



8:00 A.M. OPERATIONS CENTER - 1200 SOUTH GENE AUTRY TRAIL – PALM SPRINGS – CALIFORNIA

Pursuant to the Governor's Executive Order N-29-20, there will be no public location for attending in person. Members of the public who wish to participate may do so by calling in at:

**Toll Free: (866) 899-4679
Access Code: 751-860-477**

Members of the public who wish to comment on any item within the jurisdiction of the Agency or any item on the agenda should submit comments by emailing sbaca@dwa.org before 5:00 p.m. August 31. Comments will become part of the Board meeting record. Board members and staff will be participating in this meeting via teleconference.

**In order to reduce feedback, please mute your audio when you are not speaking.*

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE STUART
2. ROLL CALL BACA
3. APPROVAL OF MINUTES - August 18, 2020 STUART
4. GENERAL MANAGER'S REPORT KRAUSE
5. COMMITTEE REPORTS – BLOOMER
A. Human Resources - August 20, 2020 STUART
B. Executive – August 27, 2020
6. PUBLIC COMMENT: Members of the public may comment on any item not listed on the agenda, but within the jurisdiction of the Agency. In addition, members of the public may speak on any item listed on the agenda as that item comes up for consideration. Speakers are requested to keep their comments to no more than three (3) minutes. As provided in the Brown Act, the Board is prohibited from acting on items not listed on the agenda.
7. ACTION ITEMS HOPPING
A. Request Approval of Two Additional Position Titles to the Classification and Salary Chart HOPPING
B. Request Approval of Expired Classification and Salary Charts for Recordkeeping Purposes and CalPERS
C. Request Acceptance of Letter Agreement for Legal Services (Terms of Agreement with Best Best & Krieger as General Counsel) KRAUSE
D. Request Adoption of Resolution No. 1241 Authorizing & Approving Application Submission- U.S. Bureau of Reclamation Water & Energy Efficiency Grant for Grass Removal and Request Adoption of Resolution No. 1242 Authorizing & Approving Application Submission- U.S. Bureau of Reclamation Water & Energy Grant for Advanced Metering Infrastructure METZGER
8. DISCUSSION ITEMS METZGER
A. Outreach & Conservation – Activities and Events (August) BLOOMER, CIOFFI, STUART
B. Directors' report on NWRA Virtual Conference Attendance
9. DIRECTORS COMMENTS/REQUESTS
10. CLOSED SESSION
A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9 (d) (1)
Name of Case: Agua Caliente Band of Cahuilla Indians vs. Coachella Valley Water District, et al
(2 cases)

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Name of Case: Mission Springs Water District vs. Desert Water Agency

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Name of Case: Albrecht et al vs. County of Riverside

D. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Name of Case: Abbey et al vs. County of Riverside

E. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

Bonnie Kessner, et al vs. Desert Water Agency, et al

F. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

Pursuant to Government Code Section 54956.9 (d) (2)

Possible Intervention in Case: AT&T vs. County of Riverside

11. RECONVENE INTO OPEN SESSION – REPORT FROM CLOSED SESSION

12. ADJOURN

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting is asked to contact Desert Water Agency's Assistant Secretary of the Board, at (760) 323-4971, at least 48 working hours prior to the meeting to enable the Agency to make reasonable arrangements. Copies of records provided to Board members that relate to any agenda item to be discussed in open session may be obtained from the Agency at the address indicated on the agenda.

**MINUTES
OF THE REGULAR MEETING
OF THE
DESERT WATER AGENCY
BOARD OF DIRECTORS**

3

August 18, 2020

DWA Board via Joseph K. Stuart, President)
Teleconference: Kristin Bloomer, Vice President)
Craig Ewing, Secretary-Treasurer)
Patricia G. Oygard, Director)
James Cioffi, Director)

DWA Staff via Mark S. Krause, General Manager)
Teleconference: Steve Johnson, Assistant General Manager)
Esther Saenz, Finance Director)
Sylvia Baca, Asst. Secretary of the Board)
Kris Hopping, Human Resources Director)
Ashley Metzger, Outreach & Conserv. Mgr.)

Consultants via Michael T. Riddell, Best Best & Krieger)
Teleconference:

Public via David Freedman, PS Sustainability Commission)
Teleconference: Randy Duncan, Mission Springs Water District)
Steve Grasha, Mission Springs Water District)
Ray Amico, Palm Springs Resident)
Patrick Tallarico, PS Sustainability Comm. Mgr.)
Paul Ortega, Palm Springs Resident)

18847. President Stuart opened the meeting at 8:00 a.m. and asked everyone to join him in the Pledge of Allegiance. **Pledge of Allegiance**

18848. President Stuart called upon Assistant Secretary of the Board Baca to conduct the roll call: **Roll Call**

Present: Cioffi, Oygard, Ewing, Bloomer, Stuart

18849. President Stuart called for approval of the August 4, 2020 Regular Board Meeting Minutes. He noted a minor correction to Page 9181 **Approval of 08/04/20 Regular Board Mtg. Minutes**

Director Cioffi moved for approval of the minutes, as corrected. After a second by Secretary-Treasurer Ewing, the minutes were approved by the following roll call vote:

**Approval of 08/04/20
Regular Board Mtg.
Minutes
(Cont.)**

AYES: Cioffi, Oygar, Ewing, Stuart
NOES: None
ABSENT: Bloomer
ABSTAIN: None

Due to technical difficulties, Vice President Bloomer was absent during the vote on this item.

18850. President Stuart called upon General Manager Krause to provide an update on Agency operations.

**General Manager's
Report**

Mr. Krause provided an update on Agency operations and noted his meetings and activities for the past several weeks.

In response to Director Cioffi, Mr. Krause indicated the Avenida Caballeros pipeline replacement project has begun.

Secretary-Treasurer Ewing advised staff to stay in touch with Seven Lakes Country Club and offer the opportunity to create a small turf conversion area (demonstration garden) using the turf buyback program.

18851. President Stuart noted the minutes for the August 12, 2020 Executive Committee meeting were provided in the Board's packet.

**Committee Reports
Executive 08/12/20**

18852. President Stuart opened the meeting for public comment.

Public Comment

Mr. Tallarico, Palm Springs Sustainability Manager thanked the Board for their support and collaboration with the Palm Springs Airport Demonstration Garden and is looking forward to starting the project. He noted the next step is to submit the design to the Airport Commission for review, then it will go to the Palm Springs City Council for their approval.

Patrick Tallarico

Mr. Ortega stated he is looking forward to hearing more about the above mentioned project and thanked the Agency for its continued support of the project with the City of Palm Springs. He stated that he is looking forward to attending the upcoming Agency webinar regarding leaks and lastly he noted he is the only candidate running for Board Director in Division 4 and is looking forward to serving on the Board beginning in December.

Mr. Ortega

There being no one else from the public wishing to address the Board, President Stuart closed the public comment period.

18853. President Stuart called upon Assistant General Manager Johnson to present staff's Request for Authorization for General Manager to Execute MOU with GSB Energy for Commercial Battery Energy Storage System (BESS) Installation; Authorize Filing of Notice of Exemption Under CEQA (Minor Alteration of Existing Facilities, Guidelines Section 15301).

Items for Action:
Request for
Authorization for
General Manager to
Execute MOU with
GSB Energy

Mr. Johnson reported that he was contacted by Todd Thorner with JTN Energy regarding a new Self Generation Incentive Program (SGIP) the PUC is offering. Mr. Thorner has assisted the Agency with the hydro plants tariffs based on the expiration and was very helpful. Mr. Johnson explained that over the past couple of years the PUC program has shifted its focus from renewable generation to energy storage facilities based on the wildfires and the power shut offs that have been occurring. He noted there are factors that are involved to qualify for the incentive; 1) the Agency has to be a critical facility, which it is being a water provider; 2) the Agency has to have a disadvantaged community in their service area, which it does; and 3) facilities would have to be located in what the state calls a Tier 2 or Tier 3 high fire threat district. Mr. Johnson reported that the Agency has six locations that fall within the high fire threat districts. There were several factors in this equipment that he thought would benefit the Agency and would provide flexibility during power outages. He noted the newly constructed Snow Creek Filtration plant and the Well 17 site are in areas that have high wind with a lot of nuisance power outages that require staff to physically go to the sites and restart the equipment. He noted the Acanto booster is another critical site that provides water up to the Andreas reservoirs. Currently, if there is a power outage at the Acanto booster, staff has to transport a portable pump and pump the water up to the reservoirs. Mr. Johnson reported that Southridge booster is another site that is very difficult to get a generator to. Regarding the Palisades booster, it would be beneficial to staff if there is backup power during power outages which would allow staff to utilize Agency generators at other sites. He noted these backup Power Systems only provide power for about 3 or 4 hours, but would allow staff to maneuver three generators and one portable pump the Agency has to other facilities during power outages. There are nine sites that are critical, so it would provide some relief for the Agency during power outages.

Mr. Johnson explained the program is put on by the PUC and is being offered by JTN. JTN is working with Golden State Renewable Energy (GSRE). They would share in the energy savings and also the rebates that are formed through battery power when the equipment has to operate as designed. According to Todd Thorner, the incentive money is going quickly and he anticipates that all of the funding for the program which is a billion dollars will most likely be gone in four to eight weeks. By signing this MOU it would lock in the money that GSRE anticipates the Agency qualifies for, which is over 1.4 million dollars and the Agency will also file a notice of exemption under CEQA for the minor changes at these sites. Staff requests Board Authorization for the General Manager to execute an MOU with GSRE

for SGIP application for commercial battery energy storage system installation.

Items for Action:

(Cont.)

Request for
Authorization for
General Manager to
Execute MOU with
GSB Energy

In response to Director Cioffe, Mr. Johnson pointed out the batteries are connected to the grid and once the power goes out, there is an automatic switch that switches to the back-up batteries. Once the power comes back on, the back-up batteries recharge from the grid. The batteries have a 15-year warranty. He noted there is no out of pocket money for the Agency to run this program. GSRE will ensure that the system is designed correctly, install the equipment and ensure that the equipment operates as designed and that includes any warranty issues. Mr. Johnson then explained the Agency has 90-days to work out a contract with GSRE and if the Agency is not satisfied it can back out of the MOU.

In response to Director Oygar, Mr. Krause noted the Agency would rethink this program if JTN is not successful in securing the subsidy. He indicated the need to look at liability issues which the Agency has 90-days before being locked into the program.

In response to Secretary-Treasurer Ewing, Mr. Krause stated it would take approximately six weeks to have proposals from other businesses and there wouldn't be enough time to secure the funding. He noted the Agency has an excellent working relationship with Mr. Thorner and JTN.

President Stuart pointed out the MOU with GSRE was discussed during the Executive Committee Meeting, noting the benefits to the Agency that the equipment would provide automatic transfer switching for power outages at the facilities. In response to President Stuart, Mr. Johnson noted he would get the value of the equipment to be installed.

Director Cioffi indicated he also would like to know the value of the equipment to be installed and is concerned about the warranty period which can be discussed during the MOU 90-day period.

Secretary-Treasurer Ewing moved for approval. After a second by Director Cioffi, the motion carried by the following vote:

AYES: Cioffi, Oygar, Ewing, Bloomer, Stuart
NOES: None
ABSENT: None
ABSTAIN: None

18854. President Stuart called upon General Manager Krause to present staff's Request for Approval of Second Amendment to Sites Reservoir Project.

Items for Action:

Request Approval of
Second Amendment to
Sites Reservoir Project

Items for Action:

(Cont.)

Request Approval of
Second Amendment to
Sites Reservoir Project

Mr. Krause noted the Second Amendment to the 2019 Reservoir Project Agreement amends the original amended 2019 Reservoir Project Agreement dated January 1, 2020. The effective date of this second amendment to the agreement is September 1, 2020 with the term of the agreement ending on December 31, 2021. He reported this amendment includes a work plan with an effective date of September 1, 2020, which is part of the second amendment as Exhibit B. He noted the Project Agreement Members, which includes DWA, are to contribute their pro-rata share to the budgeted sums reflected in the work plan. The total Phase 2 project agreement budget is not to exceed \$160 per acre-foot, the \$160 per acre-foot includes \$60 per acre-foot previously approved by the DWA Board; the increase provided by this agreement is \$100 per acre-foot. A \$100 per acre-foot commitment by DWA is equivalent to an increased investment in the project of \$650,000. The Project agreement allows project members to increase, decrease, and/or withdraw altogether from participation along with several options and formulas to make these transitions including remittance. Each project agreement member must specify its participation level in the Sites Reservoir Project. Staff recommends maintaining our participation level at 6,500 acre-feet at an additional cost up to \$650,000. DWA's 2020-2021 General Fund budget includes \$650,000 for this purpose. This will increase the overall Board's authorization to \$1,430,000. He continued with a Power Point Presentation pointing out the following; 1) Phase 2 Second Amendment, 2) Sites Reservoir Project Benefits, 3) Water Supply – Demand Comparison, 4) Participants, 5) Participant Percentages, 6) DWA Participation - Timeline DWA costs \$1,345,991, 7) Accomplishments through 2019, 8) Phase 2 Progress, 9) Project Evolution, 10) Project Revisions, 11) Value Planning Exercise, 12) Project Cost Changes, 13) Project Changes, 14) Water Delivery Analysis, 15) Latest Schedule, 16) SWP Statement of Charges and, 17) Requested Actions.

In response to Director Cioffi, Mr. Krause explained that most of the hydro generation was removed from this project. In response to Director Cioffi, Mr. Krause noted that both CEQA and NEPA will be pursued.

In response to Secretary-Treasurer Ewing, Mr. Krause stated that getting a statement of charges is a top priority to stay in the project and he has plans to talk with the director at DWR within the next couple of weeks regarding the statement of charges.

Vice President Bloomer noted how important it is that there is an off-ramp and it is not set in stone to proceed with the project.

Director Cioffi moved for approval. After a second by Secretary-Treasurer Ewing, the motion carried by the following vote:

AYES: Cioffi, Oygar, Ewing, Bloomer, Stuart
 NOES: None
 ABSENT: None
 ABSTAIN: None

Items for Action:

(Cont.)

Request Approval of
 Second Amendment to
 Sites Reservoir Project

18855. President Stuart called upon Outreach & Conservation Manager Metzger to provide a report on the July Water Use Reduction Figures.

Discussion Items:

July Water Use
 Reduction Figures

Mrs. Metzger reported that the Agency and its customers achieved a 15% reduction in potable water consumption during July 2020 compared to the same month in 2013. She noted the cumulative savings over the last twelve months is 18.1%.

18856. President Stuart called upon Outreach & Conservation Manager Metzger to provide a report on the Palm Springs International Airport Demonstration Garden.

