

**A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE TWENTYNINE PALMS WATER DISTRICT
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277**

October 25, 2023 / 4:00 P.M.

AGENDA

This meeting may be viewed on the District's website at www.29palmswater.net
The Board reserves the right to discuss only or take action on any item on the agenda.

Next Resolution #23-11
Next Ordinance #104

Call to Order and Roll Call

Please make sure all cell phones are silenced.

Pledge of Allegiance

Additions/Deletions to the Agenda

Public Comments

Please complete a "Request to be Heard" form prior to the start of the meeting. The public may address the Board for 3 minutes on District-related matters. Government Code prohibits the Board from taking action on matters that are not on the agenda. However, the Board may refer matters for future consideration.

1. Review and Adjust Board Meeting Schedule for November and December
2. Discussion of Utility Bill Analysis from Utility Cost Management (UCM)
3. Review Proposals and Award Bid for the Local Hazard Mitigation Plan Update
4. Consent Calendar

Matters under the Consent Calendar are to be considered routine and will be enacted in a single motion. There will be no separate discussion of these items unless the Board, staff or the public requests specific items be removed for separate discussion and action before the Board votes on the motion to adopt.

 - Minutes of the Regular Meeting held on September 27, 2023
 - Audit List
5. Items Removed from the Consent Calendar for Discussion or Separate Action
6. Management Reports
 - 6.1 Maintenance
 - 6.2 Water Quality

6.3 Finance

6.4 General Manager

7. Closed Session – Conference with Labor Negotiations Pursuant to Government Code Section §54957.6

Agency Negotiators: Board President

Unrepresented Employee: General Manager

8. Future Agenda Items and Staff Tasks/Directors' Comments and Reports

9. Adjournment

Notice of agenda was posted on or before 4:00 p.m., October 20, 2023.

Matthew Shragge, General Manager

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 should direct such request to Cindy Fowlkes at (760) 367-7546 at least 48 hours before the meeting, if possible.

Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Directors; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the time the writing is distributed to the Board of Directors. Any such writing will be available for public inspection at the District offices located at 72401 Hatch Road, Twentynine Palms, CA 92277. In addition, any such writing may also be posted on the District's website.

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TWENTYNINE PALMS WATER DISTRICT
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277-2935
760.367.7546 PHONE 760.367.6612 FAX

TO:	BOARD OF DIRECTORS
DATE:	OCTOBER 12, 2023
FROM:	MATTHEW SHRAGGE, GENERAL MANAGER
SUBJECT:	REVIEW AND ADJUST BOARD OF DIRECTORS MEETING SCHEDULE FOR NOVEMBER AND DECEMBER

BACKGROUND AND DISCUSSION

The regular scheduled Board of Directors meeting dates in November and December are on the 22nd and 27th respectively. Historically, the Board has changed the meeting dates in these two months to the third Wednesday of the month to avoid scheduling conflicts with the Thanksgiving and Christmas holidays.

RECOMMENDATION

Staff recommends to change the Board meeting date in November to November 15th and December's meeting date to December 20th.

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TWENTYNINE PALMS WATER DISTRICT
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TO:	BOARD OF DIRECTORS
DATE:	OCTOBER 18, 2023
FROM:	MATTHEW SHRAGGE, GENERAL MANAGER
SUBJECT:	REPORT FROM UTILITY COST MANAGEMENT (UCM) RELATED TO DISTRICT'S ELECTRIC RATES AND ACCOUNTS.

BACKGROUND

With District operations powering many high horsepower electric water wells and booster stations throughout the distribution system, electricity has always been a large cost. Southern California Edison (SCE) offers different pumping rate structures that help the District minimize the overall electric costs. With very complex rate structures, the District reached out to Utility Cost Management (UCM) to analyze electric billing to help identify charges that do not comply with the rules and regulations that govern utility providers in California.

In July of this year, the District entered into an agreement with UCM to analyze all District's electric accounts provided by SCE.

Through this process UCM was not able to identify any opportunities to reduce expenditures and concludes that each account is likely being billed appropriately under SCE applicable tariffs and regulations.

Attached in the staff report, is UCM conclusion letter.

FISCAL IMPACT

UCM offers bill analysis service on a contingency fee basis, there was no out of pocket costs for the District. UCM is compensated on a base percent of the refund or savings that the District would be entitled to if errors on the utility bills were discovered. Since no refund or savings was received the District was not billed from UCM for services rendered.



UTILITY COST MANAGEMENT LLC

September 8, 2023

Matthew Shragge
General Manager
Twentynine Palms Water District
72401 Hatch Road
Twentynine Palms, CA 92277

Dear Mr. Shragge:

Utility Cost Management LLC (UCM) has completed its review of the electricity accounts serving Twentynine Palms Water District (TPWD). As a result of this evaluation, UCM has not identified any opportunities to reduce expenditures. In other words, UCM concluded that each account is most likely being billed appropriately under Southern California Edison (SCE) applicable tariffs and regulations.

To reach its conclusions about these accounts, UCM considered an array of information that included: publicly available information about TPWD, general information about operations, copies of bills, historical billing, and consumption data, and detailed 15-minute interval data generated by the accounts' "smart meters" and available through the SCE website.

Although unable to identify opportunities to lower costs at the present time, UCM encourages Twentynine Palms Water District to contact us down the road. Operational changes and/or rate changes by utility providers can open these accounts to new opportunities. In the meantime, UCM thanks the District for the opportunity to review its bills.

Sincerely,

Scott Predmore

Scott Predmore

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TWENTYNINE PALMS WATER DISTRICT
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277-2935
760.367.7546 PHONE 760.367.6612 FAX

TO:	BOARD OF DIRECTORS
DATE:	OCTOBER 18, 2023
FROM:	MATTHEW SHRAGGE, GENERAL MANAGER
SUBJECT:	REVIEW AND CONSIDERATION TO APPROVE PROPOSAL UPDATE ON LOCAL HAZARD MITIGATION PLAN (LHMP)

PURPOSE

The purpose of the Local Hazard Mitigation Plan (LHMP) is to identify potential hazards to the District, and formulate mitigation measures for the future protection of the District's critical infrastructure and the community's safety with respect to the District's facilities and services. Approval of the LHMP by the State of California Office of Emergency Services will allow the District to become eligible to receive federal funding assistance under a declared FEMA emergency. The District's LHMP is a critical factor of the emergency management plan set in place for the District.

Before you tonight and included in the staff report are proposals to update the District's Local Hazard Mitigation Plan.

BID PROPOSALS

District staff for the past three months have been reaching out to Emergency Management Contractor and Engineering Companies. Two bids were received from Sturdivan Emergency Management (SEMC) LLC and APetrow Consulting, the proposals are listed below:

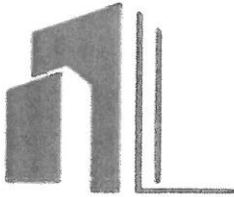
Sturdivan Emergency Management LLC: \$42,500.00 (Forty-two thousand five hundred dollars and zero cents)

APetrow Consulting: \$68,830.00 (Sixty-eight thousand eight hundred thirty dollars and zero cents)

RECOMMENDATION

Staff recommends awarding the contract to Sturdivan Emergency Management LLC in the amount of \$42,500.00

Sturdivan Emergency Management LLC



Sturdivan Emergency Management, SEMC, LLC

Matt Shragge
General Manager
29 Palms Water District
July 18, 2023

Re: Request for: Proposal to Update Hazard Mitigation Plan

Dear Mr. Shragge,

Statement of Understanding

The Code of Federal Regulations Title 44 CFR, Section 201.6(c)(2)(I) (44CFR201.6.) defines the requirements for local mitigation plans, and SEMC understands that the District needs to update the current LHMP to be in compliance with these regulations. All the Federal requirements changed on April 15, 2023. The new Local Mitigation Plan Review Tool is attached to this proposal. In addition, SEMC understands the risks associated with providing a vital necessity, such as water/wastewater service, and we understand the importance of planning for adversity such that effective water/wastewater service can be maintained to the greatest extent practical during crisis situations.

Statement of Qualifications

Mr. Sturdivan has 24 years of experience working at a medium sized water/wastewater utility in Southern California. He has a vast knowledge in Emergency Management, Emergency Preparedness, Hazard Mitigation Planning, Vulnerability Assessment Planning, and updates, as well as Federal Emergency Management Agency (FEMA) documentation, FEMA reimbursement and has an extensive background with State Revolving funding and FEMA, DHS Funding Programs.

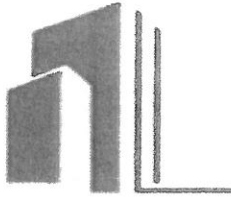
Mr. Sturdivan has worked in the State of California Southern Operation Center on various occasions and in the State Operations Center on two occasions. Mr. Sturdivan was a member of the USGS planning team for Golden Guardian 2008 and is one of the signers of the document and California, Shake Out. Mr. Sturdivan was Region 6 Chair of CalWARN and was the Vice-Chair of the CalWARN State Steering Committee for 6 years. Mr. Sturdivan was the Editor of the American Water Works Association G-440 Emergency Planning Standard that was adopted by the National Institute of Standards and Technology and was the first Editor of the AWWA M-19

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Sturdivan Emergency Management, SEMC, LLC

rewrite committee, which was released in 2022. Mr. Sturdivan was a Beta Tester for the AWWA J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP), an On-0line training Module and Manual. The J-100 RAMCAP was later adopted by the U.S.E.P.A and FEMA as the tool for Risk Analysis and Management for critical Asset Protection in the water sector.

Project Approach and Methodology

An LHMP looks at the vulnerabilities to natural hazards only and exposures to specific risks to the water wastewater infrastructure and to the agency’s organization. The purpose of the LHMP is to evaluate how potential hazard damages from these vulnerabilities can be mitigated to reduce the adverse effects. SEMC has developed numerous plans using a consistent approach in accordance with state and federal guidelines. The specific methodology is also presented.

Project Approach

CalOES and FEMA under strict FEMA guidelines (FEMA LHMP Crosswalk and Title 44 Code of Federal Regulations § 201.6 - 23) approve LHMPs. These guidelines require that plans be written in a public forum with public input. A team consisting of residents, water industry staff, and staff from other Water District is also needed. The team would view the document and give input on the identified hazards, critical infrastructure at risk, and mitigation needs for each critical asset identified. District Website would serve as a “public comment period” for the document, allowing the public to voice comments, ideas, and corrections to the LHMP, which will be sent to SEMC a notice on customer’s monthly bills will advising the public about the LHMP. allowing the public to comment on the documents by emailing Mr. Sturdivan. Assure CalOES and FEMA that public comments, if any, are incorporated in the final document. The County of San Bernardino Office of Emergency Services will be asked for input into the updated LHMP.

After incorporating public comments, SEMC will send the Updated LHMP to CalOES. CalOES sends the LHMP to FEMA for approval. After FEMA approval, District Board of Directors will formally adopt the LHMP, by resolution. SEMC will forward the Resolution to CalOES, FEMA and San Bernardino County OES.

Methodology

SEMC proposes to work with the District to set up the project team, and then conduct the following tasks:

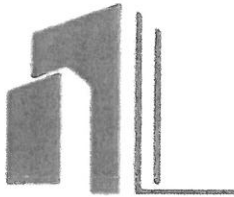
1. Kick-off Meeting
2. FEMA HAZUS disaster mapping
3. Hazard Analysis and FEMA Crosswalk Evaluation
4. Critical Assessment of System Facilities
5. Potential Damage Assessments and Proposed Mitigation Costs

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Sturdivan Emergency Management, SEMC, LLC

6. Prepare Draft LHMP
7. Public Comment
8. 30-day public comment period
9. Deliver Final Draft LHMP to CalOES. CalOES forwards LHMP to FEMA

SEMC will obtain final Board approval of the draft LHMP, after CalOES and FEMA have approved the plan, while working in a collaborative environment with District staff and the project team. SEMC will compile information, conduct meetings, transact public questions and answers, lead public comment periods and prepare the Draft LHMP suitable for submittal to CalOES.

Task 1 – Kick-off Meeting, Tour, and Project Organization

The project team will be established with the District. SEMC, District staff, management. SEMC will be given a guided tour of the District's water/wastewater system infrastructure, and then participate in a project kick-off meeting with the project team. District Staff will put pertinent documents and/or Power Point slides on the District's web site. Announcements will be placed on the District's web site and on customer bills before asking for public input. Questions from the public should be routed to SEMC and SEMC can provide answers to the comments. If comments are received that are not related to the LHMP the comments will be directed to District staff.

Task 2 –FEMA Crosswalk Evaluation

SEMC will conduct an analysis of the infrastructure as the basis for the LHMP. The draft LHMP will be prepared in accordance with 44CFR201.6 and SEMC will conduct a meeting with the project team to verify compliance is achieved and the proper vulnerabilities are identified using the FEMA Crosswalk procedure.

All information will be posted on the District Website for public view and comment.

Task 3 - Critical Assessment of System Facilities

SEMC will finalize the critical assessment of the District's water facilities and present the critical items along with proposed mitigation measures that should be taken for each, with the help of the project team. These items will be presented to the project team for review and input. The final list will be presented in a progress meeting at the beginning of Team Meetings on Zoom. District Staff will post appropriate items on the District web page asking for Public comment. Public questions may be sent to SEMC, and we can provide answers to the District for their official response.

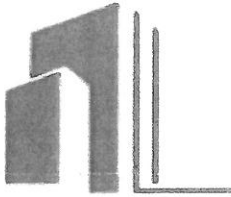
Task 4 - Potential Damage Assessments and Proposed Mitigation Costs

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Sturdivan Emergency Management, SEMC, LLC

Facility replacement costs from damage assessments and corresponding mitigation costs will be developed for review with the project team. SEMC will facilitate a project team review to develop a consensus on these cost estimates and will ask District staff to supply insurance information on facilities. SEMC will present the results for public comment. Appropriate documents may be placed on District web site, asking for comments and questions. Public questions may be sent to SEMC, and we can provide answers to the District for their official response.

Task 5 – Prepare Draft LHMP

The Draft LHMP will be delivered to the project team for review and comment. The comments will be addressed in a team meeting. The Draft LHMP will be placed on District web site by District staff. Questions may be sent to SEMC and SEMC will answer questions.

Task 6 – Public Comment

Public comments will be made by email. SEMC will incorporate all public comments into the LHMP, when appropriate. The comments will be recorded, and responses will be provided to the extent practical by SEMC.

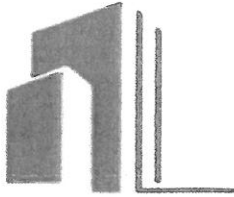
Task 7 – Final Draft LHMP

SEMC will prepare the Final Draft LHMP. The Board of Directors WILL NOT need to adopt this document prior to submittal to CalOES or FEMA. Any changes required by CalOES or FEMA are covered by SEMC in this quote.

Deliverables

The following item will be delivered to the District:

1. Project meeting handouts in electronic formats;
2. Written responses to questions via e-mail or technical memos in electronic formats;
3. Results of identified hazards and proposed mitigation measures in electronic formats;
4. Results of budget evaluations in electronic formats;
5. Draft LHMP and public comment
6. Final Draft LHMP.



Sturdivan Emergency Management, SEMC, LLC

Each task will require approximately one month to complete. This may vary if review comment periods are extended, or review meetings are postponed. As such, the overall timeline is anticipated to be six (6) months. This does not include the time for CalOES and FEMA to approve the plan.

Please be advised: CalOES approval could take 6 months after submission to ask for revisions to the LHMP. FEMA takes 45 days, after the LHMP is received to ask for revisions before final approval to obtain final approval of the document. Once the final approval is received, the IEUD Board of Directors will adopt the LHMP by resolution at the end of FEMA approval.

Budget/Fees

SEMC will complete the LHMP update for the budgeted amount of \$ 42,500.00. SEMC will invoice the District a setup fee at acceptance of. SEMC will divide each invoice into equal parts of \$6,071.43. for the 7 months.

SEMC will be the main contact for CalOES and FEMA until CalOES and FEMA has approved the LHMP. SEMC will make changes to the document that will be required by CalOES and FEMA. SEMC will make any revisions to the document until final approval is made by FEMA. SEMC appreciates the opportunity to work with the District and looks forward to working with District management and staff while developing and completing the LHMP Update. The District will send an email to CalOES and FEMA, stating SEMC has the authority to speak with and make changes to the LHMP at the request of CalOES and FEMA. If you have any questions, please contact Gary Sturdivan at 909-658-5974.

Sincerely,

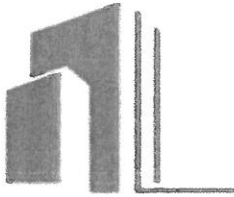
Approved Signature and Date:

A handwritten signature in cursive script that reads "Gary Sturdivan".

Gary Sturdivan
CEO/Owner
July 18, 2023

General Manager
TPWD

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gsturdivan@me.com Cell: 909-658-5974



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Local Mitigation Plan Review Tool

Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA's evaluation of whether the plan has addressed all requirements.

For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of this guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of this guide.

Plan Information

Jurisdiction(s)	Click or tap here to enter text.
Title of Plan	Click or tap here to enter text.
New Plan or Update	Click or tap here to enter text.
Single- or Multi-Jurisdiction	Choose an item.
Date of Plan	Click or tap to enter a date.

Local Point of Contact

Title	Click or tap here to enter text.
Agency	Click or tap here to enter text.
Address	Click or tap here to enter text.
Phone Number	Click or tap here to enter text.
Email	Click or tap here to enter text.

Additional Point of Contact

Title	Click or tap here to enter text.
Agency	Click or tap here to enter text.
Address	Click or tap here to enter text.
Phone Number	Click or tap here to enter text.
Email	Click or tap here to enter text.

Review Information

State Review

State Reviewer(s) and Title	Click or tap here to enter text.
State Review Date	Click or tap to enter a date.

FEMA Review

FEMA Reviewer(s) and Title	Click or tap here to enter text.
Date Received in FEMA Region	Click or tap to enter a date.
Plan Not Approved	Click or tap to enter a date.
Plan Approvable Pending Adoption	Click or tap to enter a date.
Plan Approved	Click or tap to enter a date.

Multi-Jurisdictional Summary Sheet

In the boxes for each element, mark if the element is met (Y) or not met (N).

#	Jurisdiction Name	A. Planning Process	B. Risk Assessment	C. Mitigation Strategy	D. Plan Maintenance	E. Plan Update	F. Plan Adoption	G. State Requirements
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been “met” or “not met.” FEMA completes the “required revisions” summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is “not met.” Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan’s development, as well as who was involved?	Click or tap here to enter text.	Choose an item.
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?	Click or tap here to enter text.	Choose an item.

