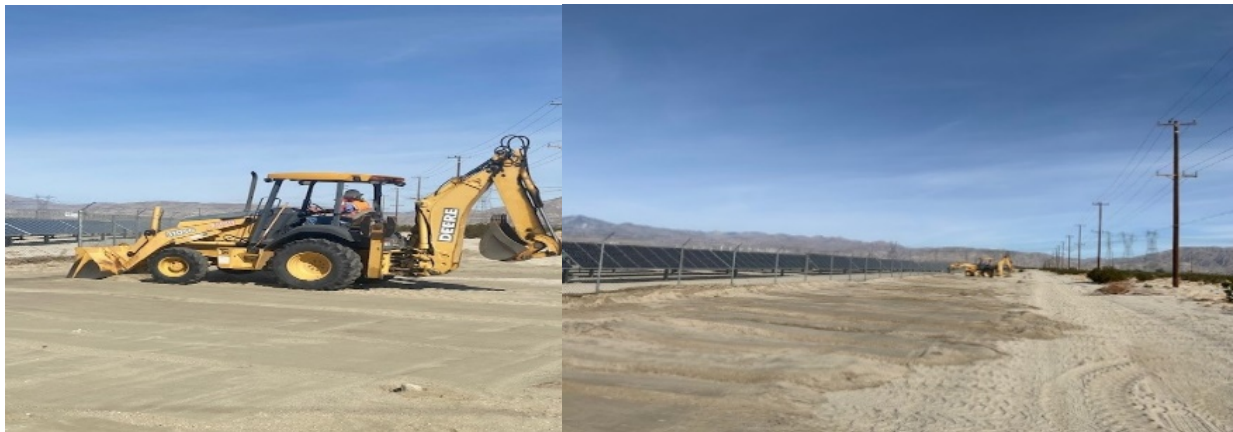
Staff installed 26 new water services in November 2021 with the help of the Customer Service Department installing the drop-in meters.



Staff repaired two fire hydrants that were both damaged from hit and run accidents.



Staff removed and cleaned up the built-up blow sand around the exterior of the suction reservoir at Well 33 and along the fence line of the solar field property.



Staff continues performing fire flow tests for the Engineering Department. Nine fire flow tests were conducted in November 2021.



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

Fleet and Facility Maintenance

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

Building maintenance continues at District facilities. LED lights were replaced in the stairwell at the Administration Building for increased visibility. An additional light was installed under the carport at the Administration Building to improve area lighting when Staff arrives and departs the facility in the dark.

Standby Generator Monthly Maintenance continues at the District. Staff found no issues during the monthly testing of standby generators. This testing ensures the generators are ready when needed.

The District continues to utilize Southern California Fleet Services for maintenance and repairs of District vehicles and equipment. Below is a listing of services provided in November 2021;

- Unit 391 received routine service
- Front cutting blade was replaced on the skip loader
- Oil leak was repaired on Unit 381
- Coolant leak was repaired on Unit 324
- Front tires were replaced on Unit 389

Collections

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

Staff completed 315 sewer line location requests. Staff continues to use iPads with the GeoViewer Mobile application to streamline and manage line locations.

Approximately 5 miles of sewer mainline was cleaned. This included 110 segments of 8" VCP sewer pipe. Staff has also cleaned 75% of Desert Crest and has continued to notify homeowners for the next segments to be cleaned.



Staff cleared a complete blockage of rags in the Desert Crest collection system before an SSO could occur.

Staff continues to help at the wastewater treatment plant as needed.

Wastewater Treatment

Staff spent a combined 546-man hours performing routine plant maintenance, equipment maintenance, and plant operations at the Horton and Desert Crest plants. Also, during this timeframe staff spent 183-man hours operating the sludge belt filter press, including filling and removing 13 trailers of sludge from the Horton and Desert Crest Plants.

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

WASTEWATER FLOW MGD				
2021/22	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.987088	2.104457	0.042128	0.058130
Aug.	2.059728	2.224424	0.052436	0.064940
Sep.	2.061448	2.234327	0.049729	0.066370
Oct.	2.081568	2.223453	0.046618	0.051660
Nov.	2.084749	2.213652	0.048180	0.053880
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

Additional wastewater flow information is provided in Appendix C.

Staff collected 30 samples and spent 45-man hours performing laboratory duties and analysis for process control and regulatory reporting purposes. Both plants are producing an effluent that meets the District's discharge requirement.

There were three customer calls during normal work hours and two after-hour calls. Both after-hour calls were related to odor complaints in the collection system.

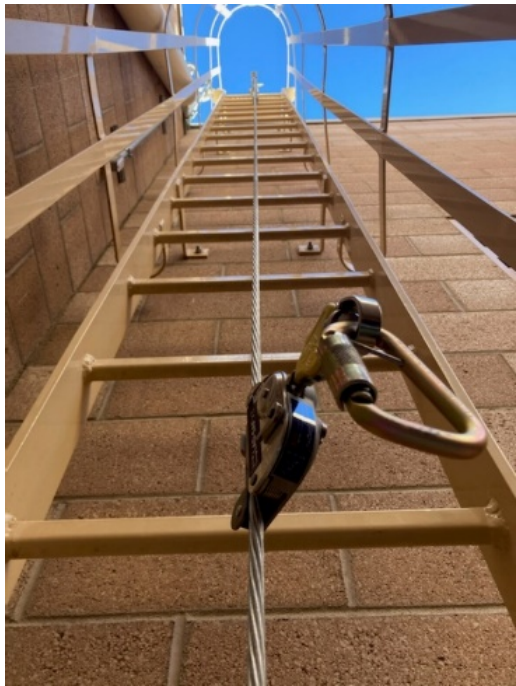
Staff continues to pull the influent pumps a minimum of four times throughout the week, or as needed, including weekends due to ragging of "flushable wipes". Pumping GPM and Hz on the pumps are monitored daily to help determine how frequent the pumps need to be pulled.

Five ponds were cleaned and rehabilitated in November 2021. Ponds 4, 5, 6, 7, and 8 were all cleaned this month, and Ponds 4 and 7 were cleaned twice.

Staff replaced the upper and lower belts for the belt presses as well as replaced the sprayer nozzle on the gravity belt sprayer, paddles, wedges, and other parts that needed to be replaced.



Staff installed a fall arrest system on the ladder going up to the top of the electrical room.



Staff cleaned the west effluent wet well. Staff also took measurements of both pumps and piping for the contractor who will be installing the chopper pumps.



Staff continued to conduct a weekly “Wastewater Training” program within the department. These training sessions are intended to get all of the operators on the same page, so that Staff is operating equipment more proficiently and have more accurate data from sampling. This month’s training included:

- Aerator Bearings/Gearboxes
- Sulfuric Acid
- Boat Safety
- SDS, IIPP, and Disaster Preparedness Plan



A rag was sucked into Grit Pump 3 and had to be removed. Staff also placed the plumbing and lower blow-off seal for RAS Pump 7 due to corrosion.



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

	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
July	18	8	7	9	51	2
Aug.	20	4	1	8	53	2
Sep.	20	5	2	12	8	11
Oct.	36	9	4	8	12	4
Nov.	29	50	10	9	7	7
Dec.		9	3	3	64	1
Jan.		21	7	1	16	8
Feb.		23	5	1	42	0
Mar.		48	1	0	23	5
Apr.		18	3	3	15	30
May		17	11	3	20	45
June		21	7	3	6	70
Annual Total	123	233	61	60	317	185

Additional sanitary service connection information is provided in Appendix C.

Water Production

Staff collected 63 routine samples, seven general physical samples, and uranium samples at Well 26A for analysis in November 2021. Staff works closely with the lab when changing sampling dates or taking grab Bac-T samples for any mainline shutdowns. The MSWD Monthly Coliform Monitoring Reports for November 2021 will be sent out to the State Water Regional Control Board on December 3, 2021.



Staff delivers chlorine to all the well sites typically on Thursday of each week. Staff continues to monitor chlorine levels and make sure that all the wells have a sufficient level of chlorine.



Staff has been gathering the required well site information in order to begin replacement of the well production meters.



Staff continues to monitor the production equipment to ensure equipment is operating properly to avoid possibilities of equipment failure whether it is electrical or pressure in the hydro tanks.



During daily pump run and site checks, Staff monitors the system, and addresses site vandalism and water theft on a regular basis. Staff continues to do a great job reporting and making repairs as needed.

Staff continues to conduct chlorine pump maintenance and inspections at all well sites. Staff continues to monitor the pumps and makes any necessary adjustments as needed.



Staff continues to sound well groundwater levels for 13 production wells and nine monitoring wells. Staff usually strives to get soundings done early in the month to be able to identify any abnormalities.



Staff continues to oversee all the Production Department sites and make any necessary changes as needed. Staff continues to climb reservoirs and conduct as needed overflow maintenance monthly.



Staff continues to oversee the landscape maintenance contract for 36 sites throughout the District.

Staff continues to work with Field Service/Customer Service on the planning of construction meter set locations. Staff closely monitors the water usage in the areas that have construction meters.

Staff performed the monthly fire pump testing at the Gateway reservoir. This test is performed monthly to ensure the fire pump is in good working condition and operates properly when required.



Well 33 Solar Site

Staff continues to monitor the performance of the solar system. The October 2021 performance report showed that the system produced 157,670 kilowatt hours, which is within 83% of expected energy output.

Well 24 Electrical Panel Rehabilitation Project

This project is currently under construction and is anticipated to be completed in 2022. Currently, the electrical panel and motor control center is being constructed by the contractor offsite. Also, District staff is working with SCE on new power requirements they requested to be done at Well 24.

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

New Water Services added Monthly

	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17
July	18	7	4	5	7	2
August	19	6	10	5	3	2
September	23	18	2	14	4	13
October	33	13	3	21	8	3
November	27	10	16	4	0	7
December		2	17	3	3	2
January		15	6	3	20	1
February		13	8	5	11	1
March		16	2	3	6	5
April		11	1	3	7	11
May		15	12	5	11	9
June		24	11	2	8	2
Annual Total	120	150	92	73	88	58
Avg./ Mo.	10.00	12.50	7.67	6.08	7.33	4.83

The total water connections in the District's system are currently 13,206.



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

Monthly Water Production

	FY 2021/22	Variance from prior year		FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18
	AF	AF	%	AF	AF	AF	AF
July	796.57	-61.20	-7.1%	857.77	853.23	857.20	835.87
August	839.93	-45.38	-5.1%	885.31	795.18	806.47	829.93
September	738.65	-46.15	-5.9%	784.80	757.08	689.47	712.40
October	665.18	-90.66	-12.0%	755.84	709.39	709.81	733.86
November	679.85	-10.28	-1.5%	690.13	619.87	631.75	642.41
December		0.00	0.0%	588.32	537.23	502.16	584.24
January		0.00	0.0%	537.96	553.20	570.20	599.52
February		0.00	0.0%	495.61	520.85	415.49	512.79
March		0.00	0.0%	625.80	557.73	490.92	536.09
April		0.00	0.0%	649.34	573.02	635.08	644.06
May		0.00	0.0%	723.62	698.99	598.36	697.15
June		0.00	0.0%	761.63	806.02	710.39	688.74
TOTAL	3720.18	-253.67	-6.4%	8356.13	7981.79	7617.30	8017.06



Water Resources

Below is a list of water resources related activities for November 2021:

Integrated Regional Water Management/Coachella Valley Regional Water Management Group

The Coachella Valley Regional Water Management Group (CVRWWMG) met to discuss on-going grant funded projects and upcoming grant opportunities.

The CVRWWMG issued a “call for projects” under the Urban and Multi-Benefit Drought Relief Program – Under Represented Communities and Tribal Set Aside. There is a total of \$1,800,000.00 grant funding available for projects.

- Staff submitted an application for the Well 22 Rehabilitation Project and MSWD is also part of the CV Water Counts Regional Conservation Project application.
- The CVRWWMG received three proposals and scored them based on the Coachella Valley Integrated Regional Water Management (IRWM) project criteria, and the California Department of Water Resources (DWR) program criteria.
- The CVRWWMG met and voted to fund the CV Water Counts Regional Conservation Project, which was the highest scoring project, for the full requested amount. The remaining grant funding will be split between MSWD’s Well 22 Rehabilitation Project and CVWD’s Valley View Mobile Home Park Water Consolidation Project, based on prorated scoring and project needs.

The CVRWWMG and other Colorado River Funding Area regions, San Geronio Pass and Mojave IRWM Regions, have agreed on the cost share for the upcoming Proposition 1 Round 2 IRWM Implementation and Drought Relief grant funding.

- The cost share will be 40% based on equal split and 60% based on disadvantaged community (DAC) population for each IRWM Region.
- The cost share agreement will be executed by each of the IRWM Regions and their respective agencies in the coming weeks in preparation for the “call for projects” in February 2022.

The CVRWWMG is continuing to evaluate options to prepare a water conservation technical study. Additional details will be provided in the coming months as they become available.

Mission Creek Subbasin Sustainable Groundwater Management Act Compliance

The public comment period closed on November 18, 2021 for the Public Draft 2022 Alternative Plan Update for the Mission Creek Subbasin. Only one comment was received from the Riverside County Flood Control and Conservation District. The comment has

been addressed and incorporated into the Final 2022 Alternative Plan Update for the Mission Creek Subbasin.