P.S. Airport
 Demonstration Garden

Mrs. Metzger thanked Mr. Tallarico for attending today's meeting and for his overview during Public Comments. She noted in June, the Department of Water Resources (DWR) announced its final awards for Proposition 1 Round 1 Integrated Regional Water Management (IRWM) grant awards. Desert Water Agency will receive \$350,000 in grant funding - \$60,000 for the Airport Demonstration Garden and \$290,000 for grass removal rebates. In addition to \$60,000 in grant funding, the Agency will make its grass removal rebate funding available (\$3 per square foot for municipal projects) for eligible areas of the garden. She thanked Director Cioffi for providing his input and feedback. She noted the City of Palm Springs has used one of its landscape designers, David Evans and Associates to develop the design concept. She then asked Mr. Tallarico to provide an overview of project status and next steps.

Mr. Tallarico provided an update and explained the design of the airport demonstration garden.

Director Cioffi noted he would like staff to continue to explore public art facilities.

Director Oygar thanked Mr. Tallarico and David Freedman and expressed her excitement in this project.

Secretary-Treasurer Ewing encouraged use of drought resistant grass and plants instead of synthetic turf.

18857. President Stuart called upon Finance Director Saenz to provide a report on the COVID-19 Financial Impact Update.

Discussion Items:
(Cont.)
COVID-19 Financial
Impact Update

Mrs. Saenz noted that on March 17, 2020, the Board took multiple actions in response to the COVID-19 pandemic. These actions included the suspension of Late Fees and water disconnections for non-payment, and absorption of Paymentus remote payment convenience fees for 60 days and granted General Manager Krause the ability to take action regarding on-premise staffing levels to achieve appropriate social distancing. Additionally, on May 5, 2020, the Board took action to extend the financial relief for customers for an additional 60 days. Additionally, on July 7, 2020, the Board again voted unanimously to extend the financial relief for customers for an additional sixty-two days, through September 15, 2020.

Mrs. Saenz reported the following: 1) As a result of COVID-19, the Agency has experienced decreased water sales. July consumption have returned approximately to historical 3-year average levels for the month, as also experienced in June. Included in the 2020/2021 budget, the Agency included forecasted COVID-19 impacts through December 2020. July, actual water sales revenue exceeds the pre-COVID-19 adjusted budget by \$105,500. Overall, the Agency has experienced approximately \$352,000 in decreased water revenues attributed to COVID-19 for the period of March through July 2020, 2) Late Fees; For the measurement period of March 17th to August 10th, the Agency has not assessed 7,622 late fees. This equates to \$190,600 in lost revenues, 3) Reconnection Fees; the Agency has not discontinued water service for non-payment, which has resulted in decreased revenues of approximately \$132,000 from March 17 to August 10, 4) Paymentus Fees; For the measurement period of March 17th to August 10th, the Agency has absorbed \$9,000 in Paymentus fees (2,229 payments), allowing customers to make remote payments at no charge. The Agency has not experienced an increase payment volume on the Paymentus platform despite it being free of charge as originally anticipated, 5) Telecommuting Expenses; In order to support social distancing efforts, the Agency has shifted to a remote working environment where possible. Agency laptops and telecommunication access to the Agency have been provided to staff, costing the agency \$23,700 to date. The upgrade to the Agency's phone system and telecommuting software upgrades are nearing completion and will allow for increased remote access capabilities. These enhanced capabilities will cost approximately \$28,000 and will be beneficial to the Agency beyond the immediate COVID-19 need, and 6) Safety Supplies & Disinfection; To date, the Agency has purchased \$5,100 in safety supplies directly related to COVID-19. Items purchased include, masks/respirators, thermometers and disinfecting supplies. The Agency has also increased its nightly cleaning services contract to include daily disinfection of the Operations Center, totaling \$32,900 to date.

Concluding her report, Mrs. Saenz reported to date, the Agency has experienced lost revenues of \$674,600 and increased expenses of \$101,400 as a result of the COVID-19 pandemic, totaling a net impact of \$776,000. This evaluation does not include decreased variable costs related to providing water. Staff is currently working on calculating these reduced expenses and will report them with future updates. The Agency will continue to monitor the ongoing revenue losses and expenses related to COVID-19 and will provide ongoing updates to the Board.

Discussion Items:
(Cont.)
COVID-19 Financial
Impact Update

In response to Secretary-Treasurer Ewing, Mrs. Saenz noted that there has been an increase in late payments compared to last year at the same time.

18858. Director Cioffi reported his attendance at the NWRA Virtual Conference and that he attended several sessions. He noted one particular session with the Bureau of Reclamation Commissioner, Brenda Burman.

Directors' Report on
NWRA Virtual
Conference Attendance

Director Cioffi

Vice President Bloomer reported her attendance at the NWRA Virtual Conference and that she too attended several sessions including the session presented by Ms. Burman.

Vice President
Bloomer

President Stuart reported his attendance at the NWRA Virtual Conference and he attended several session including a Q & A with Lieutenant Governor Kounalakis.

President Stuart

18859. Secretary-Treasurer Ewing reported he did not apply to run for Board Director therefore Mr. Ortega will fill his seat in Division 4.

**Director's
Comments/Requests**
Secretary-Treasurer
Ewing

18860. At 10:07 a.m., President Stuart convened into a Teleconference Closed Session for the purpose of Conference with Legal Counsel, (A) Existing Litigation, pursuant to Government Code Section 54956.9 (d) (1), Agua Caliente Band of Cahuilla Indians vs. Coachella Valley Water District, et al (2 cases); (B) Existing Litigation, pursuant to Government Code Section 54956.9 (d) (1), Mission Springs Water District vs. Desert Water Agency; (C) Existing Litigation, pursuant to Government Code Section 54956.9 (d) (1), Albrecht et al vs. County of Riverside; (D) Existing Litigation, pursuant to Government Code Section 54956.9 (d) (1), Abbey et al vs. County of Riverside; (E) Existing Litigation, pursuant to Government Code Section 54956.9 (d) (1) Bonnie Kessner, et al vs. Desert Water Agency, et al; and (F) Pending Litigation, Pursuant to Government Code Section 54956.9 (d) (2), Possible Intervention in Case: AT&T vs. County of Riverside.

Closed Session:

A. Existing Litigation –
ACBCI vs. CVWD, et
al. (2 cases)
B. Existing Litigation –
MSWD vs. DWA
C. Existing Litigation –
Albrecht et al vs.
Riverside County
D. Existing Litigation –
Abbey et al vs.
Riverside County
E. Existing Litigation-
Bonnie Kessner, et al
vs. Desert Water
Agency et al
F. Pending Litigation -
Possible Intervention in
Case: AT&T vs.
County of Riverside

18861. At 10:52 a.m., General Manager Krause reconvened the meeting into open session and announced there was no reportable action taken.

Reconvene – No
Reportable Action

18862. In the absence of any further business, General Manager Krause adjourned the meeting at 10:53 a.m.

Adjournment

Sylvia Baca
Assistant Secretary of the Board

DRAFT

GENERAL MANAGER'S REPORT SEPTEMBER 1, 2020

Unauthorized Water Connection (\$1,388 is the unauthorized water use charge)

On August 17 at approximately 2:00 p.m. Construction staff found an unauthorized direct connection to a service stop at 979 San Lorenzo. The meter had been pulled at this location. Someone cut the locking loops and hooked directly to the service stop. Staff removed the connection and put a locking plug in the meter coupling. The account holder will be billed for the unauthorized connection and for the replacement of the service stop. In addition, staff is considering filing a police report and reporting the incident to the Contractors Licensing Board. The water loss was unmetered.



2019/2020 Pipeline Replacement: Avenida Caballeros

Approximately 1,100 feet of 30 inch Ductile Iron Pipe, including services, fire hydrants, and appurtenances have been installed by Jones Bros. (see attached map), completing the section fronting Raymond Cree Middle School. The contractor is currently potholing crossing utilities locations for the remaining 1,400 feet of 30" pipeline. Once potholing is completed, the contractor will begin installing the remaining pipe and appurtenances. The project is still expected to be completed in late October to early November.



Photo 1: Jones Brothers Construction preparing to install 30" Ductile Iron Pipe on Avenida Caballeros.

2019/2020 Pipeline Replacement: Avenida Caballeros
(Cont.)

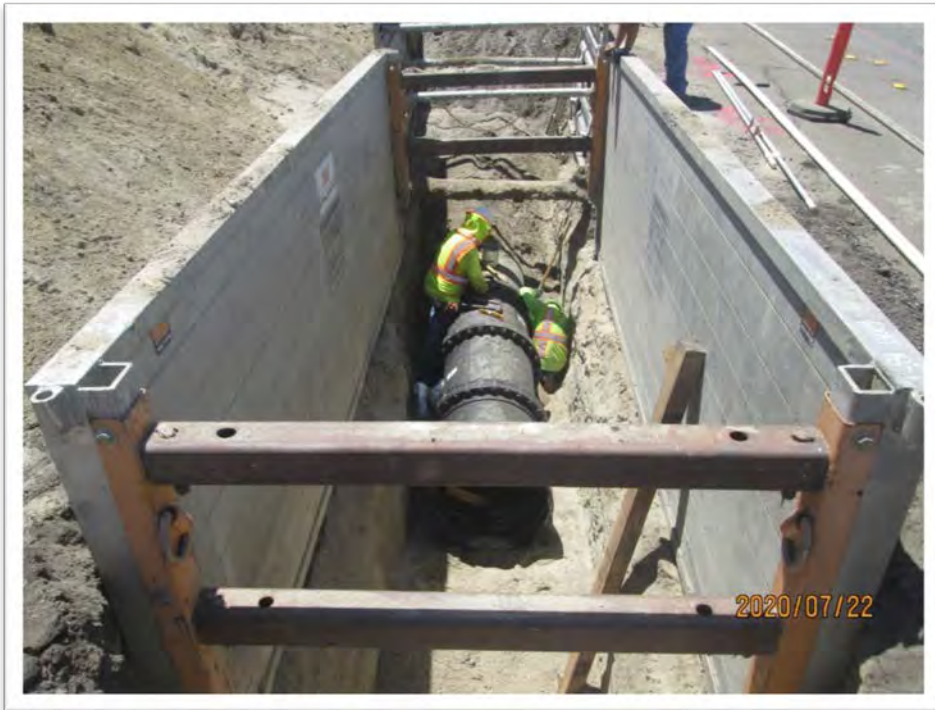


Photo 2: Jones Brothers Construction bolting up a tee on the 30" Ductile Iron Pipe on Avenida Caballeros.



Photo 3: Jones Brothers Construction backfilling the 30" Ductile Iron Pipe on Avenida Caballeros.

2019/2020 Pipeline Replacement: Avenida Caballeros



Vista Chino

INSTALLED

N

REMAINING

El Mirador

E. Tachevah Drive

© 2020 Google
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Imagery Date: 7/4/2019 33°50'28.73" N 116°32'09.90" W elev

Snow Creek Village Surface Water Filtration Plant

On July 13th, the contractor opened valves to allow surface water to run through the plant to demonstrate turbidity reduction required by the Department of Drinking Water (DDW). For a period of 24 hours, water passed through the filters and then to the onsite clarifier. Samples were then taken to determine measure the turbidity removal. On July 16th, DDW accepted the turbidity reduction testing. With this final test completed, Cora Constructors, Inc. finished all of the construction of the Filtration Plant by the end of July. The Snow Creek/Falls Creek Surface Water Filtration Avoidance Permit expires on September 12th, 2020.

On July 17th, the Agency was informed by the DDW that the planned chlorine monitoring location at the Snow Creek Village Reservoir was insufficient to safely ensure that the treated surface water had been properly chlorinated prior to entering the first home. DDW requested that the chlorine residual be continuously monitored at a sample station prior to the water entering the first home. At no previous time during the past 18 months did DDW notify the Agency or Krieger and Stewart of this requirement.

The Agency is currently working to install a chlorine monitoring station at the connection point to the distribution system. The new sample station will require the installation of a small building and an electrical service. Staff has reached out to the Snow Creek Village HOA to advise them of the new filtration plant monitoring requirements. The HOA does not have any issues with the proposed monitoring structure at the connection point, however, they do have issues with the electrical service installation needed for the monitoring equipment. According to SCE, to provide permanent power service to the monitoring building, two new power poles will be required. The HOA does not want the poles installed. Staff is currently working on possible solutions including using solar energy to this address this problem.



Snow Creek Village Surface Water Filtration Plant
(Cont.)



Cathedral Canyon Lift Station Force Main Sewer Spill

On Wednesday morning, August 26, our Construction department field locator was on site at the Cathedral Canyon Road Bridge Project trying to locate the Agency's existing sewer force main for the bridge contractor. To get a better trace location on the main, the locator tried to connect his equipment to an existing air release valve located in a small, shallow vault over the existing force main. Upon connecting his locating equipment to the valve, the existing valve riser pipe broke. As he disconnected his equipment, sewage began filling the small vault where the valve was located. He immediately contacted Operations and advised them to shut off the lift station pumps. Operations staff promptly shut down the lift stations pumps, however, some sewage spilled out of the vault and flowed down Cathedral Canyon Drive gutter, towards Perez Road. Construction crews also responded to the site and placed dirt berms within the street gutter to contain the flow of sewage prior to reaching Perez Road. Construction personnel then arrived with our sewer vacuum truck and cleaned out the small vault, exposing the damaged riser pipe and 2" air release valve. Operations staff, utilizing confined space equipment, entered the small vault and removed the damaged riser pipe and installed a plugged until a new riser pipe and valve could be installed. After examining the air release valve, staff determined that a new air release valve was also required. Although we did not have a valve in stock, our warehouse was able to locate a new valve in Corona. The new valve with new riser piping was installed by Construction staff around 1:30 pm that same day. Also, the Construction staff used the agency's vacuum truck to clean all of the contained sewage from the street gutter. Crews then used chlorinated water to wash down the gutters. The chlorinated water and dirt berms were then removed using the vacuum truck. All of the spilled sewage and chlorinated water was transported and disposed of at the Agency's Date Palm Lift Station.

The amount of sewage that spilled into the street gutter is estimated at 200 gallons. As specified in the Agency's Sanitary Sewer Overflow Response Plan (SSORP), a spill less than 1,000 gallons does not require notification to State agencies unless it enters a MS4 (Municipal Separate Storm Sewer System). A MS4 is a conveyance or system of conveyances, including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, natural drainage features or channels. Since the sewage entered the street, staff was required to notify the Governor's Office of Emergency Services (OES), the Regional Water Quality Control Board, County Department of Environmental Health, and Riverside County Flood Control NPDES Section. A certified SSO Report was also filed with the State Water Board's CIWQS public reports system. Since the spill did not affect any waterway and was contained and cleaned from the gutter, we do not anticipate any fine.

Cathedral Canyon Lift Station Force Main Sewer Spill
(Cont.)



SWP Delivery and Whitewater Hydro Generation Update

On Monday August 31, MWD began water deliveries to the Whitewater spreading basins. The deliveries are expected to last through September and will be approximately 26,000 AF.