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
<p>A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))</p>		
<p>A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))</p>		
<p>A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))</p>		
<p>A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>

ELEMENT A REQUIRED REVISIONS

Required Revision:

Click or tap here to enter text.

Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
<p>B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))</p>		
<p>B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>B1-b. Does the plan include information on the location of each identified hazard?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>B1-c. Does the plan describe the extent for each identified hazard?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>B1-d. Does the plan include the history of previous hazard events for each identified hazard?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>B1-e. Does the plan include the probability of future events for each identified hazard? Does the plan describe the effects of future conditions, including climate change (e.g., long-term weather patterns, average temperature and sea levels), on the type, location and range of anticipated intensities of identified hazards?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>
<p>B2. Does the plan include a summary of the jurisdiction's vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))</p>		
<p>B2-a. Does the plan provide an overall summary of each jurisdiction's vulnerability to the identified hazards?</p>	<p>Click or tap here to enter text.</p>	<p>Choose an item.</p>

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?	Click or tap here to enter text.	Choose an item.
B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?	Click or tap here to enter text.	Choose an item.

ELEMENT B REQUIRED REVISIONS

Required Revision:

Click or tap here to enter text.

Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C1. Does the plan document each participant’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?	Click or tap here to enter text.	Choose an item.
C1-b. Does the plan describe each participant’s ability to expand and improve the identified capabilities to achieve mitigation?	Click or tap here to enter text.	Choose an item.
C2. Does the plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(II))		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?	Click or tap here to enter text.	Choose an item.

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?	Click or tap here to enter text.	Choose an item.
C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?	Click or tap here to enter text.	Choose an item.
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan's risk assessment?	Click or tap here to enter text.	Choose an item.
C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))		
C5-a. Does the plan describe the criteria used for prioritizing actions?	Click or tap here to enter text.	Choose an item.
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?	Click or tap here to enter text.	Choose an item.

ELEMENT C REQUIRED REVISIONS

Required Revision:

Click or tap here to enter text.

Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
<p>D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))</p>		
<p>D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?</p>	Click or tap here to enter text.	Choose an item.
<p>D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))</p>		
<p>D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?</p>	Click or tap here to enter text.	Choose an item.
<p>D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.</p>	Click or tap here to enter text.	Choose an item.
<p>D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?</p>	Click or tap here to enter text.	Choose an item.
<p>D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))</p>		
<p>D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?</p>	Click or tap here to enter text.	Choose an item.
<p>D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?</p>	Click or tap here to enter text.	Choose an item.
<p>D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?</p>	Click or tap here to enter text.	Choose an item.

ELEMENT D REQUIRED REVISIONS

Required Revision:

Click or tap here to enter text.

Element E: Plan Update

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?	Click or tap here to enter text.	Choose an item.
E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))		
E2-a. Does the plan describe how it was revised due to changes in community priorities?	Click or tap here to enter text.	Choose an item.
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?	Click or tap here to enter text.	Choose an item.
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?	Click or tap here to enter text.	Choose an item.

ELEMENT E REQUIRED REVISIONS

Required Revision:

Click or tap here to enter text.

Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met / Not Met
F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F1-a. Does the participant include documentation of adoption?	Click or tap here to enter text.	Choose an item.
F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?	Click or tap here to enter text.	Choose an item.

ELEMENT F REQUIRED REVISIONS

Required Revision:

Click or tap here to enter text.

Element G: High Hazard Potential Dams (Optional)

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?	Click or tap here to enter text.	Choose an item.
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?	Click or tap here to enter text.	Choose an item.
HHPD2. Did the plan address HHPDs in the risk assessment?		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?	Click or tap here to enter text.	Choose an item.

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?	Click or tap here to enter text.	Choose an item.
HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?	Click or tap here to enter text.	Choose an item.
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?	Click or tap here to enter text.	Choose an item.
HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?		
HHPD4-a. Does the plan describe specific actions to address HHPDs?	Click or tap here to enter text.	Choose an item.
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?	Click or tap here to enter text.	Choose an item.
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?	Click or tap here to enter text.	Choose an item.
HHPD Required Revisions		
Required Revision: Click or tap here to enter text.		

Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met / Not Met
This space is for the State to include additional requirements.		
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

Element A. Planning Process

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element B. Risk Assessment

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element C. Mitigation Strategy

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element D. Plan Maintenance

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element E. Plan Update

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element G. HHPD Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element H. Additional State Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

APetrow Consulting

Proposals for:

Twentynine Palms Water District
Local Hazard Mitigation Plan
Update

Prepared for:

Twentynine Palms Water District
72401 Hatch Road
Twentynine Palms, California 92277

Prepared by:

APetrow Consulting
47 Regatta Way
Dana Point, California 92629

September 25, 2023

Cover Letter

September 25, 2023

Twentynine Palms Water District
72401 Hatch Road
Twentynine Palms, California 92277

RE: Local Hazard Mitigation Project Update

Mr. Matt Shragge:

I am pleased to submit *APetrow Consulting's* proposal to update the Twentynine Palms Local Hazard Mitigation Plan (LHMP). *APetrow Consulting*, a small, woman-owned, minority-owned S-Corporation business focused on Emergency Management, Sustainability, and Environmental Health and Safety, has assembled a team of local qualified independent professionals with extensive experience working with local, regional, state, federal, and international governments to prepare for, respond to, recover from, and mitigate against natural, manmade, and technological hazards to work on this project. Our team members have served as the *State/Deputy State Hazard Mitigation Officers (SHMOs)* for California and are lead trainers for the California Governor's Office of Emergency Services (Cal OES) California Specialized Training Institute (CSTI), including the *Mitigation for Emergency Managers* course. In these positions, our team members have built excellent working relationships with FEMA and Cal OES staff and have unique insight into the mitigation plan and mitigation project review and approval process. Our team has recently completed several LHMPs in California and are very familiar with local hazards and the LHMP review process.

Our proposal will demonstrate a thorough understanding of and experience working with state and federal hazard mitigation guidelines/requirements; and our ability to develop efficient, effective, and approvable LHMPs. Additionally, as our references will attest, our team has a long history of working collaboratively with clients, community stakeholders and partners, and the public when developing LHMPs.

I look forward to the opportunity to speak with you regarding our experience and qualifications. Thank you in advance for your consideration.

Sincerely,



ANDREW PETROW

APetrow Consulting (FEIN: 82-509 6970)
47 Regatta Way
Dana Point, California 92629
818.294.5472 / petrowa@msn.com

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OVERVIEW OF FIRM

Firm's Introduction

APetrow Consulting is a small, woman-owned, minority-owned S-Corporation business focused on Emergency Management, Sustainability, and Environmental Health and Safety. Its executive team consists of Ms. Angela Ma Petrow (President) and Mr. Andrew Petrow (Vice President/Secretary). *APetrow Consulting* incorporated in 2018 but its primary consultant, Mr. Andrew Petrow, has been offering his consulting services for hire since 2015, after a long and distinguished 28+ year career in both the public and private sectors in California. Mr. Petrow will serve as the primary Point of Contact for the project. Mr. Petrow's contact information is as follows: email: petrowa@msn.com, mobile phone: 818/294-5472.

Firm's Location(s)

APetrow Consulting's is incorporated in both Pennsylvania and California, with its local California address at 47 Regatta Way, Dana Point, California 92629.

Firm's Commitment to Perform the Proposed Work

APetrow Consulting is selective in the projects it proposes on to ensure proper attention is given to each client and project. *APetrow Consulting* and its independent subcontractors have a manageable workload, and all partners are committed to the successful implementation of this project if selected. *APetrow Consulting*, specifically, Mr. Petrow, has a long history of managing complex emergency management projects and programs. He is adept at making sound management decisions in high-pressure business environments, providing creative and innovative solutions for time sensitive, critical assignments/projects. That same level of commitment will be brought to this effort.

Firm's Distinguishing Characteristics

APetrow Consulting (Mr. Petrow) is passionate about and takes great pride in building resiliency through developing emergency management preparedness plans (i.e., Mitigation, Response, Recovery) and increasing local jurisdiction capabilities. While many consultants can develop plans, it takes considerable insight, perspective, and commitment to assist local jurisdictions recognize, organize, and reach their emergency management preparedness visions and goals.

Since serving as a manager for the California Governor's Office of Emergency Services (Cal OES), Mr. Petrow has supported and guided jurisdictions to build resiliency at the local level. This commitment led to the establishment of *APetrow Consulting* after considerable time in both the public and private sectors. Through *APetrow Consulting*, Mr. Petrow has worked with local jurisdictions to train a cadre of staff educated in preparedness, develop emergency management plans, and pursue grants to implement actions/projects to address risk or increase local capabilities.

Mr. Petrow takes a significant interest in working with communities in California, where he has lived for 40+ years. Understanding the extensive challenges California faces, ensuring that local communities are prepared to *respond to, recover from, and mitigate against* hazards is a driving force behind his efforts.

There are several other factors that allow *APetrow Consulting* to distinguish itself from others. Some of these factors include:

Project Approach- A significant reason behind *APetrow Consulting's* success is our approach to projects. Our knowledge and subject matter expertise allow us to blend proficient project management techniques and sound planning principles into a comprehensive planning process (or roadmap). A comprehensive planning process brings a greater awareness of and promotes consensus on challenges and opportunities, while helping to manage expectations and ensuring compliance with laws and requirements. This approach builds on past practices that have proven successful but is customized to fit the product and client's needs.

Field Tested Industry Experts- The *APetrow Consulting Team's* strength is its experienced, field-tested staff and its small and versatile corporate structure. The *APetrow Consulting Team* has responded to and recovered from many disasters (i.e., Loma Prieta Earthquake, Northridge Earthquake, Statewide Floods, Hurricane Katrina) and as such has extensive experience working with Title 44 of the Code of Federal Regulations (CFR), including the Disaster Mitigation Act (DMA) 2000, which requires entities to have a Federal Emergency Management Agency (FEMA) approved Local Hazard Mitigation Plan (LHMP) in order to receive federal HMA grant funding. Our team members have managed local and statewide Mitigation programs, have hands-on working knowledge of FEMA's Comprehensive Preparedness Guide (CPG) 101 and the Local Mitigation Planning Handbook, are esteemed members of the FEMA Hazus community, are GIS specialists, and are lead trainers for Cal OES' California Specialized Training Institute (CSTI) Mitigation for Managers course.

Well-formed and Established FEMA/Cal OES Relationships- Our team members have served as the State Hazard Mitigation Officer (SHMOs) for California. The SHMOs is responsible for the administration of federal Hazard Mitigation Assistance (HMA) grants, developed the State Hazard Mitigation Plan, and reviewed LHMPs. Our team members have built and continue to maintain excellent working relationships with the FEMA and Cal OES staff and have unique insight into the mitigation plan and mitigation project review and approval process.

Proven Implementation of a Unique Philosophy and Planning Process Methodology- The *APetrow Consulting Team's* philosophy when preparing LHMPs is unique in that we not only work with but educate the Planning Teams on mitigation throughout the planning process. Educating the Planning Team is important to establish a cadre of staff who not only understand mitigation but will support mitigation efforts. While the state and federal

government provide guidance materials, we believe each client's hazard mitigation needs and its approach to creating a more sustainable community are unique. This is why our team does not propose using templates to develop LHMPs and implements a unique planning process (methodology) that helps build better understanding and insight by the planning team.

Successful Completion of Projects- Well before the establishment of *APetrow Consulting*, Mr. Petrow was actively engaged in LHMP development and has managed and developed numerous LHMPs. This list includes both multijurisdictional plans, involving over fifty-eight (58) partners, to single jurisdictional LHMPs. Each LHMP involved the inclusion of hundreds of stakeholders and the general public. While focused in Southern California (Orange County, San Bernardino County, Santa Barbara County, Los Angeles County), the list of projects covers the entire state (i.e., Lassen County Operational Area LHMP). Each project was completed on time and within budget, meeting all state and federal requirements.

Firm's Management Controls

Because of the expected Planning Team members' competing priorities and the need for an aggressive timeline, we need to be efficient to complete the project in a timely fashion. *APetrow Consulting* offers a variety of Management Controls techniques to help keep the project on track. Our team has implemented these approaches on other projects, and it has been very beneficial to the successful and timely completion of projects, within budget. These techniques include:

Holding Kickoff Meetings- *APetrow Consulting* encourages holding two (2) kickoff meetings; one (1) with the client and one (1) with the Planning Team. *APetrow Consulting* believes Kickoff Meetings are essential to managing expectations from the beginning. During the client Project Kick-off Meeting, *APetrow Consulting* will discuss the goals and scope of the project, discuss expectations, establish meeting schedules, agree upon communications methods, and answer initial questions. Additional details about both kickoff meetings can be found under the *Proposed Approach and Management Plan* section below.

Client Conference Calls- During calls client calls we will discuss current assignments and actions, issues or challenges, time or budget constraints, and present the next steps to move the project forward. The calls will help ensure that the Twentynine Palms Water District (TPWD) and *APetrow Consulting* are coordinated and in-step. It is expected as the project proceeds, the need for these meetings will diminish.

Offering of Virtual Team Meetings- Having virtual team meetings enables more people to attend without having to dedicate hours commuting to and from meetings. The virtual meeting option, coupled with establishing regular meeting dates, have in the past proven to be valuable in keeping members engaged, informed of the project status, and ensuring timely completion. This was also an effective method to combat challenges from the

pandemic (COVID-19). Virtual meetings also allow us to better record the meetings for future viewing, if necessary.

Offering Team Work Sites- Our team will work with the TPWD to determine if a team work site (i.e., Google Drive, MS Teams, OneDrive) is beneficial. Having this single location to find all relevant information has been very helpful to similar teams in the past. *APetrow Consulting* will work with the TPWD to outline the site. Meeting records, meeting materials (agendas, presentations, and handouts), and other resources will be located on the site to allow team members to review information prior to meetings.

Offering Unique Planning Process- As outlined in the *Proposed Approach and Management Plan* section, *APetrow Consulting* offers a unique planning process. Our planning process allows us to divide the work into manageable segments, allowing planning teams to buy-in to the process, better understand connections between the tasks, and resolve pending issues along the way. The manageable segments also allow us to disseminate draft of LHMP chapters ahead of time. This provides for a timelier review of material, instead of waiting to review the entire plan at the end.

Quality Control/Quality Assurance (QA/QC)- The *APetrow Consulting* Team was kept small for greater oversight over content and actions, ensuring commitment to producing quality products. While some of our other management controls support QA/QC (i.e., meetings, team site), this measure is focused on the quality of the products. *APetrow Consulting* offers a three (3) tiered approach to QA/QC: project manager, senior staff, and technical staff. This team has worked together for many years and follows the “do it right the first time” mentality. Additionally, our organizational structure supports multiple team member review of material.

EXPERIENCE OF FIRM

Firm’s Background and Experience

As mentioned, *APetrow Consulting’s* lead consultant, Mr. Andrew Petrow, has been offering his consulting services for hire since 2015, after a long and distinguished 28+ year career in both the public and private sectors in California. Mr. Petrow has more than 28 years of international, Federal, State, and local experience managing complex planning (urban and environmental), emergency management (recovery, preparedness, mitigation), and energy projects for both government and private industry clients. Mr. Petrow worked for Cal OES for over ten (10) years. During his time with Cal OES, he worked in response and recovery for several disaster events, but his primary responsibilities were the administration of Cal OES’ Hazard Mitigation program. As the Deputy SHMO, he implemented programs, reviewed grant applications, and reviewed/developed plans. He was also the primary liaison with FEMA and local governments. Currently, Mr. Petrow develops LHMPs for local jurisdictions and organizations and is the lead

instructor for several Cal OES CSTI's training courses, including the *Mitigation for Emergency Managers* course.

APetrow Consulting has assembled a team of qualified local independent professionals with extensive experience working with local, regional, state, federal, and international governments to prepare for, respond to, recover from, and mitigate against natural, manmade, and technological hazards to work on this project. Together, the *APetrow Consulting Team* has experience in these key areas:

- Hazard Mitigation
- Training and Exercises
- Planning (Strategic, Concept, Urban)
- Project/Program Management
- Community Outreach/Participation
- Meeting Facilitation
- Hazard/Risk Assessment
- Recovery and Response
- Climate Change
- GIS/Hazus

This extensive experience and hand-on working knowledge of emergency management, planning, and environmental regulations, laws, and guidance has been applied to the following types of projects:

- Local Hazard Mitigation Plans (LHMP)
- Emergency Operations Plans (EOP) and Annexes
- Homeland Security Exercise and Evaluation Program (HSEEP) Full Scale Exercises
- Joint Force (Army and Air) National Guard Emergency Response Training and Exercises
- California Local Energy Assurance Plan (CaLEAP) Program Development
- Emergency Management Program Capabilities Assessments and Improvements
- Emergency Management Support (Plan Development and Training)
- Mitigation Training Curriculum Development and Enhancement

Firm's Experience with Applicable State and Local Codes and Requirements

As stated, *APetrow Consulting* has extensive knowledge and hands-on experience working with relevant mitigation requirements (i.e., guidance, laws, regulations). This list includes Stafford Act, Code of Federal Regulations (CFR), California Emergency Services Act, California Disaster Assistance Act (CDAA), Local Mitigation Planning Handbook (*May 2023*), Comprehensive Preparedness Guide (CPG) 101 and 201, National Planning Frameworks, Incident Command System (ICS), National Incident Management System (NIMS), Standardize Emergency Management System (SEMS), National Environmental Protection Act (NEPA) and California Environmental Quality Act (CEQA).

QUALIFICATIONS OF TEAM/STAFF

Team Overview

The *APetrow Consulting Team* consists of: Mr. Andrew Petrow (Project Manager), Mr. John Rowden (Mitigation Planner), Ms. Hope Seligson (Risk Assessment), and Mr. Dan Moreno (GIS).

The *APetrow Consulting Team* was kept small to allow for flexibility, enabling us to be more adaptive to project/client needs and timelines. It is important to note that this team was not just formed for this project but has worked together over the past 20 years developing and implementing mitigation plans, policies, projects, and programs in response to hazards and significant disaster events. Collectively, this team represents 100+ years of emergency management experience.

The individual experience, skill, and knowledge in their respected fields by each *APetrow Consulting Team* member is critical to the success of the project and will help ensure the implementation of a comprehensive planning approach, a requirement for the FEMA and Cal OES. The *APetrow Consulting Team* has extensive experience working with 44 CFR, as amended by DMA 2000, which requires entities to have a FEMA approved LHMP in order to receive federal HMA grant funding. Our team members have managed various state mitigation programs, have hands-on working knowledge of FEMA's *CPG 101 and 201* and the *new Local Mitigation Planning Handbook (May 2023)*, are esteemed members of the FEMA Hazus community, and are lead trainers for Cal OES' CSTI.

