



Mission Springs Water District



Proposal to Provide:

Administrative and Water Management Services

Submitted by:



MDN Water Management Services Inc.
428 Hammacksville Road
Trenton, KY 42286
(951) 259-2923
mike@mdn-wms.com
www.mdn-wms.com



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EXECUTIVE SUMMARY

November 22, 2024

Marion Champion
Assistant General Manager
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240

RE: Proposal to Provide Administrative and Water Management Services

Dear Mrs. Champion,

Thank you for the opportunity to submit our proposal to provide administrative and water management services and support for the Mission Springs Water District (MSWD). We are excited about the opportunity to continue our successful working relationship with MSWD and look forward to continuing to be a part of the team that develops and implements the future vision and direction of MSWD.

With over 25 years of experience covering a broad range of knowledge of the water and wastewater industry, MDN Water Management Services Inc. will continue to be a valued asset to your organization. Continuing to build on our successful working relationship with MSWD over the last three years is very important to us and MDN Water Management Services Inc. is dedicated to the mission, vision, and strategic goals of MSWD.

MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team. We also believe that successful projects and programs are the result of a well-managed and motivated team.

MDN Water Management Services Inc. has all of the necessary skills and experience in-house to perform all the tasks listed in the Scope of Services of this Request for Qualifications and will not require the use of any subconsultants for this work.



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I will personally serve as the project manager for this contract, and as the Chief Executive Officer and Principal of MDN Water Management Services Inc., I am fully authorized to legally bind MDN Water Management Services Inc. in agreements with MSWD. This quote remains valid for a period of at least ninety (90) days. Please contact me at 951-259-2923, or via email at mike@mdn-wms.com, if you have any questions or would like to discuss our professional qualifications further. I look forward to continuing our successful working relationship to meet the short- and long-term needs of MSWD.

Sincerely,

A handwritten signature in blue ink, which appears to read "Michael D. Nusser". The signature is fluid and cursive, with a long, sweeping underline.

Michael D. Nusser
Chief Executive Officer, Principal

MDN Water Management Services Inc.
428 Hammacksville Road
Trenton, KY 42286
951-259-2923
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EXPERIENCE AND QUALIFICATIONS OF THE FIRM

Company Background

MDN Water Management Services Inc. is a veteran- and employee-owned company founded by Mike Nusser, a former public water agency employee with more than 25 years of experience in managing and administering water- and wastewater-related projects and programs. Mike founded MDN Water Management Services Inc. in 2023 with the goal of continuing and expanding the successful working relationship established with the Mission Springs Water District (MSWD) providing general administrative and water management services and support in achieving MSWD's short- and long-term strategic goals.

Over the last 25 years, Mike has been able to quickly adapt and learn a variety of skill sets while maintaining the highest performance standards within a diverse range of functions, which is clearly illustrated by past successes. These accomplishments are derived from exceptional interpersonal and communication skills, strong attention to detail, and unparalleled work ethic. Mike has been able to leverage past successful experiences in water resources management to provide services and support including, but not limited to, the following:

- General Administration Services
- Technical Writing and Report Writing
- Grant Applications, Management, and Reporting
- Water Resources Management and Reporting
- Data Management, Analysis, and Reporting
- Permitting and Regulatory Compliance
- Financial Management and Reporting

MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team. We also believe that successful projects and programs are the result of a well-managed and motivated team.

MDN Water Management Services Inc. is dedicated to the success of your organization and will pledge to devote our time and efforts to ensuring the success of every project undertaken on your organization's behalf.

MDN Water Management Services Inc. has all of the necessary skills and experience in-house to perform all the tasks listed in the Scope of Services of this Request for Qualifications and will not require the use of any subconsultants for this work.



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References and Similar Work

Starting in August 2021 to the present day, staff from MDN Water Management Services Inc. have successfully performed and/or completed the following tasks and projects for the benefit of the Mission Springs Water District (MSWD) working as a temporary employee and consultant.