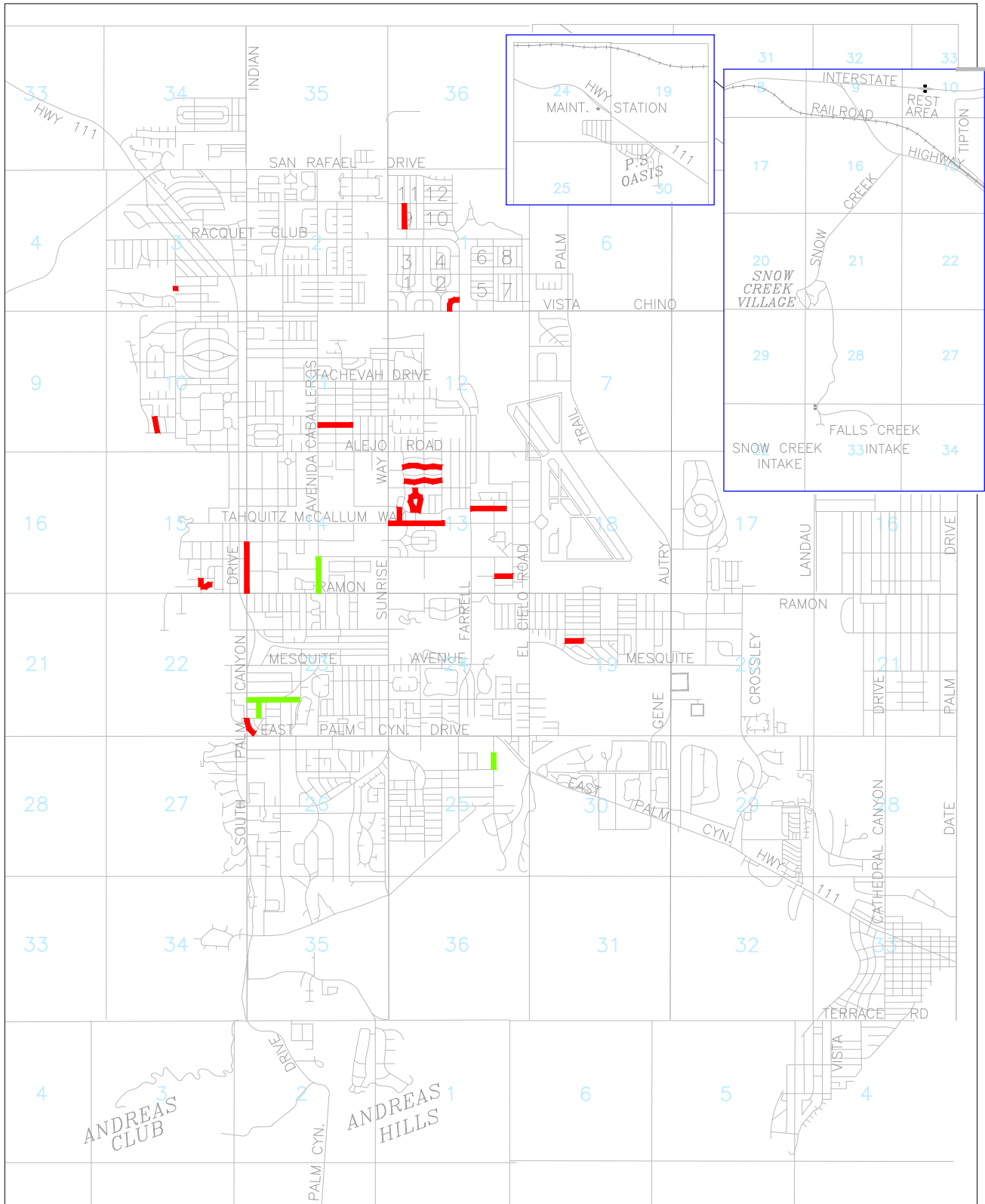
To date, only 275 AF of water has been delivered to Whitewater this year. The first 15,000 AF of water delivered this year, to include the 275 AF, will satisfy CVWD's 15,000 AF conservation agreement. At this time, it is unclear how the remaining wet water will be classified.

During the September delivery, the Agency plans to operate the Whitewater Hydro Plant and hopes to generate between \$30,000 and \$35,000 in power.

| SYSTEM LEAK DATA | | | | | |
|---|-----------------|------------------------|----------------|---------------|-------------------|
| (PERIOD BEGINNING AUGUST 11, 2020 THRU AUGUST 24, 2020) | | | | | |
| STREET NAME | NUMBER OF LEAKS | PIPE DIAMETER (INCHES) | YEAR INSTALLED | PIPE MATERIAL | PIPE CONSTRUCTION |
| PARK DR | 3 | 4 | 1946 | STEEL | BARE/UNLINED |
| VIA ALTAMIRA | 3 | 4 | 1954 | STEEL | BARE/UNLINED |
| SONORA RD | 2 | 6 | 1936 | STEEL | BARE/UNLINED |
| ANDREAS RD | 2 | 6 | 1958 | STEEL | BARE/UNLINED |
| BAHADA RD | 2 | 4 | 1957 | STEEL | BARE/UNLINED |
| VIA VAQUERO | 2 | 4 | 1958 | STEEL | BARE/UNLINED |
| AVENIDA CABALLEROS | 1 | 14 | 1953 | STEEL | BARE/UNLINED |
| VIA MONTE VISTA | 1 | 12 | 1983 | STEEL | CML/C |
| TAHQUITZ CANYON WY | 1 | 8 | 1946 | STEEL | BARE/UNLINED |
| ARABY DR | 1 | 6 | 1947 | STEEL | BARE/UNLINED |
| PATENCIO DR | 1 | 6 | 1951 | STEEL | BARE/UNLINED |
| INDIAN CANYON DR | 1 | 6 | 1951 | STEEL | BARE/UNLINED |
| S PALM CANYON DR | 1 | 6 | 1952 | STEEL | BARE/UNLINED |
| CALLE SAN RAPHAEL | 1 | 4 | 1946 | STEEL | BARE/UNLINED |
| CERRITOS DR | 1 | 4 | 1946 | STEEL | BARE/UNLINED |
| McMANUS DR | 1 | 4 | 1946 | STEEL | BARE/UNLINED |
| PATENCIO LN | 1 | 4 | 1951 | STEEL | BARE/UNLINED |
| HIGH RD | 1 | 4 | 1953 | STEEL | BARE/UNLINED |
| VIA SOLEDAD | 1 | 4 | 1955 | STEEL | BARE/UNLINED |
| SHARON RD | 1 | 4 | 1955 | STEEL | BARE/UNLINED |
| LURING DR | 1 | 4 | 1957 | STEEL | BARE/UNLINED |
| TOTAL LEAKS IN SYSTEM: | | 29 | | | |

Streets highlighted in green are being proposed as part of the
2020/2021 Replacement Pipeline Project

| SYSTEM INFORMATION: | |
|---|----------------|
| OLDEST PIPE IN THE SYSTEM (YEAR OF INSTALLATION): | 1935 |
| AVERAGE YEAR OF INSTALLATION OF UNLINED STEEL PIPE (SYSTEMWIDE): | 1952 |
| AVERAGE AGE OF UNLINED STEEL PIPE (SYSTEMWIDE): | 66 YEARS |
| AVERAGE AGE OF PIPELINE AT THE TIME OF REPLACEMENT: | 68 YEARS |
| TOTAL LENGTH OF PIPE IN SYSTEM OLDER THAN 70 YEARS (LINEAR FEET): | 128,186 |
| TOTAL LENGTH OF UNLINED PIPE SYSTEMWIDE (LINEAR FEET): | 297,672 |
| *AVERAGE LENGTH OF PIPE REPLACED ANNUALLY (LINEAR FEET): | 14,500 |
| PROJECTED TIME FRAME FOR 100% REPLACEMENT OF UNLINED STEEL PIPE: | 21 YEARS |
| PROJECTED TIME FRAME FOR 100% REPLACEMENT OF PIPE OLDER THAN 70 YEARS: | 9 YEARS |
| YEAR AGENCY TRANSITIONED TO CEMENT LINED STEEL PIPE: | 1960 |
| <p>*PLEASE NOTE THIS FIGURE REPRESENTS THE AVERAGE LINEAR FOOTAGE OF PIPELINE REPLACED ANNUALLY GIVEN AN AVERAGE ANNUAL BUDGET OF \$3 MILLION.</p> | |



SYSTEM LEAKS

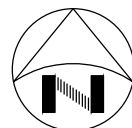
(Period beginning August 11, 2020
thru August 24, 2020)

DESERT WATER AGENCY
PALM SPRINGS, CALIFORNIA

LEGEND

- LEAK(S) RECORDED
- LEAK(S) RECORDED;
TO BE REPLACED WITH
2020/2021 PIPELINES

DWG. BY
SR



DATE
08/20

SCALE
NTS

EXHIBIT
"A"

General Manager's Meetings and Activities

Meetings:

| | | |
|----------|--|-----------|
| 08/18/20 | DWA Bi-Monthly Board Mtg. | Conf Call |
| 08/18/20 | MCSB Management Cmte Coordination Mtg. | Conf Call |
| 08/19/20 | SWP DCA SWC Tech Cmte Mtg. | Conf Call |
| 08/19/20 | SWP SCW EBE Cost Allocation Workgroup Mtg. | Conf Call |
| 08/20/20 | DWA H.R. Cmte. Mtg. | Conf Call |
| 08/26/20 | SGMA SGP SB Data Management System Mtg. | Conf Call |
| 08/26/20 | SWP DCF Pathways Discussion | Conf Call |
| 08/26/20 | Review CV-SNMP Workplan Tech Memo #1 | Conf Call |
| 08/27/20 | DWA Executive Cmte. Mtg. | Conf Call |
| 08/27/20 | Indio SB Tribal GSA Workgroup Mtg. | Conf Call |
| 08/27/20 | SWP SWC Class 8 DCA Governance Discussion | Conf Call |
| 08/28/20 | SWP/SWC EBE Ernst & Young Procedure SOW Review | Conf Call |
| 08/28/20 | Preparing for Mtg. with DSC | Conf Call |
| 08/28/20 | SWP SWC DCF Pathway to Board Votes | Conf Call |
| 08/31/20 | DWA Weekly Staff Mtgs. | Conf Call |
| 09/01/20 | DWA Bi-Monthly Board Mtg | Conf Call |
| 09/01/20 | MCSB Quarterly GM Mtg. | Conf Call |

Activities:

- 1) SWP Contract Extension Amendment
- 2) DWA Remote Meter Reading Fixed Network
- 3) Whitewater Hydro – Automatic Re-start
- 4) State and Federal Contractors Water Authority and Delta Specific Project Committee (Standing)
- 5) Whitewater River Surface Water Recharge
- 6) Lake Oroville Spillway FEMA funding
- 7) Replacement Pipelines 2020-2021
- 8) DC Project – Finance JPA Committee (Standing)
- 9) DWA/CVWD/MWD Operations Coordination/Article 21/Pool A/Pool B/Yuba Water (Standing)
- 10) DWA/CVWD/MWD Exchange Agreement Coordination Committee (Standing)
- 11) SWP 2020 Water Supply
- 12) ACBCI Water Rights Lawsuit
- 13) Whitewater Hydro Operations Coordination with Recharge Basin O&M
- 14) SGMA Tribal Stakeholder Meetings
- 15) Whitewater Spreading Basins – BLM Permits
- 16) Lake Perris Dam Seepage Recovery Project Participation
- 17) Delta Conveyance Project Cost Allocation
- 18) DWA Surface Water Filtration Feasibility Snow Creek Village/Palm Oasis
- 19) MCSB Delivery Updates
- 20) Well 6 Meaders Cleaners RWQB Meetings
- 21) SWP East Branch Enlargement Cost Allocation
- 22) UWMP Population Calculation Update/Valley-Wide UWMP
- 23) RWQCB Update to the SNMP
- 24) SGMA – San Geronio Pass Subbasin

Minutes
Human Resources Committee Meeting
August 20, 2020

Directors Present: Kristin Bloomer, James Cioffi
Staff Present: Mark Krause, Steve Johnson, Kris Hopping

1. Discussion Items

A. Discuss two new job titles to add to the position classification and salary charts

The need to have a GIS employee classification and the GIS job descriptions were discussed. The Committee was in favor of bringing them to the Board at the next scheduled meeting.

B. Discuss CalPERS audit results and recommended actions

The need to present the outdated classification and salary listings to the Board was discussed. The Committee was in favor of bringing them to the Board at the next scheduled meeting.

Minutes
Executive Committee Meeting
August 27, 2020

Directors Present: Joseph Stuart, Kristin Bloomer

Staff Present: Mark Krause, Steve Johnson, Esther Saenz, Sylvia Baca,
Michael T. Riddell

1. Discussion Items

A. Review Agenda for September 1, 2020 Regular Board Meeting

The proposed agenda for the September 1, 2020 meeting was reviewed.

B. Draft Letter Agreement for Legal Services

The Committee reviewed the draft letter agreement and requested this item be placed on the September 1 agenda.

C. Expense Reports

The expense reports for June and July were reviewed.

2. Adjourn

**STAFF REPORT
TO
DESERT WATER AGENCY
BOARD OF DIRECTORS**

SEPTEMBER 1, 2020

**RE: REQUEST BOARD APPROVAL OF ADDITION OF TWO NEW
POSITION TITLES TO THE CLASSIFICATION AND SALARY
CHART**

Desert Water Agency has a need to add two new job classifications to the current position classification and salary charts, The reason for this change is to keep up with changing and advancing technologies in the area of Geographic Information Systems (GIS.)

Staff is not requesting to add any additional staff positions to the budget at this time.

Fiscal Impact:

There is no impact to the approved budget.

Staff is requesting the Board of Directors:

1. Approve the two new positions titles to be added to the classification and salary listing chart.
2. Approve the September 1, 2020 DWA classification and salary listing chart which includes the two additional position titles.

Attachments

Attachment #1 – GIS Specialist I Job Description

Attachment #2 – GIS Specialist II Job Description

Attachment #3 – 9-1-20 DWA Classification and Salary Listing



GIS SPECIALIST I

Range: 46
Salary: \$6,753 - \$8,238

JOB DEFINITION: Under general supervision, performs a variety of Geographic Information System (GIS) duties to support the Agency's GIS efforts; and performs related work as assigned by the Operations and Engineering Manager.

SUPERVISOR: Operations and Engineering Manager

EXAMPLE OF DUTIES:

Provides technical and professional duties related to the overall development, operation, and maintenance of GIS in support of Agency operations. Collects, verifies, inputs, edits, maintains, updates field and office generated attributes, tabular and spatial data; edits and performs quality assurance on data entities and attributes; works with other Agency departments to identify, design, and develop GIS applications and procedures integrating the GIS system with existing databases; Creates views to display geographic data themes, view map projections; creates ArcGIS tables from a variety of tabular sources; joins and links multiple tables and modifies table structure; edits tables and creates charts for presenting tabular data; creates maps and/or other graphical representation of Agency facilities for presentations; incorporation of AutoCAD or similar computer aided design information into GIS files; prepares graphical representations of physical or planned facilities; interprets maps, graphs, aerial images; create high quality maps, drawings, and models using GIS in compliance to the spatial digital maps with the County; assists in the development and maintenance of GIS library structure and associated applications; prepares reports and maintains files, records, and drawings; and performs related duties and responsibilities as required.