Team Organizational Chart and Role and Responsibilities

While the *APetrow Consulting Team* is capable and prepared to handle a large portion of the work, Cal OES and FEMA requires the adopting local jurisdiction(s) and community stakeholders/partners to have an active role in the development of the LHMP. Although there are not specific guidelines to follow, the intent of the requirement is to ensure the “*whole community*” was engaged in the plan development process and that a consultant did not write the plan with little input or guidance. To ensure this requirement is met, *APetrow Consulting* has included the TPWD, the adopting local jurisdiction, and the Planning Team (aka the Hazard Mitigation Planning Committee- *HMPC*) on the *Organizational Chart (Figure 1)* and in the *Roles and Responsibilities* table (*Table 1*). It should be noted that if a multijurisdictional LHMP is desired, the list (and roles) of adoption jurisdictions will need to be expanded.

Figure 1- APetrow Consulting Team's Organizational Chart

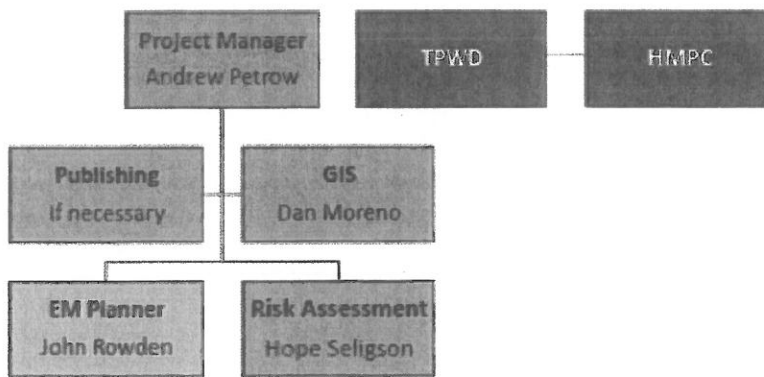


Table 1- APetrow Consulting Team’s Roles and Responsibilities

Role	Responsibility
Project Manager <i>Andrew Petrow</i>	<ul style="list-style-type: none"> • Primary point of contact (POC) • Implicit authority to address all technical and contractual issues • Oversight of all tasks; ensure timeliness and appropriate level of effort • Facilitates meetings with client, team, and stakeholders • Approves and implements quality assurance of work products • Reviews material and drafts LHMP sections • Identifies mitigation strategies • Provides input on community outreach and participation • Ensures compliance with current FEMA Region IX doctrine • Supports Cal OES review, FEMA approval, and Jurisdiction adoption process
TPWD	<ul style="list-style-type: none"> • Encourages participation/sends out announcements to HMPC/public • Assists with data collection from HMPC • Provides meeting space and call information for HMPC/public meetings • Provides existing electronic data of relevant documents, maps, graphics • Keeps TPWD Board informed of the project • Coordinate adoption of the LHMP after approved by FEMA
HMPC	<ul style="list-style-type: none"> • Attend and participate in planning meetings • Provide material and information • Review draft sections and plan • Solicit input from others and bring information back to HMPC • Encourage incorporation of LHMP into other planning efforts and plans • Provide status of and present new mitigation actions
Mitigation Planner <i>John Rowden</i>	<ul style="list-style-type: none"> • Provides technical guidance to Project Manager and HMPC • Reviews material and drafts LHMP sections • Identifies mitigation strategies • Provides input on community partnerships and participation • Ensures compliance with current FEMA Region IX doctrine • Supports/facilitates meetings as needed
Risk Assessment <i>Hope Seligson</i>	<ul style="list-style-type: none"> • Reviews material and drafts LHMP sections on hazard profiles • Conducts Hazus model runs/provides maps and reports of results • Identifies mitigation strategies • Coordinates with GIS Support
GIS <i>Dan Moreno</i>	<ul style="list-style-type: none"> • Produces maps and graphics, as needed • Supports Risk Assessment exposure and vulnerabilities efforts • Other duties as assigned
Publishing <i>(if needed)</i>	<ul style="list-style-type: none"> • Technical and grammatical review of the LHMP, if needed • Assembles and formats of the LHMP, if needed • Other duties as assigned

Staff Profiles

The following are brief profiles for each *APetrow Consulting Team* member. Each team member is committed and available to work on this project in accordance with their expected role and responsibility. Consolidated Resumes for staff are provided in **Appendix A**.

Andrew Petrow (APetrow Consulting)- Project Manager/Mitigation Planner

Mr. Petrow has over 28 years of international, federal, state, and local experience managing complex planning (urban and environmental), emergency management (recovery, preparedness, mitigation), and energy projects for both government and private industry clients. He has extensive experience in federal and state emergency management guidelines, laws, and regulations (Stafford Act, CFR, California Emergency Services Act, National Planning Frameworks, ICS, NIMS, SEMS, CPG 101 and 201, and the new Local Mitigation Planning Handbook), as well as environmental laws (NEPA and CEQA). As the Deputy SHMO for California, Mr. Petrow managed response and recovery activities for several major disasters (Northridge Earthquake, Statewide Floods, Southern California Wildfires) and supported other disaster events (Hurricanes Rita and Katrina) while in the private sector. Mr. Petrow has presented to foreign dignitaries, elected officials and committees, government representatives, university professors, and the general public.

Mr. Petrow has prepared plans (catastrophic, strategic, mitigation, recovery, energy assurance, energy resiliency, climate change, environmental, and urban); analyzed emergency preparedness, response, and recovery capabilities; designed and conducted training and exercises; and performed risk/hazard assessments and modeling. Mr. Petrow was also responsible for the development, administration, and implementation of grant programs (i.e., Northridge Earthquake Hazard Mitigation Grant Program), has provided technical support to grant programs designed to support local governments (i.e., Louisiana Road Home), and is also the lead trainer for CSTI's *Mitigation for Managers (G393)*, *Recovery from Disasters: The Local Community Role (G205)*, *Emergency Planning (G235)*, *Evacuation and Re-Entry Planning (G358)*, *EOC Action Planning (G626)*, and *Rapid Needs Assessment (G557)* training courses.

John Rowden (John Rowden Consulting)- Mitigation Planner

Mr. Rowden has extensive experience in emergency management and hazard mitigation working for the Cal OES and the California Department of Food and Agriculture (CDFA). Mr. Rowden has 36 years of experience at the state and local level in both the public and private sector working as a manager of governmental programs and private sector projects. He is an expert in emergency management with 17 years of experience, and in solid waste management with over 19 years of experience.

Mr. Rowden retired from the State of California in 2013 and has since been offering his services as a consultant. Mr. Rowden managed the Hazard Mitigation Branch and was the California SHMO from 1999 to 2006; he was the chief of the Preparedness Division from 2006 to 2007. He was also the Emergency Management Coordinator for the CDFA. Currently, Mr. Rowden provides consulting services and, as a retired annuitant, manages a small special district that provides water, sewer, and emergency services.

Hope Seligson (Seligson Consulting)- Risk Assessment

Ms. Hope A. Seligson is an independent consultant specializing in regional loss estimation in support of emergency response and mitigation planning. She has more than 30 years of experience in regional hazard and damage assessment, building inventory development, vulnerability modeling, and application of Geographic Information Systems. In addition to having been part of the interdisciplinary team that developed the flood loss estimation methodology for Hazus, FEMA's National Multi-Hazard Risk Assessment Methodology and Software, she has used the Hazus earthquake model extensively in research and applications since its development in 1997.

Dan Moreno (Independent)- Geographic Information Systems

Mr. Moreno has over 30 years of experience in the practical application of geospatial technologies and analysis methods in the engineering and environmental consulting fields. He is highly skilled in the application of geospatial technologies to transportation planning, design, and operations.

PROPOSED WORK PLAN

Understanding of the Project

TPWD is seeking a consultant with subject-matter expertise to facilitate meetings to review, evaluate, analyze, and validate information; and to leverage the results of the meetings to incorporate (create/update) the information into the LHMP while ensuring compliance with all applicable state and federal guidance and regulations.

With an approved LHMP adopting local jurisdictions can seek federal funding (grants) to help reduce and/or eliminate risk to hazards in the community. Title 44 CFR, as amended by DMA 2000 requires local jurisdictions to have a FEMA-approved and locally adopted LHMP in order to receive pre- and post-disaster HMA grant funding.

The role of the consultant is to revise the LHMP by leading the HMPC through the update process, developing a clear path to meet (or comply) with the major FEMA element requirements in the *new Local Mitigation Planning Handbook* (May 2023): A) Planning Process, B) Hazard Identification and Risk Assessment, C) Mitigation Strategies, D) Plan Review, Evaluation, and Implementation, and E) Plan Adoption. As part of the support, the consultant

will review information, suggest revisions, discuss potential LHMP restructuring or streamlining, prepare material/LHMP sections, assist the TPWD through the state and federal review and approval process, and support the TPWD through the adoption process.

The goal is to produce a stand-alone, user-friendly LHMP that not only meets all state and federal requirements but will also serve as the strategic vision for mitigation within the TPWD over the next five (5) years.

Project Constraints

As mentioned, *APetrow Consulting's* has extensive experience reviewing and developing LHMPs. This hand-on experience has provided our team with significant insight into the constraints (or challenges) to LHMP process. The following are some of the more significant constraints:

Lack of participation/lack of information- LHMPs are only as good as the information and feedback consultants get from the HMPC. Without this participation and sharing of information, decisions will be based on incomplete material or worse assumptions. This could impact the TPWD's ability to get buy in to the LHMP or worse, little to no advancement of community resilience due to lack of implementation of mitigation actions.

Consolidated Timeframe- The TPWD is requesting a consolidated timeline to update the LHMP. While *APetrow Consulting* is prepared to support the TPWD, it is our experience that HMPC have a difficult time working under the same conditions. Between many not considering this their "regular" job, competing priorities, emergency situations, and holidays/vacation schedules it is difficult to get full participation under the consolidation timeframe.

Cal OES/FEMA- *APetrow Consulting* recognizes that the TPWD is consolidating the timeline to get back into FEMA compliance but even if our team (i.e., HMPC, TPWD, and *APetrow Consulting*) can meet our tight timelines, there is little-to-no guarantee Cal OES and FEMA will meet theirs. While Cal OES and FEMA attempt to make every effort, historically many factors have led to missed deadlines (i.e., staff turnover, limited staff, competing priorities).

With all that being said, *APetrow Consulting* has experience working with these constraints and has been able to successfully manage around them as our references will attest.

Proposed Approach and Management Plan

The *APetrow Consulting Team's* philosophy when preparing LHMPs is unique in that we not only work with *but educate* the Planning Teams on mitigation throughout the planning process. Educating the Planning Team is important to establish a cadre of staff who not only understand mitigation but will support mitigation efforts within the TPWD. To help reach this goal, our team's focus will be on working with the Planning Team to understand current conditions and

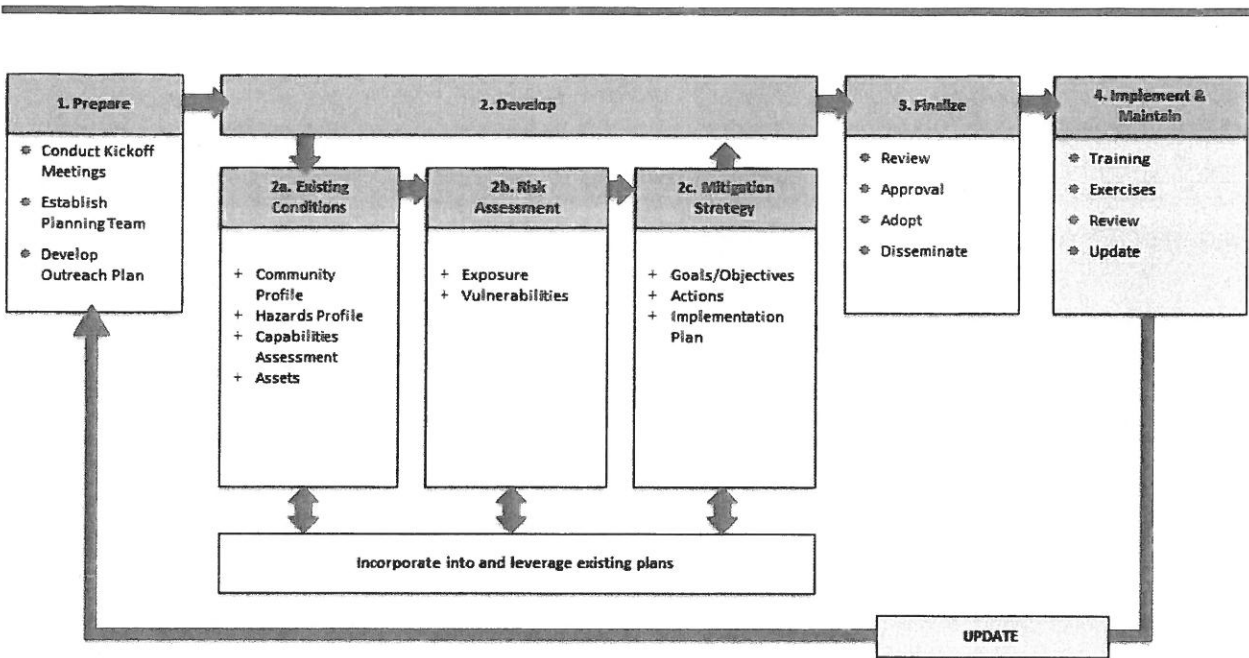
capabilities, analyze and prioritize hazards, assess risk (exposure and vulnerability), and identify, prioritize, and develop an implementation plan for mitigation actions, while ensuring proper documentation to meet state and federal requirements. Our team will build on previous planning efforts in the TPWD, leverage information from other current planning activities, and advise on how to incorporate mitigation into other planning efforts.

While the state and federal government provide guidance materials, we believe each client's hazard mitigation needs and its approach to creating a more sustainable community are unique. This is why our team does not propose using templates to develop LHMPs. Our collective experience in working with rural and urban, large and small, and diverse jurisdictions has sensitized us to working with each community to address its specific mitigation challenges and opportunities. Some of the underlying philosophies include:

- *Focus on the mitigation strategy*
The mitigation strategy is the plan's primary purpose. All other sections contribute to and inform the mitigation strategy and specific hazard mitigation actions.
- *Process is as important as the plan itself*
In mitigation planning, as with most other planning efforts, the plan is only as good as the process and people involved in its development. The plan should also serve as the written record, or documentation, of the planning process.
- *This is the Client's plan*
To have value, the plan must represent the current needs and values of the client and be useful for its stakeholders.
- *Intent is as important as Compliance*
Plan development will focus on whether it meets the intent of the law(s) and regulation(s), and ultimately that it will make the community safer from hazards.

The *APetrow Consulting Team* will ensure a comprehensive planning process is followed; one that provides a clear path to meet (or comply with) the major FEMA LHMP Review Tool element requirements: A) Planning Process, B) Hazard Identification and Risk Assessment, C) Mitigation Strategies, D) Plan Review, Evaluation, and Implementation, and E) Plan Adoption.

The *APetrow Consulting Team* has developed a planning process (methodology) based on Cal OES and FEMA guidance but provides a better sequencing of steps which promote a more robust description of existing conditions and understanding why various actions are being taken (see Figure below). In our experience, this methodology allows Planning Teams to focus on specific challenges (issues, obstacles, constraints, roadblocks) and resolve them in a timelier fashion. This progression of steps usually culminates with easier identification of (and better) mitigation actions.



It is important to note that this planning process incorporates the new FEMA guidance (May 2023). *APetrow Consulting* was invited by Cal OES to attend a FEMA-sponsored meeting to present the new guidance. It is worth noting that *APetrow Consulting* has been implementing these changes long before the development of the new guidance.

Another advantage of our approach is that we provide draft LHMP sections for review and comment as we move through the planning process. This has helped past planning teams focus their review, ensure information is accurate, and help enforce the relationship between the sections. At the end of the planning process, another review cycle will be provided, this time with all draft sections under one cover. This provides another opportunity to ensure information is accurate.

The following sections outline the actions the *APetrow Consulting Team* will take to complete the phases:

Phase 1- Prepare

During this phase, our team will conduct actions to set the project up for success. This includes setting expectations, collecting and reviewing material, and identifying and removing roadblocks. Below is an overview of some of the significant project activities:

Hold Kickoff Meeting with the Client

Upon award of the contract, our team will hold a Kickoff Meeting with the TPWD to gain consensus on: the administrative requirements (i.e., frequency of reporting, invoicing); technical aspects of the project (i.e., scope, timeline); the structure, format, and level of detail for the LHMP; validate list of HMPC members; discuss methods for soliciting input from the HMPC and the public; and possible dates for meetings. Our team will also discuss

collection and review of TPWD-specific material (i.e., Master Plan, Capital Improvement Plans, Emergency Operations Plan, style guides, logos) and available existing material from surrounding communities (e.g., Twentynine Palms, San Bernardino County).

During this meeting we will also discuss and finalize the proposed LHMP Planning Process. As mentioned, the *APetrow Consulting Team* has implemented a proven planning process (methodology) to guide the HMPC through the process. This methodology is developed based on past experience and best practices, and leverages principles presented in the Cal OES CSTI mitigation training courses and FEMA's *CGP 101* and the new *Local Mitigation Planning Handbook (May 2023)*. If selected, *APetrow Consulting* will be happy to further discuss this methodology with the TPWD.

Hold Kickoff Meeting with HMPC

After the client Kickoff Meeting, our team will meet with the HMPC. The purpose of this meeting is to introduce the HMPC to each other, provide an overview of the project, ensure everyone is familiar with mitigation and mitigation plans, outline the roles and responsibilities, validate the planning process, and set expectations/timelines. Our team will also solicit input from the HMPC if additional team members need to be added. Additional HMPC meetings will be held throughout the other activities/phases.

Organize a Hazard Mitigation Planning Committee

APetrow Consulting, working with the TPWD will take initial steps to reconvene the HMPC. Our team will work with the TPWD to ensure the HMPC is comprehensive and represents the "*whole community*". This list should include surrounding governments (state, regional, and local) and key community partners (special districts, utilities), in addition to TPWD staff. The role of the HMPC is to participate in planning meetings, validate the planning process, review sections, suggest/validate mitigation actions, and provide input and materials where necessary. Not every HMPC member will be needed at every meeting, but it is recommended that they attend to stay informed of progress.