Mission Springs Water District

Brian Macy, General Manager
66575 Second Street
Desert Hot Springs, CA 92240
760-329-6448
bmacy@mswd.org

Grant Management and Compliance Monitoring Services

West Valley Water Reclamation Program (June 2023-Present)

- Recently assumed lead duties for coordination with the State Water Resources Control Board (SWRCB) regarding past and future reimbursement requests for the Wright Regional Water Reclamation Facility (RWRF), RWRF Conveyance Line, and Area M-2 Septic to Sewer phases of the program.
- Phase 1 – RWRF Construction
 - Reconciled, compiled, and prepared the invoice and timecard backup documentation for quarterly reporting and disbursement requests to the State Water Resources Control Board (SWRCB).
 - Prepared and submitted quarterly reporting and disbursement requests to the SWRCB.
- Phase 3 – RWRF Conveyance Line
 - Reconciled, compiled, and prepared the invoice and timecard backup documentation for quarterly reporting and disbursement requests to the SWRCB.

Advanced Metering Infrastructure (AMI) Implementation Program (October-December 2021)

- Completed reconciliation of the previous quarterly reporting, and prepared and submitted the Final Grant Report to the U.S. Bureau of Reclamation (USBR) for grant close out.

AMI Pilot Program (January-March 2022)

- Completed compilation and analysis of meter reads to create graphs of consumption data for comparison to show the impact to conservation by the AMI Pilot Program for the California Department of Water Resources (DWR).



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Heavy Equipment Replacement – Unit 367 (May 2023-Present)

- Successfully prepared and submitted a grant application to the South Coast Air Quality Management District (AQMD) under the 2023 Carl Moyer Program for heavy equipment replacement.
- Currently coordinating and managing the compliance and reporting for the grant.

Recycled Water Program – Phase 1 (October 2024-Present)

- Currently compiling and preparing a grant application for submission to the State Water Resources Control Board (SWRCB) under Proposition 4 for a Recycled Water Program – Phase 1 at the Horton Wastewater Treatment Plant.

Annual Budget Document Creation (March 2022-Present)

- Completed compilation and preparation of the Annual Operating & Capital Budget Documents for Fiscal Years 2023, 2024, and 2025.
- Developed and implemented new formatting and content for continuous improvement to the Annual Operating & Capital Budget Documents to meet the standards set by the Government Finance Officers Association (GFOA).
- Assisted the District in receiving their first ever Distinguished Budget Presentation Award from the GFOA for the Annual Operating & Capital Budget Document for Fiscal Year 2024.
- Assisted the District in receiving their second Distinguished Budget Presentation Award from the GFOA for the Annual Operating & Capital Budget Document for Fiscal Year 2025.

Annual Consolidated Financial Reporting (August 2023-Present)

- Compiled, developed, and implemented a 10-Year Statistical Section for the Annual Consolidated Financial Report for Fiscal Year 2023 to meet the standards set by the GFOA.
- Assisted the District in submitting for their first ever Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the Annual Consolidated Financial Report for Fiscal Year 2023.
- Initiated updates and continuous improvements for the 10-Year Statistical Section for the Annual Consolidated Financial Report for Fiscal Year 2024.

Monthly General Manager Report (August 2021-Present)

- Developed and implemented new formatting and continuous improvements for the monthly General Manager's Report (GM Report).
- Consistently compiled, prepared, and submitted the monthly GM Report for inclusion in the Board of Directors' meeting packet, ensuring timely and accurate delivery for each monthly meeting.



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Permitting and Regulator Compliance (December 2023-September 2024)

Tropical Storm Hillary Pipeline Repairs at 13th Avenue, Thomas Avenue, and Mission Lakes Boulevard.

- Successfully coordinated, prepared, and submitted applications and notifications for a Regional General Permit 63 for Repair and Protection Activities in Emergency Situations to the following agencies.
 - U.S. Army Corps of Engineers
 - Regional Water Quality Control Board – Colorado River Region
 - California Department of Fish & Wildlife
 - County of Riverside
- Successfully compiled, prepared, and submitted the Final Completion Reports and notifications for a Regional General Permit 63 for Repair and Protection Activities in Emergency Situations to the following agencies.
 - U.S. Army Corps of Engineers
 - Regional Water Quality Control Board – Colorado River Region
 - California Department of Fish & Wildlife
 - County of Riverside

Data Management and Reporting (November 2023-Present)

Wastewater Treatment & Disposal Compliance

- Currently in the process of developing and implementing a database to streamline the management and reporting of flow and water quality data from the wastewater treatment plants, and level and water quality data from the monitoring wells, for regulatory compliance and reporting to the Regional Water Quality Control Board – Colorado River Region.
- Successfully developed an application that takes a CSV file from Babcock and Clinical Laboratories and creates an Excel file that can be directly uploaded to the database without any manual data entry.
- Currently in the process of developing and implementing a spreadsheet to streamline the process control of the wastewater treatment plants.

