

Cabazon Water District

14618 Broadway Street • P.O. Box 297
Cabazon, CA 92230

BOARD MEETING PACKET

February 15, 2022

FAC Meeting at 5:00 pm
Regular Meeting at 6:00 pm



Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

FINANCE & AUDIT COMMITTEE MEETING

AGENDA

Meeting Location:

14618 Broadway St.
Cabazon, CA 92230

Teleconference:

Dial-in #: 978-990-5321
Access Code: 117188

Meeting Date:

Tuesday, February 15, 2022 – 5:00 PM

CALL TO ORDER,
PLEDGE OF ALLEGIANCE,
ROLL CALL
FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
 - Balance Sheet
 - Profit and Loss Budget Comparison
2. Finance & Audit Committee District Payables Review and Approval/Signing

PUBLIC COMMENT

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. **Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))**

ADJOURNMENT

ADA Compliance Issues

In compliance with the Americans with Disabilities Act & Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Clerk of the Board at (951) 849-4442. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.



Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

REGULAR BOARD MEETING

AGENDA

Meeting Location:

14618 Broadway St.
Cabazon, CA 92230

Teleconference:

Dial-in #: 978-990-5321
Access Code: 117188
Email: info@cabazonwater.org

Meeting Date:

Tuesday, February 15, 2022 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

CONSENT CALENDAR

All matters in this category are considered to be consistent with the Board/District goals, District Policies and Regulations adopted and/or approved by the Board of Directors, and will be enacted in one motion. There will be no separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and Warrants of January 25, 2022
- b. Regular Board Meeting Minutes and Warrants of January 25, 2022
- c. Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19

2. Warrants – None

3. Awards of Contracts – None

UPDATES

1. Update: **San Gorgonio Pass Regional Water Alliance Update
(by Director Morris)**
2. Update: **Manager's Operations Report (by GM Louie)**

OLD BUSINESS

1. Discussion/Action:
[TAB 1] **Krieger & Stewarts new rates – Board to approve or direct Management to research other engineering consultant rates. (by GM Louie, Chuck Krieger, and Travis Romeyn)**
2. Discussion:
[TAB 2] **Bridge Loan – Isolation Valve Project – Update the Board (by GM Louie, Chuck Krieger, and Travis Romeyn)**
3. Discussion/Action:
[TAB 3] **Tesco Controls – SCADA (by GM Louie)**
4. Discussion/Action:
[TAB 4] **Repair of Broadway 3 cluster gate valve (by GM Louie)**

NEW BUSINESS

1. Discussion/Action:
[TAB 5] **Service Truck Unit #001 – Repair or Purchase (By GM Louie)**
2. Discussion/Action:
[TAB 6] **Discontinuation of water policy – Translation Requirements per SB 998 – Board to choose a professional translation company. (By BAA Aguilar and the Board)**

PUBLIC COMMENTS

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GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

The Board Chair or the majority of the Board may direct staff to investigate and report back to an individual(s) and the Board on matters suggested or direct the General Manager/Board Secretary to place the matter on a future Board meeting.

- Suggested agenda items from the Public.
- Suggested agenda items from Management.
- Suggested agenda items from Board Members.

2. Management Comments

Staff members may speak on items of information not requiring comment or discussion to the Board and public. Topics which may be included on a future meeting agenda may be presented but cannot be discussed. (3 minutes)

3. Board Member Comments

Board members may speak on items of information not requiring comment or discussion to the Board and public. (3 minutes)

MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)

- a. Finance & Audit Workshop – Tuesday – March 15, 2022, 5:00 pm
- b. Regular Board Meeting – Tuesday – March 15, 2022, 6:00 pm
- c. Personnel Committee – None
- d. San Geronio Pass Regional Water Alliance–Meeting–Wednesday, March 23, 2022, 5:00 pm

ADJOURNMENT

ADA Compliance Issues

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Cabazon Water District
14618 Broadway Street • P.O. Box 297
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FINANCE & AUDIT COMMITTEE MEETING

MINUTES

This meeting was virtual only

Teleconference:

Dial-in #: 978-990-5321

Access Code: 117188

Meeting Date:

Tuesday, January 25, 2022 – 5:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Director Wargo - Present

Calvin Louie, General Manager – Absent for roll call. Joined later.

Evelyn Aguilar, Board Secretary – Present

The second Director on the Finance and Audit committee retired in December, and no second Director has been assigned to this committee yet.

***Note: This meeting was recorded by the District**

FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
 - Balance Sheet
 - Profit and Loss Budget Comparison
2. Finance & Audit Committee District Payables Review and Approval/Signing

Main Reports:

- Balance Sheet – depicts what the District owns and what the District owes.
- Profit & Loss – shows monthly revenue and expenses.
- Profit & Loss Budget Performance – shows how the District is performing against the budget, and the condition of the District fiscal year to date.

Balance Sheet: The District's combined Cash with Chase and LAIF balance was \$1,106,485 at month end. The District's total liabilities were approximately \$843,832 at month end.

Profit and Loss: - Year to date is 50% of the year

13. Basic Facilities Fee: These are fees charged for new service connections, meter installations & upgrades. These revenues are budgeted conservatively due to their unpredictable nature. YTD activity consists of (2) 3/4" meter installations in July, (1) during August, and (1) in December.
14. Standby Fees: This accounts for standby fees accessed to all parcels in the District. The minimum fee is \$5/acre and can be more depending on the location and nature of the parcel. The bulk of these receipts often occur around January and May and can occasionally cause YTD to trend over or under budget.
39. Total Payroll: Summarizes the District's total payroll expenses.
44. Utilities Wells: This account includes the electricity costs relating to District wells and pumping activity. YTD is currently at 61% of budget due to increased consumption during summer months.
63. Printing & Publications: This account includes the printing & publication costs for any District notices or reports. YTD is currently under budget at 5%. This line was budgeted to include recruitment costs for another Field Crew Worker, but the advertisements were done in the prior FY.
76. Website Support: This account includes monthly web hosting costs. YTD is currently at 15% of budget due to timing of payments
86. Tractor Expenses: This account includes tractor repair & maintenance expense. YTD is currently at 94% of budget due to \$1.2K charges for backhoe maintenance performed in July and \$1.6K for hydraulic line repairs in September.
87. Equipment Rental: This account includes equipment rental expenses incurred by the district. YTD is currently at 91% of budget due to increased traffic control services in November and December.
90. Total Service Tools & Equipment: Summarizes total expenses for service tools & equipment.
97. Total Non-Operating Expenses: Summarizes the total amount of non-operating expenses incurred by the District.
98. Total Expenses: Summarizes total District expenses.
101. Main Street Improvements: This accounts for the improvements and development of the Main Street property. YTD is currently at 14% of budget. This project is almost complete.

As of December 31st, the fiscal year-to-date net income is \$129,285.

PUBLIC COMMENT

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ADJOURNMENT

Meeting adjourned at 5:17 PM on Tuesday, January 25, 2022

Robert Lynk, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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Cabazon Water District
14618 Broadway Street • P.O. Box 297
Cabazon, California 92230

**REGULAR BOARD MEETING
MINUTES**

This meeting was virtual only.

Teleconference:

Dial-in #: 978-990-5321

Access Code: 117188

Email: info@cabazonwater.org

Meeting Date:

Tuesday, January 25, 2022 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

Director Terry Tincher - Present

Director Diana Morris - Present

Director Sarah Wargo - Present

Director Robert Lynk - Present

Calvin Louie, General Manager - Present

Evelyn Aguilar, Board Secretary - Present

Steve Anderson, Legal Consultant, Best Best & Krieger – Present

Chuck Krieger, Engineering Consultant, Krieger & Stewart – Present

Travis Romeyn, Engineering Consultant, Krieger & Stewart – Present

Note: This meeting was recorded by the District

CONSENT CALENDAR

All matters in this category are considered to be consistent with the Board/District goals, District Policies and Regulations adopted and/or approved by the Board of Directors, and will be enacted in one motion. There will be no separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and Warrants of December 14, 2021
- b. Regular Board Meeting Minutes and Warrants of December 14, 2021
- c. Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19

Motion to approve following consent calendar item(s) (a.) Finance and Audit Committee Meeting Minutes of December 14, 2021, (b.) Regular Board Meeting Minutes of December 14, 2021, and (c.) Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19 made by Director Tincher and 2nd by Director Morris.

Director Tincher - Aye
Director Morris - Aye
Director Wargo - Abstain
Director Lynk - Aye

2. Warrants – None
3. Awards of Contracts – None

UPDATES

- 1. Update: Manager's Operations Report (by GM Louie)**

- GM Louie asked that this item be postponed until after the other items were addressed.

OLD BUSINESS

- 1. Discussion/Action:** Recommendation by Krieger & Stewart on Rippco property in regards to test well (By Chuck Krieger, Krieger & Stewart)

- Krieger & Stewart submitted a memorandum with details about their findings on Mr. Ripps' property. Mr. Krieger explained that considering how close the property is to CWD's Well #3, which was shut down due to high nitrates, K&S recommends against the purchase of Ripps' property/wells.

Motion to accept Krieger & Stewart's recommendation to decline the purchase of Rippco's wells/property made by Director Tincher and 2nd by Director Wargo.

Director Tincher - Aye
Director Morris - Aye
Director Wargo - Aye
Director Lynk - Aye

- 2. Discussion/Action:** Bridge Loan – Isolation Valve Project – Board to review and approve (by GM Louie, Chuck Krieger, and Steve Anderson)

- Mr. Romeyn explained that the District is currently in the process of 2 State funded projects, but due to cash flow concerns, these projects have been placed on hold. The Pass Agency is anticipating to offer CWD a bridge loan, would could help the District pay for the projects prior to being reimbursed. This loan is anticipated to have no interest. The details are being worked out, and are expected to be discussed at the Pass Agency's February Board Meeting.

***No action was made, but the Board directed District staff and consultants to proceed with this project.**

NEW BUSINESS

1. **Discussion/Action:** **Krieger & Stewarts new rates – Board to approve or direct Management to research other engineering consultant rates. (by GM Louie)**
 - Mr. Krieger brought up that there is a 2-3% rate increase each year to keep up with expenses. He stated that these rates are comparable to other engineering firms. He also mentioned that the engineering costs in 2020-2021 were higher due to the rehab of Well #1 and Tank #1.
 - Director Wargo mentioned that it would be helpful to see the new rates compared to the previous rates prior to making a decision.

*** This item was tabled until the February meeting, so that the Board could review K&S's previous rates.**

2. **Discussion:** **Resuming Interest, Penalties, Tag Fees and discontinuation of water service due to non-payment (by BAA Aguilar)**
 - BAA Aguilar shared that the Governor's order, forbidding water shut-offs due to non-payment has ended, and that the District would be resuming interest and penalty fees, tag fees, and water shut-offs due to non-payment. A notice informing customers of this will be sent out with the monthly water bills.
3. **Discussion/Action:** **Tesco Controls – SCADA (by GM Louie)**
 - GM Louie shared that the District is "flying blind" with the current SCADA system company. Tesco Controls has been working with other local small water districts, and CWD has provided them with a list of items that would be needed by them.

***This item was tabled until an estimate of costs has been provided by Tesco Controls.**

4. **Discussion/Action:** **Repair of Broadway 3 cluster gate valve (by GM Louie)**
 - GM Louie explained that while the field crew was turning a gate valve during a leak repair, the stem snapped in the "shut" position. This valve is located in the intersection of Broadway and Main. Due to the high volume of traffic at this intersection, the field crew would be unable to repair this due to insufficient amount of staff.
 - A quote was given by Genesis Construction for \$64,200.00. The Board asked if this included the valves. GM Louie stated that he did not believe so. Director Tincher pointed out that contractors typically mark up the cost of materials by 10%, and that it would probably be cheaper to order the parts from the District's vendors.