Staff is bringing the Final 2022 Alternative Plan Update for the Mission Creek Subbasin to the Board of Directors for adoption in December 2022.

Following Board approval in November 2021, the General Manager executed a cost share agreement with CVWD and DWA for the USGS Land Subsidence Study for the Mission Creek Subbasin.

San Gorgonio Pass Subbasin Sustainable Groundwater Management Act Compliance

The public comment period closed on November 30, 2021 for the Public Draft 2022 Groundwater Sustainability Plan for the San Gorgonio Pass Subbasin.

Comment letters were received from the Morongo Band of Mission Indians and other stakeholders. The consultant, Provost & Prichard, is compiling the comments and responses for the Groundwater Sustainability Agencies (GSAs) to review.

Staff will bring the Final 2022 Groundwater Sustainability Plan for the San Gorgonio Pass Subbasin to the Board of Directors for adoption in January 2022.

Indio Subbasin Sustainable Groundwater Management Act Compliance

The GSAs have issued the Final 2022 Alternative Plan Update for the Indio Subbasin and are scheduled to adopt the plan at their respective governing body meetings in December 2021. Note, the plan is also due to the California Department of Water Resources by January 1, 2022.

Salt and Nutrient Management Plan

Staff began data collection of water quality samples for TDS and Nitrates for the Salt and Nutrient Management Plan (SNMP) monitoring that will be due in January 2022 for the annual report.

Staff anticipates receiving a draft RFP for review in the coming weeks to begin the procurement process for the SNMP update.

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

Hexavalent Chromium Maximum Contaminant Level

The State Water Resources Control Board (SWRCB) has circulated a Notice of Preparation of a Draft Program Environmental Impact Report (EIR) Adoption of a Regulation for the Hexavalent Chromium (Chromium 6) Maximum Contaminant Level (MCL) for public comment. Our legislative advocate, Rosanna Carvacho Elliott, prepared a letter on behalf of the California Groundwater Coalition (CGC) requesting that the SWRCB complete a full EIR for the Project, following the science and risk assessment while also considering the cost and benefit of treatment options, especially for disadvantaged communities that lack access to financial resources and the ability to raise water rates on their customers.

The draft letter was reviewed by Staff and other CGC members and it was sent out by the December 6, 2021 deadline.



PUBLIC AFFAIRS

Below is a list of Public Affairs activities:

Past Events

Food Now Thanksgiving Food Drive, November 2021

During the month of November 2021, MSWD employees donated non-perishable food items and cash to support Food Now's annual Thanksgiving Food Drive benefiting residents in the Desert Hot Springs area.

Bella Vista Elementary Thanksgiving Food Drive, November 2021

Supporting local students and their families during the Thanksgiving holiday, the District provided insulated MSWD-branded grocery bags to be used as part of Bella Vista Elementary's Thanksgiving Food giveaway. More than 50 families received food items and gift cards prior to the Thanksgiving holiday.



Desert Valley Builder's Association 14th Annual Golf Event, Friday, November 19, 2021

Supporting the region's builders and developers, MSWD had a presence at the Desert Valley Builder's Association's annual golf event, held this year at the Classic Club in Palm Desert. MSWD branded water was distributed to all participants.



Association of California Water Agencies Fall Conference, November 30 - December 2, 2021

Members of the Board, along with senior management, recently attended the Association of California Water Agencies fall conference in Pasadena. A premier event for water industry professionals to learn and connect, the event keynote was State Water Resources Control Board Vice Chair Dorene D'Adamo who spoke about water issues affecting agricultural and urban water agencies across the state.

Desert Hot Springs Women’s Club Black & White Charity Dinner, Saturday, December 4, 2021

MSWD directors and management joined with city officials and Desert Hot Springs (DHS) residents to raise scholarship money for local students during the annual DHS Women’s Club Black and White Charity Dinner held recently at the Miracle Springs Resort and Spa. The sold-out event drew almost 200 participants.

MSWD Employee Appciaiation Luncheon, Wednesday, December 8, 2021

Management and staff joined together to celebrate another successful year for #TeamMSWD during the District’s Annual Employee Appreciation event. Compliments of the MSWD Board of Directors and General Manager Arden Wallum, employees were treated to a special lunch and holiday-themed activities.



Upcoming Events

City of Desert Hot Springs Parade of Lights, Saturday, December 11, 2021

#TeamFrosty MSWD is making the final preparations on its Frosty the Snowman themed float. Members of the Board of Directors, staff, and their families will participate in the event. To bring awareness to the toy drive, Team Mom Charities will be hosting a series of Holiday Events at the new Desert Hot Springs Library and will have collection boxes located throughout the community.

Team Mom Charities Toy Drive – Now through December 23, 2021

MSWD employees are collecting toys this year for Team Mom Charities, which is working with our local Desert Hot Springs schools to identify families in need of presents this holiday season.



MSWD Blood Drive, Thursday, February 10, 2022

Presented by LifeStream Blood Bank, the February MSWD event is open to employees and the public. More information to follow.

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

Awards

During the Association of California Water Agencies (ACWA) fall conference, MSWD was awarded with two Joint Powers Insurance Authority (JPIA) President Awards for leadership and financial strength in the areas of Liability and Workers' Compensation. ACWA represents more than 450 public water agencies, all of whom qualify for coverage through ACWA JPIA. The organization was first formed by water agencies across California in 1979 to provide risk-sharing pools. Today, it meets the needs of its members for property, liability, workers' compensation, and employee benefits coverage.

Communications & Outreach Activities

2022 Calendar Drawing Contest

MSWD launched a children's drawing contest in October 2021, soliciting artwork from local students that illustrate water conservation and groundwater protection. More than 50 local K-12 students submitted original artwork. The calendar, which showcases the top 12 entries, is in the final design stages and will be released in early January 2022. All participants will be mailed a certificate of appreciation, water bottle, and copy of the calendar. The twelve finalists will receive an Amazon gift card. A video showcasing all of the entries is now available on the District's YouTube channel.



Desert Hot Springs Library Partnership

As part of our on-going partnership, the Desert Hot Springs library is now displaying a poster board near the water bottle refill station that touts the value of MSWD's award winning water. We have also provided re-useable water bottles for staff and community. We are currently developing age-appropriate programming, including a monthly story hour for young children, a hands-on activity-based learning program for teens/tweens, and a series of evening water talk meetings for adults who are interested in learning more about topical issues related to water and wastewater treatment. Additional update on this exciting new project will be shared as they become available.



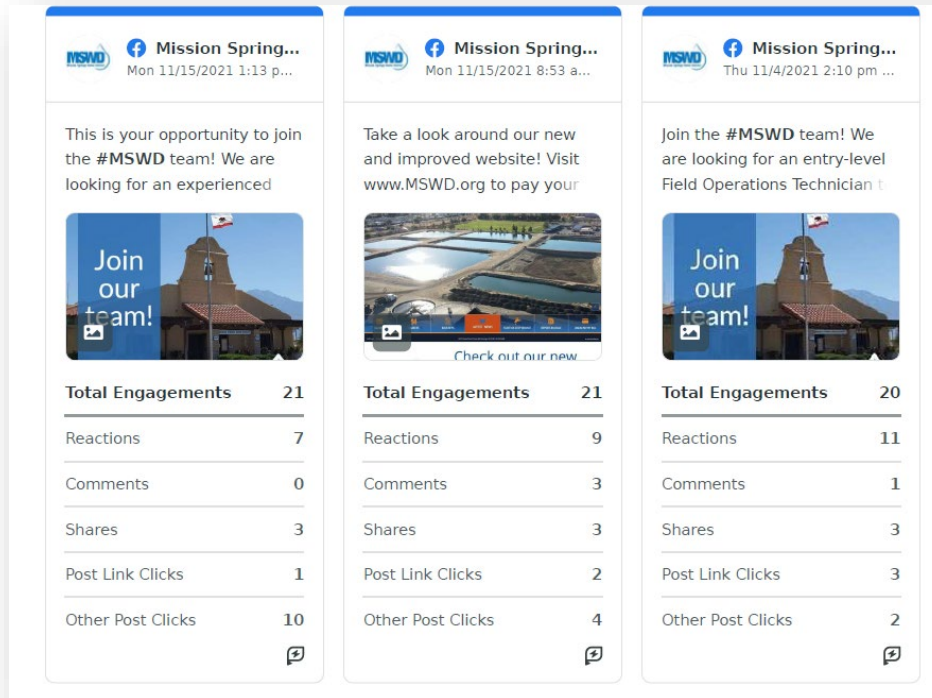
MSWD Video Series

The Public Affairs team is continuing to create a series of informational videos discussing a wide variety of water-related interests. Filming for the next set of videos was

completed on December 10, 2021 and drafts of the next set of videos will be available in January 2022.

Social Media

A copy of the November 2021 social media report can be found in Appendix D. This report highlights activities and posts on the District's social media platforms. Total impressions were up, popular posts included job openings and links to the new website.



MSWD Digital Advertising

During the month of November 2021, the District featured five Google and Facebook/Instagram ads promoting conservation, rebates, avoiding FOGs (Fats, Oil and Grease) down the drain, value of water, and the drawing contest. A full copy of the report can found in Appendix D. The FOG posts performed well on Google, generating 356 clicks from over 56,000 impressions with an additional 28 clicks from over 28,000 impressions on Facebook. The Calendar Drawing campaign also performed well, netting 211 clicks between social and Google ads from over 73,000 impressions.



CV Water Counts

The CV Water Counts Outreach Report for the month of November 2021 can be found in Appendix D. The November 2021 campaign promoted conservation through proper planting and participation in the spring 2022 CV Water Academy, which begins in February 2022.



Rebates & Conservation

The Public Affairs team continues to promote our rebate programs on social media, including boosted posts and digital ads. Following is a list of recent rebate processing activities:

Turf Rebates

We have received six Turf Rebate applications since the month of June 2021, two have been approved and paid out, totaling \$4,300. Three more are in process, and one did not qualify due to a lack of grass.

Toilet Rebates

The Public Affairs team continues to promote our rebate programs on social media, including boosted posts and digital ads. Following is a list of recent rebate processing activities:

- July 2021 – Desert Cove, 24 toilets totaling \$2,400
- August 2021 – one rebate totaling \$200
- September 2021 – one rebate totaling \$200
- October 2021 – two rebates totaling \$500
- November 2021 – four toilet rebates totaling \$600

Water Donations for the Month of November 2021

Date Supplied	Requests Filled	Event or Purpose	# Cases Requested
11/5/2021	Miracle Springs Hotel	Road Scholar Hiking Program	4
11/16/2021	Desert Valley's Builder's Association	DVBA Annual Golf Tournament	6
11/16/2021	Desert Hot Springs Police Department	Traffic accidents, crime scenes,	6
11/18/2021	Desert Hot Springs Police Department	PD Thanksgiving Com. Dinner	5
11/29/2021	City of Desert Hot Springs	Council/Commission Meetings/Walk-in Guest	25
11/30/2021	Friends of Desert Hot Springs Library	December meeting & Annual meeting	3
		Total Cases	49



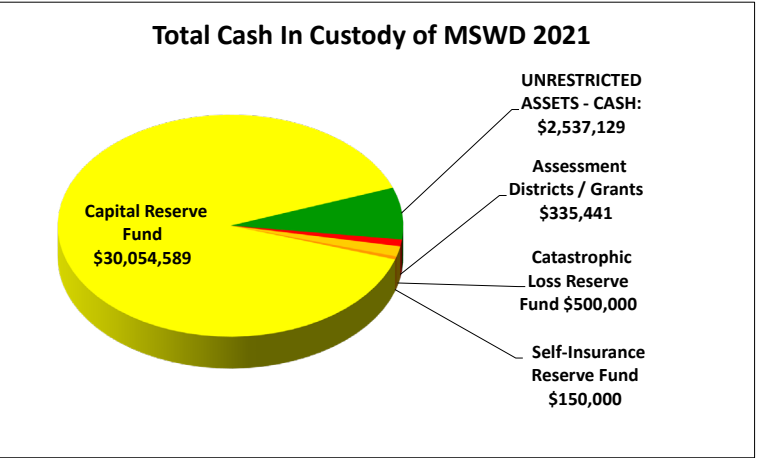
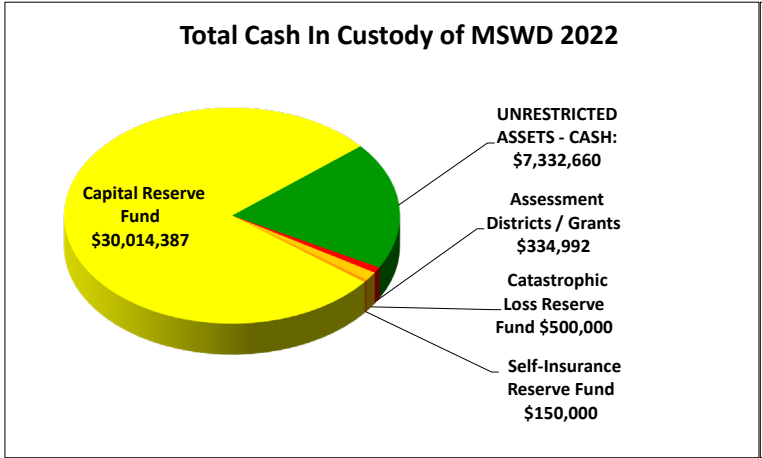
APPENDIX A – Financial Report

