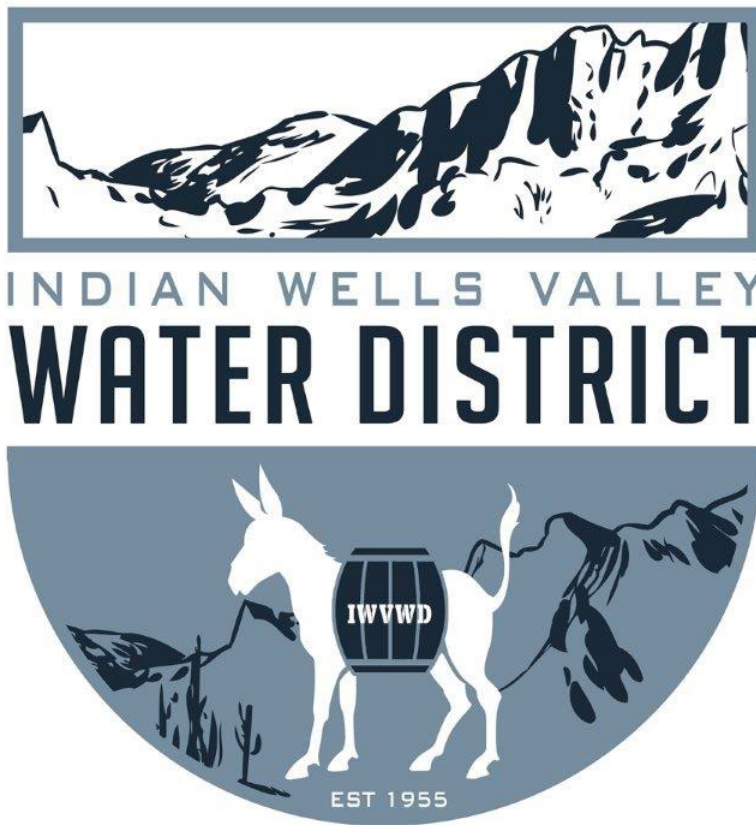


INDIAN WELLS VALLEY WATER DISTRICT

Board of Directors Meeting



June 10 2024



INDIAN WELLS VALLEY WATER DISTRICT



BOARD OF DIRECTORS

Ronald R. Kicinski, President
David C. H. Saint-Amand, Vice President
Mallory J. Boyd
Charles D. Griffin
Stanley G. Rajtora

George D. Croll
General Manager
Krieger & Stewart, Incorporated
Engineers
McMurtrey, Hartsock, Worth & St. Lawrence
Attorneys-at-Law

2024 COMMITTEE ASSIGNMENTS

ADMINISTRATION/EXECUTIVE COMMITTEE (KICINSKI/SAINT-AMAND)

Personnel, Legal Matters, General Plan, Community Relations, Board Meeting Agendas, Ordinances, Rules, Regulations, Policies, Procedures, Customer Service, Variances, Director’s Manual, etc.

FINANCE COMMITTEE (KICINSKI/SAINT-AMAND)

Rates, Cost-of-Service, Budget, Audits, Cost Allocation, Investments, Financial Services, Insurance, Loans/Grants, Water Sales & Service Policy Manual, Accounting, Assessment Districts, Billing, etc.

PLANT & EQUIPMENT COMMITTEE (BOYD/RAJTORA)

Transmission/Distribution System, Vehicles & Equipment, Wells, Reservoirs, Real Property Management, Telemetry, etc.

WATER MANAGEMENT (BOYD/GRIFFIN)

Groundwater Sustainability Act, Indian Wells Valley Groundwater Authority, Water Management, Water Policy, Water Quality, Conservation, Urban Water Management Plan, California Urban Water Conservation Council, Title 22 Compliance, Alternative sources for water supply including Blending, Importation, Reuse, etc.

Committee Meetings are generally scheduled on a regular day and time.
Committee Meetings are subject to change.

Administration/Executive
Finance
Plant & Equipment
Water Management

Wednesday before the Board Meeting at 2:00 p.m.
Tuesday before the Board Meeting at 2:30 p.m.
Tuesday before the Board Meeting at 2:00 p.m.
Wednesday before the Board Meeting at 3:00 p.m..

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

REGULAR BOARD MEETING

AGENDA

MONDAY, JUNE 10, 2024
CLOSED SESSION - 4:30 P.M.
OPEN SESSION - 6:00 P.M.

BOARD OF DIRECTORS' HEARING ROOM
500 W. RIDGECREST BLVD., RIDGECREST

All District meetings are streamed live through Zoom

Join Zoom Meeting at: https://zoom.us/j/9649549487 Meeting ID: 964 954 9487	One tap mobile: 669-900-9128, 9649549487# US (San Jose) 669-444-9171, 9649549487# US Dial by your location: 669-900-9128 US (San Jose) 669-444-9171 US 253-215-8782 US (Tacoma)
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(In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Lauren Smith at (760) 384-5502. Requests must be made as early as possible and at least one full business day before the start of the meeting. Pursuant to Government Code section 54957.5, any materials relating to an open session item on this agenda, distributed to the Board of Directors after the distribution of the agenda packet, will be made available for public inspection at the time of distribution at the following location: Indian Wells Valley Water District, 500 W. Ridgecrest Blvd., Ridgecrest, CA.)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Posting of Agenda Declaration
5. Conflict of Interest Declaration
6. Public Questions and Comments on Closed Session
7. Closed Session
 - A. Potential Litigation
Conference with Legal Counsel
2 Matters
(Pursuant to Government Code Section 54956.9(d)(2)(4))

- B. Existing Litigation
Conference with Legal Counsel
Mojave Pistachios, LLC v Indian Wells Valley Water District, et al.
Orange County Superior Court Case No. 30-2021-01187275-CU-OR-CJC
(Pursuant to Government Code Section 54956.9(d)(1))

- C. Existing Litigation
Conference with Legal Counsel
Mojave Pistachios, LLC v Indian Wells Valley Groundwater Authority, et al.
Orange County Superior Court Case No. 30-2021-01187589-CU-WM-CXC
(Pursuant to Government Code Section 54956.9(d)(1))

- D. Existing Litigation
Conference with Legal Counsel
Searles Valley Minerals Inc., v Indian Wells Valley Groundwater Authority, et al.
Orange County Superior Court Case No. 30-2021-01188089-CU-WM-CXC
(Pursuant to Government Code Section 54956.9(d)(1))

- 8. Public Questions and Comments
(This portion of the meeting is reserved for persons desiring to address the Board on any matter not on the agenda and over which the Board has jurisdiction. However, no action may be taken by the Board of Directors on any item not appearing on the agenda. Non-agenda speakers are asked to limit their presentation to five minutes. Public questions and comments on items listed on the agenda will be accepted at any time the item is brought forth for consideration by the Board. When you are recognized by the chairperson, please state your name and address for the record.)

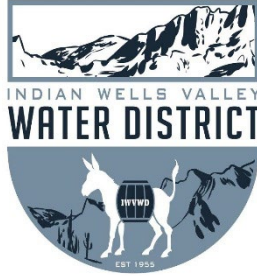
- 9. Presentation
 - 1. Presentation by Clean Energy Capital (CEC)
Description: Presentation by CEC on estimated costs for imported water pipeline.

- 10. Current Business/Committee Reports
 - A. Consent Calendar
Description: Approval of Board Meeting Minutes and Accounts Payable Disbursements.
 - 1. Approval of Minutes:
 - i. May 13, 2024, Regular Board Meeting
 - ii. May 14, 2024, Special Board Meeting
 - iii. May 22, 2024, Special Board Meeting
 - iv. June 4, 2024, Special Board Meeting
 - 2. Approval of Accounts Payable Disbursements

 - B. Plant & Equipment Committee
 - 1. Dedication of Facilities: E. Kendall Ave and Lumill St. 12” and 8” PVC Pipelines
Description: Staff will present dedication paperwork to the Committee.
Committee Recommends the Following: Board accept the new facilities.

- C. Finance Committee
1. 2024-2025 General Fund and Capital Projects Budgets
Description: Present 2024-2025 proposed General Fund and Capital Improvements and Projects budgets.
 2. Payment Processor
Description: Discuss switching the District’s payment processor from CivicPay to Xpress Bill Pay for increased customer payment options and features.
Committee Recommends the Following: Board approve switching the District’s payment processor.
- D. Administration/Executive Committee
1. Organizational Chart Revisions
Description: Review and discussion on the proposed revisions of the Organizational Chart, including title changes.
Committee Recommends the Following: Approve Organizational chart as presented.
 2. Job Descriptions Revisions
Description: Review and discussion on the proposed revisions of the job descriptions for Associate Engineer, Warehouse Administrator, and SCADA/IT Administrator.
Committee Recommends the Following: Approve proposed revisions to job descriptions as presented.
 3. Workplace Violence Prevention Plan (WVPP)
Description: Per SB 553, employers under the California Division of Occupational Safety and Health’s (Cal/OSHA) jurisdiction will need to develop and implement a Workplace Violence Prevention Plan (WVPP). Board to review draft WVPP.
Committee Recommends the Following: Approve WVPP as presented.
- E. Indian Wells Valley Groundwater Authority
Description: Report and discussion regarding the May 8, 2024, meeting of the Indian Wells Valley Groundwater Authority (IWVGA). Including, Board discussion and consideration of issues of importance requiring action by the IWVGA. Next meeting is scheduled for June 12, 2024.
- F. Comprehensive Adjudication
Description: Report and discussion regarding the status of the Comprehensive Adjudication.
- G. General Manager and Staff Update (The Board will consider and may act on the following items):
1. Water Production, New Services, and Personnel Safety Record
Description: Water produced from all District wells, report of the new services installed in the District, and personnel safety record for the preceding month.

2. Public Outreach
Description: Public Outreach Report.
3. Mid-Year Board Workshop
Description: Board to schedule the Mid-Year Board Workshop.
4. January 12, 2024, Special Board Workshop
Description: Updates on the items below assigned at the January 12, 2024, Special Board Workshop:
 - ✓ Updated costs and plans for Wastewater Project
 - ✓ Project Priority List Based on FY 24 Funding
5. NW Transmission Pipeline
Description: Update on this Project.
6. Dune 3 and Hometown Water Consolidations update
Description: Update on these Projects.
7. Financial Status
Description: Report on the District's current financial status.
8. Conservation
Description: Update on the Conservation Program and discussion on water conservation related items.
9. Arsenic Treatment Facilities
Description: Staff will update the Board on maintenance issues and production.
10. Operations
Description: Staff report on operations.
11. Board Comments/Future Agenda Items
12. Adjournment



Committee Reports

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

PLANT AND EQUIPMENT COMMITTEE
REGULAR MEETING

REPORT

TUESDAY, JUNE 4, 2024 – 2:00 PM
BOARD ROOM
500 W. RIDGECREST BLVD., RIDGECREST

Attendees: Mallory Boyd, Stan Rajtora, George Croll, Jason Lillion, Ty Staheli and Renee Morquecho.

1. Call to Order

The meeting was called to order at 2:03 pm.

2. Committee/Public Comments

None.

3. Dedication of Facilities: E. Kendall Ave and Lumill St. 12” and 8” PVC Pipelines

Staff presented dedication documents to the Committee for a new pipeline installed on E. Kendall Avenue and Lumill Street to serve APN 343-200-26. The developer installed 666± L.F. of 12-inch PVC and 50± L.F. of 8-inch PVC along with a fire hydrant to serve their parcel. The total value of the new facilities is \$85,476.00. The Committee recommended the Board accept the new facilities.

4. NW Transmission Pipeline Replacement Project: Update

A pre-construction meeting with both the contractor and CalTrans is being scheduled for the week of the 17th. The contractor expects to mobilize mid-July.

5. Dune 3 and Hometown Water Consolidations: Update

All requested documents have been provided to the State and/or uploaded to the FFAST (Financial Assistance Application Tool) system. The estimate is an agreement with the State for both projects by the end of July.

6. La Mirage Housing Area: DWSRF for Pipeline Replacements

The State Department of Financial Assistance (DFA) expects to have funding available within a few years for those systems that have completed consolidation projects. It is not necessary that the new project be any way involved with a consolidation. There are not a lot of details at this time regarding

this program, but it was recommended that the District go ahead and fill out a General Package application as soon as there is an agreement for the consolidations.

7. Arsenic Treatment Facilities: Update

Plant 2 is online with the ability to use one well. The filter media from Filtronics has been received, but because this media is for Plant 2, the media replacement will have to wait until the plant can be taken offline. The media for Plant 1 from PureFlow is to be delivered within two weeks. At that point, it will take several more weeks to load the media in the filter vessels and get the plant online for use.

8. Future Agenda Items

- Lead service line inventory
- Transmission pipeline(s) inspection
- Springer Ave pipeline schedule
- Imported pipeline infrastructure upgrades

9. Adjournment

The meeting was adjourned at 2:23 pm.

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

FINANCE COMMITTEE
REGULAR MEETING

REPORT

TUESDAY JUNE 4, 2024 – 2:30 PM
BOARD ROOM
500 W. RIDGECREST BLVD., RIDGECREST

ATTENDEES: David Saint-Amand, Mallory Boyd, Ty Staheli, Jason Lillion, and Renee Morquecho

1. Call to Order

The Finance Committee Meeting was called to order at 2:30 pm.

2. Committee/Public Comments

None.

3. Fraud Risk Discussion

Description: Discuss potential or actual fraud risks within the organization.

None to report.

4. Payment Processor

Description: Discuss switching the District's payment processor from CivicPay to Xpress Bill Pay for increased customer payment options and features.

Staff provided the Committee with a proposal for migrating bill payment processing from Springbrook's CivicPay to Springbrook's third-party partner, Xpress Bill Pay, to provide a more robust payment platform for minimal cost increase.

Xpress Bill Pay integrates with your Springbrook software to allow your customers to: view their bills electronically online; make one-time payments or recurring automatic payments with credit card, debit card, or ACH; save payment information securely online for future use, receive automatic email/text notifications when new bills are generated, payments are scheduled, payments are made, credit cards are going to expire, etc.; view up to 24 months of past billing information, and more.

Committee recommends approval.

5. GA Imported Water Costs

Description: Discuss imported water costs and potential impact to customers' bills

Staff has been working with Clean Energy Capital and Kreiger & Stewart to develop the costs associated with the proposed pipeline design. Initial draft of the cost matrix was provided to the Groundwater Authority for comments and will be presented at the June 10 Board meeting.

6. First Quarter 2024 Investment Reports

Description: Presentation to Committee of the quarterly investment earnings of the District’s reserves in the Kern County Treasury and the State Treasury’s Local Agency Investment Fund (LAIF).

**INDIAN WELLS VALLEY WATER DISTRICT
 QUARTERLY INVESTMENT REPORT
 QUARTER ENDING MARCH 2024**

INVESTMENTS	UNRESTRICTED	RESTRICTED	TOTAL
Cash in Bank	\$ 1,201,401	0	
Local Agency Investment Fund	329,934		
Kern County Treasurer	7,349,902	627,477	
BNY Mellon 2024 Bond Project Fund		7,495,712	
Total Water District Investments	<u>\$ 8,881,237</u>	<u>\$ 8,123,189</u>	<u>\$ 17,004,426</u>

RESERVES	DISTRICT DESIGNATED	RESTRICTED	TOTAL
Capital Improvements & Replacements (Committed)	\$ 1,277,112		
Vehicle Replacement (Assigned)	352,795		
Computer Equipment Replacement (Assigned)	100,799		
Emergency Reserve (Committed)	3,284,704		
Alternate Water Supply/Future Source of Supply (Assigned)	1,959,366		
Miscellaneous Capital (Assigned for projects postponed)	44,818		
Customer Deposits & Credits (Nonspendable)	311,594		
Prepaid Connection Fees (Nonspendable)	408,610		
Post-Retirement Health Benefits - Kern County (Assigned)	330,308		
Emergency Reserve (Uncommitted)	811,131		
AD 87-1 Reserve Funds (Restricted to pay Prop 55 Loan)		557,700	
2024 Bond Project Funds		7,495,712	
Capital Facility Fees		69,777	
Total Water District Reserves	<u>\$ 8,881,237</u>	<u>\$ 8,123,189</u>	<u>\$ 17,004,426</u>

In the event of an emergency, the District may be required to use any or all unrestricted funds in Mission Bank, Kern County Treasury and LAIF

7. Accounts Payable Disbursements

Description: Presentation to Committee of Accounts Payable Disbursements reports for Board approval.