***No action was made, but the Board suggested to look into order the materials needed for this project, and then providing an update at the February meeting.**

CLOSED SESSION at 7:00 PM

1. **Discussion/Action:** **Conference with Labor Negotiators (Pursuant to Government Code section 54957.6)**
Agency Designated Representative General Manager
Labor Association: SEIU Local 721

OPEN SESSION at 7:07 PM

Discussion/Action: Public report of Action Taken in Closed Session

The Board voted in Closed Session to approve the Memorandum of Understanding between the District and SEIU through June 30, 2024. There were 4 Votes in favor and 0 votes against.

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***The Manager's Report was held now.**

1. Update: Manager's Operations Report (by GM Louie)

- **Report writing format:** The GM is planning a training course for District staff so that report writing is consistent within the office.
- **Work Orders:** Codes are being re-organized, as there are several repetitive Work Order codes which causes confusion.
- **Outlook – Calendar:** The GM would like all projects and meetings to be kept track of in Outlook to keep all District staff on the same page. Director Wargo asked if the District has looked into Microsoft Teams, as it is included with Office 365, which will be required for the new Windows update. The GM replied that he and BAA Aguilar would look into it.
- **Leak on Bonita:** Repaired on 12/08/2021.
- **Pecan/Ramona water meter:** Water was shut off at this location on 12/14/2021. It took 2 staff members to turn the water back on due to the heavy rains flooding the meter box.
- **Fire Hydrants, etc.:** There was an after-hours call regarding the cement collar on a fire hydrant being undermined. The Field crew inspected all other water apparatuses to see if they also had been undermined.
- **Well #2 – Tesla battery:** A small fire broke out in the control panel on Well #2. A possible cause was the backlight for the backup battery causing the control panel to short out. Director Lynk stated that the wires should be checked to see if there are any loose connections, as that could have also been the cause.
- **Well #1:** The pump shaft needs to be chlorinated prior to the startup of the Well. Once this is done, all relevant parties will be present for the startup.
- **Groundwater Sustainability Plan:** As instructed by the Board, GM Louie voted to accept the GSP on 01/12/2022.
- **Old Main St. Yard:** All materials have been moved to the Main/Pecan yard, and the District turned the keys over to the County in the morning of 01/25/2022. The District will no longer need to pay the rental fee of \$500/month for the old Main St. yard.
- **Nightly Well Monitoring:** Frequent well monitoring is necessary for a smooth operation. Sometimes the wells do not operate as pre-programmed, so District staff will need to manually set them on either electronically or physically.

GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

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- Suggested agenda items from the Public.
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3. Board Member Comments

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- Director Morris shared that she attended the Collaborative Agencies meeting, and was informed that the area is re-districting. Cabazon and Whitewater are now in separate districts. This is done based on population.

MISCELLANEOUS

1. Future Board Items/Next Board Meeting Date(s)

- a. Finance & Audit Workshop – Tuesday – February 15, 2022, 5:00 pm
- b. Regular Board Meeting – Tuesday – February 15, 2022, 6:00 pm
- c. Personnel Committee – None
- d. San Gorgonio Pass Regional Water Alliance–Meeting–Wednesday, January 26, 2022, 5:00 pm

ADJOURNMENT

Motion to adjourn at 7:37 PM made by Director Morris and 2nd by Director Tincher.

Director Tincher - Aye

Director Morris - Aye

Director Wargo - Aye

Director Lynk - Aye

Meeting adjourned at 7:37 PM on Tuesday, January 25, 2022

Robert Lynk, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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RESOLUTION NO. 04-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CABAZON WATER DISTRICT AUTHORIZING VIRTUAL BOARD AND COMMITTEE MEETINGS PURSUANT TO AB 361

WHEREAS, the Cabazon Water District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the District's meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor's executive orders, the District has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, District staff and Directors; and

WHEREAS, the Governor's executive order related to the suspension of certain provisions of the Brown Act expires on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed related to COVID-19, state or local officials are recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF THE CABAZON WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.


Section 2. Remote Teleconference Meetings: Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19; and (3) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors, including Committee meetings, under the provisions of Government Code Section 54953(e).


Section 3. Effective Date of Resolution. This Resolution shall take effect upon adoption and shall be effective for 30 days unless earlier extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED AND ADOPTED by the Board of Directors of the Cabazon Water District this 16th day of November 2021, by the following vote:

AYES: DIRECTOR SANDERSON, DIRECTOR MORRIS, DIRECTOR TINCHER, DIRECTOR WARGO, DIRECTOR LYNK
NOES: NONE.
ABSENT: NONE.
ABSTAIN: NONE.

BY: 
Sarah Wargo
Vice Board Chair
Cabazon Water District
Board of Directors

ATTEST: 
Evelyn Aguilar
Board Secretary
Cabazon Water District



Cabazon Water District

Balance Sheet

As of January 31, 2022

		Jan 31, 22	
1	ASSETS		
2	Current Assets		
3	Checking/Savings	\$ 348,614	348,614 Chase
4	Accounts Receivable	174,597	824,174 LAIF
5	LAIF	824,174	\$ 1,172,788 Cash & LAIF
6	Bank of NY Trustee Accounts	69,043	
7	Prepaid Expenses	11,272	
8	Inventory	110,471	
9	Total Current Assets	1,558,667	
10	Fixed Assets		
11	Total Fixed Assets	13,890,449	
12	Accumulated Depreciation	(6,316,059)	
13	Net Fixed Assets	7,574,390	
14	TOTAL ASSETS	\$ 9,133,057	
15	LIABILITIES & EQUITY		
16	Liabilities		
17	Current Liabilities		
18	Accounts Payable	\$ 30,226	
19	Other Current Liabilities		
20	Retainage Payable	-	
21	Customer Deposits	17,768	
22	Current Portion DWR-H Loan	41,959	
23	Current Portion Zion's Bank Loan	84,949	
24	Accrued Expenses	28,557	
25	Employee Deductions	163	
26	Total Current Liabilities	203,622	
27	Long Term Liabilities		
28	DWR-H Loan Payable (2026)	196,228	
29	Zion's Bank Long Term (2023)	87,077	
30	RCEDA Loan Payable	300,000	
31	Total Long Term Liabilities	583,305	
32	Total Liabilities	786,927	
33	Total Equity	8,346,130	
34	TOTAL LIABILITIES & EQUITY	\$ 9,133,057	

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



Cabazon Water District

Profit & Loss

For the Period Ending January 31, 2022

	Jan-22	Current YTD	FY 21/22 Budget	YTD (58%)
1 REVENUES				
2 OPERATING INCOME				
3 Base Rate - Water Bills	\$ 44,700	\$ 309,240	\$ 522,400	59%
4 Commodity Sales	30,715	489,374	800,900	61%
5 DHPO Contract	12,728	106,014	180,800	59%
6 DHPO Capacity Credit	(1,750)	(12,250)	(21,000)	58%
7 Fire Sales - Water Bills	735	4,669	5,600	83%
8 Fire Flow Income	285	1,995	-	0%
9 Penalty Fees - Water Bills	-	849	-	0%
10 New Account Fees - Water Bills	125	955	2,400	40%
11 Incident Fees	-	250	-	0%
12 Returned Check Fees	-	120	200	60%
13 Basic Facilities Fee	13,384	68,209	10,000	682%
14 Stand By Fees - Tax Revenue	63,812	63,812	126,800	50%
15 TOTAL OPERATING INCOME	164,734	1,033,236	1,628,100	63%
16 NON-OPERATING INCOME				
17 Property Taxes	34,946	39,401	74,000	53%
18 Cell Tower Lease Income	2,172	15,201	26,100	58%
19 Miscellaneous Non-Operating Income	200	7,522	-	0%
20 Interest Income	475	978	2,200	44%
21 Grant Revenue	-	46,864	-	0%
22 TOTAL NON-OPERATING INCOME	37,792	109,966	102,300	107%
23 TOTAL REVENUES	202,526	1,143,202	1,730,400	66%
24 EXPENSES				
25 PAYROLL & BENEFITS				
26 Directors Fees	1,900	7,100	15,000	47%
27 Management & Customer Service				
28 Customer Accounts	11,238	40,720	55,900	73%
29 Business Admin Assistant	4,206	22,208	36,200	61%
30 General Manager	10,602	62,154	97,800	64%
31 Total Management & Customer Service	26,046	125,082	189,900	66%
32 Field Workers	23,872	89,388	161,400	55%
33 Employee Benefits Expense				
34 Workers Compensation	113	5,300	6,200	85%
35 Employee Health Care	5,060	37,295	66,200	56%
36 Pension	5,574	35,467	75,200	47%
37 Total Employee Benefits Expense	10,746	78,062	147,600	53%
38 Payroll Taxes	4,715	18,409	29,000	63%
39 TOTAL PAYROLL & BENEFITS	\$ 67,278	\$ 318,042	\$ 542,900	59%

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Cabazon Water District

Profit & Loss

For the Period Ending January 31, 2022

				FY 21/22	
	Jan-22	Current YTD	Budget	YTD (58%)	
40	OPERATIONAL EXPENSES				
41	Facilities, Wells, T&D				
42	Lab Fees	\$ 204	\$ 4,028	\$ 9,100	44%
43	Meters	-	1,650	4,900	34%
44	Utilities - Wells	3,697	66,663	103,300	65%
45	Line R&M Materials	3,113	23,566	52,000	45%
46	Well Maintenance	360	22,874	38,600	59%
47	Security	2,189	14,585	25,300	58%
48	Engineering Services	3,637	60,244	113,000	53%
49	Facilities, Wells, T&D - Other	85	6,597	11,500	57%
50	Total Facilities, Wells, T&D	13,286	204,058	357,700	57%
51	Utilities - Office				
52	Electricity	1,132	9,589	15,000	64%
53	Gas	180	407	1,100	37%
54	Telephone	1,130	7,065	10,400	68%
55	Trash Pickup & Office Cleaning	438	2,706	4,700	58%
56	Total Utilities - Office	2,879	19,767	31,200	63%
57	Office Expenses				
58	Water Billing System	196	1,369	2,100	65%
59	Supplies & Equipment	6,783	9,429	10,300	92%
60	Copier Lease & Printing Supplies	364	3,020	5,000	60%
61	Dues & Subscriptions	345	1,040	2,500	42%
62	Postage	791	4,853	8,300	58%
63	Printing & Publications	104	396	6,400	6%
64	Computer Services	2,964	21,433	42,100	51%
65	Office Storage	500	3,500	6,300	56%
66	Air Conditioning Servicing	431	3,017	5,100	59%
67	CA Water Systems Alliance	250	500	3,000	17%
68	Office Expenses - Other	160	1,048	2,100	50%
69	Total Office Expenses	12,888	49,605	93,200	53%
70	Support Services				
71	Financial Audit	675	13,840	23,500	59%
72	Accounting	6,667	24,972	40,000	62%
73	Legal Services	6,670	35,111	71,000	49%
74	Temporary Labor	670	1,204	-	0%
75	Bank/Payroll Service	752	3,160	5,500	57%
76	Website Support	-	75	500	15%
77	General Liability Insurance	3,025	17,400	26,100	67%
78	Total Support Services	\$ 18,458	\$ 95,762	\$ 166,600	57%