Water Production

- Currently in the process of developing and implementing a database to streamline the management and reporting of well construction, groundwater level, groundwater production, and groundwater quality data for the MSWD production and monitoring wells.

ERP and Budget Software Implementation Support (November 2024-Present)

Recently began assisting MSWD staff in the implementation and integration of Enterprise Resource Planning (ERP) and OpenGov budget software platforms to include providing



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strategic guidance, managing communication efforts, developing user-friendly training materials, and ensuring consistent messaging to internal stakeholders.

Accounting Data Entry and Analysis (November 2024-Present)

Recently began assisting MSWD staff with accounting data entry and analysis to include payroll timecard entry and analysis.

Other Administrative and Water Management Services

Administrative Code (December 2022-October 2023)

- Reviewed and compiled all of MSWD's ordinances and resolutions from 1953 to present.
- Developed and prepared a draft Administrative Code for legal review and comment.

Sewer Service Agreement (February 2023-Present)

- Developed and prepared a draft Sewer Service Agreement by and between MSWD and Coachella Valley Water District (CVWD) for legal review and comment.
- Continued negotiations with CVWD on behalf of MSWD with regard to the Sewer Service Agreement.

Sustainable Groundwater Management Act (November 2021-March 2022)

- Provided review and comment on the Groundwater Sustainability Plan (GSP) and Annual Reports for the San Geronio Pass Subbasin.
- Provided review and comment on the Alternative Plan Update and Annual Reports for the Mission Creek Subbasin.
- Provided review and comment on the Alternative Plan Update and Annual Reports for the Indio Subbasin.

District Website (September 2021-February 2022)

- Developed and implemented a Water Resources Management section for the new MSWD website to include distinct pages for the following District activities:
 - Integrated Regional Water Management Planning (IRWM)
 - Urban Water Management Planning (UWMP)
 - Sustainable Groundwater Management Act (SGMA)
 - Salt and Nutrient Management Planning (SNMP)



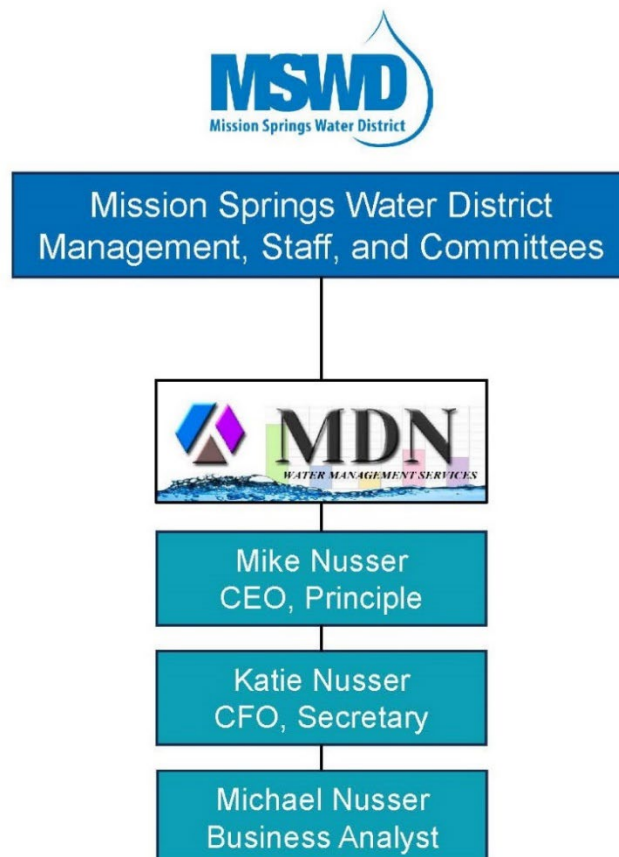
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KEY PERSONNEL/STAFFING

MDN Water Management Services Inc. is a veteran- and employee-owned company with staff that are fully qualified based on experience and background, which is clearly illustrated by past successes. These accomplishments are derived from exceptional interpersonal and communication skills, strong attention to detail, and unparalleled work ethic. MDN Water Management Services Inc. is committed to providing the highest quality work products and innovative solutions that are personalized and tailored to your organization's needs. We believe in doing the job right the first time, on schedule and budget, and can perform as an integral part of any team.