The Committee recommended approval of accounts payable disbursements totaling \$752,641.87 as follows:

Checks through:	<u>5/9/24</u>	<u>5/23/24</u>
Prepaid	\$ 54,929.45	\$ 48,480.23
Current	<u>289,624.04</u>	<u>359,608.15</u>
Total	<u>\$ 344,553.49</u>	<u>\$ 408,088.38</u>

8. Financial Statements May 31, 2024 (preliminary)

Description: Presentation to Committee financial reports and graphs depicting current revenue and expense trends compared to budget and previous fiscal year actuals.

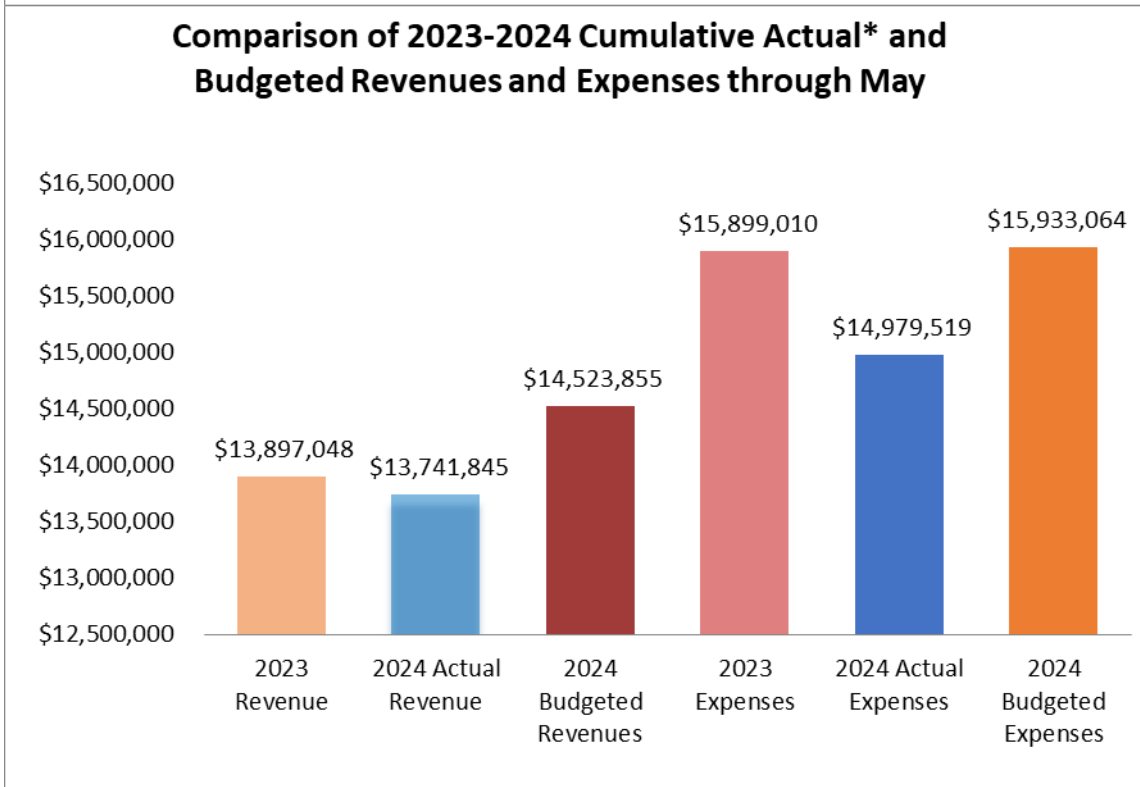
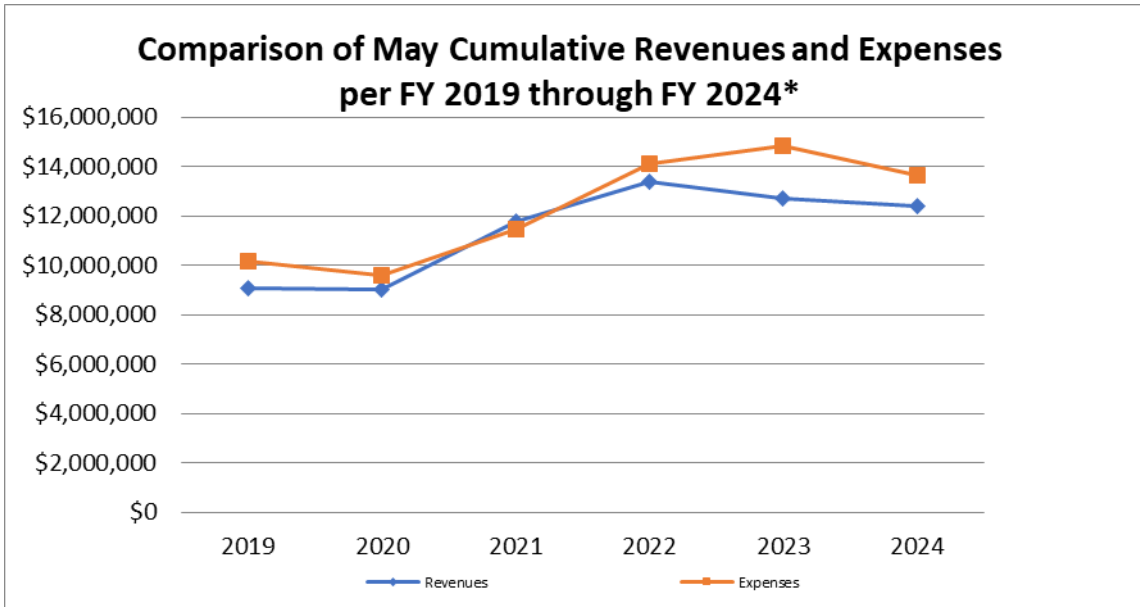
Estimated year-to-date revenues as of May 31, 2024, are \$13,741,845 and expenses are \$14,979,519, therefore expenditures exceeded revenues by \$1,237,673, which is better than budget by \$171,535.

To date, the District has paid the Groundwater Authority \$14,018,816 in fees.

Staff presented the following spreadsheet, which compares May year-to-date actual to budgeted revenues and expenses by category:

Indian Wells Valley Water District
Revenues vs. Expense
Actuals & Budget through May 2024 (Preliminary)

	Budget	Actuals	Δ
Revenues			
Total Water Sales	10,525,639	10,545,737	20,098
GSA Fees	3,295,627	2,301,191	-994,436
Total Water Service Revenue	320,981	372,800	51,819
Total Non-Operating Income	234,396	225,260	-9,136
Capital Contributions	147,212	296,857	149,644
Total Revenues	14,523,855	13,741,845	-782,010
Expenses			
Water Supply	1,083,903	1,289,716	205,813
Arsenic Treatment Plants	370,041	208,008	-162,033
Transmission & Distribution	1,845,910	1,519,934	-325,977
Engineering	444,497	490,570	46,073
Customer Service	433,937	343,522	-90,415
Field Services	462,887	519,544	56,657
General & Administration	2,330,494	2,327,771	-2,723
Legal	715,920	1,198,200	482,280
Legislative	85,731	78,749	-6,982
Depreciation	3,025,000	3,025,000	0
Non-Operating, Interest	1,256,963	1,171,143	-85,820
Non-Operating, Miscellaneous	241,623	287,534	45,911
GSA Fees	3,523,221	2,428,896	-1,094,326
Non-Operating, Conservation	30,606	30,076	-529
Non-Operating, Alternate Water	82,331	60,855	-21,476
Total Expenses	15,933,064	14,979,519	-953,545
Net Revenue Increase (Decrease)	-1,409,209	-1,237,673	171,535
Capital Expenditures		2,234,463	
Debt Service Principle		1,019,025	
Total GSA Extraction Fee Paid		2,603,118	
Total GSA Replenishment Fee Paid		11,415,698	
		14,018,816	



**Actual Revenues and Expenses are Estimated*

9. 2024-2025 General Fund and Capital Projects Budget

Description: Present 2024-2025 proposed General Fund and Capital Improvements and Projects budgets.

The Committee reviewed the 2024-2025 General Fund and Capital Improvements and Projects budget proposals. The District's financial goals are to have a balanced budget in which revenues exceed expenses, have positive cash flow, meet debt service obligations. Due to leveling revenues outside of the GA Fees, inflationary cost increases of operating expenses, and significant capital projects, the District will not meet the first of these goals. The District will meet its debt service obligation and has incurred new debt or grant funding for capital projects. The proposal projects revenues at \$16,879,838 and expenses at \$18,230,578 for a difference in which expenses exceed revenues by \$1,350,740. Specific budget changes compared to the 2023-2024 Fiscal Year General Fund Budget are as follows:

- Total water sales, budgeted a 97.5% of previous year's consumption, increased by \$738,005 due to implementation of the scheduled 8% rate increase.
- All labor and benefits costs increased due to an estimated COLA, applicable merit raises, and benefit cost increases.
- Water Supply increased by \$411,477. Increases are due to increased power and chemical costs of the Plants to supplement the capacity loss of the Inyokern 30" transmission line.
- Administration increased by 154,599 due to property and liability insurance premium increases.
- Legal fees increased \$400,000 due to ongoing adjudication costs.
- GSA replenishment fee expense decreased due to application of the 4390 acre foot federal reserve allotment.
- Interest costs increased due to 2024 Bond

The 2024-2025 General Fund and Capital Improvements and Projects Budgets will be presented to the Board at the June 10 Board Meeting.

10. Future Agenda Items

None

11. Adjournment

The Committee adjourned at 3:04 pm.

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

ADMINISTRATION/EXECUTIVE COMMITTEE
REGULAR MEETING MINUTES

WEDNESDAY, JUNE 5, 2024 – 2:00 P.M.

BOARD ROOM
500 W. RIDGECREST BLVD., RIDGECREST

Attendees: Mallory Boyd, David Saint-Amand, George Croll, Ty Staheli, Renee Morquecho, and Jason Lillion

1. Call to Order

The meeting was called to order at 2:00 p.m.

2. Committee/Public Comments

None.

3. Organizational Chart Revisions

The Committee reviewed the proposed organizational chart revisions. The revisions include changing the title of the Executive Secretary to Executive Assistant and moving the position under the management of the Chief Financial Officer. The other suggested revision is a title change to the Administrative Assistant title to HR Specialist/Clerk of the Board.

The Committee recommended the Board approve the proposed changes.

4. Job Descriptions Revisions

The Committee reviewed the proposed changes to the job descriptions for the Associate Engineer, Warehouse Administrator, and the SCADA/IT Administrator. The Associate Engineer and SCADA/IT Administrator job descriptions included random drug screening; however, non-DOT (Department of Transportation) employees are not legally allowed to be subjected to random screenings without probable cause. The Warehouse Administrator is a DOT employee and requires random drug screening per the FMCSA (Federal Motor Safety Administration).

The Committee recommended approving proposed revisions to the presented job descriptions.

5. Workplace Violence Prevention Plan (WVPP)

Per Senate Bill (SB) 553, employers under the California Division of Occupational Safety and Health's (Cal/OSHA) jurisdiction must develop and implement a Workplace Violence Prevention Plan (WVPP) by July 1, 2024.

The Committee reviewed the WVPP and recommended the Board approve as presented.

6. Draft Agenda for the Regular Board Meeting of June 10, 2024

The Committee reviewed the agenda and made no changes.

7. Future Agenda Items

None.

8. Adjournment

The meeting adjourned at 2:12 p.m.

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

WATER MANAGEMENT COMMITTEE
REGULAR MEETING MINUTES

WEDNESDAY, JUNE 5, 2024 – 3:00 P.M.

BOARD ROOM
500 W. RIDGECREST BLVD., RIDGECREST

Attendees: Mallory Boyd, George Croll, Jason Lillion, Tyrell Staheli, and Renee Morquecho

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Committee/Public Comments

None.

3. Indian Wells Valley Groundwater Authority (IWVGA)

Director Griffin is not present to give his report on the last IWVGA Board Meeting, held on May 15, 2024.

George Croll reported that at the next IWVGA Board meeting, scheduled for June 12th, there will be a public workshop. The workshop will allow the public to give input and ideas to the board in regards to the updates being made to the Groundwater Sustainability Plan (GSP).

The District continues to work with the IWVGA with regards to the consolidations that are planned.

a. Discuss feasible alternatives to the pipeline project.

There are no updates to report at this time.

4. Future LADWP Aqueduct Water Release

This agenda item was not discussed and shall be removed from future agendas.

5. Potential Impact of Recycled Water on District's Need for Imported Water

George Croll stated that City of Ridgecrest has plans to build a Waste Water Treatment Plant. The water from this plant will most likely continue to be used for agriculture and irrigation. There are not yet any plans nor funding to move forward with a Recycled Water Treatment Plant which would require more extensive treatment of the water.

6. Alternate Water Sources

Committee discussed the Brackish Water study that has been completed and they are eager to see Wade Majors' presentation regarding his data and findings.

a. Exploration of sub-basins within the valley

The board is interested to see if the El Paso sub-basin will be reclassified as new

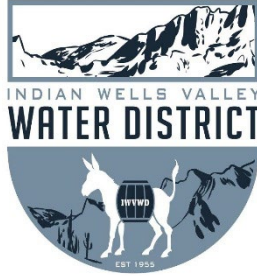
water in the upcoming updates being made to the GSP.

7. Future Agenda Items

None.

8. Adjournment

Meeting was adjourned at 3:13 p.m.



Approval of Minutes

MINUTES OF THE REGULAR BOARD MEETING

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

MAY 13, 2024

The Regular Meeting of the Board of Directors of the Indian Wells Valley Water District was called to order by President Kicinski at 4:30 p.m. in the Board of Directors Hearing Room, 500 West Ridgecrest Boulevard, Ridgecrest, California. **CALL TO ORDER**

The Pledge of Allegiance was led by Mallory Boyd. **PLEDGE**

DIRECTORS PRESENT: President Ronald R. Kicinski
Vice President David C.H. Saint-Amand
Director Mallory J. Boyd
Director Charles D. Griffin
Director Stan G. Rajtora **ROLL CALL**

DIRECTORS ABSENT: None

STAFF PRESENT: George Croll, General Manager
Jim Worth, Attorney
Jason Lillion, Operations Manager
Renée Morquecho, Chief Engineer
Tyrell Staheli, Chief Financial Officer
Lauren Smith, Recording Secretary

AGENDA DECLARATION **AGENDA DECLARATION**
Recording Secretary, Lauren Smith, reported that the agenda for today's Regular Board Meeting was posted on Thursday, May 9, 2024.

CONFLICT OF INTEREST DECLARATION **CONFLICT OF INTEREST**
Director Saint-Amand stated his opinions shared during this meeting are his own and do not necessarily reflect the opinions of his employer, nor the Board.

PUBLIC QUESTIONS AND COMMENTS ON CLOSED SESSION **PUBLIC COMMENTS**
None.

With no further Board or Public comments, President Kicinski recessed the meeting and adjourned to Closed Session at 4:32 p.m.

CLOSED SESSION **CLOSED SESSION**
The meeting was reconvened in Closed Session at 4:35 p.m.

Closed Session was adjourned at 5:55 p.m.

The meeting was reconvened to Open Session at 6:00 p.m.