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



Cabazon Water District

Profit & Loss

For the Period Ending January 31, 2022

				FY 21/22	
		Jan-22	Current YTD	Budget	YTD (58%)
79	Training/Travel	\$ 105	\$ 4,155	\$ 10,500	40%
80	Other Fees/SWRCB	-	7,789	8,900	88%
81	Service Tools & Equipment				
82	Shop Supplies and Small Tools	42	491	11,900	4%
83	Vehicle Fuel	1,426	7,987	16,600	48%
84	Employee Uniforms	-	319	2,000	16%
85	Safety	1,014	1,014	1,900	53%
86	Tractor Expenses	-	3,464	3,700	94%
87	Equipment Rental	-	6,274	6,900	91%
88	Service Trucks - R&M	815	8,852	14,500	61%
89	Water Ops Phone & Internet	301	2,105	4,800	44%
90	Total Service Tools & Equipment	3,598	30,507	62,300	49%
91	NON-OPERATING EXPENSES				
92	Grant & Loan Processing Fee	-	1,325	1,400	95%
93	DWR Interest Expense	-	3,529	6,700	53%
94	DHPO Interest Expense	-	2,136	3,800	56%
95	Bad Debt Expense	-	-	1,200	0%
96	Miscellaneous	-	750	3,300	23%
97	TOTAL NON-OPERATING EXPENSES	-	7,739	16,400	47%
98	TOTAL EXPENSES	118,492	737,424	1,289,700	57%
99	TOTAL INCOME BEFORE CAPITAL & GSA	84,034	405,779	440,700	92%
100	CAPITAL PROJECTS				
101	Main Street Improvements (Icehouse Imp.)	(3,105)	(10,211)	(50,000)	20%
102	Meter Replacements & Other Capital	-	-	(20,000)	0%
103	Well & Tank Repairs	(1,791)	(77,776)	(270,000)	29%
104	Fire Hydrants	-	-	(72,500)	0%
105	TOTAL CAPITAL PROJECTS	(4,896)	(87,987)	(412,500)	21%
106	DEBT - PRINCIPAL				
107	Debt Service Principal - DWR	-	(20,817)	(42,000)	50%
108	Debt Service Principal - DHPO (Zion)	-	(42,474)	(84,900)	50%
109	TOTAL DEBT - PRINCIPAL	-	(63,291)	(126,900)	50%
110	SGMA / GSA	(5,998)	(29,087)	(35,000)	83%
111	NET INCOME / (LOSS)	\$ 73,140	\$ 225,414	\$ (133,700)	

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



UPDATES

**1. Update: San Gorgonio Pass Regional Water Alliance Update
(by Director Morris)**

2. Update: Manager's Operations Report (by GM Louie)

1. **Communication Site Ground Lease** – 50020 Seminole Dr., is the address for Production Well and Tank No. 1. Since 10/1/1997, this water district entered into an agreement with Cox Communications PCS in which is represented by Global Signal Acquisitions II, (Subtenant) who now represents T-Mobile US, Inc., an American wireless network operator majority owned by German telecommunications company Deutsche Telekom (DT).

In 1997, the monthly rent was \$650 per month (\$7,800 annually) with a 2% annualized rent increase as stipulated. Since then, as of 12/01/21, the current monthly rent income is \$2,171.52 with an additional \$500 per month totaling 2,671.52 per month, an annual income of \$32,050.24.

In the last 25 years, this water district's tower income at Well #1 has generated a 311% increase which averages about 12.4% per year.

2. Report writing format, Work Order Coding, Consumer Confidential Report, Outlook Calendar training classes and discussions.
 - a. Recently there has been absences of staff members due to potential cases of COVID-19, coupled with a recent failure of remote access to work stations, and a complete failure of this water district's SCADA system, the above training classes has been postponed.

Other contributing factors are the extended wait times to obtain an appointment to be tested for COVID-19 and its results.

- b. The CCR training class is scheduled for Wednesday, 02/16/22. The instructor will be Mike Creighton, the water district's contract compliance officer, who had been the Director of Water Technology at Mt. San Jacinto College, with backgrounds with the Soboba Indian tribes water, and also was employed with Eastern Municipal Water District is now desirous of being completely retired.
 - c. The work order codes have been realigned. Management wishes to acknowledge Mrs. Koumparis for her efforts.

- d. The revised report writing format syllabus is not yet complete. All the notes and directives are gathered and stored in electronic files. The delay was due to the inability to remotely access the District workstation and recently, the failure of the SCADA system, which a detailed briefing will be provided to the water board under the item of Tesco Controls.
- e. During the Regular Board meeting on 01/25/2022, Director Wargo asked the District staff to look into Microsoft Teams when the GM mentioned using Outlook Calendar as a method to schedule projects. After some research done by Ms. Aguilar, it was discovered that the PCs at the District are only updated to Windows 10, which does not require a paid subscription to Microsoft 365. Microsoft 365 includes popular Microsoft programs like Teams, Word, Excel, PowerPoint, and Outlook. There is a free version of Microsoft Teams, but the features on this version are very limited and does not include project tracking. If the District is forced to upgrade to Windows 11 and pay the subscription of Microsoft 365, staff will once again look into Microsoft Teams, but at this time it would not be very beneficial to the District.

To provide clarification to this water board, it is Management's intent for the entire staff of 5 full-time and 1 part-time employees to have one central location to ascertain what is scheduled for individuals and the departments within this water district.

This will provide not only everyone to be informed of the overall picture of what is occurring, but it will indicate open dates and times for inter-department and individual scheduling.

Management feels this water district is still small enough to just email, text, or inquire to receive an update on a specific detail, task, or project. Plus, it reduces the cost to the water district of having a feature that is unnecessary at this time.

Are there any questions from the water board for Ms. Aguilar or the GM?

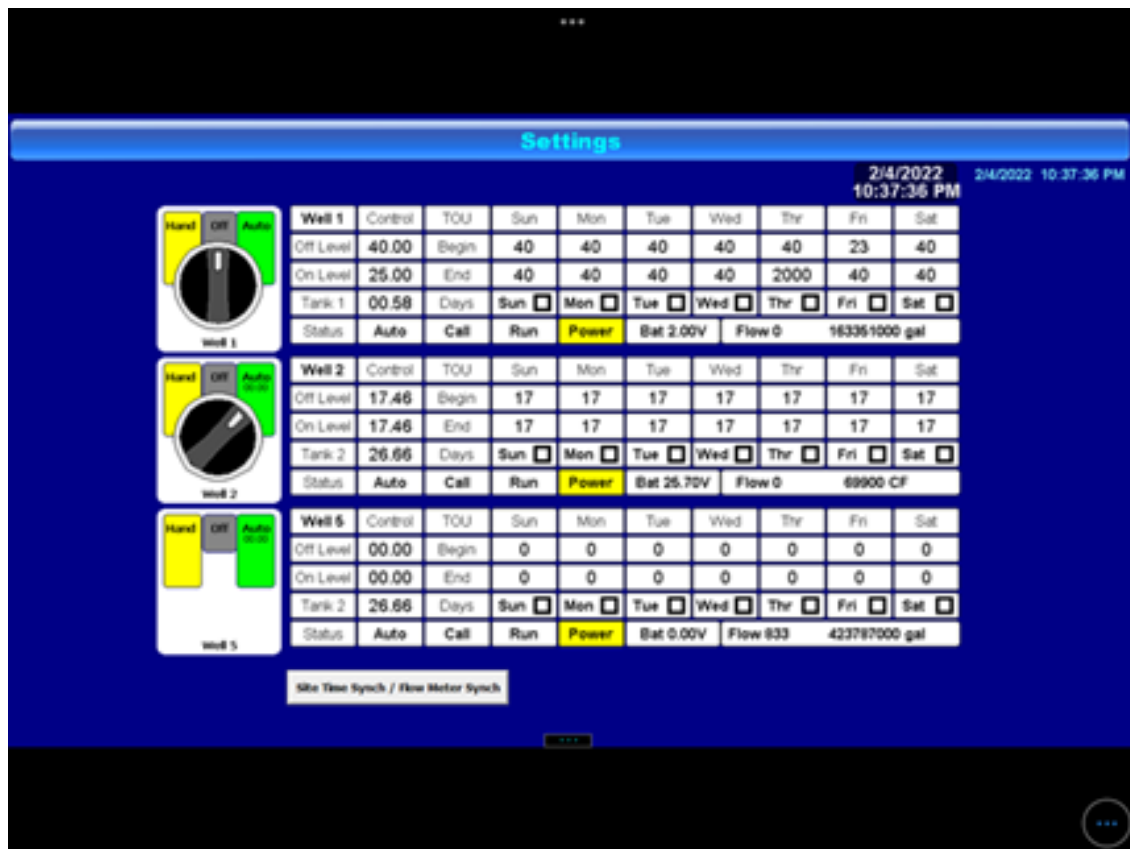
OLD BUSINESS

- | | |
|------------------------------|---|
| 1. Discussion/Action: | Krieger & Stewarts new rates – Board to approve or direct Management to research other engineering consultant rates. (by GM Louie, Chuck Krieger, and Travis Romeyn) |
| 2. Discussion: | Bridge Loan – Isolation Valve Project – Update the Board
(by GM Louie, Chuck Krieger, and Travis Romeyn) |
| 3. Discussion/Action: | Tesco Controls – SCADA
(by GM Louie) |

On Thursday, 02/03/22, at between 2200 hr. (10 PM) to 2400 hr. (12 Midnight), the GM logged onto this water district's SCADA program to remotely monitor the activities of each production well, water tank levels, the Almond below grade pressure reduction valve (PRV), and the overall characteristic of this community's distribution system.

The GM noted that neither production well #2 (W2), located inside the Robertson Readiness plant, or well #5 (W5), which is on the south side of the premium outlet's east village along Seminole Dr., just west of Millard Pass Rd. had not activated.

Both production wells, specifically W2, were pre-programmed to begin pumping groundwater at 2200 hr. (10 PM).



Additionally, the GM observed under the SETTING screen of SCADA was the following:

- The control knob for Well 5 was missing.
- Under the day columns, the preset time of use (TOU) were 0, 17, 23, 40, and 2000. These are not the times to indicate when to have electric power turned ON and OFF.
- The columns titled CONTROL are preset water levels to communicate to the production well that serves the water tanks are in error. Below are the levels that the Control column *should* display:
 (OFFLINE) – Tank 1 (T1) OFF Level 21.0 ft. and ON Level 15.0 ft.
 Tank 2 (T2) OFF Level 29.0 ft. and ON Level 27.0 ft.
 Tank 5 (T5) OFF Level 29.0 ft. and ON Level 27.0 ft.

It should be noted that both W2 and W5 replenish both T2 and T4 (former water tank to the premium outlets). They both or individually have to fill 64,516 gallons of water per foot, instead of 32,258 gallons of water per foot since each production wells (W2 & W5) serve both water tanks that are one million gallon (1MG) water tanks with a high water level (HWL) of 31.0 feet. $[1\text{MG} / 31.0 \text{ ft.} = 32,258 \text{ gal.} \times 2 = 64,516 \text{ gal}]$

During the warmer months, both W2 and W5 are set to pump consecutively to ensure the next day's *demand* is met and *surplus* is maintained for fire protection.

Both W2 and W5 are far enough apart that the water well's *drawdown* will not conflict each other. When W4 was able to run, this production well was close enough to W5 that there was a conflict with the *drawdown*.

- d. While responding to Cabazon for a physical inspection of W2 and W5, service unit #001 broke down while traveling eastbound on I-10. The GM was able to pull into the Wildwood Rest Area in the City of Yucaipa. By the time the tow truck arrived and transported both the vehicle and the GM, it was approximately 0300 hr. (3 AM) before these production wells were checked. More details about the district truck will be discussed in new business.
- e. Upon arrival to W2, it was noticed that it was completely without electric power. The GM proceeded to reset both the main breaker and sub-breaker after the Control Panel switch was turned to the OFF position.

Upon the restored electric power, the intrusion alarm was powered back up. The GM did monitor W2 for approximately 1.5 hours and W2 was met with negative results.

- f. While waiting for W2 to activate, the GM drove to W5. Even though W5 was not showing its status of pumping groundwater, upon the GM's arrival to W5, he observed it was ON.

It should be noted that up to the current date and time (02/09/22 – 0138 hr.), W5 is still pumping and it is assumed that it starts and stops at its pre-programmed water levels of OFF – 29.0 ft. and ON – 27.0 ft. or lower. Human machine interface (HMI), currently does not exist.

The GM has been staying up and mostly in-town between 2200 hr. (10 PM) till 0630 hr. (6:30 AM) to physically monitor and take immediate corrective action if required. As of Thursday, 02/03/22, this community has been receiving potable water from a solo water well that produces 850 gpm and there is NO controlling it. W2, produces approximately 1100 gpm when operating.