MISSION SPRINGS WATER DISTRICT
 COMBINED FUNDS
 DISTRICT SUMMARY
 JULY 1, 2020 TO NOVEMBER 30, 2021

YEAR TO DATE					JULY 1, 2020 TO NOVEMBER 30, 2020			
ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT		ACTUAL	BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE AMOUNT	FAVORABLE (UNFAVORABLE) VARIANCE PERCENT
9,669,215	9,000,433	668,782	7%	OPERATING REVENUE:	9,346,748	7,150,271	2,196,477	31%
6,353,398	6,439,985	86,587	1%	OPERATING EXPENSE:	6,581,017	7,037,569	456,552	6%
<u>3,315,818</u>	<u>2,560,448</u>	<u>755,370</u>	<u>30%</u>	NET OPERATING INCOME	<u>2,765,731</u>	<u>112,702</u>	<u>2,653,029</u>	<u>2354%</u>
1,040,432	1,183,219	(142,787)	-12%	ADD NON-OPERATING REVENUE	1,258,722	5,424,051	(4,165,329)	-77%
388,672	395,249	6,577	2%	LESS NON-OPERATING EXPENSE	497,265	400,251	(97,014)	-24%
<u>651,759</u>	<u>787,970</u>	<u>(136,211)</u>	<u>-17%</u>	NET NON-OPERATING INCOME	<u>761,457</u>	<u>5,023,800</u>	<u>(4,262,344)</u>	<u>-85%</u>
<u>3,967,577</u>	<u>3,348,418</u>	<u>619,159</u>	<u>18%</u>	NET INCOME	<u>3,527,188</u>	<u>5,136,502</u>	<u>(1,609,314)</u>	<u>-31%</u>

OTHER INFORMATION

7.52	DEBT SERVICE RATIO	9.77
0.04%	INVESTMENT RETURN	0.05%
\$ 39,296,813	CASH - JULY 1	\$ 34,708,247
\$ (987,936)	INCREASE/(DECREASE) IN CASH	\$ (1,131,088)
<u>\$ 38,308,877</u>	CASH - END OF PERIOD	<u>\$ 33,577,159</u>
\$ 7,332,660	UNRESTRICTED CASH	\$ 2,537,129
\$ 30,976,217	RESTRICTED CASH	\$ 31,040,030
<u>\$ 38,308,877</u>	CASH IN CUSTODY OF MSWD	<u>\$ 33,577,159</u>
WELLS FARGO \$ 32,482	RESTRICTED - ASSESSMENT DISTRICTS \$ 23,580	WELLS FARGO
CALTRUST \$ 6,436,309	RESTRICTED - SHORT TERM FUND \$ 6,432,898	CALTRUST
CALTRUST \$ 21,958,681	RESTRICTED - MEDIUM TERM FUND \$ 22,035,811	CALTRUST
CALTRUST \$ 2,548,744	RESTRICTED - LIQUIDITY FUND \$ 2,547,741	CALTRUST
<u>\$ 30,976,217</u>	RESTRICTED TOTAL CASH \$ 31,040,030	





APPENDIX B –
Federal Update from Carpi & Clay

Mission Springs Water District Federal Update

November 30, 2021

President Biden Signs Bipartisan Infrastructure Bill into Law

On Monday, November 15th, President Joe Biden signed into law the “Infrastructure Investment and Jobs Act” (IIJA). The bill was first passed by the Senate in early August by a vote of 69-30, and then approved by the House in early November by a vote of 228-206. The bill, which provides \$550 billion in new spending, includes a five-year reauthorization of the surface transportation programs. The full text of the bill as passed into law can be found [HERE](#). The new funding will be allocated as follows:

- Transportation: \$284 billion
- Water: \$55 billion
- Broadband: \$65 billion
- Energy & Power: \$73 billion
- Environmental remediation for past pollution: \$21 billion
- Western water infrastructure: \$8.3 billion
- Resiliency: \$46 billion

President Biden Appoints Landrieu to Coordinate IIJA Implementation

During the IIJA bill signing, President Biden announced the appointment of former New Orleans Mayor Mitch Landrieu as a Senior Advisor and Infrastructure Coordinator within the White House. In this role, Landrieu will be responsible for coordinating the spending and implementation of the Infrastructure Investment and Jobs Act programs. Landrieu will also work to establish partnerships across the federal government and with state and local leaders through the implementation of the infrastructure bill.

House Passes Build Back Better Reconciliation Bill

On November 19th, the House passed President Biden’s “Build Back Better Act” (BBB) initiative by a vote of 220 – 213. The \$1.75 trillion reconciliation package includes provisions related to health care, education, childcare, climate change, housing, energy, public lands, and transportation. The bill will now go before the Senate for consideration, where Senators

Joe Manchin (D-WV) and Krysten Sinema (D-AZ) have both expressed concerns about several provision of the bill. The bill text can be found [HERE](#) and a section-by-section can be found [HERE](#).

FY22 Appropriations Update

The federal government is currently being funded by a Continuing Resolution (CR) that is set to expire on December 3rd. Since it appears that Congress will not be able to complete work on the Fiscal Year (FY) 2022 appropriations bills by that time, another CR will be needed to avoid a government shutdown. This week, Congress is expected to consider a CR that will run until late January 2022.

House Extends Remote Voting Through the End of the Year

Speaker of the House Nancy Pelosi announced that the House of Representatives will extend the remote voting period until December 31, 2021. Remote voting allows for Members to designate a colleague to record their votes for them rather than physically voting in-person. The announcement follows a House Sergeant-at-Arms notification that the COVID-19 public health emergency remains in effect.

Local Government Associations Send Letter to Congress to Update Municipal Finance Laws

In early November, a group of 29 local government associations, led by the Government Finance Officers Association, sent a letter to Speaker Nancy Pelosi, Senate Majority Leader Chuck Schumer, House Ways and Means Committee Chair Richard Neal, and Senate Finance Committee Chair Ron Wyden, in support of legislation to increase the flexibility of financing critical infrastructure investments with tax-exempt municipal bonds. Additionally, the letter outlines opposition to the inclusion of interest on tax-exempt bonds in a proposed new federal corporate alternative minimum tax. The letter can be found [HERE](#).

OPM Issues New Guidance to Federal Agencies on Telework

The Office of Personnel Management (OPM) issued new guidance to all federal agencies regarding continued telework/remote work for federal workers. The new guidance encourages agencies to ensure that telework and other workplace flexibilities are a fundamental part of their workforce policies. The guidance encourages agencies to offer at least some level of telework to as many work units as possible. This new guidance marks the first major update to the federal government's telework policy in over a decade. Each agency will be responsible for using this new guidance to develop their respective policies. The full guidance can be found [HERE](#).

Federal Agency Personnel/Regulatory Announcements

White House Launching Climate Spending Task Force. White House Climate Adviser Gina McCarthy has announced the Biden Administration will form an intergovernmental climate spending task force. The new task force will establish a dialogue between the federal government and states, localities, communities, and businesses, regarding how the \$550 billion outlined in the Build Back Better Act is spent. Additional information on the task force can be found [HERE](#).

Army Corps of Engineers ASA Confirmed. The Senate confirmed Michael Connor to serve as the Assistant Secretary to the Army (ASA) for Civil Works. Connor has previously served as the Bureau of Reclamation Commissioner during the Obama Administration.

Army Corps of Engineers and EPA Announce WOTUS Update Proposed Rule. The Army Corps of Engineers and the Environmental Protection Agency announced they will be releasing a proposed rule to re-establish the pre-2015 definition of “Waters of the United States” (WOTUS), updated to reflect consideration of Supreme Court decisions. The rule is intended to support a stable implementation of WOTUS while the agencies continue to consult with states, Tribes, local governments, and other stakeholders regarding a rewrite of the regulation. Once the proposed rule is officially noticed in the Federal Register, there will be a 60-day comment period. A copy of the proposed rule can be found [HERE](#).

Bureau of Reclamation Commissioner Confirmed. The Senate confirmed Camille Touton to serve as the Commissioner of the Bureau of Reclamation. Touton has previously served as a committee staffer on both the House Transportation and Infrastructure Committee and the Senate Energy and Natural Resources Committee, in addition to serving as a political appointee at the Department of the Interior during the Obama Administration.

OSHA Sets Vaccinations/Tests Deadline for Workers. The Occupational Safety and Health Administration (OSHA) issued a federal rule mandating COVID-19 vaccinations or weekly testing for workers at U.S. companies with 100 or more employees. The first compliance deadline for employers is Dec. 5th, and the deadline for employees to be fully vaccinated or submit to testing is January 4, 2022. Additional information can be found [HERE](#).

##



APPENDIX C – Wastewater and Water Production Tables

WASTEWATER REPORT

SEWER CONNECTION SUMMARY											
	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12
July	18	8	7	9	51	2	1	139	2	0	0
Aug.	20	4	1	8	53	2	4	214	4	0	2
Sep.	20	5	2	12	8	11	2	90	2	1	0
Oct.	36	9	4	8	12	4	21	65	8	2	1
Nov.	29	50	10	9	7	7	1	52	18	7	3
Dec.		9	3	3	64	1	0	86	22	11	2
Jan.		21	7	1	16	8	3	27	3	11	1
Feb.		23	5	1	42	0	3	5	46	6	1
Mar.		48	1	0	23	5	0	31	16	2	1
Apr.		18	3	3	15	30	0	8	95	14	3
May		17	11	3	20	45	7	13	98	3	2
June		21	7	3	6	70	4	4	72	2	0
Annual Total	123	233	61	60	317	185	46	734	386	59	16

Connections to Sewer Collection System:

As of June 30, 2021 8467

Plus YTD 123

Total Sewer Connections = 8590

WASTEWATER FLOW MGD				
2021/22	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	1.987088	2.104457	0.042128	0.058130
Aug.	2.059728	2.224424	0.052436	0.064940
Sep.	2.061448	2.234327	0.049729	0.066370
Oct.	2.081568	2.223453	0.046618	0.051660
Nov.	2.084749	2.213652	0.048180	0.053880
Dec.				
Jan.				
Feb.				
Mar.				
Apr.				
May				
June				

WASTEWATER FLOW MGD				
2020/21	HORTON PLANT		DESERT CREST	
	Avg. Daily Flow	Peak 24 hr. Flow	Avg. Daily Flow	Peak 24 hr. Flow
July	2.069268	2.140825	0.047916	0.079010
Aug.	2.135828	2.274566	0.053795	0.070420
Sep.	2.003417	2.121446	0.046861	0.077790
Oct.	1.964716	2.100928	0.043720	0.049600
Nov.	1.928082	2.082209	0.046171	0.051750
Dec.	1.750513	2.074777	0.044951	0.050380
Jan.	1.846818	2.018006	0.045299	0.050610
Feb.	1.889826	2.253275	0.043718	0.048950
Mar.	1.859783	2.040589	0.043382	0.048920
Apr.	1.897411	2.111914	0.040257	0.060120
May	1.954528	2.151420	0.039293	0.046660
June	2.014604	2.110777	0.038634	0.047440

WATER REPORT

WATER CONNECTION SUMMARY														
	2021/22	2020/21	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10	2008/09
July	18	7	4	5	7	2	0	0	1	0	0	0	1	2
August	19	6	10	5	3	2	2	0	1	0	0	2	1	2
September	23	18	2	14	4	13	3	0	2	2	0	0	1	0
October	33	13	3	21	8	3	20	0	5	1	1	4	2	1
November	27	10	16	4	0	7	3	0	1	0	1	1	5	1
December		2	17	3	3	2	0	0	2	0	0	0	0	2
January		15	6	3	20	1	1	2	2	0	0	1	1	9
February		13	8	5	11	1	0	1	0	1	0	0	1	2
March		16	2	3	6	5	0	12	0	0	4	5	0	4
April		11	1	3	7	11	2	7	0	1	4	1	12	2
May		15	12	5	11	9	8	2	0	1	2	0	0	0
June			24	11	2	8	2	10	1	0	0	1	1	0
Annual Total	120	150	92	73	88	58	49	25	14	6	12	15	25	25
Avg./ Mo.	10.00	12.50	7.67	6.08	7.33	4.83	4.08	2.08	1.17	0.50	1.00	1.25	2.08	2.08

Connections to Water System:

As of June 30, 2021 13,141
 Plus YTD 120
Total Water Connections = 13,261

WATER PRODUCTION														
	FY 2021/22	Variance from prior year		FY 2020/21	FY 2019/20	FY 2018/19	FY 2017/18	FY 2016/17	FY 2015/16	FY 2014/15	FY 2013/14	FY 2012/13	FY 2011/12	FY 2010/11
	AF	AF	%	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF	AF
July	796.57	-61.20	-7.1%	857.77	853.23	857.20	835.87	714.50	659.11	859.00	942.82	911.87	838.49	902.71
August	839.93	-45.38	-5.1%	885.31	795.18	806.47	829.93	808.54	706.62	730.71	828.60	853.85	959.02	964.34
September	738.65	-46.15	-5.9%	784.80	757.08	689.47	712.40	679.54	657.37	800.67	813.20	723.92	826.46	896.27
October	665.18	-90.66	-12.0%	755.84	709.39	709.81	733.86	678.33	575.86	716.30	716.09	788.55	789.71	701.93
November	679.85	-10.28	-1.5%	690.13	619.87	631.75	642.41	601.89	582.22	533.69	557.05	672.3	654.77	709.98
December		0.00	0.0%	588.32	537.23	502.16	584.24	520.63	503.10	590.83	633.09	520.3	575.27	548.09
January		0.00	0.0%	537.96	553.20	570.20	599.52	465.10	431.38	526.86	582.86	609.45	616.19	545.04
February		0.00	0.0%	495.61	520.85	415.49	512.79	453.39	483.92	506.49	522.87	507.31	561.24	486.57
March		0.00	0.0%	625.80	557.73	490.92	536.09	549.50	514.05	614.94	603.89	559.02	583.70	575.84
April		0.00	0.0%	649.34	573.02	635.08	644.06	540.56	502.36	622.58	664.05	744.77	645.93	626.37
May		0.00	0.0%	723.62	698.99	598.36	697.15	731.81	601.83	590.28	708.18	786.79	763.12	758.58
June		0.00	0.0%	761.63	806.02	710.39	688.74	732.68	685.93	706.34	812.96	780.86	794.00	839.98
TOTAL	3720.18	-253.67	-6.4%	8356.13	7981.79	7617.30	8017.06	7476.47	6,903.75	7,798.69	8,385.66	8,458.99	8,607.90	8,555.70



APPENDIX D – Public Affairs Information



MSWD Digital Marketing and Website Report

Website, Social, and Marketing Performance

November, 2021

Casey Dolan

Casey Dolan Consulting

Google Ads Campaigns

 **IMPRESSIONS**
MSWD


212,400

 **CLICKS**
MSWD

875

 **CTR**
MSWD

0.41%

 **GOOGLE ADS CAMPAIGN PERFORMANCE**
MSWD

Campaign	Impr.	Clicks	CTR
MSWD FOG Nov 2021	56,936	356	0.63%
MSWD Drought Nov 2021	41,758	230	0.55%
MSWD Toilet Rebate Nov. 2021	36,311	203	0.56%
Drawing Contest Nov	51,793	67	0.13%
MSWD Black Friday Nov 2021	25,602	19	0.07%
	212,400	875	0.41%

Facebook Ad Campaigns

 **FACEBOOK AD GROUP PERFORMANCE**
MSWD

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page Likes
 <p>Calendar Contest Now Open! Win up to \$150 in prizes MSWD</p> <p>MSWD Drawing Contest Win Up to \$150 www.mswd.org Our MSWD "Water Conservation & Groundwater Protection Calendar" drawing contest is now underway. 📅 🎨</p> <p>K-12 students at schools in the MSWD service area are invited to draw images for our 2022 calendar with prizes to be awarded valued at up to \$150!</p> <p>HURRY! The deadline to enter is November 15, 2021. Click for more details</p>	144	22,224	5,086	4.37	0





231

224,314

65,742

3.41

0

Ad preview	Link Clicks	Impr.	Reach	Frequency	Page Likes
 <p>MSWD - Proud to Serve Our Award-Winn... www.mswd.org In addition to costing considerably less than buying bottled water (4 gallons for 1 cent!), we deliver our award-winning tasty water direct to your home 24/7, 365 days a year!</p>	29	16,118	10,124	1.59	0
 <p>MSWD - Avoid FOG Clogs www.mswd.org Fats, oils and grease (FOGs) can quickly build up on the sides of pipes, solidify, and block flow. Keep your pipes clear by not putting these substances down the drain.</p>	28	63,188	24,391	2.59	0
 <p>MSWD - Rebates Available www.mswd.org MSWD's Toilet Rebate Program is designed to assist homeowners who want to replace old toilets with newer, more efficient models. Rebates of up to \$100 per toilet are available to eligible homeowners on a first-come, first-served basis. Click to learn more.</p>	17	55,987	23,143	2.42	0
 <p>MSWD - Drought Alert www.mswd.org Let's all do our part to help conserve water! A drought emergency is now in effect for the entire State of California. Even small actions such as spending one less minute in the shower each day will save more than 900 gallons over the course of a year!</p>	13	66,797	26,341	2.54	0
	231	224,314	65,742	3.41	0

Website Information

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

42,967

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

5,358

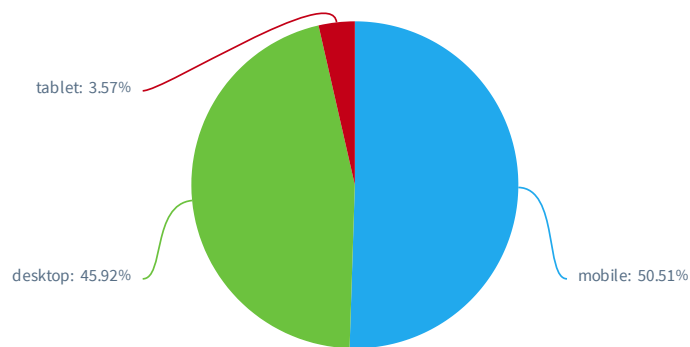
USERS
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

3,803

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

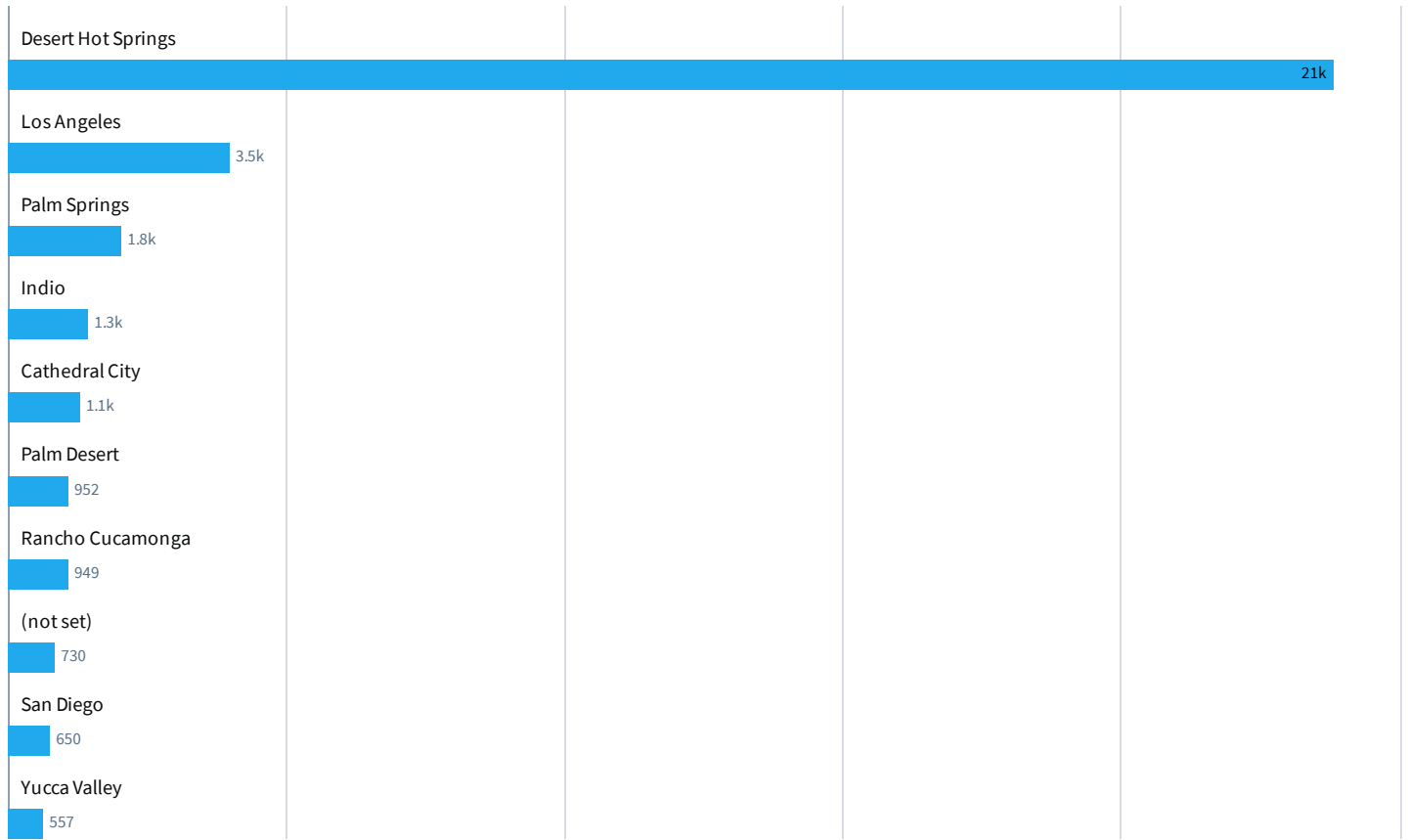
Page Title	Pageviews
Mission Springs Water District - Sign In	6,664
Mission Springs Water District - My Account	4,903
Mission Springs Water District Home Page Mission Springs Water District CA	3,912
Mission Springs Water District - Pay Bills	2,689
(not set)	2,547
Mission Springs Water District - Home	2,405
Mission Springs Water District - Payment Options	2,375
Mission Springs Water District - Pay as a Guest	2,101
Log in Mission Springs Water District CA	1,614
Mission Springs Water District - You Have Successfully Signed Off	1,357
	42,967

SESSIONS / DEVICE CATEGORY
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD



Item 21.

PAGEVIEWS BY CITY
WWW.MSWD.ORG - HTTP://WWW.MSWD.ORG - MSWD

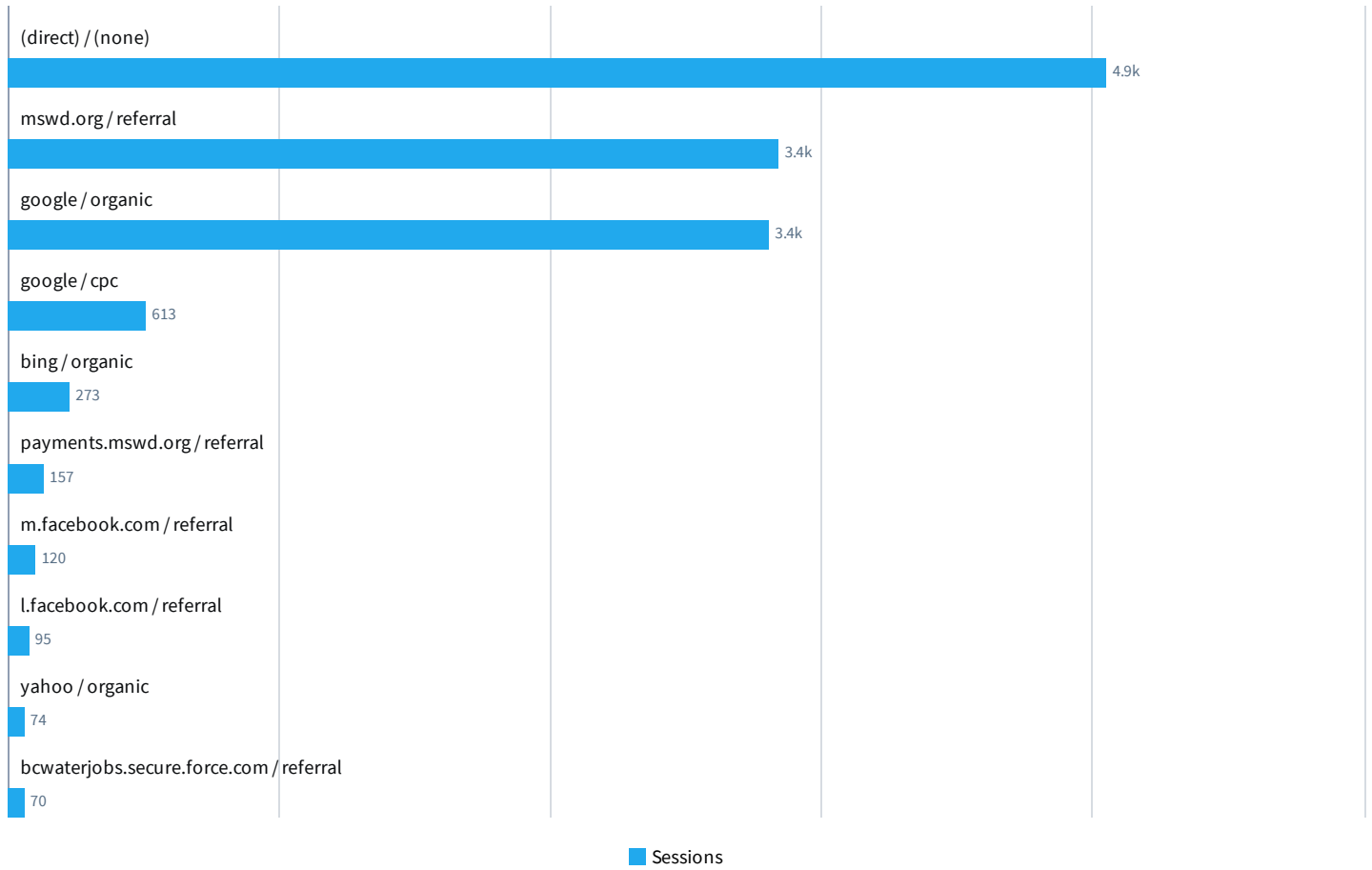


■ Pageviews

Item 21.

