



## BOARD OF DIRECTORS REGULAR MEETING STUDY SESSION MINUTES

Thursday, November 17, 2022 at 3:00 PM  
Via Teleconference – No Live Attendance

### CALL TO ORDER

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

### ROLL CALL

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

### STAFF MEMBERS PRESENT

Marion Champion, Danny Friend, Bassam Alzammam, Eric Weck, Jeannie Beaver, Dori Petee, Arden Wallum, Kurt Kettenacker, Theresa Murphy, Amanda Lucas, Chad Finch, Rachel Pust, Oriana Hoffert, April Scott

### PUBLIC INPUT

No public input

### EMPLOYEE RECOGNITION

### HUMAN RESOURCES REPORT

This item will be further recognized on Monday.

### ACTION ITEMS

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

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

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

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

Steve Ledbetter presented this item to the Board. Following the approval of SGMA (Sustainable Groundwater Management Act) the California Department of Water Resources (DWR) approved the Mission Creek Subbasin (MCSB) Alternative Plan, finding it functionally equivalent to a Groundwater Sustainability Plan (GSP). In accordance with SGMA, GSP Emergency Regulations (CDWR, 2016), annual

reports are to be submitted to the DWR by April 1 of each year following the adoption of a GSP, or in this case, following submission of an Alternative Plan to the DWR. The MCSB Management Committee (or Agencies), comprised of Coachella Valley Water District, Desert Water Agency, and Mission Springs Water District (MSWD), have collaboratively submitted Mission Creek Subbasin Annual Reports since 2017. The Agencies desire to execute an agreement (Letter of Agreement attached hereto) for collaboration and cost-sharing on the preparation of the MCSB Annual Reports over the next 5 years, including Water Years 2021-22 through 2025-26.

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

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

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

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

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

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

It is recommended to authorize the General Manager to approve Change Order No. 1 with L.O. Lynch

Quality Wells & Pumps, Inc. for On-Call Well and Booster Maintenance and Repair Services. The change order would increase the contract amount to \$250,000 from \$150,000 to a not to exceed amount of \$400,000 and authorize the General Manager to do all things necessary to complete the project.

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

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

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

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

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

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

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

This project was inspected with contract inspection and was determined to be complete on August 31, 2022. District staff accepted the as-built plans from the contractor on October 19, 2022. All progress payment invoices were authorized for payment to the contractor as recommended by our construction

management and inspection consultant. The NOC will be recorded at the County of Riverside Recorder's Office following Board acceptance.

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

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

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

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

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

Bassam Alzammar presented to the Board. The revised Program is a result of the staff's efforts to bring our program up to date and in compliance with current requirements. The District along with ACWA JPIA has reviewed the draft and approved it in its final form. The updated edition reflects the most current practices, methods, and procedures of District operations, in compliance with current safety and health regulations, rules, and laws. The Program is broken down into general and specific safety practices, procedures, and methods concerning employee conduct, designed to prevent injury and illness on the job. Job safety and accident prevention are the responsibility of all District employees. Management and employee commitments and responsibilities are detailed as well as administering adequate communication of the Program to employees, including training needs.

**DISCUSSION ITEMS**

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

Steve Ledbetter presented to the Board an update on the construction progress at the Regional Plant.

**CRITICAL SERVICES CENTER AND ADMINISTRATION BUILDING UPDATE**

This update will take place on Monday.

**DISTRICT HOLIDAY SCHEDULE**

Discussion on the District's holiday schedule and possible closures. Staff is proposing closing the lobby to walk-in traffic, however, staff will still be in the building working and catching up on work that is accumulating.

**CONSENT AGENDA**

**APPROVAL OF MINUTES**

It is recommended to approve the minutes as follows:

- October 13, 2022 - Study Session Minutes
- October 17, 2022 - Board Meeting Minutes

**REGISTER OF DEMANDS**

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

**REPORTS**

**DIRECTOR'S REPORTS**

Director Grasha mentioned the recent election and commented on his time on the Board.

Director Griffith congratulated Director Sewell on the "Volunteer of the Year" award he received at today's Desert Hot Springs State of the City.

**GENERAL MANAGER'S REPORT**

General Manager Wallum noted an item that will be added to Monday's agenda.

Marion Champion presented the Public Affairs Update to the Board.

**COMMENTS**

**DISTRICT COUNSEL COMMENTS**

No comment

**DIRECTOR COMMENTS**

No comment

**ADJOURN**

With no further action, President Martin adjourned the meeting at 4:13 PM.

Respectfully,

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Arden Wallum, Secretary of the Board of Directors