- g. This water district is *flying blind* when it comes to the SCADA program. The previous SCADA technician has passed away and left with no records of his passcodes per his replacement.
- h. Tesco Controls, Inc., in the month of January 2022, had arrived to assess each of this water district's water facilities.

- i. Then on Thursday, 02/03/22, the SCADA completely failed. Since last Monday morning, the GM and one of the certified water operators here have been working closely with Tesco SCADA technicians and engineers.

Tesco arrived on-site today at 0915 hr. (9:15 AM). Two (2) SCADA technicians and Dale Holler arrived to determine the cause of the communication failure.

The following comments were made by Tesco personnel.

- The SCADA hardware, Phoenix contacts were old, but still functioning. The GM advised Tesco, there were some Phoenix components that date back to 2012.
 - The SCADA software, Wonderware had layers of different versions. Each time Windows would update, it would adversely affect the desktop SCADA mainframe. This function of Windows update was eventually set OFF.
 - Tesco technicians had difficulties in accessing the software and inquired if the authorized water district employees had the passcode. The GM answered the passcodes went with the previous SCADA technician when he passed. Even the SCADA technician that replaced the deceased SCADA technician was in the dark when it came to passcodes.
 - Tesco team members did restore communications, but did not solve the problem. Team members did gather the information required to meet and discuss a plan to present for a full recovery.
- j. At this time, Management is requesting the water board discuss, review, and approve the Tesco proposed EMASS contract to begin the next fiscal year. There are some minor questions rendered by the water district's legal department.

**4. Discussion/Action: Repair of Broadway 3 cluster gate valve
(by GM Louie)**

For clarification from the Board Meeting on 01/25/2022, the GM was since informed by Wolny, Water Tech II, that parts and material were in fact included in the quote from Genesis.

Genesis Construction advised the water district that unless the parts and material are provided by Genesis, they will not guarantee their work. If the water board decides to approve Genesis's proposal, Management will ensure there is language that this water district shall not be penalized or compensate- for any delays or damages caused by Genesis.

NEW BUSINESS

**1. Discussion/Action: Service Truck Unit #001 – Repair or Purchase
(By GM Louie)**

Service truck unit #001 had broken down while responding to Cabazon for the SCADA failure. While traveling eastbound on Interstate 10 (I-10), just before the Wildwood Rest Area, the GM noticed all the warning lights began flashing on and off.

Pulling over into the rest area, even though it was quite windy, the GM noticed steam emitting from the engine compartment. It was opinionated that the radiator core, hoses, water pump, or more than one of these engine cooling apparatuses had failed.

This truck has over 549,000 miles. Some of the contributing factors are for the first ten (10) years of the eighteen years that the GM has worked for this water district, there were numerous responses for non-business hour water emergencies.

From 2004 to 2006, The GM's residency was in Norco, California. From 2006 to 2018, the GM resided in Cabazon, and has since moved to the high desert in 2019.

A good example is the weekend before this incident, the GM had to drive to the water district's office twice in one day, and then once more afterwards during that three (3) day period. This was to perform some physical action while working with IT and once to perform a hard reset of his workstation.

With over half a million miles, this truck has served this water district gallantly. The GM mostly drives service vehicle unit #004 (Ford Fiesta). However, once every two (2) weekends, the GM will drive service truck unit #001. This keeps the fluids circulating and refrains the battery from losing its charge.

Apparently, when this Tundra and also the other service truck sits for a period of time, the battery seems to discharge and will not accept a charge. Both service trucks has had their batteries replaced several times during the past three (3) years.

At this time, the mechanic advised the GM it would be in the neighborhood of \$9,000 to have the head removed and rebuilt. However, if it is discovered that the block is cracked, then the price goes up to \$18k to \$20k.

Management is recommending to the water board the purchase of a replacement of a full ton utility truck with a service bed. A used truck with a service bed and with mileage between 60,000 to 85,000 miles runs between \$65k and \$100k.

The request to the water board is to authorize between \$65k and \$100k, including sales tax, license plate transfer fees, and then Management will work with the field crew to shop for a truck. As a governmental agency, there are some fees this water district is exempt from.

Service truck unit #001 will be sold and the funds received will be put towards the purchase of the truck with a service bed.

To not impact this fiscal year budget, Management is recommending that funding may be financed rather than cash. Should the water board approve the amount, Ms. Aguilar and GM will meet with the water district's accountants to determine the best method to fund the purchase (cash or loan), that will benefit this water district financially.

Old Business

1. Discussion/Action Item:

[TAB 1]

Krieger & Stewarts new rates – Board to approve or direct
Management to research other engineering consultant
rates.

(by GM Louie, Chuck Krieger, and Travis Romeyn)

2021 Fee Schedule Comparison

Position	Range			Krieger & Stewart	Black & Veatch	Dudek	Lee & Ro	Michael Baker International	Webb Associates
Principal-In-Charge (Charles Krieger)	\$229.00	to	\$297.00	Principal Engineer I	Engineering Manager	Principal Engineer I	Principal Engineer	Principal	Principal Engineer I
				\$248.00	\$260.00	\$255.00	\$229.00	\$297.00	\$238.00
Project Manager (Travis Romeyn)	\$181.00	to	\$233.00	Associate Engineer III	Project Engineer	Project Engineer IV	Engineer	Project Manager	Associate Engineer
				\$199.00	\$190.00	\$200.00	\$191.00	\$233.00	\$181.00
Project Engineer (Various)	\$158.00	to	\$175.00	Staff Engineer II	Staff Engineer	Project Engineer I	Associate Engineer	Project Engineer	Assistant Engineer V
				\$158.00	\$175.00	\$160.00	\$172.00	\$175.00	\$170.00
Electrical Engineer (Russ Romeyn)	\$206.00	to	\$235.00	Senior Engineer I	Senior Engineer	Senior Engineer I	Senior Engineer	Electrical Engineer	Subconsultant Only
				\$206.00	\$235.00	\$210.00	\$206.00	\$225.00	-
Office Admin Support (Various)	\$105.00	to	\$133.00	Secretary III	Clerical/Admin	Publications Specialist III	Admin. Assistant	Project Coordinator	Project Coordinator
				\$106.00	\$110.00	\$105.00	\$118.00	\$133.00	\$110.00
Construction Inspector (Various)	\$135.00	to	\$149.00	Construction Inspector	N/A	Prevailing Wage Inspector	Inspector	N/A	N/A
				\$139.00	-	\$135.00	\$149.00	-	-
Electrical Inspector (Russ Romeyn)	\$172.00	to	\$176.00	Electrical Inspector	N/A	N/A	Senior Inspector	N/A	Subconsultant Only
				\$176.00	-	-	\$172.00	-	-

*All rates are based on 2021 fee schedules.

Krieger & Stewart Yearly Fee Increase Comparison (2020-2022)

Position	Yearly Increase	Krieger & Stewart 2020	Krieger & Stewart 2021	Krieger & Stewart 2022
Principal-In-Charge (Charles Krieger)	3%	Principal Engineer I		
		\$241.00	\$248.00	\$255.00
Project Manager (Travis Romeyn)	3%	Associate Engineer III		
		\$193.00	\$199.00	\$205.00
Project Engineer (Various)	3%	Staff Engineer II		
		\$153.00	\$158.00	\$163.00
Electrical Engineer (Russ Romeyn)	3%	Senior Engineer I		
		\$200.00	\$206.00	\$212.00
Office Admin Support (Various)	3%	Secretary III		
		\$103.00	\$106.00	\$109.00
Construction Inspector (Various)	3%	Construction Inspector		
		\$135.00	\$139.00	\$143.00
Electrical Inspector (Russ Romeyn)	3%	Electrical Inspector		
		\$171.00	\$176.00	\$181.00



**FEE SCHEDULE
2022**

CLASSIFICATION	RATES \$/Hr.
Consulting, Design, Construction, Engineering, Environmental, Commissioning, and Surveying Services (Office)	
Principal	255.00
Senior III	241.00
Senior II	227.00
Senior I	212.00
Associate III	205.00
Associate II	199.00
Associate I	192.00
Staff III	185.00
Staff II	163.00
Staff I	142.00
Technician III	121.00
Technician II	115.00
Technician I	110.00
Computer Aided Design Services	
Operator III	163.00
Operator II	155.00
Operator I	145.00
Surveying Services (Field)	
2 Man Crew with Standard Equipment and Survey Truck	295.00
1 Man Crew with Standard Equipment and Survey Truck	228.00
3rd Man on Crew	137.00
Construction Services (Field)	
Construction Engineer	205.00
Electrical Inspector	181.00
Construction Inspector:	
Regular Time	143.00
Overtime:	
Weekdays (8 hours to 12 hours)	171.00
Weekdays (More than 12 hours)	206.00
Saturday (12 hours or less)	171.00
Saturday (More than 12 hours)	206.00
Sunday and Holiday (Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Day After, Christmas Day)	206.00
Support Services	
Secretary IV	113.00
Secretary III	109.00
Secretary II	98.00
Secretary I	87.00
Utility Clerk II	80.00
Utility Clerk I	79.00



**FEE SCHEDULE
2022
(continued)**

CLASSIFICATION	RATES \$/Hr.
Outside Services	
Special Consultants and Purchased Services	Cost + 15%
Reimbursable Expenses	
Vehicle Mileage	0.72 \$/Mile
Travel and Subsistence, including Air Fare, Ground Fare, and Vehicle Parking	Cost
Specialized Rental Equipment	Cost
Copies, Delivery, Postage, Prints, Telephone, and Sundry Charges	Cost

The above rates are subject to change on or about January 1 each year due to salary and cost increases, except for Construction Inspector and Survey Crew rates which are also subject to change if California Department of Industrial Relations issues new prevailing wage determinations during the course of the year. A gasoline surcharge may be included in response to increased prices; no such surcharge will be included on project invoices without prior notification.

TERMS OF PAYMENT:

Unless charge accommodations have been established beforehand, all accounts shall be prepaid. For accounts having charge accommodations, payment in full shall be made within 30 days of date of invoice. Any amount unpaid within said 30 days will be assessed a service charge of 1-1/2% per month (18% annual percentage rate), with a minimum charge of \$1.00. Accounts with a past due balance of 30 days or more are subject, without notice, to credit discontinuance and mechanic's lien or stop notice. If it becomes necessary for Krieger & Stewart to initiate legal proceedings for the collection of any balance due, the action shall be brought and tried in the Judicial Districts wherein Krieger & Stewart offices are located. Client agrees that the court may award reasonable attorney's fees and costs of suit to the prevailing party.

2022-FEES (10/07/2021)



**FEE SCHEDULE
2021**

CLASSIFICATION	RATES \$/Hr.
Consulting, Design, Construction, Engineering, Environmental, Commissioning, and Surveying Services (Office)	
Principal III	290.00
Principal II	275.00
Principal I	248.00
Senior III	234.00
Senior II	220.00
Senior I	206.00
Associate III	199.00
Associate II	193.00
Associate I	186.00
Staff III	180.00
Staff II	158.00
Staff I	138.00
Technician III	117.00
Technician II	112.00
Technician I	107.00
Forensic Services	
Principal Expert:	
Testimony, Deposition, and Trial	400.00
Investigation and Preparation	300.00
Associate Expert:	
Testimony, Deposition, and Trial	350.00
Investigation and Preparation	250.00
Computer Aided Design Services	
Operator III	158.00
Operator II	150.00
Operator I	141.00
Surveying Services (Field)	
2 Man Crew with Standard Equipment and Survey Truck	295.00
1 Man Crew with Standard Equipment and Survey Truck	228.00
3rd Man on Crew	137.00
Construction Services (Field)	
Construction Engineer	199.00
Electrical Inspector	176.00
Construction Inspector:	
Regular Time	139.00
Overtime:	
Weekdays (8 hours to 12 hours)	166.00
Weekdays (More than 12 hours)	200.00
Saturday (12 hours or less)	166.00
Saturday (More than 12 hours)	200.00
Sunday and Holiday (Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Day After, Christmas Day)	200.00



**FEE SCHEDULE
2021
(continued)**

CLASSIFICATION	RATES \$/Hr.
Support Services	
Secretary IV	110.00
Secretary III	106.00
Secretary II	95.00
Secretary I	84.00
Utility Clerk II	78.00
Utility Clerk I	77.00
Outside Services	
Special Consultants and Purchased Services	Cost + 15%
Reimbursable Expenses	
Vehicle Mileage	0.72 \$/Mile
Travel and Subsistence, including Air Fare, Ground Fare, and Vehicle Parking	Cost
Specialized Rental Equipment	Cost
Copies, Delivery, Postage, Prints, Telephone, and Sundry Charges	Cost

The above rates are subject to change on or about January 1 each year due to salary and cost increases, except for Construction Inspector and Survey Crew rates which are also subject to change if California Department of Industrial Relations issues new prevailing wage determinations during the course of the year. A gasoline surcharge may be included in response to increased prices; no such surcharge will be included on project invoices without prior notification.