USER REFERRERS

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



AVG. SESSION DURATION

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

2m 4s

PAGES / SESSION

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

3.21

BOUNCE RATE

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

31.16%



CVWC Digital Marketing Report

Website, Social, and Marketing Performance

November, 2021

by Hunter | Johnsen

Google Ads Campaigns

 **DISPLAY AD IMPRESSIONS**
CV WATER COUNTS

502,064

 **SEARCH AD IMPRESSIONS**
CV WATER COUNTS

2,340

 **VIDEO IMPRESSIONS**
CV WATER COUNTS

34,372

 **CLICKS**
CV WATER COUNTS

4,734

 **CTR**
CV WATER COUNTS

0.88%

 **GOOGLE PROGRAMMATIC DISPLAY AD CAMPAIGN PERFORMANCE**
CV WATER COUNTS

Campaign	Clicks	Impr.
CVWC Academy November 2021	3,882	450,222
CVWC Academy	3,882	450,222
CV Water Counts November 2021	305	34,773
Desert Friendly Plants	250	29,694
Reduce Water Use	55	5,079
CV Water Counts November 2021 SPANISH	309	17,069
Desert Friendly Plants	163	10,259
Reduce Water Use	146	6,810
	4,496	502,064



GOOGLE YOUTUBE VIDEO AD CAMPAIGN PERFORMANCE

CV WATER COUNTS

Account	Impr.	Engagements	Views	Clicks
CV Water Counts	34,372	10,846	2,822	61
CVWC Water Saving Tips English Nov.	25,368	7,711	1,789	38
CVWC Water Saving Tips Spanish Nov.	9,004	3,135	1,033	23
	34,372	10,846	2,822	61



GOOGLE ADS PAID SEARCH CAMPAIGN PERFORMANCE

CV WATER COUNTS

Campaign	Clicks	Impr.
CVWC search	177	2,340
	177	2,340

KEYWORDS PERFORMANCE

CV WATER COUNTS

Account	Clicks	Impr.	CTR
CV Water Counts	165	1,887	8.74%
water company	59	848	6.96%
water rebates	40	188	21.28%
water agency	36	674	5.34%
grass removal rebate	12	45	26.67%
toilet rebate	6	22	27.27%
water agency map	3	14	21.43%
washing machine rebate	3	51	5.88%
turf removal rebate	2	14	14.29%
water agency rebates	2	14	14.29%
	168	1,988	8.45%



Item 21.

Account	Clicks	Impr.	CTR
water saving tips	2	17	11.76%
	168	1,988	8.45%

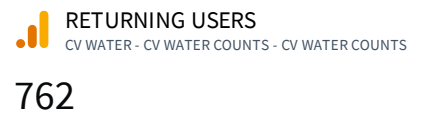
Facebook Ad Campaigns

FACEBOOK AD PERFORMANCE

HUNTER JOHNSEN

Ad preview	Clicks	Impr.	Reach	Frequency	Page engagement
 <p>CV Water Counts Academy 2022 cvwatercounts.com The Water Counts Academy is designed for current and emerging leaders in the Coachella Valley who want to learn about the lifeblood of our valley—its water resources.</p> <p>We are excited to offer this comprehensive course that will cover the history, use and management of water here in the Coachella Valley.</p>	997	28,882	12,061	2.39	572
 <p>Choose Desert-Friendly Plants cvwatercounts.com It may surprise you, but the desert offers a wide variety of low-water-use landscape plants. Blending their various colors, textures, and forms allow you to create combinations to suit any yard.</p>	903	23,852	8,535	2.79	540
	1,900	52,734	18,489	2.85	1,112

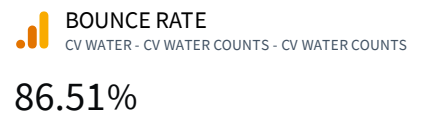
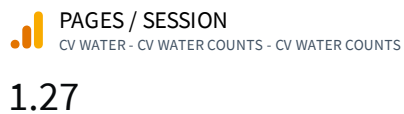
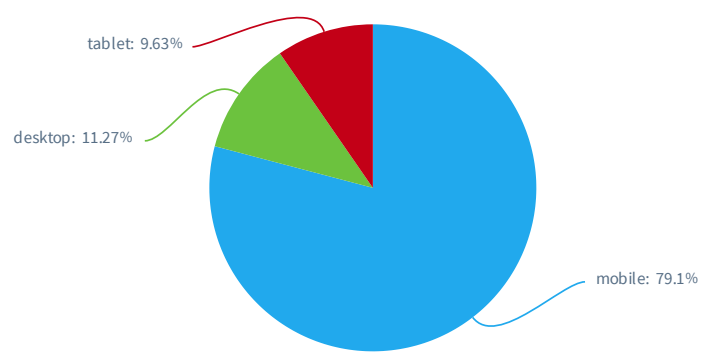
Website Information



PAGEVIEWS
CV WATER - CV WATER COUNTS - CV WATER COUNTS

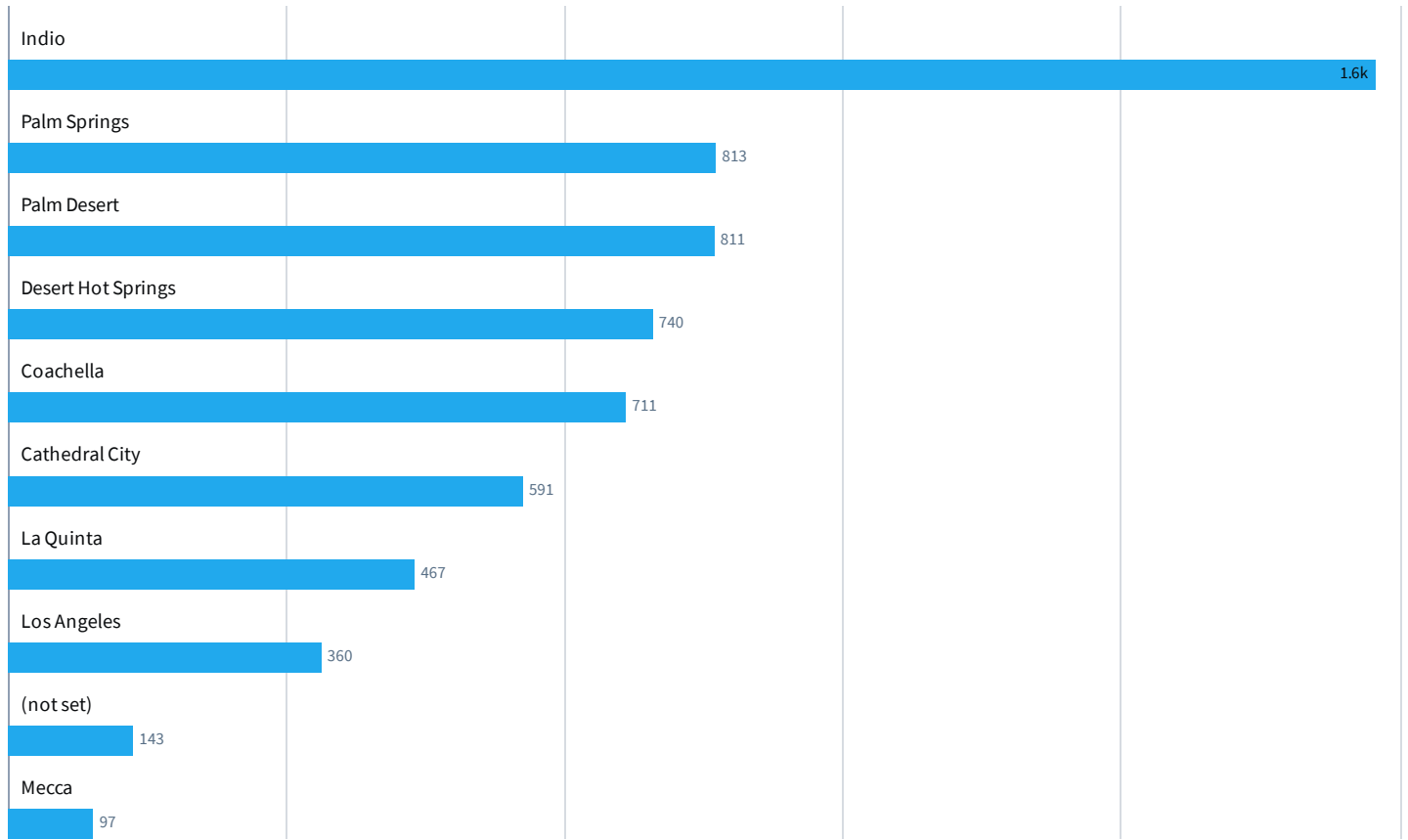
Page path	Pageviews
/academy/	3,983
/landscaping-tip-of-the-month-choose-desert-friendly-plants/	642
/	367
/reduce-water-use-as-temperatures-cool/	279
/water-map/	233
/rebates/	134
/conservation-tips/	91
/two-dozens-vegetables-to-plant-by-mid-october-in-palm-springs-and-the-coachella-valley/	65
/careers/	58
/learn/	50
	7,628

SESSIONS / DEVICE CATEGORY
CV WATER - CV WATER COUNTS - CV WATER COUNTS



Item 21.

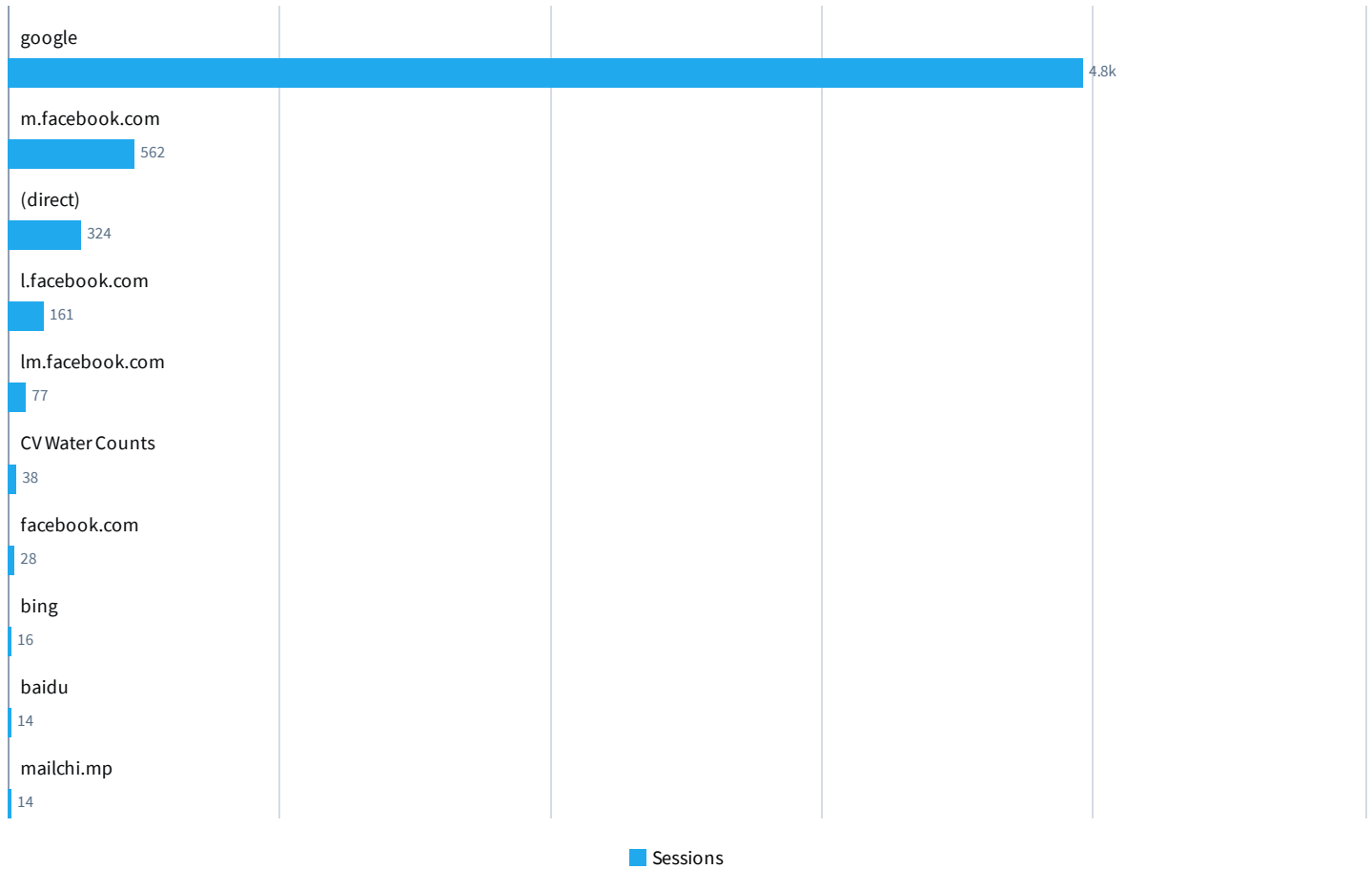
PAGEVIEWS BY CITY
CV WATER - CV WATER COUNTS - CV WATER COUNTS



■ Pageviews

Item 21.