No action was taken that requires disclosure under the Brown Act.

PUBLIC QUESTIONS AND COMMENTS

**PUBLIC
COMMENTS**

None.

CONSENT CALENDAR

**CONSENT
CALENDAR**

MOTION: was made by Vice President Saint-Amand and seconded by Director Griffin approving the Minutes of the April 8, 2024, Regular Board Meeting, and Payment of Accounts Payable totaling \$652,218.19. Motion was carried, unanimously. (Ayes: Boyd, Griffin, Kicinski, Rajtora, Saint-Amand. Nays: None. Absent: None.)

FINANCE COMMITTEE

**FINANCE CM:
AUDITOR
CONTRACT**

Board reviewed contract presented by staff. Contract rates were competitive with similar services from other agencies, and the Board has been satisfied with the results of previous audits from CJ Brown & Company.

MOTION: was made by Director Griffin and seconded by Director Boyd approving the auditor contract with C.J. Brown & Company for a five-year term. (Ayes: Boyd, Griffin, Kicinski, Rajtora, Saint-Amand. Nays: None. Absent: None.)

INDIAN WELLS VALLEY GROUNDWATER AUTHORITY (IWVGA)

IWVGA

The Board discussed items on the May 15th agenda, including:
➤ Report on Board Member referral regarding Little Lake
➤ Public Service Announcement regarding the groundwater adjudication lawsuit filed by the IWVWD and the impact on small domestic well owners in the IWV

Director Griffin reported on actions taken at the April IWVGA meeting, including: receive and file of the 2022 Financial Audit, Amendment to master agreement CACA-059994 with Bureau of Land Management (BLM), consolidation grant presentation.

The Board heard public comment from Judie Decker.

COMPREHENSIVE ADJUDICATION

**COMPREHENSIVE
ADJUDICATION**

Jim Worth commented that parcel owners have until around the end of May to file an answer with the court to enter into the adjudication.

Mr. Worth commented that initial disclosures are due by May 17th. The District is completing their initial disclosure for filing by the deadline. The disclosures will be distributed to the Board and will be posted on the IWVWD website.

Phase 1, the Federal Reserve Right Hearing, is scheduled for April 2025.

Mr. Worth clarified the requirements to serve notices to the public and how the District has fulfilled those requirements.

The IWVGA's preliminary injunction against Mojave Pistachios is set to be heard on June 14th.

The Board heard public comment from Judie Decker.

GENERAL MANAGER AND STAFF UPDATE

**GENERAL
MANAGER AND
STAFF UPDATE**

George Croll reported the monthly water data for April. Water produced: 152,685,400 gallons, water consumed: 108,241,000 gallons (11% commercial, 4% other, 85% residential), and estimated loss 11,459,205 gallons (which is water lost to meter inaccuracy, flushing, and theft, etc.)

Mr. Croll provided a report from the Association of California Water Agencies (ACWA) conference.

STATE REG.
UPDATES

Mr. Staheli provided an update on the Electric Vehicle mandate and how it may impact the District.

The following updates were given on items assigned at the January 12, 2024, Special Board Workshop:

BOARD
WORKSHOP
UPDATES

➤ **Updated Costs and plans for Wastewater Project**

Follow up to be had with CEC and presented to the Board accordingly

➤ **Follow up with LADWP on capturing water overflow**

Meeting with LADWP scheduled for May 28th

➤ **Project Priority List based on FY 25 Funding**

Staff is working on the list, including costs, and will present to the Board at a future Board meeting

Staff is completing review of submittals by Nicholas Construction. The contractor is waiting on a ship date for the butterfly valves in order to schedule a mobilization date. They are expecting to mobilize mid-July. Staff expects to schedule a pre-construction meeting for June.

NW TRANSM.
PIPELINE

Since the District agreed to move forward with both these consolidations, the State Water Resources Control Board has issued preliminary award letters for both projects on April 18th. The District has until May 18th the supply the required documents. Once that is completed, grant agreements will be prepared for both projects.

CONSOLIDATION
PROJECTS

The estimated year-to-date revenues as of April 30, 2024, are \$12,284,795 and expenses are \$13,372,361. Expenditures exceeded revenues by \$1,087,565, which is over budget by \$92,783. To date, the District has paid \$13,809,906 in GA Fees to the Groundwater Authority.

FINANCIAL
STATUS

Mr. Staheli reported on the following conservation items: State Water Resources Control Board (SWRCB) Water Waster Report - there have been seven water waste reports received with seven contacts made. There has been one formal Second Notice and one penalty issued.

CONSERVATION

Plant 2 is online at half capacity. District expects delivery of the Filtronics media this week, while the Pureflow delivery has been delayed 1-3 weeks.

ARSENIC
TREATMENT

There are no exact numbers to report due to errors within the GIS. All services on Felspar were replaced from Downs to China Lake Blvd in April. The NO-DES truck made eight runs in April. Since inception, the NO-DES truck has filtered 9,303,923 gallons. 57 valves were exercised.

OPERATIONS

BOARD COMMENTS/FUTURE AGENDA ITEMS

Director Rajtora asked for the following discussion items to be added to the July Workshop agenda: updated report from WaterView to show the conservation efforts by the District, and a brief of how the District monitors water losses, including procedures how to mitigate those losses.

**BOARD
COMMENTS**

ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned at 7:48 p.m.

ADJOURNMENT

Respectfully submitted,

Lauren Smith
Recording Secretary

APPROVED: _____

MINUTES OF THE SPECIAL BOARD MEETING

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

MAY 14, 2024

The Special Board Meeting of the Board of Directors of the Indian Wells Valley Water District was called to order by President Kicinski at 5:30 p.m. in the Board of Directors Hearing Room, 500 West Ridgecrest Boulevard, Ridgecrest, California.

CALL TO ORDER

The Pledge of Allegiance was led by Ron Kicinski.

PLEDGE

DIRECTORS PRESENT: President Ronald R. Kicinski
Vice President David C.H. Saint-Amand
Director Mallory J. Boyd
Director Charles D. Griffin
Director Stan G. Rajtora

ROLL CALL

DIRECTORS ABSENT: None

STAFF PRESENT: George Croll, General Manager
Lauren Smith, Recording Secretary

VIA TELECONFERENCE: Jim Worth, Attorney

AGENDA DECLARATION

Recording Secretary, Lauren Smith, reported that the agenda for today's Special Board Meeting was posted on Monday, May 13, 2024.

**AGENDA
DECLARATION**

CONFLICT OF INTEREST DECLARATION

Director Saint-Amand stated his opinions shared during this meeting are his own and do not necessarily reflect the opinions of his employer, nor the Board.

**CONFLICT OF
INTEREST**

PUBLIC QUESTIONS AND COMMENTS

None.

**PUBLIC
COMMENTS**

With no further Board or Public comments, President Kicinski recessed the meeting and adjourned to Closed Session at 5:30 p.m.

CLOSED SESSION

The meeting was reconvened in Closed Session at 5:32 p.m.

**CLOSED
SESSION**

Closed Session was adjourned at 7:50 p.m.

The meeting was reconvened to Open Session at 7:54 p.m.

ADJOURNMENT

ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Lauren Smith
Recording Secretary

APPROVED: _____

MINUTES OF THE SPECIAL BOARD MEETING

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

MAY 22, 2024

The Special Board Meeting of the Board of Directors of the Indian Wells Valley Water District was called to order by President Kicinski at 5:31 p.m. in the Board of Directors Hearing Room, 500 West Ridgecrest Boulevard, Ridgecrest, California. **CALL TO ORDER**

The Pledge of Allegiance was led by David Saint-Amand. **PLEDGE**

DIRECTORS PRESENT: President Ronald R. Kicinski
Vice President David C.H. Saint-Amand
Director Mallory J. Boyd
Director Charles D. Griffin (*not present at the time of roll call*)
Director Stan G. Rajtora **ROLL CALL**

DIRECTORS ABSENT: None

STAFF PRESENT: George Croll, General Manager
Lauren Smith, Recording Secretary

VIA TELECONFERENCE: Jim Worth, Attorney

AGENDA DECLARATION Recording Secretary, Lauren Smith, reported that the agenda for today's Special Board Meeting was posted on Tuesday, May 21, 2024. **AGENDA DECLARATION**

CONFLICT OF INTEREST DECLARATION Director Saint-Amand stated his opinions shared during this meeting are his own and do not necessarily reflect the opinions of his employer, nor the Board. **CONFLICT OF INTEREST**

PUBLIC QUESTIONS AND COMMENTS None. **PUBLIC COMMENTS**

With no further Board or Public comments, President Kicinski recessed the meeting and adjourned to Closed Session at 5:34 p.m.

CLOSED SESSION The meeting was reconvened in Closed Session at 5:36 p.m. **CLOSED SESSION**
Closed Session was adjourned at 7:25p.m.

The meeting was reconvened to Open Session at 7:28 p.m.

ADJOURNMENT With no further business to come before the Board, the meeting was adjourned at 7:30 p.m. **ADJOURNMENT**

Respectfully submitted,

APPROVED: _____

Lauren Smith
Recording Secretary

MINUTES OF THE SPECIAL BOARD MEETING

BOARD OF DIRECTORS
INDIAN WELLS VALLEY WATER DISTRICT

JUNE 4, 2024

The Special Board Meeting of the Board of Directors of the Indian Wells Valley Water District was called to order by Vice President Saint-Amand at 5:30 p.m. in the Board of Directors Hearing Room, 500 West Ridgecrest Boulevard, Ridgecrest, California.

CALL TO ORDER

The Pledge of Allegiance was led by Mallory Boyd.

PLEDGE

DIRECTORS PRESENT: Vice President David C.H. Saint-Amand
Director Mallory J. Boyd
Director Charles D. Griffin
Director Stan G. Rajtora

ROLL CALL

DIRECTORS ABSENT: President Ronald R. Kicinski

STAFF PRESENT: George Croll, General Manager
Lauren Smith, Recording Secretary

VIA TELECONFERENCE: Jim Worth, Attorney

AGENDA DECLARATION

Recording Secretary, Lauren Smith, reported that the agenda for today's Special Board Meeting was posted on Monday, June 3, 2024.

**AGENDA
DECLARATION**

CONFLICT OF INTEREST DECLARATION

Director Saint-Amand stated his opinions shared during this meeting are his own and do not necessarily reflect the opinions of his employer, nor the Board.

**CONFLICT OF
INTEREST**

PUBLIC QUESTIONS AND COMMENTS

None.

**PUBLIC
COMMENTS**

With no further Board or Public comments, Vice President Saint-Amand recessed the meeting and adjourned to Closed Session at 5:32 p.m.

CLOSED SESSION

The meeting was reconvened in Closed Session at 5:34 p.m.

**CLOSED
SESSION**

Closed Session was adjourned at 7:22 p.m.

The meeting was reconvened to Open Session at 7:26 p.m.

ADJOURNMENT

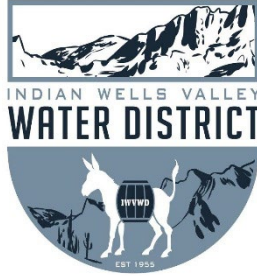
With no further business to come before the Board, the meeting was adjourned at 7:26 p.m.

ADJOURNMENT

Respectfully submitted,

Lauren Smith
Recording Secretary

APPROVED: _____



10.B.1.

Board of Directors
Indian Wells Valley Water District
Post Office Box 1329
500 West Ridgecrest Boulevard
Ridgecrest, California 93555

I, Pamela Smith, Successor Trustee of The Smith Family Trust, being the owner(s) and/or developer(s) of, APN 343-200-26 hereby declare that the water system and appurtenances constructed by a private contractor, namely Moore Pipeline Construction in accordance with Plans and Specifications filed with the Indian Wells Valley Water District, identified as E. Kendall Ave & Lumill Street 12" and 8" PVC Pipeline, were built for public use, and upon their acceptance by the Board of Directors of the Indian Wells Valley Water District, all rights, title and interest of the undersigned in and to said water system and appurtenances shall vest in the Indian Wells Valley Water District. The undersigned fully guarantees all said water system and appurtenances listed herein for a period of two (2) years from the Water District's acceptance thereof, and agrees to either make repairs or to pay for repairs of failure to said water system and appurtenances during said two-year period, which result from original installation or materials used therein.

Dated: 6/2/2024

**Pamela P
Smith**

(Signature of Owner and/or Developer)

Digitally signed by

Pamela P Smith

Date: 2024.06.02

08:47:58 -07'00'

(Signature of Owner and/or Developer)

Listed below, or attached hereto, is a listing of the total cost of the work done, the date completed, and a listing of the number of fittings, footages of pipe, valves, etc.

PAM SMITH MAINLINE EXTENSION COST

DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
Install 12" C-900 PVC	LF	666	\$86.00	\$57,276.00
Install 8" C-900 PVC	LF	50	\$74.00	\$3,700.00
Connection Detail 1	LS	1	\$10,000.00	\$10,000.00
Connection Detail 2	LS	1	\$7,000.00	\$7,000.00
Fire Hydrant Assembly	LS	1	\$5,000.00	\$5,000.00
1" Service Connection	LS	1	\$2,500.00	\$2,500.00
		Total		\$85,476.00



Travis Clinton Reed

05/28/2024



E. Kendall Ave & Lumill Street 12 inch and 8 inch PVC Pipelines

DEVELOPER: Pam Smith, Successor Trustee of the Smith Family Trust

CONTRACTOR: Moore Pipeline Construction

11/15/23	Construction begins.
3/18/24	Hydrostatic pressure testing successfully completed.
3/26/24	Chlorination of pipeline(s) verified.
3/28/24	Pipeline flushed.
4/1/24	Pipeline flushed again in preparation for testing.
4/2/24	Sample collected for coliform testing
4/5/24	Laboratory results received.
5/6/24	Pipeline tied-in.
5/27/24	As-builts received.

No Contingencies

RESOLUTION NO. 24-03

RESOLUTION OF THE INDIAN WELLS VALLEY WATER DISTRICT, KERN AND SAN BERNARDINO COUNTIES, CALIFORNIA, ACCEPTING DEDICATION OF WATER FACILITIES FOR E. KENDALL AVE AND LUMILL ST. 12" AND 8" PVC PIPELINES

WHEREAS, new water facilities have been constructed and installed by Moore Pipeline Construction to District specifications, at a total cost of \$85,476.00; and

WHEREAS, said water system improvements were installed to provide domestic water service to APN 343-200-26, in Ridgecrest, California; and

WHEREAS, the Developer, Pamela Smith, Successor Trustee of the Smith Family Trust, constructed said improvements for public use and grants all rights, title and interest to said water system improvements and appurtenances to the Indian Wells Valley Water District;

NOW THEREFORE, the Board of Directors of the Indian Wells Valley Water District does hereby RESOLVE, DETERMINE AND ORDER, as follows:

Section 1. That said water system improvements and appurtenances installed for APN 343-200-26, are hereby accepted by the Indian Wells Valley Water District.

Section 2. That this acceptance is conditional upon the warranty of said water system improvements and appurtenances by the Developer for a period of two years from this date of acceptance.

All the foregoing being on the motion of Director and seconded by Director, and authorized by the following vote, namely:

AYES:

NOES: None.

ABSENT:

I HEREBY CERTIFY that the foregoing resolution is the resolution of Indian Wells Valley Water District as duly passed

and adopted by said Board of Directors at a legally convened meeting held on the 10th day of June, 2024.

WITNESS my hand and the official seal of said Board of Directors this 10th day of June, 2024.

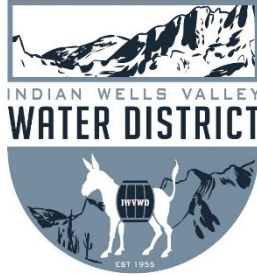
ADOPTED AND APPROVED this 10th day of June, 2024.