TERMS OF PAYMENT:

Unless charge accommodations have been established beforehand, all accounts shall be prepaid. For accounts having charge accommodations, payment in full shall be made within 30 days of date of invoice. Any amount unpaid within said 30 days will be assessed a service charge of 1-1/2% per month (18% annual percentage rate), with a minimum charge of \$1.00. Accounts with a past due balance of 30 days or more are subject, without notice, to credit discontinuance and mechanic's lien or stop notice. If it becomes necessary for Krieger & Stewart to initiate legal proceedings for the collection of any balance due, the action shall be brought and tried in the Judicial Districts wherein Krieger & Stewart offices are located. Client agrees that the court may award reasonable attorney's fees and costs of suit to the prevailing party.

2021-FEES (09/10/2020)



**FEE SCHEDULE
2020**

CLASSIFICATION	RATES \$/Hr.
Consulting, Design, Construction, Engineering, Environmental, Commissioning, and Surveying Services (Office)	
Principal III	290.00
Principal II	267.00
Principal I	241.00
Senior III	227.00
Senior II	214.00
Senior I	200.00
Associate III	193.00
Associate II	187.00
Associate I	181.00
Staff III	175.00
Staff II	153.00
Staff I	134.00
Technician III	114.00
Technician II	109.00
Technician I	104.00
Forensic Services	
Principal Expert:	
Testimony, Deposition, and Trial	400.00
Investigation and Preparation	300.00
Associate Expert:	
Testimony, Deposition, and Trial	350.00
Investigation and Preparation	250.00
Computer Aided Design Services	
Operator III	153.00
Operator II	146.00
Operator I	137.00
Surveying Services (Field)	
2 Man Crew with Standard Equipment and Survey Truck	295.00
1 Man Crew with Standard Equipment and Survey Truck	228.00
3rd Man on Crew	137.00
Construction Services (Field)	
Construction Engineer	193.00
Electrical Inspector	171.00
Construction Inspector:	
Regular Time	135.00
Overtime:	
Weekdays (8 hours to 12 hours)	161.00
Weekdays (More than 12 hours)	194.00
Saturday (12 hours or less)	161.00
Saturday (More than 12 hours)	194.00
Sunday and Holiday (Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Day After, Christmas Day)	194.00



**FEE SCHEDULE
2020
(continued)**

CLASSIFICATION	RATES \$/Hr.
Support Services	
Secretary IV	107.00
Secretary III	103.00
Secretary II	92.00
Secretary I	82.00
Utility Clerk II	76.00
Utility Clerk I	75.00
Outside Services	
Special Consultants and Purchased Services	Cost + 15%
Reimbursable Expenses	
Vehicle Mileage	0.72 \$/Mile
Travel and Subsistence, including Air Fare, Ground Fare, and Vehicle Parking	Cost
Specialized Rental Equipment	Cost
Copies, Delivery, Postage, Prints, Telephone, and Sundry Charges	Cost

The above rates are subject to change on or about January 1 each year due to salary and cost increases, except for Construction Inspector and Survey Crew rates which are also subject to change if California Department of Industrial Relations issues new prevailing wage determinations during the course of the year. A gasoline surcharge may be included in response to increased prices; no such surcharge will be included on project invoices without prior notification.

TERMS OF PAYMENT:

Unless charge accommodations have been established beforehand, all accounts shall be prepaid. For accounts having charge accommodations, payment in full shall be made within 30 days of date of invoice. Any amount unpaid within said 30 days will be assessed a service charge of 1-1/2% per month (18% annual percentage rate), with a minimum charge of \$1.00. Accounts with a past due balance of 30 days or more are subject, without notice, to credit discontinuance and mechanic's lien or stop notice. If it becomes necessary for Krieger & Stewart to initiate legal proceedings for the collection of any balance due, the action shall be brought and tried in the Judicial Districts wherein Krieger & Stewart offices are located. Client agrees that the court may award reasonable attorney's fees and costs of suit to the prevailing party.

2020-FEES (09/13/2019)

JURUPA COMMUNITY SERVICES DISTRICT

Etiwanda Intervalley Water Quality and Water Resiliency Project - Etiwanda Pipeline Phase 1 & 2

Black & Veatch Fee Rates* for 2021

Title	Hourly Billing Rate
Project Director	\$295
Project Manager	\$270
Engineering Manager	\$260
Senior Engineer	\$235
Project Engineer	\$190
Staff Engineer	\$175
Junior Engineer	\$140
Technical Specialist / QC	\$260
Senior Estimator	\$260
Cost Estimator	\$215
Sr. CAD Technician	\$190
CAD Technician	\$140
Finance / Project Controls	\$140
Clerical/Admin	\$110

* Subject to 3% escalation April of each year.

7 Cost Proposal

DUDEK 2021 STANDARD SCHEDULE OF CHARGES

ENGINEERING SERVICES

Project Director	\$295.00/hr
Principal Engineer III	\$275.00/hr
Principal Engineer II	\$265.00/hr
Principal Engineer I	\$255.00/hr
Program Manager	\$240.00/hr
Senior Project Manager	\$240.00/hr
Project Manager	\$235.00/hr
Senior Engineer III	\$230.00/hr
Senior Engineer II	\$220.00/hr
Senior Engineer I	\$210.00/hr
Project Engineer IV/Technician IV	\$200.00/hr
Project Engineer III/Technician III	\$190.00/hr
Project Engineer II/Technician II	\$175.00/hr
Project Engineer I/Technician I	\$160.00/hr
Senior Designer	\$180.00/hr
Designer	\$170.00/hr
Assistant Designer	\$165.00/hr
CADD Operator III	\$160.00/hr
CADD Operator II	\$150.00/hr
CADD Operator I	\$135.00/hr
CADD Drafter	\$125.00/hr
CADD Technician	\$115.00/hr
Project Coordinator	\$140.00/hr
Engineering Assistant	\$120.00/hr

ENVIRONMENTAL SERVICES

Project Director	\$245.00/hr
Senior Specialist IV	\$230.00/hr
Senior Specialist III	\$220.00/hr
Senior Specialist II	\$200.00/hr
Senior Specialist I	\$190.00/hr
Specialist V	\$180.00/hr
Specialist IV	\$170.00/hr
Specialist III	\$160.00/hr
Specialist II	\$145.00/hr
Specialist I	\$130.00/hr
Analyst V	\$120.00/hr
Analyst IV	\$110.00/hr
Analyst III	\$100.00/hr
Analyst II	\$90.00/hr
Analyst I	\$80.00/hr
Technician V	\$100.00/hr
Technician IV	\$90.00/hr
Technician III	\$80.00/hr
Technician II	\$70.00/hr
Technician I	\$60.00/hr
Compliance Monitor	\$95.00/hr

DATA MANAGEMENT SERVICES

GIS Programmer	\$185.00/hr
GIS Specialist IV	\$160.00/hr
GIS Specialist III	\$150.00/hr
GIS Specialist II	\$140.00/hr
GIS Specialist I	\$130.00/hr
Data Analyst III	\$100.00/hr
Data Analyst II	\$90.00/hr
Data Analyst I	\$80.00/hr
UAS Pilot	\$100.00/hr

CONSTRUCTION MANAGEMENT SERVICES

Principal/Manager	\$195.00/hr
Senior Construction Manager	\$180.00/hr
Senior Project Manager	\$165.00/hr
Construction Manager	\$155.00/hr
Project Manager	\$145.00/hr
Resident Engineer	\$145.00/hr
Construction Engineer	\$140.00/hr
On-site Owner's Representative	\$140.00/hr
Construction Inspector III	\$130.00/hr
Construction Inspector II	\$120.00/hr
Construction Inspector I	\$110.00/hr
Prevailing Wage Inspector	\$135.00/hr

HYDROGEOLOGY/HAZWASTE SERVICES

Project Director	\$285.00/hr
Principal Hydrogeologist/Engineer II	\$265.00/hr
Principal Hydrogeologist/Engineer I	\$250.00/hr
Sr. Hydrogeologist IV/Engineer IV	\$235.00/hr
Sr. Hydrogeologist III/Engineer III	\$220.00/hr
Sr. Hydrogeologist II/Engineer II	\$205.00/hr
Sr. Hydrogeologist I/Engineer I	\$190.00/hr
Hydrogeologist VI/Engineer VI	\$180.00/hr
Hydrogeologist V/Engineer V	\$170.00/hr
Hydrogeologist IV/Engineer IV	\$160.00/hr
Hydrogeologist III/Engineer III	\$150.00/hr
Hydrogeologist II/Engineer II	\$140.00/hr
Hydrogeologist I/Engineer I	\$130.00/hr
Technician	\$100.00/hr

DISTRICT MANAGEMENT & OPERATIONS

District General Manager	\$195.00/hr
District Engineer	\$185.00/hr
Operations Manager	\$160.00/hr
District Secretary/Accountant	\$120.00/hr
Collections System Manager	\$135.00/hr
Grade V Operator	\$125.00/hr
Grade IV Operator	\$110.00/hr
Grade III Operator	\$100.00/hr
Grade II Operator	\$75.00/hr
Grade I Operator	\$70.00/hr
Operator in Training	\$65.00/hr
Collection Maintenance Worker	\$75.00/hr

CREATIVE SERVICES

3D Graphic Artist	\$180.00/hr
Graphic Designer IV	\$160.00/hr
Graphic Designer III	\$145.00/hr
Graphic Designer II	\$130.00/hr
Graphic Designer I	\$115.00/hr

PUBLICATIONS SERVICES

Technical Editor III	\$145.00/hr
Technical Editor II	\$130.00/hr
Technical Editor I	\$115.00/hr
Publications Specialist III	\$105.00/hr
Publications Specialist II	\$95.00/hr
Publications Specialist I	\$85.00/hr
Clerical Administration	\$90.00/hr

Forensic Engineering – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.
Emergency and Holidays – Minimum charge of two hours will be billed at 1.75 times the normal rate.

Material and Outside Services – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.

Travel Expenses – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost.

Invoices, Late Charges – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay a monthly late charge equal to 1% per month of the outstanding balance until paid in full.

Annual Increases – Unless identified otherwise, these standard rates will increase 3% annually.

The rates listed above assume prevailing wage rates does not apply. If this assumption is incorrect Dudek reserves the right to adjust its rates accordingly.

DUDEK

Effective January 1, 2021

EXHIBIT 2

FY 2020 -2021 HOURLY BILLING RATE SCHEDULE

(Effective from November 1, 2020 to October 31, 2021)

This schedule will be subject to change at the beginning of the new fiscal year (November 1st).