QUALIFICATIONS:

Schooling and Certification(s): Graduation from high school or G.E.D. equivalent, supplemented by college-level courses in GIS, geography, planning, and computer aided drafting.

Experience: A minimum 5 years experience performing sub-professional, technical civil engineering work or any combination of training and experience which would likely provide the required knowledge and abilities.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Computerized mapping and digital data conversion; principles and practices of data manipulation and analysis, terminology, methods, techniques and nomenclature of civil, mechanical and/or electrical engineering drafting; applications development methods, tools, and utilities applicable to the GIS system; principles and practices of software and computer aided drafting; proficient in AutoCAD and ESRI GIS software; standard engineering and architectural scales; algebra, geometry, and trigonometry as applied to mapping processes; database administration knowledge.

Ability: Work independently with direction and oversight from Operations and Engineering Manager and Apply the principles of algebra, geometry and trigonometry in performing required duties; perform difficult mapping duties; read and interpret engineering plans and specifications, legal descriptions and survey notes; compile information and compose clearly written technical reports; maintain complex records; establish and maintain cooperative working relationships with fellow employees, contractors, engineers and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐
Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Lifting boxes, field equipment, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐
Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐
Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the GIS Specialist I will be within the Operations Center. On occasion will be required to perform outdoor work and will be exposed to hot and cold temperatures. Summer temperatures can exceed over 110° degrees Fahrenheit.

Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the GIS Specialist may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.



GIS SPECIALIST II

Range: 49
Salary: \$7,280 - \$8,860

JOB DEFINITION: Under general supervision, performs a variety of Geographic Information System (GIS) duties to support the Agency's GIS efforts; and performs related work as assigned by the Operations and Engineering Manager.

SUPERVISOR: Operations and Engineering Manager

DISTINGUISHED FROM LOWER RANGE POSITION (S):

This position is the second level in the GIS series. In order to advance to a GIS Specialist II, an employee will be required to have a minimum of three years of GIS related work experience.

EXAMPLE OF DUTIES:

Provides technical and professional duties related to the overall development, operation, and maintenance of GIS in support of Agency operations. Collects, verifies, inputs, edits, maintains, updates field and office generated attributes, tabular and spatial data; edits and performs quality assurance on data entities and attributes; works with other Agency departments to identify, design, and develop GIS applications and procedures integrating the GIS system with existing databases; Creates views to display geographic data themes, view map projections; creates ArcGIS tables from a variety of tabular sources; joins and links multiple tables and modifies table structure; edits tables and creates charts for presenting tabular data; creates maps and/or other graphical representation of Agency facilities for presentations; incorporation of AutoCAD or similar computer aided design information into GIS files; prepares graphical representations of physical or planned facilities; interprets maps, graphs, aerial images; create high quality maps, drawings, and models using GIS in compliance to the spatial digital maps with the County; assists in the development and maintenance of GIS library structure and associated applications; prepares reports and maintains files, records, and drawings; and performs related duties and responsibilities as required.

QUALIFICATIONS:

Schooling and Certification(s): Graduation from high school or G.E.D. equivalent, supplemented by college-level courses in GIS, geography, planning, and computer aided drafting.

Experience: A minimum 5 years experience performing sub-professional, technical civil engineering work or any combination of training, and 3 years GIS related work experience.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Computerized mapping and digital data conversion; principles and practices of data manipulation and analysis, terminology, methods, techniques and nomenclature of civil, mechanical and/or electrical engineering drafting; applications development methods, tools, and utilities applicable to the GIS system; principles and practices of software and computer aided drafting; proficient in AutoCAD and ESRI GIS software; standard engineering and architectural scales; algebra, geometry, and trigonometry as applied to mapping processes; database administration knowledge.

Ability: Work independently with direction and oversight from Operations and Engineering Manager and Apply the principles of algebra, geometry and trigonometry in performing required duties; perform difficult mapping duties; read and interpret engineering plans and specifications, legal descriptions and survey notes; compile information and compose clearly written technical reports; maintain complex records; establish and maintain cooperative working relationships with fellow employees, contractors, engineers and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Going up and down ladders, stepping stools, stairs

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Picking up boxes, normal office range of motion

Lifting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Lifting boxes, field equipment, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☒ Often ☒ Infrequently ☐ Never ☐

Examples: Driving or riding in vehicles, sitting at desk

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the GIS Specialist will be within the Operations Center. On occasion will be required to perform outdoor work and will be exposed to hot and cold temperatures. Summer temperatures can exceed over 110° degrees Fahrenheit.

Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the

work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the GIS Specialist II may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.

Desert Water Agency
Position Classification and Monthly Salary Schedule
Effective 8/28/20 for Pay Period 1 Employees. Effective 8/22/20 for Pay Period 2 Employees.

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---|--|-------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | | |
| ACCOUNTING | Account Clerk I | 24 | \$ 3,928 | \$ 4,129 | \$ 4,329 | \$ 4,556 | \$ 4,781 |
| | Account Clerk II | 31 | \$ 4,667 | \$ 4,907 | \$ 5,155 | \$ 5,419 | \$ 5,688 |
| | Account Clerk III | 33 | \$ 4,907 | \$ 5,155 | \$ 5,419 | \$ 5,688 | \$ 5,976 |
| | Account Clerk/Telephone Operator | 20 | \$ 3,560 | \$ 3,739 | \$ 3,928 | \$ 4,129 | \$ 4,329 |
| | Accounting Supervisor | 53 | \$ 8,039 | \$ 8,437 | \$ 8,860 | \$ 9,300 | \$ 9,771 |
| | Controller | 66 | \$ 11,043 | \$ 11,595 | \$ 12,183 | \$ 12,808 | \$ 13,454 |
| | Senior Account Clerk | 40 | \$ 5,827 | \$ 6,127 | \$ 6,434 | \$ 6,753 | \$ 7,105 |
| | | | | | | | |
| ADMINISTRATIVE | Administrative Assistant I | 33 | \$ 4,907 | \$ 5,155 | \$ 5,419 | \$ 5,688 | \$ 5,976 |
| | Administrative Assistant II | 38 | \$ 5,548 | \$ 5,827 | \$ 6,127 | \$ 6,434 | \$ 6,753 |
| | Administrative Assistant III | 40 | \$ 5,827 | \$ 6,127 | \$ 6,434 | \$ 6,753 | \$ 7,105 |
| | Executive Secretary/Assistant Secretary to the Board | 53 | \$ 8,039 | \$ 8,437 | \$ 8,860 | \$ 9,300 | \$ 9,771 |
| | Senior Administrative Assistant | 46 | \$ 6,753 | \$ 7,105 | \$ 7,464 | \$ 7,838 | \$ 8,238 |
| | | | | | | | |
| CONSTRUCTION - FLEET MAINTENANCE | | | | | | | |
| | | | | | | | |
| Construction | Assistant Construction Superintendent | 53 | \$ 8,039 | \$ 8,437 | \$ 8,860 | \$ 9,300 | \$ 9,771 |
| | Construction Superintendent | 65 | \$ 10,778 | \$ 11,317 | \$ 11,892 | \$ 12,494 | \$ 13,128 |
| | Equipment Operator | 36 | \$ 5,280 | \$ 5,548 | \$ 5,827 | \$ 6,127 | \$ 6,434 |
| | Water Service Foreman | 46 | \$ 6,753 | \$ 7,105 | \$ 7,464 | \$ 7,838 | \$ 8,238 |
| | Water Service Worker I | 28 | \$ 4,329 | \$ 4,556 | \$ 4,781 | \$ 5,028 | \$ 5,280 |
| | Water Service Worker II | 33 | \$ 4,907 | \$ 5,155 | \$ 5,419 | \$ 5,688 | \$ 5,976 |
| | Water Service Worker III | 37 | \$ 5,419 | \$ 5,688 | \$ 5,976 | \$ 6,277 | \$ 6,595 |
| | | | | | | | |
| Fleet Maintenance | Fleet Mechanic Foreman | 43 | \$ 6,277 | \$ 6,595 | \$ 6,928 | \$ 7,280 | \$ 7,649 |
| | Fleet Mechanic I | 31 | \$ 4,667 | \$ 4,907 | \$ 5,155 | \$ 5,419 | \$ 5,688 |
| | Fleet Mechanic II | 36 | \$ 5,280 | \$ 5,548 | \$ 5,827 | \$ 6,127 | \$ 6,434 |

Desert Water Agency
Position Classification and Monthly Salary Schedule
Effective 8/28/20 for Pay Period 1 Employees. Effective 8/22/20 for Pay Period 2 Employees.

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---------------------------------|------------------------------------|-------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | | |
| CUSTOMER SERVICE | Customer Service Representative I | 34 | \$ 5,028 | \$ 5,280 | \$ 5,548 | \$ 5,827 | \$ 6,127 |
| | Customer Service Representative II | 37 | \$ 5,419 | \$ 5,688 | \$ 5,976 | \$ 6,277 | \$ 6,595 |
| | Customer Service Supervisor | 53 | \$ 8,039 | \$ 8,437 | \$ 8,860 | \$ 9,300 | \$ 9,771 |
| | Meter Reader I | 27 | \$ 4,234 | \$ 4,446 | \$ 4,667 | \$ 4,907 | \$ 5,155 |
| | Meter Reader II | 30 | \$ 4,556 | \$ 4,781 | \$ 5,028 | \$ 5,280 | \$ 5,548 |
| | Meter Reader III | 37 | \$ 5,419 | \$ 5,688 | \$ 5,976 | \$ 6,277 | \$ 6,595 |
| | | | | | | | |
| ENGINEERING - OPERATIONS | | | | | | | |
| | | | | | | | |
| Engineering | Associate Engineer | 56 | \$ 8,652 | \$ 9,083 | \$ 9,542 | \$ 10,014 | \$ 10,520 |
| | Engineering Technician I | 34 | \$ 5,028 | \$ 5,280 | \$ 5,548 | \$ 5,827 | \$ 6,127 |
| | Engineering Technician II | 39 | \$ 5,688 | \$ 5,976 | \$ 6,277 | \$ 6,595 | \$ 6,928 |
| | Engineering Technician III | 43 | \$ 6,277 | \$ 6,595 | \$ 6,928 | \$ 7,280 | \$ 7,649 |
| | GIS Specialist I | 46 | \$ 6,753 | \$ 7,105 | \$ 7,464 | \$ 7,838 | \$ 8,238 |
| | GIS Specialist II | 49 | \$ 7,280 | \$ 7,649 | \$ 8,039 | \$ 8,437 | \$ 8,860 |
| | Laboratory Director | 53 | \$ 8,039 | \$ 8,437 | \$ 8,860 | \$ 9,300 | \$ 9,771 |
| | Operations and Engineering Manager | 72 | \$ 12,808 | \$ 13,454 | \$ 14,133 | \$ 14,835 | \$ 15,580 |
| | Senior Engineer | 64 | \$ 10,520 | \$ 11,043 | \$ 11,595 | \$ 12,183 | \$ 12,808 |
| | Senior Engineering Technician | 45 | \$ 6,595 | \$ 6,928 | \$ 7,280 | \$ 7,649 | \$ 8,039 |
| | Staff Engineer | 51 | \$ 7,649 | \$ 8,039 | \$ 8,437 | \$ 8,860 | \$ 9,300 |
| | | | | | | | |
| Operations | Operations Technician Foreman | 51 | \$ 7,649 | \$ 8,039 | \$ 8,437 | \$ 8,860 | \$ 9,300 |
| | Operations Technician I | 37 | \$ 5,419 | \$ 5,688 | \$ 5,976 | \$ 6,277 | \$ 6,595 |
| | Operations Technician II | 41 | \$ 5,976 | \$ 6,277 | \$ 6,595 | \$ 6,928 | \$ 7,280 |
| | Operations Technician III | 46 | \$ 6,753 | \$ 7,105 | \$ 7,464 | \$ 7,838 | \$ 8,238 |
| | Operations Technician in Training | 30 | \$ 4,556 | \$ 4,781 | \$ 5,028 | \$ 5,280 | \$ 5,548 |
| | System Operator I | 35 | \$ 5,155 | \$ 5,419 | \$ 5,688 | \$ 5,976 | \$ 6,277 |
| | System Operator II | 38 | \$ 5,548 | \$ 5,827 | \$ 6,127 | \$ 6,434 | \$ 6,753 |
| | System Operator III | 41 | \$ 5,976 | \$ 6,277 | \$ 6,595 | \$ 6,928 | \$ 7,280 |
| | System Operator in Training | 30 | \$ 4,556 | \$ 4,781 | \$ 5,028 | \$ 5,280 | \$ 5,548 |
| | Water Operations Supervisor | 60 | \$ 9,542 | \$ 10,014 | \$ 10,520 | \$ 11,043 | \$ 11,595 |

Desert Water Agency
Position Classification and Monthly Salary Schedule
Effective 8/28/20 for Pay Period 1 Employees. Effective 8/22/20 for Pay Period 2 Employees.

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|--|-------------------------------------|----------|-----------|-----------|-----------|-----------|-----------|
| | | | | | | | |
| FACILITIES MAINTENANCE AND SAFETY | Facilities and Safety Officer | 54 | \$ 8,238 | \$ 8,652 | \$ 9,083 | \$ 9,542 | \$ 10,014 |
| | | | | | | | |
| INFORMATION SYSTEMS | Information Systems Manager | 65 | \$ 10,778 | \$ 11,317 | \$ 11,892 | \$ 12,494 | \$ 13,128 |
| | Computer Operator I | 31 | \$ 4,667 | \$ 4,907 | \$ 5,155 | \$ 5,419 | \$ 5,688 |
| | Computer Operator II | 40 | \$ 5,827 | \$ 6,127 | \$ 6,434 | \$ 6,753 | \$ 7,105 |
| | PC Support Technician I | 37 | \$ 5,419 | \$ 5,688 | \$ 5,976 | \$ 6,277 | \$ 6,595 |
| | PC Support Technician II | 43 | \$ 6,277 | \$ 6,595 | \$ 6,928 | \$ 7,280 | \$ 7,649 |
| | Senior PC Support Technician | 51 | \$ 7,649 | \$ 8,039 | \$ 8,437 | \$ 8,860 | \$ 9,300 |
| | Programmer I | 50 | \$ 7,464 | \$ 7,838 | \$ 8,238 | \$ 8,652 | \$ 9,083 |
| | Programmer II | 54 | \$ 8,238 | \$ 8,652 | \$ 9,083 | \$ 9,542 | \$ 10,014 |
| | | | | | | | |
| MANAGEMENT | General Manager | Contract | n/a | n/a | n/a | n/a | \$ 23,906 |
| | Assistant General Manager | 83 | \$ 16,766 | \$ 17,602 | \$ 18,482 | \$ 19,410 | \$ 20,379 |
| | Finance Director | 81 | \$ 15,971 | \$ 16,766 | \$ 17,602 | \$ 18,482 | \$ 19,410 |
| | Human Resources Director | 66 | \$ 11,043 | \$ 11,595 | \$ 12,183 | \$ 12,808 | \$ 13,454 |
| | | | | | | | |
| OUTREACH AND CONSERVATION | Outreach and Conservation Associate | 45 | \$ 6,595 | \$ 6,928 | \$ 7,280 | \$ 7,649 | \$ 8,039 |
| | Outreach and Conservation Manager | 55 | \$ 8,437 | \$ 8,860 | \$ 9,300 | \$ 9,771 | \$ 10,262 |
| | Outreach Specialist I | 41 | \$ 5,976 | \$ 6,277 | \$ 6,595 | \$ 6,928 | \$ 7,280 |
| | Outreach Specialist II | 45 | \$ 6,595 | \$ 6,928 | \$ 7,280 | \$ 7,649 | \$ 8,039 |
| | | | | | | | |
| SNOW CREEK SECURITY | Snow Creek Security | 17 | \$ 2,517 | \$ 2,643 | \$ 2,776 | \$ 2,913 | \$ 3,059 |

**STAFF REPORT
TO
DESERT WATER AGENCY
BOARD OF DIRECTORS**

SEPTEMBER 1, 2020

**RE: REQUEST BOARD APPROVAL OF EXPIRED CLASSIFICATION
AND SALARY CHARTS FOR RECORDKEEPING PURPOSES AND
CALPERS**

On October 10, 2019, Desert Water Agency received notice that CalPERS was conducting an audit of the classification and salary charts dating back to July 1, 2017. In the past, the Desert Water Agency approved changes to the salary and classification listings as two separate documents. CalPERS requires that the charts be approved by the Board in open session in a format that combines the classification titles, corresponding salary ranges, and actual corresponding salary amount into one chart.