Develop Public Outreach Strategy and Hold Kickoff Public Meeting

An involved and integrated public is essential to this effort. With HMPC input, our team will develop a strategy to engage the public and encourage their participation. The public outreach efforts will be designed to meet new federal requirements but will also be customized for the TPWD. Our team will work with the TPWD to ensure that: press releases on the development and completion of the LHMP are disseminated; presentation material is prepared and made available; and copies of the draft LHMP are available in places frequented by community members. Our team will work with the TPWD and the HMPC to leverage existing events and social media platforms to reach the public. Creation of a hazard

mitigation focused survey may also be considered. Additional public meetings may be held throughout the other activities/phases as needed.

Phase 2- Develop

As previously mentioned, this Phase is divided into three (3) sub-phases. The three (3) sub-phases include: a) Existing Conditions; b) Risk Assessment; and, c) Mitigation Strategy. Details about each sub-phase are outlined in the following sections.

Phase 2a- Existing Conditions

During this phase, our team will conduct the following project activities:

Providing a Community Profile

Our team encourages the development of a Community Profile section. While not required, this section helps the HMPC ensure everyone is aware of critical information; information that may be helpful to implement mitigation, as well as assist during disaster response and recovery efforts. This section also helps orient both Cal OES and FEMA to some of the underlining challenges the TPWD faces. This section should include TPWD location, geography, climate, history, demographics (including underserved and socially vulnerable populations), economy, and existing land use. This section should also include a description of development trends over the past few years. While Community Profile is not required by FEMA and Cal OES, the description of development trends over the past few years is a required plan element.

Hazard Identification and Profiles

Our team will work with the HMPC to identify existing hazards in the TPWD service area. Our team will leverage the list of existing hazards from the current TPWD documents (i.e., Master Plan, Emergency Operations Plan) but also review the current state, regional, and surrounding jurisdiction material. The TPWD's hazard list should be a subset of the State's list of hazards. Although FEMA usually only funds mitigation actions addressing natural hazards, our team can work with the TPWD to capture manmade and technological hazards if desired. We believe this will ensure a more comprehensive mitigation strategy. This section will include profiles for each hazard consisting of: description, location, history, probability, extent, and climate change considerations. Additionally, our team will work with the HMPC to prioritize the hazards, a FEMA and Cal OES requirement.

Where applicable, our team will incorporate hazard maps and/or graphics. This will be done by leveraging (utilizing) existing information from experts in their fields (i.e., FEMA, National Oceanic and Atmospheric Agency, California Natural Resources, and California Department of Forestry and Fire Protection), resource material from TPWD, or in some instances developing new material.

Capabilities Assessment

Our team will work with the HMPC to identify current capabilities. Our team categorizes capabilities into the following areas: Personnel Resources; Mitigation Governance (i.e., plans, programs, policies, regulations); Technical Resources; and Fiscal Resources. These are areas that are needed and useful when trying to identify mitigation actions, encourage mitigation year around, and implement mitigation projects. Our team will also outline how these capabilities can be expanded and/or improved (a FEMA requirement).

Assets

Our team will utilize information from several sources to develop a list of assets (i.e., TPWD America's Waterways Infrastructure Act- *AWIA*, US census, Hazus, open-source data). We understand the TPWD has an existing inventory of assets, however, this list may need to be expanded. Our team will work with the HMPC to assemble and/or review the TPWD's asset inventory. This list may include: emergency operations centers, police/fire stations, hospitals and emergency shelters, water/wastewater treatment plants/pumping stations, power generation, transmission, distribution facilities, special population centers (i.e., day-care, elderly, prisons), hazardous materials facilities, and evacuation routes. Part of our work could include identifying different asset classifications (i.e., critical, essential, sensitive). This helps focus attention on assets that are key during events or needed for continuity of operations. At a minimum, we would need quantity of the asset, street addresses, and possibly replacement and content values of the assets. Some other valuable information could include: building occupancy/use, year of construction, structural type, and building size/square footage. All data captured will be used to demonstrate exposure to hazards described under Vulnerability Assessment. *APetrow Consulting* can provide an estimate if TPWD wishes to enhance its asset list with some of these characteristics.

Phase 2b- Risk Assessment

While some request a Vulnerability Assessment, our team will conduct a Risk Assessment. This distinction, and activity, is vital to providing an understanding of each hazard's impact on the services area, also known as the problem statement. Our team will use this problem statement to help guide the HMPC identify potential mitigation actions. In general, risk is defined as:

$$[\text{Hazard}] + [\text{Exposure}] + [\text{Vulnerability}] = [\text{Risk}]$$

To quantify risk, we need to understand the geographic distribution of hazards and their severity, the location of assets relative to the hazard zones needs to be understood, and the potential for damage specific to each structure needs to be identified. While a Risk Assessment includes a Vulnerability Assessment, in mitigation plans, a Risk Assessment usually means assessing exposure and vulnerability to hazards. There are generally three (3)

different approaches used to demonstrate risk: two (2) qualitative approaches and one (1) quantitative approach.

The first qualitative risk assessment approach entails assessing hazard maps (e.g., fire hazard severity zone maps, flood zone maps) against asset inventory information to illustrate exposure of assets to a hazard. The second qualitative approach is used when there are no hazard maps available (e.g., drought, energy shortage). In these instances, our team will use existing available information (i.e., aggregate census data) to estimate exposure. Other resource material (National Risk Index, Cal Adapt) will be used to augment the findings. It should be noted that neither approach estimates damage, they simply provide an indication of exposure.

Currently, Hazus is the only method available to estimate (quantify) countywide risk, but it can only be done for earthquake, flood, and tsunami hazards. For Earthquake, a quantitative approach can (and will) be used. Our team will utilize the latest version of Hazus (Hazus 6.0, or 6.1 depending on the timing of the release of the software update), FEMA's national GIS-based natural hazard risk assessment methodology and software, to conduct the quantitative earthquake assessment.

Our team proposes to conduct a "*category-based*" Hazus earthquake risk assessment of the TPWD's above-ground facilities, including wells, tanks, pump stations and the water treatment plant. Each facility will be categorized into an appropriate Hazus category for the purpose of the assessment. Note that these are simplified categories; no drawing review is proposed. Results are intended to provide relative risk, screening-level results, to identify candidate facilities for more in-depth engineering-based risk assessments (if they don't already exist), and to generate a rough estimate of potential economic loss.

Two (2) scenario analyses are recommended: the ShakeOut scenario (included in the current LHMP), which provides insight into regional impacts, and a second scenario, focused on local impacts. The second scenario will be selected in conjunction with the HMPC. Candidates include a M7.3 event on the Pisgah-Bullion Mtn-Mesquite Lake Fault and a M7.3 event on the Pinto Mountain Fault. In addition to the countywide loss results, maps of earthquake scenario ground shaking will be provided.

Although not required, but if desired, our team can conduct additional work for distribution pipelines. For distribution pipelines, Hazus assumes a water distribution pipeline down each street, with Streets defined by TIGER data and lengths aggregated to the census tract level. Distribution pipes are categorized as "brittle" or "ductile", with an assumption of 20% of total potable water distribution pipe length by tract being ductile, and 80% brittle. Assuming adequate data are available, we propose to work with the TPWD to adjust the distribution of brittle/ductile by census tract to better reflect the pipe they have in place.

Results of the pipeline damage estimates are the number of leaks and breaks. *APetrow Consulting* is available to discuss this activity more and provide a budget.

We are not recommending that a Hazus flood analysis be conducted because there appears to be modest risk from floods within the TPWD service area. Instead, a qualitative risk approach will be used applying the 100-year flood zone maps as mentioned above and conducting an exposure assessment against the Hazus general building stock inventory data set and the TPWD's asset inventory. In addition to providing a better flood analysis, this approach will also save the TPWD significant funding.

Phase 2c- Mitigation Strategy

During this phase, our team will conduct the following project activities:

Developing Mitigation Goals

Our team utilizes a proven approach to developing a comprehensive mitigation strategy. This starts by ensuring the problem statement (risk) is well-defined and that the goals/objectives address the problem. Utilizing the work performed under the previous tasks, our team will work with the HMPC to reach consensus on the problem and identify goals and objectives that are not only targeted to address risk but are comprehensive. Our team will also review other plans to encourage compatibility and ensure there are no conflicts or contradicting goals and objectives.

Review and Provide Status of Previous Mitigation Actions

Our team will work with the HMPC to discuss the status of any previous mitigation projects or mitigation-type of work done in the TPWD. This needs to be done to both meet a federal requirement, as well as provide the HMPC with a starting (or jumping off point) when identifying new mitigation actions. Evaluating previous mitigation actions to determine if they are complete, in progress, on-going, or have not been started is vital to begin the process. From that point, the HMPC can determine if the mitigation action is still needed, or if conditions have changed and the mitigation action should be removed. This is a FEMA and Cal OES requirement.

Developing Mitigation Actions

Our team will then work with the HMPC to identify mitigation actions. In addition to facilitating discussions with the HMPC, our team will reference FEMA Mitigation Ideas, climate adaptation guidance material from Cal OES and California Natural Resources Agency, and other available material on mitigation options and best practices. Part of the discussion under our proven approach will include considerations of impacts from loss of power, and the need to identify energy solutions to ensure functionality. As part of this effort, our team will work with the HMPC to ensure each action is reasonable, effective, and

implementable. A useful tool for ensuring this is the STAPLEE methodology. STAPLEE stands for Social, Technical, Administrative, Political, Legal, Economic and Environmental, which are factors that should be considered when identifying and prioritizing mitigation measures. Prioritizing mitigation actions are a Cal OES and FEMA requirement.

Develop a Mitigation Action Implementation Plan

Our team will work with the HMPC to develop an Implementation Plan for each mitigation action. The Implementation Plan will consist of identify the lead person or department if the mitigation action is implemented, an estimate of the cost, an estimate of the time to complete the action, and possible funding sources to implement the mitigation action. This is a FEMA requirement.

Phase 3- Finalize

During this Phase *APetrow Consulting* will be developing some overarching sections and preparing the LHMP. These project activities include:

Develop a LHMP Maintenance Plan

Our team will work with the HMPC to develop and capture a LHMP Maintenance Plan (i.e., document the process and potential schedule the TPWD will use monitor, evaluate, implement, and update the LHMP over the next 5 years). It is expected this may include annual, ad hoc, and/or leveraging other meetings to ensure information in the LHMP remains current and relevant. Our team will also work with the HMPC to document the actions taken over the past five (5) years in accordance with the LHMP Maintenance Plan in the current LHMP (a FEMA requirement).

Incorporate into Existing Planning Mechanisms

Our team will work with the HMPC to identify potential opportunities to encourage the incorporation of the LHMP into other planning mechanisms (i.e., Master Plan, Capital Improvement Plan, Emergency Operations Plan). To meet Federal requirements, the TPWD only needs to identify a plan to encourage incorporation, it does not need to complete the incorporation as part of this planning process. However, if the TPWD wishes to include this as part of the Scope of Work our team has successfully completed this work on other projects and can provide a cost estimate if requested.

Continued Public Involvement

Our team will work with the HMPC to identify potential opportunities to engage public participation over the next five (5) years. The focus of the public involvement will be centered on educating them on hazards, actions they can take, and actions the TPWD is taking. Creation (or continued use) of a hazard mitigation focused survey may be considered. It is best to identify existing opportunities with similar goals or common efforts.

This is helpful due to the public's limited time and competing interests. Our team will also work with the HMPC to document the actions taken over the past five (5) years in accordance with the Public Outreach Plan in the current LHMP (a FEMA requirement).

Developing a Draft Plan

After all of the work is complete, our team will prepare an Administrative Draft for the HMPC to review. Our team is prepared to capture information along the way, making it easier to compile the information at the end. HMPC comments will be captured and incorporated where appropriate. Our team will ensure all relevant information is captured and included in the LHMP to ensure compliance with the FEMA Review Tool. This includes proper document of all HMPC meetings, capturing of the HMPC-approved planning process, and description of how the public was engaged.

Our team will take steps to integrate and leverage other plans and planning efforts. This includes reviewing relevant TPWD documents (i.e., General Plans, Emergency Operations Plans, LHMPs), state documents (i.e., State HMP, Climate Adaption Guides), and select surrounding jurisdiction documents (i.e., Emergency Operations Plan, Strategic Plan, Continuity of Operations/Government, Capital Improvement, Business Continuity). Our team will strive to promote compatibility and consistency between plans and help ensure lessons learned during the LHMP process can influence other planning efforts. FEMA and Cal OES encourage this type of effort.

Public Input on Draft Plan

After the Administrative Draft is approved by the HMPC, our team will conduct a public meeting to present the Administrative Draft and solicit input from the public. After the public comment period, our team will meet with the TPWD and the HMPC to discuss comments. Once accepted, we will prepare a Draft LHMP for Cal OES and FEMA review.

Final Plan

Our team will work with FEMA and Cal OES on any comments and/or requested edits to the Draft LHMP. This task will also include the completion of the FEMA LHMP Review Tool. The Review Tool is part of the package submitted to Cal OES; they will not accept or review the draft LHMP without a completed Review Tool. Our team will meet with the HMPC to discuss any comments received during Cal OES and FEMA review.

Final Plan Approval and Adaption

After receiving the "approval pending adoption" letter from FEMA, our team will work with the TPWD to ensure the LHMP is adopted. The LHMP is only approved after the TPWD Board takes formal action to adopt. Once the adoption resolution is available it must be sent to FEMA for formal approval.

PROPOSED TIMELINE

The proposed timeline is based on our experience working with other clients developing and updating LHMPs and the TPWD’s request to have a final LHMP ready as soon as possible. There are areas within the proposed timeline where we may be able to expedite work. This will involve commitment from the HMPC. It is also worth noting that the project timeline may overlay with end of year holiday season. Typically, the end of year holiday season creates challenges with planning teams’ availability to attend, provide material, and/or review material. This could slightly delay some activities within the proposed timeline. As previously mentioned, the timeline will be discussed and finalized during the administrative Kickoff Meeting.

	Months from Start												
	1	2	3	4	5	6	7	8	9	10	11	12	
1- Prepare													
Organize													
<i>Client Kickoff Meeting</i>	X												
<i>HMPC Kickoff Meeting</i>	X												
2- Develop													
Existing Conditions													
<i>Community Profile</i>													
<i>HMPC Meeting</i>		X											
<i>Hazard Profile</i>													
<i>HMPC Meeting</i>			X										
<i>Capability Assessment</i>													
<i>HMPC Meeting</i>			X										
<i>Assets</i>													
<i>HMPC Meeting</i>		X											
<i>Public Meeting</i>			X										
Risk Assessment													
<i>Qualitative/Quantitative</i>													
<i>HMPC Meeting</i>				X									
Mitigation Strategy													
<i>Goals/Objective</i>													
<i>Actions</i>													
<i>HMPC Meeting</i>					X								
<i>Public Meeting</i>						X							
<i>Implementation Plan</i>													
<i>HMPC Meeting</i>						X							
3- Finalize													
Draft LHMP													
<i>Administrative Draft</i>													
<i>HMPC Meeting</i>							X						
<i>Public Meeting</i>							X						
Final LHMP													
<i>Cal OES/FEMA Review</i>													
<i>HMPC Meeting</i>									X				
<i>Board Meeting/Adoption</i>										X			
<i>FEMA Approval</i>											X		

COST PROPOSAL

Our Cost Proposal is based on our team’s thorough understanding of and experience working with Planning Teams and the public to develop efficient and effective LHMPs that meet and/or exceed state and federal requirements. *APetrow Consulting’s* Cost Proposal is based on the details outlined in the Proposed Work Plan section. *APetrow Consulting* believes these costs are

necessary and reasonable to update the current LHMP. In support of the Cost Proposal, we have provided a list of “Assumptions and Constraints” that were taken into consideration. Our budget is scalable and can be adjusted for incorrect “Assumptions and Constraints” or to meet other needs and expectations.

As mentioned in our proposal, *APetrow Consulting* implements several management techniques to ensure the project will be completed on time and within budget. A testament to our cost management practices is that we have completed all previous projects on time and within budget; meeting and/or exceeding client expectations.

APetrow Consulting believes there may be areas where the proposed budget could be streamlined. However, to ensure there are sufficient funds to cover the current scope of work and expected level of effort, the budget may be higher than anticipated. It should be noted that Cal OES has established \$125,000 as the maximum grant amount for a single jurisdiction LHMP and \$250,000 for a multijurisdictional LHMP.

<i>Phase</i>	<i>Cost</i>
1- Prepare	\$6,630
2- Develop	\$48,040
2a- Existing Conditions	\$12,920
2b- Risk Assessment	\$18,360
2c- Mitigation Strategy	\$16,760
3- Finalize	\$14,160
TOTAL	\$68,830

Assumptions and Constraints

- The HMPC will be engaged, provide information, and review sections
- Contractor is not responsible for recreating or updating leveraged maps
- The TPWD is in favor of virtual meetings (client, HMPC, and public)
- Contractor is available to attend one (1) in-person meeting; other meetings will be virtual
 - If desired, some additional in-person meetings can be provided
- Contractor will provide two (2) public meetings
 - Virtual public meetings have seen better attendance
 - If in-person, would be beneficial to combine with in-person planning meeting
- Contractor will use run two (2) Hazus earthquake scenarios
 - available baseline Hazus inventory data will be used for the scenarios
- The TPWD is responsible for:
 - contacting and sending out invitations for the HMPC meetings
 - contacting and sending out announcements for public meetings and public messages

- providing meeting space for HMPC and public meetings
- providing conference call information for HMPC meetings
- coordinating LHMP adoption
- providing an editable electronic copy of the current LHMP
- providing electronic copies of asset data

REFERENCES

The following is a list of references for completed (or awarded) LHMP projects with similar scopes of work and timelines that have been prepared by *APetrow Consulting*. All closed projects were completed within the proposed budget and timeline. All active projects are on schedule and on budget.

Client Name	Contact Name	Phone Number	Email
Susanville, City of	Chief James Moore	(530) 257-5152	jmoore@cityofsusanville.org
Redlands, City of	Chief Rich Sessler	(909) 798-7604	ressler@redlandfire.org
South Orange County Community College District	Priya Jerome	(949) 582-4405	pjerome@socccd.edu
Yucaipa, City of	Trevor Benson	(909) 797-2489	tbenson@yucaipa.org
Laguna Niguel, City of	Phil Robinson	(949) 362-4312	probinson@cityoflaguana.org

APPENDIX A- STAFF RESUMES

PROFILE

Over 28 years of international, federal, state, and local experience managing complex emergency management, energy, and planning projects and programs for government and private sector clients. Adept at making sound management decisions in high-pressure business environments and providing creative and innovative solutions for time sensitive, critical assignments. Experienced at assessing current conditions and implementing changes to organizations, systems and programs. Effective at managing and training large and small groups of diverse professional and technical staff. Skilled at facilitating discussions, conducting trainings, encouraging collaboration, and assisting groups reach consensus. Proficient at developing clear and concise plans, reports, and presentations.