PERSONNEL CLASSIFICATION			BILLING RATES (\$/HOUR)
ENGINEERS			
Engineer 8	E8	Managing Engineer	\$274
Engineer 7	E7	Supervising Engineer	\$249
Engineer 6	E6	Principal Engineer	\$229
Engineer 5	E5	Senior Engineer	\$206
Engineer 4	E4	Engineer	\$191
Engineer 3	E3	Associate Engineer	\$172
Engineer 2	E2	Assistant Engineer	\$149
Engineer 1	E1	Junior Engineer	\$133
CAD / DESIGNERS			
Designer 6	T6	Principal Designer	\$191
Designer 5	T5	Senior Designer	\$172
Designer 4	T4	Designer	\$149
Designer 3	T3	Associate Designer	\$133
Designer 2	T2	Assistant Designer	\$112
Designer 1	T1	Junior Designer	\$93
FIELD PROFESSIONALS			
Field Professional 5	F5	Senior Resident Engineer	\$206
Field Professional 4	F4	Resident Engineer	\$191
Field Professional 3	F3	Senior Inspector	\$172
Field Professional 2	F2	Inspector	\$149
Field Professional 1	F1	Assistant Inspector	\$133
ADMINISTRATIVE			
Administrative 4	A4	Senior Contract Manager	\$149
Administrative 3	A3	Contract Manager	\$138
Administrative 2	A2	Senior Word Processor	\$133
Administrative 1	A1	Word Processor / Admin. Assistant	\$118



Michael Baker
INTERNATIONAL
HOURLY RATE SCHEDULE
Effective January 2021 through December 2022

	2021 \$/Hour	2022 \$/Hour
OFFICE PERSONNEL		
Senior Principal	317	327
Principal	297	306
Environmental Principal	185	191
Program Manager	285	294
Senior Project Manager	280	288
Project Manager	233	240
Structural Engineer	217	224
Technical Manager	222	229
Senior Engineer	236	243
Electrical Engineer	225	232
Biologist	185	191
Landscape Architect	175	180
Senior GIS Analyst	165	170
Project Engineer/Planner	175	180
Environmental Specialist	159	163
Design Engineer/Senior Designer/Survey Analyst	169	174
GIS Analyst	159	163
Designer/Planner	138	142
Project Coordinator	133	137
Graphic Artist	116	120
Environmental Analyst/Staff Planner/Design Technician	122	125
Assistant Engineer/Planner	140	144
Permit Processor	101	104
Engineering Aid/Planning Aid	90	92
Office Support/ Clerical	79	82
Environmental Analyst	115	118
Mapping Manager	190	196
Senior Mapper	150	155
SURVEY PERSONNEL		
2-Person Survey Crew	288	297
1-Person Survey Crew	175	180
Licensed Surveyor	212	219
Field Supervisor	185	191

Note: Rates are subject to change by 3% each year.

Blueprinting, reproduction, messenger service and other direct expenses will be charged as an additional cost plus 15%. A Sub-consultant Management Fee of fifteen-percent (15%) will be added to the direct cost of all sub-consultant services to provide for the cost of administration, sub-consultant consultation and insurance. Vehicle mileage will be charged as an additional cost at the IRS approved rate.



Fee Proposal

Etiwanda Intervalley Water Quality and Water Resiliency Project - C155003

Principal II	\$258
Principal I	\$238
Senior	\$217
Associate	\$181
Assistant	\$145
Survey Manager	\$238
Survey Crew	\$255
Project Coord.	\$98
Admin. Assistant	\$88

Task	Description	Principal II	Principal I	Senior	Associate	Assistant	Survey Manager	Survey Crew	Project Coordinator	Admin. Assistant	Total Task Hours	Aerial Survey	Photoling	Surge Analysis	Trenchless Engineering	Geotechnical	Structural/Crossings	Corrosion Engineering	Electrical Engineering	Appraisal Services	Expenses	Fee
I	Project Management	35	102	34	0	0	0	0	80	41	292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400	\$52,592
A	Project Management and Coordination	16	36						40	20	112										\$0	\$18,376
B	Project Management Plan	2	4						8	4	18										\$0	\$2,604
C	Project Kick off Meeting	2	2	4					2	2	12										\$100	\$2,347
D	Communication/Coordination Meetings	15	30	30					15	15	105										\$300	\$20,655
E	Monthly Reports and Invoices		30						15		45										\$0	\$8,610
II	Data Collection and Preliminary Design Review	0	20	32	28	40	0	0	8	0	128	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$29,279
A	Data Collection										0										\$0	\$0
B	Alignment Review		4	8	8						20										\$150	\$4,309
C	Hydraulic and Surge Analysis		16	24	20	40			8		108			\$5,000							\$0	\$24,970
III	Final Design - Phase 1 & 2	34	126	356	834	1,160	14	80	44	58	2,706	\$0	\$233,885	\$0	\$78,500	\$5,000	\$1,000	\$75,000	\$27,000	\$0	\$1,750	\$953,769
A	Photoling and Plotting	2	8	16	20	60	4	40	4	16	170		\$233,885								\$250	\$300,419
B	Additional Survey for Phase 1 and 2		2	20	10		10	40		12	94										\$500	\$20,837
C	Field Walks and Investigations		12	40	40					12	104										\$500	\$20,407
D	Phase 1 Pipeline Plans	8	24	100	300	500				4	936							\$36,500			\$100	\$198,718
E	Phase 2 Pipeline Plans	8	24	100	300	500				2	934				\$56,000	\$5,000		\$30,000			\$100	\$261,217
F	Pressure/Flow Control Plans	8	12	40	80	60					200								\$27,000		\$100	\$67,945
G	Contract Specifications	8	20	40	60	40			40		208				\$20,000			\$7,000			\$200	\$67,364
H	Engineer's Estimates at submittals		24		24					12	60				\$2,500		\$1,000	\$1,500			\$0	\$16,862
IV	Permitting and Approvals Phase 1 & 2	34	132	152	48	124	0	0	64	24	578	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0	\$31,050	\$3,000	\$176,132
	District Design Workshops	8	12	12	8	4			4	8	56											\$10,648
A	Permit Coordination and Acquisition	16	80	100	40	40			60	4	340						\$25,000					\$92,890
B	Site Acquisition Support	4	20	20		40				4	88									\$31,050	\$3,000	\$55,442
C	Coordination and Meetings	6	20	20		40				8	94										\$0	\$17,152
V	Bidding Services	4	16	16	40	32	0	0	8	0	116	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$21,206
A	Bidding Services - Phase 1	2	8	8	20	16			4		58										\$100	\$10,603
B	Bidding Services - Phase 2	2	8	8	20	16			4		58										\$100	\$10,603
VI	CEQA / Grant & Loan Funding Support	150	130	60	26	22	0	0	20	8	416	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$93,220
A	Agency Coordination			30	10	10			10		60											\$10,750
A	JCSD Board Presentations	10	10	2	4	4			2	2	34											\$7,070
B	Community Outreach Support	40	20	4	8	8			4	4	88											\$19,300
C	SRF Loan Coordination	20	20	4	4				4	2	54											\$12,080
D	CVWD Coordination	40	40	20							100											\$24,180
E	Overall Program Coordination	40	40								80											\$19,640
	Sub Totals	257	526	650	976	1,378	14	80	224	131	4,236	\$0	\$233,885	\$5,000	\$78,500	\$5,000	\$26,000	\$75,000	\$27,000	\$31,050	\$5,500	\$1,326,197
	Total Final Design Budget																					\$ 1,326,197
	Optional Services	16	32	132	339	375	4	16	80	0	994	\$4,000	\$12,000	\$0	\$5,000	\$8,000	\$0	\$0	\$9,000	\$0	\$0	\$212,694
A	Traffic Control Plans	12	8	88	259	259			40		666											\$112,450
B	Material Procurement Package	2	8	20	20	16			20		86											\$14,660
C	Philadelphia Lateral Design	2	16	24	60	100	4	16	20		242	\$4,000	\$12,000		\$5,000	\$8,000		\$8,000				\$85,594
	Hourly Rates	\$ 258	\$ 238	\$ 217	\$ 181	\$ 145	\$ 238	\$ 255	\$ 98	\$ 88												



Goetz Road Tank Transmission Pipeline
Eastern Municipal Water District

Item	Description	Bruce Davis Principal II	Sining Zhang Principal I	Elizabeth Xiong Assistant V	Chandler Drachslin Assistant V	Bradley Sackett Principal I	Teresa DeShazer Project Coordinator	Ingrid Mar Associate I	Michael Johnson Principal I	Jordan Moretti Assistant III	Matthew Sievers Party Chief/2-Person Survey Crew	Total Hours	Subtotal - Labor	Sub-consultant budget	Expenses	Total/task ¹
	Billout Rate	\$ 290	\$ 245	\$ 170	\$ 170	\$ 245	\$ 110	\$ 170	\$ 275	\$ 140	\$ 291					
Task 1 - Project Management		6	35	6	4	13	7					71	\$ 15,970	\$ -	\$ 90	\$ 16,060
1.1 Kick off Meeting		1	3	2		1	1					8	\$ 1,720	\$ -	\$ 30	\$ 1,750
1.2 Project Review Meetings (3)		2	8			4	2					16	\$ 3,740	\$ -	\$ 60	\$ 3,800
1.3 Project Updates		1	10									11	\$ 2,740	\$ -	\$ -	\$ 2,740
1.4 Coordination with EMWD Consultants			4									4	\$ 980	\$ -	\$ -	\$ 980
1.5 QA/QC						8						8	\$ 1,960	\$ -	\$ -	\$ 1,960
1.6 Public Affairs Support			4	4	4							12	\$ 2,340	\$ -	\$ -	\$ 2,340
1.7 Project Management		2	6				4					12	\$ 2,490	\$ -	\$ -	\$ 2,490
Task 2 - Investigations			11	14		3	23		4	22	16	93	\$ 17,176	\$ 6,210	\$ 500	\$ 23,886
2.1 Survey and Mapping			1				2		4	20	12	39	\$ 7,857	\$ 6,210	\$ 100	\$ 14,167
2.2 Utility Research			2	4			20					26	\$ 3,370	\$ -	\$ 250	\$ 3,620
2.3 Potholing Coordination and Survey			2	4						2	4	12	\$ 2,614	\$ -	\$ 50	\$ 2,664
2.4 Field Investigation (two)			6	6		3	1					16	\$ 3,335	\$ -	\$ 100	\$ 3,435
Task 3 - Preliminary Design Memorandum			16	36	12	10	12					86	\$ 15,850	\$ -	\$ -	\$ 15,850
3.1 Prepare PDM (60% Design)			12	36	12	6	8					74	\$ 13,450	\$ -	\$ -	\$ 13,450
3.2 PDM Review Meeting (60% Design)			4			4	4					12	\$ 2,400	\$ -	\$ -	\$ 2,400
Task 4 - Contract Documents			58	148	8	20	30	50				314	\$ 57,430	\$ -	\$ 30	\$ 57,460
4.1 Design Plans 90%			12	80		4	2					98	\$ 17,740	\$ -	\$ 30	\$ 17,770
4.2 Design Plans 100%			8	20	4		2					34	\$ 6,260	\$ -	\$ -	\$ 6,260
4.3 Design Plans Final			4	20			4					28	\$ 4,820	\$ -	\$ -	\$ 4,820
4.4 Traffic Control Plans			2				4	50				56	\$ 9,430	\$ -	\$ -	\$ 9,430
4.5 Contract Specifications			24	16		16	16					72	\$ 14,280	\$ -	\$ -	\$ 14,280
4.6 Estimate of Probable Cost			4	8								12	\$ 2,340	\$ -	\$ -	\$ 2,340
4.7 Permitting Support			4	4	4		2					14	\$ 2,560	\$ -	\$ -	\$ 2,560
Task 5 - Bidding Services			5	6			2					13	\$ 2,465	\$ -	\$ -	\$ 2,465
5.1 Attend pre-bid meeting			3									3	\$ 735	\$ -	\$ -	\$ 735
5.2 Respond to Bidder questions			2	6			2					10	\$ 1,730	\$ -	\$ -	\$ 1,730
Total		6	125	210	24	46	74	50	4	22	16	577	\$ 108,891	\$ 6,210	\$ 620	\$ 115,721

Principal II \$290
Principal I (S.Z.) \$275
Principal I (M.J.) \$245
Assistant V \$170
Assistant III \$140
Project Coord \$110
Associate I \$170
Survey Crew \$291

1. Rounded to the nearest \$1.

Old Business

2. Discussion Item: [TAB 2]

Bridge Loan – Isolation Valve Project – Update the Board
(by GM Louie, Chuck Krieger, and Travis Romeyn)

*No attachments – San Geronio Pass Water Agency will
discuss this item at their Board Meeting on 02/14/2022.
There is no update at the time of the posting of this Board
Packet.