The past two changes to the classification listings and salary charts were presented to the Board for approval in the correct format. For recordkeeping purposes we are required to have the Board approve the three previous classification and salary charts in an open session. This will bring Desert Water Agency back into compliance with CalPERS regulations.

Fiscal Impact

There is no impact to the approved budget.

Staff is requesting the Board of Directors:

1. Approve the 7-1-2017 DWA Classification and Salary Listing.
2. Approve the 1-1-2018 DWA Classification and Salary Listing.
3. Approve the 7-1-2018 DWA Classification and Salary Listing.

Attachments

Attachment #1 – 7-1-2017 DWA Classification and Salary Listing

Attachment #2 – 1-1-2018 DWA Classification and Salary Listing

Attachment #3 – 7-1-2018 DWA Classification and Salary Listing

Desert Water Agency
July 1, 2017 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---|--|-------|--------|--------|--------|--------|--------|
| ACCOUNTING | Account Clerk I | 24 | 3,588 | 3,771 | 3,954 | 4,162 | 4,367 |
| | Account Clerk II | 31 | 4,263 | 4,482 | 4,708 | 4,950 | 5,195 |
| | Account Clerk III | 33 | 4,482 | 4,708 | 4,950 | 5,195 | 5,458 |
| | Account Clerk/Telephone Operator | 20 | 3,251 | 3,416 | 3,588 | 3,771 | 3,954 |
| | Accounting Supervisor | 53 | 7,343 | 7,706 | 8,093 | 8,495 | 8,925 |
| | Controller | 66 | 10,088 | 10,591 | 11,128 | 11,700 | 12,289 |
| | Senior Account Clerk | 40 | 5,322 | 5,597 | 5,877 | 6,168 | 6,490 |
| | | | | | | | |
| ADMINISTRATIVE | Administrative Assistant I | 33 | 4,482 | 4,708 | 4,950 | 5,195 | 5,458 |
| | Administrative Assistant II | 38 | 5,068 | 5,322 | 5,597 | 5,877 | 6,168 |
| | Administrative Assistant III | 40 | 5,322 | 5,597 | 5,877 | 6,168 | 6,490 |
| | Executive Secretary/Assistant Secretary to the Board | 53 | 7,343 | 7,706 | 8,093 | 8,495 | 8,925 |
| | Senior Administrative Assistant | 46 | 6,168 | 6,490 | 6,818 | 7,160 | 7,525 |
| | | | | | | | |
| CONSTRUCTION - FLEET MAINTENANCE | | | | | | | |
| Construction | Assistant Construction Superintendent | 53 | 7,343 | 7,706 | 8,093 | 8,495 | 8,925 |
| | Construction Superintendent | 64 | 9,608 | 10,088 | 10,591 | 11,128 | 11,700 |
| | Equipment Operator | 35 | 4,708 | 4,950 | 5,195 | 5,458 | 5,733 |
| | Water Service Foreman | 46 | 6,168 | 6,490 | 6,818 | 7,160 | 7,525 |
| | Water Service Worker I | 27 | 3,867 | 4,062 | 4,263 | 4,482 | 4,708 |
| | Water Service Worker II | 32 | 4,367 | 4,592 | 4,823 | 5,068 | 5,322 |
| | Water Service Worker III | 36 | 4,823 | 5,068 | 5,322 | 5,597 | 5,877 |
| | | | | | | | |
| Fleet Maintenance | Fleet Mechanic Foreman | 43 | 5,733 | 6,024 | 6,328 | 6,650 | 6,987 |
| | Fleet Mechanic I | 29 | 4,062 | 4,263 | 4,482 | 4,708 | 4,950 |
| | Fleet Mechanic II | 34 | 4,592 | 4,823 | 5,068 | 5,322 | 5,597 |

Desert Water Agency
July 1, 2017 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|--|------------------------------------|-------|--------|--------|--------|--------|--------|
| CUSTOMER SERVICE | | | | | | | |
| | Customer Service Representative I | 34 | 4,592 | 4,823 | 5,068 | 5,322 | 5,597 |
| | Customer Service Representative II | 37 | 4,950 | 5,195 | 5,458 | 5,733 | 6,024 |
| | Customer Service Supervisor | 53 | 7,343 | 7,706 | 8,093 | 8,495 | 8,925 |
| | Meter Reader I | 27 | 3,867 | 4,062 | 4,263 | 4,482 | 4,708 |
| | Meter Reader II | 30 | 4,162 | 4,367 | 4,592 | 4,823 | 5,068 |
| | Meter Reader III | 37 | 4,950 | 5,195 | 5,458 | 5,733 | 6,024 |
| ENGINEERING - OPERATIONS | | | | | | | |
| Engineering | | | | | | | |
| | Associate Engineer | 56 | 7,903 | 8,296 | 8,715 | 9,147 | 9,608 |
| | Engineering Technician I | 34 | 4,592 | 4,823 | 5,068 | 5,322 | 5,597 |
| | Engineering Technician II | 39 | 5,195 | 5,458 | 5,733 | 6,024 | 6,328 |
| | Engineering Technician III | 43 | 5,733 | 6,024 | 6,328 | 6,650 | 6,987 |
| | Laboratory Director | 51 | 6,987 | 7,343 | 7,706 | 8,093 | 8,495 |
| | Operations Engineer | 72 | 11,700 | 12,289 | 12,909 | 13,551 | 14,231 |
| | Senior Engineer | 64 | 9,608 | 10,088 | 10,591 | 11,128 | 11,700 |
| | Senior Engineering Technician | 45 | 6,024 | 6,328 | 6,650 | 6,987 | 7,343 |
| | Staff Engineer | 51 | 6,987 | 7,343 | 7,706 | 8,093 | 8,495 |
| Operations | | | | | | | |
| | Operations Technician Foreman | 51 | 6,987 | 7,343 | 7,706 | 8,093 | 8,495 |
| | Operations Technician I | 37 | 4,950 | 5,195 | 5,458 | 5,733 | 6,024 |
| | Operations Technician II | 41 | 5,458 | 5,733 | 6,024 | 6,328 | 6,650 |
| | Operations Technician III | 46 | 6,168 | 6,490 | 6,818 | 7,160 | 7,525 |
| | Operations Technician in Training | 30 | 4,162 | 4,367 | 4,592 | 4,823 | 5,068 |
| | System Operator I | 35 | 4,708 | 4,950 | 5,195 | 5,458 | 5,733 |
| | System Operator II | 38 | 5,068 | 5,322 | 5,597 | 5,877 | 6,168 |
| | System Operator III | 41 | 5,458 | 5,733 | 6,024 | 6,328 | 6,650 |
| | System Operator in Training | 30 | 4,162 | 4,367 | 4,592 | 4,823 | 5,068 |
| | Water Operations Supervisor | 60 | 8,715 | 9,147 | 9,608 | 10,088 | 10,591 |
| FACILITIES MAINTENANCE AND SAFETY | | | | | | | |
| | Facilities and Safety Officer | 54 | 7,525 | 7,903 | 8,296 | 8,715 | 9,147 |

Desert Water Agency
July 1, 2017 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|----------------------------------|-------------------------------------|----------|--------|--------|--------|--------|--------|
| INFORMATION SYSTEMS | Information Systems Administrator | 65 | 9,845 | 10,337 | 10,862 | 11,412 | 11,991 |
| | Operator I | 31 | 4,263 | 4,482 | 4,708 | 4,950 | 5,195 |
| | Operator II | 40 | 5,322 | 5,597 | 5,877 | 6,168 | 6,490 |
| | PC Support Technician I | 37 | 4,950 | 5,195 | 5,458 | 5,733 | 6,024 |
| | PC Support Technician II | 43 | 5,733 | 6,024 | 6,328 | 6,650 | 6,987 |
| | Programmer I | 50 | 6,818 | 7,160 | 7,525 | 7,903 | 8,296 |
| | Programmer II | 54 | 7,525 | 7,903 | 8,296 | 8,715 | 9,147 |
| | | | | | | | |
| MANAGEMENT | General Manager | Contract | 20,997 | 20,997 | 20,997 | 20,997 | 20,997 |
| | Assistant General Manager | 83 | 15,314 | 16,078 | 16,882 | 17,730 | 18,614 |
| | Finance Director | 81 | 14,588 | 15,314 | 16,078 | 16,882 | 17,730 |
| | Human Resources Manager | 66 | 10,088 | 10,591 | 11,128 | 11,700 | 12,289 |
| OUTREACH AND CONSERVATION | Outreach and Conservation Associate | 45 | 6,024 | 6,328 | 6,650 | 6,987 | 7,343 |
| | Outreach and Conservation Manager | 55 | 7,706 | 8,093 | 8,495 | 8,925 | 9,373 |
| | Outreach Specialist I | 41 | 5,458 | 5,733 | 6,024 | 6,328 | 6,650 |
| | Outreach Specialist II | 45 | 6,024 | 6,328 | 6,650 | 6,987 | 7,343 |
| | | | | | | | |
| SNOW CREEK SECURITY | Snow Creek Security | 17 | 2,299 | 2,415 | 2,535 | 2,661 | 2,794 |

Desert Water Agency
January 1, 2018 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---|--|-------|--------|--------|--------|--------|--------|
| ACCOUNTING | Account Clerk I | 24 | 3,588 | 3,771 | 3,954 | 4,162 | 4,367 |
| | Account Clerk II | 31 | 4,263 | 4,482 | 4,708 | 4,950 | 5,195 |
| | Account Clerk III | 33 | 4,482 | 4,708 | 4,950 | 5,195 | 5,458 |
| | Account Clerk/Telephone Operator | 20 | 3,251 | 3,416 | 3,588 | 3,771 | 3,954 |
| | Accounting Supervisor | 53 | 7,343 | 7,706 | 8,093 | 8,495 | 8,925 |
| | Controller | 66 | 10,088 | 10,591 | 11,128 | 11,700 | 12,289 |
| | Senior Account Clerk | 40 | 5,322 | 5,597 | 5,877 | 6,168 | 6,490 |
| | | | | | | | |
| ADMINISTRATIVE | Administrative Assistant I | 33 | 4,482 | 4,708 | 4,950 | 5,195 | 5,458 |
| | Administrative Assistant II | 38 | 5,068 | 5,322 | 5,597 | 5,877 | 6,168 |
| | Administrative Assistant III | 40 | 5,322 | 5,597 | 5,877 | 6,168 | 6,490 |
| | Executive Secretary/Assistant Secretary to the Board | 53 | 7,343 | 7,706 | 8,093 | 8,495 | 8,925 |
| | Senior Administrative Assistant | 46 | 6,168 | 6,490 | 6,818 | 7,160 | 7,525 |
| CONSTRUCTION - FLEET MAINTENANCE | | | | | | | |
| Construction | Assistant Construction Superintendent | 53 | 7,343 | 7,706 | 8,093 | 8,495 | 8,925 |
| | Construction Superintendent | 64 | 9,608 | 10,088 | 10,591 | 11,128 | 11,700 |
| | Equipment Operator | 35 | 4,708 | 4,950 | 5,195 | 5,458 | 5,733 |
| | Water Service Foreman | 46 | 6,168 | 6,490 | 6,818 | 7,160 | 7,525 |
| | Water Service Worker I | 27 | 3,867 | 4,062 | 4,263 | 4,482 | 4,708 |
| | Water Service Worker II | 32 | 4,367 | 4,592 | 4,823 | 5,068 | 5,322 |
| | Water Service Worker III | 36 | 4,823 | 5,068 | 5,322 | 5,597 | 5,877 |
| | | | | | | | |
| Fleet Maintenance | Fleet Mechanic Foreman | 43 | 5,733 | 6,024 | 6,328 | 6,650 | 6,987 |
| | Fleet Mechanic I | 29 | 4,062 | 4,263 | 4,482 | 4,708 | 4,950 |
| | Fleet Mechanic II | 34 | 4,592 | 4,823 | 5,068 | 5,322 | 5,597 |