COMPETENCIES

- Program/Project Management
- Emergency Management
- Hazard Mitigation / Climate Adaptation
- Energy Assurance / Resiliency
- Business Continuity / Contingency
- Planning (Strategic, Operational, Tactical)
- Training and Exercises
- Risk Assessment

ACCOMPLISHMENTS

- Supported emergency management practices at Pacific Gas and Electric (PG&E), including the development and revisions to Company's Emergency Management Plan and supporting Functional and Hazard Annexes
- Managed response and recovery to six (6) federally declared emergencies (i.e., Northridge Earthquake, Ca Statewide Floods, Ca Firestorms, Hurricane Rita and Katrina)
- A lead instructor for the California Specialize Training Institute (CSTI) FEMA's Emergency Management Institute (EMI) Mitigation for Emergency Managers (G393) training course
- Developed over sixty-five (65) emergency management (response, recovery, mitigation, business continuity) and energy (assurance/resiliency) plans for local government and private sector clients
- Created over fifteen (15) Strategic/Operational Plans (ConOps, SOPs) for local government and private sector clients including Los Angeles World Airport and the City of Boston
- Evaluated, designed, and implemented training curriculum to educate staff and stakeholders on mitigation and emergency management programs and processes
- Identified, analyzed, and developed recommendations for climate change impacts on San Diego Gas & Electric's systems
- Designed business requirements, developed IT implementation tools, and provided technical training and support for state programs (Hazard Mitigation Grant Program, HUD Housing Assistance, CaLEAP)
- Administered state grant programs, including managing the review and evaluation of over twenty-five hundred (2,500) grant projects: California Hazard Mitigation Grant Program (\$1.5 billion); Rivers and Mountain Conservancy (\$60 million); and, Louisiana Hazard Mitigation Grant Program (\$1 billion)
- Designed, implemented, and evaluated over seven (7) Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercises and Red Team drills
- Facilitated training and exercises for the Joint Force (Army/Air Force) National Guard to ensure better integration with state and local government (Wisconsin, Minnesota, Oregon, South Dakota, Arkansas, Georgia, New Jersey, Wyoming, Iowa, Florida, New York, Michigan)
- Conducted over sixty (60) workshops to introduce programs and develop plans (identify current conditions, validate scenarios, and reach consensus on courses of actions)
- Managed and developed the FEMA/OES Southern California Catastrophic Response Plan requiring the coordination with all levels of government and Emergency Support Functions (ESFs)
- Prepared over twenty (20) After Action Reports (AAR) for disaster response and training exercises
- Reorganized divisions, departments, and units to increase efficiencies in processing grants and meeting federal requirements; reduced costs and time by over 50%
- Performed risk assessments for Turkey, Bolivia, Guatemala, Peru, Jamaica, and California
- Developed a Catastrophic Hazard Analysis Report for five (5) scenarios (Improvised Nuclear Device, Radiological Dispersal Device, Improvised Explosive Device, Category 4 Hurricane, and Biological Disease Outbreak) and preparation of over thirty (30) county-level Fact Sheets for the New York/New Jersey/Connecticut/Pennsylvania Region
- Enlisted over fifty (50) local governments in California to voluntarily develop plans and/or incorporate energy assurance into existing plans to assess conditions, prioritize need, and identify solutions to reduce and/or meet energy need
- Presented over twenty (20) briefings for elected officials, State Legislative Committees, city and county councils, special district

- boards, and foreign dignitaries
- Provided oversight and allocation of the \$800 million San Gabriel Rivers and Mountain Conservancy annual operating budget
- Established and managed a Technical Support Hotline and Quality Assurance/Quality Control (QA/QC) unit under the Louisiana Katrina Hurricane Road Home Program
- Designated as the primary liaison for the Attorney General's Office, Federal Office of Inspector General, State Controller's Office Division of Audits, and FEMA; and appointed as an official state representative for the Caltech Earthquake program
- Analyzed multiple pending Legislative bills to identify economic impact to state grant programs
- Developed and submitted two (2) Budget Change Proposals to justify staff increases to the California Department of Finance
- Collected, verified, and disseminated disaster data and statics; and assigned Public Information Act requests for various disasters
- Developed six (6) General Plans and associated Environmental Impact Reports (Santa Barbara, Huntington Beach, San Clemente, Westlake Village, American Canyon, Los Angeles)
- Designed and deployed five (5) project website portals to work as virtual offices to provide better coordination and communications between community stakeholders and partners

EMPLOYMENT	12/15-Present	APetrow Consulting <i>Consultant</i>
	11/07-6/18	ICF International <i>Senior Project Manager</i>
	12/04-11/07	ABS Consulting <i>Project Manager</i>
	10/03-12/04	San Gabriel Rivers and Mountains Conservancy <i>Program Manager/Deputy Executive Director</i>
	08/94-10/03	Governor's Office of Emergency Services <i>Program Manager/Deputy State Hazard Mitigation Officer</i>
	02/91-08/94	Envicom Corporation <i>Project Manager</i>
	08/89-02/91	Agoura Hills, City of <i>Planning Intern</i>
	02/88-11/89	Los Angeles Conservancy <i>Planning Intern</i>

EDUCATION Bachelor of Arts - Geography (1989); University of California, Los Angeles

TRAINING

- National Planning Frameworks- Response, Recovery, Mitigation, Prevention, Protection
- National Incident Management System (NIMS)
- Incident Command System (ICS)
- Standardized Emergency Management System (SEMS)
- Hazards United States (HAZUS) - Flood and Earthquake
- Homeland Security Exercise and Evaluation Program (HSEEP)
- National Environmental Policy Act (NEPA)
- California Environmental Quality Act (CEQA)
- Total Quality Management
- Cost Benefit Analysis
- State Disaster Response and Recovery Operations
- Media Relations- In the Public Spotlight
- Microsoft Office (Word, Excel, PowerPoint, Access)

John Rowden

353 Sequoia Circle, Blairsden, CA 96103
email: jvrowden@gmail.com

Phone (530) 836 2876
Cell (530) 927 8179

Summary: A manager with over thirty-six years of experience and a record of success managing emergency and environmental programs and projects with an extensive background in the following areas:

Hazard Mitigation Grant Programs	Hazard Mitigation Planning
Emergency Management	Emergency Support Operations
Project Management	Environmental Planning and Permitting
Strategic Planning	Collaborative Policy Development
Risk and Vulnerability Analysis	

OVERVIEW

Hazard Mitigation

Mr. Rowden is a versatile emergency manager and emergency management planner. He has developed and improved governmental programs related to hazard mitigation and other phases of emergency management, as well as, environmental programs and projects related to waste management for both the public and private sector.

Mr. Rowden served in the Governor's Office of Emergency Services for ten years, nine years in the Hazard Mitigation Branch, and six years as the manager of the Branch and the State Hazard Mitigation Officer (1999-2006). During his tenure as the Branch Manager, Mr. Rowden had responsibility for the, then, largest mitigation program in the country with over one thousand grants worth over \$1 billion. Mr. Rowden directed the development of the State's first FEMA approved State Hazard Mitigation Plan, initiated the California processes for the state level review of the first local hazard mitigation plans, and directed how hazard mitigation grant applications would be reviewed for consistency with local hazard mitigation plans.

Further, Mr. Rowden was responsible for the initial concept and funding for the California Hazard Mitigation Portal providing digitalized hazard information to local government and the public; directed the development of hazard mitigation program innovations that streamlined internal and external processes; coordinated the creative uses of federal hazard mitigation assistance funds for landslide and wildfire mitigation; and participated in FEMA efforts to improve the national Hazard Mitigation Programs. Mr. Rowden has received awards from FEMA and USDA for his contributions relating to Hazard Mitigation. Since retiring from the State of California, Mr. Rowden has assisted ICF International in implementing the California Local Energy Assurance Program and by developing background and guidance for the District of Columbia to improve its Hazard Mitigation Program to be more effective in obtaining federal mitigation assistance funding. Mr. Rowden remains current with all national and state Hazard Mitigation Program policies.

Emergency Preparedness and Operations

In addition to his mitigation experience, Mr. Rowden managed the OES Preparedness Division with responsibilities (among many others) for maintaining the Standard Emergency Management System (SEMS) and monitoring the use of the National Incident Management System (NIMS). In the year and half that Mr. Rowden managed the Division, he directed the development of statewide response plans for Extreme Heat and Extreme Cold and the Continuity of Operations

and Continuity of Government Plan (COOP/COG) for the State's Executive Branch. Mr. Rowden served as a member of the OES Executive Duty Officer cadre and as a Plans Chief and Deputy Director of the State Operations Center.

For the Department of Food and Agriculture (CDFA), Mr. Rowden was the Department Emergency Coordinator and supervised the Emergency Preparedness and Support Unit. Mr. Rowden directed the development of emergency operations plans and operational manuals improving the effectiveness of California's response to agricultural animal diseases and provided leadership to reinvigorate the California Animal Emergency Response System (CARES) for the care of animals during disasters. Mr. Rowden served as the lead for the California Emergency Function for Food and Agriculture and as the Subject Matter Expert and contributor in the development of California's Threat and Hazard Identification and Risk Assessment (THIRA), various California Emergency Functions (similar to federal Emergency Support Functions), the new California Web based emergency support operations system, various regional catastrophic plans, and the State Homeland Security Grant for California. Mr. Rowden also wrote successful proposals for State Homeland Security grants to CDFA.

Planning and Management

Mr. Rowden's background includes waste management program and project planning and management experience in both the public and private sectors. For the California Integrated Waste Management Board, Mr. Rowden was a program manager; for Waste Management Inc. he managed the design, permitting, legal affairs, and public affairs of controversial waste management facilities in the San Francisco Bay Area.

EMPLOYMENT HISTORY

Interim General Manager	June 2016 to present
John Rowden Consulting	July 2013 to present
California Department of Food and Agriculture	2007-July 2013
California Governor's Office of Emergency Services	1997-2007
John Rowden and Associates	1996-1997
Contra Costa Waste Services, Inc.	1993-1996
Waste Management, Inc.	1988-1993
California Waste Management Board	1976-1988

EDUCATION

- 1975-1978 UC, Davis, CA,
Environmental Planning and Management, Bachelor of Science
- 1970-1971 University of Nevada, Reno, CA,
English
- 1968-1970 Sierra College, Rocklin, CA,
Liberal Arts

ORGANIZATIONS

- Network of State Hazard Mitigation Officers
- American Planning Association, Sacramento Section
- State Legislative Committee, Section President
- Eastern Plumas Recreation District, Director and Vice Chair

HOPE A. SELIGSON

SELIGSON CONSULTING

Hope Seligson has been active in the areas of earthquake engineering, natural hazard risk assessment, and regional loss estimation in support of emergency response and mitigation planning for more than thirty years. Her areas of expertise include regional hazard and damage assessment, building inventory development, vulnerability modeling, Hazus implementation, and application of Geographic Information Systems (GIS).

Academic Background

M.S., Structural/Earthquake Engineering, Stanford University, Stanford, California, 1987

B.S., Civil Engineering, Stanford University, Stanford, California, 1986

Professional History

Owner and Principal Loss Estimation Specialist, Seligson Consulting, Long Beach, California, 2016 - present

MMI Engineering, Huntington Beach, California, Senior Consultant, 2016

MMI Engineering, Huntington Beach, California, Associate, 2007 to 2015

ABSG Consulting Inc., Irvine, California, Technical Manager, 2000 to 2007

EQE International, Inc., Irvine, California, Principal Engineer, 1991 to 2000

Dames & Moore, Los Angeles, California, Project Manager, 1988 to 1991

R.P. Gallagher Associates, Inc., San Francisco, California, Engineer, 1987 to 1988

Professional Experience

Ms. Seligson has performed significant projects that include conducting the second pilot test of the Hazus earthquake methodology for the City of Boston and being part of the interdisciplinary team that developed the nationally applicable Hazus flood loss estimation methodology for the Federal Emergency Management Agency (FEMA). She is a "Level 3" User of the Hazus Earthquake Module, and has been using Hazus in research and applications since its development in 1997. In 2011, Ms. Seligson received the "Hazus User of the Year" (3rd quarter) award from FEMA (<http://www.usehazus.com/news/users/>). Highlights of recent projects are as follows:

- *Building Codes Save, Phase 1 (2011-2012), Phase 2 (2013- 2014), Phase 3 (2015), and Phase 4 (2017-2020).* Seismic Subject Matter Expert on the AECOM team that developed a Hazus-based methodology to estimate the benefits of building code adoption for FEMA. The intent of the study was to quantify improved disaster performance from strengthened hazard provisions in the International Building Codes (IBCs), launched in 2000. The Phase 1 study outlined the proposed methodology, and pilot-tested the approach using parcel-level data for buildings constructed under the IBC in a single county. The Phase 2 study explored the requirements for expanding the study to a larger area; FEMA Region IV. Phase 3 developed the methodology for potential national implementation, and the recently completed Phase 4 applied the methodology in a national study. Results are available from FEMA: <https://www.fema.gov/emergency-managers/risk-management/building-science/building-codes-save-study>.
- *Support to FEMA's Natural Hazard Risk Assessment Program (NHRAP) (2017 – 2021).* As part of the Compass PTS JV project team, provided Hazus support to FEMA's NHRAP/Hazus Program including:
 - Supporting the collaboration between the FEMA Hazus program and the USGS in the development of "2PAGER", the 2nd page of the post-earthquake PAGER report derived from Hazus results. Results of this effort are documented in Wald, et al., 2020, <https://doi.org/10.1177/8755293019878187>.
 - Updating the "Hazus Earthquake Model, FEMA Standard Operating Procedure for Hazus Earthquake Data Preparation and Scenario Analysis", available from: https://www.fema.gov/sites/default/files/2020-09/fema_hazus_earthquake-sop.pdf
 - Updating the "Hazus Earthquake Model Technical Manual", available from: https://www.fema.gov/sites/default/files/2020-10/fema_hazus_earthquake_technical_manual_4-2.pdf
 - Executing Hazus runs for the Shaken Fury 2019 National Level Exercise (NLE), estimating impacts to eight states from a M7.7 earthquake in the New Madrid Seismic Zone, including the effects of liquefaction. Details available from: <https://communities.geoplatform.gov/disasters/national-level-exercise-shaken-fury-2019/>

HOPE A. SELIGSON SELIGSON CONSULTING

- Developing updated replacement cost models for selected non-building facilities reflected in the Hazus default inventory databases.
- *South Orange County Community College District Hazard Mitigation Plan Development Project (2020 – 2021)*. As part of the APetrow Consulting team, developed custom Hazus AEBM building inventory database for buildings at the District's three campuses and analyzed potential impacts in three earthquake scenarios.
- *MTC Regional Seismic Housing Inventory Project (2019-2020)*. As part of the Rutherford+Chekene project team, performed building level earthquake risk assessments for more than 1.8 million buildings in MTC's eight Bay Area counties using the Hazus AEBM. Buildings were modeled "as-is" and with conceptual retrofit improvements applied to more than 430,000 buildings to assess losses avoided by retrofit in a M7.3 scenario earthquake on the Hayward Fault.
- *Hazus Support to the EERI San Diego Chapter Rose Canyon Earthquake Scenario (2016-2020)*. In support of the EERI San Diego Chapter's earthquake scenario development efforts, San Diego County Assessor's data were used to generate improved Hazus "General Building Stock" data at both the census tract (for use in the Hazus earthquake model) and census block level (for use in the Hazus flood and tsunami model). Results are available from EERI: <https://sandiego.eeri.org/2014-eq-scenario/>.
- *"Haywired" Earthquake Scenario – Hazus Analysis (2014-2018)*. Hazus analyses of sixteen aftershocks simulated for the "Haywired" earthquake scenario by the USGS. The analyses utilized enhanced Hazus building inventory data originally developed in 2006, which had been used by FEMA to conduct the analysis of the "Haywired" main shock. Additional efforts explored methods for enhancing the main shock Hazus analysis by utilizing custom liquefaction probability and landslide displacement and probability data. Technical documentation of the assessments is included as a chapter in: <https://pubs.er.usgs.gov/publication/sir20175013v2>.
- *San Francisco Bay Area Housing Impact Assessment using Hazus for the Association of Bay Area Governments (2016 – 2017)*. To support regional earthquake planning and preparedness, custom inventory data originally developed in 2006, were updated for use in the then current version of Hazus (Hazus 3.2). Housing impact estimates were developed for 17 earthquake scenarios affecting 9 counties in the San Francisco Bay Area. Study results are available on ABAG's website: https://abag.ca.gov/sites/default/files/bay_area_earthquake_residential_building_damage_white_paper_jan2018.pdf.
- *Hazus Analysis of High-Priority City-Owned Buildings for the City and County of San Francisco, Capital Planning Program (2011-2012, 2016-2017)*. To support mitigation, emergency planning, and recovery efforts, 82 city-owned buildings were analyzed in 2011-2012 using Hazus' Advanced Engineering Building Module (AEBM), to estimate impacts under four earthquake scenarios previously modeled for the City' CAPSS Project. Provided training to City personnel in Hazus and the AEBM to allow the City to continue the analysis of at-risk buildings in house. An update of the original analysis, conducted for 239 buildings, was completed in 2017; a summary of the 2011-2012 study and 2017 results are available on-line at: <http://onesanfrancisco.org/data-resources/hazus-analysis>
- *Lassen County Hazard Mitigation Plan Update (2017)*. As part of the APetrow Consulting project team, conducted regional earthquake and flood risk assessments for use in updating the local Hazard Mitigation Plan (HMP) for the County and incorporated cities.
- *Santa Barbara County Hazard Mitigation Plan Update (2016)*. As part of the APetrow Consulting project team, conducted regional earthquake and flood risk assessments for use in updating the local Hazard Mitigation Plans (HMPs) for the County and incorporated cities.
- *Rancho Santiago Community College District (RSCCD) Hazard Mitigation Plan Technical Support (2015)*. Performed building level hazard identification and earthquake and flood risk assessments using Hazus to support RSCCD's development of a hazard mitigation plan. Insurance appraisal reports and other detailed building data were used to characterize 146 buildings across seven sites in Orange County, California. Hazus' AEBM and User-Defined Facilities (UDF) Module were utilized for the earthquake and flood risk assessments, respectively.
- *Hazard Mitigation Plan Update; San Bernardino County Operational Area (2010 – 2011)*. As part of the ICF Project Team, provided city- and special district-specific hazard maps, tables of facility exposure to hazards, and results of Hazus earthquake risk assessment for 3 earthquake scenarios to assist 55 cities, towns and special districts in the completion of the Hazard Identification and Risk Assessment components of their LHMP updates. Hazus results were post-processed to report building and population impacts at the individual City level.