Old Business

3. Discussion/Action Item: [TAB 3]

Tesco Controls – SCADA
(by GM Louie)

*See additional notes in Manager Report

To: Cabazon Water District
Attn: Calvin Louie
Re: Annual Extended Maintenance and System Services (EMASS) Proposal

Quote Date: 1/31/2022
Quote No.: 22A256Q01

ANNUAL SERVICE CONTRACT PACKAGE

(Service Period: July 1, 2022 to June 30, 2023)

This proposal is offering an Extended Maintenance and System Service (EMASS) contract package to provide support services for the Cabazon Water District's water distribution sites' Motor Control Centers (MCC), Remote Telemetry Units (RTU) and Control Panels (CP) Systems. The service contract shall provide a maximum of one (1) prescheduled sites service visit for two (2) TESCO's service representatives, including instruments calibrations. EMASS services will be scheduled approximately 5-6 weeks prior to required work. Additional work provided above and beyond the contract allowance will be provided at the contract's reduced rates on a time-and-material basis.

With this agreement, **when paid in full at the beginning of the service term**, the signee is entitled to reduced rates, priority response, and emergency service available 24 hours a day, 7 days a week, 365 days a year. These rates and terms are identified under the "Standard Professional Services Rates for Time and Material Services" section as included herein.

Scope of Coverage

The following identifies the scope of coverage related to support, service, and covered equipment/systems as part of this Service Contract Package.

Item	Description
1	<p>MCC / VFD / RVSS / Pump Controls Specialized Preventative Maintenance & Support Services: TESCO shall provide site visits to perform specialized preventative maintenance, including system inspection, verification, and equipment cleaning. These services will be prescheduled and performed annually onsite, and include:</p> <ul style="list-style-type: none"> Exterior and Interior checks of the cabinet paint condition, door operations, seals and gaskets, checks of door mounted controls and switches, and exterior mounted generator receptacle check if applicable. Vacuum of dust and debris inside the cabinet Visually inspect connections Check for moisture intrusion Check for rodent/insect intrusion Check ventilation fans for proper operation and clean filters as needed Check for loose connections and signs of overheating Check current and voltage output Confirm motor Drive ventilation clearances have not been obstructed Confirm motor Drive paneling and covers are in place and properly closed <p>Sites/Equipment Covered: The above-listed support service applies to the following sites/equipment:</p> <ul style="list-style-type: none"> One (1) Motor starter panel (Well 1/Tank 1 site) One (1) Toshiba motor starter panel (Well 2 site) One (1) Motor starter panel (Well 5 site)

Item	Description
2	<p>PLC / RTU / Control Panel Specialized Preventative Maintenance & Support Services: TESCO shall provide site visits to perform specialized preventative maintenance, including system inspection, verification, and equipment cleaning. These services will be prescheduled and performed annually onsite, and include:</p> <ul style="list-style-type: none"> ▪ Exterior and Interior checks of the cabinet paint condition, door operations, seals and gaskets, and checks of door mounted controls and switches. ▪ Vacuum of dust and debris inside the cabinet ▪ Check for moisture intrusion ▪ Check for rodent/insect intrusion ▪ Check fan and heater functional performance ▪ Visually inspect battery backup and UPS ▪ Verify Controller's power supply voltage ▪ Check and verify PLC processor and I/O Modules connections ▪ Check for excessive heat and loose connections ▪ Check telemetry equipment cabling and connections ▪ Seat terminal blocks and all relays <p>Sites/Equipment Covered: The above-listed support service applies to the following sites/equipment:</p> <ul style="list-style-type: none"> ▪ One (1) PLC/RTU control panel (Almond PRV vault) ▪ One (1) PLC/RTU control panel (Office SCADA room) ▪ Four (4) PLC/RTU control panels (Tanks 1,2,3,4) ▪ Two (2) PLC/RTU control panels (Wells 2 and 5)
3	<p>Instrumentation Management Services:</p> <ul style="list-style-type: none"> ▪ Provide EMASS service representative(s) to perform annual instruments functional performance verification services for field instruments. ▪ Annual instruments onsite verification. Functional verification services include test solutions necessary to verify performance of instruments. (Please note that instruments must be identified prior to scheduling service for proper preparation of service, such as procurement of calibration solutions, etc.). ▪ Performance diagnostics, battery checks and loop checks. ▪ Verify instruments output at the SCADA computer when applicable. ▪ Provide performance verification certification stickers for instruments verified. ▪ Note: <i>Responsibility of the Owner is to provide safe access to instruments located in designated as "Confined Space Entry" areas and instruments located at higher reach.</i> <p>Field instruments to be performance verified; flow meter range verification of inputs and outputs: Five (5) Instruments Covered to be performance verified:</p> <ul style="list-style-type: none"> ▪ Two (2) Hach CL17 Chlorine analyzers (Tank 3 site) ▪ One (1) McCrometer paddle wheel flowmeter (Well 2 site) ▪ One (1) McCrometer paddle wheel flowmeter (Well 4 site) ▪ One (1) Octave magnetic flowmeter (Well 5 site)
<p>TOTAL ANNUAL COST: \$5,500.00</p>	

Additional Services

Additional services which are not included within the Service Contract coverages (as defined above) are available and can be administered through this contract. Such services are offered at TESCO's "standard rates" per the rate scheduled included herein, which will accrue against the included Allowance or billed separately on a Time-&-material (T&M) basis. These services will be subject to the service provisions defined herein and scheduled

accordingly. Service and support may include any of the following disciplines/items as needed to fulfill the additional service requests.

- **Field Service Technician** – to provide field support and services, including, but not limited to: instrumentation troubleshooting, calibration, and loop testing; electrical control modifications; Infrared Thermal Image Scan(s) for verifying/identifying poor connections, resistive “hot spots”, and potentially failing equipment, control system troubleshooting; motor control support services (e.g. VFD’s, RVSS’s, Pump Control Panels, etc.) and communication system service.
- **PLC Programmer** – to provide PLC programming support and services as needed, including, but not limited to: troubleshooting, program modifications, OIT programming services, and training.
- **SCADA Programmer** – to provide SCADA support and services as needed, including, but not limited to: software troubleshooting; support services for system tags, database, telemetry/communications, alarming systems, reporting, and graphics support; networking support; programming modifications; and training.
(Note: Latest SCADA system software updates should be available while under terms of the contract)
- **Engineer** – to provide engineering and consulting support and services related to electrical control and system engineering, including, but not limited to: electrical control system assessment, tracing, engineering, and as-built drawings; control system operations engineering; system documentation; and training.
- Materials, travel, expenses, and/or third-party services will be billed separately. Any material required shall be approved by owner/customer prior to procurement.

Rate Schedule

The following rate schedule identifies the Professional Services offered by Tesco Controls, Inc for Technical Support Services only. Please note that this rate schedule is not intended for use with Task Orders or project scopes of work, which shall be administered separately from this Service and Support Contract (TESCO can negotiate and quote these separate work efforts, as needed). This rate schedule applies to the services and support covered by this Service Contract per the applicable rate category, as well as, the additional services that are rendered for ancillary support effort (which is performed per the standard rates and provisions defined below).

The following are Tesco’s current professional service rates for year **2022** including the escalation rate schedule for service type and category. The rates shown below include the direct hourly rate only and do not include expenses related to business travel, ME&I costs, per diem, or other miscellaneous fees. If needed, please consult with Tesco representative for travel-loaded rates which are evaluated case-by-case upon request.

Professional Services	Standard Rate	Premium Services	Emergency Services	EMASS Contracts
Factory Repairs	\$110	\$120	\$150	\$95
Administrative Support	\$105	\$115	\$145	\$90
Engineering Support	\$105	\$115	\$145	\$90
Drafter/Designer	\$125	\$135	\$185	\$110
Engineer/Designer (Electrical, Controls)	\$145	\$155	\$215	\$125
Project Engineer	\$155	\$165	\$235	\$145
Senior Project Engineer	\$170	\$185	\$245	\$145
Project Manager	\$165	\$175	\$235	\$145
Senior Project Manager	\$185	\$195	\$245	\$155
PLC Applications Programmer	\$155	\$165	\$235	\$145
Senior PLC Applications Programmer	\$170	\$185	\$245	\$145
SCADA Applications Programmer	\$155	\$165	\$235	\$145
Senior SCADA Applications Programmer	\$170	\$185	\$245	\$145

Professional Services	Standard Rate	Premium Services	Emergency Services	EMASS Contracts
Field Service Engineer/Specialist	\$155	\$165	\$235	\$145
Senior Field Service Engineer	\$170	\$185	\$245	\$145
Network/Communications Engineer	\$165	\$185	\$250	\$150
Senior System Architect	\$200	\$215	\$265	\$185

Service Rate Categories

The following define the service types identified in the above listed rate categories:

Standard Service Rate – These rates apply to standard scope and task order activities that are under Tesco’s scheduling and resource planning control. Standard rates are reserved for negotiated, planned, and well-defined/specified scopes of work where standard approach methodologies for executing work activities apply. These rates may also apply to specialized preventative maintenance services. These rates do not apply to open-ended tasks or time-&-material (T&M) work orders requiring premium technical/engineering services (please refer to Premium Service Rates); the Standard Service Rate category apply to standard ‘project/product delivery’ work. Please consult with Tesco representative for applicable service rate.

Premium Service Rate – These rates apply to open-ended tasks and time-&-material (T&M) work activities where the scope of work is not well-defined requiring a non-standard approach to scope management and resource planning. Such activities require higher-level disciplines for engineering task discovery in defining scope of work requirements on an as-needed basis. These rates may also apply to scope and task order activities that require premium technical services, such as engineering assessments, engineering surveys/studies, integration activities, troubleshooting, and T&M support services. These rates do not apply to urgent, expedited, or emergency service where the rendering of services are subject to deadlines or schedules that compress or interrupt other prescheduled activities or project work (please refer to Emergency Service Rates). Please consult with Tesco representative for applicable service rate.

Emergency Service Rate – These rates apply to tasks, work activities, and/or services that are rendered where personnel and resources need to be expedited and do not follow Tesco’s standard methodology for scheduling work. Such services may impact other work activities or other project work, and may require rescheduling of resources to accommodate an expedited schedule. These rates may also apply to services that need to be rendered after normal business hours, whether provided as technical phone support or onsite technical support. Please note that any onsite technical support or activity rendered as an Emergency Service Rate may be subject to additional surcharges as follows:

Emergency Onsite Service Surcharges

Mobilization surcharges are applied to each emergency call/request that results in onsite activities being rendered under the Emergency Service Rate classification as defined above. These surcharges do not apply to phone support or remote VPN access support services. The following surcharges are applied to the mobilization of onsite services based on operating business hours.

After-Normal Business Hours, On-Call Onsite Support..... \$950 per incident
During Normal Business Hours, On-Call Onsite Support..... \$650 per incident

After-hours service requests are managed through Tesco’s 24/7 On-Call Support Program and facilitated through Tesco’s call center and dispatched to on-call personnel. Please note that the utilization of Emergency Service Rates do not constitute an Emergency On-Call & Technical Support Service Contract or guarantee a level-of-service/response-time stipulated by those contracts. Please contact Tesco for a customized EMASS, Support, and/or On-Call Emergency Service Contract which is structured and quoted on support needs and on a system-by-system basis. Although Emergency Services are expedited and scheduled promptly, mobilization is subject to

availability and resource rescheduling lead-times. Please consult with Tesco representative for applicable service rate.