Desert Water Agency
January 1, 2018 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|--|------------------------------------|-------|--------|--------|--------|--------|--------|
| CUSTOMER SERVICE | | | | | | | |
| | Customer Service Representative I | 34 | 4,592 | 4,823 | 5,068 | 5,322 | 5,597 |
| | Customer Service Representative II | 37 | 4,950 | 5,195 | 5,458 | 5,733 | 6,024 |
| | Customer Service Supervisor | 53 | 7,343 | 7,706 | 8,093 | 8,495 | 8,925 |
| | Meter Reader I | 27 | 3,867 | 4,062 | 4,263 | 4,482 | 4,708 |
| | Meter Reader II | 30 | 4,162 | 4,367 | 4,592 | 4,823 | 5,068 |
| | Meter Reader III | 37 | 4,950 | 5,195 | 5,458 | 5,733 | 6,024 |
| ENGINEERING - OPERATIONS | | | | | | | |
| Engineering | | | | | | | |
| | Associate Engineer | 56 | 7,903 | 8,296 | 8,715 | 9,147 | 9,608 |
| | Engineering Technician I | 34 | 4,592 | 4,823 | 5,068 | 5,322 | 5,597 |
| | Engineering Technician II | 39 | 5,195 | 5,458 | 5,733 | 6,024 | 6,328 |
| | Engineering Technician III | 43 | 5,733 | 6,024 | 6,328 | 6,650 | 6,987 |
| | Laboratory Director | 51 | 6,987 | 7,343 | 7,706 | 8,093 | 8,495 |
| | Operations Engineer | 72 | 11,700 | 12,289 | 12,909 | 13,551 | 14,231 |
| | Senior Engineer | 64 | 9,608 | 10,088 | 10,591 | 11,128 | 11,700 |
| | Senior Engineering Technician | 45 | 6,024 | 6,328 | 6,650 | 6,987 | 7,343 |
| | Staff Engineer | 51 | 6,987 | 7,343 | 7,706 | 8,093 | 8,495 |
| Operations | | | | | | | |
| | Operations Technician Foreman | 51 | 6,987 | 7,343 | 7,706 | 8,093 | 8,495 |
| | Operations Technician I | 37 | 4,950 | 5,195 | 5,458 | 5,733 | 6,024 |
| | Operations Technician II | 41 | 5,458 | 5,733 | 6,024 | 6,328 | 6,650 |
| | Operations Technician III | 46 | 6,168 | 6,490 | 6,818 | 7,160 | 7,525 |
| | Operations Technician in Training | 30 | 4,162 | 4,367 | 4,592 | 4,823 | 5,068 |
| | System Operator I | 35 | 4,708 | 4,950 | 5,195 | 5,458 | 5,733 |
| | System Operator II | 38 | 5,068 | 5,322 | 5,597 | 5,877 | 6,168 |
| | System Operator III | 41 | 5,458 | 5,733 | 6,024 | 6,328 | 6,650 |
| | System Operator in Training | 30 | 4,162 | 4,367 | 4,592 | 4,823 | 5,068 |
| | Water Operations Supervisor | 60 | 8,715 | 9,147 | 9,608 | 10,088 | 10,591 |
| FACILITIES MAINTENANCE AND SAFETY | | | | | | | |
| | Facilities and Safety Officer | 54 | 7,525 | 7,903 | 8,296 | 8,715 | 9,147 |

Desert Water Agency
January 1, 2018 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|----------------------------------|-------------------------------------|----------|--------|--------|--------|--------|--------|
| INFORMATION SYSTEMS | Information Systems Administrator | 65 | 9,845 | 10,337 | 10,862 | 11,412 | 11,991 |
| | Operator I | 31 | 4,263 | 4,482 | 4,708 | 4,950 | 5,195 |
| | Operator II | 40 | 5,322 | 5,597 | 5,877 | 6,168 | 6,490 |
| | PC Support Technician I | 37 | 4,950 | 5,195 | 5,458 | 5,733 | 6,024 |
| | PC Support Technician II | 43 | 5,733 | 6,024 | 6,328 | 6,650 | 6,987 |
| | Programmer I | 50 | 6,818 | 7,160 | 7,525 | 7,903 | 8,296 |
| | Programmer II | 54 | 7,525 | 7,903 | 8,296 | 8,715 | 9,147 |
| | | | | | | | |
| MANAGEMENT | General Manager | Contract | 20,997 | 20,997 | 20,997 | 20,997 | 20,997 |
| | Assistant General Manager | 83 | 15,314 | 16,078 | 16,882 | 17,730 | 18,614 |
| | Finance Director | 81 | 14,588 | 15,314 | 16,078 | 16,882 | 17,730 |
| | Human Resources Manager | 66 | 10,088 | 10,591 | 11,128 | 11,700 | 12,289 |
| OUTREACH AND CONSERVATION | Outreach and Conservation Associate | 45 | 6,024 | 6,328 | 6,650 | 6,987 | 7,343 |
| | Outreach and Conservation Manager | 55 | 7,706 | 8,093 | 8,495 | 8,925 | 9,373 |
| | Outreach Specialist I | 41 | 5,458 | 5,733 | 6,024 | 6,328 | 6,650 |
| | Outreach Specialist II | 45 | 6,024 | 6,328 | 6,650 | 6,987 | 7,343 |
| | | | | | | | |
| SNOW CREEK SECURITY | Snow Creek Security | 17 | 2,299 | 2,415 | 2,535 | 2,661 | 2,794 |

Desert Water Agency
July 1, 2018 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---|---|-------|----------|----------|----------|----------|----------|
| ACCOUNTING | Account Clerk I | 24 | \$3,728 | \$3,918 | \$4,108 | \$4,324 | \$4,537 |
| | Account Clerk II | 31 | \$4,429 | \$4,657 | \$4,892 | \$5,143 | \$5,398 |
| | Account Clerk III | 33 | \$4,657 | \$4,892 | \$5,143 | \$5,398 | \$5,671 |
| | Account Clerk/Telephone Operator | 20 | \$3,378 | \$3,549 | \$3,728 | \$3,918 | \$4,108 |
| | Accounting Supervisor | 53 | \$7,629 | \$8,007 | \$8,409 | \$8,826 | \$9,273 |
| | Controller | 66 | \$10,481 | \$11,004 | \$11,562 | \$12,156 | \$12,768 |
| | Senior Account Clerk | 40 | \$5,530 | \$5,815 | \$6,106 | \$6,409 | \$6,743 |
| ADMINISTRATIVE | Administrative Assistant I | 33 | \$4,657 | \$4,892 | \$5,143 | \$5,398 | \$5,671 |
| | Administrative Assistant II | 38 | \$5,266 | \$5,530 | \$5,815 | \$6,106 | \$6,409 |
| | Administrative Assistant III | 40 | \$5,530 | \$5,815 | \$6,106 | \$6,409 | \$6,743 |
| | Executive Secretary/Assistant Secretary to the Board | 53 | \$7,629 | \$8,007 | \$8,409 | \$8,826 | \$9,273 |
| | Senior Administrative Assistant | 46 | \$6,409 | \$6,743 | \$7,084 | \$7,439 | \$7,818 |
| CONSTRUCTION - FLEET MAINTENANCE | | | | | | | |
| Construction | Assistant Construction Superintendent | 53 | \$7,629 | \$8,007 | \$8,409 | \$8,826 | \$9,273 |
| | Construction Superintendent | 64 | \$9,983 | \$10,481 | \$11,004 | \$11,562 | \$12,156 |
| | Equipment Operator | 35 | \$4,892 | \$5,143 | \$5,398 | \$5,671 | \$5,957 |
| | Water Service Foreman | 46 | \$6,409 | \$6,743 | \$7,084 | \$7,439 | \$7,818 |
| | Water Service Worker I | 27 | \$4,018 | \$4,220 | \$4,429 | \$4,657 | \$4,892 |
| | Water Service Worker II | 32 | \$4,537 | \$4,771 | \$5,011 | \$5,266 | \$5,530 |
| | Water Service Worker III | 36 | \$5,011 | \$5,266 | \$5,530 | \$5,815 | \$6,106 |
| Fleet Maintenance | Fleet Mechanic Foreman | 43 | \$5,957 | \$6,259 | \$6,575 | \$6,909 | \$7,259 |
| | Fleet Mechanic I | 29 | \$4,220 | \$4,429 | \$4,657 | \$4,892 | \$5,143 |
| | Fleet Mechanic II | 34 | \$4,771 | \$5,011 | \$5,266 | \$5,530 | \$5,815 |

Desert Water Agency
July 1, 2018 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|--|------------------------------------|-------|----------|----------|----------|----------|----------|
| CUSTOMER SERVICE | Customer Service Representative I | 34 | \$4,771 | \$5,011 | \$5,266 | \$5,530 | \$5,815 |
| | Customer Service Representative II | 37 | \$5,143 | \$5,398 | \$5,671 | \$5,957 | \$6,259 |
| | Customer Service Supervisor | 53 | \$7,629 | \$8,007 | \$8,409 | \$8,826 | \$9,273 |
| | Meter Reader I | 27 | \$4,018 | \$4,220 | \$4,429 | \$4,657 | \$4,892 |
| | Meter Reader II | 30 | \$4,324 | \$4,537 | \$4,771 | \$5,011 | \$5,266 |
| | Meter Reader III | 37 | \$5,143 | \$5,398 | \$5,671 | \$5,957 | \$6,259 |
| ENGINEERING - OPERATIONS | | | | | | | |
| Engineering | Associate Engineer | 56 | \$8,211 | \$8,620 | \$9,055 | \$9,504 | \$9,983 |
| | Engineering Technician I | 34 | \$4,771 | \$5,011 | \$5,266 | \$5,530 | \$5,815 |
| | Engineering Technician II | 39 | \$5,398 | \$5,671 | \$5,957 | \$6,259 | \$6,575 |
| | Engineering Technician III | 43 | \$5,957 | \$6,259 | \$6,575 | \$6,909 | \$7,259 |
| | Laboratory Director | 51 | \$7,259 | \$7,629 | \$8,007 | \$8,409 | \$8,826 |
| | Operations Engineer | 72 | \$12,156 | \$12,768 | \$13,412 | \$14,079 | \$14,786 |
| Operations | Senior Engineer | 64 | \$9,983 | \$10,481 | \$11,004 | \$11,562 | \$12,156 |
| | Senior Engineering Technician | 45 | \$6,259 | \$6,575 | \$6,909 | \$7,259 | \$7,629 |
| | Staff Engineer | 51 | \$7,259 | \$7,629 | \$8,007 | \$8,409 | \$8,826 |
| | Operations Technician Foreman | 51 | \$7,259 | \$7,629 | \$8,007 | \$8,409 | \$8,826 |
| | Operations Technician I | 37 | \$5,143 | \$5,398 | \$5,671 | \$5,957 | \$6,259 |
| | Operations Technician II | 41 | \$5,671 | \$5,957 | \$6,259 | \$6,575 | \$6,909 |
| Facilities Maintenance and Safety | Operations Technician III | 46 | \$6,409 | \$6,743 | \$7,084 | \$7,439 | \$7,818 |
| | Operations Technician in Training | 30 | \$4,324 | \$4,537 | \$4,771 | \$5,011 | \$5,266 |
| | System Operator I | 35 | \$4,892 | \$5,143 | \$5,398 | \$5,671 | \$5,957 |
| | System Operator II | 38 | \$5,266 | \$5,530 | \$5,815 | \$6,106 | \$6,409 |
| | System Operator III | 41 | \$5,671 | \$5,957 | \$6,259 | \$6,575 | \$6,909 |
| | System Operator in Training | 30 | \$4,324 | \$4,537 | \$4,771 | \$5,011 | \$5,266 |
| Facilities Maintenance and Safety | Water Operations Supervisor | 60 | \$9,055 | \$9,504 | \$9,983 | \$10,481 | \$11,004 |
| | Facilities and Safety Officer | 54 | \$7,818 | \$8,211 | \$8,620 | \$9,055 | \$9,504 |

Desert Water Agency
July 1, 2018 Position Classification and Monthly Salary Schedule

| DEPARTMENT | POSITION TITLE | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|----------------------------------|-------------------------------------|----------|----------|----------|----------|----------|----------|
| INFORMATION SYSTEMS | Information Systems Administrator | 65 | \$10,229 | \$10,740 | \$11,286 | \$11,857 | \$12,459 |
| | Operator I | 31 | \$4,429 | \$4,657 | \$4,892 | \$5,143 | \$5,398 |
| | Operator II | 40 | \$5,530 | \$5,815 | \$6,106 | \$6,409 | \$6,743 |
| | PC Support Technician I | 37 | \$5,143 | \$5,398 | \$5,671 | \$5,957 | \$6,259 |
| | PC Support Technician II | 43 | \$5,957 | \$6,259 | \$6,575 | \$6,909 | \$7,259 |
| | Programmer I | 50 | \$7,084 | \$7,439 | \$7,818 | \$8,211 | \$8,620 |
| | Programmer II | 54 | \$7,818 | \$8,211 | \$8,620 | \$9,055 | \$9,504 |
| MANAGEMENT | General Manager | Contract | \$22,688 | \$22,688 | \$22,688 | \$22,688 | \$22,688 |
| | Assistant General Manager | 83 | \$15,911 | \$16,705 | \$17,540 | \$18,421 | \$19,340 |
| | Finance Director | 81 | \$15,157 | \$15,911 | \$16,705 | \$17,540 | \$18,421 |
| | Human Resources Manager | 66 | \$10,481 | \$11,004 | \$11,562 | \$12,156 | \$12,768 |
| OUTREACH AND CONSERVATION | Outreach and Conservation Associate | 45 | \$6,259 | \$6,575 | \$6,909 | \$7,259 | \$7,629 |
| | Outreach and Conservation Manager | 55 | \$8,007 | \$8,409 | \$8,826 | \$9,273 | \$9,739 |
| | Outreach Specialist I | 41 | \$5,671 | \$5,957 | \$6,259 | \$6,575 | \$6,909 |
| | Outreach Specialist II | 45 | \$6,259 | \$6,575 | \$6,909 | \$7,259 | \$7,629 |
| SNOW CREEK SECURITY | Snow Creek Security | 17 | \$2,389 | \$2,509 | \$2,634 | \$2,765 | \$2,903 |

**STAFF REPORT
TO
DESERT WATER AGENCY
BOARD OF DIRECTORS**

SEPTEMBER 1, 2020

**RE: REQUEST ACCEPTANCE OF LETTER AGREEMENT FOR LEGAL
SERVICES (TERMS OF AGREEMENT WITH BEST BEST &
KRIEGER AS GENERAL COUNSEL)**

Best Best & Krieger has served as general counsel to Desert Water Agency continuously since 1961, when the Agency was first formed by special act of the California Legislature. That engagement was approved by a simple motion of the Agency's first Board of Directors, at its first meeting.

At the July 21 Board meeting, staff was asked to provide a copy of the agreement for legal services. Best Best & Krieger has prepared a letter that documents the terms of that agreement, already in place, and the current rates charged for service. This letter has been reviewed by the Executive Committee.

Staff requests acceptance of the letter of agreement documenting the terms of service.

Indian Wells
(760) 568-2611

Irvine
(949) 263-2600

Los Angeles
(213) 617-8100

Manhattan Beach
(310) 643-8448

Michael T. Riddell
(951) 826-8210
michael.riddell@bbklaw.com
File No. 54320 01095



BEST BEST & KRIEGER LLP
ATTORNEYS AT LAW

3390 University Avenue, 5th Floor, P.O. Box 1028, Riverside, CA 92502
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Ontario
(909) 989-8584

Sacramento
(916) 325-4000

San Diego
(619) 525-1300

Walnut Creek
(925) 977-3300

Washington, DC
(202) 785-0600

August __, 2020

VIA U.S. MAIL

Joseph K. Stuart
President, Board of Directors
Desert Water Agency
1200 South Gene Autry Trail
Palm Springs, CA 92264

Re: Engagement of Best Best & Krieger LLP

Dear President Stuart:

ABOUT OUR REPRESENTATION

Best Best & Krieger LLP ("BB&K") has served as general counsel to Desert Water Agency ("Agency") continuously since the Agency was first formed in 1961. The engagement commenced with a simple motion adopted by the Agency's Board of Directors at its first meeting. The purpose of this letter agreement is to document in writing the current terms of service in the performance of that engagement.