USER REFERRERS
CV WATER - CV WATER COUNTS - CV WATER COUNTS



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

Month	Sessions	Users	Pageviews	Pages / session	Avg. session duration	Bounce rate	% new sessions
November 2021	6,014	4,869	7,628	1.27	34s	86.51%	79.12%
October 2021	2,133	1,588	2,825	1.32	37s	84.2%	70.46%
September 2021	2,035	1,501	2,791	1.37	49s	83.59%	70.37%
August 2021	2,090	1,439	2,877	1.38	56s	82.82%	65.17%
July 2021	2,278	1,553	3,216	1.41	56s	83.01%	63.48%
June 2021	2,354	1,575	3,103	1.32	44s	83.56%	62.7%
May 2021	2,394	1,558	3,117	1.3	37s	84.13%	60.44%
April 2021	2,640	1,820	4,353	1.65	48s	71.17%	63.98%
March 2021	2,899	2,108	4,617	1.59	52s	74.2%	68.4%
February 2021	2,304	1,604	3,576	1.55	1m 9s	79.86%	66.49%
January 2021	2,417	1,858	3,210	1.33	47s	85.64%	74.1%
December 2020	1,815	1,290	2,416	1.33	43s	83.31%	67.88%
	32,561	22,693	45,855	1.41	48s	82.01%	69.02%

Item 21.

Month	Sessions	Users	Pageviews	Pages / session	Avg. session duration	Bounce rate	% new sessions
November 2020	1,188	871	2,126	1.79	1m 35s	79.88%	69.11%
	32,561	22,693	45,855	1.41	48s	82.01%	69.02%

Organic Search

TOP KEYWORDS CVWATERCOUNTS.COM/

Query	Impr.	Clicks	CTR	Avg. position
lake cahuilla	2,046	0	0%	8.48
water pledge	625	0	0%	5.87
lantana ground cover	486	7	1.44%	10.3
water wise	477	0	0%	9.31
cv water	343	2	0.58%	6.57
palm desert landscaping service	343	0	0%	47.68
pledge on water saving	268	0	0%	1.29
dalea greggii	220	0	0%	1.05
pledge on save water	177	0	0%	1.28
water by ralph waldo emerson	169	1	0.59%	4.34
	5,154	10	0.19%	9.62

TOP PAGES CVWATERCOUNTS.COM/

Page	Impr.	Clicks	CTR	Avg. position
https://cvwatercounts.com/save-water-pledge/	2,562	9	0.35%	3.55
https://cvwatercounts.com/lake-cahuilla-recreation-and-reliability/	2,561	2	0.08%	9.64
https://cvwatercounts.com/plant-of-the-month-trailing-lantana-lantana-montevideensis/	1,039	11	1.06%	25.25
https://cvwatercounts.com/take-the-pledge-to-conserve-water-for-your-new-years-resolution/	792	1	0.13%	3.75
https://cvwatercounts.com/eco-friendly-car-washes-in-the-coachella-valley/	739	2	0.27%	39.71
https://cvwatercounts.com/celebrate-earth-day-by-being-water-wise/	627	0	0%	10.83
https://cvwatercounts.com/find-a-landscaper/	571	2	0.35%	55.83
https://cvwatercounts.com/	484	15	3.1%	8
https://cvwatercounts.com/plant-of-the-month-mexican-bush-sage-salvia-leucantha/	415	0	0%	51.52
https://cvwatercounts.com/wp-content/uploads/2019/02/Golf-and-Recycled-Water.pdf	391	5	1.28%	41.09
	10,181	47	0.46%	24.92

Facebook Information

f IMPRESSIONS
CV WATER COUNTS

55,499

f REACH
CV WATER COUNTS

18,929

f NEW PAGE LIKES
CV WATER COUNTS

6

f ENGAGED USERS
CV WATER COUNTS

1,515





f PAGE VIEWS
CV WATER COUNTS

121







f LIFETIME PAGE LIKES
CV WATER COUNTS

3,988

f POSTS
CV WATER COUNTS







Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>Coachella Valley Water...</p>	November 29, 2021	21	0	0%	0	0
 <p>Happy Thanksgiving!</p>	November 25, 2021	82	2	2%	2	0
 <p>Learn how to shut off ...</p>	November 24, 2021	70	0	0%	0	0
 <p>The water workforce o...</p>	November 24, 2021	63	4	6%	1	0
		1,171	26	2%	12	0

Item 21.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>IND OUT ABOUT THE HELP 2 OTHERS PROGRAM!</p> <p>WATER ASSISTANT</p>	November 22, 2021	45	0	0%	0	0
<p>If you or someone you...</p>						
	November 20, 2021	118	1	1%	1	0
<p>Thaw your Thanksgivi...</p>						
 <p>CHOOSE PLANT-FRIENDLY PLANTS!</p>	November 18, 2021	49	2	4%	2	0
<p>It may surprise you, bu...</p>						
	November 17, 2021	79	1	1%	1	0
<p>Toilet leaks can be sile...</p>						
	November 15, 2021	69	1	1%	1	0
<p>The paddle plant is a p...</p>						
 <p>Water COUNTS ACADEMY</p> <p>APPLY BY JANUARY</p>	November 12, 2021	121	10	8%	1	0
<p>CV Water Counts is gea...</p>						



1,171 26 2% 12 0

Item 21.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>DIY Outdoor Leak Check The sooner you find & fix leaks, the more water and money you save.</p> <p>LOOK</p> <ul style="list-style-type: none"> • Check for puddled water or stained pavement. • Inspect all faucets and hose spigots for leaks. • Check the irrigation system for damaged parts & leaks. • Inspect irrigation for broken, misaligned or clogged heads. • Using a water pressure gauge, measure at the hose spigot for high pressure. • Check the irrigation controller (and any sensors you have). • Inspect pool equipment and water level. 	November 12, 2021	64	0	0%	0	0
 <p>Washing dark clothes i...</p>	November 10, 2021	33	0	0%	0	0
 <p>SEE WHAT REBATES AVAILABLE FROM YOUR WATER AGENCY.</p> <p>Check to see what reb...</p>	November 7, 2021	56	1	2%	0	0
 <p>We urge returning seas...</p>	November 5, 2021	51	1	2%	0	0
 <p>While local water supp...</p>	November 5, 2021	47	0	0%	0	0
 <p>Designate one glass fo...</p>	November 4, 2021	68	0	0%	0	0

1,171 26 2% 12 0

Item 21.

Post	Created at	Post reach	Engaged users	Post engagement rate	Likes	Comments
 <p>#diademuertos #dayo...</p>	November 1, 2021	77	3	4%	3	0
 <p>CV Water Counts upda...</p>	November 1, 2021	58	0	0%	0	0
		1,171	26	2%	12	0

Instagram Information

 **IMPRESSIONS**
CV WATER COUNTS

407



 **LIKES**
CV WATER COUNTS

4

 **FOLLOWERS (TOTAL)**
CV WATER COUNTS

215

 **MEDIA PERFORMANCE**
CV WATER COUNTS

Media	Impr.	Engagement	Reach	Saved	Video views
 Happy Thanksgiving!	24	2	21	0	0
 #diademuertos #dayo...	22	2	19	0	0
	46	4	40	0	0

Twitter Information

Nov 2021 · 30 days

TWEET HIGHLIGHTS

Top Tweet earned 153 impressions

Thaw your Thanksgiving Turkey in the fridge, instead of using water in the sink.
pic.twitter.com/rtXaLN0co4



♥ 2

[View Tweet activity](#)

[View all Tweet activity](#)

Top media Tweet earned 98 impressions

#diademuertors #dayofthedead
pic.twitter.com/miqefTAafH



♥ 3

[View Tweet activity](#)

[View all Tweet activity](#)

NOV 2021 SUMMARY

Tweets	Tweet impressions
16	1,508
Profile visits	New followers
216	3

E-Blast Information

CAMPAIGN PERFORMANCE
CV WATER COUNTS


Campaign	Send Time	Emails Sent	Total Opens	Open Rate	Industry Open Rate	Total Clicks	Click Rate	Industry Click Rate	Hard Bounces	Unsubscribe Count
CV Water Counts Academy 2022: Applications Now Being Accepted	Friday, November 19, 2021 7:57 PM	215	279	51.16%	15.13%	51	8.84%	0.73%	4	2
CV Water Counts November 2021	Wednesday, November 3, 2021 5:15 PM	394	341	42.39%	15.13%	56	9.9%	0.73%	1	0
		609	620	45.48%	15.13%	107	9.52%	0.73%	5	2



MSWD Social Analytics

November 2021

Included in this Report

 @MSWaterDistrict

 Mission Springs Water District

 Beatrice Makabeh Eslamboly (All 97 Ca...

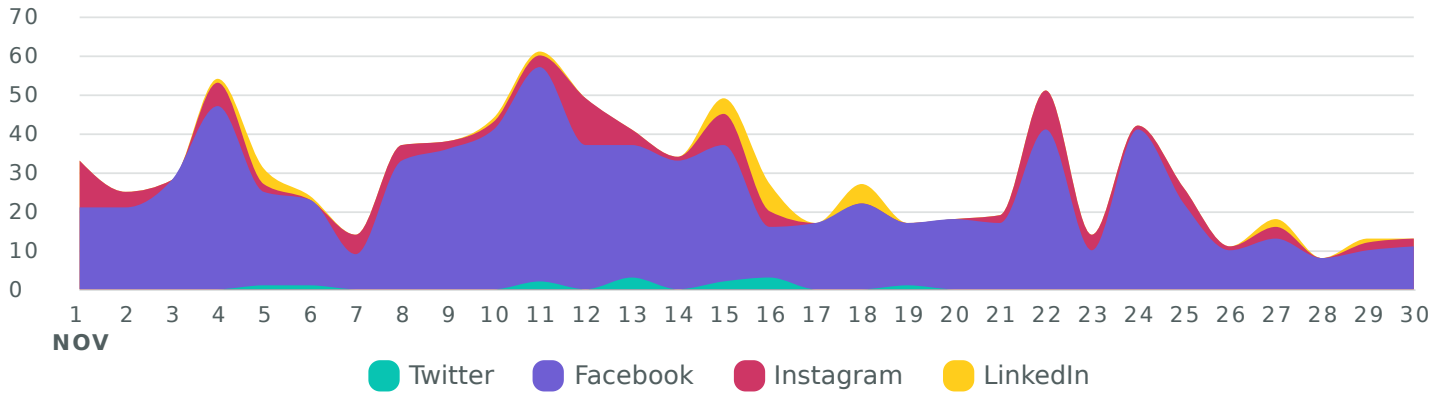
 missionspringswaterdistrict

 Mission Springs Water District

Cross-Network Engagement

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

Engagements, by Day



Engagement Metrics	Totals	% Change
Total Engagements ⓘ	883	↘ 14.9%
Twitter Engagements	13	↗ 160%
Facebook Engagements	745	↘ 18.9%
Instagram Engagements	98	↘ 2%
LinkedIn Engagements	27	↗ 107.7%
Engagement Rate (per Impression) ⓘ	0.4%	↘ 26.6%

Cross-Network Performance Summary

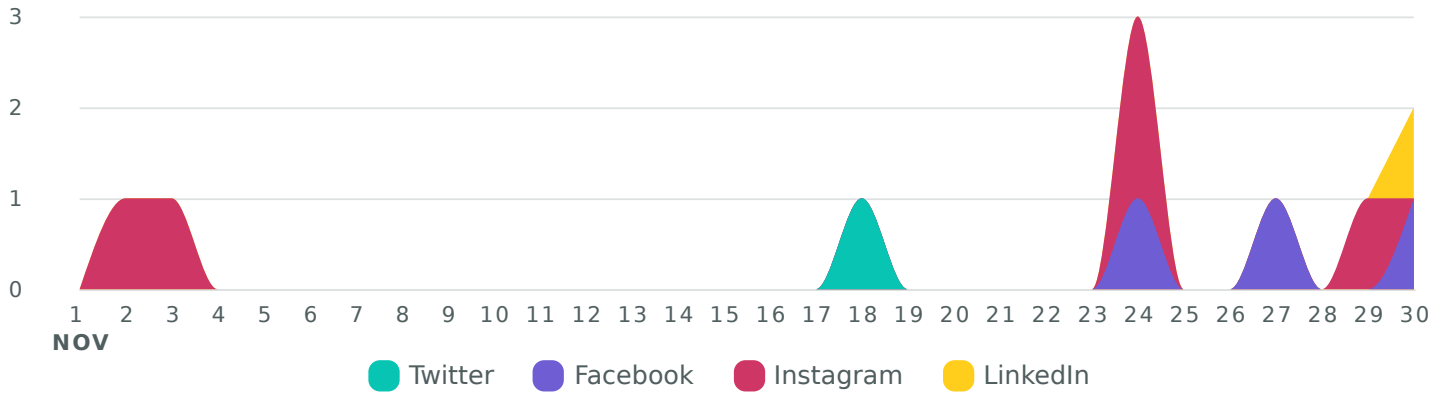
View your key profile performance metrics from the reporting period.