David Saint-Amand
Vice President, Board of Directors
INDIAN WELLS VALLEY WATER DISTRICT

ATTEST:

George D. Croll
Secretary, Board of Directors
INDIAN WELLS VALLEY WATER DISTRICT

(SEAL)



10.C.1.

Indian Wells Valley Water District

2024-2025 General Fund

Proposed Budget

	2023-24 Budget	2023-24 Year-End Estimate	2024-25 Proposed Budget	Δ	
Revenues					
Total Water Sales	12,326,548	12,350,505	13,064,552	738,005	-Budgeted at 97.5% + 1/2 year of 8% Rate Increase
GSA Fees	3,859,500	3,138,773	3,112,486	-747,014	-4390 a/f Reserve
Total Water Service Revenue	375,900	433,630	375,900	0	
Total Capital Contributions	274,500	301,550	154,500	-120,000	-Adjusted Residential and Hotel
Total Non-Operating Income	172,400	230,290	172,400	0	
Total Revenues	17,008,848	16,454,748	16,879,838	-129,010	-0.76%
Expenses					
Water Supply	1,211,200	1,400,261	1,622,677	411,477	-Power/Chemical Costs Increase
Arsenic Treatment Plants	413,500	270,038	456,719	43,219	
Transmission & Distribution	2,062,700	1,611,242	1,861,515	-201,185	-Street Maintenance/Capital Shift
Engineering	496,700	530,082	554,019	57,319	-GIS
Customer Service	484,900	443,848	516,579	31,679	
Field Services	517,250	536,454	570,208	52,958	
Administration	2,604,195	2,414,554	2,758,794	154,599	-Property/Liability Ins Increase
Legal	800,000	1,574,508	1,200,000	400,000	-Legal Cost Increases
Legislative	95,800	85,365	119,400	23,600	-Election Costs
Depreciation	3,300,000	3,300,000	3,300,000	0	
Non-Operating, Interest	1,371,232	1,458,900	1,747,156	375,924	-2024 Bond
Non-Operating, Miscellaneous	270,000	224,365	286,000	16,000	
GSA Fees	3,937,000	3,249,824	3,111,310	-825,690	-4390 a/f Reserve
Non-Operating, Conservation	34,200	37,214	34,200	0	
Non-Operating, Alternate Water	92,000	67,137	92,000	0	
Total Expenses	17,690,677	17,203,790	18,230,578	539,901	3.05%
Total Revenues over Expenses	-681,829	-749,042	-1,350,740	-668,910	

Indian Wells Valley Water District

2024-2025 General Fund

Proposed Budget

2024-2025 Cash Flow Projection

BEGINNING CASH	20,136,291
 CASH RECIEPTS	
Operating Revenues	16,552,938 A
Capital Contributions	154,500
Non-Operating Revenues	172,400 A
Total Revenues	16,879,838
 Loan/Grant Proceeds	 -
TOTAL CASH RECEIPTS	16,879,838
 EXPENSES	
Operating Exp - Water Supply	1,622,677
Operating Exp - Arsenic Treatment Plants	456,719
Operating Exp - Transmission & Distribution	1,861,515
Operating Exp - Engineering	554,019
Operating Exp - Customer Service	516,579
Operating Exp - Field Services	570,208
Operating Exp - Administration	2,758,794
Operating Exp - Legal	1,200,000
Operating Exp - Legislative	119,400
Total Operating Expenses	9,659,911 B
 Capital Improvement Projects	 10,132,500
Misc Non-Op Expenses	3,749,638 B
Conservation	34,200 B
Alternate Water Supply	92,000 B
Debt Principle	1,235,612 C
Long Term Debt	1,394,829 C
Total Non-Operating Expenses	16,638,779
TOTAL EXPENSES	26,298,690
 NET CASH FLOW	 (9,418,852)
 ENDING CASH	 10,717,440
LESS: Emergency Reserve	4,829,956
LESS: Capital Replacement Reserve	1,321,931
LESS: Vehicle Replacement Reserve	350,000
LESS: Computer Replacement Reserve	100,000
LESS: Future Source of Supply Reserve	2,119,366
LESS: Other Assigned Balances (Restricted)	957,784
LESS: Bond Project Funds	-
UNRESTRICTED CASH	1,038,403

Debt Service Coverage (Min 1.20x)	1.22	(A-B)/C
Meet Debt Service Coverage?	yes	
 Fund Reserve Target - 6 months of O&M	 4,829,956	
Meet Fund Reserve Target	yes	
 Capital Replacement Target - 1 Tank, Well, Booster	 10,800,000	
Meet Capital Fund Reserve Target	no	

Indian Wells Valley Water District

2023-2024 General Fund

Year-End Estimate

2023-2024 Cash Flow Projection

BEGINNING CASH	10,565,495
CASH RECIEPTS	
Operating Revenues	15,922,908 A
Capital Contributions	260,771
Non-Operating Revenues	230,290 A
Total Revenues	16,413,969
Loan/Grant Proceeds	10,450,000
TOTAL CASH RECEIPTS	26,863,969
EXPENSES	
Operating Exp - Water Supply	1,400,261
Operating Exp - Arsenic Treatment Plants	270,038
Operating Exp - Transmission & Distribution	1,611,242
Operating Exp - Engineering	530,082
Operating Exp - Customer Service	443,848
Operating Exp - Field Services	536,454
Operating Exp - Administration	2,414,554
Operating Exp - Legal	1,574,508
Operating Exp - Legislative	85,365
Total Operating Expenses	8,866,351 B
Capital Improvement Projects	2,300,000
Misc Non-Op Expenses	3,710,557 B
Conservation	37,214 B
Alternate Water Supply	67,137 B
Debt Principle	1,091,123 C
Long Term Debt	1,220,792 C
Total Non-Operating Expenses	8,426,822
TOTAL EXPENSES	17,293,173
NET CASH FLOW	9,570,796
ENDING CASH	20,136,291
LESS: Emergency Reserve	4,433,175
LESS: Capital Replacement Reserve	1,321,931
LESS: Vehicle Replacement Reserve	350,000
LESS: Computer Replacement Reserve	100,000
LESS: Future Source of Supply Reserve	1,999,366
LESS: Other Assigned Balances (Restricted)	3,957,784
LESS: Bond Project Funds	7,450,000
UNRESTRICTED CASH	524,035

Debt Service Coverage (Min 1.20x)	1.50	(A-B)/C
Meet Debt Service Coverage?	yes	
Fund Reserve Target - 6 months of O&M	4,433,175	
Meet Fund Reserve Target	yes	
Capital Replacement Target - 1 Tank, Well, Booster	10,800,000	
Meet Capital Fund Reserve Target	no	

Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
Water Sales Revenue				
1-0-4110-100	Residential Usage	\$3,054,682	\$2,675,710	\$3,073,450
1-0-4110-101	Residential RTS	5,023,227	5,193,652	5,436,428
1-0-4110-300	Master-Metered Res. Usage	429,680	389,206	442,518
1-0-4110-301	Master-Metered Res. RTS	366,628	390,968	395,928
1-0-4110-400	Commercial/Public/Ind Usage	710,976	656,813	751,254
1-0-4110-401	Commercial/Public/Ind RTS	524,423	638,101	566,326
1-0-4110-500	Bulk Rate	-	(10)	-
1-0-4110-501	Bulk Station	31,953	38,246	41,306
1-0-4110-600	Construction Water	68,808	104,896	92,374
1-0-4110-700	Fire Prevention	170,804	206,522	184,357
1-0-4110-800	GSA Pump Fee	534,500	551,986	506,200
1-0-4110-801	B-Zone Charge	98,258	95,385	98,600
1-0-4110-802	C-Zone Charge	47,832	43,758	45,137
1-0-4110-803	D-Zone Charge	12,094	10,833	11,154
1-0-4110-804	E-Zone Charge	54,813	53,335	54,786
1-0-4110-805	GSA Replenishment Fee	3,325,000	2,586,787	2,606,286
1-0-4110-900	Arsenic Charge 5/8" Meter	-	-	-
1-0-4110-901	Arsenic Charge 3/4" Meter	1,480,014	1,534,739	1,598,387
1-0-4110-902	Arsenic Charge 1" Meter	83,370	89,001	90,039
1-0-4110-903	Arsenic Charge 1-1/2" Meter	17,334	20,376	18,720
1-0-4110-904	Arsenic Charge 2" Meter	82,716	95,749	89,338
1-0-4110-905	Arsenic Charge 3" Meter	8,211	11,270	8,867
1-0-4110-906	Arsenic Charge 4" Meter	17,106	24,108	18,474
1-0-4110-907	Arsenic Charge 6" Meter	29,936	39,555	32,330
1-0-4110-908	Arsenic Charge 8" Meter	13,685	38,292	14,780
	Sub-Total Water Sales	16,186,048	15,489,278	16,177,038
Water Service Revenues				
1-0-4230-000	Customer Service Charges	\$40,000	\$38,951	\$40,000
1-0-4231-100	Delinquent Billing Charge	250,000	282,850	250,000
1-0-4231-200	48-Hour Notice Charge	40,000	44,675	40,000
1-0-4231-300	Turn-Off Charge	25,000	24,510	25,000
1-0-4231-500	Manual Read Charge	900	799	900
1-0-4232-000	New Service Installation Chrgs	20,000	41,845	20,000
	Sub-Total Water Service	375,900	433,630	375,900
Capital Contributions				
1-0-4233-000	Capital Facility Fee	\$210,000	\$98,900	\$100,000
1-0-4233-100	Basic Facility Charges Refund	-	-	-
1-0-4233-200	Capital Contributions - Developer	-	40,779	-
1-0-4233-300	Capital Contributions - Federal	-	-	-
1-0-4233-400	Capital Contributions - State	-	-	-
1-0-4233-500	Capital Contributions - Local	-	109,033	-
1-0-4234-000	Plan Check & Processing Fee	2,500	1,027	2,500
1-0-4235-000	Inspection Fees	2,000	1,541	2,000
1-0-4236-000	Dist Syst Connect Chrg/Frnt Ft	60,000	50,271	50,000
	Sub-Total Capital	274,500	301,550	154,500
Non-Operating Revenues				
1-0-4920-000	Interest Income	\$125,000	\$169,342	\$125,000
1-0-4920-101	Interest Income - 2012 Loan	-	-	0
1-0-4920-102	Interest Income - 2009 COP	-	-	0
1-0-4920-103	Interest Income - 2018 COP	-	-	-
1-0-4920-209	Assessment Revenue AD 87-1	2,000	9,266	2,000

Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
1-0-4920-210	Assessment Int Income AD #87-1	5,400	9,123	5,400
1-0-4920-700	Interest Income Prop 55	-	-	-
1-0-4960-000	Miscellaneous Revenues	30,000	32,559	30,000
1-0-4960-002	Energy Curtailment Credit	-	-	-
1-0-4960-300	Cash-for-Grass	-	-	-
1-0-4970-000	Olancha Farm Rent	10,000	10,000	10,000
	Sub-Total Non-Operating	172,400	230,290	172,400
	Total Revenue	17,008,848	16,454,748	16,879,838

REVENUE ASSUMPTIONS

-Budgeted at 97.5% + 1/2 year of 8% Rate Increase

- Capital Facility Fees, Capital Contributions, Plan Check Fees, Inspection Fees and Distribution Fees were adjusted for anticipated new services

Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
Water Supply Expenses				
1-1-4500-000	PERS ER Contributions	-\$36,000	-\$70,873	-\$70,873
1-1-5211-000	Supervision	118,000	128,539	122,000
1-1-5211-500	Capital Credit	-40,000	-	0
1-1-5212-000	Labor	353,000	332,315	367,000
1-1-5213-000	Overtime	1,000	1,065	1,000
1-1-5213-100	Standby Time	7,500	9,278	7,500
1-1-5214-000	Benefits	177,000	160,641	194,000
1-1-5215-000	Vehicle Maintenance	20,000	10,800	20,000
1-1-5215-500	Vehicle Fuel	17,000	14,399	17,000
1-1-5221-000	Maintenance Of Structures	8,000	4,247	28,000
1-1-5222-000	Maintenance of Equipment	28,000	10,227	28,000
1-1-5222-002	Well Destruction	0	-	0
1-1-5222-200	Maintenance Standby Generators	40,000	26,419	40,000
1-1-5222-300	IP Radio System Maintenance	1,500	-	5,000
1-1-5222-655	Equipment Maintenance	1,000	701	1,000
1-1-5223-000	Maintenance & Care Of Grounds	4,000	145	5,000
1-1-5224-000	Maintenance Automated Controls	10,000	-	10,000
1-1-5224-500	Automated Controls Maint Agreement	12,000	2,782	12,000
1-1-5225-000	Operating Permits	15,000	11,535	15,000
1-1-5231-000	Purchased Power	300,000	569,101	600,000
1-1-5231-001	Water Bills	12,000	6,158	10,000
1-1-5231-500	Solar Expenses	40,000	40,000	40,000
1-1-5233-000	Natural Gas	700	464	700
1-1-5246-000	Training & Conferences	3,500	82	7,500
1-1-5250-000	Bulk Water Station Expenses	8,000	6,663	8,000
1-1-5332-000	Lab Analysis & Equipment	3,000	155	3,500
1-1-5334-000	Water Treatment Chemicals	55,000	93,495	85,000
1-1-5422-000	Maint Reservoirs & Tanks	15,000	-	15,000
1-1-5429-000	Misc Parts & Materials	10,000	1,390	10,000
1-1-5621-000	Stationery & Computer Supplies	2,000	1,560	2,000
1-1-5627-050	Cell Phones	2,800	2,426	2,800
1-1-5641-500	PERS Cost by Function	10,000	36,550	36,550
1-1-5675-000	Computer Supplies	12,200	-	0
	Sub-Total Pumping Plant	1,211,200	1,400,261	1,622,677
Arsenic Plant Expenses				
1-2-4500-000	PERS ER Contributions	-\$7,000	-\$10,904	-\$10,904
1-2-5211-000	Supervision	20,000	811	20,000
1-2-5212-000	Labor	60,000	28,936	62,000
1-2-5213-200	Overtime	1,000	649	1,000
1-2-5213-201	Standby Time	10,000	5,509	10,000
1-2-5214-000	Benefits	31,000	28,002	34,000
1-2-5221-000	Maintenance of Structures	3,500	4,956	10,000
1-2-5222-000	Maintenance of Equipment	15,000	5,758	15,000
1-2-5222-100	IP Radio System Maintenance	500	-	2,000
1-2-5223-000	Maintenance Arsenic Plant Grounds	500	-	1,000

Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
1-2-5224-000	Maintenance Automated Controls	5,000	-	5,000
1-2-5224-500	Automated Controls Maint Agreement	2,000	2,422	2,000
1-2-5231-000	Purchased Power	50,000	49,126	65,000
1-2-5231-500	Solar Expense	25,000	25,000	25,000
1-2-5332-000	Lab Analysis & Equipment	15,000	5,710	15,000
1-2-5335-100	Treatment Chemicals	115,000	108,755	130,000
1-2-5335-200	Solids Disposal	50,000	9,685	50,000
1-2-5429-000	Misc Parts & Materials	15,000	-	15,000
1-2-5641-500	PERS Cost by Function	2,000	5,623	5,623
	Sub-Total Arsenic Plant	413,500	270,038	456,719
Transmission & Distribution Expenses				
1-3-4500-000	PERS ER Contributions	-\$47,000	-\$174,456	-\$174,456
1-3-5411-000	Supervision	132,000	88,952	135,000
1-3-5412-000	Labor	769,000	459,590	839,000
1-3-5412-001	No-DES Labor	0	13,854	0
1-3-5412-050	Labor - Locates	-40,000	-	-40,000
1-3-5412-500	Capital Project Credit	-60,000	0	-200,000
1-3-5413-000	Overtime	7,500	4,673	7,800
1-3-5413-001	Standby Time	60,000	46,040	60,000
1-3-5414-000	Benefits	413,000	391,128	453,000
1-3-5415-000	Vehicle Maintenance	25,000	34,544	25,000
1-3-5415-500	Vehicle Fuel	50,000	53,881	55,000
1-3-5416-000	Maintenance Heavy & Light Equipment	30,000	33,074	45,000
1-3-5421-000	Maintenance of T&D	0	509	0
1-3-5424-000	Maintenance of Fire Hydrants	5,000	-	0
1-3-5425-000	Maintenance Laterals & Meters	300,000	299,523	310,000
1-3-5426-000	Maintenance Valves & Boxes	5,000	-	5,000
1-3-5427-000	Maintenance Of Streets	350,000	247,971	200,000
1-3-5427-500	Maintenance Of Streets - Permits	5,000	-	5,000
1-3-5428-000	Welding Supplies	2,000	-	2,000
1-3-5429-000	Misc Parts & Materials	10,000	1,522	10,000
1-3-5433-000	Equipment Rental	21,000	19,891	21,000
1-3-5434-000	Capital Equipment Credit	-5,000	(2,642)	-5,000
1-3-5446-000	Training and Conferences	6,000	1,276	10,000
1-3-5447-000	Meal Tickets	1,000	157	1,000
1-3-5621-000	Stationery & Computer Supplies	2,000	181	2,000
1-3-5627-050	Cell Phones	3,000	1,603	3,000
1-3-5641-500	PERS Cost by Function	16,000	89,971	89,971
1-3-5675-000	Computer Supplies T&D	2,200	-	2,200
	Sub-Total T&D	2,062,700	1,611,242	1,861,515
Engineering Expenses				
1-4-4500-000	PERS ER Contributions	-\$18,000	-\$38,162	-\$38,162
1-4-5412-100	Labor	300,200	277,776	310,000
1-4-5412-300	Labor - Locates	40,000	58,285	40,000
1-4-5412-600	Capital Project Credit	-50,000	0	-50,000

Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
1-4-5413-100	Overtime	0	-	0
1-4-5414-100	Benefits	96,000	90,293	106,000
1-4-5415-100	Vehicle Maintenance	2,000	4,403	3,000
1-4-5415-300	Vehicle Fuel	2,000	1,053	2,000
1-4-5415-400	Water Treatment Lab Analysis	16,500	12,570	29,000
1-4-5415-500	Consumer Confidence Reports	10,000	10,000	11,000
1-4-5446-000	Training and Conferences (Engineering)	1,500	1,748	1,500
1-4-5621-000	Stationery & Computer Supplies	1,000	871	1,000
1-4-5627-050	Cell Phones	2,000	1,129	2,000
1-4-5641-500	PERS Cost by Function	5,000	19,681	19,681
1-4-5652-000	Miscellaneous Consultant - GIS	20,000	15,795	50,000
1-4-5653-000	Consulting Engineer Services	40,000	46,722	40,000
1-4-5655-000	Professional Services	2,500	2,590	0
1-4-5656-000	Water Trax Subscription	14,000	13,983	15,000
1-4-5675-200	Computer Maintenance	12,000	11,346	12,000
	Sub-Total Engineering	496,700	530,082	554,019
Customer Service Expenses				
1-5-4500-000	PERS ER Contributions	-\$16,000	-\$43,614	-\$43,614
1-5-5511-000	Supervision	102,000	93,845	110,000
1-5-5512-000	Labor	135,000	117,833	144,000
1-5-5512-100	Temporary Labor	0	-	20,000
1-5-5513-000	Overtime	2,000	1,521	2,500
1-5-5514-000	Benefits	87,000	93,584	95,000
1-5-5520-000	Uncollectible Accounts	70,000	70,000	70,000
1-5-5541-000	Postage & Supplies	70,000	66,415	70,000
1-5-5542-000	Printing & Reproduction	16,000	12,015	17,000
1-5-5546-000	Training & Conferences	2,500	2,747	2,000
1-5-5550-000	Cash Short/Over	200	8	200
1-5-5621-000	Stationery & Computer Supplies	11,000	7,000	7,000
1-5-5627-050	Cell Phones Customer Accounts	200	-	0
1-5-5641-500	PERS Cost by Function	5,000	22,493	22,493
	Sub-Total Customer Service	484,900	443,848	516,579
Field Service Expenses				
1-6-4500-000	PERS ER Contributions	-\$20,000	-\$59,969	-\$59,969
1-6-5429-000	Misc Parts & Materials	3,500	7,065	3,500
1-6-5561-000	Supervision	110,000	103,822	119,000
1-6-5562-000	Labor	216,000	168,620	227,000
1-6-5562-100	Temporary Labor	0	-	0
1-6-5563-000	Overtime	1,500	1,205	1,500
1-6-5564-000	Capital Project Credit	-75,000	-1,338	-75,000
1-6-5565-000	Benefits	138,000	143,798	165,000
1-6-5566-000	Vehicle Maintenance	10,000	832	10,000
1-6-5566-500	Vehicle Fuel	13,000	8,240	13,000
1-6-5567-000	Maintenance of Meters	46,000	42,525	46,000

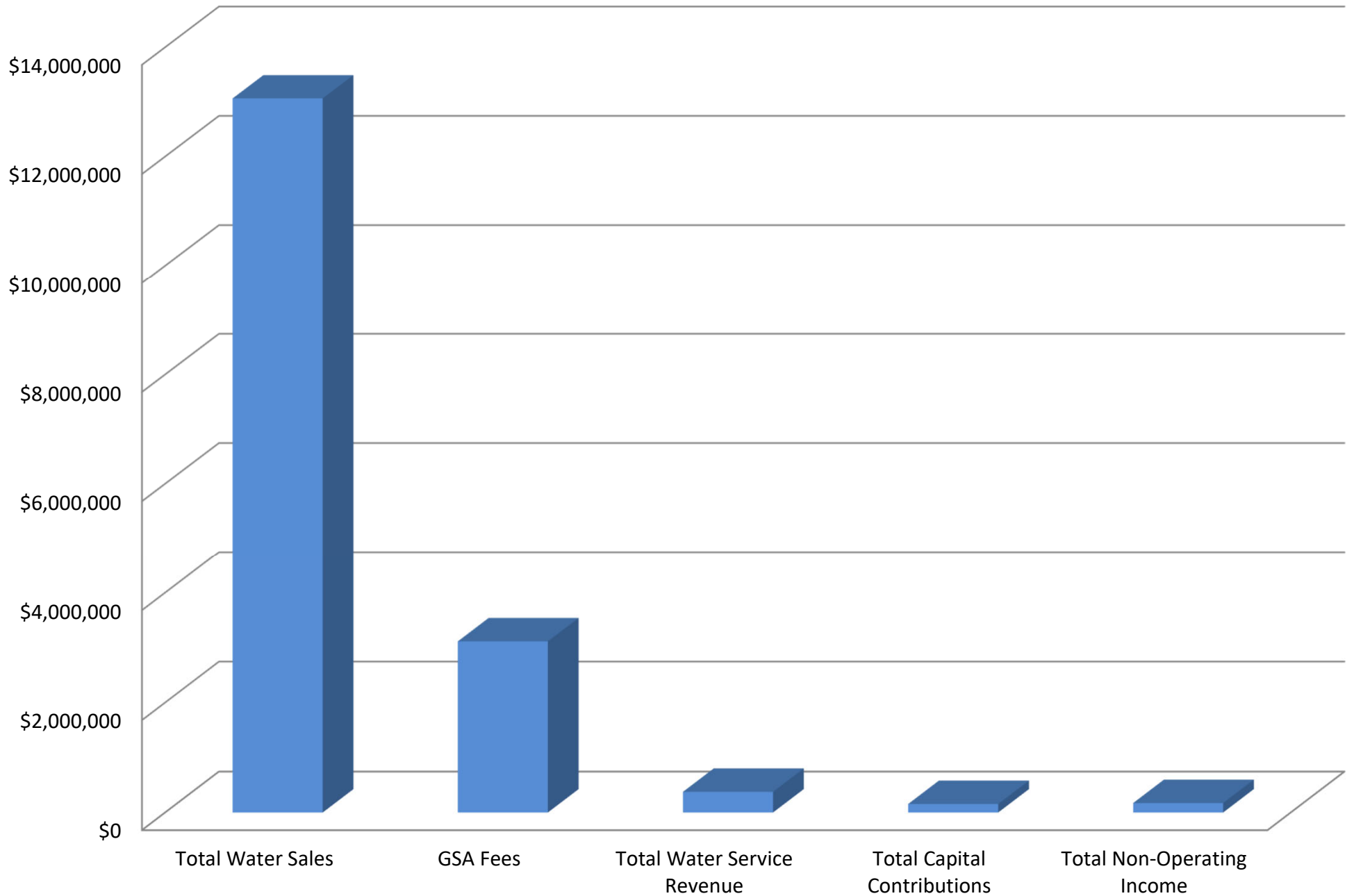
Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
1-6-5567-001	Software Maintenance	0	30,845	31,000
1-6-5567-100	AMI	60,000	50,000	50,000
1-6-5568-000	Training and Conferences	5,000	7,956	5,000
1-6-5621-000	Stationery & Computer Supplies	750	549	750
1-6-5627-050	Cell Phones	2,500	1,375	2,500
1-6-5641-500	PERS Cost by Function	6,000	30,927	30,927
	Sub-Total Field Service	517,250	536,454	570,208
Admin, Accounting & General Expenses				
1-7-4500-000	PERS ER Contributions	-\$80,000	-\$147,198	-\$147,198
1-7-5611-000	Supervision	658,350	627,929	608,950
1-7-5611-500	Capital Project Credit	0	0	0
1-7-5612-000	Administration - Labor	288,000	298,474	303,300
1-7-5612-100	Accounting - Labor	167,000	112,948	158,000
1-7-5613-000	Administration - Overtime	3,000	3,617	3,000
1-7-5613-100	Accounting - Overtime	2,000	541	1,000
1-7-5614-000	Administration - Benefits	308,000	263,853	307,000
1-7-5614-100	Accounting - Benefits	65,000	45,515	56,000
1-7-5615-100	Vehicle Maintenance	3,000	2,258	3,000
1-7-5615-200	Vehicle Fuel	2,500	1,421	2,500
1-7-5621-000	Stationery & Computer Supplies	11,000	8,987	11,000
1-7-5622-000	Printing & Reproduction	500	-	500
1-7-5623-000	Postage	5,000	2,633	5,000
1-7-5624-000	Memberships & Subscriptions	90,000	74,712	90,000
1-7-5624-100	MISC Computer Subscriptions	0	1,170	1,170
1-7-5625-000	Travel & Conference (Management)	5,000	6,352	10,000
1-7-5625-001	Travel & Conference (Admin/Accounting)	5,000	4,344	5,000
1-7-5625-002	Travel & Conference (IT)	3,000	-	3,000
1-7-5625-100	Maintenance of Structures	6,000	2,083	6,000
1-7-5626-000	Office & Shop Utilities	30,000	30,647	31,000
1-7-5626-001	Hazardous Waste Disposal	4,000	3,699	4,000
1-7-5626-500	Solar Expenses	4,300	4,300	4,300
1-7-5627-000	Telephones	18,000	21,000	18,000
1-7-5627-050	Cell Phones	3,000	2,414	3,000
1-7-5627-100	Internet Service Provider	13,000	14,396	14,500
1-7-5627-500	Security Services	5,000	10,678	5,000
1-7-5628-000	Custodian/Caretaker	16,000	21,321	20,000
1-7-5631-000	Ins Property & Liability	350,000	357,725	430,000
1-7-5631-100	Deductible Adjustments	3,000	750	3,000
1-7-5632-000	New Employee Verification	1,000	339	1,000
1-7-5641-000	Public Employees Retirement	285,745	295,301	366,197
1-7-5641-500	PERS Cost by Function	24,000	24,000	24,000
1-7-5642-501	Workers' Comp Previous FY	5,000	21,994	25,000
1-7-5645-001	Accrued Sick/Vacation Leave	5,000	0	5,000
1-7-5646-200	Safety Materials and Equipment	46,000	26,051	46,000
1-7-5648-000	Miscellaneous Supplies	15,000	9,814	15,000
1-7-5649-000	Warehouse Supplies	25,000	22,735	25,000

Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
1-7-5651-000	Legal Services	800,000	1,423,864	1,050,000
1-7-5652-000	Auditing Services	28,000	26,000	30,000
1-7-5654-000	Financial Services	15,000	43,480	65,000
1-7-5658-000	Misc Consultant	0	1,484	3,500
1-7-5658-100	Hydrogeologist Consultant	30,000	42,395	45,000
1-7-5659-000	Underground Service Alert	5,300	10,378	10,000
1-7-5661-000	Rents/Lease Equipment	4,000	3,266	4,000
1-7-5662-000	Leases Real Estate BLM	7,000	83	7,000
1-7-5672-000	Office Equipment Maintenance	15,000	9,235	15,000
1-7-5675-001	Server Maintenance Agreement	4,000	0	4,000
1-7-5675-200	Computer Maintenance	23,000	18,538	23,000
1-7-5676-000	Springbrook Software Maintenance	60,000	77,388	80,000
1-7-5677-000	Voting Equipment Maintenance	0	441	0
1-7-5678-000	Solar Maintenance Agreement	0	2,576	2,576
1-7-5679-300	Cost of Service Study	15,000	0	0
1-7-5690-000	Answering Service	2,500	2,487	2,500
	Sub-Total Admin, Accounting & General	3,404,195	3,838,418	3,808,794
Legislative Expenses				
1-8-5691-000	Director's Fees	\$31,700	\$ 28,363	\$33,300
1-8-5691-500	Director's Health Insurance	52,000	46,527	58,000
1-8-5691-600	Director's Workers' Comp	3,000	2,693	3,000
1-8-5691-700	Director's Payroll Taxes	2,000	2,554	3,000
1-8-5692-000	Recording Secretary	2,100	227	2,100
1-8-5694-000	Travel & Convention - Directors	5,000	5,000	5,000
1-8-5695-000	Elections	0	0	15,000
	Sub-Total Legislative	95,800	85,365	119,400
Depreciation Expenses				
1-0-5710-000	Depreciation	\$3,300,000	\$3,300,000	\$3,300,000
	Sub-Total Depreciation	3,300,000	3,300,000	3,300,000
Non-Operating Expense, Interest				
1-9-5927-104	Admin Fees AD 87-1	\$1,740	\$1,740	\$1,740
1-9-5927-105	2018 COP Interst Expense	1,139,783	1,139,783	1,102,534
1-9-5927-106	2018 COP Admin/Misc Fees	3,700	3,700	3,700
1-9-5927-107	2018 COP Premium Exp	-107,000	-107,000	-107,000
1-9-5927-108	2024 Rev Bond Interst Expense	0	0	348,627
1-9-5927-109	2024 Rev Bond Admin/Misc Fees	0	0	3,700
1-9-5927-110	2024 Rev Bond Premium Exp	0	0	-14,000
1-9-5927-200	2016 Solar Loan Trustee Fees	0	0	0
1-9-5927-202	2016 Solar Loan Interest Payable	188,009	188,009	175,187
1-9-5928-000	OPEB Expense	145,000	232,668	232,668
	Sub-Total Non-Operating, Interest	1,371,232	1,458,900	1,747,156