POTENTIAL CONFLICTS

BB&K is a large law firm, currently with offices in ten locations, and represents a large number of public and private sector clients, including other State Water Contractors, other clients in the Coachella Valley, and clients elsewhere with whom the Agency may interact. Should a conflict arise between BB&K's representation of the Agency and BB&K's representation of another client, as to any matter, BB&K will advise the Agency of the conflict as required by the California Rules of Professional Conduct and either obtain informed written consents for representation as to that matter or, if necessary or desired, assist the involved clients in obtaining other representation as to that matter.

It is understood and agreed that communications exclusively between BB&K and the Agency, or between BB&K and any client, are confidential and protected by the attorney-client privilege.

BB&K
BEST BEST & KRIEGER LLP
ATTORNEYS AT LAW

Joseph K. Stuart, President of the Board of Directors
August __, 2020
Page 2

FEEES AND BILLINGS

Services provided by BB&K to the Agency are billed on an hourly basis, in increments of tenths of an hour, and currently are as follows: \$247 per hour for Partners and Of Counsel, \$209 per hour for Senior Associates, \$181 per hour for Junior Associates, and \$143 per hour for Paralegals and Clerks. These rates may only be changed upon approval by the Agency.

BB&K's billing practices are described in the memorandum attached to this letter, and incorporated herein, which is entitled "Best Best & Krieger LLP's Billing Policies."

INSURANCE

BB&K carries errors and omissions insurance with Lloyd's of London. After a standard deductible, this insurance provides coverage beyond what is required by the State of California.

HOW THIS AGREEMENT MAY BE TERMINATED

BB&K serves at the will and pleasure of the Agency. The agreement for legal services may be terminated by either party at any time, with or without cause, consistent with the Rules of Professional Conduct applicable to attorneys in their representation of clients.

THANK YOU

BB&K thanks the Agency for a relationship that has continued for almost 60 years. We appreciate the Agency's confidence in utilizing BB&K to represent the Agency.

Sincerely,

Michael T. Riddell
of BEST BEST & KRIEGER LLP

ACCEPTED, DESERT WATER AGENCY:

By: _____
Dated: _____

BEST BEST & KRIEGER LLP'S BILLING POLICIES

Experience has shown that the attorney-client relationship works best when there is mutual understanding about fees, expenses, billing and payment terms. Therefore, this statement is intended to explain our billing policies and procedures. Clients are encouraged to discuss with us any questions they have about these policies and procedures. Clients may direct specific questions about a bill to the attorney with whom the client works or to our Accounts Receivable Department. Any specific billing arrangements different from those set forth below will be confirmed in a separate written agreement between the client and the firm.

Fees for Professional Services

Our fees for the legal work we undertake will be based on time spent by personnel in our firm on that client's behalf. Hourly rates are set to reflect the skill and experience of the attorney or other legal personnel rendering services on the client's behalf, and are billed in increments of tenths of an hour.

Fees For Other Services, Costs and Expenses

We attempt to serve all our clients with the most effective support systems available. Therefore, in addition to fees for professional legal services, we also charge separately for some other services and expenses to the extent of their use by individual clients. These charges include, but are not limited to, mileage at the current IRS approved rate per mile, extraordinary telephone and document delivery charges, copying charges, computerized research, court filing fees and other court-related expenditures including court reporter and transcription fees. No separate charge is made for secretarial or word processing services; those costs are included within the agreed hourly rates.

We may need to advance costs and incur expenses on a client's behalf on an ongoing basis. These items are separate and apart from attorneys' fees and, as they are out-of-pocket charges, we need to have sufficient funds on hand to pay them when due. We will advise the client from time to time when we expect items of significant cost to be incurred, and normally the client send us advances to cover those costs before they are due.

Advance Deposit Toward Fees And Costs

Because new client matters involve both a substantial undertaking by our firm and the establishment of client credit with our accounting office, we normally require an advance payment from clients. The amount of this advance deposit is determined on a case-by-case basis discussed first with the client, and is specified in our engagement letter.

Upon receipt, the advance deposit will be deposited into the firm's client trust account. Our monthly billings will reflect such applications of the advance deposit to costs and not to attorney's fees. At the end of engagement, we will apply any remaining balance first to costs and then to fees.

By signing the initial engagement letter, each client is agreeing that trust account balances may be withdrawn and applied to costs as they are incurred and to our billings, after presentation to the client.

Monthly Invoices and Payment

Best Best & Krieger LLP provides our clients with monthly invoices for legal services performed and expenses incurred. Invoices are due and payable upon receipt.

Each monthly invoice reflects both professional and other fees for services rendered through the end of the prior month, as well as expenses incurred on the client's behalf that have been processed by the end of the prior month. Processing of some expenses is delayed until the next month and billed thereafter.

Our fees are not contingent upon the result or any aspect of the matter and are due upon receipt. All billings are due and payable within ten days of presentation unless the full amount is covered by the balance of an advance held in our trust account. If a bill is not paid within 30 days, a late charge of one percent per month on the unpaid invoice may be added to the balance owed, commencing with the next statement and continuing until paid.

It is our policy to treat every question about a bill promptly and fairly. It is also our policy that if a client does not pay an invoice within 60 days of mailing, we assume the client is, for whatever reason, refusing to pay. We will then advise the client by letter that the firm may take appropriate steps to withdraw as attorney of record, if the amount due is not paid. If the delay is caused by a problem in the invoice, we must rely upon the client to raise that with us.

From time to time clients have questions about the format of the bill or description of work performed. If you have any such questions, please ask them when you receive the bill so we may address them on a current basis.

Changes in Fee Arrangements and Budgets

It may be necessary under certain circumstances for a client to increase the size of required advances for fees after the commencement of our engagement and depending upon the nature and scope of the work. For example, prior to a protracted trial or hearing, the firm may require a further advance payment to the firm's trust account sufficient to cover expected costs or fees. Any such changes in fee arrangements will be discussed with the client and mutually agreed in writing.

Because of the uncertainties involved, any estimates of anticipated fees that we provide at the request of a client for budgeting purposes, or otherwise, can only be an approximation of potential fees.

BEST BEST & KRIEGER LLP

**STAFF REPORT
TO
DESERT WATER AGENCY
BOARD OF DIRECTORS**

SEPTEMBER 1, 2020

**RE: REQUEST ADOPTION OF RESOLUTION NO. 1241 & 1242
AUTHORIZING & APPROVING APPLICATION SUBMISSIONS -
U.S. BUREAU OF RECLAMATION WATER & ENERGY
EFFICIENCY GRANT PROGRAM FOR GRASS REMOVAL & AMI**

In February of 2020, Desert Water Agency submitted its first U.S. Bureau of Reclamation (USBR) grant application to both seek \$75,000 in grass removal funding and to help determine its appeal to USBR as an applicant.

In June, DWA was notified that USBR accepted the grant application for grass removal. The \$75,000 in USBR funding will be expended quickly as a match to \$290,000 in grass removal funding recently awarded by the Department of Water Resources (DWR) through its Integrated Regional Water Management Program (IRWM Proposition 1 Round 1).

In order to maintain its grass removal program as DWA's traditional sources of grant awards have dwindled, the Agency is seeking additional funding through USBR's WaterSMART Water & Energy Efficiency Grant Program (WEEG).

It became clear that the Agency's efforts to transition to an Advanced Metering Infrastructure (AMI), currently underway, would also be a strong candidate for this same grant funding. The project, a portion of which the Agency is seeking grant funds for, will eliminate the need to walk or drive by water meters to collect reads. This program is expected to yield significant leak reduction and water savings by providing customers with near real-time water use data.

The Agency plans to submit two \$500,000 grant applications to USBR's WEEG program no later than September 17 with grant writing assistance from Engineering Solutions Service, who recently helped Mission Springs Water District earn a grant award from USBR's WEEG program for AMI.

If both applications are successful, USBR has confirmed that the Agency can accept \$500,000 for each of the projects. The Agency would have a two-year timeframe to complete the projects – with tentative completion in March of 2023. DWA can also leverage these grant applications to re-apply for USBR WEEG funding, which is traditionally open for applications in September or October each year.

USBR applications require a resolution by the Agency to commit the matching funds needed for the grant. Resolution No. 1241, for the grass removal project, notes matching

funds would come from secured DWR IRWM Proposition 1 Round 1 (approximately \$215,000) and the Agency's own water conservation budget (approximately \$285,000), which has support from Sentinel Energy Center, or from additional grants secured in the future. Resolution No. 1242, for the AMI project, notes that the matching funds would come exclusively from the Agency's budget though staff will remain alert to other grant opportunities that could offset Agency expenditure.

Staff recommends adoption of Resolution No. 1241 & Resolution No. 1242 authorizing and approving application submissions to the U.S. Bureau of Reclamation Water & Energy Efficiency Grant Program for grass removal and AMI.

RESOLUTION NO. 1241

RESOLUTION OF THE BOARD OF DIRECTORS OF DESERT WATER AGENCY AUTHORIZING AND APPROVING SUBMISSION OF AN APPLICATION FOR A US BUREAU OF RECLAMATION WATER AND ENERGY EFFICIENCY GRANT FOR GRASS REMOVAL

WHEREAS, Desert Water Agency was established by an act of the California Legislature in 1961 as a public water management agency; and

WHEREAS, the Agency views water conservation investments as a critical strategy to meet future water needs; and

WHEREAS, working with members of our own community to achieve local water conservation gains is an ideal approach; and

WHEREAS, about eighty percent of water is used outdoors, making grass removal an effective tool; and

WHEREAS, Desert Water Agency intends to submit an application for five hundred thousand dollars in financial assistance from the United States Bureau of Reclamation through its WaterSMART Water and Energy Efficiency Grant program in fiscal year 2021; and

WHEREAS, the funding requested is for the Desert Water Agency Grass Removal Incentive Program; and

WHEREAS, the U.S. Department of the Interior, Bureau of Reclamation, Policy and Administration requires Governing Body approval for submission of an application; and

WHEREAS, if successful, the Agency will use California Department of Water Resources grant funding obtained through Proposition 1 Round 1 for Integrated Regional Water Management Planning and the Agency's own budgeted funds for the matching funds in the funding plan submitted with the application; and

WHEREAS, Desert Water Agency will work with the Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Desert Water Agency hereby authorizes staff to sign and submit an application for grant funding through the United States Bureau of Reclamation's Water and Energy Efficiency Grant Program and authorizes the General Manager, or his designee, to carry out the Agency's responsibilities under the grant agreement.

ADOPTED this 1st day of September, 2020.

Joseph K. Stuart, President

ATTEST:

Craig Ewing, Secretary-Treasurer

RESOLUTION NO. 1242

RESOLUTION OF THE BOARD OF DIRECTORS OF DESERT WATER AGENCY AUTHORIZING AND APPROVING SUBMISSION FOR AN APPLICATION FOR A US BUREAU OF RECLAMATION WATER AND ENERGY EFFICIENCY GRANT FOR ADVANCED METERING INFRASTRUCTURE

WHEREAS, Desert Water Agency was established by an act of the California Legislature in 1961 as a public water management agency; and

WHEREAS, the Agency views water conservation investments as a critical strategy to meet future water needs; and

WHEREAS, working with members of our own community to achieve local water conservation gains is an ideal approach; and

WHEREAS, customers will have easy and quick access to water use and billing data, and case studies have shown that communities that upgrade to AMI systems can achieve water consumption savings of at least 15 percent, and

WHEREAS, AMI is the best available technology and also promotes operational efficiencies because once the program is fully developed, manual meter reading will not be necessary; and

WHEREAS, Desert Water Agency intends to submit an application for five hundred thousand dollars in financial assistance from the United States Bureau of Reclamation through its WaterSMART Water and Energy Efficiency Grant program in fiscal year 2021; and

WHEREAS, the funding requested is for a phase of the Desert Water Agency Advanced Metering Infrastructure Program that includes the installation of radio transmitters at customer meters; and

WHEREAS, the U.S. Department of the Interior, Bureau of Reclamation, Policy and Administration requires Governing Body approval for submission of an application; and

WHEREAS, if successful, the Agency will use its own budgeted funds for the matching funds in the funding plan submitted with the application; and

WHEREAS, Desert Water Agency will work with the Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Desert Water Agency hereby authorizes staff to sign and submit an application for grant funding through the United States Bureau of Reclamation's Water and Energy Efficiency Grant program and authorizes

the General Manager, or his designee, to carry out the Agency's responsibilities under the grant agreement.

ADOPTED this 1st day of September, 2020.

Joseph K. Stuart, President

ATTEST:

Craig Ewing, Secretary-Treasurer

DESERT WATER AGENCY
OUTREACH & CONSERVATION
ACTIVITIES

AUGUST 2020

Activities:

- 8/04 Staff met with FEMA regarding flooding assistance.
- 8/04 Staff met with Coachella Valley SNMP to review the presentation for the kick-off meeting with the Regional Board.
- 8/06 Staff participated remotely in the kick-off meeting for the Coachella Valley SNMP development work plan.
- 8/06 Staff participated remotely in a meeting with Engineering Solutions Services about the AMI grant.
- 8/07 Ashley Metzger participated in a Coachella Valley SNMP data request meeting.
- 8/07 Ashley Metzger attended a meeting with Engineering Solutions Service about grass removal grant project.
- 8/10 Staff met with SGMA consultants regarding municipal demand projections.
- 8/10 Staff met with CVWD to discuss the CVWD/DWA SGMA workshop.
- 8/11 Ashley Metzger met with CVWD about production and Whitewater deliveries.
- 8/11 Staff met with FEMA regarding flooding assistance.
- 8/13 Ashley Metzger attended a virtual ACWA Communications Committee meeting.
- 8/14 Ashley Metzger participated in a call to discuss water loss regulations.
- 8/18 Vicki Petek attended a series of webinars presented by Northern California US Green Building Council's 2020 Water Conservation Showcase.
- 8/18 Ashley Metzger attended the ACWA Water Use Efficiency subcommittee meeting.
- 8/18 Staff met with FEMA regarding flooding assistance.
- 8/18 Xochitl Peña participated in a phone conference with CV Water Counts.
- 8/20 Ashley Metzger attended the Residential Landscape Area Measurement study quarterly stakeholder meeting.
- 8/20 DWA hosted a virtual webinar: Tech & Tips to Locate Leaks.
- 8/25 Vicki Petek attended a series of webinars presented by Northern California US Green Building Council's 2020 Water Conservation Showcase.
- 8/25 Staff met with FEMA regarding flooding assistance.
- 8/26 Ashley Metzger attended a special MSWD meeting regarding meter replacement and AMI.
- 8/27 Staff participated in an Indio Subbasin Tribe and Groundwater Sustainability work group meeting.
- 8/27 Ashley attended an ACWA advisory call regarding Going Virtual.