All work will be performed by the employee-owners of MDN Water Management Services Inc. as shown below and will not require the utilization of any subconsultants. There is one single-most distinguishing attribute that sets MDN Water Management Services Inc. apart from any other applicant as the most logical and beneficial choice for Mission Springs Water District. Over the last three years, MDN Water Management Services Inc. has been successfully performing every task listed in the Scope of Services of this Request for Qualifications. We look forward to continuing our mutually beneficial relationship with MSWD.





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Mike Nusser
Chief Executive Officer, Principal

Role

Mike will personally provide the day-to-day communication and management of all services and support provided to the Mission Springs Water District (MSWD). In addition to being the primary point of contact for MSWD, Mike will also be responsible for delivering quality work products, attending meetings, and continuously working closely with MSWD's management and staff to successfully meet desired goals. Mike has over 25 years of experience as an employee of public water agencies, successfully performing various duties across multiple disciplines.



Professional History

2024-Present: MDN Water Management Services Inc. – CEO, Principal
2007-Present: Mount San Jacinto College – Water Technology Instructor
2021-2024: Mission Springs Water District – Temporary Employee
2017-2020: Coachella Valley Water District – Water Resources Associate
1999-2017: Eastern Municipal Water District – Water Resources Planning Manager
1987-1992: United States Navy – Aviation Storekeeper (Avionics Logistics)

Education

1993-1998: California State University San Bernardino

- Bachelor of Science Degree – Biology
- Minor – Chemistry

1981-1985: John W. North High School, Riverside, CA

- Diploma – General Education
- Varsity Cross County, Wrestling, Track & Field

Skills & Abilities

- Outstanding communication skills, both oral and written
- Superb organization, multi-tasking, and project management skills
- Unparalleled customer service skills
- Expert in Microsoft Word, Excel, and Powerpoint software
- Skillful in ESRI ArcGIS software
- Types 62 words per minute



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Katie Nusser
Chief Financial Officer, Secretary

Role

Katie provides the administration and management of MDN Water Management Services Inc. and provides additional general administrative, accounting, and quality assurance and quality control (QA/QC) support on select projects. Katie has over 30 years of experience performing multiple positions in the real estate and property management industries, with proven skills and abilities for outstanding office management.



Professional History

2024-Present: MDN Water Management Services Inc. – CFO, Secretary
2021-2024: BHHS PenFed Realty – Accounting and Maintenance Coordinator
2007-2020: Diane Realty Group – Licensed Realtor/Transaction Coordinator
2002-2007: Coldwell Banker – Office Manager
1993-1999: Realty Executives – Executive Assistant

Education

1983-1987: Woodcrest Christian High School, Riverside, CA

- Diploma – General Education
- Varsity Softball

Leadership

2019: Volunteer of the Year – Perris Union High School District
2014-2020: Cross Country Team Parent – Paloma Valley High School
2013-2017: School Site Council – Paloma Valley High School
2005-2008: PTA President – Moreno Elementary School

Skills & Abilities

- Outstanding organization and management skills
- Superb organization, multi-tasking, and project management skills
- Unparalleled customer service skills
- Skillful in Microsoft Word and Excel



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Michael Nusser
Business Analyst

Role

Michael is our newest addition to MDN Water Management Services Inc. with the intent of expanding our day-to-day data entry, data analysis, quality assurance and quality control (QA/QC), and accounting services provided to our clients. Michael has multiple years of experience in data entry and budget analysis in the restaurant industry, and has proven attention to detail skills he will utilize to ensure the most accurate analysis at MDN Water Management Services, Inc.



Professional History

2024-Present: MDN Water Management Services Inc – Business Analyst

2020-2022: On the Border – Manager in Training, Food Server, Bartender

Education

2017-2024: William Jessup University, Rocklin, CA

- Bachelor of Science Degree – Business
- Concentration – Finance & Accounting
- Cross Country and Track & Field

2013-2017: Poloma Valley High School, Menifee, CA

- Diploma – General Education
- Graduated with Honors
- Varsity Cross County and Track & Field

Skills & Abilities

- Outstanding communication skills, both oral and written
- Excellent organization, multi-tasking, and project management skills
- Superior customer service skills
- Skillful in Microsoft Word, Excel, and Powerpoint
- Types 65 words per minute