DANIEL DAVID MORENO
GIS Professional, Orange County CA

dmorenoden@gmail.com
949 235-6517

EDUCATION

M.A. Geography, University of California, Los Angeles
B.A. Geography, California State University, Northridge

PROFESSIONAL EXPERIENCE

Senior Geospatial Consultant, ICF International (2007 – present)

Manages client projects and tasks to successfully implement GIS solutions for hazards mitigation, emergency management, land and facility planning, transportation, environmental, energy, and natural resources applications. Sample of recent project experience:

- *Assessment of Climate Change on Utility Infrastructure- California Energy Commission.*
- *Assessment of Climate Change risks on Transit Infrastructure- Southern California Association of Governments.*
- *Assessments of Sea-Level Rise Exposure- San Diego Port Authority/City of San Diego*
- *Assessment of Sea-Level Rise Exposure- Pacific Gas & Electric Company.*
- *California High Speed Rail project biological Compensatory Mitigation Plan*
- *Wildlife crossing analyses on the Cajalco Road improvement Project- Riverside County*
- *Western Electricity Coordinating Council's Regional Transmission Planning project.*
- *Marine Corps renewable energy facility visualization project.*
- *BLM Geospatial Publication Module planning project*
- *Central Valley Clean Energy Transmission Project- Pacific Gas and Electric Company.*

GIS Technology Manager, CH2M HILL (1993 – 2007)

Manager of GIS activities for the firm's transportation division. Provided strategic direction for GIS implementations for transportation projects. Duties included hardware/software evaluation and acquisition, budgeting, staff hiring and supervision, business development, project management, hands-on GIS operation and spatial data analyses, and report and map production. Responsible for developing innovative and cost-effective GIS solutions on time and within budget. Built awareness, quality, and efficiencies for the firm's GIS operations.

SPECIALIZED SKILLS

Proficient in applying geographic information systems to planning, engineering, environmental, and decision science projects. Experienced in ESRI ArcGIS 10.X, including Spatial Analyst, 3-D Analyst, Model Builder, Python scripting, ArcGIS Online, Collector. Successfully completed ESRI-certified training in various ArcGIS components. In-depth knowledge of geographic theory, cartographic design, mapping specifications, statistical methods, database management, and spatial data standards. Experienced in Microsoft Office products (Word, Excel, Access, Powerpoint, and Outlook), GoogleEarth Pro, SketchUp.

Strong oral and written communication skills. Presenter of numerous technical papers at GIS conferences throughout the U.S. Adept at presentations, public meetings, proposal preparation, client interaction, and report and cartographic production. Ability to interface and effectively communicate with multidisciplinary technical experts, management, and the public.

PROFESSIONAL AFFILIATIONS

Board of Directors, Rocky Mountain Chapter, URISA (past position)
American Society of Photogrammetry and Remote Sensing
Geospatial Information and Technology Association
GIS Colorado
Gamma Theta Upsilon Geographical Honor Society

4

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE TWENTYNINE PALMS WATER DISTRICT
72401 HATCH ROAD, TWENTYNINE PALMS, CA 92277**

September 27, 2023 / 4:00 P.M.

Call to Order and Roll Call

President Carol Giannini called the Board meeting to order at 4:00 p.m. Those responding to roll call were, Bob Coghill, Carol Giannini, and Randy Leazer. Michael Arthur was absent. Also present were General Manager Matt Shragge, Maintenance Superintendent Mike Minatrea, Treatment/Production Superintendent Robert Shelton, Financial Consultant Cindy Byerrum, and District Secretary Cindy Fowlkes.

Pledge of Allegiance

Tim Gomieo led the pledge.

Additions/Deletions to the Agenda

None

Public Comments

Jeffrey Johnson of Twentynine Palms spoke to his concerns regarding the City's sewer project and the depletion of ground water levels.

1. Appointment to Fill Vacant Board Seat

One applicant submitted a letter of interest and is eligible to serve according to the San Bernardino County Registrar of Voters.

Director Coghill made a motion to appoint Amy Woods to fill the vacancy, seconded by Director Giannini, and approved by the following roll call vote:

Ayes:	Directors Coghill, Leazer, and Giannini
Noes:	None
Abstain:	None
Absent:	Director Arthur

Ms. Woods was sworn in taking the Oath of Office administered by District Secretary, Cindy Fowlkes.

2. Approval of Resolution 23-10 Commending Tim Gomieo for Over Thirty-five Years of Public Service

Director Leazer made a motion to adopt Resolution 23-10 commending Tim Gomieo for over 35 years of public service, seconded by Director Coghill, and approved unanimously by all those present. Director Arthur was absent.

3. Approve Director(s) to Attend ACWA Fall Conference and Expo (November 29th and November 30th, 2023) and to Provide Daily Meeting Stipend

Director Woods made a motion for Director(s) to attend the ACWA Conference and provide daily meeting stipend, seconded by Director Giannini, and approved unanimously by all those present. Director Arthur was absent.

4. Hexavalent Chromium (Cr6) and Legislative Affairs Updates
Adan Ortega and Yasmeen Nubani with Ortega Strategies Group were present and provided the Board with a hexavalent chromium and legislative affairs update. The Community Water System Alliance, which the District was a founding member, has grown to include several agencies small and large, including the Coachella Valley Water District and Orange County Water District whose General Manager is being named as ACWA Board President.

The District, along with the Community Water System Alliance, has submitted comment letters to the State Water Resources Control Board with concerns, particularly:

1) Fiscal impact associated with the implementation of the proposed maximum hexavalent chromium contaminant level, along with consideration of (12) additional drinking water related MCLs that would compound treatment costs for each contaminant.

2) Factors not considered in the economic feasibility study. Most notable, costs associated with administrative and technical capabilities of the staff and ultimately increased commodity rates to cover expenses associated with implementation. The District's service area is classified as disadvantaged and the costs incurred by these mandates will get passed along to the consumers.

3) Compliance period is not sufficient to apply and obtain grant funding. COVID has also created issues with acquiring supplies needed to meet compliance mandates.

Matt thanked Adan and Yasmeen for their work on the District's behalf.

5. Consent Calendar

- Minutes of a Regular Meeting held on August 23, 2023
- Audit List

Director Coghill, moved to approve the Minutes and Audit List, seconded by Director Leazer, and approved unanimously by all those present. Director Arthur was absent.

6. Items Removed from the Consent Calendar for Discussion or Separate Action
None

7. Management Reports

7.1 Maintenance

Mike Minatrea reported that the District responded to 44 Underground Service Alerts, had 1 water main leak, 1 water meter leak, 2 service line leaks, 1 fire hydrant repair/maintenance, installed 0 new services, replaced 3 customer gate valves, performed 6 leak audits, painted 0 fire hydrants, performed 5 customer pressure checks, replaced 3 water meters, Tested and exercised emergency generators and sounded wells for May. 0 water waste inquiries were received. 0 AMI/AMR meters were replaced. There was a total of 838 work orders that were processed during the month.

7.2 Water Quality

Robert reported water production was down 17.93% as compared to the same month in 2013. 40 routine and 11 special water samples were taken. All special samples tested negative for Colilert. All current wells meet the 2.0 mg/L standard fluoride variance set by the State Water Resource Control Board. All samples tested were below the variance.

7.3 Finance

Cindy Byerrum reported on year end for fiscal 2023, noting the following:

- The District's investments ended with \$6 million. Water sales ended at 83% of budget, due in part to the unexpected rain events.
- Capital impact fees ended at 511% of budget.
- CDs, CLASS, and Laif ended higher than expected due to interest rates.
- Fuel costs and electric costs were higher than expected.
- Outside services and general administration is over budget due to GASB mandates.
- Total operating expenses ended at 92%.
- Pension and OPEB trust is not currently being funded as they are losing money, but is being closely monitored.
- The Reserve Policy currently requires the District to have at minimum 180 days of expense set aside.

7.4 General Manager

Matt congratulated Tim Gomieo for his 35 years of public service. Director Amy Woods was welcomed to the Board. The District had a large generator stolen. It was recovered by the District and is currently in a repair shop for repair estimates. Deputies Stumbo and Ables were thanked for their diligent work in the recovery effort, as well as the Wonder Valley community. The lead and copper survey is progressing quite well. Director Coghill, Leazer, and Arthur attended the CSDA conference in Monterey with Matt. GIS is currently being used for USAs (digalerts). It has streamlined the process and reduced the time staff takes to close a ticket.

8. Future Agenda Items and Staff Tasks/Directors' Comments and Reports

Director Woods recognized her mother who recently moved to Twentynine Palms and her boyfriend who were both in the audience.

9. Adjournment

On motion by Director Leazer, seconded by Director Woods, and approved by the Board, the meeting was adjourned at: 5:08 p.m.

Carol Giannini, President
Board of Directors

Attest:

Matthew Shragge, Board Secretary
Twentynine Palms Water District

Twentynine Palms Water District

Check Date Range: 9/1/2023 thru 9/30/2023

Ck No	Ck Date	Payable To	Ck Amt	Ck Detail	GL Acct No	Description
21003	09/13/2023	Jeff Arwick	175.00	175.00	100-120-0000-5220	Cactus Booster Solar Repair
84016	09/13/2023	ACWA/JPIA	28,853.61	25,844.98	100-310-0000-5140	Health Benefits Oct 2023
				895.39	100-310-0000-5144	Health Benefits Oct 2023
				1,629.85	100-310-0000-5141	Health Benefits Oct 2023
				483.39	100-310-0000-5142	Health Benefits Oct 2023
42010	09/13/2023	Customer Refund	59.25	29.63	100-000-0000-2000	Refund Check 016600-001, 6187 Encelia Avenue
				29.62	100-000-0000-2000	Refund Check 016600-001, 6187 Encelia Avenue
21006	09/13/2023	Ansafone Contact Centers	723.64	723.64	100-160-0000-5406	Answering Service
63021	09/13/2023	Autozone Inc.	842.21	355.88	100-130-0000-5220	Shop Supplies-Batteries w/Grease.
				70.44	100-130-0000-5222	Veh.#77-Wiper Blades.
				415.89	100-130-0000-5222	Veh.#22-Battery.
42016	09/13/2023	Customer Refund	156.35	78.18	100-000-0000-2000	Refund Check 028792-000, 5658 Mesquite Springs
				78.17	100-000-0000-2000	Refund Check 028792-000, 5658 Mesquite Springs
21009	09/13/2023	Beck Oil Inc.	1,410.38	1,410.38	100-130-0000-5220	Shop Supplies-55 Gallon Drum of Oil.
42020	09/13/2023	Customer Refund	182.33	91.16	100-000-0000-2000	Refund Check 026966-001, 74088 Goraonio Drive
				91.17	100-000-0000-2000	Refund Check 026966-001, 74088 Goraonio Drive
42022	09/13/2023	Best Best & Krieger	438.10	101.10	100-600-0000-5403	Professional Services Aug 2023
				337.00	100-600-0000-5403	Professional Services Aug 2023
42024	09/13/2023	Beyond Software Solutions	3,340.00	2,340.00	100-600-0000-5406	IT Consulting Aug 2023
				1,000.00	100-600-0000-5406	IT Consulting / Monthly Services Sept
63039	09/13/2023	Builders Supply - 29 Palms	109.09	10.22	100-130-0000-5220	Shop Supplies-Pull Starter Rope.
				75.41	100-130-0000-5220	Hose
				23.46	100-130-0000-5220	Doug Fir/Larch 2x4x10 #2
21014	09/13/2023	Customer Refund	12.44	12.44	100-000-0000-2000	Refund Check 008115-000, 7117 Ivanpah Avenue
42030	09/13/2023	Burrtec Waste & Recycling Svcs	258.98	180.64	100-600-0000-5406	Hatch
				78.34	100-150-0000-5406	Amboy
21016	09/13/2023	California Association of Mutual Water Companies	5,000.00	5,000.00	100-800-0000-6001	Contribution to One Water Econ - CrVI Economic Feasibility Study
21017	09/13/2023	California Community Water Systems Alliance	2,500.00	2,500.00	100-600-0000-5350	Monthly Anchor Level Sponsorship Aug 2023
21018	09/13/2023	Carl Otteson's Certified Backflow	280.00	280.00	100-130-0000-5406	Backflow Annual Test
168152	09/13/2023	Core & Main LP	4,257.45	694.86	100-000-0000-1499	6 in HYMAX COUPLING

Twentynine Palms Water District

Check Date Range: 9/1/2023 thru 9/30/2023

				57.13	100-130-0000-5220	16" Class 150 Nut Bolt Kit
				642.67	100-000-0000-1499	SADDLE A/C 12 in X 2 in BRONZE
				626.23	100-000-0000-1499	6 in C 900 PIPE
				178.35	100-130-0000-5220	6"x2" Tape Saddle 6.63-6.90 OD
				1,175.60	100-000-0000-1499	GATE VALVE 3/4 in
				435.68	100-000-0000-1499	CLAMP 9.00-9.40x8 FC
				446.93	100-000-0000-1499	SADDLE C-900 8 in X 1 in
21020	09/13/2023	DPF Alternatives	660.00	660.00	100-130-0000-5406	Outside Services-Service the DPF's on Trucks 76 and 81.
42042	09/13/2023	Ellison Systems Inc. Shoplet.Com	306.63	180.57	100-600-0000-5301	Office Supplies
				126.06	100-600-0000-5301	Office Supplies
21022	09/13/2023	Frontier Communications	185.93	185.93	100-150-0000-5203	Plant
42046	09/13/2023	Home Depot Credit Services	768.05	82.08	100-600-0000-5301	Charges
				685.97	100-130-0000-5220	Charges
42048	09/13/2023	Interactive Controls ,Inc.	4,852.00	4,725.00	100-850-0000-6001	Provide On-Site Evaluation Of Water Distribution and Telemetry S
				127.00	100-850-0000-6001	Provide On-Site Evaluation Of Water Distribution and Telemetry S
42050	09/13/2023	Kennedy/Jenks Consultants	3,821.25	1,351.25	100-800-0000-6001	Professional Services through Aug 2023
				2,470.00	100-600-0000-5412	Professional Services through Aug 2023
21026	09/13/2023	Customer Refund	56.80	56.80	100-610-0000-5330	CSDA Conference Reimbursement
42054	09/13/2023	Customer Refund	27.80	13.90	100-000-0000-2000	Refund Check 017899-001, 6637 Oasis Avenue #B
				13.90	100-000-0000-2000	Refund Check 017899-001, 6637 Oasis Avenue #B
21028	09/13/2023	McMaster-Carr Supply Co.	37.76	37.76	100-130-0000-5220	Shop Supplies-Rocker Switches.
21029	09/13/2023	MM Internet, Inc.	143.69	143.69	100-600-0000-5203	09/01/2023 - 10/01/2023
42060	09/13/2023	Austin Murphy	306.68	62.00	100-130-0000-5242	T2 Certification
				244.68	100-130-0000-5226	Safety Boot Reimbursement
42062	09/13/2023	Customer Refund	149.98	75.00	100-000-0000-2000	Refund Check 028745-001, 1009 Lear Avenue
				74.98	100-000-0000-2000	Refund Check 028745-001, 1009 Lear Avenue
42064	09/13/2023	Napa Auto Parts	331.23	386.14	100-130-0000-5220	Shop Supplies-Hydraulic Hose w/Fittings.
				(54.91)	100-130-0000-5220	credit
21033	09/13/2023	Nobel Systems, Inc.	7,800.00	7,800.00	100-875-0000-6001	GIS Services
42068	09/13/2023	Customer Refund	178.55	89.27	100-000-0000-2000	Refund Check 028585-001, 6771 Copper Mountain Road
				89.28	100-000-0000-2000	Refund Check 028585-001, 6771 Copper Mountain Road
21035	09/13/2023	NorthStar Chemical	9,022.08	9,022.08	100-150-0000-5211	Load Of Acid 3,200 Gallons NSF60

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189324	09/13/2023	O'Reilly Automotive Inc.	1,276.40	323.24	100-130-0000-5220	Shop Supplies-Grease Gun Kit.
				9.69	100-130-0000-5220	Shop Supplies-Dry Graphite Lubricant.
				11.84	100-130-0000-5220	Shop Supplies-Filter Wrench.
				17.23	100-130-0000-5220	Shop Supplies-E-Star Socket Set.
				9.73	100-130-0000-5222	Veh. #77-Windshield Wipers.
				23.09	100-130-0000-5222	Veh. #9- Automatic Transmission Filter.
				583.43	100-130-0000-5222	Veh. #68,69 and 70-Filters.
				155.62	100-130-0000-5222	Veh. #40-Air Filter.
				142.53	100-130-0000-5222	Veh. #87-Filters.
21037	09/13/2023	Palm Springs Motors Inc.	388.96	388.96	100-130-0000-5222	Veh. #22-Fuel Pump Assembly.
21038	09/13/2023	Parkhouse Tire Inc.	810.82	810.82	100-130-0000-5222	Veh. #9-Tires.
21039	09/13/2023	Pitney Bowes Global Financial Services LLC	460.49	460.49	100-600-0000-5223	Contract 0040839765 06/30/23 - 09/2/23
63120	09/13/2023	Pro Security Systems	432.00	144.00	100-130-0000-5406	Quarterly Monitoring
				144.00	100-600-0000-5406	Quarterly Monitoring
				144.00	100-150-0000-5406	Quarterly Monitoring
84164	09/13/2023	Prudential Overall Supply	557.10	190.11	100-130-0000-5253	Uniforms
				100.02	100-130-0000-5253	Uniforms
				109.14	100-130-0000-5253	Uniforms
				157.83	100-130-0000-5253	Uniforms
21042	09/13/2023	Radar Environmental	1,093.86	1,093.86	100-130-0000-5406	Outside Services-Hazardious Materials Pick Up.
42086	09/13/2023	Customer Refund	121.71	60.85	100-000-0000-2000	Refund Check 029913-000, 7004 Mission Avenue
				60.86	100-000-0000-2000	Refund Check 029913-000, 7004 Mission Avenue
42088	09/13/2023	Customer Refund	167.13	83.57	100-000-0000-2000	Refund Check 014756-001, 3830 Knoll Drive
				83.56	100-000-0000-2000	Refund Check 014756-001, 3830 Knoll Drive
168360	09/13/2023	S.C.E.	24,578.31	4,909.62	100-110-0000-5201	Well 14
				1,762.21	100-110-0000-5201	Well 1
				124.01	100-110-0000-5201	Donnell
				6,606.56	100-110-0000-5201	Well 17
				792.19	100-120-0000-5201	Booster H1N, H2S
				3,998.24	100-120-0000-5201	Booster TP-1
				2,912.33	100-110-0000-5201	Well 16
				3,473.15	100-600-0000-5201	Hatch