Service Contract Rate – These rates apply to work, tasks, and scopes identified by a Tesco Service Contract. Service Contracts can include bundled packages for Extended Maintenance And System Services (EMASS) contracts, Technical Support Service contracts, and On-Call Emergency Service contracts. Eligibility of these rates are only available through an active and pre-paid Tesco Service Contract which are subject to the terms and conditions stipulated by the respective Service Contract language. These rates do not apply to Open Purchase Orders, Time-&-Material (T&M) service requests, or premium Professional Services / Consulting Agreements. Please consult with Tesco representative for additional information and details related to Service Contracts.

Please consult with a Tesco representative for applicable service rates.

Rendering Services

Upon contracting into an agreement with Tesco Controls, Inc. (i.e. Retainer Agreement, Service Contract, or Professional Services/Consulting Agreement), these indicated rates shall be valid for the agreed contract period. Services rendered will be provided on a Time-and-Material accrual basis; which may be estimated in advance with a specified Task Order and/or defined scope of activity(ies). The hours accrued for rendered services will be recorded and only those incurred hours will be billed against the service/contract agreement in addition to the cost of expenses, travel, per diem, ME&I costs, fees, expenditures, and any preauthorized hardware/material provided. Please refer to the Time-and-Material service provisions and the terms and conditions noted herein.

Service Provisions

Please note the following service provisions:

- Normal working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Overtime at one and one-half the standard rate is billed for services outside the normal working hours, excluding weekends and holidays.
- Saturday working hours are billed at two times the standard rates.
- Sunday working hours are billed at three times the standard rates.
- Holiday working hours are billed at three times the standard rates.
- The above rates are billed two-hour minimum and in half-hour increments per activity/mobilization.
- Portal-to-portal travel time is billed at the indicated hourly rate, plus \$0.69 per mile.
- Hardware components are billed at cost plus 20% overhead/procurement expenditures and 15% margin (delivery is subject to manufacturer availability). Sales tax will be applied as appropriate.
- Actual travel expenses (airfare, ground transportation, lodging, meals, etc.) are billed at cost plus 20% overhead/administration.
- Authorized third party services will be billed separately at cost plus 20% overhead/subcontract administration and 15% margin (delivery is subject to service provider availability).
- Please note: The above listed rates and referenced disciplines are for technical and professional services only, which do not include any trade installation, trade work, or trade labor.

Clarifications

The liability of Tesco Controls, Inc. under this Extended Maintenance and System Services agreement shall be limited to the reasonable value of the labor and services to be performed hereunder. Tesco Controls, Inc. agrees to provide the services referenced herein, but does not assume any liability or responsibility for damages caused by a failure of the parts or components referenced herein or the loss of any data. Tesco Controls, Inc. shall not be obligated under this agreement to provide an extension of the manufacturer's warranty for any component referenced herein.

Tesco Controls, Inc. shall not be obligated under this agreement to provide services or repair damage caused by fire, explosion, vandalism, theft, act of God, misuse or abuse of equipment/components; such equipment may not

Terms and Conditions

- ## Contract Acknowledgement

Date _____

Page | 6 of 6

Old Business

4. Discussion Item:

[TAB 4]

Repair of Broadway 3 cluster gate valve
(by GM Louie)

*See additional notes in Manager Report

Evelyn Aguilar

To: Calvin Louie
Subject: RE: 12" BFV Replacement

On Jan 6, 2022, at 13:13, David Wolny wrote:

Afternoon,

This email below is a quote from Genesis construction for replacement of 12" valve at Broadway and Main St.

David "Dave" Wolny
Water Technician II – D2
Construction & Field Repairs

BUS: (951) 849-4442
FAX: (951) 849-2519



This email sent and any files transmitted with it may contain privileged or otherwise confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please advise the sender via reply email and delete the email you received.

From: Larry Bartell
Sent: Thursday, January 6, 2022 11:22 AM
To: David Wolny
Cc: Tia Clark
Subject: RE: 12" BFV Replacement

Hey David,
I got a price of \$64,200.00
Complete!
Time frame:

Excavate & Prep for Replacement	1.5	days
R&R Valve	.5	days
Backfill & Compact	1.0	days
Base & Pave	.5	days
Traffic Loops	1.0	days

Larry Bartell

Genesis Construction
Estimator, Project Manager

From: David Wolny
Sent: Tuesday, January 4, 2022 1:54 PM
To: Tia Clark
Cc: Larry Bartell
Subject: RE: 12" BFV Replacement

Thank you for your help.

David "Dave" Wolny
Water Technician II – D2
Construction & Field Repairs

BUS: (951) 849-4442
FAX: (951) 849-2519



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From: Tia Clark
Sent: Tuesday, January 4, 2022 1:52 PM
To: David Wolny

Cc: Larry Bartell
Subject: FW: 12" BFV Replacement

Thank you, I'm forwarding this to our estimator and he will contact you if he needs any additional information.

Tia Clark
Hemet Mfg. Co., Inc. dba
Genesis Construction CSLB 433661
P.O. Box 5399
Hemet, CA 92544

Office: 951-652-6977 x 720
Fax: 951-925-6585

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From: David Wolny
Sent: Tuesday, January 4, 2022 1:49 PM
To: Tia Clark
Subject: RE: 12" BFV Replacement

Good afternoon Tia,

Please find attached recorded drawings that the District has on this BFV replacement.

Also please find google images of the intersection (valve is located on the Northeast side of Main St. and Broadway), one image shows the valve in question circled in red.

Also please find the County of Riverside traffic Signal, Lighting, Signs and Striping plans with names for reference.

Any questions feel free to call or email. The District is closed every Friday.

I appreciate your prompt response and your time looking at this small project.

Thank you again and stay safe.

Dave

David "Dave" Wolny
Water Technician II – D2
Construction & Field Repairs

BUS: (951) 849-4442
FAX: (951) 849-2519



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From: Tia Clark
Sent: Tuesday, January 4, 2022 11:11 AM
To: David Wolny
Subject: 12" BFV Replacement

Hi Dave,
Please send the details for the project when you have a moment. This will be the best way for us to get the information to you.

Thanks,

Tia Clark
Hemet Mfg. Co., Inc. dba
Genesis Construction CSLB 433661
P.O. Box 5399
Hemet, CA 92544

Office: 951-652-6977 x 720
Fax: 951-925-6585

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New Business

1. Discussion/Action Item: [TAB 5]

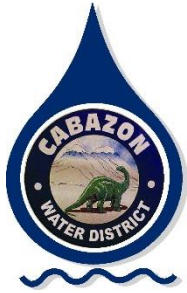
Service Truck Unit #001 – Repair or Purchase
(By GM Louie)

*No attachments - See notes in Manager Report

New Business

2. Discussion/Action Item: [TAB 6]

Discontinuation of water policy –
Translation Requirements per SB 998 –
Board to choose a professional translation company.
(By BAA Aguilar and the Board)



MEMORANDUM

DATE: February 09, 2022
TO: Board of Directors
FROM: Evelyn Aguilar, BAA
SUBJ: RE: Discontinuation of water policy – Translation Requirements per SB 998
cc: Board Meeting Packet

REPORT

According to Senate Bill No. 998 – Discontinuation of residential water service, which was approved in September, 2018, all community water systems in California with over 200 connections must have their discontinuation of water policy and all written notices under SB 998 available in English, Spanish, Chinese, Tagalog, Vietnamese, and Korean. The District currently only has these available in English.

This was recently brought to our attention by the District's legal and accounting consultants.

Attached is a spreadsheet provided by the District's accounting consultants, containing different translation companies and quotes on the translations. It should be noted that these quotes were researched for another water company with a slightly longer discontinuation of water policy, so the actual costs should be slightly less than the amount shown on the spreadsheet.

Reliable Translations seems to be the more popular option among other water companies, even though it is the priciest option, due to its "reliability". However, some of the cheaper companies do provide a Certificate of Accuracy ("COA") along with the translated documents.

CONCLUSION

The purpose of this Agenda item is for the Board to choose which company to provide these translations.

Organization	website	Phone	Spanish	Japanese	Chinese	Korean	Tagalog	Vietnamese	Total	Benefits of using their company
Professional Translation Quotes - 3474 words										
One Hour Translations	www.onehourtranslations.com	800-720-3722	\$ 500.26	\$ 653.11	\$ 500.26	\$ 653.11	\$ 500.26	\$ 500.26	\$ 3,307.26	Quote received
MediaLocate	www.medialocate.com	800-776-0857	\$ 766.67	\$ 766.67	\$ 766.67	\$ 766.67	\$ 766.67	\$ 766.67	\$ 4,600.00	.22 cents per word. We include a second linguist review of the translations for more accuracy. We deliver a word, pdf and a COA.
Professional Translations Services	melrosehill2012@gmail.com	323-461-0314								This company never followed up
STC Interpreting & Translation	www.stcinterpreting.com	310-287-0405	\$ 347.40	\$ 555.00	\$ 420.00	\$ 555.00	\$ 420.00	\$ 420.00	\$ 2,717.40	Sure. The benefit is that we will deliver a 100% accurate and certified translation. Customer satisfaction is our priority. We will send you a word file, a pdf and a COA (Certification of Accuracy) for each language.
MendWord Translations	www.MendWord.com infor@MendWord.com	310-400-6654	\$ 415.00	\$ 550.00	\$ 520.00	\$ 550.00	\$ 550.00	\$ 520.00	\$ 3,105.00	Member of the ATA - American Translators Association
Translation4all	faiza@translations4all.com	452-449-2798	\$ 694.80	\$ 694.80	\$ 694.80	\$ 694.80	\$ 694.80	\$ 694.80	\$ 4,168.80	.20 cents per word
TLC	www.tictranslators.com	562-419-2003	\$ 555.84	\$ 764.28	\$ 625.32	\$ 625.34	\$ 764.28	\$ 764.28	\$ 4,099.34	Our services will include an attestation of accuracy which states the qualifications from the translator along with their signature, and we can email that attestation along with each translation. We provide high quality services by hiring Certified translators who live and work in the United States. We outsource only for specific occasions that call for working with translators and interpreters abroad, and specifically for assignments that need localization. For example when you have a brochure that needs to be translated into Spanish from Colombia, or Spanish from Spain, we hire translators who can specifically translate to match the local use of the language. For this type of assignment, the Senate Bill, we would hire translators who are familiar with the laws in the United States and government terminology. We stand out because we offer a personable experience to each one of our clients. We like to create a service that is tailored to our client's needs and budgets. TLC has been in business for 3 years and we are a Women-owned and Minority-owned Certified Small Business here in Los Angeles. We also have an A+ rating by the Better Business Bureau. We would love to provide our services to your team at Ortega Strategies Group and have a continuous collaboration in order to facilitate communication with our diverse community. We can add to your company's attributes in the operations of public affairs and communications, by bridging the language barrier for your clients.
Reliable Translations	tranlations@rtitrans.com	818-484-8673	\$ 833.76	\$ 1,111.68	\$ 972.72	\$ 1,042.20	\$ 1,042.20	\$ 1,076.94	\$ 6,079.50	We are a top-rated translation service in California and we ONLY use professional translators for ALL translation work. We don't use ANY shortcuts to save time on a translation and we GUARANTEE EVERY TRANSLATION 100% to your satisfaction. We do all this with the very best and most friendly service, and we guarantee to meet your budget . Additional to our company backing up the translation, we will have a California Court certified translator provide his/her Declaration as to the completeness and accuracy of the translation. The declaration will bear the certificate number of the translator, who passed the requirements issued by the Judicial Council of the State of California. This means that the translation will be acceptable if submitted as evidence in a California Court. In the rare event no one with this qualification is available, we will provide a declaration from a translator certified by the American Translators Association.