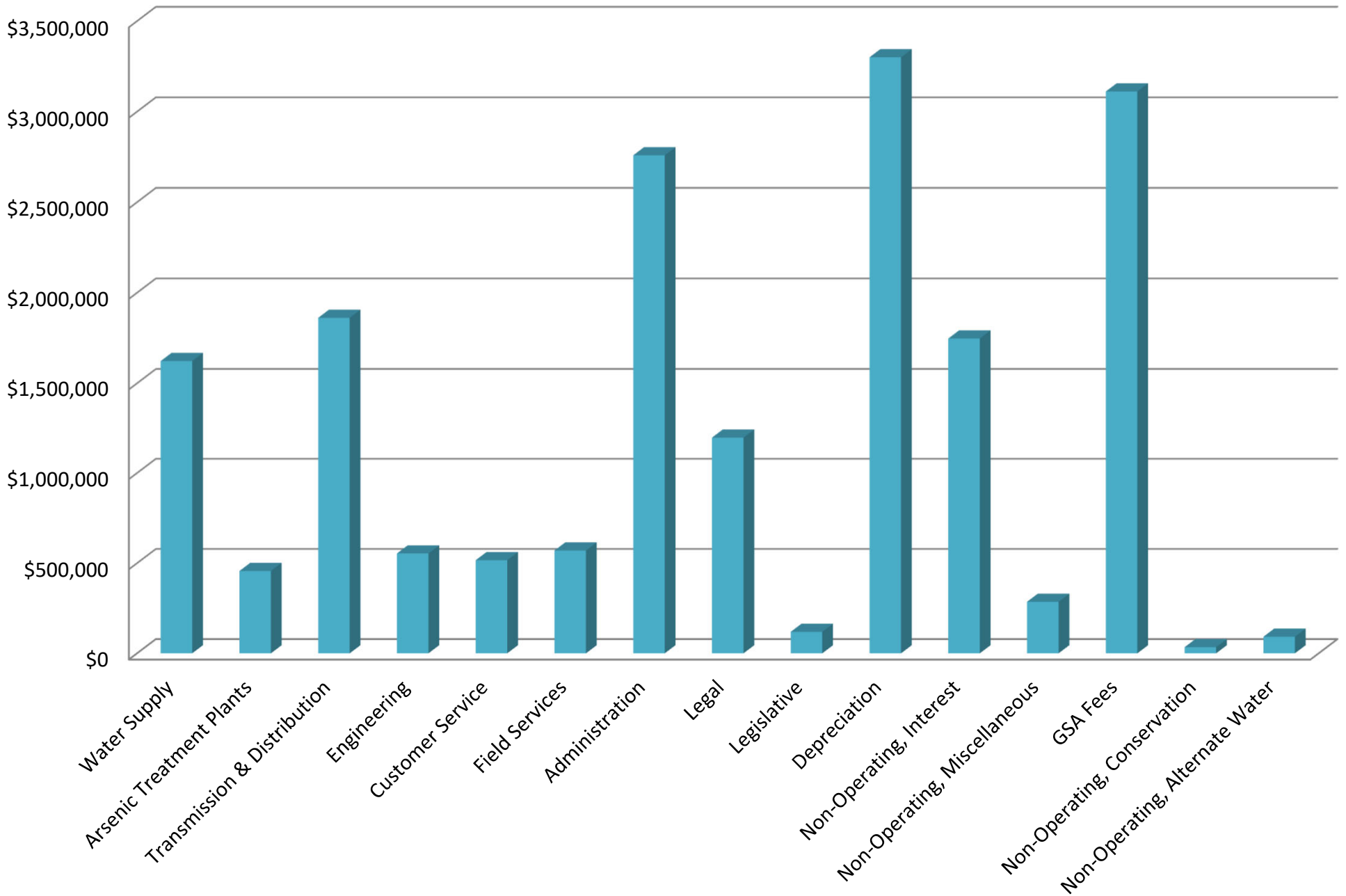
Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
Non-Operating Expense, Miscellaneous				
1-9-5929-000	Misc Service Charges/Penalties	\$10,000	\$ 5,540	\$10,000
1-9-5929-001	Credit Card Service Charges	125,000	136,784	140,000
1-9-5929-102	Web Payments	50,000	7,486	50,000
1-9-5929-200	Misc State & County Fees	5,000	1,856	5,000
1-9-5933-000	SWRCB Annual Fee	60,000	58,613	60,000
1-9-5944-000	Public Information	15,000	9,559	15,000
1-9-5961-201	GSA Support	0	150,643	150,000
1-9-5961-204	GSA Pump Fee	540,000	622,453	571,498
1-9-5961-205	GSA Replenishment Fee	3,397,000	2,627,371	2,539,812
1-9-5962-000	LAFCO Expense	3,500	4,104	4,500
1-9-5963-000	WSIP Monitoring	1,500	423	1,500
1-9-5999-000	Audit Adjustment	0	0	0
1-9-5999-100	General Plan Exp	0	0	0
	Sub-Total Non-Operating, Miscellaneous	4,207,000	3,624,832	3,547,310
Non-Operating Expense, Conservation				
1-9-5000-004	Conservation - Web Payments Svc Chg	\$1,200	\$0	\$1,200
1-9-5949-000	Water Conservation Programs	20,000	23,380	20,000
1-9-5949-001	Water Conservation Advertising	11,000	13,834	11,000
1-9-5949-002	Cash for Grass Grant Program	0	-	0
1-9-5949-100	Xeriscape Special Projects	0	-	0
1-9-5949-300	Conservation Salaries	0	0	0
1-9-5949-500	Conservation OT	2,000	0	2,000
	Sub-Total Non-Operating, Conservation	34,200	37,214	34,200
Non-Operating Expense, Alt Water Supply				
1-9-5952-000	Well Monitoring Program	\$0	\$ 225	\$0
1-9-5953-000	Kern County Property Tax	11,000	10,708	11,000
1-9-5954-000	Inyo County Property Tax	4,500	4,605	4,500
1-9-5960-000	Alternate Water Supply General	55,000	29,707	55,000
1-9-5960-001	AWS - Butterworth Ranch Olancha	16,000	16,107	16,000
1-9-5960-003	AWS - Stine Property	5,500	5,785	5,500
1-9-5960-102	AWS - Ground Water Flow Model	0	0	0
1-9-5960-200	AWS - Flight Survey	0	0	0
1-9-5961-202	Salt Nutrient Program	0	0	0
1-9-5961-203	GSA Salaries	0	0	0
	Sub-Total Non-Operating, Alt Water Supply	92,000	67,137	92,000
	Total Expenditures	\$17,690,677	\$17,203,790	\$18,230,578
	Salary	3,428,550	2,840,393	3,565,250
	Benefits	1,315,000	1,216,814	1,410,000
	Overtime	95,500	74,097	95,300

Account #	Account Classification & Description	2024 Adopted Budget	2024 YE Est	2025 Proposed Budget
		4,743,550 27%	4,057,207 24%	4,975,250 27%

2023-2024 General Fund Adopted Budget Revenue Distribution by Department



2022-2023 General Fund Adopted Budget Expense Distribution by Department

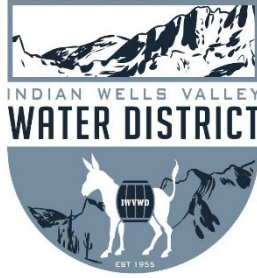


**IWVWD Capital Improvement Projects
FY 2025 - FY 2034**

		Project	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total	
Water Supply	1-0-1115-828	Well 33 Rehab											\$0	
		Well 17 MCC		\$235,000									\$235,000	
	1-0-1115-844	Arsenic Plant Underdrain											\$0	
	1-0-1115-845	Arsenic Plant Roofs											\$0	
		ARP 1 Filtrate Tank		\$50,000										
		Mag Starters	\$40,000	\$40,000										\$80,000
	1-0-1115-838	Pressure Reduction Valve		\$200,000										\$200,000
	1-0-1115-842	Electric Valves												\$0
		Well Rehab X 2		\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,700,000
		Ridgecrest Heights Booster		\$10,000	\$450,000	\$450,000								\$910,000
		C-Zone Booster Replacement		\$50,000	\$475,000	\$475,000								
		Springer Tank Solar		\$62,500	\$62,500									
		Towers		\$60,000										
		Chlorine Analyzers		\$10,000	\$10,000	\$10,000	\$10,000							
		Well 35 Generator Slab	\$5,000											
		Chem Rooms		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000						
		New Well Development					\$2,000,000							
	1-0-1115-100	C-Zone Tank												\$0
	1-0-1115-200	D-Zone Tank												\$0
	1-0-1115-300	College Tank												\$0
	1-0-1115-400	Gateway Tank												\$0
		Gateway Tank Re-coat	\$100,000											
	1-0-1115-905	Disaster Repair - Gateway Booster												\$0
1-0-1115-907	Aqueduct Retention												\$0	
	TOTAL WATER SUPPLY		\$145,000	\$1,117,500	\$1,397,500	\$1,335,000	\$2,410,000	\$400,000	\$300,000	\$300,000	\$300,000	\$300,000	\$4,125,000	
Water Distribution	1-0-1117-300	New Service Installations	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$90,000	
	1-0-1117-100	Mainline Extension											\$0	
	1-0-1117-305	Hometown Acquisition											\$0	
	1-0-1117-306	Dune 3 Acquisition											\$0	
	1-0-1117-335	Springer 24" Line	\$3,400,000										\$3,400,000	
		Gateway Blvd 24"		\$30,000	\$250,000									\$280,000
		Bowman 30"					\$5,400,000							\$5,400,000
		College Heights Blvd 16"							\$1,200,000					\$1,200,000
		Ridgecrest Blvd Alternate Line		\$45,000										
	1-0-1117-337	South Gold Canyon Mainline Replacement		\$150,000										\$150,000
	1-0-1117-339	Karen Mainline Replacement		\$150,000										\$150,000
	1-0-1117-345	Service Lateral Replacements	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$900,000	

**IWVWD Capital Improvement Projects
FY 2025 - FY 2034**

		Project	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total	
Transmission & Distribution	1-0-1117-360	La Mirage Mainline Replacements			\$2,750,000	\$2,750,000							\$5,500,000	
		Fire Hydrants	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$75,000	
	1-0-1117-361	E. Bowman A-Zone Reservoir #1											\$0	
	1-0-1117-366	Inyokern 30"	\$6,000,000										\$6,000,000	
	1-0-1117-416	End-of-Life Meter Exchange	\$100,000	\$200,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,500,000	
		TOTAL TRANSMISSION & DISTRIBUTION	\$9,616,500	\$691,500	\$3,266,500	\$3,016,500	\$5,666,500	\$266,500	\$1,466,500	\$266,500	\$266,500	\$266,500	\$166,500	\$24,645,000
Tech	1-0-1118-100	Misc Computer Purchases	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$150,000	
	1-0-1118-105	Customer Accounts Equip											\$0	
	1-0-1118-151	GIS Needs Assessment & Implementation											\$0	
		TSCS Controller		\$50,000										
		Trimble Basestation		\$15,000										
		Tape Drive Backup	\$7,000											
		Network Upgrade		\$35,000										
	1-0-1118-621	Replacement Equipment, Server			\$15,000			\$15,000				\$15,000		\$45,000
		TOTAL TECH	\$22,000	\$115,000	\$30,000	\$15,000	\$15,000	\$30,000	\$15,000	\$15,000	\$30,000	\$15,000	\$195,000	
Equipment	1-0-1118-400	Vehicles, Replacement		\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$1,080,000	
		Backhoe		\$180,000										
		Vac Trailer		\$80,000	\$80,000									
		Auto Crane		\$20,000										
		Light Plant		\$10,000										
		Weed Abatement Equipment		\$100,000										
		Welder	\$10,000											
	1-0-1118-452	New Infrastructure, Back Parking Lot & North Wall		\$400,000	\$400,000								\$800,000	
	1-0-1118-953	Miscellaneous Capital Purchases	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000	
	TOTAL GENERAL PLANT	\$35,000	\$935,000	\$625,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$145,000	\$2,130,000	
Future Source of Supply	1-0-1114-003	Brackish Water Resource Study											\$0	
	1-0-1114-300	Groundwater Model	\$314,000										\$314,000	
		TOTAL FUTURE SOURCE OF SUPPLY	\$314,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$314,000	
	Total	\$10,132,500	\$2,859,000	\$5,319,000	\$4,511,500	\$8,236,500	\$841,500	\$1,926,500	\$726,500	\$741,500	\$626,500	\$31,723,000		
	Bond/Grant Funded													



10.C.2.

EXHIBIT A
Fees

Initial Configuration Fees		
PRODUCT	DESCRIPTION	RATE
Payment System - Setup & Configuration	Payment System - Setup & Configuration - Online Payment Module, Auto Pay Module, Card Swipe Module	USD 2,200.00
Training - Onsite Per Day	Training - Onsite Per Day - Does not include travel. You shall reimburse roundtrip airfare and hotel stay.	USD 550.00

Transaction Fees	
PRODUCT	RATE PER TRANSACTION
*Credit/Debit Card Transactions	USD 0.84
EFT Transactions	USD 1.00
EFT Returned Item Basic - Invalid account number or unable to locate account	USD 7.00
EFT Return NSF or Account Closed	USD 14.00
EFT Return Stop Payment or Charge Back	USD 30.00
XBP Deposit Account Withdrawals (6 Free Per Month then \$6.25)	USD 6.25
Bank Bill Pay Transactions	USD 0.59
Toll Free IVR Surcharge	USD 1.25
Toll Free Operator Assisted Surcharge	USD 2.00
Pay by Text Surcharge	USD 0.25

Maintenance & Support	
PRODUCT	
Monthly Support & Hosting - \$0.05 per customer bill. Minimum \$100.	
Monthly Account Maintenance Fee - \$29 - Waived if you keep a \$25,000.00 minimum balance in your Xpress Deposit Account	

Lockbox Service		
PRODUCT	DESCRIPTION	RATE
Annual Lockbox Maintenance	Annual Lockbox Maintenance	USD 415.00
Lock Box Service Transactions	Lock Box Service Transactions	USD 0.59

Hardware

PRODUCT	RATE	QTY	NET PRICE
USB Card Reader	USD 85.00	2	USD 170.00

**Additionally, merchant services will be needed for card processing. Merchant service fees will be billed directly from the merchant service provider.*

Special Order/Invoicing Terms (if any):

This contract will replace and supersede CivicPay Online Subscription.

Why Use Xpress Bill Pay?

Xpress Bill Pay integrates with your Springbrook software from beginning to end to reduce errors, save you hours of mundane manual data entry, and ensure that all transactions are easily reconcilable at the end of the month.

Xpress Bill Pay and Your Customers' Experience

The Xpress Bill Pay Customer Interface is designed to make online bill pay easier than ever before to encourage and increase customer usage. We know the more customers you have using Xpress Bill Pay, the more convenient your life will be.

Your customers have two options for making payments: Guest Checkout and Account Creation.

Guest Checkout:

Customers that prefer a quick checkout process may choose to pay using our Guest Checkout option. With Guest Checkout, your customers will simply enter their name and account number, view their billing information, and amount due, and then make a payment. During the process they will have the ability to stay opted in for future email notifications. If they remain opted in for future email notifications, then they will receive an email the next time they are billed by your organization. The email will tell them their due date and amount due. The email will also have a link that will take them right into the Guest Checkout portal with their account information and balance due already displayed and ready for payment. It's a quick way for your customers to make their payments without ever having to create an account.

Account Creation:

For those customers interested in additional features, they can quickly create an Xpress Bill Pay login. New customers will be prompted to provide all the information necessary to create their account.

After entering the required information, a unique Xpress Bill Pay account will be created and they will be logged into the system. Once logged into Xpress Bill Pay, your customers will have many easy-to-use features available to them:

View & Pay eBills: Your customers will be able to view an online statement, displaying such information as: account number, due date, descriptions of services provided, breakdown of charges, total amount due, usage graphs, and announcements that may also be showing on their paper bill. Paying the bill is a simple process. One which allows your customers to make a full or partial payment, choose their payment method: credit card, debit card, checking account, or savings account, choose to pay immediately or to schedule payment for a future date, and receive notification, along with a unique transaction number, once the payment is processed. Your customer may print the receipt; however, a receipt is automatically emailed and/or texted to them by the Xpress Bill Pay system.