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21046	09/13/2023	Safety-Kleen Systems Inc.	366.33	366.33	100-130-0000-5406	Parts Washer Service.
21047	09/13/2023	San Bernardino County	2.00	2.00	100-130-0000-5301	Monthly Assessor parcel map revisions Sept. 2023
42096	09/13/2023	Customer Refund	183.43	91.72	100-000-0000-2000	Refund Check 030285-000, 74555 Sunrise Drive
				91.71	100-000-0000-2000	Refund Check 030285-000, 74555 Sunrise Drive
21049	09/13/2023	Satmodo LLC	164.26	164.26	100-600-0000-5203	Iridium Monthly Minute Plans
21050	09/13/2023	Customer Refund	77.00	77.00	100-600-0000-5330	CSDA Conference Reimbursement
42102	09/13/2023	Customer Refund	179.10	89.55	100-000-0000-2000	Refund Check 008458-024, 71552 Sunnvale Drive
				89.55	100-000-0000-2000	Refund Check 008458-024, 71552 Sunnvale Drive
21052	09/13/2023	Springbrook Holding Company LLC	3,184.00	3,184.00	100-600-0000-5408	CivicPay Transaction Fee Aug 2023
21053	09/13/2023	Bob Stephenson	250.00	250.00	100-610-0000-5350	Video Recording Board Meeting/Aug 2023
21054	09/13/2023	Tifco Industries	261.96	261.96	100-130-0000-5220	Shop Supplies-Nuts and Bolts.
42110	09/13/2023	Underground Service Alert	134.12	41.87	100-130-0000-5406	Calif State Fee for Regulatory Costs
				92.25	100-130-0000-5406	New Ticket Charges
21056	09/13/2023	Usa Blue Book	1,248.04	1,248.04	100-150-0000-5220	GLI pH Differential pH Sensor Analog, Ryton 15ftCable
42114	09/13/2023	Customer Refund	160.39	80.20	100-000-0000-2000	Refund Check 028657-000, 6799 Ivanpah Avenue
				80.19	100-000-0000-2000	Refund Check 028657-000, 6799 Ivanpah Avenue
42116	09/13/2023	Customer Refund	54.92	27.47	100-000-0000-2000	Refund Check 027331-000, 5175 Encelia Avenue
				27.45	100-000-0000-2000	Refund Check 027331-000, 5175 Encelia Avenue
42118	09/14/2023	Cdw Government	751.51	703.54	100-600-0000-5301	SonicWall Comprehensive Gateway Security Suite Fo SonicWall TZ40
				47.97	100-600-0000-5301	SonicWall Support Support Services Mfg: 01-SSC-6801 UNSPSC: 8111
21060	09/14/2023	Customer Refund	187,745.55	187,745.55	100-000-0000-1800	Fire Safety Plan - reimbursement of residual assets/interest
21061	09/14/2023	HASA, INC.	3,268.40	3,268.40	100-150-0000-5211	96 Carboys Of Sodium Hypochlorite 12.5% Multichlor NSF 60 5 Gall
800356	09/14/2023	Pacific Western Bank	12,067.39	100.00	100-600-0000-5330	Charges
				271.23	100-610-0000-5330	Charges
				107.69	100-600-0000-5301	Charges
				90.03	100-600-0000-5408	Charges
				903.71	100-130-0000-5220	Charges
				3,300.00	100-130-0000-5406	Charges
				16.15	100-600-0000-5406	Charges
				200.00	100-610-0000-5330	Charges
				191.80	100-130-0000-5220	Charges
				19.38	100-600-0000-5301	Charges

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				74.78	100-610-0000-5330	Charges
				140.63	100-150-0000-5203	Charges
				90.63	100-600-0000-5203	Charges
				249.00	100-600-0000-5406	Charges
				271.23	100-610-0000-5330	Charges
				(61.66)	100-600-0000-5408	Charges
				8.71	100-600-0000-5303	Charges
				374.66	100-130-0000-5220	Charges
				4.50	100-600-0000-5330	Charges
				220.00	100-610-0000-5330	Charges
				269.00	100-130-0000-5220	Charges
				1,210.54	100-130-0000-5222	Charges
				431.11	100-130-0000-5220	Charges
				271.23	100-610-0000-5330	Charges
				1,859.73	100-800-0000-6001	Charges
				5.00	100-600-0000-5406	Charges
				157.36	100-610-0000-5330	Charges
				175.10	100-600-0000-5330	Charges
				60.00	100-610-0000-5330	Charges
				64.64	100-610-0000-5330	Charges
				110.00	100-600-0000-5330	Charges
				271.23	100-610-0000-5330	Charges
				172.52	100-600-0000-5301	Charges
				132.00	100-600-0000-5406	Charges
				87.24	100-600-0000-5301	Charges
				185.72	100-160-0000-5301	Charges
				4.50	100-600-0000-5406	Charges
				28.00	100-600-0000-5330	Charges
21063	09/27/2023	Jeff Arwick	978.00	978.00	100-120-0000-5220	Replace Solar Panel Wire Campbell Res Install New Conduit. Repla
21064	09/27/2023	Customer Refund	24.00	24.00	100-000-0000-2000	AR Refund
105325	09/27/2023	Autozone Inc.	701.70	24.56	100-130-0000-5222	Veh. #76-Electrical Adapter.
				12.91	100-130-0000-5220	Shop Supplies-Hose Clamps.

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				11.30	100-130-0000-5222	Veh. #68-Electrical Connector.
				630.31	100-130-0000-5220	Shop Supplies-Batteries.
				22.62	100-130-0000-5220	Shop Supplies-Tire Repair Kit.
63198	09/27/2023	Axens	44,985.46	730.62	100-150-0000-5211	County Tax 1.75%
				41,749.85	100-150-0000-5211	ACTIGUARD AA 400G 0.25-0.75 / BB 700KG Super Sacks 1544 LB NET 4
				2,504.99	100-150-0000-5211	State Tax 6.00%
42134	09/27/2023	Customer Refund	20.37	10.19	100-000-0000-2000	Refund Check 030026-000, 6065 Chia Avenue
				10.18	100-000-0000-2000	Refund Check 030026-000, 6065 Chia Avenue
21068	09/27/2023	Big Tex Trailer World	922.29	922.29	100-130-0000-5222	Veh. #40-Brakes.
42138	09/27/2023	Customer Refund	169.14	84.57	100-000-0000-2000	Refund Check 013555-002, 6927 Roberts Avenue
				84.57	100-000-0000-2000	Refund Check 013555-002, 6927 Roberts Avenue
21070	09/27/2023	Customer Refund	207.95	207.95	100-600-0000-5330	Reimbursement - Tim's Retirement party
84284	09/27/2023	Builders Supply - 29 Palms	224.67	161.15	100-130-0000-5220	Misc PVC Repair Parts
				28.00	100-130-0000-5220	Roughneck Trash Can Black
				17.22	100-130-0000-5220	16D Common Nail 1 LB
				18.30	100-130-0000-5220	Claw Hammer
21072	09/27/2023	Centurylink Business Services	47.81	47.81	100-600-0000-5203	Hatch
42146	09/27/2023	Customer Refund	131.47	65.73	100-000-0000-2000	Refund Check 029574-000, 5989 Encelia Avenue
				65.74	100-000-0000-2000	Refund Check 029574-000, 5989 Encelia Avenue
42148	09/27/2023	Customer Refund	138.30	69.15	100-000-0000-2000	Refund Check 030415-000, 72454 Sun Valley Drive
				69.15	100-000-0000-2000	Refund Check 030415-000, 72454 Sun Valley Drive
295050	09/27/2023	Core & Main LP	6,163.80	406.84	100-000-0000-1499	SADDLE C-900 6 in X 2 inTAP
				413.30	100-000-0000-1499	TEE P/O X FLG 6 in
				(0.01)	100-130-0000-5220	credit
				225.94	100-000-0000-1499	CLAMP 3.95-4.20x16 FC
				338.01	100-130-0000-5220	6 " x 4" PO x FLG TEE CI53 USA
				317.87	100-130-0000-5220	3/4 x 1/8 FLG FF NEOPRENE GSKT #150
				1,077.27	100-000-0000-1499	CLAMP 14.10-14.50X30"
				581.72	100-000-0000-1499	ANGLE METER 1 in CTS COMP
				669.69	100-000-0000-1499	CORP STOP 3/4 in MIP X CTS
				344.22	100-000-0000-1499	SADDLE C-900 6 inX 1 in
				541.12	100-000-0000-1499	CORP STOP 1 in MIP X CTS

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				596.40	100-000-0000-1499	ELBOW BRASS 90 DEG 2 in CTS X CTS
				478.30	100-130-0000-5220	NH14258.62X.75X.75
				173.13	100-130-0000-5220	4" PO x FLG ADAPTER USA
21076	09/27/2023	County Of San Bernardino	38.97	38.97	100-130-0000-5406	O&M Waste
42154	09/27/2023	Customer Refund	133.41	66.71	100-000-0000-2000	Refund Check 029910-000, 74012 Casita Drive
				66.70	100-000-0000-2000	Refund Check 029910-000, 74012 Casita Drive
42156	09/27/2023	Customer Refund	37.93	18.97	100-000-0000-2000	Refund Check 027606-001, 73471 29 Palms Hwy.
				18.96	100-000-0000-2000	Refund Check 027606-001, 73471 29 Palms Hwy.
63237	09/27/2023	Desert Hardware	32.04	16.02	100-130-0000-5220	Ace Sinker Nails
				(11.01)	100-600-0000-5301	AMS Valve 1/2 x 3/8 Lunch Room Faucet
				27.03	100-600-0000-5301	Dual Valve 5/8 x 3/8 ,
21080	09/27/2023	Dig Dug Underground Inc.	600.00	600.00	100-000-0000-2509	Reimburse Performance bond/Grocery Outlet
21081	09/27/2023	E.H. Wachs	250.75	250.75	100-130-0000-5222	Veh. #40-Pump Impeller.
21082	09/27/2023	Eadie + Payne	1,000.00	1,000.00	100-600-0000-5402	Audit of financial statements for year ended June 30, 2023
42166	09/27/2023	Customer Refund	162.97	81.48	100-000-0000-2000	Refund Check 028381-001, 5580 Palo Verde Avenue
				81.49	100-000-0000-2000	Refund Check 028381-001, 5580 Palo Verde Avenue
42168	09/27/2023	Customer Refund	161.76	80.88	100-000-0000-2000	Refund Check 029222-000, 6283 Lupine Avenue
				80.88	100-000-0000-2000	Refund Check 029222-000, 6283 Lupine Avenue
42170	09/27/2023	Customer Refund	148.15	74.07	100-000-0000-2000	Refund Check 030418-000, 7606 Saladin Avenue
				74.08	100-000-0000-2000	Refund Check 030418-000, 7606 Saladin Avenue
42172	09/27/2023	Customer Refund	139.49	69.75	100-000-0000-2000	Refund Check 029951-000, 71647 Indian Trail
				69.74	100-000-0000-2000	Refund Check 029951-000, 71647 Indian Trail
21087	09/27/2023	Frontier Communications	149.02	149.02	100-600-0000-5203	Hatch
42176	09/27/2023	Customer Refund	115.35	57.68	100-000-0000-2000	Refund Check 030236-000, 69880 Indian Trail
				57.67	100-000-0000-2000	Refund Check 030236-000, 69880 Indian Trail
21089	09/27/2023	Gold Mountain California News Media, Inc.	835.00	835.00	100-600-0000-5409	Trail Legals Advertising
42180	09/27/2023	Customer Refund	187.38	93.69	100-000-0000-2000	Refund Check 028642-000, 73809 Cactus Drive
				93.69	100-000-0000-2000	Refund Check 028642-000, 73809 Cactus Drive
42182	09/27/2023	Grainger	790.99	274.96	100-150-0000-5220	Acid Neutralizer, 5 gal, Granular x 2= 195.58, Union Connector x
				516.03	100-150-0000-5220	Test Kit, Arsenic, 3 to 80 UG/L x2 = 439.28, Fire Hose Nozzle x
21092	09/27/2023	Hi-Grade Materials Co.	968.82	968.82	100-130-0000-5220	Lucky Ave Concrete Job
42186	09/27/2023	Customer Refund	8.22	4.11	100-000-0000-2000	Refund Check 019794-000, 7291 Woodward Avenue

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				4.11	100-000-0000-2000	Refund Check 019794-000, 7291 Woodward Avenue
42188	09/27/2023	Home Depot Credit Services	1,553.04	1,045.16	100-130-0000-5220	Charges
				507.88	100-130-0000-5220	Charges
21095	09/27/2023	Identifix	1,428.00	1,428.00	100-130-0000-5220	Subscription 12/15/2023 - 12/15/2024
21096	09/27/2023	Itron, Inc.	29,808.98	29,808.98	100-600-0000-5406	Network Software 10/01/2023 - 09/30/2024
21097	09/27/2023	Kennedy/Jenks Consultants	222.50	222.50	100-150-0000-5406	Professional Services through 8/25/2023
42196	09/27/2023	Customer Refund	79.33	39.66	100-000-0000-2000	Refund Check 007302-000, 70995 Indian Trail
				39.67	100-000-0000-2000	Refund Check 007302-000, 70995 Indian Trail
21099	09/27/2023	Coralyn Lawrence	250.00	250.00	100-600-0000-5406	Bee Removal
42200	09/27/2023	Customer Refund	162.31	81.16	100-000-0000-2000	Refund Check 029528-001, 5636 Mariposa Avenue
				81.15	100-000-0000-2000	Refund Check 029528-001, 5636 Mariposa Avenue
42202	09/27/2023	Customer Refund	174.68	87.34	100-000-0000-2000	Refund Check 028253-002, 74354 Cottonwood Drive
				87.34	100-000-0000-2000	Refund Check 028253-002, 74354 Cottonwood Drive
42204	09/27/2023	Customer Refund	186.37	93.18	100-000-0000-2000	Refund Check 028618-000, 5617 Marine Avenue
				93.19	100-000-0000-2000	Refund Check 028618-000, 5617 Marine Avenue
42206	09/27/2023	McMaster-Carr Supply Co.	191.97	108.24	100-130-0000-5220	6" High Bounce-Back Marking Flags Blue Pack of 25.
				83.73	100-130-0000-5220	301 Stainless Steel Clamps For NAA
21104	09/27/2023	Customer Refund	37.30	37.30	100-000-0000-2000	Refund Check
42210	09/27/2023	Customer Refund	102.55	51.27	100-000-0000-2000	Refund Check 006750-002, 71559 Sunflower Drive
				51.28	100-000-0000-2000	Refund Check 006750-002, 71559 Sunflower Drive
63318	09/27/2023	Merit Oil	16,673.72	11,933.86	100-000-0000-1401	2500 Gallons of 87 Unleaded
				4,712.86	100-000-0000-1401	1000 Gallons of Clear Diesel #2
				27.00	100-000-0000-1401	Surcharge of \$27.00
42214	09/27/2023	O'Reilly Automotive Inc.	186.02	(20.57)	100-130-0000-5222	Veh. #30-Filters for service.
				206.59	100-130-0000-5222	Veh. #30-Filters for service.
21108	09/27/2023	Ortega Strategies Group	2,500.00	2,500.00	100-600-0000-5350	Consulting July 2023 - Advocacy Services
42218	09/27/2023	Customer Refund	23.15	11.58	100-000-0000-2000	Refund Check 027347-000, 69056 Valle Vista Road
				11.57	100-000-0000-2000	Refund Check 027347-000, 69056 Valle Vista Road
42220	09/27/2023	Customer Refund	164.54	82.27	100-000-0000-2000	Refund Check 026626-001, 73928 Samarkand Drive
				82.27	100-000-0000-2000	Refund Check 026626-001, 73928 Samarkand Drive
84444	09/27/2023	Prudential Overall Supply	693.91	103.30	100-130-0000-5253	Uniforms
				106.57	100-130-0000-5253	Uniforms

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				210.28	100-130-0000-5253	Uniforms
				273.76	100-130-0000-5253	Uniforms
42224	09/27/2023	Customer Refund	131.29	65.65	100-000-0000-2000	Refund Check 029570-000, 5770 Hall Lane
				65.64	100-000-0000-2000	Refund Check 029570-000, 5770 Hall Lane
42226	09/27/2023	Customer Refund	159.11	79.56	100-000-0000-2000	Refund Check 029896-000, 1087 Sunrise Road
				79.55	100-000-0000-2000	Refund Check 029896-000, 1087 Sunrise Road
42228	09/27/2023	Customer Refund	84.02	42.01	100-000-0000-2000	Refund Check 030694-000, 3925 Los Olivos Avenue
				42.01	100-000-0000-2000	Refund Check 030694-000, 3925 Los Olivos Avenue
168920	09/27/2023	S.C.E.	11,901.86	632.38	100-110-0000-5201	Well 15
				1,393.44	100-110-0000-5201	Well 12
				1,286.41	100-120-0000-5201	Booster 11A, 11B
				104.51	100-120-0000-5201	D.H. Res & Hydro
				939.82	100-110-0000-5201	Well 11
				2,630.34	100-120-0000-5201	Booster Two Mile
				1,975.72	100-120-0000-5201	Booster - Sullivan
				2,939.24	100-120-0000-5201	Booster - Lupine
21116	09/27/2023	San Bernardino Co. Fire	2,044.00	2,044.00	100-000-0000-1600	Cupa Permits
42234	09/27/2023	Customer Refund	2.95	1.48	100-000-0000-2000	Refund Check 030285-000, 74555 Sunrise Drive
				1.47	100-000-0000-2000	Refund Check 030285-000, 74555 Sunrise Drive
21118	09/27/2023	Susan L. Simmons	1,800.00	1,800.00	100-600-0000-5406	Janitorial Services Oct. 2023
21119	09/27/2023	Strategic Communication Consultants	700.00	700.00	100-160-0000-5406	Online water application form with pdf attachment
21120	09/27/2023	SWRCB-DWOCF	70.00	70.00	100-130-0000-5242	D1 Certification Request - Bell
42242	09/27/2023	Customer Refund	139.49	69.75	100-000-0000-2000	Refund Check 029938-000, 73942 Gorgonio Drive
				69.74	100-000-0000-2000	Refund Check 029938-000, 73942 Gorgonio Drive
21122	09/27/2023	TPX Communications	421.17	421.17	100-600-0000-5203	Hatch
21123	09/27/2023	Customer Refund	74.00	74.00	100-000-0000-2000	AR Refund
21124	09/27/2023	Trophy Express	18.32	18.32	100-610-0000-5301	Name Plate
232375	09/27/2023	Usa Blue Book	1,483.24	111.57	100-000-0000-1499	COUPLING GALV 2 in
				299.91	100-000-0000-1499	COUPLING BRASS 2 in
				48.42	100-130-0000-5226	Work Gloves 4 RP Medium, 2XL
				64.56	100-130-0000-5226	Work Gloves 4 RP Large, Work Gloves XL 4 PR.
				161.30	100-130-0000-5220	;EAD FREE BRASS PLUG 2 IN NPT