<p>Impressions ⓘ</p> <p>231,794 ↗ 16%</p>	<p>Engagements ⓘ</p> <p>883 ↘ 14.9%</p>	<p>Post Link Clicks ⓘ</p> <p>253 ↘ 19.9%</p>
--	--	---

Cross-Network Audience Growth

See how your audience grew during the reporting period.

Audience Gained, by Day



Audience Metrics	Totals	% Change
Total Audience ⓘ	1,428	↗10.2%
Total Net Audience Growth ⓘ	4	↘55.6%
Twitter Followers Gained	1	↗—
Facebook Page Likes	3	↘25%
Instagram Followers Gained	5	↘28.6%
LinkedIn Followers Gained	1	→0%

FACEBOOK

Facebook Performance Summary

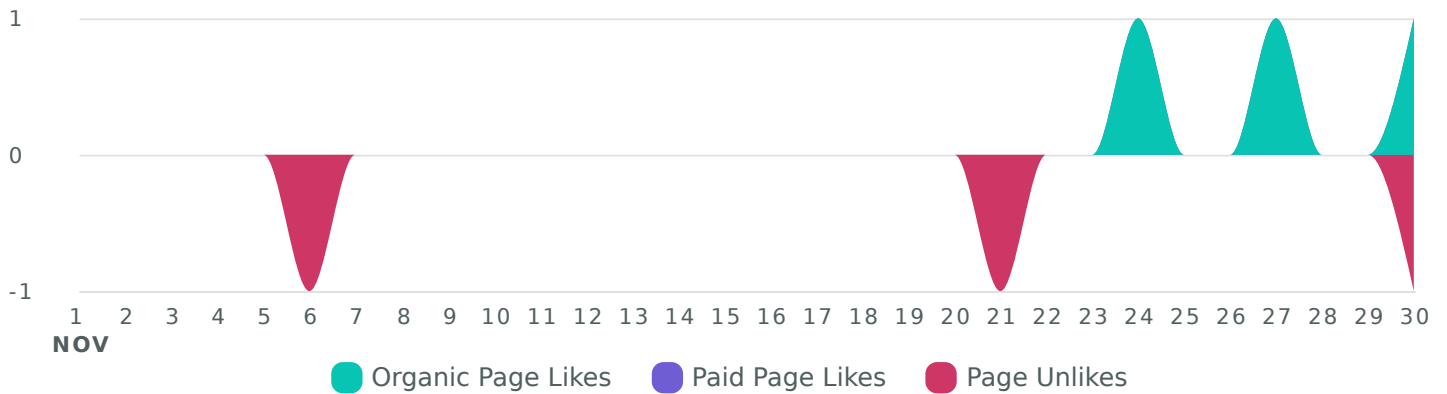
View your key profile performance metrics from the reporting period.

Impressions 229,028 ↗17.1%	Engagements 745 ↘18.9%	Post Link Clicks 239 ↘23.6%
--------------------------------------	----------------------------------	---------------------------------------

Facebook Audience Growth

See how your audience grew during the reporting period.

Net Page Likes Breakdown, by Day



Audience Metrics	Totals	% Change
Fans	1,084	→0%
Net Page Likes	0	↘100%
Organic Page Likes	3	↘25%
Paid Page Likes	0	→0%
Page Unlikes	3	↗50%

Facebook Top Posts

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

Descending by Lifetime Engagements

f Mission Spring...
Mon 11/15/2021 1:13 p...

This is your opportunity to join the **#MSWD** team! We are looking for an experienced

Total Engagements	21
Reactions	7
Comments	0
Shares	3
Post Link Clicks	1
Other Post Clicks	10

f Mission Spring...
Mon 11/15/2021 8:53 a...

Take a look around our new and improved website! Visit www.MSWD.org to pay your

Total Engagements	21
Reactions	9
Comments	3
Shares	3
Post Link Clicks	2
Other Post Clicks	4

f Mission Spring...
Thu 11/4/2021 2:10 pm ...

Join the **#MSWD** team! We are looking for an entry-level Field Operations Technician to

Total Engagements	20
Reactions	11
Comments	1
Shares	3
Post Link Clicks	3
Other Post Clicks	2

INSTAGRAM

Instagram Performance Summary

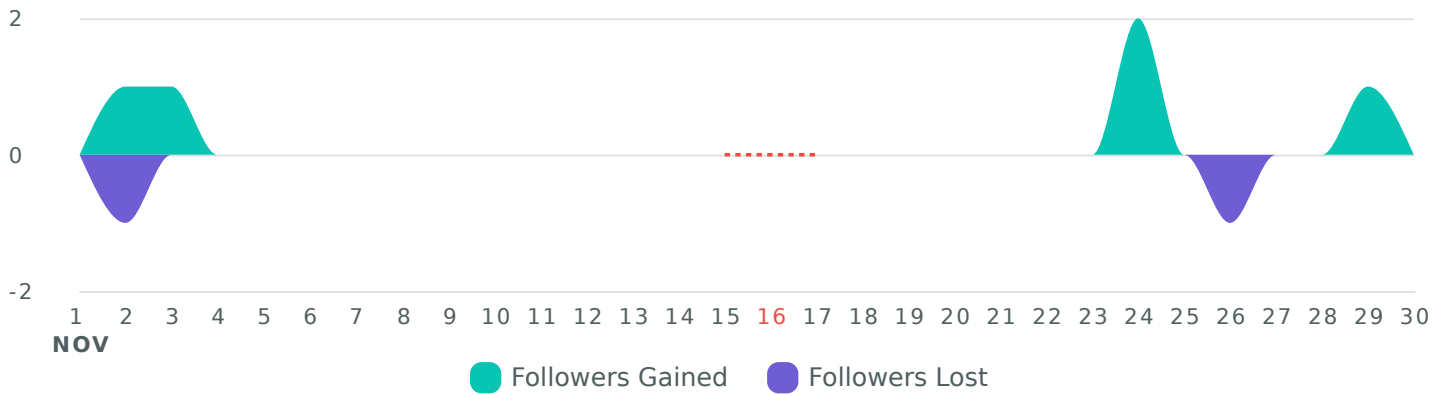
View your key profile performance metrics from the reporting period.

Impressions 1,749 ↘50.7%	Engagements 98 ↘2%	Profile Actions 1 →0%
------------------------------------	------------------------------	---------------------------------

Instagram Audience Growth

See how your audience grew during the reporting period.

Net Follower Growth Breakdown, by Day



Audience Metrics	Totals	% Change
Followers	191	↗1.6%
Net Follower Growth	3	↘50%
Followers Gained	5	↘28.6%
Followers Lost	2	↗100%

Instagram Top Posts & Stories

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

Descending by Lifetime Engagements

<div data-bbox="126 525 203 598"></div> <div data-bbox="224 525 516 598"> missionsprings... Mon 11/22/2021 9:32 a... </div> <p data-bbox="126 667 495 787">#MSWDTip: In additional the normal fats, oils and grease, #DYK it's also important to</p> <div data-bbox="126 814 516 1054"> </div> <table border="1" data-bbox="126 1087 516 1354"> <tr> <td>Total Engagements</td> <td>13</td> </tr> <tr> <td>Likes</td> <td>13</td> </tr> <tr> <td>Comments</td> <td>0</td> </tr> <tr> <td>Saves</td> <td>0</td> </tr> </table> <div data-bbox="483 1369 522 1411"></div>	Total Engagements	13	Likes	13	Comments	0	Saves	0	<div data-bbox="620 525 696 598"></div> <div data-bbox="717 525 1010 598"> missionsprings... Thu 11/11/2021 8:00 am... </div> <p data-bbox="613 667 1010 787">Join us in honoring those who served our country. Our offices are closed today in</p> <div data-bbox="613 814 1003 1054"> </div> <table border="1" data-bbox="613 1087 1003 1354"> <tr> <td>Total Engagements</td> <td>9</td> </tr> <tr> <td>Likes</td> <td>9</td> </tr> <tr> <td>Comments</td> <td>0</td> </tr> <tr> <td>Saves</td> <td>0</td> </tr> </table> <div data-bbox="971 1369 1010 1411"></div>	Total Engagements	9	Likes	9	Comments	0	Saves	0	<div data-bbox="1107 525 1183 598"></div> <div data-bbox="1205 525 1497 598"> missionsprings... Mon 11/1/2021 8:15 am ... </div> <p data-bbox="1101 667 1497 787">Let's raise a toast to the QUALITY, TASTE and VALUE of our tap water! #DYK... We ar</p> <div data-bbox="1101 814 1490 1054"> </div> <table border="1" data-bbox="1101 1087 1490 1354"> <tr> <td>Total Engagements</td> <td>9</td> </tr> <tr> <td>Likes</td> <td>8</td> </tr> <tr> <td>Comments</td> <td>1</td> </tr> <tr> <td>Saves</td> <td>0</td> </tr> </table> <div data-bbox="1464 1369 1503 1411"></div>	Total Engagements	9	Likes	8	Comments	1	Saves	0
Total Engagements	13																									
Likes	13																									
Comments	0																									
Saves	0																									
Total Engagements	9																									
Likes	9																									
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Saves	0																									
Total Engagements	9																									
Likes	8																									
Comments	1																									
Saves	0																									

TWITTER

Twitter Performance Summary

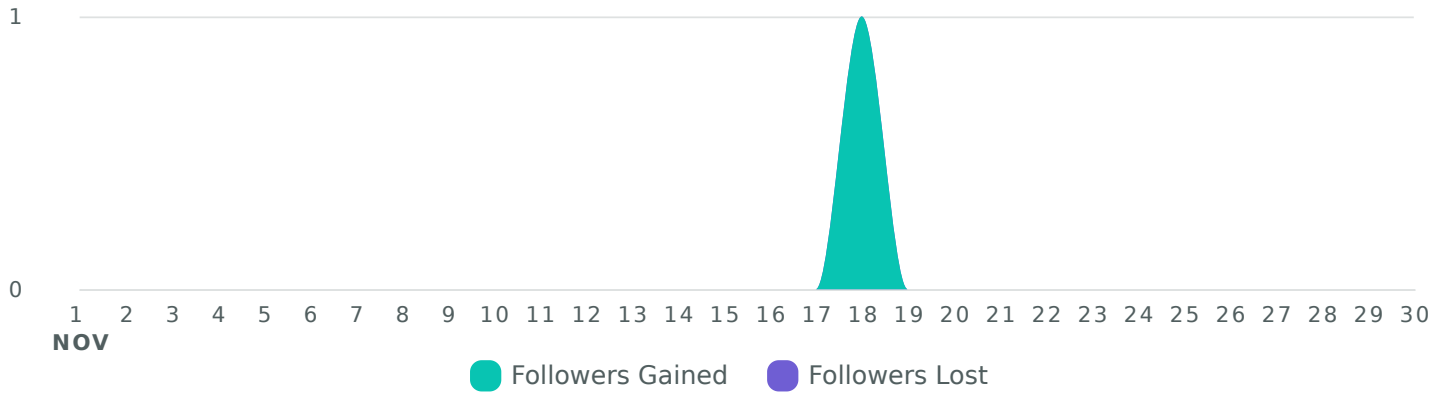
View your key profile performance metrics from the reporting period.

Impressions 714 ↗91.4%	Engagements 13 ↗160%	Post Link Clicks 0 →0%
----------------------------------	--------------------------------	----------------------------------

Twitter Audience Growth

See how your audience grew during the reporting period.

Net Follower Growth Breakdown, by Day




Audience Metrics	Totals	% Change
Followers	79	↗1.3%
Net Follower Growth	1	↗—
Followers Gained	1	↗—
Followers Lost	0	→0%
Following	100	→0%

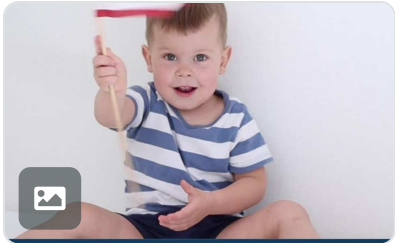
Twitter Top Posts

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


Descending by Lifetime Engagements


MSWaterDistrict
Thu 11/11/2021 4:00 pm...

Join us in honoring those who served our country. Our offices are closed today in




Total Engagements	3
Likes	2
@Replies	0
Retweets	1
Post Link Clicks	—
Other Post Clicks	0
Other Engagements	0





MSWaterDistrict
Mon 11/1/2021 3:15 pm ...

Let's raise a toast to the QUALITY, TASTE and VALUE of our tap water! #DYK We are

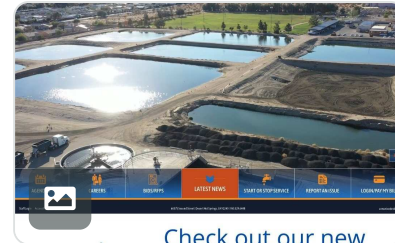


Total Engagements	3
Likes	1
@Replies	0
Retweets	0
Post Link Clicks	—
Other Post Clicks	2
Other Engagements	0





MSWaterDistrict
Mon 11/15/2021 4:54 p...