Auto Pay: This is one of Xpress Bill Pay's most popular tools. Auto Pay ensures that payments are made on time, every time. Most customers don't want the hassle of remembering to log in and pay their bill each month. Auto Pay allows your customers to have their bills automatically paid each billing cycle using their preferred payment method. When Auto Pays are processed, a receipt is automatically emailed and/or texted to the customer by the Xpress Bill Pay system.

Saved Payment Methods: Your customers will be able to save their payment information for future use. Once their payment method(s) are saved, they can easily edit or delete their payment information. All payment information is encrypted and stored by Xpress Bill Pay on our PCI Level 1 fully compliant system. Your organization will not be storing any payment information.

Paperless Billing: You can save money and time by allowing your customers to opt in for paperless billing. They are able to opt in for paperless billing when setting up their new account. However, they are able to change the status at any time through their account. Whether they are signed up for paperless or not, customers can receive email and/or text notifications with each new billing.

eBill History: Customers have the ability to view detailed billing history for the past 24 months. Your customers can reference their ebill history at any time.

Transaction History: All transaction details are saved in an encrypted format by Xpress Bill Pay. Your customers can reference their transaction history for the past 24 months at any time.

Manage Multiple eBills: Some customers have multiple billing accounts with your organization. Our Add Account tool will allow your customers to add multiple billing accounts to their Xpress Bill Pay account and pay all their bills from a single login with a single transaction if desired.

Notifications: Customers can receive alerts concerning their Xpress Bill Pay account. They can receive email and/or text notifications when new bills become available online, Auto Pays are scheduled, payments are scheduled, payments are successfully processed, payments are declined (along with the reason for the decline, i.e. – card has expired), and when credit/debit cards will be expiring soon or when they have expired.

Customer Support: If your customers have any questions about how to use the Xpress Bill Pay system, they can contact us directly! A phone number and an email form are provided, allowing them to contact an Xpress Bill Pay Customer Service representative. We'll handle their questions and provide them with technical support, so you don't have to.

Mobile options: The Xpress Bill Pay website has been optimized for mobile use. Customers that choose to access the site from their mobile browser will find the same great features in a format conducive to mobile use. However, we also have an iOS app and Android app available for free download. Our app allows your customers to view their billing charges, make one-time payments, schedule Auto Pays, manage stored payment information, and much more.

Xpress Bill Pay is focused on providing your customers with a powerful, yet simple online bill payment experience to encourage and increase online payments, freeing up your time to work on those other projects that so often seem to fall by the wayside.

Xpress Bill Pay and the Administrator Experience

Our Xpress Bill Pay Administrator Interface was developed by working closely with city and county governments to better understand the challenges you face. We've developed tools and reports to simplify your workload and make your office run more efficiently.

We know that the number one priority of a billing office is to put the money in the till. While we know that our easy-to-use website will encourage many of your customers to pay their bill online, we do realize that some customers will still prefer to pay over-the-counter or over-the-phone. We've given you the billing tools you need to make this as simple as possible:

Receipt Payment: To receipt a payment over-the-counter or over-the-phone, simply locate the customer's account, verify the billing information, collect the credit card, debit card, checking account, or savings account information, and process the payment. After the payment is processed, you are able to print or email the receipt. It's that simple! Plus, we can receipt payment for anything (not just utilities).

Send Payment Links: Whether at the counter or on the phone, you can easily text or email any customer a secure payment link while you're talking to them. They can then access the link from their mobile device or computer, view their balance due, and quickly make their payment without ever creating an account. Their payment will then immediately post to their account in real-time.

Auto Pay Management: This tool offers various functions and reports for managing Auto Pays. You are able to search and edit existing Auto Pays, view a report of all credit cards that will be expiring soon, and set up new Auto Pays for customers that may not have access to an internet connection to access Xpress Bill Pay's website. As an administrator you will be able to set up your customer's accounts to be automatically paid each billing cycle from their preferred payment method. Auto Pay ensures that your customers make their payment on time, every time with very little hassle to the customer or your staff.

Reports: Xpress Bill Pay offers extensive real-time reports to help your organization improve transaction management, analyze customer data, and simplify the bank reconciliation process.

The Unsettled & Settled Transaction Reports are real-time reports showing transaction data the moment the transaction is processed. Various search filters allow you to narrow your search to find any specific transaction. When necessary, voids and refunds can be processed from these reports.

The Department Details Report breaks down receipted payments into different categories, if you are receipting payments for multiple departments or items.

The User Till Report shows receipted payments categorized by the Xpress Bill Pay user that took the payment.

The Reconciliation Report is perhaps the most important of all the tools and features offered by Xpress Bill Pay. The Reconciliation Report was designed to show you the breakdown of your online payments in the same way they deposit to the bank – no more adding and subtracting, simply match the report with your bank statement.

The Customer Report shows all of your customers that have created an Xpress Bill Pay account, as well as the options they've chosen, such as paperless billing and Auto Pay.

Real-time Integration: Payments post into Springbrook the moment they are processed by Xpress Bill Pay. Additionally, billing adjustments are displayed on Xpress Bill Pay in real-time at the moment a customer views their online statement. Both systems stay in-sync in real-time.

Send Email Notifications: Whether sending out a periodic newsletter or trying to get out an urgent message, our Send Email Notifications tool will allow you to contact all of your Xpress Bill Pay customers with one quick email. Additionally, you can send an email out to a specified group of customers. We have premade email groups available for you to choose from, such as those from a specific billing cycle, those signed up for paperless billing or Auto Pay and those not signed up for paperless billing or Auto Pay. You are also able to create your own group by importing emails directly into the tool.

The Xpress Bill Pay Administrator Interface was designed to take the hassle out of accepting online payments. All the tools you need to receipt payments, generate reports, provide customer support, and reconcile your books in a timely manner are made available to you in a simple and intuitive interface. And most importantly, it's all integrated with your Springbrook software!

Additional Services

In addition to online payments, Xpress Bill Pay also offers other integrated payment solutions:

Online Banking Consolidation (Bank Bill Pay): Are you still receiving paper checks from the online banking community? Xpress Bill Pay can receive all online banking transactions electronically, correct any errors, and import the transactions directly into your Springbrook software, eliminating the need to manually enter another stack of paper checks from the online banking community ever again.

Phone Payments: Offer your customers the convenience of making their payment over the phone through Xpress Bill Pay's Live Operator Payment Center or through an automated attendant with Xpress Bill Pay's Interactive Voice Response (IVR) service. Both options are available in English and Spanish.

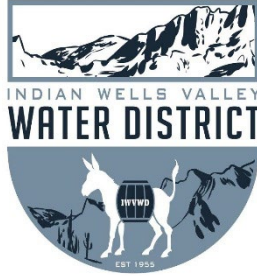
Pay by Text: Your customers are able to pay their utility bill by simply responding "Pay" to their text message notifications.

Integrated Remote Deposit: Save yourselves additional time and hassle by converting paper checks to electronic transactions. Electronic payments process sooner than traditional paper checks. Get your money faster and get the transaction data automatically posted to your Springbrook software with fewer errors in just a fraction of the time. These payments are available to view on Xpress Bill Pay with scanned check and stub images.

Lockbox: All mailed payments can be receipted by Xpress Bill Pay's Payment Processing Center. At the end of the day, all transaction data will automatically post to your Springbrook software. These payments are also available to view on Xpress Bill Pay with scanned check and stub images.

Forms Builder: Are you interested in allowing customers to pay miscellaneous receipts (i.e. – non-billed items) online? No need to incur expensive development costs and lengthy timelines, with the Xpress Forms Builder you and your staff will be able to build any custom form, registration, or survey you can think of. The forms you build will be able to incorporate calculations, conditional formatting, multiple receipt options, and file uploads. With its easy drag-and-drop design, you can create any fill-in-the blank form and put in on your website it minutes!

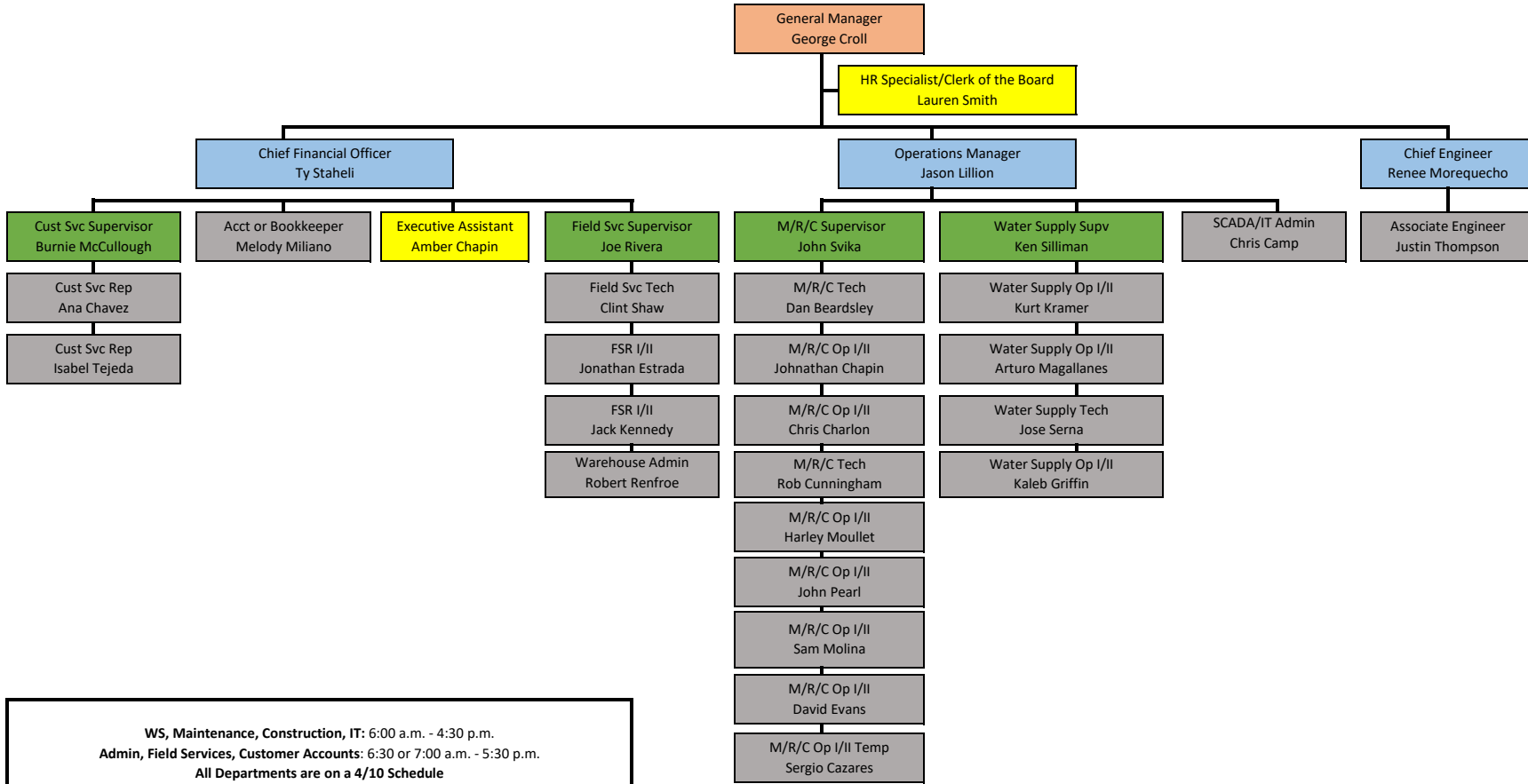
APIs: Our APIs allow Xpress Bill Pay to integrate with any of your other 3rd party softwares for payment processing. Our APIs allow us to become the link which integrates any other software vendors with your Springbrook software!



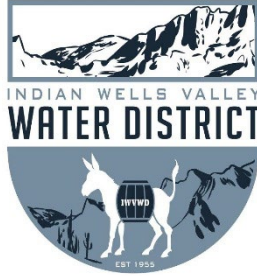
10.D.1.



Organizational Chart



WS, Maintenance, Construction, IT: 6:00 a.m. - 4:30 p.m.
Admin, Field Services, Customer Accounts: 6:30 or 7:00 a.m. - 5:30 p.m.
All Departments are on a 4/10 Schedule



10.D.2.

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** ASSOCIATE ENGINEER (E.I.T. Required)
SENIOR ENGINEER (P.E. Required)
2. **Employment Classification:** Exempt
3. **Department:** Engineering
4. **Reports To:** Chief or District Engineer
5. **Fundamental Objectives:** Under the general direction of the Chief or District Engineer, performs diverse and complex engineering work, which may include design, proposal review, preparation of plans/bid documents, contract administration, inspection and assist in the maintenance of engineering and GIS databases. Also provides chemical, bacteriological, and biological reviews, regulatory compliance, and related technical and administrative assistance to other staff.
6. **Level of Supervision Required:** Minimal. Direction is provided by the Chief or District Engineer.
7. **Supervisory Responsibilities:** None. In absence of Chief Engineer/District Engineer, may be assigned to supervise subordinate Engineering Department staff.
8. **Essential Job Duties and Responsibilities:**
 - A. Prepares construction plans, specifications, and contract documents for District construction projects under the direction of the District/Chief Engineer.
 - B. Inspects work performed by contractors to ensure that District standards are met.
 - C. Participates in review of plans, specifications and reports received by District for comment and approval.
 - D. Participates in the maintenance of the District's Geographic Information System (GIS) for water facilities, including the creation, maintenance and updating of databases and CAD drawings and researches and compiles information for input.
 - E. Administers construction contracts; communicates with contractors, processes payment requests, documents progress of construction, negotiates contract change orders, addresses claims, and performs other related duties.

- F. Provides direction and assistance to other District departments when needed and coordinates engineering design projects with other departments and agencies.
- G. Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups and developers.
- H. Assist with water quality testing programs and reporting.
- I. Prepare technical reports, engineering studies, and administrative information.
- J. Manage, update, and maintain District standard drawings, specifications and AutoCAD standards.
- K. Assist with various Committee and Board meetings, as assigned.
- L. Assist in development of budgets and monitoring of Capital projects.
- M. Assist in performing rate studies, water production and consumption analysis; annual water consumption/production/quality reporting to respective agencies.
- N. Maintain sound client/customer relationship to ensure customer satisfaction with quality and quantity of service.
- O. Provide information and training to other personnel on various technical topics
- P. Perform other duties as assigned.

9. **Skills and Abilities:**

A. **Knowledge of:**

- 1. Principles and practices of civil engineering and other engineering disciplines used in the utility industry with particular emphasis on the design and construction of water treatment and distribution and other water related projects and facilities.
- 2. Drafting principles, methods and equipment, including AutoCAD and GIS.
- 3. Basic principles and practices of capital improvement program budgeting, cost estimation, funding, project management and contract administration.
- 4. Practices of researching engineering and design issues, evaluating

alternatives, making sound recommendations and preparing and presenting staff reports.

5. Hydraulic principles and operation of computerized hydraulic modeling
6. Field survey methods, procedures and instruments
7. Statistics and graphic presentation of materials.
8. General research and technical report writing methods including proper English usage, grammar, spelling, vocabulary and punctuation.
9. Engineering economics and cost estimating
10. Construction management and inspection methods.
11. Plan check methods
12. Principles and practice of water supply and treatment including chemical and biological aspects of water pollution and their relationship to State and regional plans and regulations.

B. Ability to:

1. Research, design, prepare and evaluate plans, maps and specifications for accuracy and conformance with accepted engineering standards.
2. Make complex engineering computations and check, design and inspect/supervise the construction of a wide variety of projects.
3. Develop and administer contracts for professional services and construction in a public agency setting.
4. Read and utilize field survey notes in the preparation of maps and plans
5. Use computer systems and AutoCAD to produce and maintain plans and profiles of pipeline systems, facility maps and site plans.
6. Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations and prepare effective technical reports.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.