Twentynine Palms Water District

Check Date Range: 9/1/2023 thru 9/30/2023

				99.76	100-130-0000-5226	Oil Resistant PVC Gloves 6 PR
				16.86	100-130-0000-5220	Blue Paint x 2
				94.46	100-130-0000-5226	Neoprene Gloves, Latex Gloves,
				205.62	100-130-0000-5220	Blue Spray Paint x 18
				251.03	100-000-0000-1499	ELBOW BRASS 90 DEG 2 in
				129.75	100-130-0000-5226	Nitrile Gloves Boxes. Gloves Neoprene 1 DZ
21126	09/27/2023	Vagabond Welding Supply	583.17	583.17	100-130-0000-5220	Shop Supplies-Aluminum for Treatment Plant Project.
42254	09/27/2023	Customer Refund	49.13	24.57	100-000-0000-2000	Refund Check 028264-000, 73470 Friendly Lane
				24.56	100-000-0000-2000	Refund Check 028264-000, 73470 Friendly Lane
21128	09/27/2023	Verizon Wireless	687.23	687.23	100-600-0000-5203	Wireless
21129	09/27/2023	Customer Refund	190.66	190.66	100-000-0000-2000	AR Refund
42260	09/27/2023	Customer Refund	124.75	62.38	100-000-0000-2000	Refund Check 029941-000, 6250 Morongo Road
				62.37	100-000-0000-2000	Refund Check 029941-000, 6250 Morongo Road
42262	09/27/2023	Customer Refund	175.41	87.70	100-000-0000-2000	Refund Check 030368-000, 71590 Cactus Drive
				87.71	100-000-0000-2000	Refund Check 030368-000, 71590 Cactus Drive
42264	09/27/2023	Customer Refund	14.27	7.13	100-000-0000-2000	Refund Check 030076-000, 6565 Mojave Avenue
				7.14	100-000-0000-2000	Refund Check 030076-000, 6565 Mojave Avenue
			Total	\$453,000.09		

6

6.1

TWENTYNINE PALMS WATER DISTRICT
72401 Hatch Road/P. O. Box 1735
Twentynine Palms, CA 92277-1000
PHONE (760) 367-7546 FAX (760) 367-6612

TO: Board of Directors
FROM: Mike Minatrea, Maintenance Superintendent
DATE: October 19, 2023
SUBJECT: Management Report

A. The Operations and Maintenance Department performed the following tasks during the month of September 2023:

1. Responded to 62 Underground Service Alerts
2. Responded to and repaired
 - a. 0 water main leaks
 - b. 0 water meter leaks
 - c. 1 service line leaks
 - d. 1 fire hydrant repair/maintenance
3. Installed 2 new services
4. Replaced 4 customer gate valves
5. Performed 3 leak audits
6. Painted 0 fire hydrants
7. Performed 3 customer pressure checks
8. Replaced 6 water meters
9. Tested and exercised emergency generators
10. Sounded wells for September
11. 0 water waste inquiries were reported
12. Replaced 0 AMI/AMR meters

B. The following customer service tasks were performed:

1. 563 work orders were generated from reading meters
2. 96 work orders were generated from billing variance list
3. 139 work orders were generated for turn on or turn off
4. 372 termination notices were distributed
5. 44 non-pay turn offs were performed
6. 0 extensions were granted
7. 0 extensions were shut off for non-payment
8. 9 payment schedules have been granted
9. 2 payment schedules failed
10. 4 customer requests and 3 inquiries were logged and investigated

C. Valve and Hydrant Maintenance Update

	Valves Exercised (Began 07/21)	Dead Ends Flushed (Began 1/23)
Current Month	58	45
Year to Date	*3,309	382

*Biennial cycle

D. Status of Cross-Connection Control Program (Quarterly)

	In District	2023 Test/Surveys
Cross-Connection Devices	363	319

Twentynine Palms Water District Maintenance Report

FY 2023/24

	USA	Leak Audits	Fire Hydrant Painting	Shut Offs	Total Work Orders Completed	Valves Exercised	Customer's Valve Replaced	New Service	Main Line Leaks	Active Account	Prior Year	% Increase (Decrease)
July	54	5	0	32	862	27	6	1	0			
August	44	6	0	16	838	38	3	0	1		7,729	
Sept.	62	3	0	44	798	58	4	2	0		N/A	
October										N/A	N/A	
Nov.												
Dec.											7,761	
Jan.												
Feb.										N/A	N/A	
March												
April											7,756	
May												
June										N/A	N/A	
Totals	160	14	0	92	2498	123	13	3	1			

Total Connections in District= 8,437

6.2

TWENTYNINE PALMS WATER DISTRICT
72401 Hatch Road/P. O. Box 1735
Twentynine Palms, CA 92277-1000
PHONE (760) 367-7546 FAX (760) 367-6612

TO: Board of Directors

FROM: Robert Shelton, Treatment/Production Superintendent

DATE: October 13, 2023

SUBJECT: Management Report

1. ENGINEERING

A. No items to report.

2. WATER QUALITY

A. Chlorine Levels: Average levels maintained in the storage and distribution system ranged from a low of 0.06 mg/L to a high of 0.43 mg/L. Chlorination point (the point where chlorine is introduced into the distribution system) averages ranged from 0.11 mg/L to .61 mg/L.

B. Bacteria Samples: A total of 40 routine bacteria samples were collected at test points for the storage and distribution system during this past month. In addition 9 special bacteria samples were collected. All routine and special samples indicated ABSENT for Colilert.

C. Fluoride Samples: A total of 15 fluoride samples were collected at established test points for the storage and distribution system, and 11 fluoride samples were taken from potable water production wells. Fluoride levels in the distribution system ranged from a low of .71 mg/L to a high of 1.7 mg/L. Fluoride measurements collected at the wells ranged from a low of 0.75 to a high of 1.8 mg/L.

D. General Physical: A total of 11 general physical samples were collected from established locations as a part of routine testing requirements. Levels reported for color are <3.0, 1 for threshold odor and <0.10- 0.38 for turbidity.

TWENTYNINE PALMS WATER DISTRICT
Water Production Report
FY 2022/23

Groundwater Source									
	Mesquite Springs Basin	Fortynine Palms Basin	Eastern Basin	Indian Cove Basin	Total Produced	Total Prior Yr	%Increase Decrease prior year	%Increase Decrease from 2013	
July	115.114	96.846	24.576	25.043	261.578	258.632	1.14%	-15.60%	
August	108.125	90.756	29.358	11.578	239.817	238.492	0.56%	-17.93%	
Sept.	103.387	77.636	22.741	6.860	210.624	217.076	-2.97%	-13.95%	
October									
Nov.									
Dec.									
Jan.									
Feb.									
March									
April									
May									
June									
Totals	326.626	265.238	76.675	43.481	712.019	714.200	-0.31%		

Production Totals Expressed in Acre Feet

NOTE: Year to Date Mesquite Springs Basin regeneration production of -0.924 acre feet = -0.28%

6.3

TWENTYNINE PALMS WATER DISTRICT

FINANCIAL REPORT

For The Month Of

August 2023

***PRELIMINARY - SUBJECT TO YEAR-END
AUDIT ADJUSTMENTS***



Twentynine Palms Water District
Statement of Investments and Reserves
For the Period Ending August 31, 2023
(Unaudited)

Operating Funds & Internal Reserves- LAIF:	Prior Balance	Deposits	Disbursements	Current Balance	Market
1 Operating Funds	\$ 1,981,337	\$ 13,702 ¹	\$ (1,282,202) ^{2,3}	\$ 712,837	\$ 702,023
2 Capital Funds for Primary Infrastructure	795,406	37,703 ^{1,2}	-	833,109	820,469
3 Capital Funds for Secondary Infrastructure	179,770	1,243 ¹	-	181,013	178,267
4 Total LAIF	2,956,513	52,648	(1,282,202)	1,726,959	1,700,759
5 Checking Account Unrestricted	197,185	2,949,328 ³	(1,675,201)	1,471,312	1,471,312
6 Checking Acct. Restricted - OPEB/Pension Trust Contribution	143,000	-	-	143,000	143,000
7 CLASS Account- Operating Funds	4,657,100	42,573 ⁴	-	4,699,674	4,699,674
8 Certificate of Deposit - 13 Months- September 2023	500,000	-	-	500,000	500,000
9 Certificate of Deposit - 13 Months- November 2023	500,000	-	-	500,000	500,000
10 Certificate of Deposit - 13 Months- December 2023	500,000	-	-	500,000	500,000
11 Restricted Funds - FY 22/23 Carryover CIP Budget	(3,183,400)	-	-	(3,183,400)	(3,183,400)
12 Total Investments	\$ 6,270,399	\$ 3,044,549	\$ (2,957,403)	\$ 6,357,545	\$ 6,331,344

¹ LAIF Quarterly Interest

² Capacity Fees for new connections are received in the general fund and then transferred to the Capital Funds

³ Transfer to Checking

⁴ Monthly CLASS Interest

CERTIFICATION

I certify that (1) all investment actions executed since the last report have been made in full compliance with the District's Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively.

Cindy Byerrum, CPA
Contract CPA

**** Market values are adjusted on this report on a quarterly basis and recorded in the District's financials statements at the end of the fiscal year**



Twentynine Palms Water District
Statement of Investments and Reserves
For the Period Ending August 31, 2023
(Unaudited)

	August 2023	YTD	Budget	YTD 17%	Prior YTD
1 Operating Revenues	\$ 558,300	\$ 1,106,294	\$ 5,831,500	19%	\$ 1,042,373
2 Non-Operating Revenues	105,349	192,745	795,100	24%	213,271
3 Total Revenue Available to Fund Operations & Capital	663,649	1,299,039	6,626,600	20%	1,255,644
4 Operating Expenses	384,489	805,353	5,112,000	16%	754,388
5 Non-Operating Expenses	18,490	36,980	376,400	10%	39,249
6 Total Debt Service	-	-	243,500	0%	-
7 Total Expenses & Debt Service	402,979	842,333	5,731,900	15%	793,637
8 Net Revenues Available to Fund Capital Expenditures	260,670	456,706	894,700	51%	462,007
9 District Projects	(6,351)	(11,324)	(504,900)	2%	(5,311)
10 CIP Projects	-	-	(1,809,400)	0%	(599)
11 Repairs & Replacement	(19,200)	(19,200)	(764,600)	3%	-
12 Capital Outlay	(12,331)	(26,965)	(538,800)	5%	(7,699)
Sub-Total: Net Debt Proceeds / Capital	(37,883)	(57,489)	(3,617,700)	2%	(13,609)
13 Transfers in from Special Revenue Fund	11,134	27,450	154,500	18%	29,636
14 Increase (Decrease) in Fund Balance	\$ 233,920	\$ 426,667	\$ (2,568,500)		\$ 478,034

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



Twentynine Palms Water District
Detail Statement of Revenues and Expenses
For the Period Ending August 31, 2023
(Unaudited)

	August 2023	YTD	Budget	YTD 17%
1 Operating Revenues				
2 Water Sales (Volumetric)	\$ 386,266	\$ 765,711	\$ 3,780,300	20%
3 Readiness-To-Serve (Fixed)	145,456	290,945	1,809,100	16%
4 Other Operating Revenue	26,578	49,674	282,300	18%
5 Bad Debt Expense	-	(37)	(40,200)	0%
6 Total Operating Revenues	558,300	1,106,294	5,831,500	19%
7 Non-Operating Revenues				
8 Capital Impact Fees	32,202	49,376	75,000	66%
9 Water Availability Assessment	49,333	96,649	592,000	16%
10 Interest Revenue	21,642	42,573	92,500	46%
11 Other Penalties	2,176	-	20,600	0%
12 Reimbursed Expenses	1,114	3,977	5,000	80%
13 Miscellaneous Non-Op Revenue	(1,119)	169	10,000	2%
14 Total Non-Operating Revenues	105,349	192,745	795,100	24%
15 Total Revenues	663,649	1,299,039	6,626,600	20%
16 Operating Expenditures				
17 Source of Supply				
18 Labor & Benefits	225	681	5,300	13%
19 Direct Expenses	39,105	84,590	477,000	18%
20 Total Source of Supply	39,330	85,270	482,300	18%
21 Pumping				
22 Labor & Benefits	171	247	1,400	18%
23 Direct Expenses	13,695	24,923	190,500	13%
24 Total Pumping	13,866	25,170	191,900	13%
25 Transmission & Distribution				
26 Labor & Benefits	119,997	220,502	1,321,900	17%
27 Direct Expenses	30,072	77,389	445,200	17%
28 Total Transmission & Distribution	150,069	297,891	1,767,100	17%
29 Treatment Wells				
30 Labor & Benefits	8,667	13,877	90,900	15%
31 Direct Expenses	-	1,739	46,400	4%
32 Total Treatment Wells	8,667	15,616	137,300	11%
33 Treatment Facility				
34 Labor & Benefits	18,078	39,286	196,300	20%
35 Direct Expenses	27,070	53,354	430,200	12%
36 Total Treatment Facility	45,148	92,641	626,500	15%
37 Customer Accounts				
38 Labor & Benefits	22,696	50,041	334,000	15%
39 Direct Expenses	1,234	17,053	83,300	20%
40 Total Customer Accounts	\$ 23,930	\$ 67,094	\$ 417,300	16%

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Twentynine Palms Water District
Detail Statement of Revenues and Expenses
For the Period Ending August 31, 2023
(Unaudited)

	August 2023	YTD	Budget	YTD 17%
41 General & Administration				
42 Labor & Benefits	\$ 49,925	\$ 90,414	\$ 543,900	17%
43 Outside Services	28,536	75,807	435,000	17%
44 Direct Expenses	24,237	52,042	375,600	14%
45 Total General & Administration	102,698	218,264	1,354,500	16%
46 Payouts & Retiree Medical				
47 Vacation / Sick Payouts	-	-	73,100	0%
48 Retiree Medical	(246)	1,433	31,500	5%
49 Total Payouts & Retiree Medical	(246)	1,433	104,600	1%
50 Board of Directors				
51 Director Fees	1,000	1,700	15,000	11%
52 Direct Expenses	28	275	15,500	2%
53 Total Board of Directors	1,028	1,975	30,500	6%
54 Total Operating Expenditures	384,489	805,353	5,112,000	16%
55 Non-Operating Expenditures				
56 Debt Service				
57 Debt Principal Payments	-	-	207,700	0%
58 Interest Expense	-	-	35,800	0%
59 Total Debt Service	-	-	243,500	0%
60 CalPERS UAL Payment (Required)	18,490	36,980	221,900	17%
61 Pension & OPEB Trust Contributions	-	-	154,500	0%
62 Total Non-Operating Expenditures	18,490	36,980	619,900	6%
63 Total Expenditures	402,979	842,333	5,731,900	15%
64 Net Revenues Before Capital Program	260,670	456,706	894,700	51%

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



Twentynine Palms Water District
Special Revenue Fund
For the Period Ending August 31, 2023
(Unaudited)

	August 2023	YTD	Budget	YTD 17%
1 Tower Revenues	\$ 11,134	\$ 27,450	\$ 154,500	18%
2 Less Transfers Out To Water	(11,134)	(27,450)	(154,500)	18%
Ending Balance	\$ -	\$ -	\$ -	

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Twentynine Palms Water District
Carryover CIP/Current CIP and R&M/Capital Outlay
For the Period Ending August 31, 2023
(Unaudited)

	Budget FY 23/24	Current Year Expenditures	Remaining Under / (Over) Budget
1 District Projects			
2 Treatment Feasibility & Exploration Costs	\$ 67,100	\$ -	\$ 67,100
3 Salt Nutrient Monitoring Wells\Sampling	65,500	5,544	59,956
4 USGS Study\Feasibility Study	100,000	-	100,000
5 Centralized Sewer Plan\Groundwater Analysis	92,300	5,000	87,300
6 Master Plan Updates	100,000	-	100,000
7 Campbell Reservoir Land Acquisition	35,000	-	35,000
8 Standard Drawings Update	25,000	-	25,000
9 Asset Management Plan	20,000	-	20,000
10 Vulnerability/Supply Assessment	-	780	(780)
11 Total District Projects	504,900	11,324	493,576
12 Capital Improvement Plan			
13 Chromium VI and Flouride for Well 11B	1,300,000	-	1,300,000
14 Water Reservoir at Treatment Plant	400,000	-	400,000
15 AMI/AMR	59,400	-	59,400
16 Pay Meter Station Upgrade	50,000	-	50,000
17 Capital Improvement Plan	1,809,400	-	1,809,400
18 Repairs, Rehabilitation, & Maintenance			
19 Distribution SCADA System	200,000	4,852	195,148
20 Emergency Repairs, Unspecified	150,000	-	150,000
21 Campbell Reservoir Road Paving\Seal Coating	89,600	-	89,600
22 Treatment Plant Concrete	50,000	-	50,000
23 Repiping/Distribution System Upgrades	75,000	1,743	73,257
24 Hanson Booster Station	50,000	12,606	37,394
25 Cactus Booster Station	40,000	-	40,000
26 Plant 6 Electrical and Well Upgrade	25,000	-	25,000
27 Reservoir Recoating / Cathodic Protection	20,000	-	20,000
28 Large Meter Replacement Program	20,000	-	20,000
29 Stockwell Booster Station	20,000	-	20,000
30 Fluoride Plant Instr.\Coating\SCADA	15,000	-	15,000
31 Lupine Booster Station	10,000	-	10,000
32 Total Repairs & Maintenance	764,600	19,200	745,400
33 Capital Outlay			
34 Vehicle/Equipment Replacements	175,000	4,531	170,469
35 Electric Vehicle Station	150,000	-	150,000
36 Computer/Technology Replacements	48,600	9,833	38,767
37 Geographic Information System (GIS)	25,200	12,600	12,600
38 Administrative Building\Office Remodel	60,000	-	60,000
39 Energy Efficiency Projects	30,000	-	30,000
40 Parking Lot Seal\Paving	50,000	-	50,000
41 Total Capital Outlay	538,800	26,965	511,835
42 Grand Total	\$ 3,617,700	\$ 57,489	\$ 3,560,211

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

6.4

**NO
MATERIAL
PROVIDED**

7

**CLOSED
SESSION**