Visit [MSWD.org](https://www.mswd.org) to check out our new website! Pay your bills and learn about



Total Engagements	2
Likes	1
@Replies	0
Retweets	1
Post Link Clicks	0
Other Post Clicks	0
Other Engagements	0



LINKEDIN

LinkedIn Performance Summary

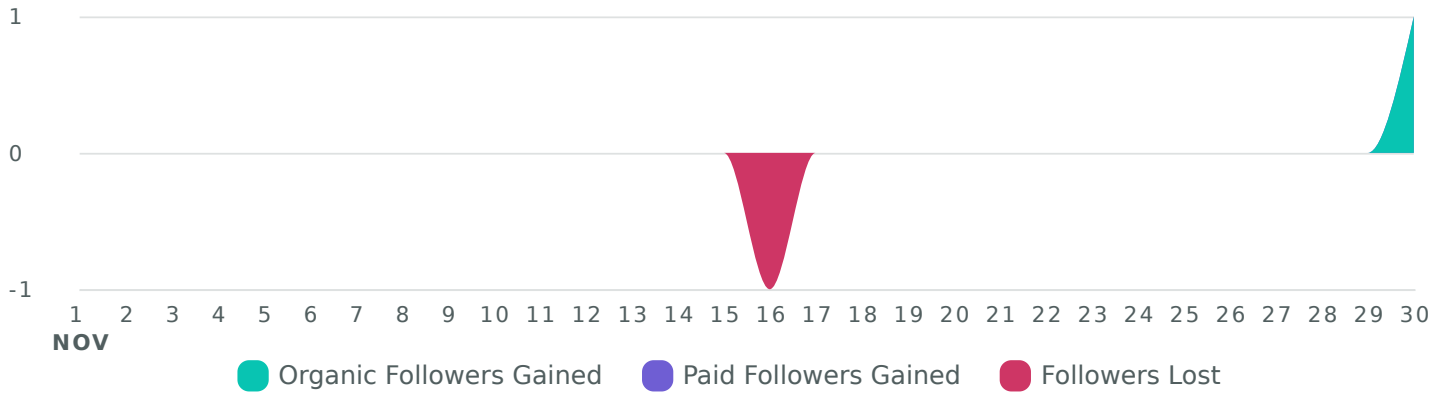
View your key profile performance metrics from the reporting period.

Impressions 303 ↗46.4%	Engagements 27 ↗107.7%	Post Clicks (All) 14 ↗366.7%
----------------------------------	----------------------------------	--

LinkedIn Audience Growth

See how your audience grew during the reporting period.

Net Follower Growth Breakdown, by Day



Audience Metrics	Totals	% Change
Followers	74	↘1.3%
Net Follower Growth	0	↘100%
Organic Followers Gained	1	→0%
Paid Followers Gained	0	→0%
Followers Lost	1	↗-


LinkedIn Top Posts

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

Descending by Lifetime Engagements

MS
in
Mission Spring...
Mon 11/15/2021 4:54 p...

We're taking customer service to a whole new level through the launch of our brand new



Check out our new

Total Engagements	8
Reactions	1
Comments	0
Shares	1
Post Clicks (All)	6

MS
in
Mission Spring...
Thu 11/4/2021 9:15 pm ...


Join the **#MSWD** team! We are looking for an entry-level Field Operations Technician t



Total Engagements	6
Reactions	2
Comments	0
Shares	1
Post Clicks (All)	3

MS
in
Mission Spring...
Fri 11/26/2021 2:30 pm ...

The best Black Friday deal - tap water from your own home! **#MSWD**



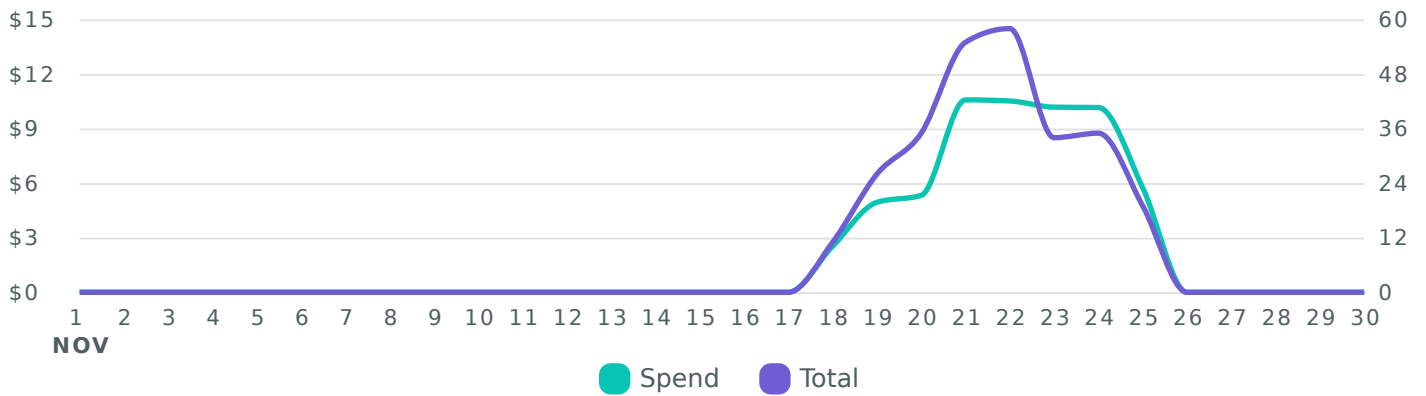
Total Engagements	4
Reactions	3
Comments	0
Shares	0
Post Clicks (All)	1

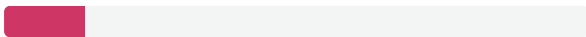
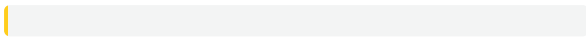
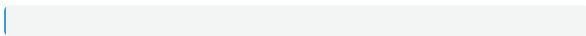

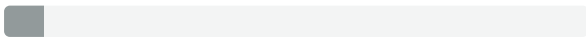
SPONSORED POSTS

Facebook & Instagram Paid Engagement

Visualize and analyze how people are engaging with your paid campaigns during the reporting period.

Engagements, by Day



Engagement, by Engagement Type	Totals	% Change
Total Engagements	273	↘ 70.8%
Reactions 	37	↘ 47.9%
Shares 	2	→ 0%
Comments 	1	→ 0%
Link Clicks 	215	↘ 55%
Other 	18	↘ 95.3%

Engagement Metrics	Totals	% Change
CPE	\$0.22	↗ 65.2%
Engagement Rate (per Impression)	4.6%	↘ 29.4%
Average Daily Engagements	9.1	↘ 70.8%

Facebook & Instagram Paid Engagement

Visualize and analyze how people are engaging with your paid campaigns during the reporting period.

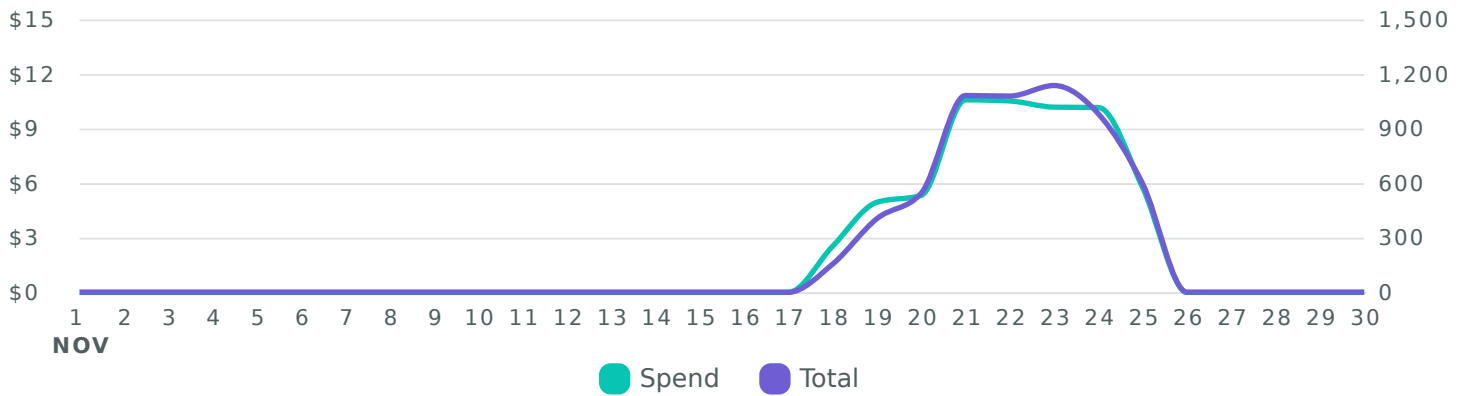
Engagements, by Day

 Campaign **Instagram Post: Your Thanksgiving guests will...** received the most engagement

Facebook & Instagram Paid Impressions

Review how many times your content was seen by the targeted audience during the reporting period.

Impressions, by Day



Impression Metrics	Totals	% Change
Total Impressions	5,980	↘ 58.7%

Impression Metrics	Totals	% Change
CPM	\$10.03	↗ 16.6%
Average Daily Impressions	199.33	↘ 58.7%

APPENDIX E – State Water Resources Control Board Drought Reporting

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

SWRCB Drought Reporting -- 2020

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Production - Month (AF)	553	521	558	573	699	793	856	885	785	756	690	588
Residential use = 65%	359	339	363	372	454	515	556	575	510	491	449	382
325,851 gal per AF	117,127,142	110,349,441	118,186,158	121,363,205	148,050,402	167,959,898	181,303,496	187,445,788	166,265,473	160,123,181	146,144,174	124,540,252
Service area population - 37,600	3115	2935	3143	3228	3938	4467	4822	4985	4422	4259	3887	3312
Number of days in month	31	28	31	30	31	30	31	31	30	31	30	31
Per capita water use (Gal Day)	100	105	101	108	127	149	156	161	147	137	130	107

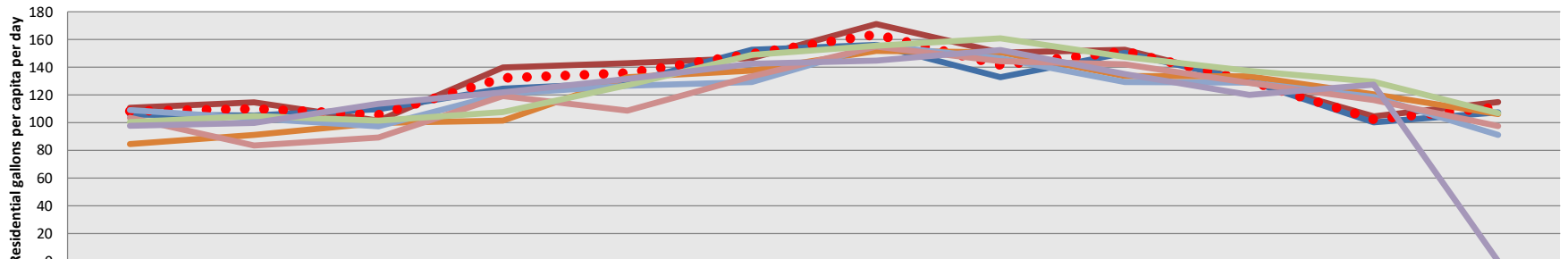
SWRCB Drought Reporting -- 2021

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Production - Month (AF)	538	496	626	649	724	759	797	839	720	661	680	0
Residential use = 65%	350	322	407	422	471	493	518	545	468	430	442	0
325,851 gal per AF	113,950,095	105,054,362	132,588,772	137,460,244	153,345,481	160,758,591	168,807,111	177,702,843	152,494,032	139,974,348	143,941,421	-
Service area population - 37,600	3031	2794	3526	3656	4078	4275	4490	4726	4056	3723	3828	0
Number of days in month	31	28	31	30	31	30	31	31	30	31	30	31
Per capita water use (Gal Day)	98	100	114	122	132	143	145	152	135	120	128	0

SWRCB Drought Reporting -- Historical

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Change GPCD from 2013 to 2019	7	31	12	21	34	13	16	6	11	1	(12)	17
Percent Change From 2013 to 2019	6%	27%	12%	15%	24%	9%	10%	4%	7%	1%	-11%	15%
Change GPCD from 2013 to 2020	10	10	0	32	16	(2)	16	(10)	5	(7)	(25)	8
Percent Change From 2013 to 2020	9%	9%	0%	23%	11%	-2%	9%	-7%	3%	-6%	-24%	7%
Change GPCD from 2013 to 2021	13	15	(12)	18	11	4	26	(2)	18	10	(23)	
Percent Change From 2013 to 2021	12%	13%	-12%	13%	8%	3%	15%	-1%	11%	8%	-22%	

Per Capita/Per Day Comparison



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2013	111	115	102	140	143	147	171	151	153	130	105	115
2014	106	105	110	125	129	153	156	133	150	130	100	107
2013-14 Average	108	110	106	132	136	150	164	142	152	130	102	111
2017	85	91	100	102	133	138	152	151	134	133	121	106
2018	109	103	97	121	127	129	156	147	129	129	119	91
2019	104	83	89	119	109	133	155	144	142	129	116	98
2020	100	105	101	108	127	149	156	161	147	137	130	107
2021	98	100	114	122	132	143	145	152	135	120	128	0