8. Interpret, apply and explain complex laws, codes, regulations, and ordinances.
9. Effectively represent the District's engineering functions with the public, other governmental agencies, contractors, developers and professional engineering consultants.
10. Maintain accurate records and files.
11. Operate modern office equipment including computer equipment and specialized software applications.

10. Education and Experience:

Associate Engineer: must possess education equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and at least three (3) years of professional engineering design, plan review and project administration experience, preferably in a public agency setting.

Senior Engineer: This is a professional position requiring five (5) years of professional engineering design, plan review and project administration experience, preferably in a public agency setting. Must also possess the education equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field

Professional License:

Associate Engineer: Possess an Engineer-in-Training (E.I.T.) Certificate. Possess a California Water Resources Control Board Distribution Operator 2 (D2) certification or ability to obtain such within 12 months.

Senior Engineer: A valid license as a Professional Engineer in Civil Engineering issued by the State of California or ability to obtain reciprocity within 12 months of hire. Possess a California Water Resources Control Board Distribution Operator 2 (D2) certification or ability to obtain such within 12 months.

Either position must also successfully complete a physical examination ~~and drug screen~~ and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. Physical Demands/Requirements:

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

ASSOCIATE/SENIOR ENGINEER
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: _____

Date: _____

General Manager Approval:

Signature: _____

Date: _____

Received and Recorded by Human Resources:

Signature: _____

Date: _____

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** WAREHOUSE ADMINISTRATOR
2. **Employment Classification:** Non-Exempt
3. **Department:** Field Service
4. **Reports To:** Field Service Supervisor
5. **Fundamental Objective:** Under direction of the Field Service Supervisor, is responsible for administrative work including the preparation, utilization and maintenance of the District's purchasing process including ordering, shipping and receiving equipment, parts and supplies, disposal of assets, and establishing and managing inventory control and warehousing systems; maintaining fleet maintenance; and a variety of semi-skilled manual labor tasks related to field and warehouse activities.
6. **Level of Supervision Required:** The individual in this position is expected to work independently with minimal supervision. Direction is provided by the Field Service Supervisor.
7. **Supervisory Responsibilities:** As assigned.
8. **Essential Job Duties and Responsibilities:**
 - A. Administers and tracks the inventory of stock on hand. Establish and periodically reviews minimum reorder points. Report monthly usage to Bookkeeper/Accountant. Determines best method of storage, identification, and stock location, considering all variables. Provides explanations for material discrepancies of physical inventory count.
 - B. Maintains and/or recommends development of internal audit controls so inventory is properly tracked and accounted for. Participates in annual inventory inspection by external auditor.
 - C. Issues supplies from stock, makes direct purchases, transports materials, or supplies to other departments and/or vehicles. Transports heavy equipment from the yard to work sites. Utilizes equipment including, but not limited to vehicles, cranes, forklift, pallet movers, dollies, ladders, carts, and hand trucks, as necessary.
 - D. Create, review, and administer purchase orders for the purchase of materials, supplies and tools, as necessary, for routine maintenance and special projects, to

ensure availability when needed. Anticipates needs for scheduled capital and special projects and orders materials as necessary to assure good availability of stock and unusual inventory items needed for the job. Makes periodic price checks on materials. Receives materials, supplies, and tools and stores them in a predetermined location in the warehouse or yard. Makes sure incoming articles are counted and inspected for damage to verify receipt of items on requisition. Examines stock to verify conformation to specifications. May mark identifying codes, figures, or letters on articles.

- E. Schedules non-routine maintenance on vehicles, tools, and equipment. Maintains annual smog control program for vehicles. Keep log of diesel fuel use per vehicle/department. Maintains fleet maintenance records.
- F. Updates computer records on all transactions. Maintains current work orders, inventory, equipment, tool, vehicle, new meter sets, SG2 valve distribution and surplus lists. Keeps equipment and vehicle maintenance records.
- G. Calculates materials, crew work and/or costs for all in-house jobs including capital projects and those jobs that will be billed as time and materials. Submit calculation to Bookkeeper/Accountant.
- H. Acquires competitive bids, proposals and/or quotes for purchases of materials, capital and/or services in compliance with the District's purchasing policy.
- I. Coordinates sale and disposal of surplus equipment, vehicles, and hazardous materials. Shows items to the public, removes vehicle decals, handles Department of Motor Vehicle paperwork, schedules, and delivers hazardous materials to the dump, etc.
- J. Keeps all general storage areas organized, neat and clean.
- K. All other duties as assigned.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties, or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

- 1. District policies and procedures related to purchasing, storage, protection, and disposal of District property.
- 2. District policies and procedures related to safety.

3. General accounting principles, accounting software, inventory controls, and warehouse systems. Proficiently use Microsoft Office products especially Microsoft Excel.
4. Use of body members, hand tools and/or special devices to work, move, or carry objects or materials such as all vehicles, machinery, equipment, forklift, tools, hardware, and chemicals necessary to complete the essential job duties and responsibilities, primarily for the warehousing of all assets of a public water distribution system.
5. Knowledge of materials equipment and construction procedures commonly encountered in the utility industry, together with an occupationally significant combination of vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs.

B. Ability to:

1. As required by the California Occupational Safety and Health Act and the Indian Wells Valley Water District's Safety Manual, responsibly, faithfully and regularly observe all safety rules and utilize all health and safety equipment, procedures and techniques required for all tasks, circumstances, locations or weather conditions including, but not limited to, hard hats, respirators, masks, barricades, cones, flags, shields, high-visibility and protective clothing, protective gloves and footwear, miscellaneous hearing and eye protection equipment.
2. Use knowledge of water system operations to enhance inventory stocking and to track reasonable use of materials, labor hours, and vehicles.
3. Perform mathematical calculations to add, subtract, multiply and divide all units of measure.
4. Keep written records and make written and informal oral reports.
5. Operate a telephone, two-way radio, and e-mail; knowledge and proper use of hand signals for material handling; and communicate with office personnel, co-workers and the public.
6. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service. Maintain sound and cooperative working relationships with co-workers, crew leaders and management to insure output of a good and efficient product or service.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Two years warehouse experience and/or three years routine facility maintenance as acquired through Field Services or Maintenance/Repair/Construction crew or combination thereof.

Education: High School Graduate, or equivalent certification, required.

Certifications: Forklift operator certification required. Distribution certification(s) desirable.

Licenses: Class B driver's license.

~~Must also successfully complete physical examination and drug screen, Must also successfully complete physical examination~~ and possess a driving record acceptable to the District's insurance underwriter.

11. **Physical Demands:**

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

WAREHOUSE ADMINISTRATOR
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: _____

Date: _____

General Manager Approval:

Signature: _____

Date: _____

Received and Recorded by Human Resources:

Signature: _____

Date: _____

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** SCADA/IT SYSTEM ADMINISTRATOR
2. **Employment Classification:** Exempt
3. **Department:** Operations
4. **Reports To:** Operations Manager
5. **Fundamental Objective:** Under the general direction of the Operations Manager, perform all server maintenance, install new software, upkeep and troubleshoot all computer/printer/telephone problems.
6. **Level of Supervision Required:** Minimal, direction is provided by the Operations Manager and Water Supply Supervisor in their absence.
7. **Supervisory Responsibilities:**
8. **Essential Job Duties and Responsibilities:**
 - A. Responsible for the maintenance, configuration, and reliable operation of computer systems, supervisory control and data acquisition (SCADA), programmable logic controllers (PLC), PLC network communications equipment, network servers, and virtualization.
 - B. Coordinate and execute the installation, upgrade, setup, testing, and maintenance of the District's Microsoft Windows servers, software, email servers, camera servers, manage virtual machines, PLC, IP radios, and associated networks.
 - C. Perform file server administration and maintenance to include, but is not limited to, establishing and maintaining user accounts, installing and uninstalling software and network security patches, developing and implementing new and existing network features.
 - D. Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues.
 - E. Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.

- F. Provide desktop support, making sure all desktop applications, workstations, thin clients and related equipment problems are resolved in a timely manner with limited disruptions.
- G. Responsible for capacity, storage planning, and database performance
- H. Planning and implementing new or upgrades of IT infrastructure, maintain a master list of computers, servers and other appurtenances.
- I. Maintain/troubleshoot the District's boardroom audio-visual system, and VoIP phone system.
- J. Maintain record of District issued cell phones.
- K. Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

1. Latest Windows operating systems, SQL server, Linux operating systems, remote server administration tools (RSAT), network virtualization, and network monitoring platforms.
2. Rockwell Software: RSLogix, FactoryTalk batch, FactoryTalk VantagePoint, FactoryTalk Historian, FactoryTalk View Studio
3. Networking: Switches, routers, hubs, cabling, firewalls, gateways, bridges, radios, sub netting, VPN, VLAN, HMI, PLC, VOIP, LAN, WAN, TCP/IP, andDNS
4. Active Directory administration.

B. Ability to:

1. Maintain the Districts networks, to install and set up hardware and software for the network, workstations, thin clients and telecommunication systems and services.
2. Maintain the Districts supervisory control and data acquisition (SCADA), programmable logic controllers (PLC), PLC network communications equipment, stratus servers, and virtualization.
3. Perform difficult computer information system network installation, repair and maintenance work.
4. Analyze and define complex problems, evaluate alternatives, and provide solutions.
5. Analyze programming and debug programs.
6. Maintain layer 2, layer 3 VLAN related network issues.
7. Maintain the District security, access control and surveillance systems.
8. Keep written records and make written and informal oral reports.
9. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
10. Maintain sound and cooperative working relationships with coworkers and management to ensure output of a good and efficient product or service.

10. **Qualifications:** Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum three years of experience in the setup, operation and maintenance of PCs and Networks, including installation of common hardware and software. Current active directory theory knowledge.

Education:

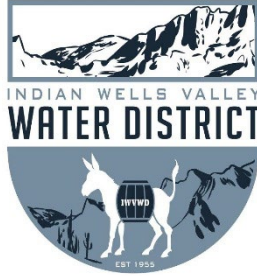
- High School diploma or equivalent.
- Associate or Bachelor's Degree in information technologies or computer science desired but not required. Equivalent years of experience may be substituted at the discretion of the General Manager.

Certifications: Microsoft Certified Solutions Expert (MCSE) or Azure Administrator certification, CompTIA A+ and Security+, and State of California Water Distribution Operator Grade D1. Other equivalent certifications may be considered.

Must also successfully complete a physical examination ~~and drug screen, with periodic reexamination for safety sensitive equipment operation~~ and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. **Physical Demands/Requirements:** The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

SYSTEM ADMINISTRATOR/ENGINEERING TECHNICIAN
JOB DESCRIPTION APPROVAL



10.D.3.

Workplace Violence Prevention Plan

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Policy

The Indian Wells Valley Water District (IWVWD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. The District's policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires the District to establish, implement, and maintain, at all times in all facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Prohibited Acts

IWVWD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for their safety because there is a reasonable possibility they might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, ~~clients, patients, students, inmates, or visitors~~ visitors, or contractors.

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, IWVWD prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all IWVWD property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on IWVWD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any ~~volunteer,~~ contractor, ~~customer,~~ or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

District Management and Human Resources (HR) has the responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports.

Management shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

Management shall coordinate the implementation of the workplace violence prevention plan, when applicable, to ensure employees understand their respective roles as provided in the plan.

Management Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to HR regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

Management is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees receive a copy of this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, ~~appointed or elected officials,~~ and volunteers who engage in threats of violent behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

Communication and Training

Management is responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violence Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the Department Manager will report this information to HR who will investigate the incident. HR will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the IWVWD's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes they have the potential of violent behavior is encouraged to use IWVWD's confidential Employee Assistance Program:

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;

- Strategies to de-escalate behaviors and to avoid physical harm;
- IWVWD alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- IWVWD'S Employee Assistance Program

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, District Management will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Direct contact, phone call, or text message.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the management and coworkers through phone or text message.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to HR. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Restraining Orders

Employees or other personnel affiliated with the IWVWD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and HR. Supervisors who receive notification of a restraining order that includes the workplace will meet with HR to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post-Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;

- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years per the recordkeeping requirements of the IWVWD's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years at the District's Office.

Annual Review

IWVWD's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENCE INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:
------------------------	-----------------------------------

Specific Location of Incident:

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:		
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Customer	
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Family or Friend of Victim	<input type="checkbox"/> Stranger
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Parent/Relative of Victim	
<input type="checkbox"/> Family or Friend of Customer	<input type="checkbox"/> Animal	
<input type="checkbox"/> Co-Worker/Supervisor/Manager	<input type="checkbox"/> Passenger	
<input type="checkbox"/> Person In Custody	<input type="checkbox"/>	

Circumstances at time of incident:		
<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other: _____		

Location of Incident:		
<input type="checkbox"/> Front Lobby	<input type="checkbox"/> Admin Office: _____	<input type="checkbox"/> In the Field: _____
<input type="checkbox"/> Customer Accounts	<input type="checkbox"/> Restroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Admin Breakroom	<input type="checkbox"/> Warehouse	<input type="checkbox"/> On District Property: _____
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):		
<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:		
Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by the employer to protect employees from a continuing threat. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:		
Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase IWVWD’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are clients and visitors clearly informed so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Buildings Exterior

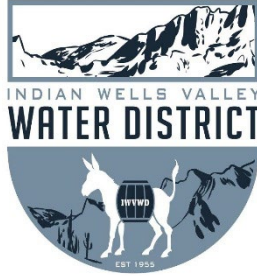
Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting on the parking lot to see clearly?	

Security Measures

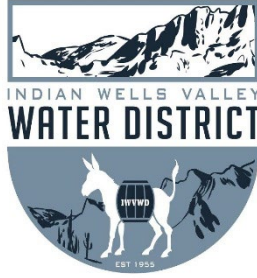
Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there alarm systems?	
		Do doors lock?	
		Are telephones with an outside line programmed for 911?	
		Is there a secured entry?	



10.G.3.

July 2024

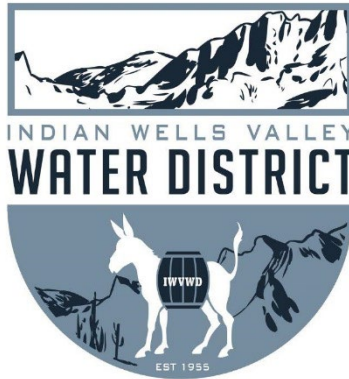
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 2:00pm P&E CM 2:30pm Finance CM	3 11:00am Employee Luncheon 2:00pm Admin/Exec CM 3:00pm Water Management CM	4 Office Closed 	5	6
7	8 4:30pm Board Meeting	9	10 10:00am IWVGA	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3



10.G.8.

SWRCB Water Waster Report

	# of water waste reports received	# of contacts made (written or verbal)	# of formal warning actions	# of penalties issued
Jan-24	0	0	0	0
Feb-24	2	2	0	0
Mar-24	4	4	1	1
Apr-24	1	1	0	0
May-24	1	1	0	0
Jun-24				
Jul-24				
Aug-24				
Sep-24				
Oct-24				
Nov-24				
Dec-24				
SUBTOTAL 2015	378	376	40	10
SUBTOTAL 2016	406	399	28	3
SUBTOTAL 2017	70	68	10	4
SUBTOTAL 2018	60	58	7	4
SUBTOTAL 2019	56	56	8	1
SUBTOTAL 2020	42	42	8	2
SUBTOTAL 2021	131	131	12	4
SUBTOTAL 2022	106	106	6	0
SUBTOTAL 2023	64	64	24	7
SUBTOTAL 2024	8	8	1	1
TOTAL	1313	1300	143	35
TOTAL PENALTIES BILLED				\$3,450
TOTAL PENALTIES COLLECTED				\$3,050



The Mission of the

Indian Wells Valley Water District

is to deliver the highest quality water at the best possible price while continuing to serve as respectful stewards of the environment.

The Vision of the

Indian Wells Valley Water District

is to provide for self-sustaining water resources now and for generations to come.

Board of Directors