Public Information Releases/eBlasts/Customer Notifications:

August 13: Webinar: Tech & Tips to Locate Leaks – Website, Nextdoor, Email blast

August 17: FlexAlert Notification per SWRCB – Social media

August 20: Water line replacements: mid-August to mid-September – Nextdoor

Upcoming Events

September 23 at 12:00 p.m. – DWA Efficient Overseeding Webinar

Conservation programs

9 grass removal inspections

8 grass removal projects pre-approved

0 grass removal projects given final approval

16 washing machines requested

11 washing machines approved

10 smart controllers requested

2 smart controllers approved

11 nozzles requested

0 nozzles approved

0 toilets requested (commercial only)

0 toilet rebates approved (commercial only)

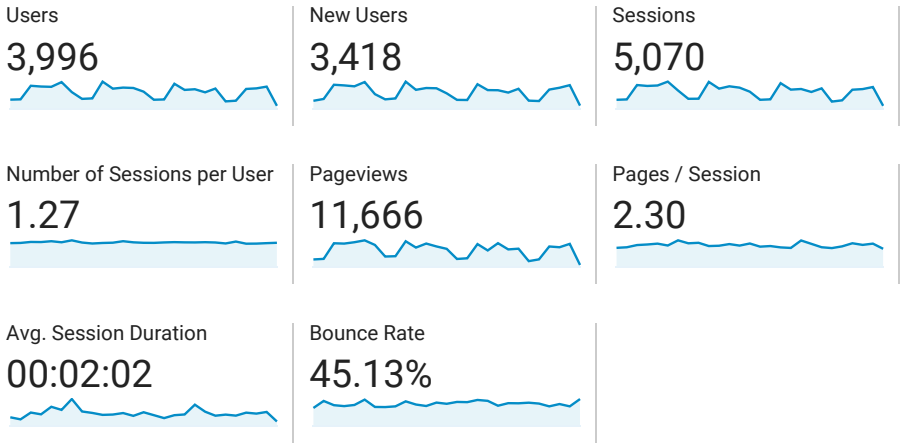
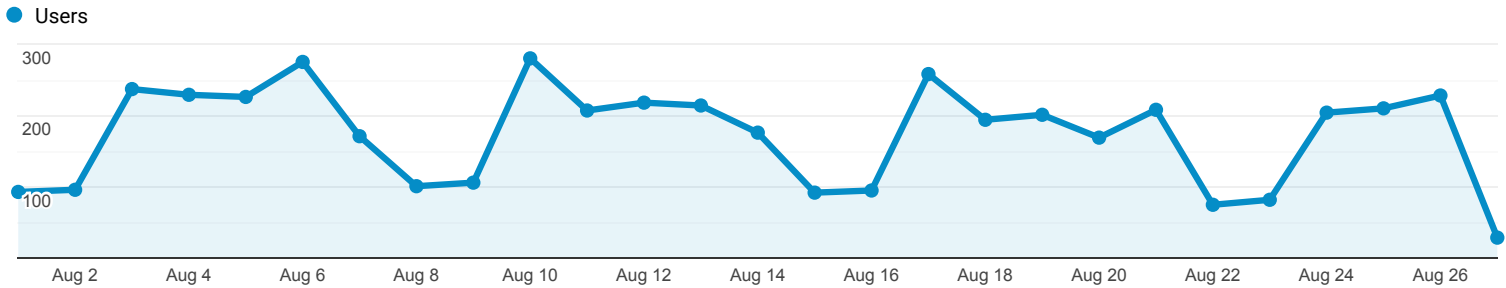


Audience Overview

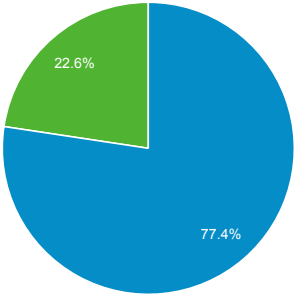
All Users
100.00% Users

Aug 1, 2020 - Aug 27, 2020

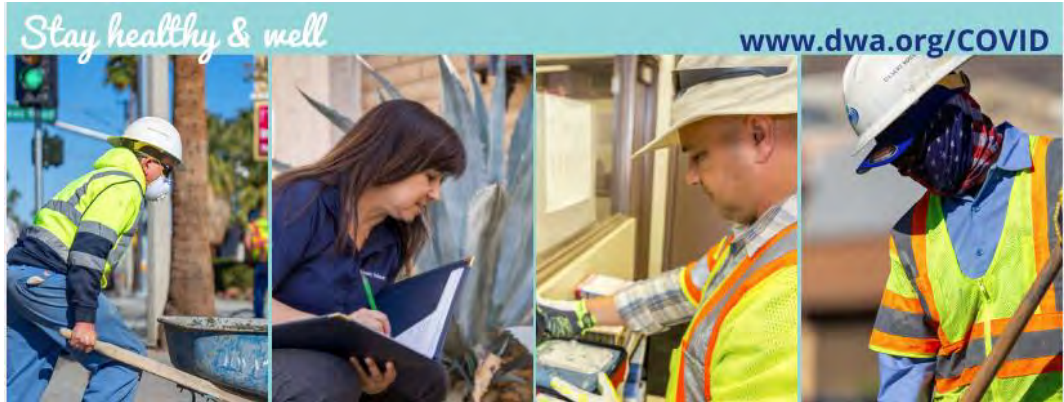
Overview



New Visitor Returning Visitor



| Language | Users | % Users |
|-----------|-------|---------|
| 1. en-us | 2,880 | 72.07% |
| 2. en | 977 | 24.45% |
| 3. en-gb | 49 | 1.23% |
| 4. zh-cn | 12 | 0.30% |
| 5. en-ca | 11 | 0.28% |
| 6. es-419 | 7 | 0.18% |
| 7. ko-kr | 6 | 0.15% |
| 8. de | 4 | 0.10% |
| 9. es-mx | 4 | 0.10% |
| 10. c | 3 | 0.08% |



Actions on Page

July 30 - August 26



We have insufficient data to show for the selected time period.

Page Views

July 30 - August 26

156

Total Page Views ▼5%



Page Previews

July 30 - August 26

3

Page Previews ▼63%



Page Likes

July 30 - August 26

2

Page Likes ▼50%



Post Reach

July 30 - August 26

543

People Reached ▼71%



Story Reach

July 30 - August 26

Get Story Insights

See stats on how your Page's recent stories have performed.

[Learn More](#)

Recommendations

July 30 - August 26



We have insufficient data to show for the selected time period.

Post Engagement

July 30 - August 26

134

Post Engagement ▼44%



Videos

July 30 - August 26

118

3-Second Video Views ▼15%



Page Followers

July 30 - August 26

2

Page Followers ▼33%



Orders

July 30 - August 26












































































0

Number of Orders ▲0%

0

Earnings from Orders ▲0%

Facebook Analytics, August 2020

| Published | Post | Type | Targeting | Reach | Engagement | Promote |
|------------------------|--|---|---|--|--|----------------------------|
| 08/25/2020 12:00 PM |  Xena is an energetic 3-year-old American Staffordshire Terrier |  |  | 63  | 0 5  | Boost Post |
| 08/23/2020 12:00 PM |  Fixing leaks and replacing pipeline is an important part of |  |  | 82  | 1 7  | Boost Post |
| 08/21/2020 12:00 PM |  Major is a 5-year-old German Shepherd mix at Friends of the |  |  | 64  | 1 4  | Boost Post |
| 08/20/2020 3:36 PM |  Nice going! Our customers used 15 percent less water last |  |  | 56  | 0 4  | Boost Post |
| 08/20/2020 1:12 PM |  In case you missed our webinar from this morning - check it out! |  |  | 67  | 1 5  | Boost Post |
| 08/19/2020 12:00 PM |  Don't forget – TOMORROW at 10:30 a.m. is our webinar on |  |  | 97  | 2 6  | Boost Post |
| 08/17/2020 5:15 PM |  There is an emergency Flex Alert statewide because of hot |  |  | 119  | 0 6  | Boost Post |
| 08/17/2020 12:00 PM |  August is National Water Quality Month. We're launching a Water |  |  | 84  | 2 4  | Boost Post |
| 08/14/2020 12:00 PM |  Leaks can cause extensive damage and excessive water |  |  | 66  | 3 4  | Boost Post |
| 08/12/2020 4:00 PM |  Goofy is an energetic 1-year-old hound mix at Friends of the |  |  | 78  | 3 5  | Boost Post |
| 08/11/2020 1:15 PM |  August is National Water Quality Month. We conduct thousands |  |  | 103  | 3 8  | Boost Post |
| 08/07/2020 12:00 PM |  Finding and fixing leaks in your home is key to saving water and |  |  | 50  | 0 4  | Boost Post |
| 08/06/2020 12:00 PM |  These beautiful Alaskan Husky mixes at Friends of the Palm |  |  | 77  | 4 11  | Boost Post |
| 08/05/2020 10:00 AM |  Welcome back Palm Springs Unified School District families! |  |  | 68  | 6 6  | Boost Post |
| 08/03/2020 12:00 PM |  It's warm out there! EVERYONE needs to stay hydrated by |  |  | 82  | 2 5  | Boost Post |

Total Page Likes as of Today: 1,237

Create Post



BENCHMARK

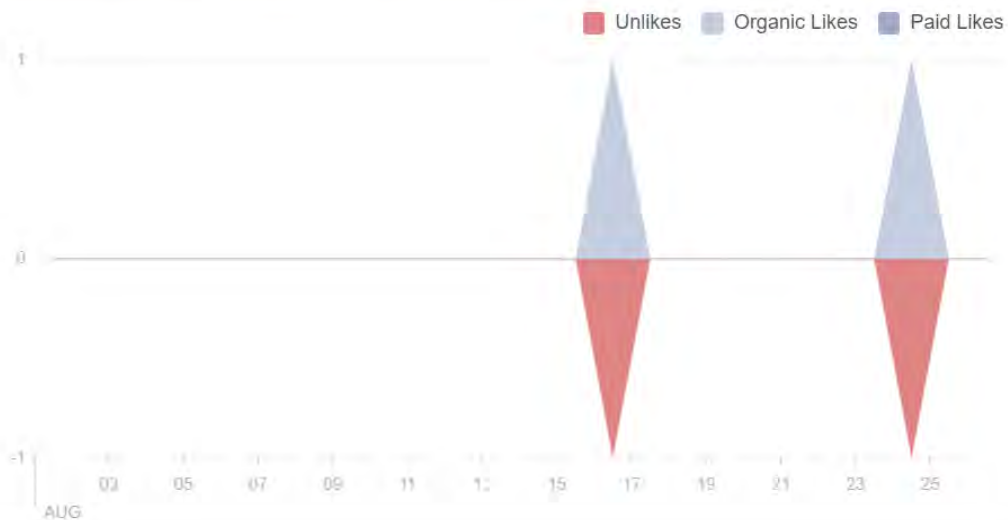
Compare your average performance over time.

Total Page Likes

Page Likes

Create Post

The number of organic Page likes, paid Page likes and unlikes.



BENCHMARK

Compare your average performance over time.

Unlikes

Organic Likes

Paid Likes

WANT MORE LIKES?

Create an ad to get more people to like your Page.

Promote Page

Instagram August 2020



desertwateragency

Edit Profile



633 posts

1,087 followers

196 following

Desert Water Agency

Desert Water Agency serves tap water in the Palm Springs area. We replenish the aquifer and offer incentives to help people save water.



111 impressions



241 impressions



149 impressions



100 impressions



113 impressions



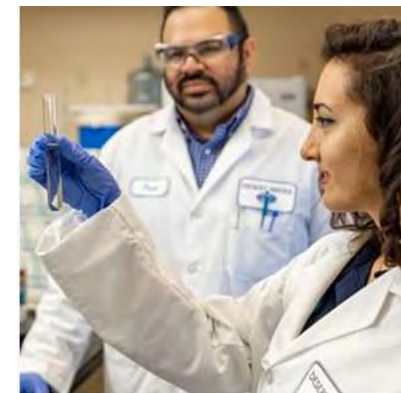
133 impressions



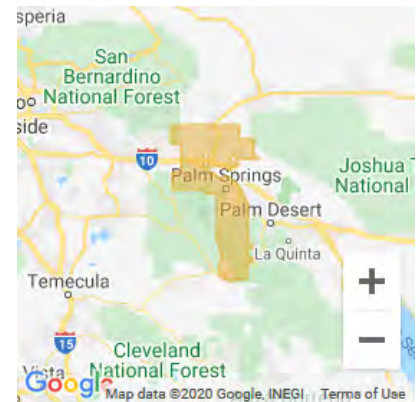
137 impressions



175 impressions



174 impressions



Desert Water Agency

27,606 members

[Invite](#)

33% of 61,163 households

143 neighborhoods



Desert Water Agency

Outreach & Conservation Manager Ashley Metzger • 20 Aug



Water line replacements: mid-August to mid-September. Desert Water Agency crews will work on water service line replacements on the pictured streets in the Los Compadres neighborhood starting the week of August 20 lasting for about one month. What to expect: • DWA vehicles and crews in the See more...

Posted to **Subscribers of Desert Water Agency in 1 neighborhood**

 [Like](#)

 [Comment](#)

125 Impressions



✓ **Desert Water Agency**

Outreach Specialist Xochitl Pena • 13 Aug



Webinar: Tech & tips to locate leaks. Leaks, if left unchecked, can cause extensive damage and excessive water use. This webinar will help you spot leaks and avoid expensive repairs. Even if you don't have a leak now, you'll leave this webinar prepared. Our moderator will walk attendees through
See more...

WEBINAR:

Tech & tips
to locate leaks

AUG
20

Webinar: Tech & tips to locate leaks
Desert Water Agency

Going? ▾

Posted to **Subscribers of Desert Water Agency**

♡ Like

💬 8 Comments

😊❤ 5

2613 Impressions

Desert Water Agency Twitter Analytics August 2020



Tweets
2,314

Following
1,549

Followers
1,195

Aug 2020 • 26 days so far...

TWEET HIGHLIGHTS

Top Tweet earned 690 impressions

It's hot out there! EVERYONE needs to stay hydrated by drinking plenty of water.

[#tapwater](#) [#hydrate](#)
pic.twitter.com/SQyvQPICcb



3 7

[View Tweet activity](#)

[View all Tweet activity](#)

Top Follower followed by 769 people



David Perry

@dpna [FOLLOWS YOU](#)

Creative Communications / International Connections.
PR / Social / Marketing / Video <https://t.co/MqJd8nEbZU>

Top media Tweet earned 571 impressions

There is an emergency [#FlexAlert](#) statewide because of hot weather through Wednesday. To help prevent blackouts turn your thermostat up a few degrees and avoid using the dishwasher, washing machine and other appliances from 3-10 p.m. More info: flexalerts.org pic.twitter.com/qObpRTN9fF



2 2

[View Tweet activity](#)

[View all Tweet activity](#)

ADVERTISE ON TWITTER

Get your Tweets in front of more people

Promoted Tweets and content open up your reach on Twitter to more people.

[Get started](#)

AUG 2020 SUMMARY

| | |
|----------------|-------------------|
| Tweets | Tweet impressions |
| 13 | 6,597 |
| Profile visits | Mentions |
| 39 | 2 |
| New followers | |
| 1 | |